Near-miss report form

Date _____ **Time** _____

Location _____ **Reported by (optional)** _____

Job or project _____ **Equipment involved** _____

What happened

The aim is fixing the cause, not blaming a person.

What could have happened

Contributing factors

Check all that apply.

- ☐ Rushed or behind schedule
- ☐ Missing or unclear procedure
- ☐ Equipment problem
- ☐ Housekeeping
- ☐ Weather or lighting
- ☐ Not enough training
- ☐ Communication gap
- ☐ Pedestrian and vehicle mix
- ☐ Guard or barrier missing
- ☐ Fatigue

Immediate action taken

Suggested fix

Follow-up

Action	Owner	Due date	Done

Reported by (name, signature, date)

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Supervisor reviewed (name, signature, date)
