

TOOLBOX TALK 032 – Near Miss Reporting

Following discussions at the recent Health and Safety Committee Meetings this Toolbox Talk is aimed at raising the importance of near miss reporting.

A near miss is an incident that *could have caused an injury or damage but didn't—this time*. These are warning signs, and if we ignore them, next time someone may get hurt.

What Is a Near Miss?

A near miss is an unplanned event that didn't result in injury, illness, or damage—but easily could have.

Examples:

- A tool falls from a ladder but lands near someone instead of hitting them
- Slipping on a wet surface but catching yourself
- A vehicle backing up and stopping just in time to avoid a collision
- Discovering a damaged extension cord before using it

Why Reporting Near Misses Is Important:

- Near misses show us hazards before someone gets injured
- Reporting helps fix problems early
- It protects coworkers, equipment, and the job
- Reporting is about **safety, not blame**

How to Report a Near Miss:

- Report it as soon as possible
- Tell your Training Officer/Tutor/Line Manager
- Fill out a near miss report
- Provide clear details: what happened, where, and what could have gone wrong
- Where it is safe to do so ensure any unsafe conditions are remedied.
- Hand all near miss reports to the H&S Manager

Key Message:

If it *almost* caused an injury, it's worth reporting. Near miss reporting helps us prevent accidents before they happen.

Question:

Has anyone seen or experienced a near miss recently that we can learn from?

! Remember !

A Near Miss Reported Today is the Accident that Does not Happen Tomorrow