

OSC 12
Ohio Safety Congress & Expo

**WELL AT HOME.
SAFE AT WORK.**

504 A Turnkey Near-Miss Reporting System

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Wednesday, March 28, 1:15 to 2:15 p.m.



A Turnkey Near-Miss System



Plastic Suppliers, Inc.

Introduction

- John Malaby –
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- Background - we have been using this system for 3 years . . .

Goals of this Session



- To gain the knowledge to use this Near-Miss System
- Example of levels of training;
 - **Knowledge:**
 - From memory, you will be able to describe how this system works.
 - **Skill:**
 - From memory, you will be able to use this system for making improvements at your work place.
 - **Ability:**
 - You and your employees will be able to consistently use this system in a manner that results in less injuries at your workplace.

Near-Miss System

These forms are not going to make your company any safer, it's what you do with them that makes your work place a safer and better place to work.

The form is a very small part of it. It's what you do with the information that counts not how you get it. If you try to get too much information up front, people will not take the time to fill it out.

There is no way to think of every type of situation to put on the form. You do not want to miss an opportunity because your form does not have a check box for what your employee **thinks** is a hazard.

What is a Near-Miss?

Near-misses are opportunities. If the underlying hazard is quickly identified and remedied, the likelihood of the event recurring is greatly reduced or eliminated.

If not identified, disclosed and properly managed, the incident may be forgotten and the underlying potential for damage remains.

Near-Miss System

- **Made up of two forms:**
 - Near-Miss Form
 - Near-Miss Investigation Form
- **Spread Sheet for tracking**

You can download these forms online...

Near-Miss System

- Has many uses...
 - Reporting of Injuries
 - Removing, Repairing and Reporting Safety Hazards
 - Motivates employees to get involved
- "Continuous Improvement Process"

These forms can also be used by your contractors that are on your site if something were to happen to them too.

Near-Miss System

- Since near-misses can be subjective, there can be confusion as to what constitutes a near miss.

Could someone benefit by learning from the event?

This is a simple test to identify one.

- The purpose of this form then is to record and report any such incidents that we can then investigate and correct to prevent a near-miss from becoming a more serious threat.
- *The near-miss report is to be completed when one of the following definitions occur that does not require any professional medical care. **They are...***

Near-Miss Categories



The goal of this system is to eliminate hazards and behaviors in the workplace that can cause harm to People, Property, and the Environment.

Minor Accidents/Injuries

- Minor injuries may include splinters, sprains and strains, bruises, cuts, foreign body in the eye, etc.
- Injuries may require first aid, but medical attention is not needed at the time of injury.

If not reported and medical attention is needed later, the claim is rejected on the FROI and the employee will have to prove it happened at work.

Unsafe Conditions/Hazards

- May result in a minor incident, or be seen as an accident waiting to happen.
 - Puddle of water or oil on the floor
 - Forklift driving with load not secured & wobbling
 - Hoist strap fraying
 - Improper storage of material
 - Fire extinguisher inaccessible
 - Guard removed from grinder or gap not set correctly

Failure to recognize an unsafe act due to inexperience.

Unsafe Behavior / At Risk Condition

- Employees demonstrating unsafe acts;
 - Driving forklift without seatbelt fastened
 - Using improper lifting techniques
 - Not wearing proper PPE for the task
 - Over loading forklift; trying to move too much stock at one time
 - Using a folding ladder (step ladder) without fully extending the arm into locking position or the wrong ladder for the job

Property Damage

- Condition or actions that could potentially cause damage to buildings, products, or equipment;
 - Forklift driver causes minor damage to a load, building, or piece of equipment
 - Not performing a pre-shift inspection on a piece of equipment and having a close call because of it

Potential Environmental Damage

- Condition that could potentially cause damage to the air, water, or soil;
 - Drum leaking chemical
 - Storing chemicals outside where they can be exposed to weather conditions that may cause a leak
 - Storm drains that have no protection against your product getting in the drain

Near-Miss System

You have your policy and procedure on one side and your form on the other.

