

## NEAR MISS/CLOSE CALL INCIDENT REPORT

Location/Site: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**What happened? Describe the sub-standard act or sub-standard condition observed.**

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### Contributing Causes: (check all that apply)

  
  
  
  
  

Planning Process  
Environmental Conditions  
Property/Materials  
Tools/Equipment Factors  
Signs and Labels  
Practices/Procedures

  
  
  
  
  

State of Mind/Attention to Task  
PPE (Personal Protective Equipment)  
Slip/Trip/Fall  
Working at Heights  
Worker Knowledge or Training  
Other (please describe below)

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### Immediate Action(s) Taken to Correct Condition or Act: (please describe below)

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### Who was Involved:

Worker

Sub-Contractor

Both

Other \_\_\_\_\_

Names: (optional) \_\_\_\_\_

Management Reviewed By Signature: \_\_\_\_\_

### What is a Near Miss?

An undesirable event that could have resulted in injury or property damage.  
All near misses must be reported to your supervisor or safety officer immediately.  
Near miss reporting is an early detection method to help implement corrective action or controls in a timely fashion to reduce the chance of re-occurrence and possible personal injury and property damage.

### Types of Hazard Controls:

1. Eliminate - remove the hazard all together
2. Substitution - substitute a less hazardous material, task, or work condition
3. Engineering - having an automative process to remove hazardous conditions from worker
4. Administrative - written polices, safe work practices and job procedures to protect worker
5. Personal Protective Equipment - last line of defense that can be used in conjunction with any other control method

### Workers Three Rights:

1. Right to Know not only the hazards on the job site but also to be trained to perform tasks safety.
2. Right to Participate in the Health & Safety program within your company not only to follow the company safety rules and policies but being a part of reviewing and developing process.
3. Right to Refuse Usually Dangerous Work and report to supervisor of the conditions.

If you have any questions pertaining to a safe work practice, safe job procedure, a task, a safety concern, or even to get clarity on a subject matter, do not hesitate to talk with your supervisor or safety officer for your company. **Your life may depend on it.**