

Near-Miss & Equipment - Incident Report Form

A near-miss is a potential incident or hazard in which no one was injured, but where injury or further damage easily could have occurred with a shift in personal position or time. Near misses may be referred to as close calls, near accidents, or injury-free events.

UHCL asks that all employees report and correct near-misses and potential hazards concerns immediately to help prevent future incidents and maintain a safe work environment.

Department:	Building, Room #, work area:
Date of Incident:	Incident Time:
Type of Near Miss / Condition: <input type="checkbox"/> Near-Miss <input type="checkbox"/> Equipment / Property Damage & Cost: _____ <input type="checkbox"/> Safety Concern <input type="checkbox"/> Safety Idea / Suggestion <input type="checkbox"/> Other:	Type of Concern: <input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Safety Policy Violation <input type="checkbox"/> Other:
Describe the Near-Miss / Potential Incident / Hazard / Concern and possible outcome (be detailed):	
Were any safety procedures violated or an unsafe act committed? Why? (please describe):	
Location – Was an unsafe condition present or safety features missing? (please describe)	
Recommendations / Suggestions to Prevent another similar incident:	
Name (optional):	Contact Information (optional):
Witnesses (optional):	Date Reported:

Please submit this form to EHS@uhcl.edu or in person at the North Office Annex (NOA) 1, offices 102-107. For questions, email or call Environmental Health & Safety EHS@uhcl.edu or (281)283-2106.

For incidents deemed immediately dangerous, call UHCL Police at (281)283-2222.