

# PAUL S. WINSON COACHES

## Process and Policy Checklist

<b><u>Policy Name</u></b>	Near-Miss Reporting Policy
<b><u>Policy Number</u></b>	0123
<b><u>Creation Date</u></b>	Dec 2022
<b><u>Date Reviewed</u></b>	Dec 2024
<b><u>Next Review Due</u></b>	Dec 2025
<b><u>Owner Name</u></b>	Anthony Winson

### **Near Misses and Dangerous Occurrences.**

Near misses or dangerous occurrences that had the potential to cause injury MUST be reported so that the incident can be investigated to prevent a similar or serious accident from occurring in the future.

### **What Qualifies as a near miss**

A near-miss is a potential hazard or incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events.

An example of this would be an employee slips whilst working on-site but does not fall.

### **Reporting near misses and dangerous occurrences.**

- Any near miss or dangerous occurrence must be reported immediately.
- You must complete a report form and submit within 24 hours. If you are not on site within this time, complete the form and email it back to base within 24 hours.
- A supervisor/Manager will check the form to ensure that information, descriptions, and sketches are clear, accurate and complete and help and can also ascertain if any further action is needed.

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