Setronix desde 1966

MARCH
2027
WORKPLACE SAFETY CAMPAIGN

REPORTING
NEAR MISSES



Report what happened. Help prevent it happening again.

1. Recognise the risk

A near miss is an event without injury that could have caused harm.

Example: an object falls beside someone without hitting them.

2. Protect first

- Move away from danger; check whether anyone is affected.
- Warn anyone who could enter the danger zone.
- Use the relevant internal reporting channel.

3. Stop and report

- The danger remains or could recur.
- Uncontrolled instability, energy or spill.
- If there is injury or an emergency, follow the applicable procedure.

4. Protect, report and record the facts

1



Move away

End exposure without creating another risk.

2



Protect the area

Prevent access only if safe.

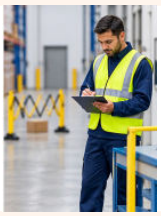
3



Report

Use the relevant internal channel.

4



Record facts

Describe the event and potential harm.

5. What to include in your report

Situation	Preventive measure
Place and time	State the location and approximate date and time.
What happened	Describe the sequence and task in progress.
Potential harm	Explain who could have been affected and how.
Actions / evidence	Record action taken; collect evidence without exposure.

Good practice: Describe facts without blaming. Do not recreate the event for a photo. Report dangerous conditions too, even if no event has occurred.

6. MONTHLY ACTION Report a near miss or dangerous situation you identify. If none occurs, check that you know how to use the internal channel.

RECOGNISE • REPORT • HELP PREVENT

Good practice: HSE / incident investigation

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