



Lunch Box Safety Webinar

Safety Over Sandwiches

Feb. 14 • Near Miss Reporting

Presented by Joe Mlynek, Progressive Safety Services LLC

Outline

- ▶ Definition
- ▶ Goals and Benefits
- ▶ Barriers
- ▶ Reporting
- ▶ Follow Up
- ▶ Communication
- ▶ Getting Started



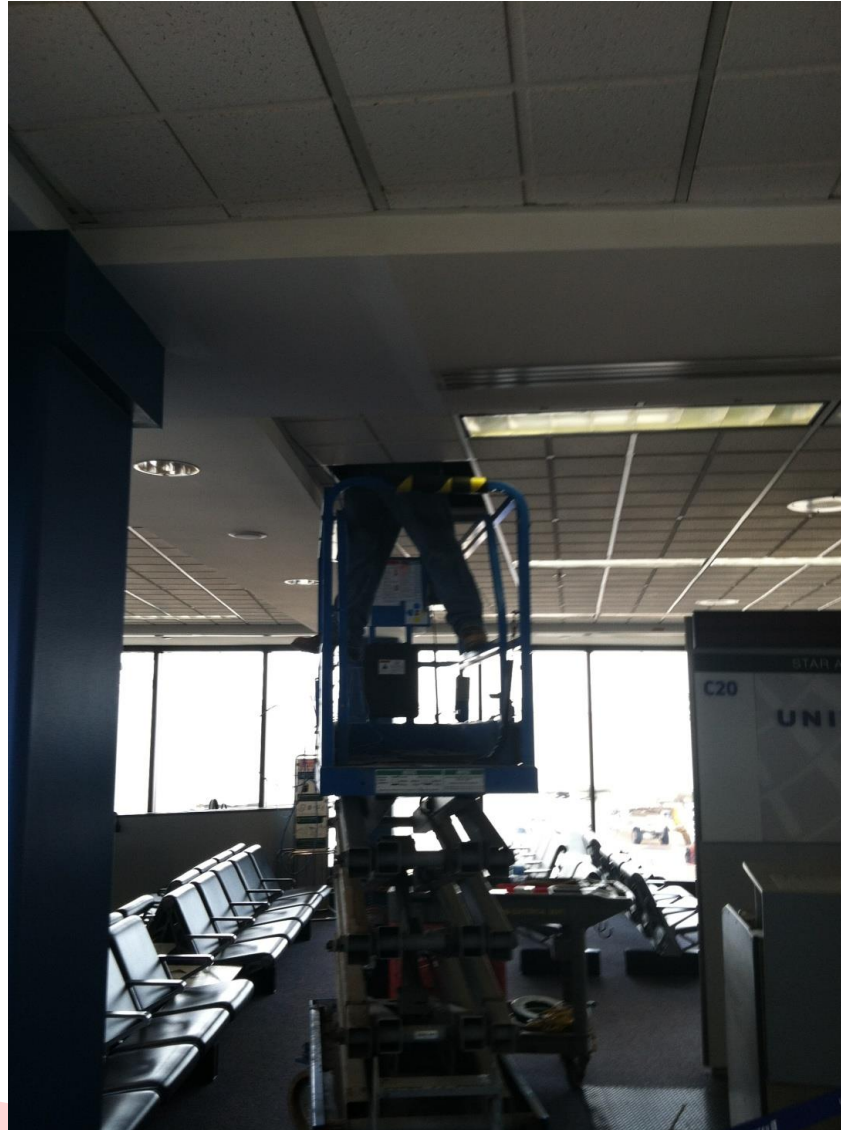
What is a Near Miss?

- ▶ “Any unplanned event that did not cause injury, but could, if conditions were to change”
- ▶ Something that could have happened but didn't!
- ▶ Can expand definition to include conditions, at-risk behaviors, security concerns, potential spills or releases, exposure/hazards, quality concerns, etc.
- ▶ Also called near hit, exposure, incident, etc.

At-Risk Behavior



At-Risk Behavior



At-Risk Behavior



Near Miss Condition



Question????

- ▶ According to experts, approximately how many near miss/non injury incidents occur for each major injury?

- A. 50
- B. 100
- C. 150
- D. 300

▶ Answer: **300!**



*Safety Pyramid Developed by H. W. Heinrich
(1931)*

Near Miss

- ▶ Each day employees engage in at-risk behaviors or be exposed to conditions that could cause injury



Near Miss

- ▶ If we can capture these events or conditions, we can:
 - Communicate and increase awareness
 - Analyze
 - Learn
 - Prevent future incidents





Goals and Benefits

»» Near Miss Reporting

Goals – Eliminate Exposure

- ▶ Develop and sustain a process that allows employees to report near miss events and conditions with ease
- ▶ Without a process these events and conditions will most likely go unreported
- ▶ Drive exposure from the workplace
- ▶ Reduced Exposure = reduced injuries/related events

Goals – Creating a Process

- ▶ Create a process
 - Continuous
 - Never ending
 - Sustained effort



The Goal – Cultural

- ▶ Ensure a balanced approach
- ▶ Culture of compliance versus a culture of concern



Benefits

- ▶ Improve employee engagement in the safety process
- ▶ If we can capture near miss events and conditions, we can use the information to:
 - increase employee hazard awareness
 - Eliminate, control, and reduce exposure
 - Prevent injuries and related events

Barriers to Success

»» Near Miss Reporting



Barriers

► Failure of a near miss reporting process is usually attributed to several factors:

- Complexity of the process
- Fear of Discipline
- Failure to educate employees on the process/purpose
- Embarrassment



Barriers – Complexity

- ▶ Process of reporting and follow-up is difficult and time-consuming
- ▶ Keep it simple – Remember the goal is to capture the incident or hazardous condition



Barriers – Fear of Discipline

▶ Fear of Discipline:

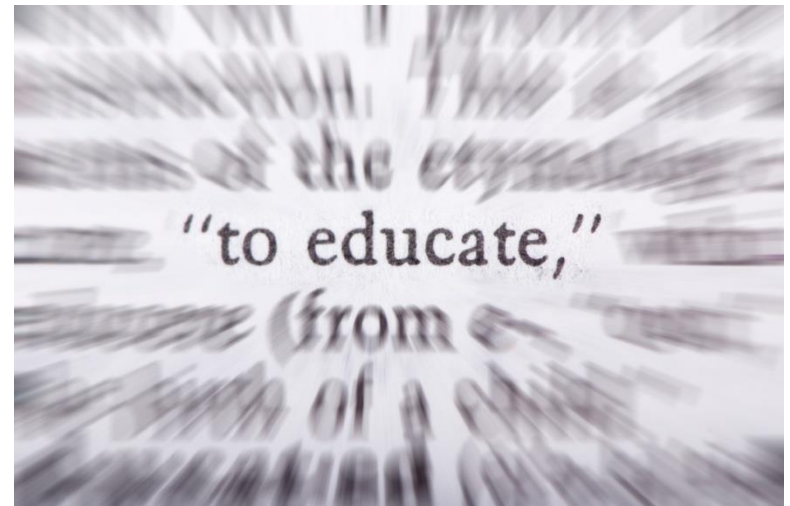
- Develop policy to address questions surrounding discipline
- Accountability must be consistent
 - Example: Supervisor witnessing and reporting a near miss



Barriers – Lack of Education

▶ Education:

- Educate employees on:
 - Purpose
 - Reporting Process
 - Types of near misses
 - Pitfalls to success
 - Benefits



Barriers – Employee Embarrassment

- ▶ Embarrassment
 - When communicating near miss incidents the value is in what is learned not who is involved
 - No Name, No Blame

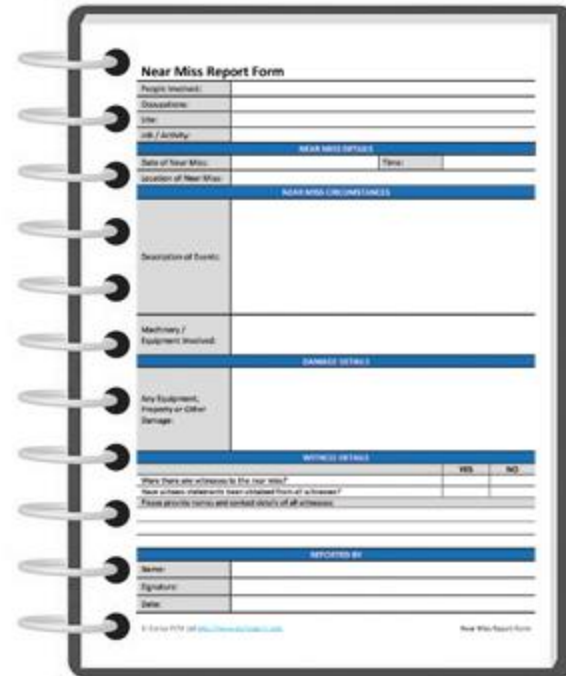


Reporting

»» Near Miss Reporting

Reporting

- ▶ Create a system that allows employees to easily report near miss incidents
- ▶ Make names of those involved/reporting optional
- ▶ Keep names of employees off of reports when sharing
- ▶ No name, no blame



The image shows a 'Near Miss Report Form' designed to look like a spiral-bound notebook. The form is divided into several sections with blue headers. The sections include: 'People Involved' (with fields for Name, Title, and Job / Activity), 'Near Miss Details' (with fields for Date of Near Miss, Time, and Location of Near Miss), 'Description of Event', 'Machinery / Equipment Involved', 'Any Equipment, Property or Other Damage', 'Witnesses' (with a table for Name, Title, and Signature, and a 'YES'/'NO' column), and 'Reported By' (with fields for Name, Title, and Signature). The form is presented as a page from a spiral-bound notebook.

NEAR MISS REPORT FORM	
People Involved:	
Name:	
Title:	
Job / Activity:	
NEAR MISS DETAILS	
Date of Near Miss:	Time:
Location of Near Miss:	
Description of Event:	
Machinery / Equipment Involved:	
Any Equipment, Property or Other Damage:	
WITNESSES	
When there are witnesses to the near miss?	
Name, Title, and Signature of all witnesses?	
Please provide names and contact details of all witnesses.	
Reported By:	
Name:	
Title:	
Signature:	
Date:	

Reporting

- ▶ Make reporting possible:
 - On-line (Safety Management System)
 - Hard Copy



Follow-Up

»» Near Miss Reporting

Follow-Up

- ▶ All near miss events/conditions need to be analyzed in a timely manner
- ▶ Determine the causal factors, root cause, and corrective actions
- ▶ Take action and communicate results



Follow-Up

- ▶ If we encourage employees to report near miss events, we need to keep up our end of the bargain
- ▶ If we don't take action, the effort may fail
 - Example: Safety Suggestion Programs



Follow-Up

- ▶ Analyze data and determine trends
- ▶ Can help determine areas of focus (training, hazard recognition, assessments, etc.)
- ▶ Example: 2016 Near Miss Events
 - 10% – Falls, Same Level/Different Level
 - 35% – Vehicle Related
 - 10% – Environmental
 - 40% – Tools/Equipment
 - 5% – At Risk Behaviors

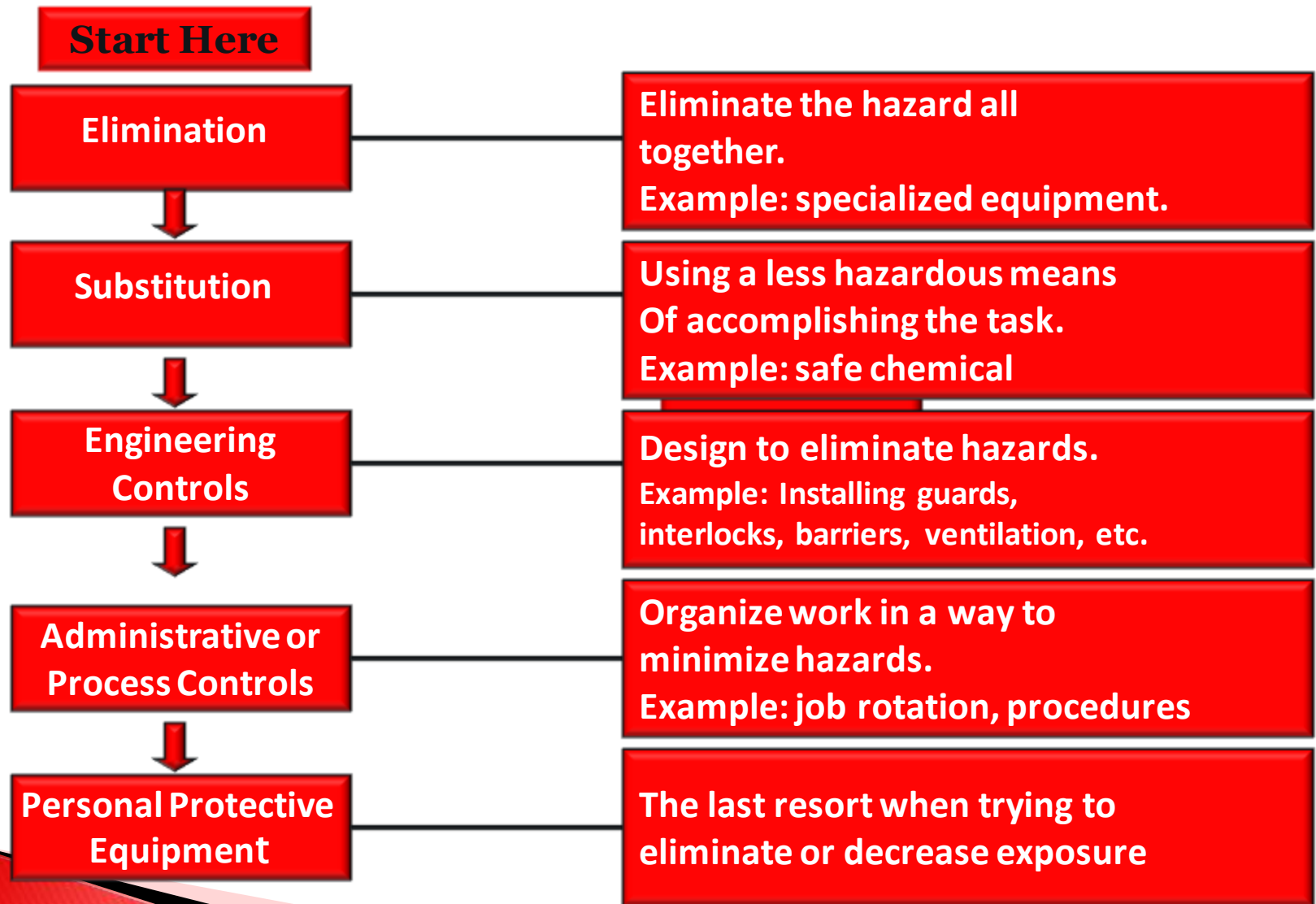


Categories of Near Miss Events

- ▶ Vehicle/Rail
- ▶ Tools/Equipment
- ▶ At-Risk behaviors
- ▶ Electrical
- ▶ Falls
- ▶ Security
- ▶ Environmental
- ▶ Quality
- ▶ Others???



Hierarchy of Controls



Communication

»» Near Miss

Communication

- ▶ Review with employees:
 - Routine safety meetings
 - Pre-shift meetings (toolbox talks)
- ▶ If an employee finds value in a near miss reported from another employee, they are likely to return the favor (snowball effect)



Communication

- ▶ Communicate across the organization
- ▶ What happens or is present at one facility may happen at another



Communication

▶ High Potential Near Miss Events

- Answering yes to any one of these would categorize as high potential.
 - Severe lost time injury, fatality, hospitalization
 - Major spill, release, or environmental impact
 - Major property damage/loss

High Potential

- High potential near misses are communicated to leadership
- Educates leaders on the types of exposure in their facilities
- Involves leaders in the process



High Potential?



Where to Begin

»» Near Miss Reporting

Near Miss Reporting Process

- ▶ Get support from the top
- ▶ Develop Policy
 - Purpose
 - Procedures for Reporting
 - Procedures for Communicating
 - Procedures for Corrective Actions
 - Procedures surrounding Discipline
 - Training Requirements

Near Miss Reporting Process

- ▶ Develop a simple mechanism to report near misses and track corrective actions
- ▶ Educate employees at all levels
- ▶ Measure results/Analyze trends
- ▶ Reward/Encourage Involvement
 - Performance Evaluations
 - Recognition Program

Near Miss Reporting Process

- ▶ Set Goals (i.e. one near miss per month per employee.) and adjust as the effort grows
- ▶ Focus on quality over quantity



Near Miss Reporting Process

- ▶ Quality Near Miss
 - Detailed Description
 - Identified/Implemented corrective action
 - Addressing will eliminate exposure, increase awareness, etc.



Quote from a Company Leader

“Every near miss that is reported is a blessing.”

Capture, Learn, Communicate, Prevent!



Joe Mlynek CSP, OHST

joe.mlynek@progressivesafety.us
joe@safetymadeisimple.com



SAFETY MADE **SIMPLE**