

SUNY OSWEGO

NEAR MISS POLICY AND PROCEDURES

Definition:

A near miss (or close call) is defined as an unintentional, unsafe occurrence that could have resulted in an injury, property damage or fatality. Only a fortunate break in the chain of events prevented an injury, property damage or fatality. Situations that qualify as near misses are essentially in the eyes of the reporter. If a reporter is involved in or witnesses an event and believes it is a near miss, then a report should be filed.

Objective:

The Near Miss Program is established to identify and correct potentially hazardous conditions in the work place. The intent of this program is to prevent accidents from occurring and is not to place blame or to use for disciplinary action.

Procedures:

**In the event of an Emergency Condition contact Facility Services at x 3200 or 3117 after 4:00 PM.
If an Emergency Medical Condition exist contact University Police at x 5555.**

Employees:

- Employee will report incidents or concerns by completing a Near Miss Report.
- Employee will submit this form to either their Supervisor or to Environmental Health and Safety. This form can be filled out and submitted electronically to EHS. To submit it to your Supervisor it will need to be printed.
- Employee will take corrective action if the problem can be easily fixed (i.e. move an electrical cord that may cause a trip).

If an employee would like to know the actions/response taken by EHS they will need to provide information on how they would like to be contacted. If they do not want to be contacted with a response they do not have to include their name on the Near Miss Report.

Supervisors:

- Will notify the appropriate department(s) to ensure action is taken if an emergency situation exists.
- Supervisors will take corrective actions if possible, including initiating work orders. Any corrective action taken by the supervisor will be noted on the report.
- Supervisors will forward any reports they receive to EHS as soon as possible. This applies even if the hazard has been eliminated.

EHS department:

- Consult supervisors and employees on corrective actions.
- Will review the Near Miss reports, maintain a log, perform an analysis and complete a year-end report of how well the program is working.