



Good Catch / Near Miss Property Damage Report

1. Call the Safety Director

Incident Date: _____

Project Name: _____

Project Superintendent: _____

Project Manager: _____

Once the packet is complete, please scan and send to the Safety Director and HR.

Place a copy in the Project Safety Folder.



Good Catch / Near Miss / Property Damage Report

<i>This report should be completed in the event of an incident <u>that could have</u> resulted in an injury or damage to property. (Review definitions & instructions on the next page)</i>				
Job #	Job Name:			
Name of Person(s) Involved:	Subcontractor Involved:			
Date of Incident:	Time of Incident:	AM	PM	
Witnesses (Include contact info.)	1) Name	Job title:		
	2) Name	Job title:		
	3) Name	Job title:		
1) Company name				
2) Company name				
3) Company name				

Unsafe Act	Unsafe Equipment	Unsafe Condition	Unsafe Use of Equipment
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1. Explain what happened and what could have resulted? (Describe sequence of events, what was the employee doing. What equipment / materials were being used? Site condition? Weather?)

2. What did you see in regard to the event? Include all details of the hazardous condition/action. Describe property damage below and take photos.

3. What corrective action was taken immediately?

4. what could be done to eliminate the hazard or issue in the future?

This report completed by:	
Print Name: _____	
Signature: _____	Date: _____
Interpreted By: _____	Date: _____



Steps to Reporting a Good Catch “Near Miss” Incident

Unsafe working conditions, unsafe work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone’s responsibility to report and / or correct these potential incidents immediately.

Please complete this form as a means to report these Good Catch / Near-Miss situations and enable proper follow-up actions. This will lessen the likelihood of a potential accident or injury on yours or other sites)

Definitions:

A Near Miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

Unsafe Act is performing a task or other activity in a manner that may threaten the health and/or safety of workers. (e.g. not wearing PPE, horseplay, failing to LOTO)

Unsafe Equipment is when any equipment, tool, machine or personal aide that may cause an injury or near misses due to a defect. (e.g. broken/removed guard, worn tires, frayed/damaged electrical cord)

Unsafe Condition is a condition in the work place that is likely to cause property damage or injury. (e.g. excessive noise, poor ventilation, inadequate warning system)

Unsafe Use of Equipment is using any equipment, tools, machine or personal aide in a manner that could result in injury to themselves or others or result in damage to property. (e.g. using wrong tool for the job or using it incorrectly, step ladder verse extension ladder, speeding)

1. **Handling the Incident.**

- a. Ensure the ***Scene is Safe***
- b. Get ***Witness Statements***
- c. Get ***Photos*** of incident scene both up close and at a distance
- d. ***Investigate*** cause
- e. Ensure a ***Good Catch / Near Miss / Property Damage Report*** is completed within 24 hours (Note: A root cause analysis may be required.)

2. **Call Compass Safety Director:**

- a. Byron Kelly – 206-498-6995

3. **Scan, and/or e-mail all documents (reports, photos, and witness statements)** to the Safety Director and HR **within 24 hours.** (Keep copies for the project files)