

Near Miss Report Form

Capture the things that nearly went wrong, in a form that asks what happened rather than who was at fault.

Something that nearly went wrong, written down while it is still fresh and before it happens properly.

WHAT HAPPENED, NOT WHO IS TO BLAME

Near misses are free information. The only thing that stops people reporting them is the fear that it becomes a disciplinary matter, so the form asks what happened rather than who is at fault.

Site or location	Date	Time	Reported by (optional)
Exactly where	What was being done at the time		

WHAT HAPPENED

WHAT COULD HAVE HAPPENED, AT WORST

WHAT HAS BEEN DONE ALREADY, AND WHAT SHOULD CHANGE

Action	Owner	By when	Done

Reviewed by	Date