Incident and near-miss record

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Date / time / location	
Observed facts	
Information supplied by others	
Immediate action	
Reported to / time	
Follow-up owner / due point	
Review and closure	

Before use: State time and location. Record observations and attributed statements. List immediate actions. Identify who received the report. Assign follow-up and record closure.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online