

Near Miss Reporting

Toolbox Talk G63



What is a Near Miss?

1. A 'Near Miss' is an unplanned, undesired event, with the potential to cause 'loss'.
2. A 'Near Miss' does not as a rule result in injury, illness, damage or product loss.
3. It does however have the potential to do so.
4. A 'Near Miss' is normally caused by human error, but can be compounded by a faulty system or process.
5. Other terms for a 'Near Miss' include; a 'close shave', a 'close call', 'near hit' or 'near collision'.
6. 'Loss' may be : Lost time, Lost money, Lost materials/plant



What is the difference between an accident and a Near Miss?

1. The difference is often a fraction of a second or a fraction of an inch.
2. 'Near Misses' are warnings of accidents in the making.
3. By accepting 'Near Misses' as a warning and installing the relevant controls, it should prevent them from happening again.

Examples of a Near Miss

1. A situation where someone could potentially trip over an unguarded obstacle.
2. Someone who almost falls into an unprotected opening, but by a quirk of fate does not.
3. Almost being struck by a reversing vehicle, or nearly hit by a falling object.

Why report a Near Miss?

1. Reporting a 'Near Miss' should not depend on whether an injury is sustained.
2. A Near Miss is a reminder that the safe system of work should be reviewed.

If we also report these near miss incidents and they are investigated and rectified, hopefully we can prevent the accidents from occurring at all.

Reporting

These reports can be confidential if you wish to remain anonymous. If you think something has the potential to cause injury or illness, or if you see a situation which didn't cause harm this time, but could have, please report it so that it can be dealt with. This is not meant to be an exercise in apportioning blame or pointing a finger. It should not be used as a tool to cause conflict but as a proactive approach to try and reduce accidents. We are trying to create a culture where people feel free and safe to report failings, in both our own systems and those of the subcontractors.

Near Miss Report Card
to report problems / suggest improvements on site

Date: _____ Time: _____

Location on site: _____

Reported by: _____

Company: _____

Issue Relates to: (Tick relevant boxes)

Electricity	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>
Work at height	<input type="checkbox"/>	Moving Vehicles / Plant	<input type="checkbox"/>
Fire Safety	<input type="checkbox"/>	Noise / Vibration / Dust	<input type="checkbox"/>
Harmful Substance	<input type="checkbox"/>	Pollution	<input type="checkbox"/>
Health	<input type="checkbox"/>	PPE	<input type="checkbox"/>
Housekeeping	<input type="checkbox"/>	Slips, Trips, Falls	<input type="checkbox"/>
Lifting Operations	<input type="checkbox"/>	Tools / Machinery	<input type="checkbox"/>

Near Miss Report Card
to report problems / suggest improvements on site

Brief Description of issue

Action Taken / Suggested Improvement

Please hand completed card to the Site Manager or place in Near Miss report box

