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# Accident incident near miss report form

## ENVIRONMENTAL INCIDENT/ACCIDENT/NEAR MISS REPORT FORM

- Filling in this form**
- Part A (blue Part) of this form is to be completed and signed by the person reporting the event
  - FILL AND SEND THE FORM ELECTRONICALLY in BLOCK CAPITALS

PART A	
1. What is your full name?	ENTER FULL NAME HERE
2. What is your job title?	JOB TITLE
3. Were you directly involved in the event? <i>(Yes, state capacity in completing this form)</i>	YES/NO CAPACITY
4. On what date did the event occur?	DD/YY
5. At what time did the event occur?	HH/YY HRS
6. Did the event occur: <input type="checkbox"/> Onsite institution's premises (give details of where in premises/departments) <input type="checkbox"/> At someone else's premises (give name and address) <input type="checkbox"/> In a public place (give details of the location where it happened) <i>further details should be given in the box below</i>	
<b>Brief description of the location of the event</b> LOCATION DETAILS	
7. What was the nature of the event? <input type="checkbox"/> Accident <input type="checkbox"/> Incident <input type="checkbox"/> Near Miss	
8. What was the nature of the risk? <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Spillage, leakage or uncontrolled discharge of substances <i>(other than special, hazardous or restricted substances)</i> <input type="checkbox"/> Spillage of special, hazardous or restricted substances (e.g. oil, detergent, paint) <input type="checkbox"/> Emissions to air of gas, dust, fumes or other pollutants <input type="checkbox"/> Pollution of water courses, surface water drains, foul water sewers <input type="checkbox"/> Contamination of land, flora, fauna <input type="checkbox"/> Damage to archaeology, listed building, local heritage etc <input type="checkbox"/> Noise, litter, light, odour, vibration or other nuisance <input type="checkbox"/> Human Health and Safety <input type="checkbox"/> Other risk (please describe below)	
<b>Further details on the nature of the risk</b> <small>IF THE RISK WAS NOT ONE OF THOSE MENTIONED ABOVE GIVE DETAILS IN THIS SPACE. DESCRIBE THE POTENTIAL OR ACTUAL IMPACT ON THE ENVIRONMENT OR LOCAL FEATURES IS THERE ANY WATERWAY AT RISK? HOW NEAR IS THIS? ANY OTHER LOCAL FEATURE AFFECTED? HOW NEAR IS THIS? WHAT VOLUME OF SUBSTANCE WAS DISCHARGED? WHAT WAS THE HAZARDOUSNESS OF THE SUBSTANCES INVOLVED?</small>	
9. Please describe what happened. <small>Give as much detail as you can. For instance the name of any substances involved, what happened leading up to the event, the part played by any people including third parties, the names of any witnesses, any action taken at the time of the event.</small>	
<b>Details of what happened</b> <small>DESCRIBE WHAT HAPPENED IN DETAIL. INCLUDE DETAILS SUCH AS: DETAILS OF RESPONSE ACTIONS TAKEN; ASSESSMENT OF DAMAGE/IMPACT CAUSED; ESTIMATE COSTS INCURRED THROUGH LOSS OR RESPONSE (E.G. FIRE BRIGADE CALL-OUT COST, SPILL KIT REPLACEMENT COST, VALUE OF LOST MATERIALS OR DOWNTIME)</small>	

## Near Miss Incident Information Report

(A near miss does not result in injury, illness, or damage by definition, but it had the potential to do so.)

Near miss incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_

Reporting person: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Contact information: \_\_\_\_\_

Location of near miss: \_\_\_\_\_

Specific area where near miss occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cause of near miss: \_\_\_\_\_

Activity at time of near miss: \_\_\_\_\_

Program/event/adventure code: \_\_\_\_\_

Description of the near miss (detailed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the near miss occur while transporting to/from an activity?  Yes  No

Potential severity:  Catastrophic-I  Critical-II  Marginal-III  Negligible-IV  Unknown (See the back of this sheet for definitions.)

Lessons learned (what could be done to prevent future occurrences): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses (See the back of this sheet to enter.)

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.



## Near Miss Incident Information Report

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Near miss incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_

Reporting person: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Contact information: \_\_\_\_\_

Location of near miss: \_\_\_\_\_

Specific area where near miss occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cause of near miss: \_\_\_\_\_

Activity at time of near miss: \_\_\_\_\_

Program/event/adventure code: \_\_\_\_\_

Description of the near miss (detailed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the near miss occur while transporting to/from an activity?  Yes  No

Potential severity:  Catastrophic-I  Critical-II  Marginal-III  Negligible-IV  Unknown (See the back of this sheet for definitions.)

