

GA16 Near miss or learning event report (Part 2)

To be completed by site management

Company name			
Project title		Contract no.	
Date		Location	
Reported by		Part 1 - date received	
Classification (tick)			
Health	<input type="checkbox"/>	Safety	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Third party/public	<input type="checkbox"/>
Main contractor	<input type="checkbox"/>	Sub-contractor	<input type="checkbox"/>
Details of the learning event (include all relevant information)			
Potential outcome (tick)		Potential severity (tick)	
Personal injury	<input type="checkbox"/>	Negligible	<input type="checkbox"/>
Property or equipment damage	<input type="checkbox"/>	Slight	<input type="checkbox"/>
Environmental issue	<input type="checkbox"/>	Moderate	<input type="checkbox"/>
Other (state)	<input type="checkbox"/>	High	<input type="checkbox"/>
		Very high	<input type="checkbox"/>
Lessons learned (consider immediate and root causes) (tick)			
Work environment			
Defective workplace	<input type="checkbox"/>	Design/layout	<input type="checkbox"/>
Housekeeping	<input type="checkbox"/>	Lack of room	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	Noise/distraction	<input type="checkbox"/>
Weather	<input type="checkbox"/>	Access/egress	<input type="checkbox"/>
Management			
System of work	<input type="checkbox"/>	Supervision	<input type="checkbox"/>
Training	<input type="checkbox"/>	Communication	<input type="checkbox"/>
Management of change	<input type="checkbox"/>		<input type="checkbox"/>
Plant/equipment			
Construction/design	<input type="checkbox"/>	Installation	<input type="checkbox"/>
Safety device	<input type="checkbox"/>	Operation/use	<input type="checkbox"/>
Mechanical failure	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>

GA16 Near miss or learning event report (Part 2) continued

Human factors			
Failure to follow rules		Instructions misunderstood	
Error of judgement		Lack of experience	
Unsafe attitude		Undue haste	
Horseplay		Lapse of concentration	
Fatigue		Working without authorisation	
Personal protective equipment (PPE)			
Design		Wrong type used	
Maintenance		Not provided/unavailable	
Not used			
Other			
Third party		Other (state)	
Under investigation			
Follow up			
Actions required		Responsible	Completed
Name		Position	
		Signature	
		Date	