

# Safety focus

## Near Miss Reporting

"That was a close call!" Have you ever heard this or a similar statement at work? Or maybe it was you who said it after you experienced a near miss on the job. Near misses (or close calls) happen, but reporting these events provides the opportunity to develop improved safety practices using information from these reported events or situations.

### What is a Near Miss?

OSHA provides the following definition of a near miss in an Accident Investigation Fact Sheet:

*...incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.*

Near misses come big and small. It could be as simple as losing balance on a slippery floor, stumbling over unsupervised items, standing outside a door as someone else opens it. Most of us can recall a time we encountered this type of near miss or close call. But did you report it?

### Why Report a Near Miss?

According to OSHA, collecting near-miss reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm.

- KMEA requires that all employees report any on the job near misses to their KMEA manager as soon as possible so that steps may be taken to alleviate the risk. The idea is never to embarrass, or degrade an employee for a close call, but to assure each of you have a workplace free from serious recognized harm.
- Every employee has a responsibility for the safety and wellbeing of ourselves and coworkers to report close calls.
- To report a near miss so that it may receive processorial review is a requirement of work, and a requisite of a good job done.
- To collect and share information on incidents that could have resulted in an injury, property damage, or release to the environment is a proactive course of action that will allow us to identify and trend conditions that aid in the prevention of a similar occurrence on the job. With our communication, a similar occurrence can be prevented.

### Near Miss Reporting Procedures

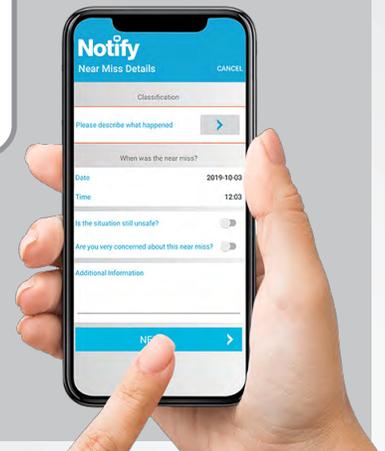
To this end we are now having all our employees load the **NotifyIt** app on mobile devices used for work. **NotifyIt** is a free near-miss reporting app, available to all using Apple and

### SAFETY WATCH

## Notify

Download the free app on the App Store or Google Play store and get it set up on your smartphone or tablet.

Issues can be reported on the go, wherever and whenever they happen.



Android devices via the App Store and Google Play. It's swift functionality and ease helps us protect employees, visitors and contractors alike.

- Download it on your mobile phone or tablet, and report a near miss when it happens via the app, which works even when you don't have an internet connection.
- You can add photos to your report, along with simple geo-tagging to associate a location to the incident/near-miss.
- Send the in-app email to [ehs@kmea.net](mailto:ehs@kmea.net) and **NotifyIt** alerts the KMEA Safety Team in an instant with an email message containing the near-miss details including the images you take. From here, the appropriate person can take the required action and deal with the risk quickly.

Contact your Manager or the KMEA Safety Team if you have questions.

Sources: <https://www.osha.gov/SLTC/medicalsurveillance/>; <https://www.cdc.gov/niosh/docs/wp-solutions/2013-103/pdfs/2013-103.pdf>; <https://www.osha.gov/SLTC/medicalsurveillance/standards.html>