

TOOLBOX TALKS

Near Misses

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Discussion Date: _____

TOPIC: Near Misses

Employee Participants: _____

A "near miss" can be defined as an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage. Although human error is commonly an initiating event, a faulty process or system invariably permits or compounds the harm, and is the focus of improvement.

What are near misses?

- Near misses are just as serious as an accident
- They are not funny; they can be deadly
- Near misses are warnings that someone or something may not be performing the job correctly

Rely on your employees

- Encourage employees to report all near misses
- Encourage employees to talk about near misses on a daily basis
- Allow the employee who reported the near miss to investigate the situation and help determine the corrective action

Take Action

- Encourage open communication
- Be sure to take immediate action to correct conditions that contributed to the near miss
- Always provide feedback to both the employee who reported the near miss and the entire workforce
- Provide a anonymous "drop box" to ensure all near misses are reported
- Post all near misses so that all employees can be aware of them

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