



NEAR MISS REPORT

Form 4310-44A

Approved: 17-Jul-2015
Date Amended: 21-Oct-2016

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 or property damage. It is everyone's responsibility to report and/or correct these potential accidents/incidents immediately. Please complete this form as a means to report these near miss situations to your principal or supervisor.

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: _____

Optional

Near Miss Investigation

Description of the near-miss condition: _____

Causes (primary & contributing): _____

Corrective action taken (e.g. Remove the hazard, replace, repair, or retrain in the proper procedures for the task)

Signed: _____ Date Completed: _____

Note completed for the following reasons: _____

Administrator/Supervisor _____ Date: _____