



Near Miss Report

A near miss is an incident in which a condition exists or an act was carried out that had the potential for an injury, property damage or health exposure to take place. The difference between a near miss and an accident is a fraction of a second or an inch. When it happens again the difference may not be there. By reporting a near miss, corrective actions can be taken to prevent or reduce the likelihood of a recurrence.

1	Job Name/Location:	Department:
	Date of Occurrence:	Time of Occurrence: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	Department Head:	Supervisor/Foreman:
	Reported by: Employee's Name (Last, First, MI)	Position:

3	Detailed Description:
	Describe the events that led to the near miss. Include type of tools, materials, and/or machinery used, etc. List any unsafe acts or conditions that contributed to the near miss. BE SPECIFIC and use additional paper if necessary:

4	What actions have/will/or could be taken to prevent a recurrence?

5	Report Completed by: (Sign and Print Name)	Date:	Contact Info: Telephone # / Cell #

Created November 2010

**Notify the Safety Dept. IMMEDIATELY of all near misses and take pictures if possible.
FAX # 660-886-3452**