

Date 18 July 2024	Contact Sofie Lindvald Johansen	Email sljo2@vd.dk	Phone +45 7244 2920
Case ID	Version	Controlled by	Approved by

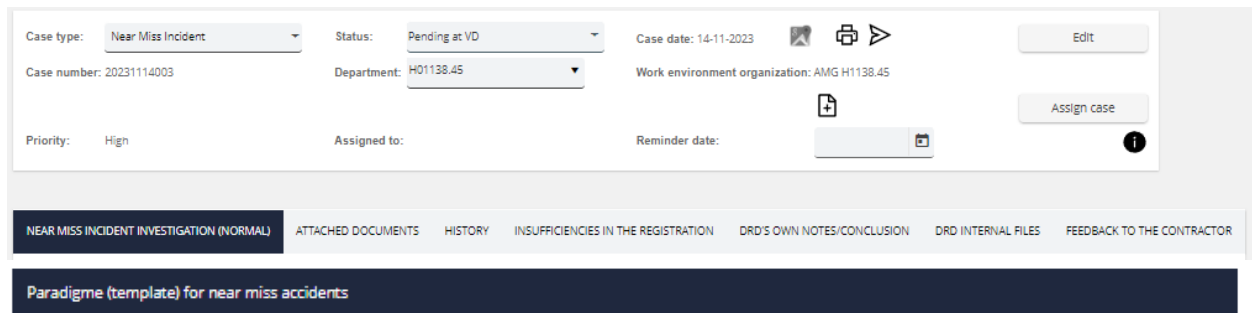
# Example of a Near miss incident report

*Definition: An example is a typical case presented to show a possible solution. Typically "Best Practice" for the task given.*

## 1 Near-miss incident report

Since 1 January 2022, accidents and near-miss incidents has been reported to the Road Directorate in the SafetyNet system. The system does not contain any personally sensitive data, as this is not necessary for our processing and learning about occupational accidents and near-miss incidents. Below is an anonymized example of a completed near miss incident report.

Reservations are made that, because of the ongoing development of SafetyNet, there may be minor changes in the information required to be entered into the system compared to the content of the form below.



The screenshot shows the SafetyNet system interface for a Near Miss Incident report. The form includes fields for Case type (Near Miss Incident), Status (Pending at VD), Case date (14-11-2023), Case number (20231114003), Department (H01138.45), Work environment organization (AMG H1138.45), Priority (High), Assigned to, and Reminder date. There are buttons for Edit, Assign case, and a help icon. Below the form is a navigation bar with tabs: NEAR MISS INCIDENT INVESTIGATION (NORMAL), ATTACHED DOCUMENTS, HISTORY, INSUFFICIENCIES IN THE REGISTRATION, DRD'S OWN NOTES/CONCLUSION, DRD INTERNAL FILES, and FEEDBACK TO THE CONTRACTOR. The selected tab is NEAR MISS INCIDENT INVESTIGATION (NORMAL), which displays the title "Paradigme (template) for near miss accidents".

### Guidance for recording and investigating near incidents:

The Danish Road Directorate (DRD) wishes to identify Near Miss Incidents that take place in relation to DRD projects. DRD expects the ITThe expectation is to obtain more knowledge and gain greater insight into industrial near incidents. Generally, the present paradigm for investigation and registration is expected to contribute to a better learning of near incidents as well as an efficient prevention both in the short and in the long run.

This paradigm is to be used, if the incident did not cause personal injury. In case of personal injury you are referred to "Paradigm for investigation of accidents for the Danish Road Directorate's building, construction, operation and maintenance works".

On the last page you'll find the Danish Road Directorate's definitions of "industrial accident" and "near incident", respectively.



## 2. Course of events:

Describe what happened

[maskeret]

## 3. In which way did the near incident happen

Under which type of damage should the near incident be recorded? (Had an incident occurred)

Fall at same level

## Causes and contributing factors

*The questions below do not form an exhaustive list – please add further information under comments.*

The form is to be completed by ticking the boxes and providing comments.

For incidents involving injuries of a psychological nature, the immediate supervisor will assess the level of detail of the investigation.

The form is divided into the following sections and is to be filled in as stated:

1. General information: Fill in the fields and tick the boxes, where you can answer YES to the information
2. Course of events: Give an account, as accurately as possible, of the course of events
3. In which way did the near incident happen: Tick the category which is the most suitable category or elaborate under "Other". A distinction is made between near incidents happening on the actual construction site and near incidents happening when moving between the traffic area and the work area.
- 4.-18. Causes and contributing factors: Tick where you can answer YES to the information and possibly elaborate more in detail under "Comment."
19. Preventive measures: The fields are to be filled in with the actions and the agreements that have been concluded regarding preventive measures.
20. Tick whether the company's own H&S Organisation (AMO) has been involved in the investigation of the near incident.
21. Images: IMPORTANT! Insert images from the scene of the near incident, e.g. machines, surroundings, special conditions etc. See also section 21.
22. Reserved for DRD's Emergency Contact (AMK)/H&S person. Additional information, conclusion, notes etc. as well as quality assurance of the investigation of the near incident.

