

Near Miss Incident Report Companion



What is a Near Miss?

A near miss is an unplanned incident in which illness, injury, or damage was possible, but due to a slight change in time or position, did not occur.

What is a Near Miss Incident Report?

A Near Miss Incident Report is a tool used to record a Near Miss event. It is a record of the event (including time, date, location, equipment, and actions), in addition to recommendations to prevent the incident from reoccurring.

What is the Purpose of a Near Miss Incident Report?

A Near Miss Incident Report is used to acknowledge that an incident resulting in illness, injury, and/or damage almost occurred. Its purpose is to identify the steps leading to the potential incident in hopes that the faulty action and/or equipment can be changed to reduce, eliminate, or treat the risk.

Why do I need a Near Miss Incident Report?

Near Miss Incident Reports are essential for workers to communicate “almost” accidents to supervisors and managers. They are a valuable tool to identify practices and/or equipment that will need to be modified to reduce or eliminate potential risks for injury, illness, and/or damage. Additionally, they provide companies with an outlet to recommend modifications to prevent, reduce, or treat the risk of harm.

Near Miss Incident Reports also promote a worker’s accountability of his/her own safety and the safety of others, while encouraging participation and contribution towards maintaining a safe working environment.

How do I use a Near Miss Incident Report?

Once a Near Miss Incident Report has been recorded, you should:

- Indicate the individual who received the Near Miss Report and has the authority to take necessary action
- Set a target date of completion, in which the corrective action will be in place
- Establish whether the recommended action is sufficient to reduce or eliminate the associated risk of future injury, illness, or damage. If it is not, establish a sufficient corrective action.
- Communicate the “near miss” and corrective action taken to all workers as soon as possible
- Update necessary documentation (policies, JSAs, safe working procedures, etc.) to reflect the corrective action