



KENTUCKY
AGC Self Insurers' Fund

Near Miss Reporting That Crews Actually Use: Simple Forms, Feedback Loop, Closeout

Near miss reporting is one of the best ways to prevent injuries, equipment damage, and project delays before they become serious incidents. The challenge is not convincing workers that reporting matters. The challenge is creating a process crews will actually use. Programs that are complicated, slow, or disconnected from field operations usually fail. Effective systems focus on three things: simple forms, a visible feedback loop, and reliable closeout.

Keep Reporting Simple

If reporting takes too long, participation drops quickly. A good near miss form should capture only the information needed to take action:

- What happened
- Where it happened
- What could have happened
- Immediate corrective action taken
- Suggested improvement

Avoid long narratives and excessive checkboxes. Mobile friendly reporting works well because most workers already carry phones or tablets. Paper cards can also be effective where digital access is limited. The key is accessibility. Workers should not need to leave the work area or spend excessive time completing reports.

Create a Visible Feedback Loop

One of the fastest ways to lose participation is silence after a report is submitted. If crews never hear what happened afterward, they assume reporting does not matter. Every report should receive visible follow up through:

- Toolbox talks
- Posted lessons learned
- Photos of corrected hazards
- Recognition for workers who identified risks

The feedback loop should answer three questions: *Was the issue reviewed? Was action taken? Did conditions improve?* When workers see real changes resulting from reports, participation increases naturally.

Focus on Closeout

Near miss reporting only creates value when corrective actions are completed. Open items that remain unresolved damage credibility and reduce future participation. Each report should include:

- Assigned responsibility
- A target completion date
- Verification that corrective actions were completed

Many effective corrective actions are simple improvements in planning, housekeeping, staging, or communication.

Build a System Crews Trust

The best near miss reporting systems are practical, fast, and responsive. Simple forms encourage participation. Feedback builds engagement. Consistent closeout builds trust. When these elements work together, near miss reporting becomes a practical tool for preventing incidents and improving project performance.