

# NEAR MISS REPORT

## Instructions

This report form is to be used to report any occurrence and/or condition that could have led to an incident of any kind. May include personal injury, property damage, vehicle crash, faulty workmanship, etc. of any kind that could lead to financial loss. In most cases, a real loss (accident, fire, etc.) could have occurred but for a bit of good luck. There is no intent to fix blame or find fault. The purposes of reporting a Near Miss are to learn from our mistakes, prevent a recurrence and help keep everyone safe on the job!

Date of Near Miss: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

Report Submitted by: \_\_ (Branch location)

\_\_\_\_\_

## **What Happened:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **What Could Have Happened (possible accident):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **What could be done to prevent such an accident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMIT REPORT TO YOUR MANAGER FOR FOLLOW-UP**