

NDSCS NEAR MISS REPORT

This report is to be filled out by any employee involved in or witnessing a near miss. A near miss is an incident that did not result in any personal injury, property damage or production interruption. It is a very important indicator of potentially harmful future accidents.

Department: _____ Building: _____

Date of incident: _____ Time: _____

Location: (Describe where incident occurred) _____

Description of incident/potential hazard: _____

Print employee's name Witnessing Employee's Signature Date

Corrective action(s) taken to prevent recurrence: _____ _____ _____ _____
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Print supervisor's name Supervisor's signature Date

Print Risk Manager's name Risk Management signature Date

Copy- Risk Management Coordinator
Supervisor

Revision Date: 10/14/04