

# Near-Miss Incident Report

## Basic Information

Date & Time of Incident:

Location:

Reported By:

Department/Team:

## Incident Details

Description of the Near-Miss:

Activity Being Performed:

Persons Involved:

Potential Consequences (if mishap occurred):

Immediate Actions Taken:

## Analysis

Root Causes (if known):

Recommended Corrective Actions:

## Follow-up

Person Responsible for Follow-up:

Target Completion Date:

Status/Comments:

**Important Notes:**

- Near-miss incidents are potential safety hazards; reporting them helps prevent future accidents.
- Details should be accurate, clear, and objective.
- No blame approach: focus on corrective actions rather than assigning fault.
- All near-miss reports should be reviewed and analyzed by safety officers.
- Confidentiality should be maintained as required.