Date: January 25, 2017

Author: Click here to enter text

SOG Type: Choose from the drop-down list

# **Purpose:** To create an internal reporting system that aids in preventing injuries to personnel or property damage through the identification of unintentional, unsafe factors or patterns.

The Northwest Fire District acknowledges that employee participation is the foundation of a successful health and safety program, and is committed to insuring the safety of all its employee. The district is implementing this program with the intention of providing the employees an active way to participate in the health and safety process. The system is also designed as a tool for decreasing the potential for future injuries or property damage. The information gathered through the near-miss reporting system is not intended to be used for punitive measures, and will only be used for the purpose of identifying potentially unsafe factors or patterns.

# **Scope:** Choose an item.

**Definitions:** Near-miss Incident- An unintentional, unsafe occurrence that could have resulted in injury, fatality, or property damage. A near-miss is characterized by the fact that a fortunate factor in the chain of events prevented the actual injury or damage from occurring (NFFNMRS 2009).

# **Procedure:**

* 1. Overview:

The near-miss incident form can be accessed through the Northwest Fire District BackOffice page. The form is located in the Reference Documents under the Health and Safety folder.

* 1. **Incident Reporting**
		+ - When a near-miss incident is identified, the employee should notify their immediate supervisor, and document the incident by completing the Near-Miss Incident Reporting Form.
			- The completed form should be sent via e-mail to the on-duty EMS Captain for review.
			- The on-duty EMS Captain should also be contacted by telephone at ext. 3180 to provide him/her notification of the near-miss incident and to verify the receipt of the incident form.

**1.3 Required Actions**

* The EMS Captain shall perform and investigation of the incident, and input the data in the Near-Miss Incident Reporting System for data collection purposes/trend analysis.
* If the incident requires immediate action, the EMS Captain will notify the shift Battalion Chief, and Health and Safety Officer. The EC, BC, and HSO will collectively determine the best course of action to mitigate the safety hazard. After determining best course of action to address the immediate safety hazard, the EMS Captain will notify all affected district employees of the hazard and the corrective actions.
* Incidents that do not require immediate action shall be recorded in the Near-Miss Incident Reporting System by the on-duty EMS Captain, and then forwarded to the Health and Safety Officer for review.
* All near-miss incident reports, and the accompanying data, shall be reviewed by the Health and Safety Work Group to determine potential trends or patterns for safety concerns. The Health and Safety Work Group shall utilize the data to determine if the potential hazard can be decreased by the use of additional PPE, administrative controls, or engineering controls.

# **Additional Information:** Reference(s), Form(s), Related SOGs affected, etc.