

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.

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|---|------|---|
| Department/Location | Date | Time <input type="checkbox"/> am <input type="checkbox"/> pm |
| Check all that apply: <input type="checkbox"/> At risk behavior <input type="checkbox"/> Unsafe equipment <input type="checkbox"/> Unsafe condition <input type="checkbox"/> Unsafe use of equipment | | |
| Description of incident or potential hazard | | |
| Employee Signature | | Date |

Near Miss Investigation

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| 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 |