

NEAR MISS REPORT

A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an undesirable outcome. At risk behaviors, hazardous working conditions, and malfunctioning equipment can all contribute to near miss incidents. Near miss incidents provide a learning opportunity where the information obtained from the incident can be used to prevent any future events that may result in injury, illness or property damage. Please use this form to report any near misses.

NOTE: The information contained on this report will not be used for any disciplinary purposes or actions.

Please complete the report in as much detail as possible.

Name (Optional):

Emp. No. (Optional):

Date and Time of Incident:

Location of Incident:

Job or Task Being Performed at Time of Incident:

Description of Near Miss Incident: (Please use the back of this form or another sheet of paper if needed)

Contributing Factors (Check all that apply):

STATES: Rushing ☐ Frustration ☐ Fatigue ☐ Complacency ☐

CRITICAL ERRORS: Eyes not on Task ☐ Mind not on Task ☐

Line-of-Fire ☐ Balance/Traction/Grip ☐

OTHER FACTORS (equipment malfunction, etc.): ☐ Describe:

Suggestions or Recommendations:

Please forward the completed report to your supervisor, Safety Specialist, or Safety Advocate.

THANK YOU FOR TAKING AN ACTIVE ROLE IN SAFETY

Date Report was Received:

Safety Contact Name: