



Dept of Chemistry Near Miss Report & Prelim Analysis Form

Instructions: The person who experienced the near miss and their supervisor are requested to complete this form. Submit the completed form to Brenna Goode/Instructional Lab Staff.

Name of Filer:		Date of Near Miss:	
UI ID # Filer:		Date Reported:	
Address of Filer:		Near Miss Location:	
City, State, Phone:		Instructor/TA Name:	
Supervisor/PI Name:		Course & Section #:	

Near Miss Incident Description: Please provide a detailed description of the near miss. If possible, have the filer re-create the events; including who, what, when, where and why. If more space is needed, use the second page for additional description.

Preliminary Root Cause Analysis For Consideration (check all that apply)

Contributing Actions		Contributing Conditions	
<input type="checkbox"/> Use of safety devices	<input type="checkbox"/> Recapped needle	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Exposure
<input type="checkbox"/> Use of PPE	<input type="checkbox"/> Material Handling	<input type="checkbox"/> Condition of surface	<input type="checkbox"/> Noise
<input type="checkbox"/> Equipment condition	<input type="checkbox"/> Use of tools	<input type="checkbox"/> Ergonomic issue	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Appropriate equipment use	<input type="checkbox"/> Warning method	<input type="checkbox"/> Guards/barriers	<input type="checkbox"/> Fire/explosion hazard
<input type="checkbox"/> Procedural issues	<input type="checkbox"/> Type of clothing	<input type="checkbox"/> Tools/equipment	<input type="checkbox"/> Radiation
<input type="checkbox"/> Speed of operation	<input type="checkbox"/> Authorization issue	<input type="checkbox"/> Tools/Equipment not available	<input type="checkbox"/> Sharp object
<input type="checkbox"/> Lifting technique	<input type="checkbox"/> Awareness	<input type="checkbox"/> Lighting/Temp/Ventilation	<input type="checkbox"/> Inclement weather
<input type="checkbox"/> Operator skill	<input type="checkbox"/> Lost balance	<input type="checkbox"/> Work area	<input type="checkbox"/> Training
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	

Root Cause Analysis: Based on your analysis, please indicate what led to the near miss. (If more in-depth analysis is needed, use the 5-Why process on the second page.)

Possible Corrective Actions For Consideration (check those items that will help prevent recurrence)

<input type="checkbox"/> Isolate & guard the hazard	<input type="checkbox"/> Procedure change	<input type="checkbox"/> Gloves	<input type="checkbox"/> Safety goggles
<input type="checkbox"/> Automate a manual process	<input type="checkbox"/> Safety training	<input type="checkbox"/> Respirator	<input type="checkbox"/> Face shield
<input type="checkbox"/> Design out/remove hazard	<input type="checkbox"/> Add signs/warning label	<input type="checkbox"/> Safety glasses	
<input type="checkbox"/> Ventilation	<input type="checkbox"/> Improve housekeeping	<input type="checkbox"/> Safety shoes	
<input type="checkbox"/> Other:	<input type="checkbox"/> New/different tools/equip	<input type="checkbox"/> Lab coat	

<input type="checkbox"/> Other:	
Proposed timely corrective actions	Person(s) responsible for completing corrective actions

Supervisor/PI/Instructor/TA (Electronic) Signature:		Date:	
(Electronic) Signature of Filer:		Date:	
BET Member/Lab Staff (Electronic) Signature:		Date:	



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Incident Description: Continued from page 1. Use this space to add more information (if necessary).

5-Why Root Cause Analysis

By repeatedly asking the question "Why" (five is a good rule of thumb), you can peel away the layers of symptoms which can lead to the root cause of a problem. Example: Someone slipped and fell. (the problem)

- 1. Why? - The floor was wet. (first why)
- 2. Why? - The weather was bad and people tracked snow into the building. (second why)
- 3. Why? - The floor tile was not slip-resistant and did not absorb moisture. (third why)
- 4. Why? - The floor mats that are normally put out during bad weather were not put down. (fourth why)
- 5. Why? - The person that puts out floor mats during bad weather was absent that day and no one assumed his duties. (fifth why, a root cause)

Why 1:

Why 2:

Why 3:

Why 4:

Why 5:

Form routing

For research-related near misses, e-mail/deliver completed forms to **Brenna Goode** (E331 CB / brenna-goode@uiowa.edu).
For instruction-related near misses, email/deliver completed forms to the **Instructional Lab Staff** (W344 CB/ W444 CB/ chemistry-preproom@uiowa.edu)