

## AP Appendix 4207: Near Miss Incident Reporting Form

All employees have the responsibility to report and/or correct potential accidents/incidents immediately. Complete this form and report these near miss incidents to your immediate supervisor.

### Definition:

**Near Miss:** a potential hazard or incident that had the potential but did not result in any personal injury or property damage. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment that may have had the potential to cause work-related injuries or property damage.

Near Miss Incident Reporting Form - To be completed by employee:	
School / Location:	
Date:	
Time:	
Please check all conditions that apply to this incident:	
<input type="checkbox"/> Unsafe act <input type="checkbox"/> Unsafe equipment <input type="checkbox"/> Unsafe condition <input type="checkbox"/> Unsafe use of equipment	
Description of incident or potential hazard:	
Any immediate action taken to mitigate the hazard:	

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

<b>Near Miss Investigation - To be completed by supervisor/principal within one (1) day of receipt of Incident Report:</b>
Description of the near miss condition:
Causes (primary & contributing):
Corrective action taken (e.g. Remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Send the completed document to the Manager of Safe Schools & OHS and the Director of Operations within one (1) day of completed investigation.**