



Press the Safety Reporting button.

## Select **Near Hit or Safety Concern**

**Incident Reports** [Close]

**Instructions**  
To report, please click on one of the options below.

- Injury or Illness
- Motor Vehicle & Mobile Equipment (e.g., GSA, M, E, Rental)
- Near Hit or Safety Concern**
- Contract Incident (CO, COR, Field Inspector use only)

**NOTE:** Near Hits and Safety Concerns can be reported anonymously, too. However, it is strongly recommend logging into OSHIS to report so you can view a historical record of your reports and save a report in progress if you need to come back and finish it at a later time.

**Near Hit:** An incident where no personal injury was sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

**Safety Concern:** A condition identified in the work environment that has the potential to cause an injury, illness, or fatality if not corrected.



# OSHS: Safety Reporting – Near Hit or Safety Concern

Your name auto-populates as the individual creating the report. However you can swap your name for someone else's in the **Person Reporting** field.

If you want your supervisor to be notified when you submit the form, change the **Do You Want to Share...** field to **Yes**.

Otherwise the form defaults to **No** and will not inform your supervisor with the report remaining confidential.

The screenshot shows a web form titled "Reporting Information" with the following fields and values:

- Person reporting, or reporting on behalf of \***: Seaman, Tim (54321) [Search icon]
- Self Reporting Number**: [Empty]
- Do you want to share this report with your supervisor?**: No (002) [Search icon]
- Incident #**: [Empty]
- Supervisor**: Seaman, Tim (54321) [Search icon]
- Reported Time**: 9:44 AM
- Reported Date**: 12/17/2019
- Specific Location Comments**: [Text area]
- District or Primary Location (where the incident occurred) \***: [Dropdown menu]
- Location Type \***: [Search icon]

Two large red arrows point from the right towards the search icons in the "Person reporting..." and "Do you want to share..." fields.


Use the icon(s) on the right side of each field if you need help to find information specific to that field.


All forms with an asterisk must be completed.



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Incident / Issue ^


Incident Date \*  

Incident Time  

**Describe the incident (what, how, why) and include the specifics of any concern, hazard or issue identified. \***

List Other Employees Involved

**Job Task/Activity Details \***

Hazard Type \*  

Attach supporting documentation.

Select files...

It's important that all free-form fields are completed with as much detail as possible. **Describe the Incident and Job Task/Activity Details** provide Safety with vital information.

This level of details helps Safety form a complete picture of the incident so it can be analyzed for trends and help inform future Safety initiatives.



# OSHS: Safety Reporting – Near Hit or Safety Concern

Recommended Actions ^

Did, or will, you/your work group take immediate action to correct or mitigate the hazard? \*

Describe the action you or others took to correct or mitigate the hazard.

What suggestions do you have for how this incident could be prevented in the future?

Please share your suggestions. Your idea(s) could be implemented to help prevent future injuries.

Press the **Save** button to save your progress and return to the report at a later time.

Press the **Submit** button when the report has been completed.

