

Near Miss Reporting Form

A “near miss” is any “close call” that you have experienced or witnessed involving a machine, tool, process or equipment. Near misses DO NOT result in injury or damage but are clearly a problem that should be addressed. Employees usually do not feel the need to report because they do not result in damage, injury, repairs or dollar loss. They may also feel that near misses will lead to disciplinary action, investigations or embarrassment. But they are very important because our company and crews can learn from them and prevent future incidents.

Please write down and share the “close call” that you experienced or saw.

This information helps the Company improve safety efforts and training.

Do not share your name if you have concerns about how this information will be used.

Thank you for your willingness to share these incidents!

DESCRIBE THE CLOSE CALL: _____

WHAT COULD HAVE HAPPENED? WHAT INJURIES COULD HAVE RESULTED? WHAT DAMAGE COULD HAVE RESULTED? _____

WHAT TRAINING, PROCESS, REPAIRS OR SAFETY IMPROVEMENTS WOULD YOU RECOMMEND? _____

EMPLOYEE NAME (OPTIONAL): _____

DATE OF CLOSE CALL: _____ TIME OF CLOSE CALL: _____

LOCATION OF CLOSE CALL: _____