




# Near Miss Reporting Checklist

 Show only Checklist

Display Style  
Default 

## Incident Details


Basic information about the near miss event.

### Date of Near Miss

Enter date...

### Time of Near Miss

Enter time...

Hi there, need help? 



## Specific Area/Workstation

 Set My Current Location



## Brief Summary of Event

Write something...

## Estimated Speed (if applicable)

Enter a number...

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### Severity Level (Potential Harm)

- Minor (First Aid)
- Moderate (Medical Treatment)
- Serious (Hospitalization)
- Critical (Life-Threatening)

### Reported By (Role)

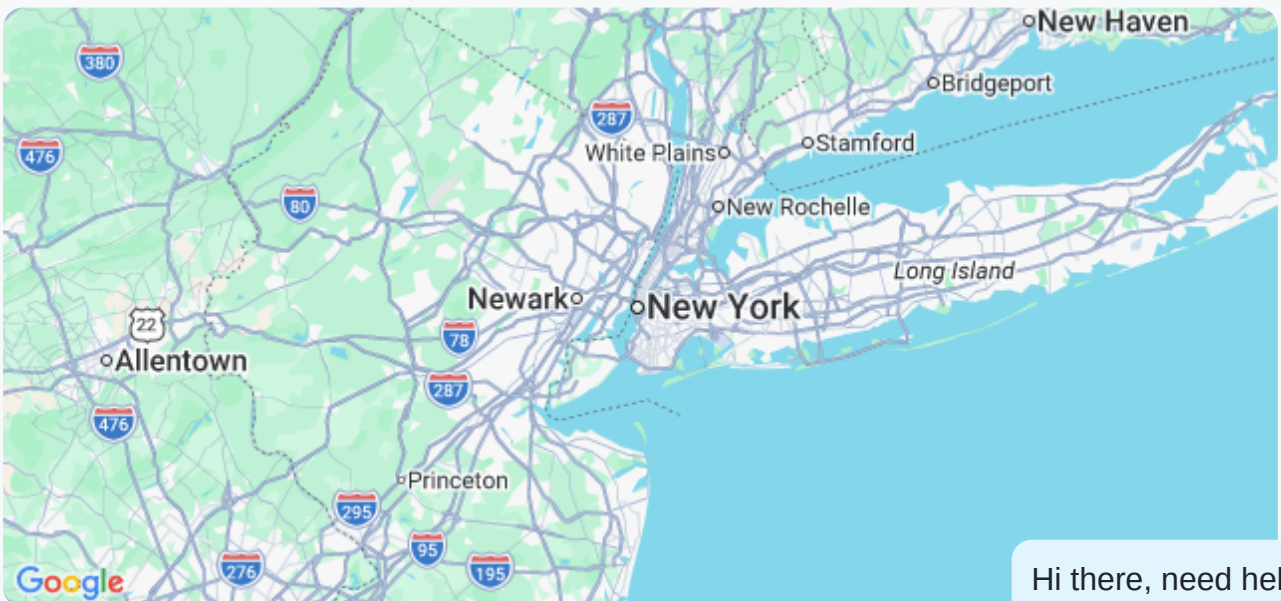
- Operator
- Supervisor
- Maintenance
- Engineer
- Other

## Location & Equipment Involved

Details about where the event occurred and what equipment was involved.

### Specific Location of Near Miss

[📍 Set My Current Location](#)



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### Work Area/Department

Write something...

### Type of Equipment Involved

- Machine (Specify in Description)
- Tool
- Vehicle (Forklift, Crane)
- Material Handling Equipment
- None
- Other (Specify)

### Equipment ID/Number (if applicable)

Write something...

### Detailed Description of Equipment Involved (Condition, Last Inspection)

Write something...

### Equipment Serial Number (if applicable)

Enter a number...

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# People Involved

Information regarding individuals who witnessed or were potentially affected by the near miss.

## Number of Employees Potentially Affected

## Name of Reporter

## Job Title of Reporter

## Witness Statements (if any)

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### Departments Involved

- Production
- Maintenance
- Quality Control
- Engineering
- Safety
- Other

### Name(s) of Individuals Directly Involved (if known)

Write something...

### Job Titles of Individuals Directly Involved (if known)

Write something...

## Description of Event

A detailed narrative of what happened leading up to the near miss.

**Describe the sequence of events leading up to the near miss. Be as detailed as possible.**

Write something...

