



Near Miss Documentation

Rev. # 0.1

Date 10/13/2025

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Purpose

Tracking near misses helps the Company identify hazards and weaknesses in risk management programs, allowing corrective actions to prevent future incidents. Proactive monitoring reveals potential safety concerns early. Using Procore ensures visibility, enables timely action, and provides company-wide metrics.

Procedure

1. Log the Near Miss in Procore: Navigate to: **Observations** → **Near Miss**
 - a. **Title:** Include “Near Miss” and “Date of event” as well as subs involved.
 - b. Example: “Near Miss 05/25/2024 with Charter & Acme”.
2. Complete all required fields in the drop-down menus
3. Assign Responsibility
 - a. Assign the observation to any employee or subcontractor who needs to review or take action.
 - b. Note: Only the originator can edit the observation, but assigned individuals can add comments (e.g., corrections, actions taken).
4. Distribute Notification to:
 - a. Safety Team (Mike Gribble)
 - b. HR Director
 - c. Other relevant team members
 - d. In Description box, add description of what happened along with Cause and any Corrective Action or Lessons Learned from the event.
 - e. See example below
5. Take Action or Make Corrections
 - a. Send as “Initiated” status to assigned person(s) allowing them to make corrections if additional facts arise or take any required actions
 - b. When all comments and actions are taken, owner or assignee closes Near Miss Observation

New Observation

GENERAL INFORMATION

Type: **Near Miss** Status: **Ready For Review**

Title: **Near Miss - N.A.S. Waterproofing, Miss: NGS Testing 8/13/24** Priority: **Medium**

#: **22** Trade: **OTA Waterproofing**

Location: **LEVEL 2** Spec Section:

Assignee: **Tray McMurtry (Crain Construction, Inc.)** Distribution: **Mike Gribble (Crain...)**

Due Date: **8/29/2024** Private: ☐

Contributing Condition: **Workstation Layout** Contributing Behavior: **Planning**

Hazard: **Struck By**

Description:

At approximately 11 AM on 8/13/2024, two employees were attempting to hoist material/tools up to their swing stage. The employees had wrapped the material/tools with a rope and attempted to raise them by hand. During the hoisting process, the items snagged a piece of scaffolding and dislodged it from its secured position. The piece fell approximately eight feet down and landed near two waterproofing employees.

Description of Near Miss Condition: Employees were working in the outdoor plaza area on level 2 of the building. The WASCO (masons), NGS Waterproofing, and NGS Testing services (working on testing windows) were working in close proximity of each other.

Causes: The planned hoisting path was inhibited by scaffolding set up nearby. Employees needed to plan a safer hoisting path for material. Better coordination

Corrective Action: Employees need to plan hoisting path in an area where items are free from accidentally snagging on surrounding equipment or material.

Attachments: **% Attachments** **Drag and Drop Files**