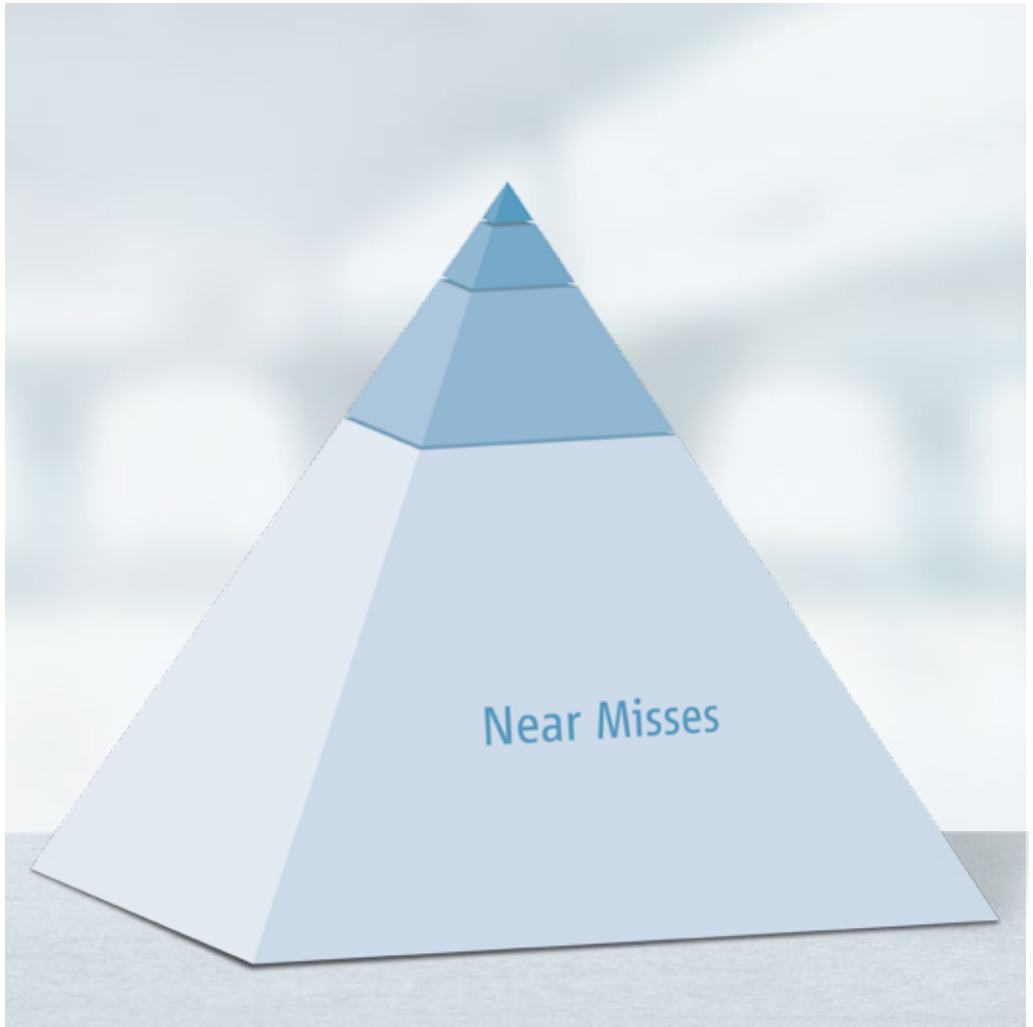


Guidance on How to Manage Near Misses



issa

INTERNATIONAL SOCIAL SECURITY ASSOCIATION

Section for Electricity

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Guidance on How to Manage Near Misses

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Preliminary remarks

The starting point for this Guidance is the increasing importance and use of near miss reporting systems and investigations as part of an overall approach to Risk Management.

In 2015, the ISSA Section for Electricity published the Guidance for the Management of Health and Safety Performance. This publication sets out the basic requirements for establishing effective health and safety management arrangements in a company, and is supported by examples of good practice to help achieve this objective.

An essential element in the management of health and safety performance is for senior managers to establish a robust system of risk management. Its framework should be linked to the day-to-day management of health and safety in the workplace by middle managers for the benefit of all workers and with the support of health and safety professionals and experts.

Excerpt from the Guidance for the Management of Health and Safety Performance:

There should be systems in place for the identification of all risks, robust assessment of the risks together with the application and monitoring of appropriate controls.

There should be effective management of situations of non-compliance.

All near misses should be investigated in a timely manner.

An effective culture should be fostered which encourages open reporting of near misses in addition to actual accidents and incidents.



Fig. 1: Key aspects of Leading H&S Performance

1 Basic information

1.1 Introduction

This Guidance addresses near miss incidents at the workplace. It assumes that the complete analysis of an accident resulting in personal injury and/or equipment damage will promote the development of preventive strategies. Yet, while this strategy is necessarily “post hoc” by nature, the recognition of a potential near miss situation will facilitate advanced prevention while also providing further learning opportunities.

All industries strive to maintain safe operations; and there are many good reasons to do so:

Foremost, no employer wilfully desires the injury of an employee. This is a primary moral and humanitarian obligation but will have economic implications and represent possible benefits, as well. At the same time, every company seeks to avoid damage to its plant and assets along with the ensuing loss of productivity.

One important aspect of the strengthened role of Occupational Health and Safety is to learn from every accident. The thorough investigation of an accident enhances the learning process and promotes the successive adoption of strategies and practices to prevent such events from being repeated.

But is this the best that can be done?

This Guidance suggests that it is not and that additional procedures can be implemented to improve Health and Safety performance. It is not only good practice, but rather a necessity and a duty to learn from every type of accident. Yet, as learning commonly takes place “post hoc” at best, someone must be injured or something must be damaged first before the learning process begins.

The question that then arises is if there is any potential for learning from an incident that has – thankfully – not resulted in injury or damage, or had an overall negative outcome, and is thus not considered an accident?

This Guidance confirms that such learning potential does exist, and it sets forth practical means on how to achieve it.

Every incident that does not result in injury or property damage can be referred to as a “near miss”. Recognised and recorded as such, a near miss represents an equivalent learning opportunity as an accident, but without the injury or damage associated with the more severe occurrences.

1.2 What is a near miss? – Definition

It is easy to make excuses for an accident – “It only happened due to special circumstances that won’t recur” – “It could have been worse”.

This is known as self-justification.

But the definition and classification of a near miss – any hazardous situation which did not result in an actual accident – requires much more forethought. It requires recognition of dangerous circumstances and actions *prior* to an actual event occurring. It requires good observational skills, judgement, and critical thinking.

Near miss examples include:

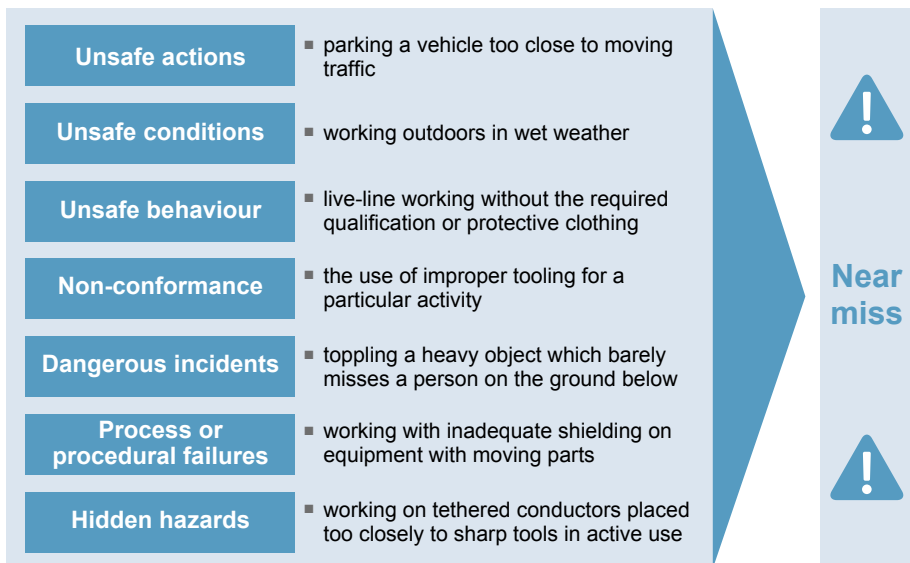


Fig. 2: Near miss examples

Being able to identify a potential near miss requires consideration, assessment, thought and foresight. Subsequent sections will address how this may be achieved.

1.3 Why does a near miss matter?

It may be assumed that near misses are common in companies, but are often not investigated as the focus lies still only on accidents.

However, it is important to include the investigation of a near miss incident at the workplace in order to maximise the learning effect for the company.

The accident pyramid pictured below is based on the accident triangle by Frank E. Bird and shows how important this opportunity may be.

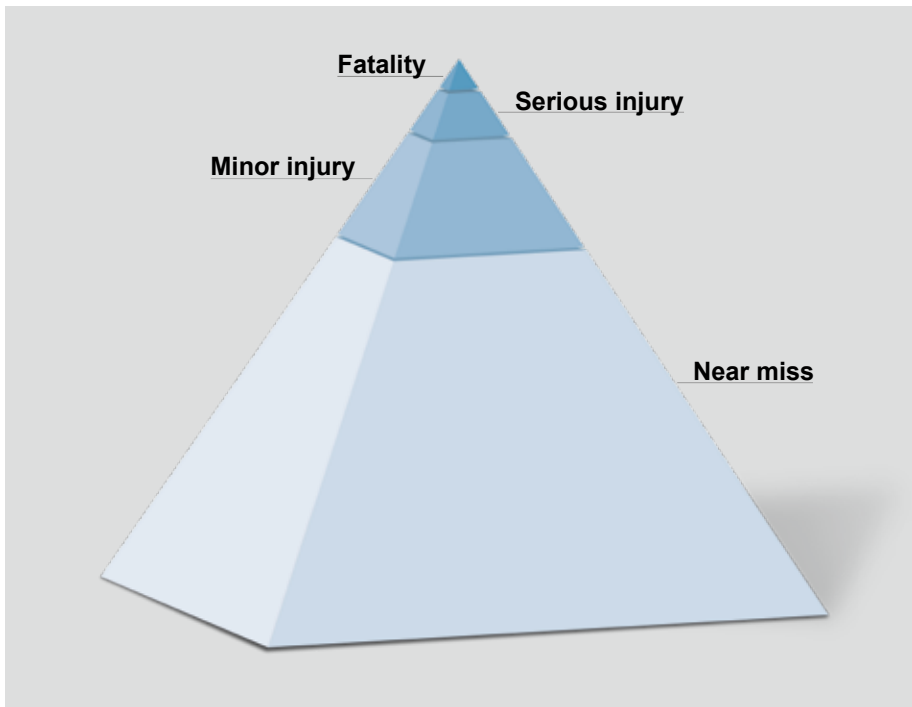


Fig. 3: Pyramid visualizing the accident triangle by Frank E. Bird (1966)

In this context, the pyramid only has a symbolic meaning to clarify the differences in the order of magnitude between the possible incidents.

