

SUNY Oswego/Environmental Health & Safety/Near Miss Report

Log # _____

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.

This form is not to be used to report an accident or injury.

Date and Time of Near Miss

Near Miss Location:

Date: _____ Time: _____ AM or PM

Near Miss Description:

Did you notify anyone of the Near Miss? If so, who?

Corrective Actions (What should be done or has been done to prevent recurrence of this incident? For example: employee training, change of procedures, purchasing of equipment, etc.)

If additional action or further investigation is needed would you like to be contacted with the results? If so, provide contact information:

Supervisor Comments/Actions:

EHS Comments/Actions:

Work Orders Issued:

Date Received:

Date Completed: