



**Pacific Gas and
Electric Company™**

LETTER AGREEMENT NO. 14-04-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
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STEPHEN RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
707.452.2700

TOM DALZELL
BUSINESS MANAGER

January 7, 2014

Mr. Tom Dalzell, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Dalzell:

The Company and Union continue to work together to discuss and develop a Company-wide Near Hit Sharing and Reporting Program within PG&E. Representatives from both the Union and the Company will be involved in the development of the program, including pilots in various work groups across the Company, benchmarking, communications, systems requirements and design. The intent of this letter is to allow individual lines of business to tailor their Near Hit Program to fit their specific needs within the overall corporate guidance relating to the employees' comfort in reporting the incident. This letter applies to all IBEW Local 1245 represented employees.

The following are the overriding elements of the Near Hit Sharing and Reporting Program and pilots:

- The objective of the Near Hit Program is to create an environment where employees can share and report their experiences, as well as human and organizational performance events without the fear of reprisal. Employees are encouraged to help prevent incidents and injuries by sharing common experiences and human errors in an effort to educate others and avoid future hazards and errors through education. The intent is to treat a near hit or human error as an opportunity to help employees learn through the experiences of others. The Near Hit reporting program is based on similar programs that have been successfully implemented in many utilities and other industries such as the Federal Aviation Administration (FAA), nuclear facilities and the military services.
- For the purpose of this agreement a Near Hit is defined as an unplanned event that did not result in harm or injury to employees, contractors or the public but had the potential to do so. This includes both events the Company was aware of and unaware of.
- The Company will **not** take positive discipline action on experiences shared or human errors reported that are defined as a Near Hit if there is no equipment, property or personal damage or injury, no system impact as defined within each pilot or no violations of Safety Principles, Keys to Life or PG&E's Code of Conduct. All actual injuries and incidents as defined within each pilot resulting from other self-reporting processes will not be considered a Near Hit in accordance with this agreement.
- In an effort to improve employee and public safety, Near Hit Programs may be implemented in all lines of business with some variation in process to allow for the administration of a specific department's self-reporting program. All lines of business will have options for sharing and reporting near hits such as verbal sharing, use of the near hit paper form, an established 1-800 number, use of the Company's centralized reporting system and email. Employees may also inform management of the incident with follow-up

regarding lessons learned and actions taken for prevention and educational purposes. Reporting can be confidential or anonymous if the employee chooses with information gathered to be used for analysis, corrective actions and sharing through communications tools such as a Near Hit Library accessible to all employees for purposes of education and prevention. Any information posted publicly will not identify the names of the employees involved in the Near Hit.

- The Company will partner with the Union regarding any bargaining unit employee participation in the Near Hit program. The Company and Union will collaborate on employees serving on Near Hit Committees with the Union having the final right of selection. This includes the formation of pilots established within the various lines of business. In the event a subcommittee is established, it shall include as part of the implementation an employee communication plan to ensure both effective processes as well as thorough employee knowledge of the program. A memorandum of understanding will be prepared for each pilot.

The reporting of a Near Hit may be done in one of three ways:

- Self-Report – made to the employee's Supervisor or shared with the work group.
- Union Report – through the IBEW Shop Steward, Business Representative or Business Manager.
- Anonymously – through the Near Hit use of a paper Near Hit form or the Company's central reporting system or the Ethics and Compliance Hotline.

In all cases, the report should include what happened, how it happened, any corrective action taken and what should be done to prevent recurrence. In order to ensure a safe work environment and minimize near-hits and incidents, each employee shall:

- Exemplify professionalism in conduct and performance.
- Be accountable for adhering to the Keys to Life and Safety Principles and PG&E's Code of Conduct.
- Hold him/herself and co-workers to the highest standard of performance by learning, teaching and following safe work procedures.
- Demonstrate leadership by advocating safety policies through knowledge, practice and attitude.

Upon 30 days written notice, either party may cancel this agreement.

If you agree, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: 

Stephen A. Rayburn
Director and Chief Negotiator

The Union is in agreement.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

By: 

Tom Dalzell
Business Manager

January 13

, 2014