



## Near Miss Report

*Environmental Health and Safety,*

414 JM Smith Hall

Please submit this form to:

ehs@memphis.edu

If you have any questions please call 901-678-5700

Near Miss Reporting helps track unsafe acts or unsafe conditions before an injury or illness occurs. This form is used to formally document the recognition of a hazard, the changes made to prevent a recurrence of the hazard, and to share the lessons learned with the University Community.

### All information is required:

First Name:

Today's Date and Time:

Phone Number:

Email:

### Description of the near miss:

Who was involved in the near miss? Where did it occur? What occurred? How did it occur?

What acts or conditions led directly to the incident?

What corrective actions have/will be taken to prevent a similar incident, if Applicable?

Who is responsible for taking these corrective actions and following up to see that they are complete?

Name:

Expected Completion Date: