TOOLBOX TALK 2 · WORKPLACE TRANSPORT · ABOUT 5 MINUTES

Reporting near misses

For: Everyone on site

Why it matters

> A near miss is an event that could have hurt someone but didn't. HSE's investigation guide says: “It is often pure luck that determines whether an undesired circumstance translates into a near miss or accident.” Every near miss reported is a chance to fix something before someone is hurt.

Five things to remember

1. Report every near miss, however small. It is not about blame.
2. Write down the time to the minute and the exact place. That is what makes it useful.
3. Say what happened in one or two sentences, and what could have happened.
4. If you saw it, tell your supervisor before the end of the shift.
5. Ask what happened to your report. You should get an answer.

Ask the team

- What near misses have we seen recently that nobody reported?
- What stops people reporting here?
- How quickly do we hear back after a report?

How we do it on this site

Add your site's own rules, routes or controls here.

Who attended

Talk given by: _____ Date: _____ Shift: _____

Name	Signature	Date