Near Miss Report

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, at risk employee behavior, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone’s responsibility to report and /or correct these potential accidents/incidents immediately.

Please complete this form as a means to report these near-miss situations.

<table>
<thead>
<tr>
<th>Department/Location</th>
<th>Date</th>
<th>Time</th>
<th>am</th>
<th>pm</th>
</tr>
</thead>
</table>

Check all that apply:
- [ ] At risk behavior
- [ ] Unsafe equipment
- [ ] Unsafe condition
- [ ] Unsafe use of equipment

Description of incident or potential hazard

Employee Signature                  Date

Near Miss Investigation

Description of the near-miss condition

Causes (primary & contributing)

Corrective action taken (remove the hazard, replace, repair, or retrain in the proper procedures for the task)

Not completed for the following reason(s)

Report completed by                  Date

Management review                   Date