Near Miss Report

Near Miss Information

Facility/Location:	
Date Reported:	
Reported By (optional):	
Location of Near Miss:	
Description of Near Miss or hazardous condition:	

Near Miss Category (High Potential)

Does the near miss/hazardous condition have the potential to cause any of the following?

Yes	No	Severe – lost time injury, fatality, hospitalization, etc.
Yes	No	Spill or release that could have resulted in an environmental impact.
Yes	No	Property damage including fire or damage to facilities, equipment, vehicles, etc.

Answering Yes to any one of these questions results in a "high-potential" near miss. Answering No to all questions results in a "low/medium" potential near miss.

Root Cause/Corrective Actions (to be completed by supervisor/manager)

Root Cause:	
Corrective Action:	
Date Completed:	
Completed By:	

The Importance of Reporting Near Miss Incidents

We have all experienced near-miss incidents throughout our lives that have changed our behavior. Each day employees are exposed to near-miss incidents or unsafe conditions that could result in injury or death. Accurately and quickly reporting and documenting near-miss incidents and hazardous conditions prevents injuries and fatalities.

Near-Miss Reporting – The Goal

The goal of near-miss reporting is to establish a process allowing employees to easily report near-miss incidents or conditions that could result in an injury or other type of event. Without a process, these events and conditions frequently go unreported. Each near-miss that is reported offers an opportunity to reduce workplace exposure. Reduced workplace exposure will result in injury reduction. A CEO of a major company once said, "Every near miss that our employees report is a blessing." In other words, each reported near miss is an opportunity to eliminate the potential for injuries, fatalities, or other types of negative events.

Barriers to Success

Several barriers often derail near-miss reporting programs. Effectively addressing these barriers can ensure a near-miss reporting program's success. The absence of an effective program is usually attributed to three factors:

- Employee fear of discipline;
- Employee embarrassment; and
- Failure to educate employees on the near-miss reporting process.

The Reporting Process

An effective near-miss reporting process not only encourages employees to report near-miss incidents and hazardous conditions in a timely manner, but it also provides employees with the ability to report near-miss incidents. It is important to include a description of the incident or condition as well as causal factors, the root cause and corrective actions. If you are unfamiliar with your company's near-miss reporting procedure, please contact your supervisor.

No Name, No Blame

Since the value of the near miss is the event or hazardous condition reported, not the person reporting it, names should be optional when reporting a near miss.   Embarrassment and fear of discipline are common barriers to the success of a near-miss reporting program. If employees do not feel comfortable reporting a near miss directly to a supervisor, they can fill out a written near-miss report anonymously.

The Importance of Prompt Follow Up

Near-miss reports should be analyzed immediately after completion and submission. Analysis will determine causal factors, the root cause and any corrective actions needing implementation. Once the analysis is complete, pertinent information can be reported to other company locations. Since information gleaned from the analysis could help prevent similar incidents and eliminate hazardous conditions, immediacy is critically important.