TOOLBOX TALKS

NEAR MISSES

Toolbox Talks are designed to promote safety discussions and best practices on the jobsite. To see more Toolbox Talks, please visit cat.com/toolboxtalks.

Discussion Date: _____

Employee Participants:

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NEAR MISSES

A "near miss" can be defined as an unplanned event that did not result in injury, illness or damage — but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. Although human error is commonly an initiating event, a faulty process or system may permit or compound the harm, and is the focus of improvement.

☑ **WHAT ARE NEAR MISSES?**

- Workers should be able to see signs both night and day
- Near misses are just as serious as an accident
- They are not funny; they can be deadly
- Near misses are warnings that someone or something may not be performing the job correctly

☑ **RELY ON YOUR EMPLOYEES**

- Encourage employees to report all near misses
- Encourage employees to talk about near misses on a daily basis
- Allow the employee who reported the near miss to investigate the situation and help determine the corrective action

☑ **TAKE ACTION**

- Encourage open communication
- Be sure to take immediate action to correct conditions that contributed to the near miss
- Always provide feedback to both the employee who reported the near miss and the entire workforce
- Provide an anonymous "drop box" to ensure all near misses are reported
- Post all near misses so that all employees can be aware of them

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There are a lot of moving parts on the jobsite. To find a safety topic relevant to your operation, please visit cat.com/toolboxtalks.

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