

Observation Topic of the Month - Near Miss Reporting

Key questions to ask ...



Do colleagues understand what is a near miss?

An undesired incident, which could have resulted in harm to a person and/or property damage, but was avoided by good luck. Unsafe acts and unsafe conditions can also be reported as near misses.



Are colleagues aware of their responsibilities to act on near misses?

Everyone should take immediate corrective action and challenge the 'walk past' culture. Managers need to review near misses on Datix, create actions (if required) and provided feedback to their team/dept on a regular basis.



Are colleagues aware what can be defined as a near miss?

- Slipping or tripping on something but not injuring yourself
- Nearly hit by a moving object such as a vehicle, cage or trolley
- Failure to use equipment properly e.g. witnessing an employee unloading a vehicle without using roll stops or sidebars
- Using equipment that we are not trained or authorised to use
- Using damaged equipment that has not been taken out of use
- Finding carelessly discarded sharps or overloading sharps bins
- Spills or splashes of hazardous substances that don't result in exposures
- Dropping and breaking glass equipment in Research and Development Laboratories
- Electrical faults on equipment
- Failure to wear PPE when required
- Vehicles speeding on the premises
- Parked vehicles blocking a fire exit



Are colleagues aware how to report on a near miss?

Near miss incidents do not require the name of the person reporting the issue. However staff must inform their Manager/Supervisor of near misses asap if you think that an accident is likely to occur if immediately action is not taken.



Do colleagues know what options there are to record near miss details?

Near Miss postcards are available in all centres. Send the completed postcard internally to HR Direct for inputting onto Datix.

Alternatively please complete the Datix form via Connect online.

Please feedback to the team all the positive information from your observation and congratulate them on what they did correctly. Any suggestions for improvement should be put to the team as a question as per the behavioural safety training and also collatted onto a near miss postcard and return it to the health, safety and wellbeing team.