

NMSU Environmental Health & Safety
Supervisor's Incident Investigation Report
(Near miss or minor incident)

To be completed by the supervisory person most immediately responsible for the operation in which the incident or near miss occurred as soon as possible after the occurrence. Forward completed report to Environmental Health & Safety Executive Director or ehs@nmsu.edu. This information is for use in preventing similar incidents and potential losses in the future.

Describe Incident <i>in detail</i> :
Name of Worker(s) affected by near miss incident:
Job Title(s):
Department and unit:
Name(s) of Witness(es):
Witness Locations:
Date and Time of Incident/Loss:
Date and Time when Incident Reported:
General Location of Incident:
Specific Location of Incident:
Was employee performing normal job duties? If no, describe job when incident occurred:

Was employee wearing personal protective equipment? Describe specific equipment worn.

Describe object, machine, or equipment involved in the incident:

Guards and safety devices in place?
Yes
No
N/A

Chemical involved in incident?
Yes
No
N/A

Rush in production schedule or job duties?
Yes
No
N/A

Analysis of the loss:

Give your opinion as to why the loss happened and how it could have been avoided

Prevention:

What have you done or what would you recommend be done to prevent a similar incident or loss?

Person Completing Report:

Name (type)

Signature