By ignoring a near miss, a substantial opportunity towards further safeguarding the working environment will be forfeited.

Subsequent sections of this Guidance will address the significance of recognising, responding to and benefitting from a near miss occurrence.

2 Prerequisites for successful near miss reporting

2.1 Just Culture approach

In order for a company to gain the maximum benefit from near miss reporting and to ensure that all near miss incidents are reported and investigated, every employee must understand the company's definition of a near miss and the system in place to capture such an event. The company must also make clear how those directly involved with the near miss and the person reporting it will be treated. Supporting guidance should set forth the company's encouragement of near miss reporting and stipulate that such reporting will not result in disciplinary action or punitive measures.

A Just Culture has a positive impact on the work environment, as it encourages employees to report mistakes and thus helps the company to learn from mistakes. This approach stands in direct contrast to a Blame Culture, where individuals are penalised, disciplined, fined or, in extreme cases, fired for making genuine mistakes or errors, yet where the root causes leading to the problem are neither investigated nor corrected.

The company should provide ongoing training and information as to its approach towards implementing a Just Culture, as well as its near miss reporting and investigation procedures, in order to help achieve this goal for the benefit of the entire staff.

2.2 Clear roles & responsibilities



A positive safety culture throughout the company is the prerequisite for introducing a successful near miss reporting system. Senior management is responsible for creating and promoting such a culture, supported by a near miss reporting program that considers each event as an opportunity to improve performance.

The overarching requirement for a suitable health and safety management framework is to enable each staff member to fulfil his or her individual responsibilities.


Excerpt from the Guidance for the Management of Health and Safety Performance:

First and foremost **Senior Management Commitment** must be evident. In turn this commitment must be supported by clear **Roles and Responsibilities** and **Effective Procedures** must be in place in order to help the organisation achieve its stated health and safety aims and objectives. This will only be realised by having a **Competent and Trained Workforce** that is provided with **Adequate Resources** in terms of equipment and support. **Effective Communications** between all parties is essential and this will include **Contractor Staff** that are employed and managed by the company.

The following recommended responsibilities should be evidenced for the employee categories referenced below:

<p>Senior management</p> 	<p>The senior management is responsible for establishing the company's health and safety policy. Effective leadership must implement a safety culture supported by a procedural framework that links leadership decisions to the day-to-day management of health and safety at the workplace.</p>
<p>Middle level management</p> 	<p>The middle level management is responsible for assessing the risks to an employee's health or safety arising from daily work activities, with risk management being an essential element of this task. Risk management is facilitated through an effective assessment program that ensures all employee risks are identified, eliminated or minimised by the introduction of appropriate control measures.</p> <p>Middle managers should encourage employees to be alert and pay attention to near miss events and to report them directly to their supervisor or line manager. A climate of trust and openness is a prerequisite for encouraging effective near miss-related communication.</p> <p>Middle managers should investigate such reports immediately and address all risks identified by implementing remedial action as soon as possible.</p>

2 Prerequisites for successful near miss reporting

<p>Employees</p> 	<p>Employees should be regularly trained in the skills and competencies required for recognising and reporting a near miss occurrence. A Just Culture helps create a climate of trust between all involved persons and facilitates open communication on near miss-related issues. These foster near miss reporting and, in turn, promote opportunities for improving the adoption and implementation of the reporting system.</p>
<p>Contractors/ subcontractors</p> 	<p>Contractors and subcontractors should be integrated into the overall risk management system throughout the company. This includes training in and the promotion of the company's near miss reporting system, as well as the adoption of these procedures and practices, where possible, within their own areas of responsibility.</p>
<p>Safety professionals</p> 	<p>Safety professionals have the expert knowledge and experience required for the successful implementation and management of a suitable near miss reporting system. These experts should be involved in all aspects of the process, including the recognition, reporting, analysis and remedying of near miss occurrences, as well as in the promotion and improvement of the system.</p>
<p>Health & Safety representatives/ workers' council members</p> 	<p>Health & Safety representatives as well as workers' council members should be consulted on and included in all stages of the establishment and operation of an effective near miss reporting system.</p>

2.3 Overcoming obstacles

The term, the benefits and the manner of dealing with near miss reporting must be properly understood and perceived by every employee and, especially, by every manager. If the importance of this reporting requirement is not properly explained to the workforce, it will be neglected, circumvented and only partially implemented within the company, if at all.

The main reason why employees will fail to submit a report is the lack of understanding as to the benefits that can be derived from improving the level of safety.

What might hinder an employee from reporting a near miss?

The collection of information related to a near miss should not result in punitive measures against the reporting employee or any other parties involved; any hint of a negative consequence will lead to a poorly functioning system. Employees must be assured that they will not be punished for reporting a near miss related to the breach of a safety rule or regulation, otherwise that breach will remain concealed. Employees should not perceive the system as a means of informing on others, nor should an employee actively involved in the reporting process be perceived as having a favoured status.

Information gathering tools should be as simple as practical so they can be used whenever and wherever necessary, and as quickly as possible. A complicated reporting form or system will only lead to employee reluctance towards engaging in the process or assisting in the problem solution.

The reported information should be managed by a qualified person who can distinguish between a near miss that may be less critical or represents a lower risk, and one that must be addressed, analysed and acted upon more urgently. The collection of data that results in employee competitiveness – e.g. to see who can collect the most reports in a certain period of time – is not ideal; it is rather counterproductive, as it puts a strain on the system and can result in the collection of irrelevant information.

It is important to thoroughly investigate a near miss report and quickly inform the staff on how the information will be handled or what corrective action will be taken. The conveyance of timely information will strengthen confidence in the benefits and the importance of the overall reporting system.

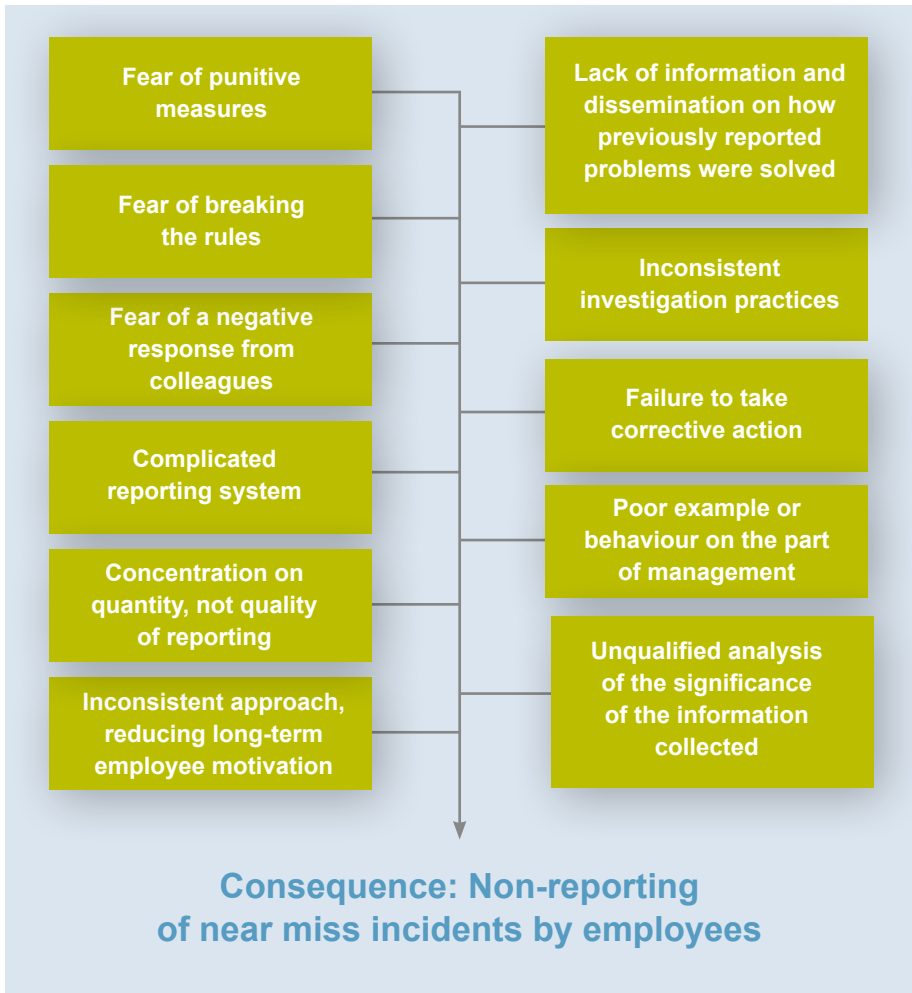


Fig.4: Reasons for not reporting a near miss

Tangible remedial action should follow in a timely manner. Unresolved or long-standing problems will often lead to employee demotivation and have a negative impact on reporting in the future.

Near miss reporting should be seen as a positive act towards improving the safety culture and should therefore be promoted and rewarded. Managers play

an important role throughout the entire system; if a manager “shrugs off” a safety violation or deliberately “goes around” a regulation, overall confidence in the importance of improving safety will be greatly undermined and become a barrier to the future effectiveness of the system.

The long-term benefits of a near miss reporting system are derived from its focus on improving the level of safety. It is much less difficult to implement such a system, however, than it is to continually pursue and maintain high standards of safety over time.

3 Implementation of near miss reporting

3.1 System choice

There are various potential approaches towards implementing a near miss reporting system. These include software-based or App solutions, as well as basic IT programs, such as Excel or Access. A simple paper-based, pen and paper approach (manual reporting) can also be used.

The type of solution chosen is not as important as the reliance on, and the consensus agreement as to the process plan. The ultimate system should be selected according to the company's specific preferences.

The following section provides a brief description of the optional systems, as well as their respective advantages and disadvantages.



Software/App

There are various companies that offer software in combination with an App to report, track and analyse a near miss. Typically, employees would use an App on their mobile phone to report a near miss, with the data being saved in a PC data pool and processed with the appropriate software. The software can be web based, which means that companies can access and use it from any IT station or equipment that has reliable Internet connectivity. This allows for easy access from various sites and locations where the relevant licenses have been issued.

If the software is not web based, it is installed on IT equipment with a special license issued to the operator of that equipment. The licensed operator, alone, may process the data on the specified equipment, while additional software licenses may be purchased to facilitate software installation on multiple IT devices.

Both web-based and non-web-based systems will oftentimes come with integrated real-time tools for data analysis.



Web-based IT solution

Advantages
Ready-made system with all relevant information included
Centralized data pool
Location independent use
Analytical tools

Disadvantages
Implementation costs and service fees
License costs
Lack of flexibility for adding individual information
Lack of data control – data can be accessed from locations external to the company



Non-web-based IT solution

Advantages
Ready-made system with all relevant information included
Centralized data pool
Better data control
Analytical tools

Disadvantages
Implementation costs and service fees
License costs
Lack of flexibility for adding individual information
Data can be added and reviewed only from an IT device with the specific software installed



Excel/Access

Acknowledging that most companies use standard MS Office products already, it may be suitable to initiate near miss tracking using an Excel worksheet or an Access data base. The company could appoint a responsible person to oversee the process while the workforce would then be required to report relevant information to that person. Information could be submitted verbally or by means of digital/non-digital documentation. The responsible person would then enter the data onto the Excel worksheet or into the Access data base.

Advantages
Software already exists in most companies
Flexible design of reporting sheet according to company needs or privacy policies
Quick setup process with Excel or Access
Easily accessible by all employees

Disadvantages
Risk of missing relevant information, because the company itself specifies the data required
Overlapping data and duplication of reporting if more than one person enters data onto the same worksheet
Bottleneck, especially with regard to communicating progress, if only one person has responsibility for managing the data
Time consuming setup with Access



Manual reporting (pen & paper or phone)

For small and medium enterprises (SMEs), a manual reporting solution might be suitable. Accordingly, employees would be required to complete a paper-based near miss reporting form and return it to the responsible person personally or by mail. As an alternative, a near miss could be reported using a dedicated phone line and processed manually in a similar manner.

The near miss reports collected would then be digitized, with the information being entered onto the Excel worksheet, for example, or into the Access data base as required. It may also be sufficient to discuss a reported near miss with the staff at a regular meeting without the need for an electronic record.

Advantages
Enhanced potential for anonymous reporting
Independent of IT infrastructure
Easy, quick and inexpensive implementation

Disadvantages
Reports might get lost
No automated feedback
No ad hoc reporting possible
Risk of missing relevant information on the report form

3.2 Data collection

While the choice of a reporting system (manual versus digital) is important, defining the relevant data to collect is a key success factor of paramount importance. Regular reporting ultimately enables the company to correct unsafe conditions quickly and reduce costs associated with workplace injuries over the long term. A near miss report facilitates the investigation of an incident in determining the cause or causes, identifies contributing factors, such as risks, hazards, systems, or procedures, and prompts recommended corrective actions aimed at preventing similar incidents in the future.

A near miss report should give answers to the questions

WHO, WHERE, WHEN, WHAT, WHY and HOW

with regard to the incident.

3 Implementation of near miss reporting

The following information should be entered onto the near miss reporting form:

Details of the near miss
Date and time of near miss
Exact location of near miss occurrence, e.g. <ul style="list-style-type: none">■ work platform■ job position
Category, e.g. <ul style="list-style-type: none">■ trip■ slip■ fall■ hazardous substance
Description of near miss incident (how it happened)
Description of activities/work that contributed to the near miss, e.g. <ul style="list-style-type: none">■ type of task■ materials used■ equipment and people involved■ scope of impact■ etc.
Number of people affected
Rating of potential risk <ul style="list-style-type: none">■ high■ medium■ low
Photo (optional)

Observer/transmitter of the near miss
Reporter name
Job title (if relevant)
Contact number

The following details may be added later or entered on a separate form to facilitate the near miss investigation

Further details of the near miss
Direct causes for the near miss occurrence, e.g. <ul style="list-style-type: none"> ■ lack of safeguards ■ defective limit switch ■ improper scaffolding ■ damaged cabling ■ etc.
Indirect causes for the near miss, e.g. <ul style="list-style-type: none"> ■ insufficient monitoring or training ■ improper work methods ■ poor upkeep or maintenance ■ etc.
Existing preventive measures
Existing procedures/system to ensure the implementation and monitoring
Competent responsible person for implementing recommended actions
Suggested corrective measures to be taken

3.3 Case prioritization

The number of reported near miss incidents will vary from very few to a great many during a reporting period (month, quarter, year), depending on the company size, culture and safety standards. In order to determine a priority for the near miss incidents to be investigated, the company should assign a competent person (e.g. safety engineer) who is responsible for managing the reported near misses. A scoring system could be implemented to help the responsible person assign a “need for action” to each case.

3 Implementation of near miss reporting

Each near miss could be evaluated as in the scoring system depicted below:

Worst potential outcome	1	2	3	4	5
	Minor			Fatality	
Frequency of occurrence	1	2	3		
	Novel		Repeating		
Barriers to risk elimination	1	2			
	Weak			Strong	

Fig. 5: Near miss scoring system

The figures will be quantified on a per case basis with the higher total score representing the greater required urgency of action. This will help the responsible person make a decision as to which near miss to target first.

3.4 Description of the reporting and feedback process

If a near miss event has been observed, the worker should fill out a report form covering the information described in section 3.2.

In some cases, the reported finding might not represent a near miss as per the definition in use, while in other cases the near miss may have already been reported. In order to eliminate any confusion, it is important to check the validity of each reported finding, with the result being communicated to the person who made the report. He or she will naturally be interested in progress being made as a result of their findings.

Once the findings have been prioritized, corrective actions should be taken to eliminate the risk associated with the reported near miss. Feedback related to the corrective actions should be communicated to the employee who reported the findings, which is crucial for encouraging further near miss reporting. If a worker feels that his or her findings are not taken seriously, they will be less likely to report such events in the future.

In order to avoid the reoccurrence of a similar near miss event in the future, a discussion of any new findings should be incorporated into regular employee training sessions. New personnel should also be introduced to and made familiar with near miss reporting in order to maintain momentum while enhancing the reporting process.

