

Near Miss Investigation Report

I. Company Information									
Project Name:						Date:			
Address:									
Incident Location (If different than above)									
Location (Room, Col. Number)									
II. Employee Information									
Employee Name:						Sex:			
Job Title:						Department:			
Employment Status		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other				
Length of Employment		<input type="checkbox"/> > 1 Month	<input type="checkbox"/> 1 - 5 Months	<input type="checkbox"/> 6 Months to 5 Years	<input type="checkbox"/> More than 5 Years				
Time in Occupation		<input type="checkbox"/> > 1 Month	<input type="checkbox"/> 2 - 5 Months	<input type="checkbox"/> 7 Months to 5 Years	<input type="checkbox"/> More than 5 Years				
III. Near Miss Incident Information									
Supervisor's Name:						Supervisor's Contact:			
Employee Name:						Date Reported:			
Nature of Incident:									
Employee's Specific Task and Activity at Time of Near Miss Incident:									
<input type="checkbox"/> Working Alone	<input type="checkbox"/> Working with Assignend Group	<input type="checkbox"/> Supervised	<input type="checkbox"/> Not Supervised						
IV. Witnesses									
Name:						Telephone:			
Name:						Telephone:			
V. Scene of Near Miss Incident Information									
Specific Location:									
How Near Miss Incident Occurred:									
Type of Machinery / Equipement Involved:			<input type="checkbox"/> N/A	<input type="checkbox"/> Yes					
Machinery / Equipment Placed:			<input type="checkbox"/> Out of Service	<input type="checkbox"/> Repaired					
VI. Near Miss Incident Sequence									
Describe in order of occurance the events leading to the near miss. Recontrust the sequence of events that led to the near miss.									
Event 1:									
Event 2:									
Near Miss Event:									
Potential Injury Event:									
VII. Causal Factors:									
Describe events and conditions that contributed to the near miss. Include information on worker, machinery and equipment, environment and management.									

VIII. Diagram any Specific Location Factors that Contributed to the Near Miss:

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IX. Casual Factors:

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X. Corrective Actions

Causal Factors:	Assignment Responsibilities	Target Date for Completion:
1		
2		
3		
4		
5		
6		

XI. Acknowledgment of Near Miss:

Print Name:		Date:	
Signature:		Title:	

XII. This Near Miss Incident Investigation Report was prepared by:

Print Name:		Date:	
Signature:		Title:	