



ENVIRONMENTAL HEALTH & SAFETY
DIVISION OF ENTERPRISE RISK MANAGEMENT

NEAR MISS REPORT

Questions about this form? Please call 951-827-5528
Email: ehs@ucr.edu

This form should be used to report an unplanned event which did **NOT** result in injury or ill health. (The University's incident and investigation report form should be used if someone has been hurt as a result of the incident. Link: <http://ehs.ucr.edu/forms/index.html>) The completed form should be sent to the Environmental Health & Safety department within 24 hours of the incident.

Section 1 – ABOUT THE INCIDENT

Location of Incident: _____ Time of Incident: _____ AM PM
Date of Incident: _____

Section 2: DESCRIPTION OF NEAR MISS (Briefly describe what happened and events leading up to the incident)

Section 3: ABOUT THE PERSON COMPLETING THIS FORM (Optional)

Name: _____ Job Title: _____
Department: _____ Phone Number: _____
Email: _____

Section 4: RECOMMENDATIONS TO PREVENT A SIMILAR INCIDENT

(Describe any actions which you have taken or recommend should be taken to prevent a similar incident in the future.)
