The reason for reporting a near miss is to determine the cause or causes of the near miss; to identify any risks, hazards, systems or procedures (or lack of) that contributed to the near miss; and to recommend corrective action to prevent an incident that could result in injury to persons or damage to property.

Date: ___________________________  Time of Day: ___________________________  AM __  PM __

Department: ______________________  Supervisor: _______________________________

Location of Near Miss: _______________________________________________________________

Short description of the Near Miss:

Were you able to make the area safe for yourself/others?  YES ☐  NO ☐  N/A ☐

How?

Immediate or Contributing Causes that may have been a factor to the Near Miss

What preventative action could have been taken?

Why was this action not taken?

Was the worker trained/experienced in the task(s) being performed when the near miss occurred?

What is the chance of the Near Miss occurring again?

Observer’s Name: ________________________________

Physical Plant March 2017