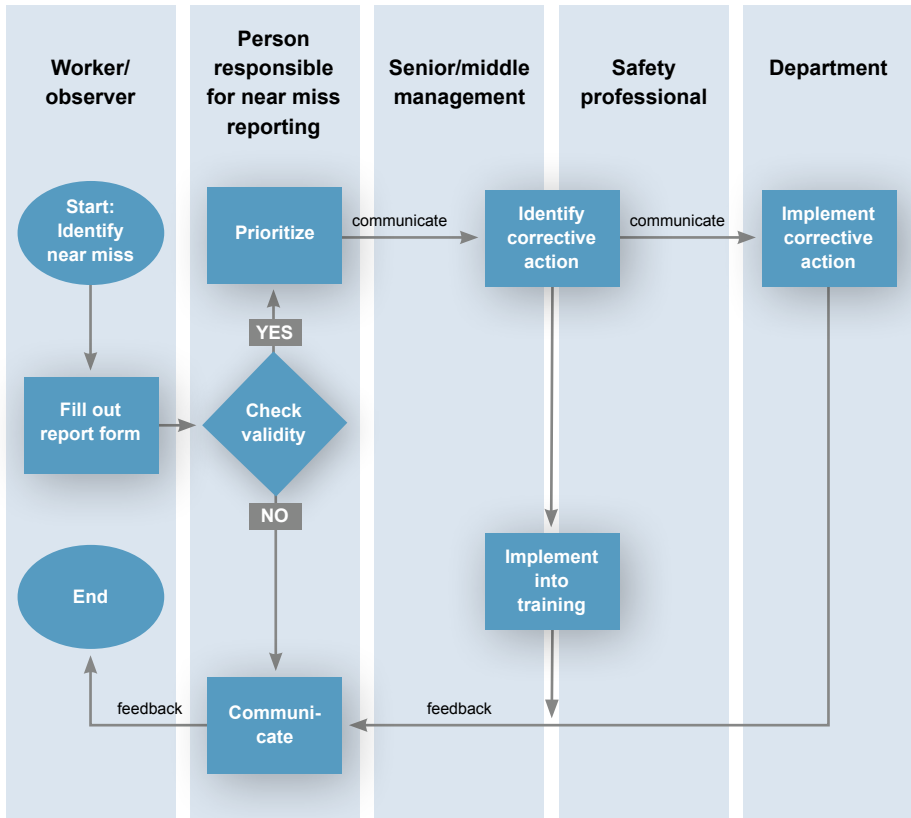


Fig. 6: Near miss reporting and feedback process

In conclusion, it can be said that a sustainable near miss management system includes both near miss reporting as well as the subsequent implementation of improvement measures and the integration of new findings into a progressive training and communication initiative throughout the company.

4 Near miss management

4.1 Circulate findings

This Guidance stipulates the overarching aims and objectives of a near miss reporting system, as well as the process for developing and implementing such a system. The specific structure and content of the near miss reporting system should be adapted to the particular make up and operational practices of the company, including the best means of disseminating any findings.

For the system to be effective and fulfil its purpose, it should be designed to achieve the following goals:

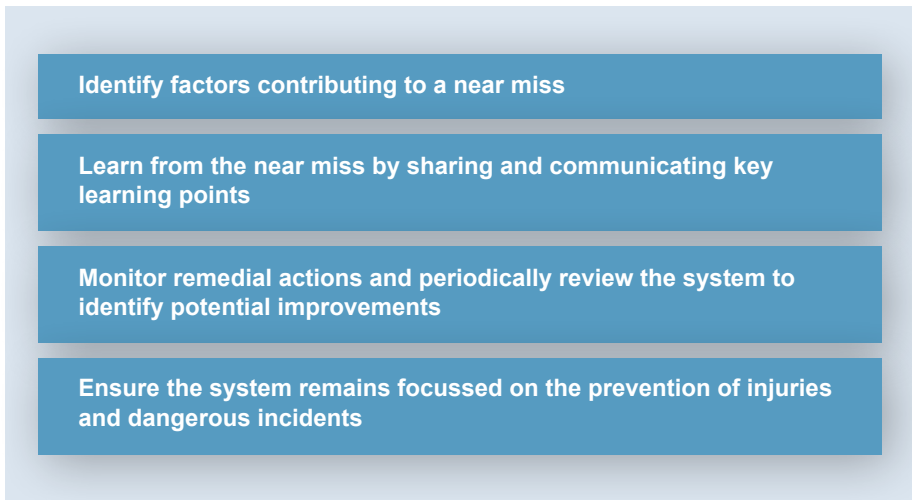


Fig. 7: Requirements of a near miss reporting system

This requires employees to have a basic understanding of risk theory as well as health and safety practices. The scientific backdrop of the hierarchy of incidents, as set forth in Bird's triangle, will facilitate staff appreciation of a 'near miss', a 'good catch' or an 'item of concern' as providing opportunities to learn.

The company's safety culture will also influence the level of uptake. Where positive human factors and behavioural issues are promoted and in evidence, the adoption of near miss reporting will be positively impacted. Employees will be encouraged to report a near miss – where they may not have previously done so – without any fear of repercussions. At the same time, they will be contributing to any remedial actions required in order to avoid future occurrences.

With these matters firmly in place, it is then vitally important to communicate the findings and lessons learned from the reports across the company. This will work to maximise the benefits while further reducing the level of employee risk. Communication will help raise and maintain awareness of both the reporting process and any measurable results, as well as any points of noteworthy significance. For example, these might represent lessons learned from the near miss occurrence and the resulting actions taken or improvements made to existing practices or procedures. Such objectives can only be achieved through regular communication, which will help improve and maintain the degree of employee participation as they come to better understand the purpose, importance and benefits of near miss reporting.

There are a number of communication paths and work practices that can be adopted to help integrate the reporting system into the company to the point that it is accepted as a 'business as usual' practice.

Near miss reporting should be introduced to the staff as part of the incident and injury reporting requirement within the overall health and safety management system. It should therefore be included as part of employee safety indoctrination, followed by routine and refresher training.

