



# 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. The employee who witnessed or was involved in the near miss must complete this form as a means to report these near-miss situations and give to supervisor or designated personnel.

**This section is to be completed by the employee that witnessed or was involved in the near miss.**

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: \_\_\_\_\_

**Near Miss Investigation: To be completed by the Supervisor/Superintendent**

Description of near miss condition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Causes (primary & contributing): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Corrective action taken (Remove the hazard, replace, retrain, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Not completed for the following reason: \_\_\_\_\_

Management who Reviewed Report: \_\_\_\_\_

Date: \_\_\_\_\_