

# TimBar Packaging & Display

## “Near Miss” Form

(See Back of Form for Instructions)

Division Name: \_\_\_\_\_ Department Name: \_\_\_\_\_

Name(s) of Persons Involved in the Near Miss (Optional): \_\_\_\_\_

Name of Supervisor/Superintendent: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Location of Near Miss: \_\_\_\_\_

### Check if the Near Miss Involved: (Check all that apply)

<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Fire
<input type="checkbox"/>	Spill/Leak	<input type="checkbox"/>	Chemical	<input type="checkbox"/>	Safety Device Failure/Bypass
<input type="checkbox"/>	PPE Use	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>	Strain/Sprain
<input type="checkbox"/>	Property Damage	<input type="checkbox"/>	Behavioral	<input type="checkbox"/>	Building Security
<input type="checkbox"/>	Other: (Explain)				

### Description of Near Miss: (What happened?)

\_\_\_\_\_

**A Near Miss is:**  
1. An unplanned event  
2. that may or may not cause injury,  
3. that interrupts the completion of an activity.

### Root-Cause: (Why did it happen?)

\_\_\_\_\_

### Actions Taken and/or Suggested Corrective Actions: (What’s being done to prevent it?)

\_\_\_\_\_

Was Job Safety Analysis Updated?  Yes  No  N/A

\_\_\_\_\_  
Printed Name of Person Completing this Form

\_\_\_\_\_  
Signature of Person Completing this Form

\_\_\_\_\_  
Date

~THANK YOU FOR YOUR CONTINUOUS EFFORT TOWARDS SAFETY~

## **What is a Near Miss?**

A Near Miss is an unplanned event that may or may not cause injury that interrupts the completion of an activity.

The Near Miss Form has been created to capture more near misses in a timely manner. A blank version of this form will be distributed to all supervisors and will also be available in the Employee Breakroom/Cafeteria Areas.

The first goal is to get all near misses reported, and then for Safety Team Members and Management to analyze and eliminate the risk(s) that are identified.

## **Near Miss Form Instructions:**

- Step 1**            The person witnessing, person experiencing, or any other employee can complete the Near Miss Form.
  
- Step 2**            The Near Miss Form can be returned to the Supervisor, or a Safety Team Member working in that particular area. Safety Team Members and Supervisors will notify the Production Manager and/or Safety Team Chairman/Leader.
  
- Step 3**            The Supervisor and/or the Safety Team Member receiving the Form will be responsible for reviewing the Near Miss Form and going to the site of the incident to verify that there is no immediate danger. They should also provide acknowledgement to the affected employee(s) that the Near Miss has been received and is being looked into.
  
- Step 4**            The area Supervisor is responsible for taking temporary measures to deal with any hazards that may be present, including appropriate communication to other affected areas. Actions taken are to be noted on the Near Miss Form and the Form should then be sent to the appropriate Production Manager and Divisional Safety Team Chairman/Safety Team Leader, if applicable. The Supervisor may use a member of the Safety Team to assist them with corrective actions and communications.
  
- Step 5**            The Production Manager or Safety Team Chairman/Leader will be responsible for notifying the Corporate Safety Manager within 48 hours of receipt.
  
- Step 6**            The area Supervisor will ensure appropriate corrective action is implemented.
  
- Step 7**            The Safety Team Chairman/Leader will present the Form to the Safety Team for review of the Near Miss data to identify areas for improvement and assess the effectiveness of corrective actions.