

Near-Miss Report

Near-accidents/Near-misses are incidents that may or may not result in damage to property but do not result in an injury to employees or other individuals. Near-misses are potential learning opportunities that should be used to promote discussion about changes to policies, procedures, engineering controls and personal protective equipment in an attempt to prevent future accidents and near-misses.

Employees should report near misses within 24 hours after an incident. This form should be used to describe and discuss the causes and outcomes of a near-miss.

Date and Time of incident: _____

Date and Time incident was reported: _____

Parties involved:

Name:_____ Job Title:_____

Witnesses:_____

Location of Incident:

Department:_____ Room:_____

Location in room:_____

Equipment involved:_____

Describe the incident:

Was the incident caused by faulty equipment? _____

If yes, preserve evidence. Identify: _____

Was the incident caused by another person? _____

Name: _____

Employee's Signature: _____ **Date:** _____

Lab Supervisor's Signature: _____ **Date:** _____

Dates of Investigation: _____

What was the immediate cause of the incident (lack of training or supervision, rule enforcement, equipment maintenance, other)?

What were the contributing factors that led up to the incident?

Corrective actions taken:
