
BEHAVIOURAL HEALTH & SAFETY: NEAR MISS REPORTING POLICY

We recognise the benefits that improvements to our behavioural safety culture can bring to our strategy of continuous improvement in Health & Safety and our target of year on year reduction in accidents. 'Near Miss' reporting (sometimes called 'Close Call', 'Don't Walk By' or 'Positive Intervention' reporting) provides an effective means of promoting this improvement in health & safety behaviours by encouraging every employee to consider safety throughout the working day.

The Near Miss reporting system operates throughout the company and will also extend to reporting Environmental Near Miss events in order to similarly target continuous improvement in environmental performance.

Near misses occur more often than accidents at a ratio of about 200:1. The only difference between most near misses and an accident is luck, where, given a slight change in circumstances an accident or incident could have occurred. A Near Miss is not just a physical event that has occurred which nearly caused an accident or injury, it is evidence of an accident waiting to happen and by reporting, analysing and acting on the information gained, employees and others can learn about and avoid accidents before they occur.

We encourage all our staff, employees and subcontractors to take part and report near misses; however, site operatives have most to gain from this safety improvement process as it is, they who are most often injured.

Near Miss reporting is a no blame safety improvement system and we are happy if the reports contain no names.

You should report hazardous situations:

- Verbally to your Supervisor or Site Manager.
- By completing a near miss report from the reporting handbook you have been issued.
- By phone call, text or e-mail to the SHEQ Manager, Contracts Manager or Director.
- Capturing and reporting Near Misses to the site manager through contract Whatsapp groups (or other similar digital media).

In fact, we do not mind how you report Near Misses as long as you do.

Whilst we cannot forecast the number of expected near miss events, we aim to identify as many as possible through the vigilance and cooperation of our staff, our workforce and our subcontractors.

The importance of near miss reporting to our business cannot be underestimated as our key clients also have high level commitments to improvement in health & safety which includes measuring the improvements in our safety culture, our behavioural safety training and monitoring of our near miss management and reporting systems, the performance of which is linked to future tendering opportunities.

If you are unsure about any aspect of 'Near Miss Reporting' please ask your supervisor.



D Cartwright, Construction Director

1st January 2024