

Notes

Near-miss report

1 About the person who is reporting the near miss

Name _____
Department _____
Job title _____
Contact information at work _____

2 About the near miss **i** Continue on the back of this form if you need to.

What harm nearly happened? Remember, harm can mean illness or injury to a person, damage to buildings or equipment, or disruption to production.

When was the near miss seen? Date _____ Time _____

Where was the near miss seen (be specific)? _____

Who was involved (if anybody)? _____

What equipment was involved (if any)? _____

Describe what was seen _____

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3 Immediate corrective actions

What would stop it happening again? _____
_____ Date _____

4 Underlying causes

Is there a pattern of underlying causes from previous reported near misses? _____

5 Long-term corrective actions

How could the near miss be prevented in future? _____

