

Near Miss Incident Report Form

(Building Project)

Project Details

Project Name

Location

Date of Incident

Time of Incident

Person Reporting

Name

Role/Position

Contact Number

People Involved

Name(s), if any

Role/Position

Incident Details

Describe the Near Miss Incident

Potential Hazard or Risk

Immediate Actions Taken

Witness(es), if any

Preventive Recommendations

Suggestions to Prevent Recurrence

For Office Use Only
Follow Up / Investigation Notes