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
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!
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
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
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
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**

- **Start Here**
  - Elimination
    - Eliminate the hazard all together.
      - Example: specialized equipment.
  - Substitution
    - Using a less hazardous means Of accomplishing the task.
      - Example: safe chemical
  - Engineering Controls
    - Design to eliminate hazards.
      - Example: Installing guards, interlocks, barriers, ventilation, etc.
  - Administrative or Process Controls
    - Organize work in a way to minimize hazards.
      - Example: job rotation, procedures
  - Personal Protective Equipment
    - The last resort when trying to eliminate or decrease exposure
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.
“Every near miss that is reported is a blessing.”

Capture, Learn, Communicate, Prevent!
Joe Mlynek CSP, OHST

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