BEFORE THE TALK
1. Print/Pass around the Attendance Sheet.
2. Prepare to discuss how to report a near miss.
3. Prepare to go over how the organization handles corrective action and follow-up to near miss reports.
4. Prepare to look at a completed near miss report and near miss examples. Practice filling out the forms as a group and discuss.

PREPARATION TIPS

AFTER THE TALK

☑ Provided extra training to workers who did poorly on quiz
   Date: _____________________________

☑ Observed workers
   Date: _____________________________

☑ Refresher training
   Date: _____________________________

☑ Other (describe)
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

Date: _____________________________

CHECKLIST

MEETING WAS ATTENDED BY: Each participant is to sign below, for record kept on file.

________________________________________________________________________

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Date: _____________________________

Answers to T201809-04 Quiz: 1. Unsafe acts and unsafe conditions 2. False, 3. True, 4. b and c.
Near Misses - What’s the Big Deal?

What’s at Stake?
Near misses make up more than half of the incidents that occur in workplaces. A near miss is an unplanned event that did not result in injury, illness, or damage but had the potential to do so. A near miss needs attention, as they are a warning that conditions are right for a possible accident.

The two most common causes of near misses are unsafe acts like improper lifting; walking under an overhead load; not using proper personal protective equipment and unsafe conditions - such as poorly maintained equipment, oil or grease on floors, welding leads that have been laid in walkways, or trash and boxes that have been left in hallways.

What’s the Danger?
If an unsafe act or condition causes a near miss and it isn’t corrected, the likelihood of a serious injury or incident occurring goes up. The danger is not from the near miss itself, but from:
- Not acting on the incident by not recognizing it as a near miss.
- Not following the correct reporting procedure.
- The relevant people not taking appropriate and timely action to remove the risk.

Hazards
- Staff not understanding what a near miss is.
- Inadequate reporting processes.
- Accepting the near miss was a lucky escape and taking no action.

How to Protect Yourself
3 easy ways to stop a near miss from becoming actual injury, illness, or death.

You need to be trained to use a fire extinguisher because doing it wrong can make things worse. Different fire extinguishers are designed for use on different kinds of fires; you must use the correct one:

1. Pay attention!
   a. Recognize near misses are warnings.
   b. Letting a near miss go unreported provides an opportunity for a serious incident to occur.
   c. Correcting these actions or conditions will enhance the safety within your department and provide a better work environment for everyone involved.
   d. Don’t let yourself or your co-workers become statistics.

2. Know what to report.
   a. An incident where you did not hurt yourself, needs reporting because others may not be as lucky as you.
      i. You trip over an electrical cord stretched across a walkway, but you don’t fall.
      ii. You drop a heavy object but missed your toes…this time.
      iii. While working on a piece of equipment, you receive a shock, but are not injured.
   b. Report something you see that could be a risk or hazard - before it turns into a near miss.
      i. You see a trailing electrical wire.
      ii. The floor is wet from a leaking pipe.
      iii. You see a co-worker standing on the top step of a step ladder and overreaching to do his or her work.

3. Know the reporting process.
   a. Who to tell if something needs addressing urgently.
   b. What documentation is needed.
   c. What the follow-up process is, including how you will be notified of corrective actions.

Final Word
Recognizing and reporting hazards in the workplace is everyone's responsibility. Doing so can reduce the number of workplace injuries, illnesses and deaths. New hazards often appear over time, after a policy, procedure or safety plan has been written. This means recognizing and reporting near misses is vital to keep the company’s hazard mitigation strategies up to date.

TEST YOUR KNOWLEDGE

1. What are the 2 most common causes of near miss incidents?
   1. ________________
   2. ________________

2. A near miss only needs reporting when a plan can be put in place to prevent it happening again.
   □ True □ False

3. A definition of a near miss is an "unexpected event that did not result in injury, illness, or damage – but had the potential to do so."
   □ True □ False

4. If you experience a near miss do you:
   a. Think “Phew, I was lucky not hurt myself there”.
   b. Think “That’s dangerous, I need to complete an incident/near miss form”.
   c. Tell your supervisor what happened.
   d. All the above

What Would You Do?
You arrive on site and are walking towards the site office to sign in. The sign-in sheet is on a desk, and as you sign it and then stand up, you bang the side of your head on an overhead metal wall unit. You do not cut yourself or suffer a concussion. What would you do?

Meeting materials to go:
Safety meeting materials such as presentation tips, quiz answers and more are downloadable at www.SafeSupervisor.com