



NEAR MISS REPORT

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, 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 to your administrator or supervisor.

Department/Location _____ Date: _____

Time _____ am pm

Please check all appropriate conditions:

- Unsafe Act
- Unsafe Equipment
- Unsafe Condition
- Unsafe Use of Equipment

Description of incident or potential hazard: _____

Employee Signature: _____ Date: _____

Optional

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) _____

Signed: _____ Date Completed: _____

Note completed for the following reasons: _____

Administrator/Supervisor _____ Date: _____