



# Near Miss Template

Near Miss Template

Complete

Score	0%	Failed items	0	Actions	2
<b>Near Miss Report No.</b>					000001
<b>Conducted on</b>				27th Apr, 2021 8:13 AM PST	
<b>Employee Name:</b>				SafetyCulture Staff	
<b>Employee Job Title:</b>				Content Editor	

## Actions

2 actions

### Audit

#### Describe the near miss:

An electric fan placed on the upper shelf of the wall next to my desk fell and nearly hit me. Luckily, my laptop was out of the way so the electric fan didn't hit it as well.

To do | Priority Low | Due 27th Apr, 2021 9:00 AM PST | Created by SafetyCulture Staff

Put electric fan on my desk instead of the upper shelf.

### Audit

#### Names of other witnesses:

My coworker, Stacy, saw this happening.

In progress | Priority High | Due 27th Apr, 2021 8:30 AM PST | Created by SafetyCulture Staff

Ask Stacy if she saw something that hit the wall or shelf to make the electric fan fall.

# Audit

2 actions

## Instructions:

1. Required to be completed when you experience a Safety Near Miss in the workplace
2. To be completed in full and emailed to direct manager or the Health & Safety Manager.

## Near Miss Defined

OSHA and the National Safety Council defines a near miss as an “unplanned event that did not result in injury, illness or damage – but had the potential to do so.”

## Date & Time of Near Miss:

27th Apr, 2021 8:00 AM PST

## Location of Near Miss:

New York, NY, USA  
(40.7127753, -74.0059728)

## Describe the near miss:

An electric fan placed on the upper shelf of the wall next to my desk fell and nearly hit me. Luckily, my laptop was out of the way so the electric fan didn't hit it as well.

To do | Priority Low | Due 27th Apr, 2021 9:00 AM PST | Created by SafetyCulture Staff

Put electric fan on my desk instead of the upper shelf.

## Photo/s (optional):



Photo 1

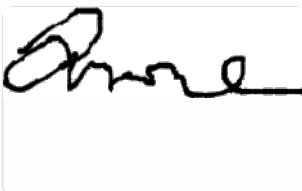
## Names of other witnesses:

My coworker, Stacy, saw this happening.

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Ask Stacy if she saw something that hit the wall or shelf to make the electric fan fall.

## Reporting person's Name and Signature:



Anne Example

27th Apr, 2021 8:34 AM PST

## Appendix



Photo 1