CITY OF WINONA WINONA, MINNESOTA **ADMINISTRATIVE PROCEDURE**	NUMBER: 112-21	REVISED:	PAGE 1 OF 1
	SUBJECT: NEAR MISS FORM		

1.0 Purpose

The purpose of the Near Miss Form, which is located on the Intranet under Forms Online, is to maintain a safe and productive work environment within the City of Winona by offering a process through which near misses or close calls can be identified and resolved before an accident occurs.

2.0 Organizations Affected

All departments/divisions.

3.0 Process

Near Miss (close call) A near miss is a potential hazard or incident that has not resulted in any personal injury . Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. All employees are encouraged to fill out a near miss form to improve safety. City employees should fill out a near miss form found on the Intranet, under forms on line.

Evaluation
All near miss forms received will be reviewed and investigated by the City of Winona Environmental, Health and Safety Coordinator. In the event the near miss reveals a hazard or is an immediate threat to life or injury, the department head/supervisor will be notified to correct such hazards immediately. If such near miss is to improve a machine, procedure, etc., the suggestion will then go to a committee. The committee will consist of the Safety Coordinator, the affected department's supervisor and/or department head and 2 members of the safety team. The committee will then determine a plan to remedy the hazard.

Communication
It is the intention of the City of Winona to review each near miss in a timely manner. Individuals who fill out a near miss form will receive a written response to their notification.

4.0 Records

All phases of the process will be documented and kept at the Safety Coordinator's office for no less than 5 years.

DEPARTMENT:	ORIGINAL POLICY DATE:	SUPERSEDES:	PREPARED BY:	APPROVED BY:	DATE:
EHS COORDINATOR	8/18/2014	NONE	PWD	JRB	8/18/2014