

Tool Box Talk – Near Miss Reporting

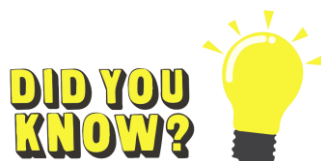
Company:	Amspec Limited	CITB Registration No:	3128200
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Session Title	TOOL BOX TALKS – Near Miss Reporting	Date: _____
Location:		Start Time
Duration (hours)		End Time
Trainers Name		Trainers Signature:

Aim of tool box talk	To provide information on working at height and to ensure that expectations and requirements are clear for every project.
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Near Miss Reporting

The Facts – What is a near miss?



A near miss is an event not causing harm, but has the potential to cause injury or ill health.

The HSE believes that on average there are ninety near-misses for every injury. If these near misses are reported, that one injury may be avoided.

Hazards that cause accidents do not always result in injury as the person involved may take action to save themselves or simply be lucky.

A common example might be a spillage which is not quickly cleaned up because the employee who observes it sees no immediate risk and decides to complete another task first. If, before it is dealt with, another person slips on it, but steadies themselves then no harm is done. This makes it appear as if the hazard was inconsequential, when in fact the opposite is true, and the next person to come by might not be so lucky.

Why near-misses aren't reported: **#DON'T DISMISS A NEAR MISS**

It may seem obvious that to report a near-miss could save yourself or someone else from being injured in the future, yet frequently near-misses go unreported.

There are numerous reasons why this happens; some of those reasons include:

- Being afraid of being reprimanded for the near-miss or getting a colleague into trouble
- Too much paperwork involved in reporting
- The incident seems funny and not isn't taken seriously
- A poor experience the previous time they attempted to report something
- This may be because employees are simply unaware that they should report a near-miss or be unclear

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about the procedures. However, other reasons why the near-misses go unreported include:
We offer re-assurance that none of these issues should be a concern; we take all reporting seriously and encourage people to report what they see (the good things too)

Why near miss reporting is important: #SEE IT, REPORT IT

Every workplace has its own hazards and near-misses happen every day. Whilst it is vital that action is taken if a hazard causes an injury (an accident), it is far better to take action **before** someone is injured, and this is where the reporting of a near-miss comes in.

It is everyone's responsibility to report near misses. It could result in preventing an injury to yourself or someone around you and plays a vital role in promoting a positive safety culture.

We also encourage the reporting of good practice, this is equally important in highlighting the good things we do that also contribute to helping prevent future accidents, if you see something being done well or something is implemented that makes a real positive change – REPORT IT we can then share best practice across the workforce.

How to report a near miss

We have developed a new near miss reporting form and have installed some purpose made "post" boxes on site. The aim is to improve our near miss reporting and encourage everyone to use the new forms to report near misses, unsafe acts/conditions and good practices.

The form can be completed anonymously if you wish too; the aim of the reporting is to capture information; identify trends and prevent potential future accidents not to find out who is reporting them, we do need to know site details but names can be left anonymous if you wish too.

Everyone plays a vital role in this procedure; you see things happen and we have developed a user friendly and effective way of reporting this on any site that you are working on.

The forms will be gathered by site management and reviewed for any required actions.

Help yourself, help your colleagues and help us to help you.

Our aim is to ensure that everyone on site goes home safe and uninjured to their families at the end of every day.

We promote the reporting of near misses, unsafe acts/conditions and good practices to continually improve our working practices, to assist in monitoring and improving our safety culture and to identify trends

Working with us to report these issues will make a real difference to the health, safety and welfare of all of our employees, that means YOU.

Your safety is paramount, remember that when you spot something or someone working unsafely, reporting it as a near miss could make all the difference in the future.

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Our near miss form says: **If you see anything on site that is unsafe or could have resulted in a person being injured or causing damage to property, REPORT IT. Equally if you spot good practice(s) that you would like to share with the team you can also use this form to REPORT IT. Please place this reporting card into one of the designated boxes on site to be retrieved by site management.**



Keep on the look out and find your nearest reporting post box.

If someone is in immediate danger this should be reported to site management immediately.



If in doubt, STOP and;

- Speak to Foreman, Site Manager or Contracts Manager
- Contact the office on 01942 621342

Candidate's Name	Candidate's Signature

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