NEAR-MISS REPORT

(Enter DIRECTORATE name and address)			
Name of Person involved (Last, First, Middle Initial)		2. Title/Position of Person In	nvolved
3. Name of Person Completing Form (Last, First, Middle Initial)		4. Title of Person Completing	ng Form
5. Department		6. Contact Phone Number	
7. Witness Nar Initial)	ne (Last, First, Middle	8. Witness Phone Number	
9. Date & Time of Incident		 Site of Incident (Building na g, give location in reference t 	ame, Room No., Stairs, Hallway, to nearest building.
Date:			
Time:			
AM/PM			
11. Near-Miss Description (Describe fully the protocol/procedures being followed including all substances, equipment, and machinery being used which was related to the near-miss Use additional sheets if necessary)			
12. Personal P	rotective Equipment (PPE	E) Used (if applicable)	
13. Severity – Circle the level of severity which you feel could occur if such an incident evolved (Example: High = fatality, permanent disability, high dollar loss; Medium = temporary disability, some dollar loss; Low = minor or no injury, no lost dollar. Consider such factors as physical injuries, damage to equipment or property, and environmental impact)			
	HIGH	MEDIUM	LOW
14. Probability – Circle the level of probability that a person or property may be exposed to a similar situation, and that required hazards or system failures may be present or likely. (Example: High = tasks occur frequently and by numerous individuals; Medium = tasks occur on a regular basis by certain individuals; Low = tasks occur infrequently by few individuals. Also consider such criteria as complexity of the system, latent and human factors, etc.)			
HIGH MEDIUM LOW		LOW	

15. Corrective Actions (what should be done or has been done to prevent recurrence of this incident?
E.g. employee training, change of procedures, purchasing of equipment, etc.)
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16. Miscellaneous Information (Provide any other information or recommendations which you feel are
16. Miscellaneous Information (Provide any other information or recommendations which you feel are pertinent to the incident)
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