NEAR-MISS REPORTING SOP TEMPLATE

Customize this template to meet local needs. The fire department will need to create a near-miss report that meet local needs. As an option, the fire department can use the on-line reporting program available at [www.firefighternearmiss.com](http://www.firefighternearmiss.com) and print out a hardcopy of the report generated by the on-line program.

**Background**

Near-miss reporting is a reliable method that is proven in many industries to reduce injuries, fatalities, and equipment loss. The goal is to identify and correct errors using, whenever possible, a non-punitive strategy to educate personnel, identify unsafe practices, and to modify unsafe behavior.

**Scope**

This policy applies to all members of the fire department in both emergency and non-emergency responses and situations.

**Definition**

A near-miss is defined as an unintentional unsafe occurrence, unsafe act, or unsafe condition that could have resulted in an injury, a fatality, or property damage.

**Purpose**

The purpose of this SOG is to ensure confidential, non-punitive near-miss reporting system to achieve the following goals:

1. To give firefighters the opportunity to learn from each other through real life experiences to help prevent injuries and fatalities.
2. To help formulate strategies to reduce firefighter injuries and fatalities.
3. To enhance the safety culture of the <Anytown> Fire Department.

**Guidelines**

It remains the responsibility of each and every member of the <Anytown> Fire Department to commit to safe work behaviors and to operate within standard operating guidelines at all times. Chief officers and company officers carry an additional responsibility of ensuring that all members of their crew are operating in a safe manner.

However, unintentional, unsafe situations (near-misses) may occur. Situations that qualify as near misses are essentially in the eyes of the reporter. If a reporter is involved in or witnesses an event and believes it is a near miss, then a report should be filed.

**Procedures**

1. Any fire department member may submit a near-miss report (Note: The fire department will need to create a report form or use the on-line reporting option). Complete the report form and place it in the mailbox for the assistant fire chief.
2. The reporter can either submit the report anonymously, or provide contact information. Anonymity and confidentiality shall be respected, and no member submitting a near-miss report shall be forced to identify themselves. No member of the fire department shall make an attempt to discover the identity of any member who files a report anonymously. Members who voluntarily submit their contact information to the department will remain anonymous.
3. Multiple reports of the same incident are allowed and will provide different perspectives of the incident, thereby adding additional value to reporting the incident.
4. A copy of the report shall be submitted to the fire department safety officer.
5. Once the report has been submitted, the safety committee will review the report and make public a completed synopsis of events.
6. The safety committee shall recommend to the fire chief corrective actions needed to prevent the near miss from becoming a serious injury or fatality within the fire department.

**Exemption from Disciplinary Action**

The goal of the near miss reporting program is to encourage the reporting of unsafe practices and behaviors so corrective action may be taken to reduce injuries, fatalities, and loss, in a non-punitive manner. Members who commit an error while in the performance of their duty shall be exempt from disciplinary action provided:

1. they promptly file a near-miss report,
2. their actions were not a willful violation of department policy, and
3. did not purposely place firefighters or civilians in harm’s way unnecessarily.

However, the near-miss reporting program is not a “get out of jail free” card. Members who willfully violate department policy may be subject to disciplinary action under the department’s disciplinary action policy.