

Near Miss Report

A near miss is an event that could have caused injury, illness or damage, but did not. Reporting it lets us fix the cause before someone gets hurt.

Company name or logo

Site or project	Exact location	Date	Time
Reported by (name, if you choose to give it)		Company or crew	Supervisor told (name)

1. What kind of near miss was it? Tick all that apply.

☐ Slip, trip or fall	☐ Fall from height	☐ Struck by or falling object	☐ Caught in or between
☐ Mobile equipment or vehicle	☐ Electrical	☐ Lifting or rigging	☐ Hazardous product or spill
☐ Fire, heat or hot work	☐ Tool or equipment failure	☐ Stored energy released	☐ Other: _____

2. What happened? What was being done, and what went wrong?

Describe what happened

3. What could have happened?

Describe the worst realistic outcome

How bad could it have been?	☐ Minor harm	☐ Serious harm	☐ Major harm
Could it happen again?	☐ Likely	☐ Possible	☐ Unlikely

4. What contributed? Tick all that apply.

☐ Housekeeping	☐ Equipment or tool condition	☐ Missing guard or barrier	☐ Lighting or visibility
☐ Weather or ground conditions	☐ Procedure missing or unclear	☐ Training or experience	☐ Communication
☐ Time pressure	☐ Fatigue	☐ Protective equipment	☐ Layout or design
☐ Other: _____			

5. What was done right away, and what would fix it for good?

Action taken right away to make it safe	Is the hazard still there? (yes or no)
Your suggestion to stop it happening again	

6. Follow-up. Completed by the supervisor or safety contact.

Reviewed by	Date reviewed	Priority (A, B or C)	Investigation needed? (yes or no)
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Likelihood	Minor harm	Serious harm	Major harm
Likely	Medium	High	High
Possible	Low	Medium	High
Unlikely	Low	Low	Medium

Priority

A Serious. Could cause death, permanent injury or major loss. Stop the work or correct right away.

B Moderate. Could cause a serious injury or illness. Correct promptly and control it in the meantime.

C Minor. Could cause a minor injury or damage. Correct on a set schedule.

#	Corrective action	Control type	Assigned to	Due date	Date completed

7. Close the loop

Feedback given to the person who reported it (by whom, date)

Shared with other crews or at a safety meeting? (where, date)

Supervisor: name and signature	Date	Verified effective by: name and signature	Date
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Choose controls in this order: 1. Eliminate: Remove the hazard or do the work a different way. 2. Substitute: Use a less hazardous material, tool or method. 3. Engineering: Guard, isolate, ventilate or barricade the hazard. 4. Administrative: Procedures, permits, training, signage, scheduling, spotters. 5. PPE: Protective equipment. The last line of defence, never the only one.