

Near-Miss Report Form

A near-miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples of near-misses are unsafe conditions, improper use of equipment, use of faulty equipment, not following proper procedures.... It is everyone's responsibility to report and correct any of these potential hazards immediately. Please use this form to report near-misses and assist us in preventing future incidents and making OSU a safer workplace.

Department:	Building:	Room #:
Date of Incident:	Time of Incident:	
Mark all appropriate conditions: <ul style="list-style-type: none"> <input type="radio"/> Near-miss <input type="radio"/> Safety concern <input type="radio"/> Safety suggestion <input type="radio"/> Other (describe): 	Type of concern: <ul style="list-style-type: none"> <input type="radio"/> Unsafe act <input type="radio"/> Unsafe condition of area <input type="radio"/> Unsafe condition of equipment <input type="radio"/> Unsafe use of equipment <input type="radio"/> Other (describe): 	
Describe the potential incident/hazard/concern and possible outcome (in as much detail as possible):		
Safety Suggestions:		
Name (Optional):		Date Reported:
Phone Number (Optional):	Email Address (Optional):	

Submit this form to ohsp@okstate.edu and a hard copy to FM Payroll, FMS 110.
 For questions or cases deemed immediately dangerous to life or death, call
 Environmental Health and Safety at (405) 744-7241.
 In the case of an emergency call 911.