NEAR MISS REPORT

Report every near miss before the end of the shift. The aim is to fix the cause, not to blame a person.

Report no.	Date	Time
Area and exact location	Shift	Reported by
Witnesses	Supervisor informed	Category

What happened	Immediate action
Activity	Area made safe
What happened	First aid needed
Who was nearby	Work stopped
How close	Photos taken
Equipment involved	Reported to safety

Potential severity

Likelihood it happens again (1 rare to 5 almost certain)	
Severity if someone had been hurt (1 first aid to 5 fatality)	
Potential risk (likelihood × severity, out of 25)	

Immediate cause	Root cause (why it was possible)
Covered in the HIRA?	HIRA reference

Corrective actions

Sr.	Action	Type of control	Owner	Target date	Status

Reported by

Supervisor

Safety officer, closed on