

Near Miss Reporting Program

Near Miss Reporting is the process of identifying and preventing an unsafe act or unsafe condition before it causes an injury or illness. This form is used to formally document the recognition of a hazard, the change that is made to prevent a reoccurrence of the hazard and to share the lessons learned with the University Community.

All information is required.

Incident Date and Time:

Name of Reporting Person and/or
Employee's supervisor:

Contact Number:

E-mail:

Description of the near miss. Please explain the following:

- 1) **Who** was involved in the near miss
- 2) **What** exactly happened
- 3) **Where** did the near miss occur
- 4) **When** did the near miss occur
- 5) **How** did the near miss occur

What acts or conditions led directly to the near miss incident?

What steps have/will be taken to prevent a similar incident? (may be more than one)

Who is responsible for taking these actions and following up to see that they are complete?

Were the corrective actions for this near miss communicated to employee(s)?

Expected Completion Date:

Actual Completion Date:

Distribution: 1) John Verdi, Environmental Health and Safety, 2) Departmental Safety Committee Chair and/or Department Head

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Comments