**NEAR MISS REPORT**

**Employee Details**

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| **Name** |
| **Department** |

**Description of Near Miss**

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| **Location** |
| **Date** | **Details (How it took place, factors leading to the event, who was involved, etc. Be specific.)** |
| **Time** |
| **Witness(s)** |

**Incident Causes**

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**Recommended Corrective Actions**

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| **Employee Signature** |
| **Supervisor Signature** | **Date** |