

HCSS Safety – Near Miss Field Report

This guide details how to document and report Near Misses using the Near Miss module of the HCSS Safety Application. HCSS Safety Application allows users to document Near Misses using industry standard classification methods.

Recording a Near Miss

Select the Near Miss Icon from the Field Safety Home Page.

Confirm the Job, date and time are Accurate



Near Miss

A. Description of Issue and Location

1. Type or dictate a description of the Near Miss.
2. Type or dictate a location the Near Miss occurred on the site.

B. Add People to Near Miss (Optional)

1. In the box title **Employees Involved** tap on **Add People**.
2. An employee picker appears where you can select the employees involved in the Near Miss.
3. To change the **Source** of the employees, tap on **Source** and switch the **source** from **Job** to **Library**.

C. Add Photos by Taping on the **Photos icon** under the **Description of Location** to upload a photo from the Gallery or take a photo from the Camera.

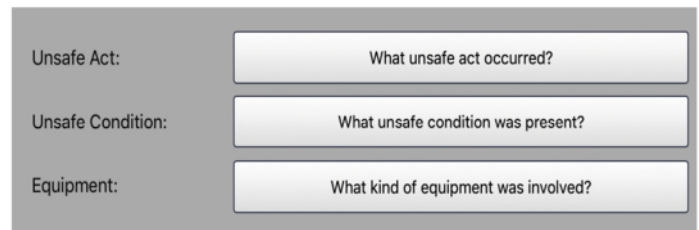
D. Select Categories

1. **Type** – Tap on **What is the Near miss type?** for the Near Miss Types drop down to appear
2. **Severity** - Tap on **If an accident occurred, how bad would it be?** for the Near Miss Severity drop down to appear.

3. **Probability** – Tap on **What are the odds of this occurring?** for the Near Miss Probability drop down to appear.
4. **Exposure** – Tap on **How many people were potentially at risk?** for the Near Miss Exposure drop down to appear

E. Select Specifications

1. **Unsafe Act** – Tap on **What unsafe act occurred?** for The Near Miss Unsafe Act drop down to appear.
2. **Unsafe Condition** – Tap on **What unsafe condition was present?** for the Near Miss Unsafe Condition drop down to appear
3. **Equipment** – Tap on **What kind of equipment was involved?** for the Near Miss Equipment drop down to appear



Unsafe Act: What unsafe act occurred?

Unsafe Condition: What unsafe condition was present?

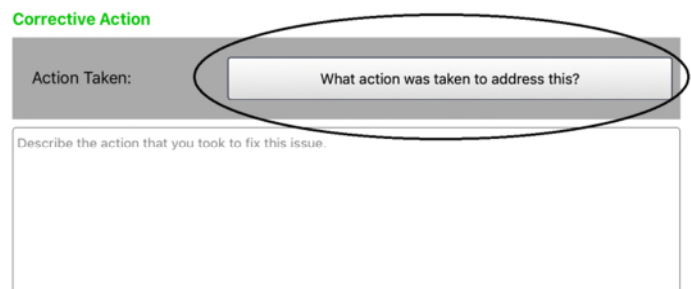
Equipment: What kind of equipment was involved?

Note: Selecting an option from one drop down will automatically open the next question box.

F. Corrective Action

1. **Action Taken** – Tap on **What Action was taken to address this?** to view drop down options for Action Taken.
2. In the **Text** box below, type or dictate a more detailed description of what actual action was taken.

Note – **Action Taken** is a required field.



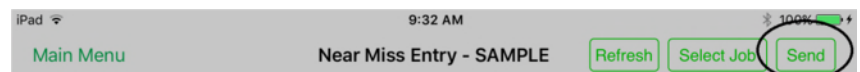
Corrective Action

Action Taken: What action was taken to address this?

Describe the action that you took to fix this issue.

G. Submitting a Near Miss Report

1. On the upper right hand of the screen tap **Send** and **Send Now** on the pop up to send the Near Miss report



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Main Menu Near Miss Entry - SAMPLE Refresh Select Job Send

Note: Once a Near Miss report is sent the form resets.