

DOWSE NEAR MISS POLICY

It is Dowse Haulage Ltd Policy to report any near miss however insignificant it may seem

REPORTING GUIDELINES:

Near Miss Report forms are available from the Safety Department and site offices. Timely completion and return of the form to the Safety Department following a near miss event is very important.

Near Miss Reports cannot be used as a substitute for property damage or injury reports because it was a "minor" incident or a "not at fault" incident.

The Near Miss Reports can be anonymous; however, employees are encouraged to sign them so they can be contacted if additional details are needed for investigation purposes or to be recognized for their contribution.

SUBMITTING THE REPORT:

The submitting employee should describe the event as accurately as possible. They should include any fact or observation relevant to the event. If any equipment is involved, the type of equipment is important. If a process is involved, the employee needs to describe the steps that led up to the event. If the event is an act of nature or 3rd party, try to list as much relevant information as possible.

The submitting employee is encouraged to recommend a corrective action they feel would eliminate the hazard or condition. Near Miss Report forms should be filled out completely with sufficient information to allow managers to investigate and address the issues raised.

NEAR MISS REPORTING

What Is A Near Miss?

A Near Miss is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so. The difference between a near miss and a full blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, we can prevent these situations recurring.

Why Should They Be Reported?

The prevention and elimination of accidents can only be progressed by reporting the near misses as they occur. If the near misses are not reported, then no incident investigations will be carried out and none of the problems and warnings will be spotted. As a result, any learning points found cannot be communicated to others, who will therefore still be "at risk". A near miss can be considered as an indication that something is wrong, maybe with the system of work and it is important that everyone is "warned" by each near miss that occurs so that standards can be improved.

Ignoring the near misses and the conditions that lead to them is an open invitation for an accident to occur. Do not shrug off the near misses because nothing happened, let's find out why they happened and propose improvements to ensure that they do not happen again. This can only be done with your help, by you reporting them as they occur.

If you can, give examples from your own experience or from site

You must report any incident to the H&S Manager or your line manager as soon as possible.
