

Near-Miss Incident Report



Wis. Stat. § 101.055

INSTRUCTIONS: A near-miss, or close call, is an event or condition that could have caused injury or property damage but did not. Examples include unsafe conditions, improper equipment use, faulty equipment, or failure to follow procedures. Reporting near-misses is essential to prevent future incidents, and it is everyone's responsibility to act immediately. Please use this form to report any near-miss incidents so we can maintain a safe workplace. Submit completed form to the CFMO Risk Management Specialist.

Location/Area Incident Occurred (Building/Room #)		Date and Time of Incident	
Mark all appropriate conditions <input type="checkbox"/> Near miss <input type="checkbox"/> Safety concern <input type="checkbox"/> Safety suggestion <input type="checkbox"/> Other (describe)		Type of concern <input type="checkbox"/> Unsafe act <input type="checkbox"/> Unsafe condition of area <input type="checkbox"/> Unsafe condition of equipment <input type="checkbox"/> Unsafe use of equipment <input type="checkbox"/> Other (describe)	
Describe the potential incident/hazard/concern and possible outcome (in as much detail as possible)			
Safety Suggestions			
Employee's Contact Info (Optional)		Date Reported	

Distribution: Original- CFMO (K) Drive

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