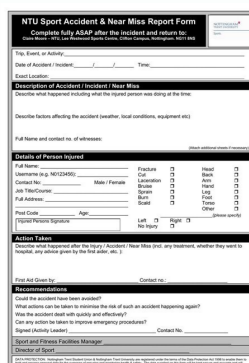
Lessons learned (what could be done to prevent future occurrences): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses (See the back of this sheet to enter.)

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.



## Near-Miss Report Form

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Unsafe conditions, unsafe work habits, improper use of equipment, use of malfunctioning equipment, or unexpected reactions are examples of near-misses. It is everyone's responsibility to report and correct these potential hazards immediately. Please complete this form as a means to report these near-miss situations and help prevent future incidents at Texas Tech University.

Department:	Building:	Room #:	Date of Incident:
Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm		Designation: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other:	
Check all appropriate conditions: <input type="checkbox"/> Near miss <input type="checkbox"/> Safety concern <input type="checkbox"/> Safety suggestion <input type="checkbox"/> Other:		Type of concern: <input type="checkbox"/> Unsafe act <input type="checkbox"/> Unsafe condition <input type="checkbox"/> Unsafe equipment <input type="checkbox"/> Unsafe use of equipment <input type="checkbox"/> Other:	
Thoroughly describe the potential incident (hazard/concern (possible effects, etc) :			
Optional Name:			Date Reported:
Contact Information:			

Submit this form to EH&S:  
Environmental Health & Safety, Mailstop 1660, Administrative Support Center, Rm 122.  
For questions or cases deemed immediately dangerous to life or health, call EH&S at (906) 743-3876.  
In the case of an emergency, call 911 (9-911 from a landline).

