

How do I report a near miss or hazardous condition?

Fill out the opposite side of this form.

Determine if you can do something to resolve the safety problem yourself. If you can, do so and note it on the form. Drop off at safety office.

What's A near miss?

A near miss is an event that could have caused a serious injury / illness, but didn't. For example:

Someone spills coffee or water on the floor and does not clean it up. Someone slips but is not injured.

A forklift operator takes a turn too quickly and drops a load which almost hits a nearby worker.

What's a hazardous condition?

A hazardous condition is a condition that could cause an accident or an accident waiting to happen. For example:

Water or other debris on the floor that could cause a slip or fall.

A frayed electrical cord in your office.

How do I correct a safety problem?

Take any action you can to reduce the chance that a accident will happen or that someone may get hurt. You might:

First contact your supervisor/Work leader if additional resources are needed to correct the problem

Contact the facilities manager to report a maintenance problem and submit a work order.

Contact the Safety Officer

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Please return to
Supervisor or the Safety
Office

(NOT TO BE ANNONOMOUS)



**NEAR MISS /
HAZARD REPORT**

Near Miss / Hazard Report Form

Purpose of this form:

To report a near miss/ unsafe act or hazardous condition, please complete this Safety Action Report.

Where did the near miss or where is the hazardous condition? (Be specific)

Building (Name/Number) _____

Room/hallway/parking lot _____

Geographic location _____

When did near miss happen or when did you discover the hazardous condition?

Date _____ Time _____

What departments were involved or impacted in the near miss or hazardous condition?

Was the near miss/hazardous condition reported to your supervisor or work leader?

YES NO

Name of Supervisor/Work Leader:

Reporting Employee :

Phone:

Name and number is needed so that we can obtain additional information if necessary

Describe in detail how the near miss occurred or what the hazard is:

List any personal protective (PPE), if any, being worn at the time of the near miss:

In your opinion, were there any unsafe conditions or acts which contributed to the near miss or hazardous situation? Please list:

List the names of any witnesses who observed the near miss /hazardous condition: (optional)

What corrective action did you take or do you recommend?

Please note what corrective action you were able to take or what other corrective action you recommend. Check the appropriate box below and explain.

I corrected the safety problem myself.

My Supervisor/ Work leader and I could not correct the problem, recommend the corrective action:

To be completed by Safety Office

Final disposition:

Date received by Safety Office: _____

Reviewed by: _____

Date signed: _____

Tracking Number as applicable:
