

Near Miss / Incident / Accident Report & Investigation Form

1. Person(s) Involved:

Name: _____

Contact No: _____ Department / Section: _____

Employee: Driver: Volunteer: Other (Specify): _____

2. Details of near miss / incident / accident:

Location: _____

Date: _____ Time: _____ am / pm

3. Severity:

Fatal Serious Harm Minor Harm No Harm / Near Miss

4. Treatment:

Nil First Aid H&CC Doctor Hospital

What treatment was given? _____

By Whom _____

5. Description of what happened:

6. Describe the cause of the near miss / incident / accident:

Contributory Factors (refer to these when identifying the cause of the near miss / incident / accident)

Immediate Causes

- Guarding
- Defective tools or equipment
- Hazardous arrangements
- Unsafe conditions
- Unsafe design
- Housekeeping
- Environmental conditions

Substandard Acts

- Operating without authority
- Disabling safety devices
- Using unsafe equipment
- Non use of Personal Protective Equipment
- Non use of lock out / isolation systems
- Unsafe positioning
- Distraction / fooling about

Please complete the other side of this form

7. Has a significant hazard been identified? Y / N

If yes, please investigate this hazard and update the Hazard Register in your department or section accordingly

8. Chance of the near miss, incident or accident recurring:

One off
 Daily
 Weekly
 Monthly
 6 Monthly +

9. Corrective Action: (What will be done to *minimise the risk of this happening again*)

| <u>Action</u> | <u>By Whom</u> | <u>Completed</u> |
|---------------|----------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Person in control of the workplace: _____ Name: _____
 Signed: _____ Position: _____

10. Manager's Comments:

Signed: _____ Position: _____
 Date: _____

11. Sketch of near miss – if applicable

12. Near Miss / Incident / Accident recorded on Accident Register and all corrective actions completed:

Signed: _____ Date: _____

Please return by email to events@motorsport.org.nz