

Toolbox Talks

Weekly Tailgate Topic_

11-49

Discuss with crews on _____ [INSERT DATE]

REPORTING NEAR MISSES – A KEY TO ACCIDENT PREVENTION

Most of us can remember a time when we have had a serious close call... Whether it was;

- Being distracted while driving, only to realize that the car in front of us has come to an abrupt halt, forcing us to slam on our brakes. Or perhaps,
- Grabbing hold of, or shouting at a near-by worker to stop them from being struck by a speeding motorist.

Near misses or close calls happen all around us in the construction industry, but do not need to keep re-occurring needlessly. Instead, we can use them as a tool to prevent future incidents and serious injuries from happening.

The management of your company should be committed to providing a safe work environment, and recognizes that reporting near misses is a major key to preventing future accidents. When workers, supervisors and managers report near misses, your company should be able to collect information, identify trends, correct current problems, and prevent future accidents and injuries.

So what is a near miss? A near miss is....

An incident or unsafe condition with the potential for injury or property damage

Examples of near misses include:

- A worker nearly being struck by equipment or motorists.
- Equipment nearly contacting overhead wires or underground utilities.
- A worker not wearing appropriate PPE.
- A worker not following proper procedures / safe work practices / precautions.



- Tool malfunctions.
- Plus many more...Reporting near misses is everyone's responsibility including workers, supervisors and managers. All employees should encourage the reporting of near misses, as we all want to go home injury free at the end of each work day.

Develop a pocket-sized near miss form booklet, as seen on page 1 of this weekly tailgate topic. Each employee will be given a copy of this booklet so that they can complete a near miss report when they observe a close-call on-site.

This form has been developed to be simple and easy to fill out so that workers and supervisors can quickly complete and submit them in a time-effective manner.

How Do You Fill Out the Near Miss Form?

Detailed instructions have been completed on the back side of the cover page of the "Near-Miss Form" booklet. (See picture to the right)

The form can be completed and submitted anonymously preferred.

The form requires basic information such as the date, job # and location, and a quick description of how the incident occurred. The employee MAY, if they wish, describe the root causes, and or possible corrective actions that could be taken to prevent re-occurrence. (Examples of unsafe acts, conditions, and causes are conveniently located on the back of the cover page for easy reference when completing the form)

How Does the Near Miss Process Work?

1. Near miss occurs.
2. Employee identifies the incident by completing a "Near-Miss Form".
3. Employee submits the "Near-Miss Form" to their Supervisor or Safety Officer.
4. Safety Officer / Superintendent investigates the incident and takes corrective action(s) to prevent re-occurrence.
5. Safety Officer follows-up with the employee regarding corrective actions if a contact name

FORM INSTRUCTIONS

The purpose of this form is to improve an employee's ability to notify the safety department of a near miss incident, or hazard. By participating in this program, we are able to resolve immediate issues and identify trends to prevent future recurrence.

NAME - Print your name and initial, or leave as anonymous
DATE - Date of near miss or hazard
JOB # / NAME - (ie. 003-001 GVRD Utility Upgrades)
LOCATION - (ie. Smith St. and Spruce Ave., N. Van.)

DESCRIBE HOW INCIDENT OCCURRED

- Describe the WHOS, WHATS, WHENs, WHEREs WHYS AND HOWS, of the incident/hazard including the unsafe acts and/or conditions.
- **Unsafe Acts:** Safety rule violation; PPE not used; Improper work technique; Unsafe operation of equip./tools; Operating without authority; Failure to warn/secure; Bypassing safety device; Horeplay, Drug or alcohol use.
- **Unsafe Conditions:** Poor workstation design; Improper maintenance; Lack of supervision; Slippery conditions; Inadequate guarding of hazards; Defective tools/equip.; Insufficient lighting.

ROOT CAUSES - Describe immediate and underlying cause

- **Immediate Causes:** PPE unavailable; Failure to use PPE properly; Safe work procedure unavailable; Using defective equipment; Failure to follow safe work procedures; Using equipment improperly; Inadequate guards / barriers; Poor housekeeping; Temperature extremes; Inadequate ventilation.
- **Underlying Causes:** Lack of knowledge/experience/training; Lack of skill/practice; Physical/mental stress; Inadequate supervision; Inadequate tools/equip./materials; Inadequate maintenance/inspection; Inadequate engineering; Inadequate work standards/procedures; Wear and tear; Misuse or abuse.

ACTION(S) TAKEN TO PREVENT RECURRENCE

- Describe what immediate actions were taken if any, and/or what preventative actions could be taken to prevent future recurrence.

NEAR MISS / HAZARD REPORT

Name:		Initial:	
Date:	Time:	AM / PM	
Job # / Name:			
Location:			
Describe How Incident Occurred:			
Root Causes:			
Action(s) Taken to Prevent Recurrence:			
Follow-Up Date:		Initial:	
Superintendent Signature:			
Safety Coordinator Signature:			

Revised:

if

is listed on the form.

6. Safety Officer processes the "Near-Miss Form" and tracks the company's incident trends.

Questions to Generate Discussion

- How does Near Miss Reporting help improve overall safety?
- Can you give an example of when you were part of or witness a near miss?
- How does Near Miss Reporting directly keep the field level safe?