

4c. Near-Miss and Hazard Reporting Procedures

It is the expectation of the City that all employees and volunteers will take immediate action to correct any unsafe condition, piece of equipment, or work practice. If employees cannot correct the unsafe condition at the time of observation, it must be reported to a supervisor immediately.

The City will approach all near-misses as unresolved hazards. A near-miss is defined by OSHA as a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events.

When near-misses occur, it is the responsibility of involved and observing employees to report the near-miss to a supervisor or manager within 24 hours using the Near-Miss Incident Report form (available on MI Hub). Upon receipt of a near-miss report, management of the involved department(s) will review the report within 24 hours. Employees who wish to submit a Near-Miss Incident Report form anonymously may do so by following the instructions on the form.

Near-miss and observed hazard reviews will consider 1) the acts and events in question, 2) the current policy and system governing the work tasks and areas in the report, and 3) any causes of variance from expected process or status. Management will provide a response to the reporting party within 5 days to advise what solutions are being implemented. If additional research or planning is necessary, management will advise the reporting party of the timetable of this plan and advise when they will update staff on progress. Management will close communication with reporting staff when solutions have been implemented.