



Near Miss Report

Environmental Health and Safety,

414 JM Smith Hall

Please submit this form to:

ehs@memphis.edu

If you have any questions please call 901-678-5700

Near miss reporting helps EH&S track unsafe acts or unsafe conditions before an injury or illness occurs. This form is used to formally document the recognition of a hazard, the changes made to mitigate the hazard, and to share the lessons learned with the university community.

All information is required:

First Name:

Today's Date:

Phone Number:

Email:

Description of the near miss:

Describe what happened? (location, date and time, and persons involved)

What acts or conditions led directly to the incident?

What corrective actions have/will be taken to prevent a similar incident, if applicable?

Who is responsible for taking these corrective actions and following up to see that they are complete?

Name:

Expected Completion Date: