

## Report of Unsafe or Unhealthy Working Conditions or a Near Miss Incident

\*A near miss is defined as an incident that has the potential to cause serious injury or property damage. The incident reveals a physical condition or employee action that could lead to future serious injury or property damage if not corrected.

This form is provided for the assistance of employees at Montana Tech and is not intended to constitute the only method by which a report may be submitted.	
Briefly describe the near miss incident or the hazard which exists, including the approximate number of employees and students exposed or threatened by this hazard.	
Location of unsafe or unhealthy condition or near miss incident. Be as specific as possible.	
Does this hazard immediately threaten death or serious physical harm or property environmental damage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you have any suggestions for corrective actions that could eliminate this hazard, or if it was a near miss, actions that could prevent it from happening again?	
Is this the first time this hazard or near miss has been reported? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
If this has previously been reported, when was it reported and to whom?	
Name of person reporting condition:	Date of incident or hazard recognition:
Department	Phone Number:
Name of person responding to report:	Date of response:
Action taken:	

Send form to EHS when completed.