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NEAR MISS REPORT

A near miss is anything that could have hurt someone or damaged something but did not. Reporting it helps fix the problem before next time. You can leave your name off.

Date and time _____ Location _____

Your name (optional) _____ Department _____

WHAT HAPPENED?

WHAT COULD HAVE HAPPENED?

HOW BAD COULD IT HAVE BEEN?

- ☐ Minor (first aid)
- ☐ Serious injury
- ☐ Life-threatening
- ☐ Property damage only

HOW COULD WE STOP IT HAPPENING AGAIN?

For the supervisor / safety team

Received by / date _____ Action taken _____

Reporter thanked _____ Closed (date) _____