

Near Miss Program

Purpose

Near miss reporting and follow up provides an opportunity to correct hazardous conditions before they result in an injury or property damage. By reviewing near miss reports each location can immediately correct hazardous conditions such as cracks in concrete that could cause slips and falls. By analyzing reports collected over a period of time, each location can identify hazardous trends that might indicate the need for intervention such as more training, better signage or better lighting.

Forms

Each location should provide their employees to easy access to the near miss reporting form and locations for them to be turned in.

Each location should also maintain a near miss reporting spreadsheet that captures information from the near miss form. This form is used as a tracking mechanism for near miss forms and as a tally sheet to analyze trends. Each site should designate an employee to complete the spreadsheet on a frequent basis, weekly at a minimum.

Communication of Information

The status of near miss reports should be communicated back to employees on a periodic basis, either individually or collectively as a group. This information should include what has been done to correct the hazardous condition, the time frame the hazardous condition should be corrected in and the trends that the near miss forms are indicating.

Employees should be trained on the near miss program and encouraged to complete a near miss form for all near misses. The training should indicate that the near miss form is not a suggestion form, complaint form or improvement form. The near miss form is to be used for accidents/incidents that almost happen such as forlifts that almost hit each other, slips that result in no injury, falling boxes that don't injure someone, etc.