



JOINT HEALTH & SAFETY COMMITTEE

NEAR MISS REPORT

Near Miss Definition: A situation whereby an employee on Durham Board property experiences a non-injury incident that, had fate intervened, could have resulted in serious injury or damage to equipment or to the environment.

Safety Awareness

If you witness or are aware of a "near miss" incident, you are encouraged to report it as soon as possible to your Workplace Health and Safety Committee so that action can be taken on site to ensure a safer workplace. (Note: In the event the concern is deemed beyond the capabilities of the on site Committee, the on site Committee should contact the Health and Safety Department for a resolution).

You may also telephone or send in this report to the Health and Safety Department. Whichever way you choose to report, please provide the following details:

- 1) Workplace Name _____
 Location (Rm #, etc) _____
- 2) Date of the Near Miss Incident _____
- 3) Describe the Incident. (In your description, please provide any recommendation(s) that could prevent a reoccurrence of this incident). Use the reverse side of page if necessary.

- 4) Your Name and Telephone Number (optional) _____
 Date _____

HELP US HELP YOU PROTECT FELLOW EMPLOYEES FROM SERIOUS INJURY.

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PLEASE DISPLAY IN CONSPICUOUS LOCATION FOR EMPLOYEE USE