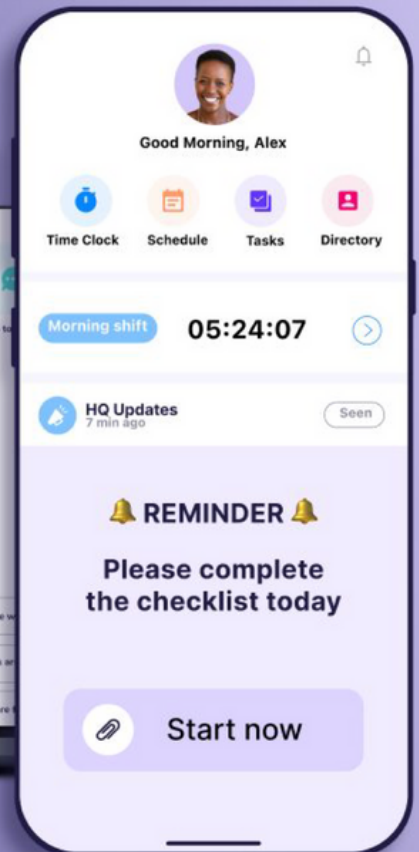


# Near Miss Reporting Form

Use our near-miss reporting form template as a starting point to customize yours to fit your company.



A Near Miss Reporting Form is an essential tool for identifying and addressing potential hazards before they result in accidents.

This proactive approach not only enhances the safety and well-being of your employees but also contributes to a culture of vigilance and continuous improvement within your organization.

By systematically recording and analyzing near-miss incidents, your business can identify trends, implement corrective measures, and prevent future accidents, thereby minimizing downtime and associated costs.

## Near Miss Reporting Form

- *Company Name:* \_\_\_\_\_
- *Project Name:* \_\_\_\_\_
- *Location:* \_\_\_\_\_
- *Date:* \_\_\_\_\_
- *Time:* \_\_\_\_\_

### Reporter's Information:

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Contact Information: \_\_\_\_\_

### Details of the Near Miss:

- Description of the incident (What happened?):  
\_\_\_\_\_

- Exact location of the incident:  
\_\_\_\_\_

- Potential injury/accident that was narrowly avoided:  
\_\_\_\_\_

### Possible Causes:

- What factors contributed to the near miss? (e.g., environmental conditions, equipment failure, procedural errors):  
\_\_\_\_\_

### Witnesses:

- Names and contact details of witnesses, if any:

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Immediate Actions Taken:

- What immediate action was taken following the near miss?:

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Photographic Evidence:

- Attach any photos or videos that capture the scene or contributing factors.

Recommendations for Prevention:

- Suggest measures to prevent the recurrence of a similar incident:

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Supervisor's Review:

- Supervisor's name:

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- Comments and further actions required:

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Follow-Up Actions:

- Description of follow-up actions (e.g., training, equipment checks, procedural revisions):

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- Responsible person(s) for implementation:

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Signatures:

- Reporter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Near Miss Reporting Form is an invaluable asset for your construction business, enabling you to turn every near miss into a learning opportunity.

By actively engaging with this process, you not only bolster your safety record but also demonstrate a commitment to continuous improvement and risk management.

Implementing this form in your daily operations is a proactive step towards fostering a safer workplace, reducing liabilities, and ensuring the long-term success and reputation of your business.

Remember, every near miss reported is a potential accident avoided and a step closer to achieving excellence in safety standards.