



UNIVERSITY  
OF MANITOBA

**Physical Plant**

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**To:** Physical Plant Staff

**From:** Rod Berscheid, Assistant Director

**Subject:** Incident and Near Miss Investigations

The purpose of this directive is to outline Incident and Near Miss Investigations in Physical Plant.

Near Miss Incidents have special significance within any effective safety program. As such, this guidance is provided in addition to the procedure on conducting incident investigations, and shall be conducted to determine the cause and implement corrective action to prevent future incidents.

Incident and Near Miss Investigations and the corrective action is to be discussed with employees concerned following the publication of the Incident Report. Near misses are included in the reports tabled for discussion at senior management level.