



# Near-Miss Incident Report Form

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events. For the sake of a safe work environment, the County asks that all employees 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 Leon County a safer workplace.

Department:	Building/Work Area:
Date and Time of Incident:	
Witnesses (optional):	
Type of Near Miss: <input type="checkbox"/> Near-Miss <input type="checkbox"/> Safety Concern <input type="checkbox"/> Safety Idea/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"/> Safety Policy Violation <input type="checkbox"/> Other (describe):
Describe the potential incident/hazard/concern and possible outcome (be detailed):	
Were safety procedures violated? (describe):	
Incident site inspection – Why was an unsafe act committed, or why was the unsafe condition present?:	
Name (optional):	Date Reported:
Supervisor or Office Signature:	Date:

Recommendations/steps to take to prevent a similar incident:

Please submit this form to the immediate your supervisor. For questions or cases deemed immediately dangerous, call Risk Management at 850-606-5120

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