

## GA16 Near miss or learning event report (Part 2)

### To be completed by site management

<b>Company name</b>			
<b>Project title</b>		<b>Contract no.</b>	
<b>Date</b>		<b>Location</b>	
<b>Reported by</b>		<b>Part 1 - date received</b>	
<b>Classification (tick)</b>			
<b>Health</b>		<b>Safety</b>	
<b>Environment</b>		<b>Third party/public</b>	
<b>Main contractor</b>		<b>Sub-contractor</b>	
<b>Details of the learning event (include all relevant information)</b>			
<b>Potential outcome (tick)</b>		<b>Potential severity (tick)</b>	
Personal injury		Negligible	
Property or equipment damage		Slight	
Environmental issue		Moderate	
Other (state)		High	
		Very high	
<b>Lessons learned (consider immediate and root causes) (tick)</b>			
<b>Work environment</b>			
Defective workplace		Design/layout	
Housekeeping		Lack of room	
Lighting		Noise/distraction	
Weather		Access/egress	
<b>Management</b>			
System of work		Supervision	
Training		Communication	
Management of change			
<b>Plant/equipment</b>			
Construction/design		Installation	
Safety device		Operation/use	
Mechanical failure		Maintenance	

**GA16 Near miss or learning event report (Part 2) continued**

Human factors			
Failure to follow rules		Instructions misunderstood	
Error of judgement		Lack of experience	
Unsafe attitude		Undue haste	
Horseplay		Lapse of concentration	
Fatigue		Working without authorisation	
Personal protective equipment (PPE)			
Design		Wrong type used	
Maintenance		Not provided/unavailable	
Not used			
Other			
Third party		Other (state)	
Under investigation			
Follow up			
Actions required		Responsible	Completed
Name	Position	Signature	Date