



BISMARCK STATE COLLEGE

NEAR MISS REPORT

This report is to be filled out by any employee involved in or witnessing a near miss. A near miss is an incident that did not result in any personal injury, property damage or production interruption. It is a very important indicator of potentially harmful future accidents. *Please send report to the Chief Buildings & Grounds Officer.*

Building:

Room:

Time:

Date of Incident:

Description of Incident/potential hazard:

Employee's Signature (Optional)

Date

Corrective action(s) taken to prevent recurrence:

Chief Buildings & Grounds Officer's Signature

Date

File: Near Miss Records (Retain on file for review)