

NEAR MISS SAFETY REPORT

Near Miss Definition: A situation whereby an employee on the Durham Board property experiences a non-injury incident where there was the potential for serious injury, or damage to equipment or to the environment.

Incident Reporting: If you witness a “near miss” incident, please report it as soon as possible to a site supervisor or a member of the Workplace Inspection Team by completing **Section A**. Upon completion of **Section A** give the form to your supervisor/Principal. The supervisor shall conduct an investigation and initiate corrective action on site ASAP. (*Note:* In the event the incident is deemed beyond the capabilities of the school personnel they should contact the Health and Safety Department ASAP). The supervisor shall complete **Section B** and fax form to the Health and Safety Department.

Section A:

1. Workplace Name/location (Rm#, etc.) _____
2. **Your Name**/Date/time of Near Miss Incident: _____
3. Incident description (Include any recommendation(s) that could prevent a reoccurrence of this incident). Use the reverse side of page if necessary.

Section B:

4. Supervisor/Principal’s name and signature: _____
5. Corrective Action. (Describe what actions were taken at the school/workplace to address this issue, including work order number if applicable.)

Upon completion send this report to the Health and Safety Department by fax (905) 666 6374 within 3 days.
If there are questions about Near Miss reporting call the Health and Safety Department at (905) 666 6408.

HELP PROTECT YOUR COWORKERS FROM SERIOUS INJURY
REPORT NEAR MISSES

Health & Safety Department Tracking

- Date Received _____
- Maintenance Follow up _____
- Further Action _____
- Date of Referral to JHSC/WIRC _____