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NEAR-MISS REPORTING FORM

A near-miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe work habits, improper use of equipment or use of malfunctioning equipment all have the potential to cause work related injuries. It is everyone's responsibility to report these potential accidents/incidents immediately & regardless of severity. Complete this form and forward to your PSC Supervisor or Coordinator.

1. Name of Person involved (Last, First, Middle Initial)		2. Title/Position of Person Involved	
3. Name of Person Completing Form (Last, First, Middle Initial)		4. Title of Person Completing Form	
5. Department		6. Contact Phone Number	
7. Witness Name (Last, First, Middle Initial)		8. Witness Phone Number	
9. Date & Time of Incident Date: _____ Time: _____ AM/PM	10: Near-Miss Location – Site of Incident (Building name, Room No., Stairs, Hallway, etc.) If outside of building, give location in reference to nearest building. _____ _____		
11. Near-Miss Description (Describe fully all procedures being followed, including all substances, equipment and machinery being used that was related to the near-miss. If more space is required please use the <u>back</u> of this sheet) _____ _____ _____ _____			
12. Personal Protective Equipment (PPE) Used (if applicable) _____			
13. Severity – Circle the level of severity which you feel could occur if such an incident evolved (Example: High = fatality, permanent disability, high dollar loss; Medium = temporary disability, some dollar loss; Low = minor or no injury, no lost dollar. Consider such factors as physical injuries, damage to equipment or property, and environmental impact) <div style="display: flex; justify-content: space-around; text-align: center;"> HIGH MEDIUM LOW </div>			
14. Probability – Circle the level of probability that a person or property may be exposed to a similar situation, and that required hazards or system failures may be present or likely. (Example: High = tasks occur frequently and by numerous individuals; Medium = tasks occur on a regular basis by certain individuals; Low = tasks occur infrequently by few individuals. Also consider such criteria as complexity of the system, latent and human factors, etc.) <div style="display: flex; justify-content: space-around; text-align: center;"> HIGH MEDIUM LOW </div>			
15. Corrective Actions (what should be done or has been done to prevent recurrence of this incident? E.g. employee training, change of procedures, purchasing of equipment, etc.) _____ _____ _____ _____ _____			