

Stevens Point Near-Miss Reporting Form

Please complete this form to report a near-miss event.

A near-miss event is an unintentional unsafe occurrence that could have resulted in an injury, fatality or property damage. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

Please check all appropriate conditions:

Unsafe Act

Unsafe Equipment

Unsafe Condition

Unsafe Use of Equipment

Description of the incident: (Use back side of this form or attach additional pages if needed.)

Action Already Taken to Mitigate Safety Issue:

Name: _____

Date: _____

Signatures and ID Number

Person Submitting Report (optional): _____ Date Completed: _____

Supervisor Reviewing Report _____ Date Reviewed: _____

Manager Receiving Report: _____ Date Received: _____

Internal Safety Committee/Manager Near-Miss Investigation

(All information below is to be completed by the Departmental Safety Committee; in the absence of a department Safety Committee the Supervisor or Department Head will complete this form before forwarding to the City-wide Safety Committee)

Date Reviewed: _____

Description of the near-miss incident:

What are the Causes (Primary and Contributing):

Corrective Action(s) to be Taken:

This form was not completed for the following reason:

Not Applicable

Management Signature: _____ Date: _____

Safety Committee Review Date: _____