

NEAR MISS REPORT

Employees and workers should use this form to report near misses.

Managers and supervisors receiving a report should review the incident and consider what needs to be done to prevent a recurrence or reduce risks.

Person making this report.	Date and time of incident.
Where did the near miss happen?	
DETAILS OF THE NEAR MISS <i>(include information about any substances, equipment, machinery, vehicle etc. involved in or connected to the incident)</i>	
Potential severity <i>(in your opinion how serious might the outcome have been)</i>	
Corrective actions <i>(record any action you have taken to prevent a similar occurrence)</i>	
MANAGEMENT REVIEW	
Investigating Manager or Supervisor Comments and Instructions for Action.	
Manager's Name.	Review Date.