

Environmental, Health And Safety PO Box 751 Portland, Oregon 97207-0751 202 University Ave. Portland, Oregon 97201-5221 503-725-9946 tel 503-725-4329 fax

## **NEAR MISS REPORT**

- Employees must immediately report ALL NEAR MISSES.
- EHS Department/Supervisor will complete the second portion of this report.
- Supervisor or Parties Involved will help the EHS Department investigate the near miss.
- Report to be submitted for investigation & filing with EHS

TO BE COMPLET	ED BY THE EMPLOYEE
Print Name of Employee/Employees Involved:	Job Title (select one)
1.	Department
	PSU ID #
2.	Job Title (select one) Department
	PSU ID #
Date/Time of NEAR MISS	P.P.E. Worn:
Exact location where NEAR MISS occurred? (Refer to roads and	d places by exact names; include room numbers and building names.)
To whom did you report the NEAR MISS? (Please provide contac	t information: name, department and telephone number.)
Equipment/machinery/tools involved in NEAR MISS:	Usual working shift
	M T W Th F S S
Name(s) of witness(es) and contact information:	M T W Th F S S
Describe what happened (What were you doing and up to the NEA	P MICC2 Time line progracion2)
Describe what happened (what were you doing and up to the NEA	
Employee's Signature:	
	Date:

Unsa	ife Acts		Unsa	afe Conditions	
Operating without authority	Working on or moving dangerous equipment		properly arded	Hazardous st arrangement	
Failure to warn others	Operating or working a	at	uipment	Hazardous w	ork procedures
Making safety devices inoperative	unsafe speed Distracting, teasing, o	equ	fective tool or uipment	Combative paresting offi	atient or injury to icer, etc.
Failure to use personal protective devices	startling Failure to observe safe regulations	ety	or usekeeping adequate	Hazardous w environment	
Failure to secure objects	Lack of knowledge or t	training ligh	lighting	Contact with poisonous plants insects, toxic chemicals, skin irritants, bites, etc.	
Using equipment	Preventive vehicle acc		ntilation		opropriate clothin
unsafely	Slips and falls Other		safe design or Istruction	Other	
Unsafe loading, mixing, carrying		Slij	ppery or other safe surface		
Unsafe position or posture Worker Stress			adequate rning systems		
/Fatigue?			orker Stress / .igue?		
Date the NEAR MISS was fi	rst reported to the EHS	Department: _			
Vas the employee following		YES	NO		
Vas the employee following Vas the employee wearing Employee's date of employr Vas the employee trained o	the PPE required for ta ment: on equipment/machine	ask? YES	NO	5? YES	NO
Vas the employee following Vas the employee wearing Employee's date of employr Vas the employee trained o Date Trained?	the PPE required for ta ment: on equipment/machine	ask? YES	NO ed in NEAR MISS	S? YES YES	NO NO
Vas the employee following Vas the employee wearing Employee's date of employr Vas the employee trained o Date Trained? Vas any equipment/machin	the PPE required for ta ment: on equipment/machine  hery or tool damaged ir	ask? YES	NO ed in NEAR MISS ?	YES	NO
Nas the employee following Nas the employee wearing Employee's date of employr Nas the employee trained o Date Trained? Nas any equipment/machin f Yes, what was damaged?	the PPE required for ta ment: on equipment/machine mery or tool damaged ir	ask? YES	NO ed in NEAR MISS ?	YES	NO
f not, please explain. Nas the employee following Was the employee wearing Employee's date of employr Nas the employee trained of Date Trained? Nas any equipment/machin f Yes, what was damaged? Nere any of the following n Other Law Enford f so, please explain.	the PPE required for ta ment: on equipment/machine  hery or tool damaged ir otified? 911	ask? YES	NO ed in NEAR MISS ? PSU SHAC	YES PSU RISK	NO
Vas the employee following Vas the employee wearing Employee's date of employr Vas the employee trained of Date Trained? Vas any equipment/machin f Yes, what was damaged? Vere any of the following n Other Law Enfor	the PPE required for ta ment: on equipment/machine  hery or tool damaged ir  otified? 911 cement Tri-Met	Ask? YES Try or tools involv In the NEAR MISS PSU CPSO City Agencies	NO ed in NEAR MISS ? PSU SHAC State Agencie	YES PSU RISK es (e.g.DEQ)	NO