



NDSU Near Miss Report

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and/or correct these potential accident/incidents immediately. Please complete this form as a means to report these near-miss situations

Department/Location _____ Date: _____

Time _____ am _____ pm

Please check all appropriate conditions:

Unsafe Act

Unsafe Equipment

Unsafe Condition

Unsafe Use of Equipment

Description of incident or potential hazard:

Employee Signature (optional) _____ Date _____

Give this form to your supervisor

Near Miss Investigation

Description of the near-miss condition:

Causes (primary and contributing)

Corrective action taken (Remove the hazard, replace, repair, or retrain in the proper procedures for the task)

Signed: _____ Date Completed _____

Not completed for the following reason: _____

Management _____ Date _____

Return to Safety Office:

On campus:

University Police and Safety Office
ANPC Building
NDSU Campus

Off campus:

University Police and Safety Office
North Dakota State University
1801 - 15th Avenue North
PO Box 5569
Fargo, ND 58105-5569