



All DeLong's Facilities

Procedure #:
CS-012

Near Miss Reporting
Procedure

Rev 1

1. Purpose:

- 1.1 The purpose of this procedure is to outline the procedure for reporting near miss incidents.

2. Responsibility:

- 2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.
- 2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure and training all employees with regard to this procedure.

3. References:

- 3.1 NA.

4. Definition:

- 4.1 A near miss incident is defined as an unplanned event that did not result in injury, illness, or property damage – but had the potential to do so. Only a fortunate break in the chain of events prevented and injury, illness, or damage.

5. Procedure:

- 5.1 Employees are required to report all near miss incidents to their Supervisor immediately.
- 5.2 The Supervisor and EHS Manager will fill out the Near Miss Report (FORM #007) on each near miss. The completed report will be filed by the EHS Manager.
- 5.3 The EHS Manager, Supervisor, and any other applicable personnel are responsible for determining the root cause of the incident and creating a relevant Corrective Action that will prevent the injury from occurring again.
 - If mechanical failure of any type is suspected in the root cause, the equipment will be de-energized according to procedure CS-009 Lockout/Tagout, and the area in question will be cordoned off until the full investigation is complete.

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