

Near Miss Incident Report Form

Member: _____

Date of Incident: _____

Time of Incident: _____

Physical Location: _____

Personnel Involved: _____

Witnesses: _____

A near-miss is a potential hazard or incident that has not resulted in any personal injury or property damage, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries and property damage. Unsafe working environments can be improved by those who have experienced near misses in their respective departments and reporting those situations. Please complete this form to assist in bringing awareness of potentially dangerous conditions or hazards in the workplace.

Check all appropriate conditions:

_____ Near-miss _____ Safety Concern _____ Safety suggestion _____ Other (describe)

Type of Concern:

_____ Unsafe Act _____ Unsafe condition of area _____ Unsafe condition of equipment
_____ Unsafe Use of equipment _____ Not following directives _____ Other (describe)

Describe the potential incident/hazard/concern and possible outcome (in as much detail as possible):

Safety/Corrective Action Suggestions (Remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Name: _____

Date Reported: _____

Corrective actions should be taken as early as possible after incident to avoid future near-misses or accidents. Near-miss incidents should be discussed at the next quarterly safety meeting with full description of what happened, what was done to correct deficiencies, infractions, etc. so future near-misses or accidents are eliminated or at least reduced.