

Town of Stettler Near Miss Report

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage . Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and /or correct these potential accidents/incidents immediately. Please complete this form as a means to report these near-miss situations.

Department/Location: _____ Date: _____

Time _____ am pm

Check **ALL** appropriate conditions:

- Unsafe Act Unsafe equipment Unsafe Condition
 Unsafe use of equipment Other

Description of incident of potential hazard: _____

Employee Signature: _____ Date _____
(optional)

NEAR MISS INVESTIGATION

Description of the near-miss condition: _____

Causes (primary and contributing) _____

Corrective action taken (Remove the hazard, replace, repair, or retrain in the proper procedures for the task)

Not completed for the following reason(s) _____

Signed: _____ Date Completed: _____
(supervisor)