Near Miss Template

Near Miss Template

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

<table>
<thead>
<tr>
<th>To do</th>
<th>Priority</th>
<th>Due</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>27th Apr, 2021 9:00 AM PST</td>
<td>SafetyCulture Staff</td>
</tr>
<tr>
<td>Put electric fan on my desk instead of the upper shelf.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Audit

Names of other witnesses:
My coworker, Stacy, saw this happening.

<table>
<thead>
<tr>
<th>In progress</th>
<th>Priority</th>
<th>Due</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High</td>
<td>27th Apr, 2021 8:30 AM PST</td>
<td>SafetyCulture Staff</td>
</tr>
<tr>
<td>Ask Stacy if she saw something that hit the wall or shelf to make the electric fan fall.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Audit

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.

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.

Reporting person's Name and Signature:

Anne Example
27th Apr, 2021 8:34 AM PST
Appendix

Photo 1