# NEAR-MISS REPORT

Forward Original to  
ENVIRONMENTAL HEALTH AND SAFETY OFFICE  
2040 East-West Road  
Honolulu, Hawaii 96822-2320

### 1. Name of Person Involved (Last, First, Middle Initial)

### 2. Title 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(s)

### 7. Witness (Name and Phone no.)

### 8. Date and Time of Incident

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### 9. Near-Miss Location

Site of incident (Bldg. name, Room no., stairs, hallway, etc.). If outside of building, give location in reference to nearest building, eg. on mauka of Bilger Hall.

### 10. Near-Miss Description

(Describe fully, the protocol/procedures being followed including all substances, equipment, and machinery being used which was related to the near-miss. Use additional sheets if necessary.)

### 11. Personal Protective Equipment (PPE) Used (if applicable)

### 12. 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 lost dollar; Low = minor or no injury, no lost dollar. Consider such factors as physical injuries, damage to equipment/property, and environmental impacts)

- **HIGH**
- **MEDIUM**
- **LOW**

### 13. Probability — Circle the level of probability which you feel that a person or property may be exposed to in 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.)

- **HIGH**
- **MEDIUM**
- **LOW**

### 14. Corrective Actions (What should be done or has been done to prevent recurrence of his incident? e.g. employee training, change of procedures, purchasing of equipment, etc.)

### 15. Miscellaneous Information (Provide any other information or recommendations which you feel are pertinent to this incident)

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