



NEAR MISS REPORT – Physical Plant

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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: _____