Several formal and informal means are available for promoting and reinforcing the reporting system and its benefits:

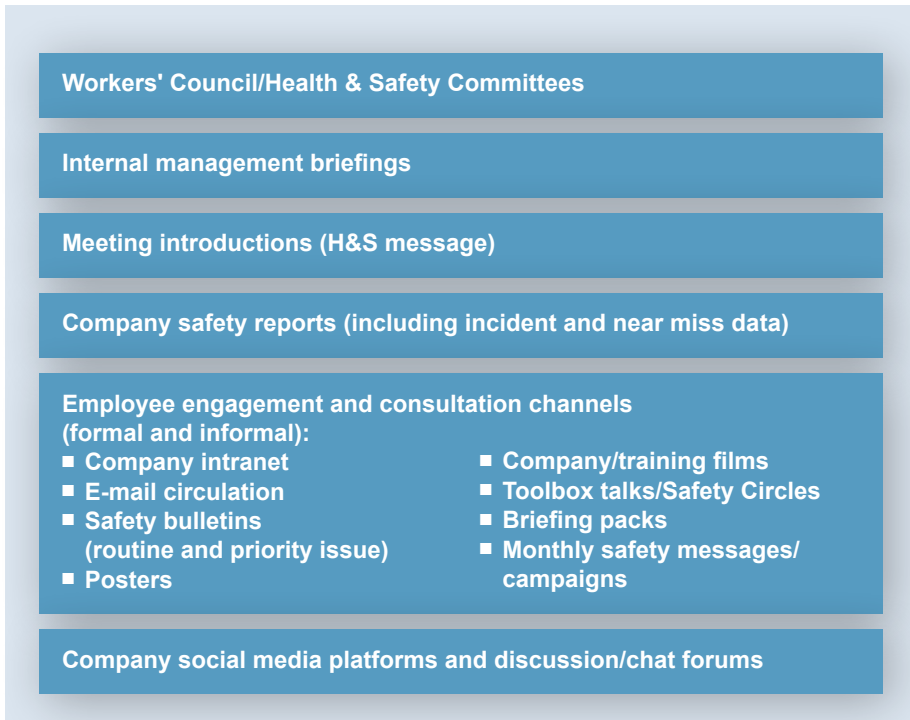


Fig. 8: Ways to promote/reinforce the reporting system

Other company specific methods for communicating and engaging with staff personnel are available, while new and innovative methods should be encouraged and pursued where possible.

4.2 Data analysis

“You can only manage what you can measure” – this famous quote sums up the challenge of analysing reported near miss data on a continuous basis. An overview of cases reported will assist managers in their quality review of com-

pany processes and facilities, as well as in their evaluation of the overall safety and health management program.

The use and regular review of Key Performance Indicators (KPIs) for measuring the near miss management system is recommended. The following KPIs could provide valuable clues:



Fig. 9: Exemplary KPIs for measuring the near miss management system

4.3 Continuous improvement of reporting process

Every health and safety management system, including its specific features, such as near miss reporting, should be subject to regular review of its implementation, operation and feedback functions in order to ensure the processes are performing as intended. This also provides an opportunity to assess the successes and failures of the system, as well as to introduce any necessary adjustments or improvements to maintain its effectiveness.

The continuous improvement process should include a review of historic data, including leading and lagging KPIs identified via the company's reporting system. This will expose any trends in performance, uptake levels and staff engagement, as well as any facets of the reporting process that might require improvement or increased efficiency.

Aside from scheduled system reviews, regular feedback to the report originators should be a routine part of the process, thereby enhancing employee confidence in the overall process; that the system is working as planned while proving to be an effective tool.

Workers' councils and local health and safety representatives can provide valuable assistance in helping to encourage staff commitment. They may also play a vital role in formulating potential system revisions, as well as in identifying opportunities for process simplification or improvement, which might further enhance employee support. Consultation with the staff and the engagement of the workforce are therefore key components of the near miss reporting process. Both will prove indispensable at every stage; from initial design to its implementation, through operational practice and on to the ultimate review.

It is essential to ensure the near miss reporting system remains valid and effective by reinforcing it on a regular basis. The promotion of near miss reporting requires continuous communication along with active engagement and campaigning at various times throughout the year. Such efforts will keep the near miss message and its objective fresh and up to date, while helping to ensure that the workforce will remain continually focussed on safety at the workplace.

Photo: © 2007 / Messerger & Gröflich, Creative DuMont Rheinland, Sandra Burkert

Einmal ist ... einmal zu oft

Beinahe-Unfälle immer melden – Mitarbeitende schützen.

Ich bin kommitmensch, weil ich meine Kollegen schütze und Gefahren im Betrieb melde, sobald sie mir auffallen.
 Ob Stolperfallen, defekte Kabel oder Glühbirnen: Gründe für Beinahe-Unfälle gibt es viele. Und nach dem ersten Schreck geht der Alltag für uns weiter. Ist ja noch mal gut gegangen. Aber was ist mit den anderen?

Auf Missstände aufmerksam machen:
 ✓ Keine falsche Scheu davor, Gefahrenstellen zu melden.
 ✓ Andere Beschäftigte warnen oder sofern möglich Gefahrenstelle selber beseitigen.

komm mit mensch
 Sicher. Gesund. Miteinander.

Ihre gesetzliche Unfallversicherung

BG ETEM
 Energie Textil Elektro
 Medienerzeugnisse
 www.bgetem.de

BG ETEM/Konzept & Grafik: Creative DuMont Rheinland_Sandra Burkert

Fig. 10: Example of a campaign poster by BG ETEM to encourage the reporting of near misses
 The German poster text says: Once is once too often. Always report near misses – protect your employees.

