BR09-TOOL01

Near Miss/Hazard & Incident Report Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 # | | |  | | | | | | |