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*_____