

# Near-Miss Incident Report Form

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events. For the sake of a safe work environment, the company asks that all employees report and correct any of these potential hazards immediately.

Please use this form to report near-misses and assist us in preventing future incidents and making the Company a safer workplace.

Department:	Building/Work Area:
Date and Time of Incident:	
Witnesses (optional):	
Type of Near Miss: <input type="checkbox"/> Near-Miss <input type="checkbox"/> Safety Concern <input type="checkbox"/> Safety Idea/Suggestion <input type="checkbox"/> Other (describe):	Type of Concern: <input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Safety Policy Violation <input type="checkbox"/> Other (describe):
Describe the potential incident/hazard/concern and possible outcome (be detailed):	
Were safety procedures violated? (describe):	
Incident site inspection – Why was an unsafe act committed, or why was the unsafe condition present?:	
Recommendations/steps to take to prevent a similar incident:	
Name (optional):	Date Reported:
Supervisor or Office Signature:	Date:

Please submit this form to the main office or your supervisor. For questions or cases deemed immediately dangerous, call the main office at **555-555-5555**.

This material was produced under grant SH-05031-SH8 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.