Near Miss Reporting Process

The near miss reporting process is the way all employees can make the local facility aware of an unsafe incident or unsafe condition.

Any employee, upon discovery of an unsafe act/condition can and should fill out the “Near Miss REPORT”.

Upon completion of the report it should be turned over to the area supervisor or safety representative. A copy of the report should be forwarded to the safety supervisor along with all updates. The report should be posted on the local safety bulletin board by supervision or by the safety representative.

Local management or the Safety Task Force should investigate any reports and address the situations as quickly as possible. Additionally, recommendations should be made for the appropriate corrective action. These actions could consist of posting a safety alert, implementing changes to safety rules, modifying equipment, or modifying the facility.

The posted “Near Miss REPORT” should be updated with any recommendations made, and the implementation of any corrective actions.
NEAR MISS REPORT

Location________________________________________

Time of Incident______________ Date___________

Description of the Incident
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Describe Unsafe Act and or
Condition_________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Recommendation________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Corrective Actions___________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Updates ___________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Completion Date___________________