



# Near Miss Report



A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and/or correct these potential accidents/incidents immediately. Please complete this form as a means to report these near miss situations.

Name: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**\*\*Turn this form in to the administrator of your Safety Jackpot program!\*\***

Please check all appropriate conditions:  Unsafe act  Unsafe Equipment  Unsafe condition  Unsafe Use of Equipment

Description of incident or potential hazard:



# Safety Suggestion



To help achieve a healthier and safer work environment, use this form to report suggestions for improving the health and safety of your work environment. The form can be used to report unsafe acts, to suggest ideas for performing tasks safer, or to report safety hazards.

Name: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Turn this form in to the administrator of your Safety Jackpot program!\*\***

Describe Suggestion: