



**Pacific Gas and  
Electric Company.**

# LETTER AGREEMENT NO. R1-11-32-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT  
MAIL CODE N2Z  
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STEPHEN A. 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

August 11, 2011

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:

On May 13, a Joint Company-Union Committee met to discuss a Close Call/Near Hit reporting program in the Electric M&C Department. The IBEW Local 1245 representative was Dean Gurke, and Company representatives were John Parks, Les Hudson, Jason Regan and Todd Nordman.

The Committee agreed to the following:

1. In an effort to improve employee safety, a Close Call/Near Hit reporting program will be implemented in the Electric M&C Department following the execution of this letter agreement.
2. The objective of the Close Call/Near Hit reporting program is to create an environment where the reporting of human and organizational performance events is encouraged to help prevent other employees from making the same error and to avoid future injuries. The intent is to treat a human error as a learning opportunity. The Close Call/Near Hit reporting program is based on similar programs that have been successfully implemented by the Federal Aviation Administration (FAA), nuclear facilities, and the military services.
3. The Company will **not** take positive discipline action on human errors reported within 48 hours of occurrence and defined as a Close Call/Near Hit if there are no injuries, equipment damage, or system impact, or violation of PG&E values.

The reporting of a Close Call/Near Hit may be done in one of two ways:

- Self-Report – made to the employee's Supervisor.
- Union Report – through the IBEW Safety Steward.

In all cases, the report should include what happened, how it happened, and what should be done to prevent recurrence. The First Line Supervisor of the employee reporting the Close Call/Near Hit will enter the event in the Event Reporting Engine for archiving, trending and learning purposes.

In order to ensure a safe work environment and minimize near-hits and accidents, each EM&C employee shall:

1. Exemplify professionalism in conduct and performance.
2. Hold themselves and their fellow crew members to the highest standard of safe performance by learning, teaching and following work procedures.
3. Demonstrate leadership by advocating safety policies through knowledge, practice and attitude.

**Communication:**

Within 30 days of execution of this letter agreement, a subcommittee of Les Hudson, Jason Regan, Alan Walker, Mark Frauenheim and Brian Trumbull will implement an employee communications plan for this letter agreement. The communications plan will include an employee communications package and schedule of joint Company-Union presentations at all headquarters so that there is a consistent message given to all EM&C employees.

The full subcommittee outlined above one will meet within 60 days of implementation and quarterly thereafter to monitor program implementation.

**Definitions**

- **Human Failure/Work Procedure Error (HF/WPE) Close Call/Near Hit:** An action or inaction by an individual directly performing a task on the electric system that causes an unexpected avoidable result, but not a result that immediately impacts the system or places it at risk. Such actions or inactions include, but are not limited to, a lack of adherence to received training or to an existing policy, standard, guideline, bulletin, or work procedure. Depending on the circumstances, they may be classified as either errors or violations.
- **Human Failure/Work Procedure Error (HF/WPE):** An action or inaction by an individual directly performing a task on the electric system that causes an unexpected avoidable result, either impacting the system or placing it at risk. Such actions or inactions include, but are not limited to, a lack of adherence to received training or to an existing policy, standard, guideline, bulletin, or work procedure. Depending on the circumstances, they may be classified as either errors or violations.
- **Lessons Learned:** Improvement opportunities, best practices, and at risk behaviors identified during an event investigation and which are communicated to appropriate work groups to help prevent recurrence.
- **Personal injury:** Any injury sustained to oneself or another resulting from individual or crew actions.
- **Property damage:** Any physical damage occurring to Company assets or public property in the course of individual or crew actions.
- **Self Reported:** A report, verbal or written, by an EM&C employee to a Supervisor, Safety Representative, Manager or anonymously.
- **Violation:** An act on or inaction by an individual that demonstrates willful disregard for received training or for an existing policy, standard, guideline, bulletin, or procedure.

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

If you are in accord with the foregoing, and agree thereto, 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 accord with the foregoing and agrees thereto as of the date hereof.

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

September 12, 2011

By:   
Tom Dalzell  
Business Manager