4 Near miss management

Likewise, regular promotional efforts will help to embed near miss reporting as an important and normal aspect of the daily business environment. As such, the reporting of a near miss occurrence will become second nature to the workforce; ultimately helping to ensure that every employee will return home safely at the end of the day.

In turn, the effective dissemination of key reporting system findings and projected process modifications will further enhance the safety culture throughout the company. A healthy safety culture remains a prerequisite for the implementation of an effective near miss reporting system. If the overall process is perceived as working properly and the company is viewed as being open and transparent with respect to safety-related issues, the workforce will then be encouraged to continue reporting.

Accordingly, in the same manner that safety bulletins are used to inform employees of a potential accident hazard, the bulletins can be adopted to disseminate information related to a near miss occurrence and the resulting remedial actions taken. This will raise the status of near miss reporting to a level that it is recognized as an important component of the company's overall approach to safety.

It must also be recognized that the lessons learned will highlight both good as well as bad safety practices. The process must be approached with the foreknowledge and acceptance that some activities and operations will require improvement.

Within the scope and reach of this Guidance on How to Manage Near Misses, it represents good practice to engage with and consult the contractors and sub-contractors working with the company. They should be informed of any pending changes to the reporting process, as well, and should be involved in any communication campaigns to the extent of their participation in the overall near miss reporting process.

4.4 Summary of key principles

The following key principles in near miss reporting can be identified:

- 1 Good safety and health management practices recognize that a near miss reporting system is an opportunity to improve company performance.
- 2 Corrective actions should be implemented where necessary.
- 3 It is recommended that near miss reporting be adapted to the operational practices of the company, with specific roles and responsibilities being assigned to the staff member(s) overseeing the reporting process.
- 4 The data collected manually or by an Information Technology (IT) application must be appropriate for the near miss occurrence.
- 5 The data collected should be analysed and prioritized.
- 6 Findings and actions should be communicated throughout the company in order to encourage participation in the overall reporting process.
- 7 The near miss reporting system should be reviewed periodically to ensure that it continues to be effective and fulfil the purpose it was designed for.
- 8 Necessary improvements to the system should be clearly communicated throughout the company prior to implementation.

Fig. 11: Key principles in near miss reporting

Effective near miss reporting can be the basis for improving overall health and safety performance while enhancing a positive safety culture throughout the company.

Near miss reporting thus contributes to the overall prevention of work-related accidents and occupational illness.

5 Appendix

Near miss reporting form

Northern Ireland Electricity Networks

NEAR MISS FORM

Person Completing the Form

1 Name (optional):
Directorate:
If Customer Delivery, please confirm which Depot / Department:

2 Date of the Near Miss: Time of Near Miss:

3 Location/ Site where Near Miss occurred:

4 Describe in your own words what happened:

5 Who did you report the Near Miss to:
Date reported:

Manager – Actions/Control measures required

6. Team/Field /Line Manager to determine Actions/Control measures required and where appropriate, person accepting action:

Is a Reg 32 Report Required? If Yes, have you submitted it?

Was a Customer/Third Party Warning Letter issued?

Health, Safety & Environment Comments

7. Further Corrective or Control Measures put in place to avoid recurrence where required:

Discipline :- Was this a 'Good Catch'? P:

Category:

Risk Factor:

8. Please attach any photos relevant to the Near Miss:

Version 6 April 2021

Fig. 12: Example of a near miss reporting form (contributed by Northern Ireland Electricity Networks)

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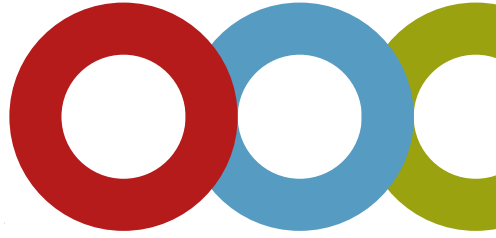
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ISSA´s VISION ZERO Strategy

Work-related accidents and occupational-related illnesses are neither determined by fate nor unavoidable – they always have causes. By introducing the VISION ZERO strategy at the workplace, these causes can be identified and eliminated, while work-related, injurious accidents and occupational illnesses can be prevented. Seven Golden Rules have been developed to establish this strategy successfully at the workplace:

7 Golden Rules for VISION ZERO

1. Take Leadership – Demonstrate Commitment!
2. Identify Hazards – Control Risks!
3. Define Targets – Develop Programmes!
4. Ensure a Safe and Healthy System – Be Well Organized!
5. Ensure Safety and Health in Machines, Equipment and Workplaces!
6. Improve Qualifications – Develop Competence!
7. Invest in People – Motivate by Participation!

Join the campaign

You are invited to consult the Vision Zero website (www.visionzero.global) for further information and good practice examples, as well as to register online to join the global community of Vision Zero Companies.

This publication contributes to the international ISSA campaign

VISION ZERO

Safety.Health.Wellbeing.



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INTERNATIONAL SOCIAL SECURITY ASSOCIATION

Section for *Electricity*



ISSA – International Section for Electricity

The International Section for Electricity was founded in 1970 and is located in Cologne, Germany. The Section's work is based on the collaboration of more than fifty members from twenty-eight countries. Its objective is to promote occupational health and safety in the electricity area as regards the commercial production and distribution of electricity and gas worldwide.

The Section encourages international exchange of information and experience among experts through symposia, workshops, international working groups and trainings on safety and health with regard to crucial issues of occupational safety and health protection in this sector.

A further key activity of the Section's work is the organization of the International Media Festival for Prevention, which takes place every three years in the framework of the World Congress on Safety and Health at Work. The Festival provides a comprehensive overview of films and multimedia productions from all over the world regarding occupational safety and health.



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