



**MINOR - Incident and Near Miss Investigative Report**

REPORT FOR **EMPLOYEE**

Report #:

Today's Date:

Date of Occurrence:

Name of Employee \_\_\_\_\_ Department/Branch \_\_\_\_\_

**Incidents:** An unplanned event that interrupts the completion of an activity that includes *minor*, non-life threatening personal injury/illness and/or minor damage to property or the environment. **Near Miss:** An incident where no personal injury/illness, property or environmental damage actually occurred, but, given a slight shift in time or position, could have occurred.

Description of: Incident: \_\_\_\_\_ Near Miss: \_\_\_\_\_ Due to: Unsafe Act \_\_\_\_\_ or Unsafe Condition: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Did you take any corrective action? No \_\_\_ Yes \_\_\_ What actions?

Additional Recommendations:

Supervisor's Name: \_\_\_\_\_  
(please submit completed form to your Supervisor)



**MINOR – Incident and Near Miss Investigate Report**

RESPONSE BY **SUPERVISOR**

Date of Review:

Supervisor's Investigation Findings:

Additional corrective actions required by Supervisor: No \_\_\_ Yes \_\_\_ What actions?

Supervisor's Signature: \_\_\_\_\_  
(please submit completed form to JHSC)