

Near-Miss Incident Report Form

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events. For the sake of a safe work environment, EHS asks that all employees report and correct any of these potential hazards immediately.

Please use this form to report near-misses and assist us in preventing future incidents and making the University a safer workplace.

Department:	Building/Work Area:
Date and Time of Incident:	
Witnesses R U R W K H U V L Q Y H R (Optional):	
Type of 5 H S R U W: Near-Miss Safety Concern Safety Idea/Suggestion Other (describe):	Type of Concern: Unsafe Act Unsafe Condition of Area Unsafe Condition of Equipment Unsafe Use of Equipment Safety Policy Violation Other (describe):

Describe the potential incident/hazard/concern and possible outcome (be detailed):