

Near-Miss Report Form

Department of Chemistry and Biochemistry

Utah State University

Note: Please use this form **only** for non-injury related incidents. For reporting incidents involving injury, please file the Department and University incident report forms (<http://www.chem.usu.edu/htm/laboratory-safety/safety-policies>)

Note: Please complete both Part A and Part B.

Part A.

The information in Part A will not be made publicly available. It will only be accessed by the laboratory supervisor whose lab is involved in the near-miss, the chair of department safety committee, the department head, and, if necessary, university personnel from EH&S and/or Risk Assessment.

1. Name(s) of Person Involved	2. Title(s)/Position(s)
3. Name and Title/Position of Person Completing the Form	4. Contact Information (phone or email for person in Box 3)
5. Name of Laboratory Supervisor	

Part B.

1. Date and Time of Near-Miss	2. Near-Miss Location	
Date:		
Time:		
3. Near-Miss Description		
4. Potential Severity		
Example: High = may cause fatality, permanent disability, high dollar loss Medium = may cause temporary disability, some dollar loss Low = may cause minor or no injury, no lost dollar		
High	Medium	Low
5. Corrective Actions (at the time of near-miss and after near miss)		
6. Miscellaneous Information		