

Good Catch/Near Miss Best Practices Guidelines

1. Purpose

- a. To provide an overview of Good Catch/Near Miss best practices, follow up and recognition.
- b. **(Note: This document is a best practice, not a policy/training document and does not supersede your company policy or any federal, state, or local regulations/requirements)**

2. Definitions

- a. “Good Catch” - recognition by an employee of a condition or situation that had the potential to cause an incident but did not cause one due to corrective action and/or timely intervention by the employee.
- b. “Near Miss” – An event during which no property is damaged, and no personal injury is sustained, but where – given a slight shift in time or position – damage and/or personal injury easily could have occurred.

3. Responsibilities

- a. Supervisors, General foreman and management teams
 - i. Ensure employees under their authority are informed of their obligation to report all Good Catches / Near Misses.
 - ii. Assist in the investigation of all Good Catch / Near Miss events that are identified as precursors to a major event
 - iii. Review and implement all corrective actions that are identified with the Good Catch / Near Miss Investigation.
- b. Safety Department
 - i. Ensure all employees are informed of their obligation to report Good Catches / Near Misses.
 - ii. Communicate the details to appropriate individuals within the organization.
 - iii. Implement the Good Catch / Near Miss reporting procedure to ensure consistent investigation, documentation and follow-up.
 - iv. Assist in the investigation of Good Catch / Near Miss reports
 - v. Perform analysis of Good Catch / Near Miss investigation results to determine trends and improve prevention programs.
 - vi. Communicate lessons learned, trends and corrective actions to appropriate parties in the organization.
- c. Employees
 - i. All Employees will be responsible for evaluation of jobsite activities and conditions in order to identify unsafe behaviors or conditions throughout the day.
 - ii. Implement preventative and mitigative controls based upon the identified hazards.
 - iii. Report all Good Catch / Near Misses to the appropriate person.
 - iv. Assist with investigation and mitigation from good catch near miss submissions.

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4. Submission Requirements

- a. Include as many details as possible. If objects are involved include weights and distances if it applies. For vehicles include traffic conditions, weather, speed, etc. as applicable.
- b. Don't downplay the hazard. Be as accurate as possible. Remember the information from a good catch near miss should not be used to blame or discipline someone but instead used to gather information and prevent future incidents.
 - i. Project Name and description
 - ii. Date and time of Good Catch / Near Miss
 - iii. Work activity occurring
 - iv. Name of Employee
 - v. Detailed description of the hazard (include photos where possible)
 - vi. What Preventative measures were in place and failed or were inadequate
 - vii. Preventative measures or corrective measures applied
 - viii. What is the timeline for the implementation of the preventative measures or corrective actions and reevaluation to confirm they are adequate to prevent future incidents

5. Post Good Catch / Near Miss actions

- a. Hierarchy of controls used to decide best preventative measures or corrective actions
- b. Timeline of implementation for corrective actions
- c. Re-evaluation time to determine if corrective actions will be sufficient
- d. Education
- e. Communication

6. Recognition

- a. Recognition to the reporting employee should be provided to encourage future reporting.
 - i. Recognition can be provided in any way the organization deems appropriate. Monetary recognition is discouraged.