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 Security Office, Meadowlark Building Room 222.*

Building: **Room:**

Time: **Date of Incident:**

Description of Incident/potential hazard:

Employee's Signature (Optional) **Date**

Corrective action(s) taken to prevent recurrence:

Safety and Security Officer's Signature **Date**

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