Near Miss Reporting Tool

A **near miss** is an unplanned event that did not result in injury, illness, or damage but had the potential to do so. It is sometimes referred to as a "close call" or "near hit." Near misses are considered warning signs that safety hazards exist, and they provide an opportunity to identify and correct potential risks before an actual incident occurs.

Reporting and investigating near misses are essential in proactive safety management, as they can help organizations identify trends, improve safety practices, and prevent future accidents.

Near misses are often separated into two categories, either as a “Unsafe Acts” or “Unsafe Conditions”

|  |  |
| --- | --- |
| **Unsafe Acts**  | **Unsafe Conditions \*** |
| Disregarding or skipping rules or procedures  | Guards not fitted or damaged |
| Missing PPE  | Spills (both liquids and materials)  |
| Working on equipment that isn’t isolated  | Safety devices not fitted  |
| Housekeeping/Untidy work area | Electrical equipment not tested  |
| Misuse of equipment | Damaged storage including racking  |
| Driving without a seatbelt  | Broken mirrors or other safety features on vehicles  |
| Working without a risk assessment  | Fire exits blocked  |
| Ignoring or walking past incidents  | Electrical panels left unlocked  |
| Rushing or cutting corners  | Poor welfare conditions  |
| Working whilst fatigued  | Defective handrails or safety equipment on walkways  |
| Working whilst under the influence of substances including over the counter medications  | Contaminated air through improper ventilation  |
| Walking up or down stairs without using the handrail  | Noisy environments not properly managed  |
| Working on vehicles or plant that hasn’t been inspected  | Odour, smoke and fumes  |
| Leaving equipment running whilst it is in not in use  | Poor lighting  |
| Littering or polluting water sources/the environment  | Vibrating equipment  |
| Working without a permit  | Lack of waste management facilities  |

\*These are some examples to help you complete your Near Miss Reporting Tool but you may come across other instances of ‘unsafe acts’ and ‘unsafe conditions’

Near Miss Reporting Tool

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reported by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reported to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was this a Significant Near Miss? (Could the unsafe act or condition have led to a serious injury or fatality if an incident had occurred?)

[ ]  Yes [ ]  No

[ ]  Unsafe Act [ ]  Unsafe Condition [ ]  Both

Description of Near Hit:

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

Immediate Action Taken:

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Preventative Action:

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**MANAGER USE**

Does further action need to be taken? [ ]  yes [ ]  no

If yes, what action needs to be taken?

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**Have you fed back to the individual who raised the near hit?**

**Date:**