

# **Near-Miss Reporting Program**

## **Near-Miss Investigation**

- The investigation of a near-miss sends a message of management concern to all employees on a job. Failure to investigate also sends a message; one of management disinterest and apathy toward worker safety. Owners and contractors who are able to achieve zero injuries on their projects have rigorous procedures on all aspects of near-miss investigations.

Such investigations find the real cause of potential accidents result in recommendation for accident prevention, and ensure that follow-up action does occur. Some of these are covered in the implementation information that follows.

## **Implementation – Near-Miss Investigations**

- The following is a list of questions with answers that describe the various aspects of the investigation process.

### **Who Are the Investigators?**

- Responsible parties, including both management and supervision; people with appropriate skills, knowledge, and interest in the prevention of future occurrences.
- Who was involved? Direct or indirect witnesses.
  - Use of experts where appropriate.
  - Use other resources; i.e. safety professionals, loss prevention consultants, etc.

### **When to Investigate**

- As soon as practical is a good rule. The more serious the near miss, the more quickly the investigation should begin.

### **Where**

- Typically at or near the site of the near-miss incident. Interviews can be both on-site and/or in a nearby office setting.

### **Technique**

- How severe was the potential accident?
- Have similar situations happened before?
- Is there agreement among those on the scene?
- Get hard evidence that cannot be easily disputed.
- Take statements from witnesses.
- Address any circumstantial evidence.

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## **Investigation Procedures Checklist**

- Set your attitude to be impartial, concerned, determined to protect others.
- Go to the scene of the near-miss promptly.
- Talk to the Witnesses and get facts.
- While at the scene, look for evidence of the potential accident and listen for clues from conversations around you; also obtain photographs from all angles, if applicable.
- Encourage people to give their ideas for preventing a potential accident in the future.
- Study the possible causes. Remember that accidents usually have more than one “contributing factor”. Include unsafe conditions as well as unsafe practices.
- Complete the Near-Miss form provided.
- After completing the Near-Miss form, check for accuracy, review with all job-site personnel, and send completed form to Management for review.
- Follow up to ensure that conditions are corrected.