

Near Miss Report Checklist

A near miss report captures incidents where injury or damage was narrowly avoided. Use this checklist to help prevent future accidents, improve workplace safety, and promote a proactive safety culture.

Why It Matters

- Identifies hidden risks before they cause harm
- Promotes a proactive safety culture
- Helps reduce insurance premiums
- Reveals safety patterns and improvement areas

What's Included in a Near Miss Report

- Incident Details – Date, time, and exact location
- Type of Near Miss – Unsafe act, condition, equipment issue, etc.
- Witness Information – Names and contacts for follow-up
- Incident Description – What happened and potential outcomes
- Safety Violations – Any breached procedures
- Root Cause Analysis – Why it happened (e.g., training gaps, equipment failure)
- Suggestions for Improvement – Preventive actions and ideas
- Completion Details – Name, signature, and date of reporter

Why Use Digital Near Miss Reports

- Fill forms via mobile devices (online or offline)
- Add photos, videos, and GPS data for context
- Auto-notify managers of new reports
- Track trends and analyze safety performance
- Standardize reporting with custom templates
- Reduce admin time with automated workflows

How Mondo Technologies Helps

- Mobile-friendly reporting, even offline
- Pre-built or custom form templates
- Automated submissions and alerts
- Fast review, trend tracking, and real-time updates
- Already trusted solution by several companies

MondoFlow transforms your safety process from a paperwork burden into a seamless, efficient digital workflow — saving time, improving safety, and boosting productivity.

Turn close calls into smart safety actions.

Digitize your safety process to protect your team and stay compliant.

Get Started with MondoFlow by Mondo Technologies GmbH
www.mondotechnologies.com

Near-Miss Incident Report	
Department Building/Work Area Witnesses Type of Near Miss: ☐ Near-Miss ☐ Safety Concern ☐ Safety Idea/Suggestion ☐ Other (describe) Comments 	Document Number Date of Incident Time of Incident Type of Near Miss: ☐ Unsafe Act ☐ Unsafe Condition of Area ☐ Unsafe Equipment Condition ☐ Unsafe Use of Equipment ☐ Safety Policy Violation ☐ Other (describe) Comments
Near-Miss Incident Report Describe the potential incident/hazard/concern and possible outcome (be detailed) Were safety procedures violated? Why was an unsafe act committed, or why was the unsafe condition present? Why was an unsafe act committed, or why was the unsafe condition present? 	
Near-Miss Incident Report COMPLETED BY Full Name Signature Date 	

