

NEAR MISS/CLOSE CALL INCIDENT REPORT

Location/Site: _____
Date/Time: _____

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

Contributing Causes: (check all that apply)

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Planning Process | <input type="checkbox"/> | State of Mind/Attention to Task |
| <input type="checkbox"/> | Environmental Conditions | <input type="checkbox"/> | PPE (Personal Protective Equipment) |
| <input type="checkbox"/> | Property/Materials | <input type="checkbox"/> | Slip/Trip/Fall |
| <input type="checkbox"/> | Tools/Equipment Factors | <input type="checkbox"/> | Working at Heights |
| <input type="checkbox"/> | Signs and Labels | <input type="checkbox"/> | Worker Knowledge or Training |
| <input type="checkbox"/> | Practices/Procedures | <input type="checkbox"/> | Other (please describe below) |

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

Who was Involved:

- Worker Contractor or Sub-Trade Both

Names: (optional) _____
Management Reviewed By Signature: _____

Version 2.0 09092010

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 automated 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:

The right to know about workplace hazards, including how to identify hazards and protect themselves from those hazards; and about the rights afforded to workers under the Act.

The right to participate in decisions related to occupational health and safety, free of reprisal for their participation. Participation, in part, is achieved through consultation with the committee or representative.

The right to refuse unusually dangerous work.

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.**