Near Miss Report Form

From the Risk Management office:

Near Miss OSHA definition:

*NEAR MISS - Near misses describe incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.*

- [*https://www.osha.gov/SLTC/etools/safetyhealth/mod4\_factsheets\_accinvest.html*](https://www.osha.gov/SLTC/etools/safetyhealth/mod4_factsheets_accinvest.html)

Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries and property damage. Unsafe working environments can be improved by those who have experienced near misses in their respective departments and reporting those situations to us. Please complete this form to assist in bringing awareness of potential dangerous conditions in the workplace.

Date of incident: Click here to enter a date.

Location of incident: Click here to enter text.

Department of employee: Click here to enter text.

Time of incident: Click here to enter text. a.m. p.m.

Please check all that apply:

Unsafe Act

Unsafe Condition

Unsafe Equipment

Unsafe Use of Equipment

Describe in detail the near miss incident: Click here to enter text.

Completed by

Employee: Click here to enter text. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Forward a copy of the completed form to the Risk Management office and retain a copy for your records.*