**Remember to change the status to "Pending at VD" when you have filled in the details.**

## 1. General information

Employer:

[redacted]

Nationality of the employer:

Danmark

Personnel group of injured party:

Construction Management and Others

Place of incident:

[redacted]

Plot/mileage

KM 14.5

Date:

14-11-2023

Time:

10:30

Investigation carried out by:

[maskeret]



## 2. Course of events:

Describe what happened

[maskeret]

## 3. In which way did the near incident happen

Under which type of damage should the near incident be recorded? (Had an incident occurred)

Fall at same level

## Causes and contributing factors

The questions below do not form an exhaustive list – please add further information under comments.

## 4. Layout of the construction site – physical factors

Mark with X if yes, and fill out comment:

- 4.1 Was there a lack of space or light? ☐
- 4.2 Did the employee, or others, have insufficient view? ☐
- 4.3 Was there a lack of bracing, screening or closing off? ☐
- 4.4 Was there a lack of effective alarms or escape opportunities? ☐
- 4.5 Other? ☐

## 5. Traffic and transport – physical factors

Mark with X if yes and fill out comment.

- 5.1 Was it unclear where the road traffic was to take place? ☐
- 5.2 Was the terrain/surface/road/floor uneven? ☐
- 5.5 Did the employee have limited view? ☐
- 5.6 Was the marking plan followed? ☐
- 5.7 Was there a lack of signage? ☐
- 5.8 Was there clutter and/or disorder on access and traffic roads? ☐
- 5.9 Other? ☒

5.9 Comment

Manglende afrensning af mudder samt afledning af vand.



#### 6. Humans – physical factors

Mark with X if yes and fill out comment.

- 6.1 Did violent or threatening persons cause the near incident? ☐
- 6.2 Were people making sudden movements a contributing factor? ☐
- 6.3 Were people who were physically or mentally weakened a contributing factor? ☐
- 6.4 Other? ☐

#### 7. Handling of topics – physical factors

Mark with X if yes and fill out comment.

- 7.1 Did lifting, pushing or carrying cause the near incident? ☐
- 7.2 Did the design or weight of the item matter? ☐
- 7.3 Was the item handled in a poor working position? ☐
- 7.4 Was the item inappropriately placed? (How?) ☐
- 7.5 Was there a lack of technical aids? (Which?) ☐
- 7.6 Is there a technical aid for the task? ☐
- 7.7 Was it impossible to use technical aids? ☐
- 7.8 Other? ☐

#### 8. Chemical or biological factors

Mark with X if yes and fill out comment.

- 8.1 Was the near incident caused by skin contact/eye contact/inhalation or ingestion of chemical or biological substances and materials? ☐
- 8.2 Was the near incident caused by inappropriate storage and placement? ☐
- 8.3 Was the substance or the material inappropriately handled? ☐
- 8.4 Was insufficient/no personal protective equipment used? ☐
- 8.5 Was personal protective equipment unavailable? ☐
- 8.6 Was it possible to substitute? ☐
- 8.7 Was it possible to remove/prevent the impact at the source? ☐
- 8.8 Other? ☐



#### 9. Mess and disorder – physical factors

Mark with X if yes, and fill out comment:

9.1 Was the near incident caused by falling and tripping over an object?

☐

9.2 Was the surface slippery/uneven?

☒

9.2 Comment

Mudder opstået pga. det meget regn.

9.3 Did the employee have anything in his/her hands? (lack of visibility)

☐

9.4 Was space inadequate?

☐

9.5 Was it impossible to use technical aids?

☐

9.6 Other?

☐

#### 10. Insufficient maintenance of auxiliary means and machines – physical factors

Mark with X if yes and fill out comment

10.1 Were the auxiliary means/machines damaged or reduced?

☐

10.2 Was the near incident caused by insufficient cleaning or maintenance of aids/machines?

☐

10.3 Did the near incident occur while the aid/machine was being repaired, maintained or cleaned?

☐

10.4 Other?

☐

#### 11. Auxiliary means or machines – physical factors

Mark with X if yes, and fill out comment:

11.1 Was the aid/machine unsuitable for the task?

☐

11.2 Was the aid/machine insufficiently designed?

☐

11.3 Was the aid/machine operated incorrectly?

☐

11.4 Other?

☐

#### 12. Other concerns than safety – planning and personal factors

Mark with X if yes, and fill out comment:

12.1 Were there any conflicts with other legislation, time, quality, deadlines, ethics, etc.?

☐

12.2 Was the employee disturbed/distracted by other events/tasks performed at the same time?

☐

12.3 Did the injured party/colleagues show any special risky behaviour?

☐

12.4 Other?

☐



### 13. Conditions in the surroundings

Mark with X if yes, and fill out comment:

