Near-Miss Record Sheet

Complete after immediate safety needs are addressed. Do not enter an unsafe area, recreate an event, or delay required reporting. This note-taking aid supports your employer's reporting and review process.

Site / area: _____ **Event date / time:** _____

Person recording / role: _____

What happened

Activity before the event: _____

What you directly observed:

_____

_____

_____

Relevant equipment / conditions: _____

Information reported by others - identify the source:

_____

Reporting and available records

Person notified / time: _____

Authorized record references, if any: _____

Review and follow-up

Reviewer / responsible person: _____

Further questions: _____

Corrective action agreed by responsible person:

_____

_____

Action owner: _____ **Target date:** _____

Follow-up outcome: _____

Keep facts separate from assumptions. Handle names, photographs, and other records according to your employer's procedures. Leave unanswered items visible for follow-up.

Reference: OSHA - Incident Investigation
https://www.osha.gov/incident-investigation