

Near Miss/Incident Report Form

Definition of a Near Miss:

- It is an unintentional event that takes place and has potential to cause damage, harm but does not result in harm to a person or damage to equipment.
- If it is not reported, there may be chance that it will be converted in accident.

Example: "A trailing cable left in a walkway, if not removed will present a tripping hazard".

Definition of an Incident:

- Incidents are unexpected events that happen in the workplace but **do not** result in property damage, personal injury, illness, or death.

Example: "When working at height and a tool drops from your tool-belt or platform to the ground. This is an event which has occurred and has potential for harm to another person. In this instance no one was, but it should be reported so that control measures can be put in place".

Near Miss/Incident Details:

Please fill in as accurately as possible the details of what happened, and any further actions required to prevent the Near Miss/Incident happening again.

Date:		Time:	
Site:		Location:	

Activity being Carried Out:

Describe the Near Miss or Incident that Occurred:

Detail what you feel are the potential consequences:

Recommendations for actions to be taken to prevent a re-occurrence:

Date:	
Print Name:	
Signed:	

Management Review & Actions Taken

Action Taken:	
Date Action Taken:	

Date:	
Print Name:	
Signed:	

Near Miss/Incident Reference Number:	
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