

Employee Near Miss Form

NOTE: This form is **NOT to be used to report actual incidents or injuries that have occurred**. If you or one of your employees experiences an incident or injury please complete an [Employee Incident/Injury Report](#).

INSTRUCTIONS:

A **near miss** is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. We ask that all Employee Near Miss Reports are submitted with 24 hours of the occurrence. Employees are also encouraged to review the incident with their co-workers and collectively agree on how to reduce the potential hazard.

Please fill out all applicable sections. If you have any questions, please contact Environmental Health & Safety at 275-3241 or by email at questions@safety.rochester.edu. All information provided will be kept confidential and is for University purposes only.

Employee Information:

Employee Name: _____

Occupation: _____

Department: _____

Employee Work Phone Number: _____

Employee E-mail Address: _____

Confidentiality: All information provided will be kept confidential and is for University purposes only. Please see the University of Rochester's Policy 108 on Confidentiality

Near Miss Event Information:

Date and Time of Event (i.e. 11/13/14 8:30 am): _____

Location of Event (Building / Room): _____

Type of Location (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Corridor | <input type="checkbox"/> Laboratory / Research |
| <input type="checkbox"/> Mechanical Space | <input type="checkbox"/> Office Setting |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Patient Care |
| <input type="checkbox"/> Public Setting | <input type="checkbox"/> Vivarium |
| <input type="checkbox"/> Walkway (Exterior) | <input type="checkbox"/> Other <input type="text"/> |

What task were you performing when this event occurred?

What personal protective equipment was in use at the time of the potential incident?

What injury might you have sustained if the incident actually occurred?

What steps could be taken in the future to reduce this potential hazard?

Please add any other pertinent information concerning this Near Miss:

Additional Information:

Please add any additional issues or concerns:

If you wish this report be kept confidential, please check here .

Confidentiality: All information provided will be kept confidential upon request and is for University purposes only. If you have concerns, please refer to the University's Policy 108 on Confidentiality (<http://www.rochester.edu/working/hr/policies/pdfpolicies/108.pdf>) as well as the Code of Conduct for Business Activities (<http://www.rochester.edu/working/codeofconduct/lld.html>).