

# Near Miss Report

## Template Information

|                       |                                                             |
|-----------------------|-------------------------------------------------------------|
| Template ID           | near-miss-report                                            |
| Version               | v1.0                                                        |
| Language              | English (en)                                                |
| Number of Check Items | 0                                                           |
| Source                | <a href="https://layeraudit.com">https://layeraudit.com</a> |
| Revision Date         | 2026-10-27                                                  |
| Description           | Description: Near Miss Report                               |

## Audit Information (to be completed during audit)

|                   |  |
|-------------------|--|
| Audit Date        |  |
| Auditor           |  |
| Area / Department |  |
| Escort            |  |

## Instructions

1. This template contains 0 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Near Miss Report — Checklist

| No. | Section                 | Check Item                                                                                                                                                                                                                                                                                                                                                                                                                                           | Result | Notes / Evidence No. |
|-----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|
|     | 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 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 accidents/incidents immediately. Please complete this form as a means to report these near-miss situations. |        |                      |
|     | Near Miss Report        | Department/ Location                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |                      |
|     | Near Miss Report        | Time of incident                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |                      |
|     | Near Miss Report        | Please write all that apply: Unsafe Act, Unsafe Condition, Unsafe Equipment, Unsafe use of Equipment                                                                                                                                                                                                                                                                                                                                                 |        |                      |
|     | Near Miss Report        | Description of incident or potential hazard:                                                                                                                                                                                                                                                                                                                                                                                                         |        |                      |
|     | Near Miss Report        | Picture of Incident                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                      |
|     | Near Miss Investigation | Description of the near-miss condition:                                                                                                                                                                                                                                                                                                                                                                                                              |        |                      |
|     | Near Miss Investigation | Causes (primary & contributing)                                                                                                                                                                                                                                                                                                                                                                                                                      |        |                      |
|     | Near Miss Investigation | Corrective action taken (remove the hazard, replace, repair, or retrain in the proper procedures for the task)                                                                                                                                                                                                                                                                                                                                       |        |                      |
|     | Near Miss Investigation | Management                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                      |

# Near Miss Report — Scoring & Sign-off

## Sign-off

|                           |  |
|---------------------------|--|
| Employee Signature & Date |  |
| Signature & Date          |  |