

Conduct Incident Investigations: Near Misses

Ready for Level 2?

	YES (✓)	NO (X)
You have developed a plan for investigating all incidents	<input type="checkbox"/>	Visit Conduct Incident Investigations (1HI_3)
You are investigating all incidents as soon as possible	<input type="checkbox"/>	Visit Conduct Incident Investigations (1HI_3)
You are involving workers in investigating incidents	<input type="checkbox"/>	Visit Conduct Incident Investigations (1HI_3)
You find and correct the root causes of incidents to prevent them from causing future incidents	<input type="checkbox"/>	Visit Conduct Incident Investigations (1HI_3)

To-Do

- Establish a close call/near miss process to investigate, learn from, and prevent future incidents.
- Use these insights to improve the way you manage safety and health risks.

Incident investigation is a key part of hazard identification, along with other hazard identification processes (see Implement Inspections and Other Hazard Identification Processes [2HI_2]). Begin by reviewing your injury logs and any data about **close calls/near misses** that you have been compiling. Near misses are an important way to learn about workplace safety—and by monitoring them, you can manage risks better.

Analyze close calls/near misses

Near misses are events that, under slightly different circumstances, could have resulted in an injury or illness. Examples:

- An event where injury could have happened but didn't.
- An event where property damage could have happened but didn't.

- An event where a safety barrier or control was altered or misused, such as a worker bypassing a machine guard or modifying personal protection equipment for comfort.
- An event where environmental damage could have resulted but didn't (e.g., a spill outside the workplace).

Encourage workers to report near misses as part of your overall incident reporting process. Express appreciation to them for doing so. Make it clear that their reports will not be used to discipline or retaliate against workers: they will be used to improve safety systems, hazard control, risk reduction, and training and education. Make sure you identify controls to prevent similar incidents, put them in place, and inform workers of the outcome. Part of conducting incident investigations is checking to see whether immediate or temporary actions, including stopping work, have been taken to prevent further risk of injuries or illnesses.

The next page shows an example near miss reporting log along with corrective actions.

A template for reporting near misses is available at <https://www.osha.gov/sites/default/files/2021-07/Template%20for%20Near%20Miss%20Report%20Form.pdf>.

Near miss log

Date	Reported by	Affected department/equipment/person	Description	Suggested corrective action	Person responsible for corrective action	Actual corrective action	Status: target/close date
Example log:							
6/13/23	Laura S.	Mailroom	Mail room door nearly hit a worker as another worker in the mail room was opening it.	Install a window in the door. In the meantime, instruct workers to use alternate route. Put signs on both doors.	Arthur C.	Installed a window in the door and posted signs on each door.	6/16/23 CLOSED
8/15/23	Glen D.	Warehouse	Observed worker standing on wooden pallet to access material on the top storage shelf. Advised not to stand on pallet because of risk of injury if it breaks.	Instruct all workers not to stand on pallets. Instead use newly purchased mobile ladder stands equipped with platforms.	Arthur C.	Mobile ladder stands with platforms purchased; instruction provided at all-hands meeting. Topic included in all safety meetings.	8/30/23
8/22/23	Glen D.	Warehouse	Electrical conduit crosses stair tread on staircase by dumpsters. Poses a trip/fall hazard.	Reroute conduit.	Janet D.	Work order submitted. Maintenance moved conduit.	8/25/23 CLOSED
8/24/23	Glen D.	Forklift/Glen D.	While exiting office, Glen was almost struck by a stock selector on a forklift. The vehicle had to stop at an intersection to avoid hitting pedestrian.	Limit/prohibit powered vehicular traffic from aisle near the office area.	Janet D.	All operators instructed to restrict travel in the aisle near the office and proceed west to east only. Stop signs installed.	8/30/23

Date	Reported by	Affected department/ equipment/person	Description	Suggested corrective action	Person responsible for corrective action	Actual corrective action	Status: target/close date
Your log:							

DRAFT - UNDER DEVELOPMENT