

NEAR MISS REPORTING

A near-miss is an undesired event that, under slightly different circumstances, could have resulted in harm to people or damage to property, materials, or the environment.

IMPORTANCE

All too often it takes an accident to identify a health and safety problem in the workplace. While the problem may then get addressed, someone has been injured. Accident can also have financial implications and reflect badly on your organisation, through increase accident rates. The goal of near-miss reporting is to address the incident and take action to prevent reoccurrence.



REGULATIONS

Reporting of near misses is a good safety management practice and reporting of near misses can reduce accidents and improve safety.

GUIDANCE

- Report a near-miss as soon as possible after an incident so that action can be taken to prevent reoccurrence as soon as possible.
- Near-miss reporting is not a “blame game”.
- Near-miss reporting is an opportunity to improve working practices and procedures.
- Every near miss should be reported.
- Everyone is responsible for reporting near misses.
- In near miss reporting, provide essential information so that action can be taken.
- Keep information simple and direct, more information can be collected by investigating the near-miss further where required.
- Reviewing near-miss information can help identify patterns.
- Reporting near misses is an important part of accident prevention.

SUMMARY

A near-miss reporting programme is a very effective reactive programme to reduce accidents and improve health and safety. By identifying and addressing the hazard reported, action can be taken before an accident occurs.