

NEAR MISS POLICY AND PROCEDURES

RCP II-A.5 Requirement

Near Miss policy and procedures to include reporting, investigations and corrective and preventive actions.

Note: This is a new RCP requirement that all AWO member companies must have to be compliant with the RCP.

Definition Examples

- A near miss is defined as any observation or occurrence of a hazard that has the potential for, but has not yet caused any bodily injury and/or property damage.
- A near miss is an event, or sequence of events, that did not result in an injury or incident but which, under slightly different circumstances, could have done so.
- A near miss is not a claim or a repair order, it is an unplanned event that did not result in injury or damage, but had the potential to do so. Near misses provide an opportunity to learn without consequences.

Required Near Miss Policy and Procedures Elements

- Written policies and/or procedures for addressing near miss reporting
- Near miss report information incorporated into future risk assessments
- Procedures for near miss investigations
- Procedures to address near miss corrective actions

Note: For companies to be RCP compliant, they must have written records to demonstrate compliance with the procedures in the requirement.

Other Near Miss Policy & Procedures Considerations

- Responsibilities for near miss investigations
- Root cause analysis
- Preventive and corrective actions
- Lessons Learned reports and communications
- Time lines established for actions and completion
- Timely notifications
- Training for employees and investigators
- Branches of policy violations identified
- Inspections following near miss incidents