Near Miss/Near Hit Reporting

Date: ____________________________________________  Time: _________________________

District: __________________ Site: ____________________  Department: ________________

Manager/Supervisor Name: _______________________________________________________________

What is a "near miss?" Webster defines it as: "A result that is nearly, but not quite, successful." What does this mean to industry? It simply means that a serious accident almost occurred. Someone trips over a pallet, but doesn't fall. Two forklifts almost collide at a corner. A tool is dropped, but toes are missed…this time.

A better term for reporting would be near hit incident. A near hit incident is an incident resulting in neither injury nor property damage but has potential to result in injury or property damage if appropriate correction action is not taken.

Near misses/near hits are often less obvious than accidents and are defined as having little if any immediate impact on individual or processes. Despite their limited impact, near misses provide insight into potential accidents that could happen. As numerous catastrophes illustrate, management failure to capture and remedy near misses may foreshadow disaster. The 1986 Space Shuttle Challenger explosion is a notable example where near miss precursors were observed but not effectively managed.

The National Safety Council states that about 75% of industrial accidents are forecast by near hit/near miss incidents so it’s in the best interest of member school districts to find and eliminate their cause to minimize the actual potential for property damage or injuries to employees or students.

Statistics tell us that for every 300 near misses there is one serious injury. According to the Bureau of Labor Statistics (BLS), 6.1 million injuries occurred during 1995. If we multiply each injury by 300, the result is 1.8 billion near misses for 1995 alone.

So what does this tell us about accidents? Look at the figures.

- **If you reduce the number of near misses, probability tells us you will then reduce the number of injuries that happen**

The Same Things That Cause Accidents Cause Near Misses

- Unsafe acts, such as improper lifting; walking under an overhead load; cutting, grinding, or chipping without safety glasses; not using proper Personal Protective Equipment, etc.
- Unsafe conditions, such as poorly maintained equipment, oil or grease on floors, welding leads that have been laid in walkways, trash and boxes that have been left in hallways, etc.
- Hurrying and taking risks to get a project done faster, or to wrap up a job at quitting time.

Report Near Misses Before They Become Accidents

- Once a near miss occurs, report it immediately to the nearest foreman or supervisor. The potential for such incidents exists all over the workplace, so all employees—not just supervisors—must help identify them.
• If the near miss is a result of an unsafe condition, don't continue to work under that condition until the problem has been corrected and your supervisor gives the okay to proceed.
• If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

Near Misses Are a Warning

Letting a near miss go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within your facility and provide a better working environment for everyone involved. Don't let yourself or co-workers become statistics--report near misses to your supervisor.

It is very important to have a system in place that encourages the reporting of near hit incidents so that an investigation can be conducted, the cause(s) can be determined and appropriate corrective action can be taken or implemented.

Be sure to treat all Near Misses/Near Hits just as you would an actual accident or injury that occurred.

Rather than focus on accidents/injuries that have occurred, Near Miss/Hit reports can be used by the Safety Committee to help determine where potential problems exist and implement corrective actions to help reduce future accidents and injuries.

Attached is a sample form that can be used by district employees to report near hit incidents

<table>
<thead>
<tr>
<th>Suggested SIPE Safety Videos:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1 Accident Investigation</td>
<td>(10 minutes)</td>
</tr>
<tr>
<td>1-2 Accident Investigation</td>
<td>(10 minutes)</td>
</tr>
<tr>
<td>162 Hazard Recognition</td>
<td>(7 minutes)</td>
</tr>
<tr>
<td>255 Prevention of Common Accidents</td>
<td>(15 minutes)</td>
</tr>
</tbody>
</table>