Near miss report form

For anything that could have hurt someone or damaged property, but did not. Write what was seen. Leave blank anything not known. Hand the form to a supervisor the same day. It is used to fix hazards, not to blame anyone.

1. When and where

Date | Time | Site | Exact location (area, room, entrance)

2. What nearly happened

Tick all that apply

☐ Slip, trip or fall ☐ Falling object ☐ Struck by or caught in ☐ Vehicle or equipment ☐ Fire, electrical or chemical
☐ Food safety ☐ Water or pool ☐ Other:

What happened What was seen and heard, and what could have happened. Facts only.

Worst likely result

☐ First aid ☐ Medical treatment ☐ Serious injury ☐ Property damage only

3. People nearby

Name	Guest, staff, contractor or other	Phone or email

4. Why it happened, and what was done

What made it possible The condition or gap: a missing mat, a broken latch, a step left out of a checklist.

Action taken at the time Area closed, spill cleaned, equipment taken out of use, sign put up.

Is the hazard still there?

☐ Yes ☐ Made safe for now ☐ No, removed

Evidence kept

☐ Photos ☐ Video footage ☐ Item or equipment ☐ None

Suggested fix

5. Reported by

Name (optional) | Role | Supervisor told (name, time) | Date and time of this report

6. Follow-up (for the person who handles it)

Assigned to | Date received

Cause

Fix, owner and due date

Reporter told what was done (date) | Closed by and date

Free near miss report form from riskrsuite.com/resources/near-miss-report-form/. Copy and change it as needed.