

# Near-Miss Report Form

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Unsafe conditions, unsafe work habits, improper use of equipment, use of malfunctioning equipment, or unexpected reactions are examples of near-misses. It is everyone's responsibility to report and correct these potential hazards immediately. Please complete this form as a means to report these near-miss situations and help prevent future incidents at Texas Tech University.

Department:	Building:	Room #:	Date of Incident:
Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	Designation: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other:		
Check all appropriate conditions: <input type="checkbox"/> Near miss <input type="checkbox"/> Safety concern <input type="checkbox"/> Safety suggestion <input type="checkbox"/> Other:	Type of concern: <input type="checkbox"/> Unsafe act <input type="checkbox"/> Unsafe condition <input type="checkbox"/> Unsafe equipment <input type="checkbox"/> Unsafe use of equipment <input type="checkbox"/> Other:		
Thoroughly describe the potential incident /hazard/concern (possible effects, etc) :			
(Optional) Name:			Date Reported:
Contact Information:			

Submit this form to EH&S:

Environmental Health & Safety, Mailstop 1090, Administrative Support Center, Rm 122.

For questions or cases deemed immediately dangerous to life or health, call EH&S at (806) 742-3876.

In the case of an emergency, call 911 (9-911 from a landline).