

	<b>Standard Operating Procedure</b>		<b>SOP Number A-112</b>	<b>Revision 1</b>
	<b>Near Miss Reporting Process</b>		<b>Effective Date 05/20/22</b>	<b>Page Page 1 of 5</b>
<b>Written by/ Date</b>		<b>Reviewed by/ Date</b>		<b>Approved by/ Date</b>
<i>Bill Lehman 02/08/22</i> <b>Title: Safety Director</b>		<i>Pam Ruv 08/17/22</i> <b>Title: Production Director</b>		<i>S. A. 03/09/22</i> <b>Title: QA Manager</b>

## 1.0 Purpose

This policy ensures that all near-miss incidents (including minor accidents) are reported, recorded, and properly investigated. Reporting and sharing information with relevant parties creates an opportunity to answer questions about what happened, determine why the incident happened, and then use that insight to determine how to prevent a reoccurrence.

Following the steps outlined in this policy will:

- Promote an open, learning culture in regards to workplace safety;
- Employ a systematic approach for all employees to report near miss incidents;
- Encourage an opportunity to gain understanding and insight from an incident's analysis;
- Utilize that knowledge to prevent or reduce future risk of reoccurrence; support management's goal of establishing a reporting culture with an aim to identify and control hazards, reduce risk, and prevent harmful incidents.

## 2.0 Scope

This policy applies to all employees who, regardless of level, location, or job description, all have a role in creating and maintaining an injury-free workplace.

While Management acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, all employees must also recognize and accept responsibility for their decisions and actions which can and will affect their own personal safety, as well as the personal safety of others.

### 3.0 Responsibility

3.1 It is the responsibility of Management to:

3.1.1 Enforce federal health and safety laws, standards, and procedures.

3.1.2 Support the development and implementation of safe working practices through provision of proper resources.

3.1.3 Review health and safety procedures annually (as a minimum) or as necessary.

3.1.4 Consider incentives that encourage near miss reporting and enhance the culture.

3.2 It is the responsibility of the Safety Director to:

3.2.1 Enforce federal health and safety laws, standards, and procedures.

3.2.2 Acknowledge and document potential hazards reported by employees.

3.2.3 Monitor health and safety performance, and redesigning health and safety practices and procedures when prudent to do so.

3.2.4 Include training for new employees to identify hazards and work safely as part of their orientation.

3.2.5 Celebrate the success and value of the near miss reporting process with all employees.

3.3 It is the responsibility of the Safety Director, Safety Coordinator and members of the Safety Committee to perform thorough investigations based on facts and provide recommendations for corrective action to ensure that the potential for any future occupational injury, disease, and accident is eliminated.

3.4 It is the responsibility of all employees to:

3.4.1 Ensure action has been taken to ensure and maintain safety of the area.

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3.4.2 Promptly report (within 24 hours) all incidents by completing the Near Miss Report Form, reporting only facts, and submitting to the Safety Director or Safety Coordinator.

3.5 It is the responsibility of outside contractors to:

3.5.1 Follow the same reporting procedure as employees.

3.5.2 Provide statements and participate in the near miss investigation.

## **4.0 Definitions**

4.1 **Near Miss** – an event that, under different circumstances, could have resulted in physical harm to an individual or damage to the environment, equipment, property, and/or material

4.2 **Incident** – an event that may result in a crisis

4.3 **Hazard** – anything with the potential to cause injury, damage , or loss

4.4 **Safety Committee** – a group of employer and employee representatives who work together to identify and recommend solutions to health and safety problems in the workplace

## **5.0 References**

5.1 A-112-F1, Form, Near Miss Report

## **6.0 Relevance**

6.1 Many safety activities are reactive and not proactive, and some organizations wait for losses to occur before taking steps to prevent a reoccurrence. Near miss incidents precede major events and are often overlooked, as there was no harm (no injury, damage, or loss). An opportunity to prevent the incident is lost if these events are not reported. Recognizing, reporting, and investigating near miss incidents can significantly

improve worker safety and enhance an organization's safety culture.

## 7.0 Communication

7.1 The steps taken (training, new policies and procedures, etc.) to improve workplace safety as a result of a near miss investigation will be reported to Management by the Safety Director or Safety Coordinator. Monitoring and investigation results of near miss incidents will be communicated to employees in at least one of the following venues:

7.1.1 Safety Director and/or Safety Coordinator discussion with employees

7.1.2 Bulletin board postings

7.1.3 Minutes of the Safety Committee meetings

## 8.0 Procedure for Reporting a Near Miss Incident

8.1 An employee who witnesses a near miss incident must complete form A-112-F1 Near Miss Report and submit to the Safety Director or Safety Coordinator. The reporting system is non-punitive and, if desired by the person reporting, anonymous.

8.2 All near miss incidents will be reviewed by the Safety Director, Safety Coordinator and the Safety Committee to identify the root cause and the weaknesses in the system which contributed to the incident. The reporting employee (or contractor) may be asked to participate in the incident investigation.

8.3 Investigation results will be used to improve safety systems, hazard control, risk reduction, and education of employees. All of these represent opportunities for training, feedback on performance, and commitment to continuous improvement.

## 9.0 Non-Punitive Exemptions

9.1 Near miss reporting is non-punitive and workers will not be subjected to progressive disciplinary measures unless their behavior coincides with one of the following serious offenses:

- 9.1.1 Willful breach of professional codes
- 9.1.2 Acts of gross negligence
- 9.1.3 Acts of gross misconduct (e.g. possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating company equipment)
- 9.1.4 Repeated unreported violations
- 9.1.5 Malicious activities (including malicious reporting of untrue allegations against a colleague)
- 9.1.6 Workplace violence, including but not limited to fighting, assault, harassment, or weapon possession.

**10.0 Revision History**

Revision	Date	Description of Changes	CCR #	By
0	08/10/21	New procedure.	N/A	B. Almand
1	02/03/22	Update responsibilities, communication, procedure for reporting and non-punitive exemptions.	CC-22-0061	B. Almand



### Near Miss Report

Form: A-112-F1

CCR No. CC-22-0061

Revision: 1

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment, have the potential to cause work related injuries. It is everyone's responsibility to report and/or correct these potential accidents/incidents immediately. Please complete this form as a means to report these near miss situations.

Department/Location	Date	Time
		<input type="checkbox"/> AM <input type="checkbox"/> PM

Please check all appropriate conditions:

- Unsafe Act
- Unsafe Equipment
- Unsafe Condition
- Unsafe Use of Equipment
- Other (describe)

Description of incident or potential hazard:

<b>Employee Name (Print):</b>	
<b>Employee Signature:</b>	

#### Near Miss Investigation

Description of near miss condition:	
Causes (primary and contributory):	
Corrective action taken: <input type="checkbox"/> Remove the hazard <input type="checkbox"/> Replace equipment <input type="checkbox"/> Repair equipment <input type="checkbox"/> Retrain employee <input type="checkbox"/> Other (describe)	Describe corrective action:
Date to complete corrective action:	Corrective action not completed for the following reason:
<b>Supervisor Name (Print):</b>	
<b>Supervisor Signature:</b>	
<b>Reviewed By:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Title:</b>