

Title:	Near Miss	Date of Original Board Approval:	December 2018
Approved by:	Mark Runciman	Revision Date(s):	December 2018
Reviewed By:		Date of Next Review:	
Location:	All RBG Properties	Ref. No:	HS-023

Objectives and Goals

The management of RBG is committed to providing a safe and healthy work environment by protecting employees from workplace injury and disease.

The purpose of this policy is to ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated. Reporting and sharing information provide an opportunity to answer the questions of what happened and why, and then to use this insight to determine how to prevent a reoccurrence.

Scope

This policy applies to all employees, contractors, subcontractors and volunteers of RBG.

Policy Statement

All near misses will be investigated to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Definitions

Near Miss: An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material

Incident: An event that may result in a crisis

Hazard: Anything with the potential to cause injury, damage or loss

Roles & Responsibilities

Senior Management:

- Provide opportunities for employees to receive proper training on the Near Miss Policy
- Support the implementation of corrective actions recommended from the outcome of the investigation

Human Resources:

- Maintain Near Miss reports
- Provide training for employees on the policy and hazard identification
- Perform thorough investigations based on facts and provide recommendations for corrective action to ensure that the potential for any future injury, disease or accidents is eliminated

Employees, Contractors and Subcontractors:

- Report (within 1 business day) all incidents to their manager and assist in completing the Near Miss Reporting form for submission to the HR department
- Participate in the Near Miss investigation
- It is the responsibility of Outside Contractors to:
 - Follow the same reporting procedure as employees directly employed by RBG; and

- Participate in the Near Miss investigation

Joint Health & Safety Committee:

- Support HR in conducting investigations as required
- Review the policy as required for revision

Standards and Practice

- Near misses will be investigated by HR, department manager's and a JHSC worker representative. Employees, contractors and subcontractors knowledgeable about the type of work involved at the time of the incident, as well as employees involved in the Near Miss.
- A near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions regarding an incident.
- An employee who witnesses a Near Miss must report the incident to their manager and assist in the completion of the Near Miss Reporting form (Exhibit "A").
- The completed report is to be submitted to the HR department within 24 hours of the event.
- The reporting system is non-punitive and, if desired by the person reporting, anonymous.
- Near Miss incidents will be reviewed by the HR department and the Joint Health & Safety Committee to identify the root cause and recommend corrective actions.
- The reporting employee (or contractor) may be asked to participate in the incident investigation;
- Investigation results will be used to improve safety systems, hazard control, risk reduction and to educate employees

Incident/Near Miss Investigation Form (Appendix A)

Name of Person Reporting Near Miss:		Name of Person Completing This Form:	
Date of Near Miss:		Time of Near Miss:	AM / PM
Date Reported:		Time Reported:	AM / PM
<p>Full Description of Events</p> <p>Who was involved: Worker Volunteer Student Visitor Contractor/Subcontractor</p> <p>Briefly describe what happened including the sequence of events, investigate scene of the near miss; conditions present at time; what was involved, what activity (if any) was taking place prior and at time of near miss. What hazards was the worker exposed to? What hazards may have contributed to the near miss occurring? (Include photos if available)</p>			
Area where near miss occurred:			
Contributory Factors (refer to these when identifying the cause of the near miss)			
Immediate Causes		Substandard Acts	
Guarding		Operating without authority	
Defective tools or equipment (includes electrical fault)		Disabling safety devices	
Hazardous arrangements		Using unsafe equipment	
Unsafe conditions		Non-use of Personal Protective Equipment	
Unsafe design		Non-use of lock out / isolation systems	
Housekeeping		Unsafe positioning	
Environmental conditions		Distraction / fooling about	
Witness Details (Include additional witnesses on a blank page)			
Name:		Title:	Phone:
Name:		Title:	Phone:

Causes (immediate & contributing) that may have been a factor to the near miss			
What preventative action could have been taken? Why was this action not taken?			
How much experience did the employee have in the task that was being performed when the near miss occurred? What training has been provided?			
What is the chance of the near miss occurring again?			
Investigation Recommendations: Outline recommended corrective action/s (i.e. solution/s) to prevent the recurrence of the incident e.g. new equipment, re-engineer, re-design work area, re-design work practices, review training standards, etc.			
Investigators Recommendation		Manager Responsible	Completion Date
IMPLEMENTATION DETAILS			
Date Implemented	Action Taken	Manager Responsible	Completion Date

_____	_____	_____
Investigator Name	Investigator Signature	Date
_____	_____	_____
JHSC Rep. Name	JHSC Rep. Signature	Date