# 5. [USING NEAR-MISS REPORTING TO ENHANCE SAFETY PERFORMANCE (RS301-1)](https://www.construction-institute.org/using-near-miss-reporting-to-enhance-safety-performance-4c629b51591dbe39a01ac5f1a923d18d)

**Report Summary:** This study is relevant to construction industry safety programming and covers leadership commitment, employee engagement, and health, safety, and environmental (HSE) personnel involvement. The necessary steps to implement and sustain an effective near miss reporting program are included as well as electronic reporting tools to implement and maintain the program. Three key points must be emphasized for successful program implementation:

1. A project’s near miss program must receive unwavering support from all levels of management, including the owner and the contractor.
2. This support must include the resources necessary to implement and manage the program.
3. The intent and beneﬁts of the program, the reporting methods, and the expected feedback on a reported near miss must be clearly communicated to all project personnel.

Near miss reporting was found to lower the OSHA TRIR, increase communication and trust with regard to safety for construction site personnel, and further enable workers to identify hazardous conditions and unsafe worker behavior.

**Key Takeaways:**

## (1) Communicate to all project personnel the intent and beneﬁts of the near-miss reporting program, the reporting methods, and the expected feedback regarding reported near misses.

## (Project Phase: Detailed Scope through Operate Facility)

* Conduct a comprehensive training session for all project personnel that highlights the purpose and advantages of the near-miss reporting program.
* Clearly outline the reporting procedures, including who to report to, how to document near misses, and timelines for reporting.
* Establish open channels of communication for feedback on reported near misses to ensure that workers feel heard and valued for their contributions to safety.
* Regularly reinforce the importance of near-miss reporting through ongoing communication and updates during project meetings.
* Provide examples of successful near-miss reporting instances to illustrate the program's effectiveness and encourage participation.

## (2) Earn support from all levels of management, including the owner and contractor.

## (Project Phase: Detailed Design and Procurement through Operate Facility)

* Implement a clear communication strategy to ensure that all levels of management understand the importance of the near-miss reporting program.
* Allocate sufficient resources for the implementation and maintenance of the near-miss reporting program.
* Provide regular training sessions to educate all project personnel about the near-miss reporting program and its benefits.
* Foster a culture of transparency and trust in which workers feel safe to report near misses without fear of reprisal.

## (3) Obtain the resources necessary to implement and manage the near-miss reporting program.

## (Project Phase: Construction through Operate Facility)

* Allocate sufficient budget funding that is specifically designated for implementing and managing the near-miss reporting program.
* Provide necessary training and education for all personnel involved in the program.
* Assign dedicated personnel or teams to oversee and maintain the program's effectiveness.
* Ensure access to technological resources and tools that are required for data collection, analysis, and reporting.

## [(4) Tool: Using Near Miss Reporting to Enhance Safety Performance (define near misses, promote safety culture, manage data effectively).](https://www.construction-institute.org/near-miss-reporting-database-tool)

## (Project Phase: Construction through Operate Facility)

* Define the program’s structure by establishing a blame-free environment that encourages near-miss reporting, and clarify the concept of near-miss reporting to all participants.
* Ensure effective roll-out with leadership commitment, training, and clear communication across all levels of the organization.
* Streamline data collection through accessible reporting tools to facilitate the reporting of incidents and to address language or cultural barriers that may hinder effective reporting.
* Analyze data to identify root causes, classify risks, and develop corrective actions for reported near misses.
* Encourage continuous improvement by regularly reviewing the program’s effectiveness, communicating the program’s results, and promoting a culture of safety awareness.