

## NEAR-MISS INCIDENT REPORT FORM

Marisco operate and promote a collaborative, *problem-solving* style of management where staff are encouraged to bring any failure in the system to the immediate attention of senior management. Near-miss reports are especially important as they inform us of incidents that had the potential to cause harm to someone. We can all learn from the mistakes made in the workplace, but we need to know about them first before we can respond by introducing sensible corrective measures to prevent a recurrence. If you report near misses we can work towards a safer workplace for us all.

Date of incident: ..... Time of incident: .....

Location: *(Please be as accurate as possible)*

Name of person reporting: *(You can remain incognito if you wish)*

Name: .....

Description of incident:

Why do you consider the near-miss incident to be dangerous? Can you suggest what action might be done to prevent a recurrence? Has any action already been taken on site?

Action taken by management in response to near miss report

Manager: ..... Signature: ..... Date: .....