

# TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

## NEAR MISS REPORTING

### Topic Overview

When we report near misses, they can be used as a tool to learn and to significantly improve systems.

### Details

Many of us can remember a serious close call... whether it was:

- Being distracted while driving, only to realize that the car in front of us has come to an abrupt halt, forcing us to slam on our brakes. Or, perhaps,
- Alerting a nearby worker to stop them from being struck by a speeding motorist.

When workers, supervisors and managers report near misses, your company should collect information, identify trends, improve current systems, and reduce future accidents and injuries.

**What is a near miss? A near miss is....**

**An incident or unintended event with the potential for injury or property damage.**

**Examples of near misses include:**

- A worker nearly being struck by equipment or motorists.
- Equipment nearly contacting overhead wires or underground utilities.
- Dropping an object from a height and nearly hitting someone.

Reporting near misses is everyone's responsibility including workers, supervisors, and managers. Leadership should create a culture of reporting and bringing information forward.

Employees should feel safe reporting near misses or any type of event.

**The number one reason why employees fail to report something is the fear of repercussions.**



# TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

## Review previous Workplace Inspections


## Review previous Accident/Incident/Near Misses


## Other Safety Issues or Suggestions made by Staff


## Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			