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| Policy #**Near-Miss Policy** | Related Policies:  |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the department. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.* |
| Applicable KY Statutes: Applicable KY Regulations:  |
| OSHA: |
| NFPA Standard: NFPA 1500, Ch. 4 |
| Date Implemented: | Review Date: |

**Purpose:** the purpose of this policy is to establish a near miss reporting policy that meets the requirements of NFPA 1500.

**Policy:** The reporting of near-miss events has proven to reduce accidents, injuries, death and property damage in a number of industries including aviation, medicine, and energy related fields. The ability to identify risks through the use of non-punitive strategies such as near-miss reporting has proven to be an effective tool in keeping the workforce and community served safe. Given the concept’s proven track record, and the dedication this department has to the health and welfare of its members, the fire department hereby endorses the use of near-miss reporting.

**Definitions:**

**Near-miss event**: A near-miss event is defined as an unintentional unsafe occurrence that could have resulted in an injury, fatality, or property damage. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**Near miss report**: a report of a near miss event submitted to the fire department safety officer and recorded within the department’s internal near-miss reporting system.

**Internal Near-Miss Reporting System:** is a voluntary, non-punitive and secure reporting system within this department that has been created with the goal of improving firefighter/EMT safety.

**National Near-Miss Reporting System**: The National Fire Fighter Near-Miss Reporting System (www.firefighternearmiss.com) is a voluntary, confidential, non-punitive and secure reporting system with the goal of improving firefighter/EMT safety.

**Procedure:**

1. Members who are involved in a near miss event while in the performance of their duty shall be exempt from disciplinary action provided they promptly file a near-miss report. This exemption from disciplinary action applies to conduct that does not willfully violate department policy, or that purposely or recklessly subjects members or citizens to an unnecessary risk of harm.
2. Members who personally experience, witness or are made aware of a near-miss event shall file a near-miss report.
3. Near miss reports shall be filed with the fire department safety officer.
4. Members filing near-miss reports are also encouraged to use the National Fire Fighter Near-Miss Reporting System (www.firefighternearmiss.com) to report their near-miss event.
5. Multiple reports of the same incident are encouraged. The variety of perspectives provides additional value to reporting the incident.
6. Members are encouraged to forward a copy of the posted National Fire Fighter Near-Miss Report to the fire department safety officer so as to better assist in implementing corrective actions to prevent a reoccurrence of the near-miss circumstances causing a serious injury or fatality within our department.
7. The fire chief and his/her chief officers are responsible for ensuring the department maintains a non-punitive approach to correcting errors.
8. Department officers are responsible for maintaining an environment that encourages members to report errors and file near-miss reports.
9. All members are responsible for filing timely near-miss reports.
10. All officers are responsible for maintaining a working knowledge of the Internal Near-Miss Reporting System and the National Fire Fighter Near-Miss Reporting System.
11. The fire department safety officer is responsible for filing reports with www.firefighternearmiss.com whenever he/she is notified or becomes aware of a near miss event in the department.
12. The fire department safety officer is responsible for overseeing the Internal Near-Miss Reporting System and shall maintain a database of all near-miss reports submitted. The fire department safety officer shall be responsible for ensuring a prompt investigation is conducted into all reported near-miss events and that non-punitive corrective action is taken to avoid repetitive occurrences of such near-misses.
13. The fire department safety officer shall ensure the dissemination of lesson-learned information related to internal near-miss investigations and that information is provided to all members.