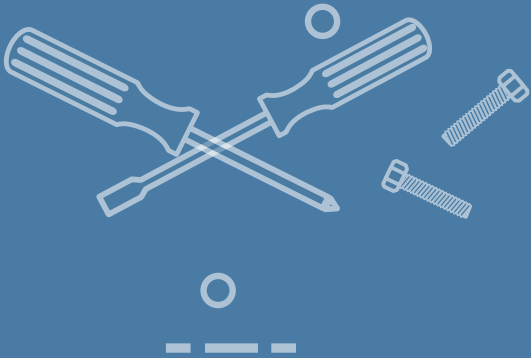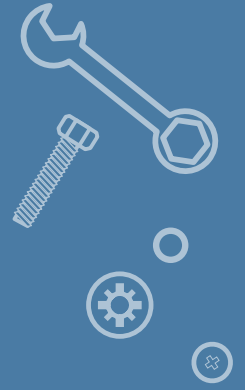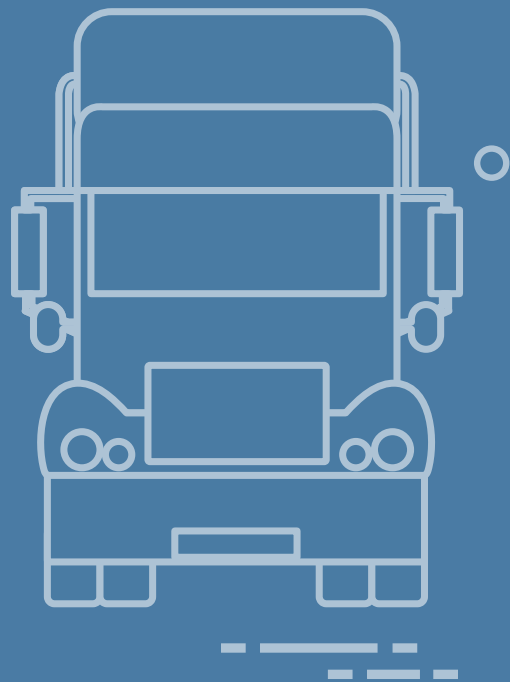# 6b

Toolbox Talk
## Reporting Near Misses:
A Key to Crash Prevention

A Toolbox Talk is a short briefing or presentation to staff. This Toolbox Talk is an example of how to engage staff in the importance of reporting a Near Miss.

A near miss is an incident or unsafe condition with the potential for injury or property damage. Examples include:

► Someone nearly struck by a motorist.

► Not wearing appropriate personal protection equipment, such as a helmet or seatbelt.

► Not following proper procedures, safe work practices or precautions.

► Vehicle malfunctions.

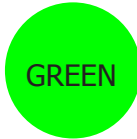Fleet Forum
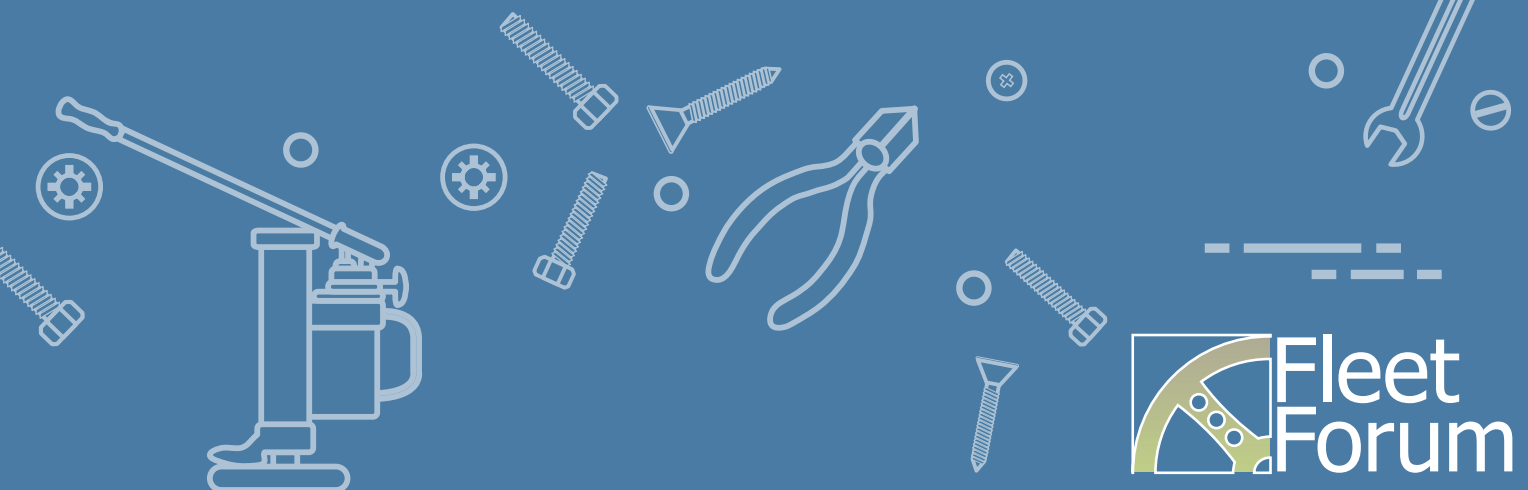
1. A near miss occurs.

2. The employee identifies the incident by completing a Near Miss Report form.

3. The employee submits the form to his or her supervisor.

4. The person (or unit) responsible investigates the incident and takes corrective action(s) to prevent re-occurrence.

5. The person (or unit) responsible follows-up with the employee regarding corrective actions (if a contact name is listed on the form).

6. The person (or unit) responsible processes the Near Miss Report form and tracks the organisation's incident trends.

Completing the Near Miss Report form

The form requires basic information, such as the location and description of the Near Miss. The employee may also describe the suspected cause and/ or suggested corrective actions to prevent re-occurrence. The form can be completed and submitted anonymously, if preferred.

The 1-minute Near Miss Report form

Location	Date	Time

Check appropriate box

RED	YELLOW	GREEN
Stop & Report	Use Caution & Report	Continue & Report

Description of the Near Miss

What do you think caused the Near Miss?

How can we avoid a Near Miss in future? (optional)

Reported by (optional)

Name:

Complete and submit to <insert responsible unit> or
complete online on the <insert your organisations online tool>

Fleet Forum

Discussion

To generate a discussion about Near Miss reporting, ask staff questions such as:

- ► How does Near Miss reporting help to improve overall safety?
- ► Are you able to provide an example of witnessing a Near Miss situation?
- ► How does Near Miss reporting keep employees safe?

Register attendance

Ask staff to confirm that they understood what was shared during the Toolbox Talk to reinforce the importance of the content.

Near Miss Reporting Toolbox Talk

Location	Date	Presented by

Attendee Name	Job Title	Signature