

Near Misses Regulation

4310-44 | Near Misses Regulation

Date Approved: November 16 2015

Date Amended:

Near Miss Reporting—All Employees

1. As soon as possible after the event, report verbally to the appropriate supervisor any accident or incident they have witnessed or become aware of which had the potential to cause an injury or property damage.
2. Follow up within 24 hours with the completion of the Report Section of *Form 4310-YY - Near Miss Report*.
3. The site supervisor will, where applicable, ensure that the Director of Operations is informed as quickly as possible.

Accident or Incident Investigation

1. After receiving notification of a near miss, the site supervisor should , within 24 hours of the notification, conduct an investigation of the incident using the *Form 4310-YY - Near Miss Report*.
2. The near miss will be reviewed collectively, in a constructive way, recommending corrective actions and/or procedures to help prevent the recurrence of similar incidents.
3. The near miss investigation shall determine:
 - the place, date, and time of the incident;
 - the names and job titles of persons involved;
 - the names of any witnesses;
 - a brief description of the incident;
 - a statement of the sequence of events which preceded the incident;
 - identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
 - recommended corrective actions to prevent the recurrence of similar incidents, and
 - the name(s) of the person(s) who investigated the incident.
4. Any supervisor who requires assistance or advice in conducting a near miss investigation should contact the Director, Human Resources.

Debriefing of Incident

1. The supervisor will review *Form 4310-YY - Near Miss Report* at a staff meeting or with the site based health and safety committee, as appropriate.
2. For near misses that could have general application to other schools, the supervisor will submit the *Form 4310-YY - Near Miss Report* to the Superintendent.
3. The Superintendent will review the *Form 4310-40 - Incident Report and Investigation* and share the findings at the monthly Administration meeting, or ask the Secretary-Treasurer to share the findings with

the District Occupational Health & Safety Committee.

4. The supervisor will follow up with anyone affected by the near miss to ensure their well-being.

Serious Incidents

1. The supervisor must report to the Superintendent of Schools or Secretary-Treasurer as soon as possible any near miss with the potential to cause serious injury or damage.