

# Near miss reporting

Speaking up about near misses is one of the best ways to keep our workplace safe. When anyone notices something that almost caused an accident, sharing it helps us all stay alert and avoid future problems. Reporting near misses is about looking out for each other and making sure everyone goes home safe. The easier we make reporting near misses, the more we can learn, improve, and protect our team.

## Why report it?

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A near miss is an unplanned event that didn't result in injury, illness, or damage but could have. These are warning signs that something in our work environment isn't quite right. Near miss reports:

- Help us fix hazards before someone gets hurt
- Show we care about each other's safety
- Help us spot patterns and prevent future incidents

## What counts as a near miss?

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OSHA defines near misses as close calls that could have led to harm. Examples include:

- Unsafe conditions (e.g., wet floors, poor lighting)
- Unsafe behaviors (e.g., bypassing machine guards)
- Equipment malfunctions
- Minor incidents that could've been worse

If you think, "That was close," it's a near miss, and it should be reported.

For example, imagine a forklift operator is backing up in a warehouse and almost hits a stack of boxes being organized by another employee, but stops just in time after hearing a warning shout from a coworker. No damage or injury occurs, but the situation could have easily resulted in harm if the coworker hadn't spoken up. Reporting this near miss allows the team to review traffic patterns and improve safety measures in that area.

## What should you do?

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Reporting near misses offers an opportunity to learn and improve safety measures before someone is injured. Every report is a step toward a safer work environment for everyone.

**Step 1:** Report the near miss to your supervisor or safety team

**Step 2:** Fill out a near miss report form

**Step 3:** Participate in any follow-up investigation or discussion

# Near miss reporting

## Let's talk about it

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- Have you seen a near miss recently?
- Did you report it? If not, what stopped you?
- What can we do to make reporting easier?

## Key takeaways

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Near misses are free lessons. They cost nothing, but ignoring them could cost someone their health or life. Let's stay alert, speak up, and keep each other safe.

Source: <https://www.osha.gov/incident-investigation>

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