BR09-TOOL01

Near Miss/Hazard & Incident Report Form

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| --- |
| Near Miss / Hazard / Incident Type |
| Safety | Environment | Quality | Security |
|[ ]  Lost Time or Medical Treatment Injury |[ ]  Major incident |[ ]  Major or Minor Non-conformance |[ ]  Theft |
|[ ]  First Aid Injury |[ ]  Minor incident |[ ]  Customer Complaint |[ ]  Unauthorised Entry |
|[ ]  Near Miss Incident |[ ]  Hazard |[ ]  Opportunity for Improvement |[ ]  IT |
|[ ]  Property Damage |  |  |  |  |[ ]  Vandalism |
|[ ]  Unsafe Act |  |  |  |  |  |  |
|[ ]  Unsafe Condition |  |  |  |  |  |  |
| Incident Description |
| Date & Time |  | Division | [ ]  Project | [ ]  Services | [ ]  Corporate |
| Location |  |
| Description |  |
| Immediate Action |  |
| Suggested Corrective Action |  |
| Involved Personnel |
| Person 1 Full Name |  | Status | [ ]  Employee | [ ]  Subcontractor | [ ]  Other |
| Person 2 Full Name |  | Status | [ ]  Employee | [ ]  Subcontractor | [ ]  Other |
| Person 3 Full Name |  | Status | [ ]  Employee | [ ]  Subcontractor | [ ]  Other |
| Reported By |
| Full Name |  | Division | [ ]  Project | [ ]  Services | [ ]  Corporate |
| Position |  | Phone # |  |
| Manager Name |  | Phone # |  |