- 13.1 Did noise drown any warning signals? ☐
- 13.2 Was glaring light a contributing factor? ☐
- 13.3 Was strong wind or cold/the weather a contributing factor? ☐
- 13.4 Other? ☐

### 14. Insufficient planning of the work

Mark with X if yes, and fill out comment:

- 14.1 Did lack of knowledge about the work mean that it was not planned safely? ☐
- 14.2 Were there any challenges/changes in weather conditions or predictable malfunctions that were not taken into account? ☐
- 14.3 Were the wrong aids/protective aids chosen? ☐
- 14.4 Was there a lack of time, resources, support/help to get the job done? ☐
- 14.5 Was the sequence or timing an aggravating factor? ☐
- 14.6 Other? ☐

### 15. Insufficient professional skills

Mark with X if yes, and fill out comment:

- 15.1 Did the employee lack knowledge of the task? ☐
- 15.2 Did the employee lack relevant vocational training? ☐
- 15.3 Did the employee lack experience with similar tasks? ☐
- 15.4 Was there a lack of instructions for the task? ☐
- 15.5 Other? ☐

### 16. Insufficient knowledge about safety

Mark with X if yes, and fill out comment:

- 16.1 Was lack of knowledge about safety a factor? ☐
- 16.2 Had a risk assessment been made of the task? How? ☐
- 16.3 Other? ☐



### 17. Human conditions

Mark with X if yes, and fill out comment

- 17.1 Did the employee misjudge the situation? ☐
- 17.2 Were other people's unexpected actions a factor? ☐
- 17.3 Was there a failure in communication with others? ☐
- 17.4 Was the employee tired, inattentive or weakened? ☐
- 17.5 Was the emergency response plan followed? ☐
- 17.6 Other? ☐

### 18. Insufficient safety equipment

Mark with X if yes, and fill out comment

- 18.1 Did the employee use the wrong equipment? ☒
- 18.1 Comment
- 18.2 Was the employee's incorrect use of the equipment a factor? ☐
- 18.3 Did the employee use the correct safety equipment? ☐
- 18.4 Was the correct safety equipment available and within reach? ☐
- 18.5 Were instructions given in the safety equipment? ☐
- 18.6 Were there any malfunctions of the safety equipment? ☐
- 18.7 Other? ☐

Der skulle være anvendt sikkerhedssko med mere skridsikket mønster

### 19. Preventive measures

Klik på tryllestav for at lave en løsning

- Handling på kort sigt:
- Handling på lang sigt:

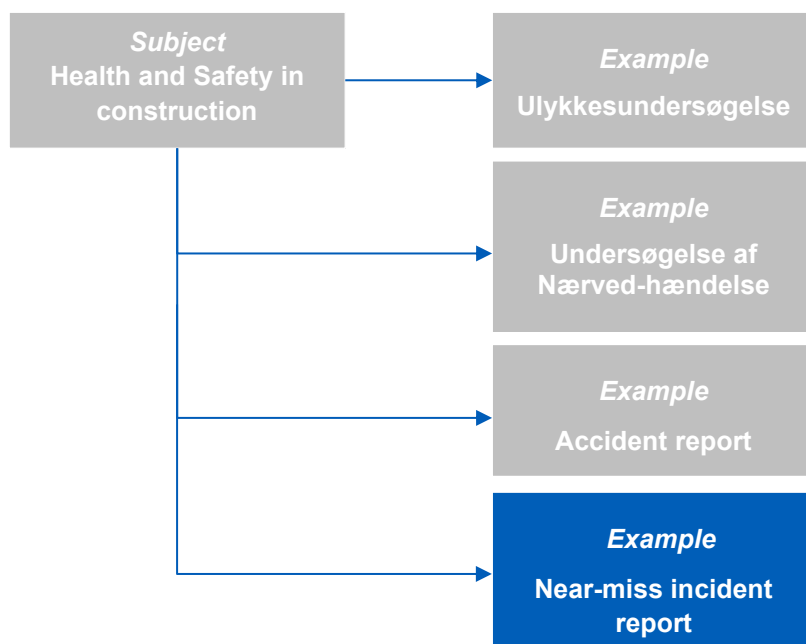
Købe nye bedre sikkerhedssko

Bedre til at aflede vand væk fra området



## 2 Documents

This document relates to the documents below (marked in grey).



## 3 Dokumentstyring

Godkendt af	Enhed/netværk	Emne i KLS	Næste revision	Adgang	Journal nr.	Forfatter
KIR/DT-EOM-MYA 18/7-2024	DT-EOM-MYA / Arbejdsmiljø iht. bygherreansvar	Styring af entrepriser	31. december 2026	<input type="checkbox"/> Intern <input checked="" type="checkbox"/> Ekstern	EMN-2024-36226	SLJO2/ DT-EOM-MYA 18. juli 2024