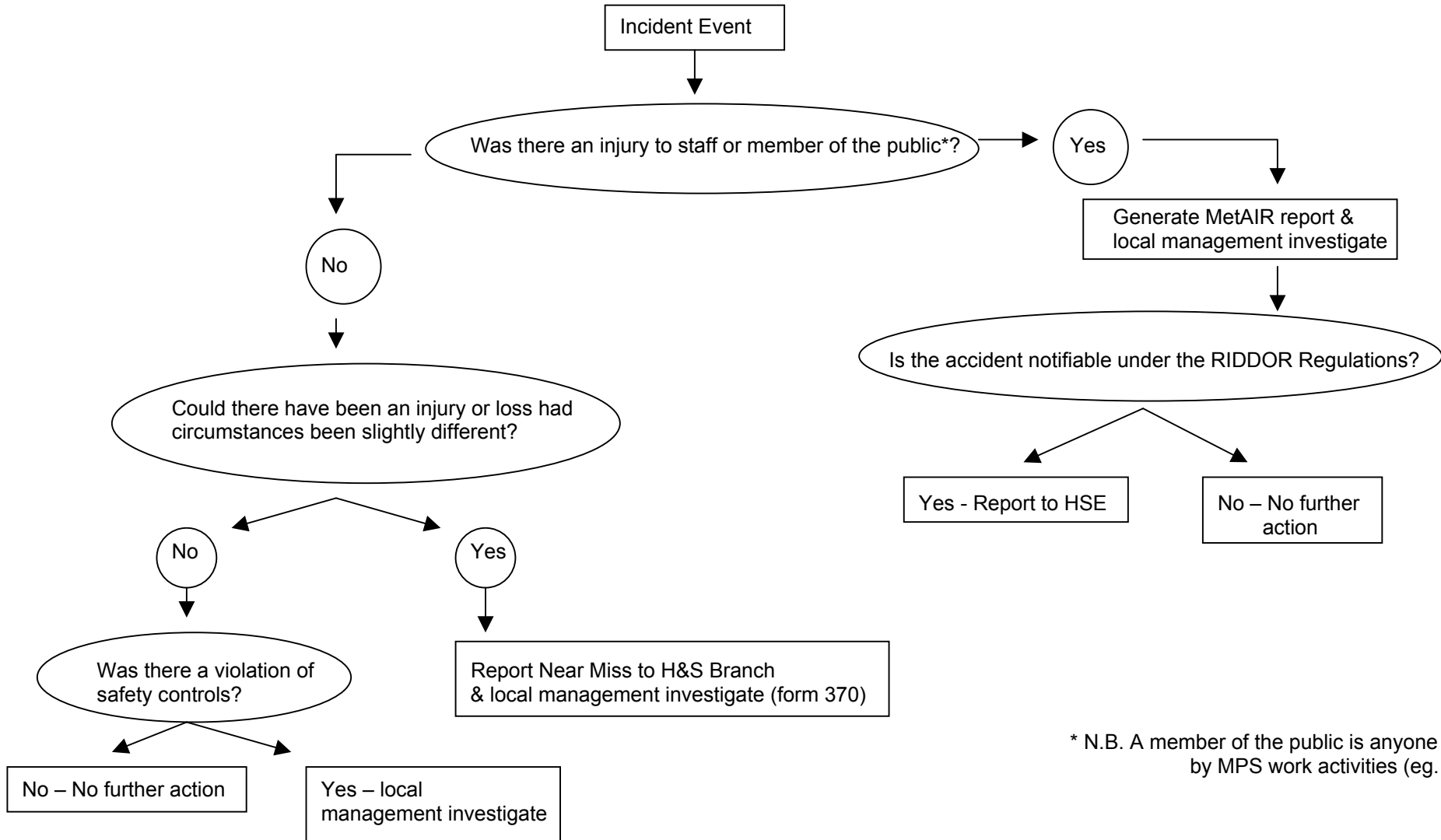


Near Miss Reporting Flow Chart and Form 370

Appendix 1 - How Near Misses fit into the existing scheme of incident reporting



* N.B. A member of the public is anyone else affected by MPS work activities (eg. a contractor)

Near Miss / Hazard Reporting Proforma

Serial No.:

Borough/Department:

Reporting a: Near miss Hazard

Date (if near miss): _____

Location of near miss / hazard

Near miss / hazard details

Was any action taken at time or since? If so, please describe.

Staff member reporting: Name: _____
(Optional) (print)

Signature:

Person receiving proforma: Name: _____
(print)

Date: _____

Signature:

Time: _____

Action taken and by whom

Information to Federation or Union Safety Rep: Yes No

Date: _____

Information to person reporting: Yes No

Date: _____

Action complete. Signed off by Borough Commander/Head of Department

Signature:

Copy to Health and Safety Branch.
Original form and associated documentation to be retained for 6 years.