NEAR MISS REVIEW

Which kind of failure was it?

Use at a near-miss review, after the facts are agreed and before any action is chosen. Work down the questions. The aim is the right control, not blame. Based on HSE's Reducing error and influencing behaviour (HSG48).

Near miss (ref, date, time, place)	Reviewed by	Date

1. Was the action intended?

Question	Answer	Points to
Did the person mean to do what they did?	☐ No ☐ Yes	No: an ERROR, go to 2. Yes: a VIOLATION, go to 3.

2. If it was not intended (an error)

Question	Answer	Points to
Was it a familiar task, done without much thought, and the action went wrong?	☐ Yes	SLIP
Was a step forgotten (a check, a restraint, a hose, a gate)?	☐ Yes	LAPSE
Did they do the wrong thing believing it to be right (an old route, an old rule, a guess)?	☐ Yes	MISTAKE

3. If it was deliberate (a violation)

Question	Answer	Points to
Do others on the shift do the same? Has it become the normal way of working?	☐ Yes	ROUTINE
Was there pressure that day: time, too few staff, the right equipment not available, weather?	☐ Yes	SITUATIONAL
Was something going wrong that nobody had planned for?	☐ Yes	EXCEPTIONAL

4. What HSG48 suggests for that type

Type	Control direction (HSE wording)	Our action, owner, date
Slip or lapse	"increase the opportunities to detect and correct such errors"	
Mistake	Brief changes so people aren't relying on familiar rules: "Improved communications would have alerted the operator to the changes"	
Routine	"take steps to increase the chances of violations being detected"; "make rules and procedures relevant and practical"; "explain the reasons"; "involve the workforce in drawing up rules"	
Situational	"improving the working environment; providing appropriate supervision; improving job design and planning"	
Exceptional	"try to reduce the time pressure on staff to act quickly in novel situations"	

5. Before you close it

Check	Done
Is the rule itself needed, practical and understood?	☐
Did the site set the person up to fail (layout, alarms, out-of-date procedure)?	☐
Was the time of day a factor (HSE: higher error likelihood between 2.00 and 5.00 am)?	☐
Has the person who reported it heard back?	☐