Your employee does not have to remember anything except that they are to fill one out.

NEAR-MISS Reporting Policy
 This report is to be completed when one of the following conditions occur that does not require an occupational medical exam. The completed report should be sent to the Safety Office.

Procedures
 Social Near Misses can be subjective. There can be confusion as to what constitutes a near miss.

Could someone benefit by learning from the event? This is a simple test to identify one. If you are involved, participate, or observe a "near-miss," please use this document to report the incident and your observations.

The purpose of this form then is to report and identify any such incidents that we can then investigate and correct to prevent a near miss from becoming a more serious event.

Do this document a valid report of incidents and correct as near-misses. These include:

- Unsafe conditions
- Unsafe communications that had potential to be more serious
- Unsafe unsafe signs (such as those associated with slip)
- Events where a worker's error results
- Events where repetitive environmental stresses occur

Near-misses are opportunities. If the underlying report is properly identified and corrected, the likelihood of the event occurring is greatly reduced or eliminated. If not identified, the likelihood that property management the incident may be forgotten and the underlying potential for damage remains.

Through utilization of a broad near-miss definition, and distribution of reports that creates a range of incidents and observations, identification & investigation.

Safety Form: Near-Miss Report Revised: 02/05/08

Reporting of Injuries

Near-Miss Report BWC Accident Report

NEAR-MISS REPORT Revised: 02/05/08

Name: _____ Title: _____
 Department/Location: _____ Date: _____ Time: _____
 Supervisor: _____ Machine: _____
 Near-Miss Incident Description: _____

Was there any injury? YES / NO If yes, what? _____
 Is there a BWC for this? YES / NO If yes, what is the BWC number? _____
 Has a work order been issued for the repair of equipment? YES / NO / NA
 Was it covered in an emergency report? YES / NO / NA Work Order #: _____

Severity - Use the following scale to rate the severity of the incident. (1=Minor, 2=Major, 3=Critical)

1=MINOR 2=MAJOR 3=CRITICAL

Probability - Use the following scale to rate the probability of the incident occurring again.

1=LOW 2=MEDIUM 3=HIGH

Causes (primary & contributing): _____

Immediate action taken, if any: _____

Not completed for the following reason: _____

Safety Form: Near-Miss Report Revised: 02/05/08

Used for Minor Injury

First Report of an Injury, Occupational Disability or Death

Name: _____ Title: _____
 Department/Location: _____ Date: _____ Time: _____
 Supervisor: _____ Machine: _____
 Incident Description: _____

Severity - Use the following scale to rate the severity of the incident. (1=Minor, 2=Major, 3=Critical)

1=MINOR 2=MAJOR 3=CRITICAL

Probability - Use the following scale to rate the probability of the incident occurring again.

1=LOW 2=MEDIUM 3=HIGH

Causes (primary & contributing): _____

Immediate action taken, if any: _____

Not completed for the following reason: _____

Safety Form: Near-Miss Report Revised: 02/05/08

Used for Injury that must be treated outside the work place

Removing, Repairing and Reporting Safety Hazards

■ Near-Miss Report

If you find a safety hazard, see if you can correct it. If you can, fill out a Near-Miss Report with all the details and turn it in.

If you can not fix it yourself, do one of the following: Contact your Supervisor, fill out a maintenance work order, or write down on the form how you think it can be fixed.

Do not just bring us the problem, bring a solution too!

NEAR-MISS REPORT Revised: 02/05/08

Name: _____ Title: _____
 Department/Location: _____ Date: _____ Time: _____
 Supervisor: _____ Machine: _____
 Near-Miss Incident Description: _____

Was there any injury? YES / NO If yes, what? _____
 Is there a BWC for this? YES / NO If yes, what is the BWC number? _____
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Causes (primary & contributing): _____

Immediate action taken, if any: _____

Not completed for the following reason: _____

Safety Form: Near-Miss Report Revised: 02/05/08

Near-Miss System

- Why would an employee want to turn in a Near-Miss if he or she sees someone else doing something unsafe?
 - They do not want to see their co-worker get hurt
 - Accidents raise your company's BWC cost
 - Accidents can shut down a company
 - Also...

Safety Award

Yearly

If an Employee meets all the requirements for the year they will receive a safety award. This includes turning in four Near-Misses a year; one per quarter and it can not be for an injury.

To qualify for the yearly safety award, you must:

- 1) attend each monthly safety meeting
- 2) identify 4 near-misses (1 per qtr.)
- 3) not have any safety violations
- 4) no chargeable OSHA recordable accidents

Near-Miss Investigation

NEAR MISS INVESTIGATION		Report
Date Investigated:	Investigated by:	
<p>Objective: Cause of the near miss is determined, corrective action is recommended to prevent recurrence, corrective action is implemented, follow-up is done from the time corrective action is implemented.</p>		
<p>Describe subject later:</p>		
<p>Comments:</p>		
<p>Recommended Preventive Action:</p>		
<p>Preventive Training:</p> <ul style="list-style-type: none"> --- Change in work procedures --- Change in safety procedures --- Change in job safety analysis --- Work instructions/committees --- Safety committee activities --- Safety committee assignments --- Change in job safety analysis 		
<p>Equipment/Material:</p> <ul style="list-style-type: none"> --- Repair/replace or change safety equipment --- Repair/replace or change work area safety equipment/signification --- Use of safety equipment/signification --- Use of personal protective equipment --- Use of guarding devices 		
<p>City/State/Zip: _____</p> <p>_____ information only</p> <p>Please investigate this near miss and return this completed form to the safety office.</p>		
DATE COMPLETED	REMOVED BY	

Near-Miss Alerts

Communicating the Near-Miss is very important!

- Posting on your safety wall
- E-mailing Managers and Supervisors
- Safety meetings



Near-Miss Examples

Hazard		Slipped on ice at the top of the stairs in the parking lot
Hazard	804 Slinger	House Keeping - Fall and Trip Hazards
Injury	Line 3	Lifting metal core and hurt lower back
Injury	Line 2	Working on the feeder and hit a hose with a lot of dust on it, got plastic dust in eye
Injury		Missed a step and twisted his ankle
Hazard	Forklift	Horn not working
Hazard	N/A	Suggested to put a Stop sign up in the hallway from the reclaim room, break room, slitter room area
Behavior		Mike was lifting a metal core improperly
Injury	Line 2	Working on flap in the feeder system and had to climb up a ladder to fix it and foot slipped on rail and fell
Injury	Line 3	Working on nip roll inside roll unit and reached outside to activate nip and his neck touched a hot pipe
Behavior	Line 2	Forklift driver driving through "no go" zone while someone is standing inside the zone
Hazard	Line 4	Exposed razor blades on trim station that are used to take off excess trim
Hazard		Driving through the main hallway by the break room you can not see if someone is walking out and they can not see you
Hazard	801 Slinger	Hoist safety latch spring is broken
Hazard	Line 1	Moving heavy tub of water after changing water filters

Make sure you analyze your data for trends!

Near-Miss Success Story

Hazard: Moving heavy tub of water after changing water filters



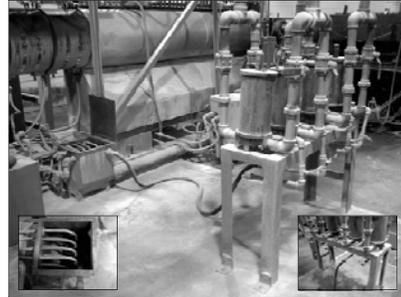
Near-Miss Success Story

Before: Drain water into big plastic tub on wheels then take it somewhere to dump it.



Near-Miss Success Story

After: Hose hooks up to each filter and is drained back into water run off.



Near-Miss System

- To get a copy of the forms go to
 - <http://www.malaby.net/near-miss>
 - Save it and you are ready to go...

Questions!

- Points of view, ideas, products, demonstrations or devices presented or displayed at the Ohio Safety Congress & Expo do not constitute endorsements by BWC. BWC is not liable for any errors or omissions in event materials.