

# REPORTING A NEAR MISS IS SIMPLE AND PAINLESS!

Often times, people fail to report a near miss because they are unsure of the process. However, reporting a near miss is actually very simple:

1. Ask the safety rep in your department. Chances are they have near miss forms already developed and can help guide you through the process.
2. Near miss forms should take no more than 5 minutes to complete, so as to not further complicate your already busy workday.
3. Reports can be handwritten or typed, and anonymous if desired. You can choose what information to divulge and what to withhold.
4. The safety officer will follow up on your near miss report by obtaining input from qualified individuals. In as short a time as possible, the group will implement a fix, and let people know about any relevant changes to policy, equipment or facilities.

Fixing the near miss is the responsibility of the safety officer and management. After submitting a near miss form, your work is done!