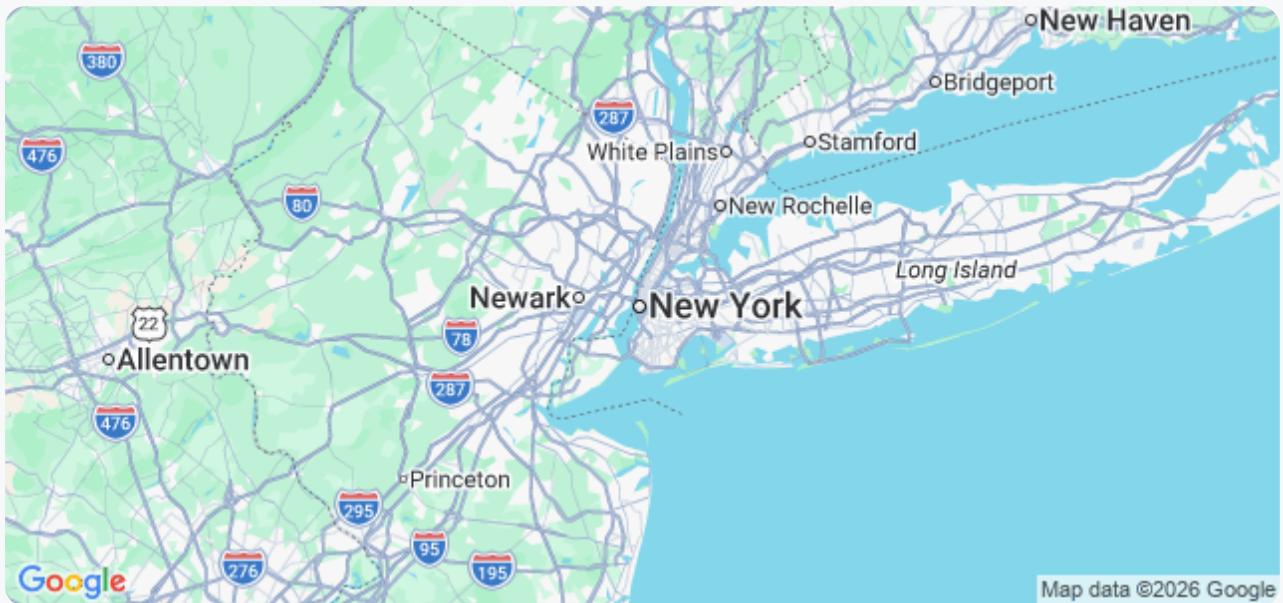
Hi there, need help?

**What actions were being performed by involved personnel at the time?**

Write something...

**Specify the exact location where the near miss occurred (e.g., machine number, work station).**

 [Set My Current Location](#)



**What time did the near miss occur?**

Enter time...

Hi there, need help?

**If equipment was involved, estimate the speed or operating parameter that contributed (e.g., RPM, pressure, temperature).**

Enter a number...

**Describe any unusual sounds, smells, or visual observations preceding the near miss.**

Write something...

**Was there a deviation from standard operating procedures?**

- Yes
- No
- Unknown

## Contributing Factors

Identification of the underlying causes and conditions that contributed to the near miss.

**Was a procedure/work instruction not followed?**

- Yes
- No
- Unknown

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**Was training adequate for the task?**

- Yes
- No
- Not Applicable
- Unsure

**Describe any communication breakdowns that may have contributed to the near miss.**

Write something...

**Estimated Speed (if applicable, e.g., forklift speed in mph/kph)**

Enter a number...

**Were environmental factors a contributing factor (e.g., lighting, noise, visibility)?**

- Lighting
- Noise
- Visibility
- Housekeeping
- Other
- None

Hi there, need help?

**Describe any equipment malfunctions or maintenance issues that may have played a role.**

Write something...

**Was there a time pressure or deadline that may have influenced behavior?**

Yes

No

Unsure

**Any other factors you believe contributed to the near miss?**

Write something...

## Potential Consequences

Assessment of what could have happened if the near miss hadn't been averted.

**Describe the potential injury or damage that could have occurred.**

Write something...

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### Estimated cost of potential damage (if applicable, in USD)

Enter a number...

### Which of the following potential consequences were considered?

- Minor Injury (e.g., cuts, bruises)
- Serious Injury (e.g., broken bones, concussion)
- Fatality
- Equipment Damage
- Production Delay
- Environmental Release
- Damage to Property
- Other (Please specify in LONG\_TEXT)

### If 'Other' was selected above, please describe the potential consequence.

Write something...

### Severity Rating (Based on potential impact)

- Low
- Medium
- High

Hi there, need help?

# Corrective Actions Proposed

Suggestions for actions to prevent similar events in the future.

## Detailed Description of Proposed Corrective Action

Write something...

## Estimated Cost of Corrective Action (USD)

Enter a number...

## Action Priority Level

- High
- Medium
- Low

## Target Completion Date

Enter date...

Hi there, need help?

### Responsible Department(s)

- Maintenance
- Engineering
- Production
- Safety
- Quality

### Corrective Action Type

- Training
- Procedure Change
- Equipment Modification
- Engineering Control
- Administrative Control

### Rationale for Chosen Action

Write something...

## Reporting & Verification

Details regarding who reported the incident and verification steps.

### Reporter Name

Write something...

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### Date of Report

Enter date...

### Time of Report

Enter time...

### Department of Reporter

- Production
- Maintenance
- Quality Control
- Engineering
- Safety
- Other

### Report Status

- New
- Under Review
- Resolved
- Closed

### Reviewer Name (if applicable)

Write something...

Hi there, need help?

### Date of Review (if applicable)

Enter date...

### Reviewer Comments (if applicable)

Write something...

### Verification Method

- Direct Observation
- Review of Documentation
- Interview
- Other

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