Incident report: near miss

A plain form for recording what happened after an incident. Write it the same day, in the words of the people who were there.

Example / general information, not legal advice. Edit it to suit your workplace and check current rules with your regulator.

ABOUT THIS REPORT

Report number

Date and time of the incident

Date and time reported

Site and exact location

PEOPLE

Person involved: name, role and employer

Witnesses and how to reach them

Supervisor on duty

WHAT HAPPENED

Account in the person's own words

What they were doing just before

Sequence of events, with times

NEAR MISS: SPECIFIC QUESTIONS

What almost happened, in one or two sentences

What stopped it: a person, a guard, a reaction or luck

Worst outcome that could have followed, in plain words

Where it happened, and the task being done

Who was nearby and who saw it

Immediate fix, if any, and what you'd change

Whether it has happened before at this spot

STRAIGHT AFTER

Medical help given, and by whom

Area made safe, and how

People told, and when

NOTIFICATIONS AND FOLLOW-UP

Regulator contacted (yes or no), with the time and the person spoken to

Investigation lead

Actions to stop it happening again

Due dates and sign-off