



17. NEAR MISS REPORTING

SEE IT. REPORT IT. PREVENT IT.

A near miss is a warning. Reporting it today can prevent an injury tomorrow.

WHY THIS MATTERS

Most injuries are preceded by near misses.

Reporting near misses helps us find and fix hazards before someone gets hurt.

Every near miss you report makes our workplace safer for everyone.

EXAMPLES OF NEAR MISSES

- A load was not secured properly and could have fallen.
- You slipped but caught yourself.
- Equipment malfunctioned but did not cause injury or damage.
- A tool could have caused injury if used incorrectly.
- A vehicle almost hit a pedestrian.



NEAR MISS – A WARNING
No one was hurt, but something could have gone wrong.



REPORT IT – PREVENT HARM
We reported it, we fixed it, and we prevented an injury.

REPORTING IS EASY – 4 SIMPLE STEPS

- 1 SEE IT**
 Notice a near miss or unsafe condition. Stop and think.
- 2 REPORT IT**
 Report it as soon as possible to your supervisor or using the reporting tool.
- 3 FIX IT**
 Correct the hazard or condition. Make the area safe.
- 4 FOLLOW UP**
 We review reports, take action, and share lessons learned.

GREAT CATCH!

Thank you for looking out for your teammates. Your report can prevent an injury.

DO'S – FOLLOW THESE

- Report all near misses – big or small.
- Report as soon as possible.
- Be clear and accurate.
- Include details: what happened, where, when, and conditions.
- Suggest improvements if you can.
- Follow up to see that the hazard is corrected.

DON'TS – AVOID THESE

- Don't ignore near misses.
- Don't think "It's not my job."
- Don't wait – report it right away.
- Don't blame or criticize people.
- Don't assume someone else will report it.

YOU CAN REPORT TO

- Your supervisor or manager
- Safety department
- Near miss reporting form
- Mobile app or QR code
- Drop box
- Or anyone in leadership

DISCUSSION QUESTIONS

- 1 What is a near miss?
- 2 Why is it important to report near misses?
- 3 What are some near misses you have seen on the job?
- 4 How can we encourage everyone to report?

KEY TAKEAWAY

NEAR MISSES ARE OPPORTUNITIES TO PREVENT INCIDENTS.

- Stay alert.
- Report every near miss.
- Help fix hazards.
- Protect everyone.

REAL-LIFE EXAMPLE

A worker noticed a frayed electrical cord on a power tool. He reported it before anyone used it.

The cord was replaced the same day and a potential serious injury was prevented.

NEAR MISS REPORT – WHAT TO INCLUDE

What happened? _____
 Where did it happen? _____
 Date & Time: _____
 What was the potential outcome? _____
 What could be improved? _____
 Your name (optional): _____

IF YOU SEE SOMETHING, SAY SOMETHING

Your action today can save a life tomorrow.

Report it.
Make a difference.

REMEMBER

- No blame.
- No punishment.
- Just prevention.
- It's about learning and improving.

SUPERVISOR SIGN-OFF

Discussed with crew by: _____ Date: _____

SAFETY MESSAGE

Together we can create a safer workplace. Report near misses. Stop incidents before they happen.