Near Miss Reporting Checklist

Use this 10-point checklist to help you optimize your near miss reporting forms and create a highly effective near miss reporting system in your organization.

☐ **LIMIT FORM FIELDS**

Don't ask for information you don't need! Consider limiting fields to critical details such as the date, time, location, type of incident, and employee comments. If you're using a software system, the system should display only fields that are relevant for that incident type.

☐ **FOLLOW THE "30 SECOND RULE"**

Can your near miss form be filled out in 30 seconds or less? If it takes too long for employees to fill out the form, they likely won't fill it out at all and you will miss out on important data.

☐ **GIVE EMPLOYEES THE OPTION TO INCLUDE PHOTOS, VIDEO, AND AUDIO**

Photos, video, and audio can provide valuable detail to supplement employee observations.

☐ **MAKE REPORTING ANONYMOUS**

Can employees fill out the form anonymously and without fear of retaliation? If you're using an app, can employees fill out the form without a login or password?

☐ **MAKE IT EASY FOR EMPLOYEES TO ACCESS THE NEAR MISS REPORT FORM**

Providing your form on a mobile app or kiosk is one way to make sure employees have convenient access.

☐ **TEACH EMPLOYEES HOW TO IDENTIFY A NEAR MISS**

Be sure to clearly define what constitutes a near miss and provide examples that employees might encounter at your work site.

PROVIDE NEAR MISS TRAINING AND REFRESHERS

Plan on spending time teaching your near miss reporting procedures, practicing them with your employees, and reinforcing them throughout the year.

ANALYZE NEAR MISS DATA

Regularly evaluate your near miss data to identify common themes and root causes. Dashboards can be especially useful in detecting patterns.

TAKE ACTION

Use your investigation findings to improve safety systems, controls, and training. Make sure you have a system in place to follow through on assigned tasks and actions.

CONSIDER NEAR MISS REPORTING SOFTWARE

Near miss reporting software can help you capture and analyze near miss data effectively.