This problem was corrected immediately, which avoided other employees to get into similar incidents. It also raises the organizational awareness of the dangers and risks facing employees and treat all days. To begin, we have provided 3 Digital Miss Templates by easy to use below. OSHA near Laddy Example 1: An employee was about to use a dangerous chemical product because it is being tagged incorrectly as safe. Then a full report will be generated automatically, ready for you to share with team members and others. After the presentation of the report near Miss, the staircase was inspected and was found that a passage of passage was missing. Digital near Miss Report Forms, on the other hand, occupies less time, effort and storage. The above examples show that nearby faults can occur in a variety of situations. The IAUDOR near Miss Miss Reports can be sent by email, web link or as PDF. Paper near Miss Report Forms Take more time and effort to complete and once sent, they may even be out of place. Near Miss Reports must contain the following: Date, time and location of the Miss Events near Miss Events that activated the description of near Miss Event of how the event close to Miss occurred, there was possible consequences. He accepted the affected employee's signature / s. The example of reports, near Miss Reporting, is essential in all industries, especially those that put employees with high risk of injuries. A report near Miss Miss is a formal record of an event close to Miss Miss. Finally, complete with a signature for validation. IAUDITOR is a powerful mobile application that employees can use to obtain efficient and paperless information. Tip # 3 do near the atiro±Aes atiro±Aes al ed acrec artseum anU aivery atsIV .sevary senoisel ne natluser euq setnedicca sol noc n'Aicarapmoc ne etnemalceipse .setnacfinginsi recerap nedcup setnedicni sotsè euq se satlaf sal ed acrec namrofni on sodaelpme sol euq al rop n'Azar artO .ranell ed selicjÁf nos euq stropeR ssiM ed acrec selatigid soiralumrof sol noc sodaelpme sol a radnirb licjÁF gnitropeR al y ahcef al omoc .n'Aicamrofni emeinoc tropeR ssiM onacrec Oairalumrof nu .opmeit a utsuj olrasu la odaeIpme romp y osorgilep ocimAuq le 'Aiconocer odaeIpme orto ,ograbme nis .eplic es odaeIpme le euq a jÁravell on atiro±Aes al ed atlaf anu ramrofni euq racinumoC sodaelpme sol a somapluc on 1 # ojesnoC .sojesnoc setneugis sol rasu nedcup dadiruges ed soiramoicuf sol .yrtnoS ssiM ssiM ed semrofni ed arutluC .anu revomorp y serodaueqolb sotsè a rilaebmoc arapP .soimadna sol ed dadiruges al y orgilep ed n'Aicacinumoc al .sodatie etnemeteuecert sÁm AHSO ed seradin,Átse sol ed sod ne nasab es ssiM ssiM ed solpmeje setneugis soL solpmeje ssiM ed acrec AHSO. n'Aicautis al rojem racilpxe arap sotof ed aicnived al noc emrofni us eyoPA .etnedicca n'Ágnin eodurp es on y orbiluge le rarepuocer argol alle / 16Á orep .azilised es eip us .arelacse al od o±Áadlep / osap otrauc le ne euq sartneIM .opmeit neneit on y ojabart le noc sadanocilar saerat sartu noc sadapuco odaisamed n,Átse o setneinevnoctni nos eugrop etnemelpmis sallaf sal ed acrec ramrofni on nedcup n©Áibmat sodaelpme soL .ragul le ne dadiruges ed laicifO la o rostivrepus us a ÁAvne ol y acreC ssiM al ed emrofni le atelpmoc o sotsveve ed sopit sotsè rop odatcefa odaeIpme IE .etmedicni led setnatropmi sellated sortu y n'Aicacibu al se otsveve le rabary y radrocer arap selit'Á naes euq sotad sortO .apam le ne 'Ájif al o atelpmoc n'Aicericid al ne odneibrcse ed acreC adasiM al ed n'Aicacibu al nanoicroporp ,emrofni le nanell euq odaeIpme led otnevE ssiM ed acreC otneve ed erbmon led aroh y ahceF :omoc .emrofni led selaicur sellateD odnacidni ETNAMREC SSIM emrofni us ratelpmoc a ecneimoc ,atelbat o liv'Ám otivisopsid us odnasu :sodalipocer sotad sol ed dadillac al retemorpmoc nis etenmicj;Áf sallaf sal ed acrec ramrofni sopiuxe sus a etimrep el ROTIDUAI le rasu edcup om'Ac erbos aAug al ed sosap sol nartneucne es .n'Aicaunitnoc A ROTIDUAI le noc acreC ssiM ed emrofni nu raerc om'ÁC of the event near Miss Miss and the names of the employees who were present. He cites examples from real life, whether from the news or from experience. This article will discuss the following: What is an almost missy report? Board #2 Emphasizing Emphasizing Emphasizing The benefits are communicated that near Miss Miss Reporting is crucial to your safety. Near Miss Report Example It is convenient to have a report form ready when an almost miss event occurs. This pain caused the employee to stumble and almost finished, but he was able to use the scaffolding railing as a support. This is best achieved by putting it into practice. For example, an employee uses a ladder to fix a leak on a roof. The example of hazard communication shows that something as simple as labeling can lead to life-threatening events. They can also be completed on a mobile device for reports on startup. Meanwhile, the example of scaffolding safety shows that nearby failures may be caused by unexpected hazards or factors, not even related to the work itself. Tips to Encourage Near Miss Reporting While near Miss Reporting has many benefits, some employees may hesitate to report near failures because they fear being reprimanded by their supervisors. When an employee reports a near fault, focus on the solution or what you, as a security officer, can do to help that employee. OSHA near Miss Example 2: An employee working on a scaffold suddenly feels a sharp pain in his knee. While these examples should ideally focus on the positive effect, an almost miss report had on the safety of employees, if necessary, can discuss how an accident could have been prevented if the nearby failure was reported. Download and use them for free anytime, anywhere with the iAuditor mobile app. You can still tell them if your actions or behaviors have been found to have caused the nearby failure, but do so in a neutral and logical way. The example above shows which atiro±Aes atiro±Aes al ed acrec rojem ribircsed arap aicnivede omoc sotof ratnujda y rarutpac nedcup sodaelpme sol .TRODUAI noC .sadatcefa o sadarculovni sanosrep sal y sazanema sal ,setejbo sol ,sorgilep sol recelbatse la etnedicni led selatnemadnuf sellated sol ranoicroporP .ojabart ed ragul le ne dadiruges al se .gnitropeR ssiM al ed acrec The missing step grip will cause another employee to slip and he/she may not have as lucky as the first employee, leading to injury. If the employee who experienced the nearby fault chose not to report it, the ladder might not have been inspected and the problem with the step would not have been discovered and solved. Here is an example of a MISS Close Report Form that can be downloaded as a PDF after completing the report: Close Miss Report | WHY USE THE IAUDOR FOR NEXT MISS REPORTS? Reports?