

Near-Miss Reporting

PROJECT / SITE	DATE	TALK LED BY

THE HAZARD

A near miss is an injury that missed. OSHA strongly encourages employers to investigate close calls, because a crew that reports them hands you the problem while it is still cheap to fix.

WHAT GOES WRONG

- The dropped tool that hit nobody gets picked up and the day carries on.
- Reporting feels like paperwork, or worse, like getting a colleague in trouble.
- Nobody hears what happened after the last report, so nobody bothers with the next one.
- The same close call happens three times before it finally connects with somebody.

CONTROLS: BEFORE YOU START

- Report anything that could have hurt someone, including when it did not.
- Say what happened and what conditions allowed it, not who was standing there.
- Keep reporting quick. If it takes more than a couple of minutes, it will not happen.
- Fix what you can fix on the spot, and report it anyway so the pattern is visible.
- Close the loop out loud: tell the crew what changed because of the last report.

ASK THE CREW

1. Exactly how does someone report a close call on this site, step by step?
2. What happened to the last one that was reported here?
3. What nearly went wrong this week that nobody has written down?
4. Is there anything you would not report, and what would stop you?

ATTENDANCE RECORD

Everyone present signs below. This sheet is the record of the talk.

PRINT NAME	SIGNATURE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
SUPERVISOR / COMPETENT PERSON	SIGNATURE