



**A. Instructions for employees filling-in "Good Catch" form (Section A items 1-3):**

1. Enter the date and time of when the Good Catch was identified.

1a. Enter the Installation/Command/Organization of where the Good Catch was identified.

1b. Enter the building and exact location where the Good Catch was observed.

2. Enter the area Supervisor's name and phone number if applicable (Optional).

3. Briefly describe the hazard.

**B. Observers Information (Section B Items 1-4)**

1. Enter your name.

2. Enter your email address.

3. Enter your phone number.

4. Check applicable box to indicate whether your name may be revealed.

**C. NAVFAC NW Safety Office to complete information (Section C items 1-6):**

1. Enter type of Good Catch report:

- Observed incident
- Unsafe Act
- Unsafe Condition

2. Standard Violated:

3. Incident Factor:

- Training
- Personal Protective Equipment (PPE)
- Other factors

4. Enter recommended action for interim control(s).

5. Enter supervisor's corrective action if applicable.

6. Enter Good Catch Status:

- Initiated
- Open
- Response Required
- Closed

**D. Form may be submitted to the NAVFAC NW Command Safety Office, or to the local PWD Site Safety Office**

**E. If employee wishes to remain anonymous, the Safety Office will not be able to provide status updates directly however, the Safety Office will ask the PAO to post the "Good Catch" in the POD.**

**F. If the employee enters their name, the respective Safety Office should contact the employee to provide "Good Catch" status.**