

AP 4207: Near Miss Incidents

If a workplace incident occurs that could have caused a serious injury or property damage, the district and employees have certain responsibilities to report these near miss incidents. Incident investigations help identify the cause and hazards, while finding ways to prevent similar incidents from happening in the future.

1. Near Miss Incident Reporting—All Employees

1.1. As soon as possible after the event, the employee will report verbally to the appropriate supervisor any accident or incident they have witnessed or become aware of which had the potential to cause an injury or property damage and then complete their portion of the Near Miss Report Form.

2. After receiving notification of a near miss incident, the site supervisor shall, within 24 hours of the notification, investigate the incident using the Near Miss Report Form - Appendix 4207 which includes:

- 2.1 The names and job titles of persons involved;
- 2.2 The names of any witnesses;
- 2.3 A brief description of the incident;
- 2.4 A statement of the sequence of events which preceded the incident;
- 2.5 Identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
- 2.6 Recommended corrective actions to prevent the recurrence of similar incidents, and the name(s) of the person(s) who investigated the incident.

3. Any supervisor who requires assistance or advice in conducting a near miss investigation shall contact the Manager of Safe Schools & OHS.

4. The Manager of Safe Schools & OHS will review the Near Miss Report Form and share the findings at the quarterly Joint Health and Safety Committee meeting. The supervisor will follow up with anyone affected by the near miss incident to ensure their well-being.

5. The Manager of Safe Schools & OHS must report serious near miss incidents with the potential to cause serious injury or damage to the Director of Human Resources as soon as possible.