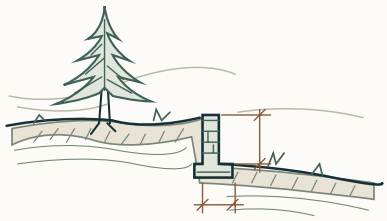
FIELD OPERATIONS / BLANK TEMPLATE

Incident or near-miss record



Capture the facts, immediate response and supervisor handoff for an incident or near miss.

TEMPLATE VERSION
1.1

COMPLETED BY
Avalon field or office staff

Get emergency help and notify the supervisor directly when needed. Use the official reporting channels for reportable events. Keep clinical details and unrelated personal information out of this visit record. Private staff record. The author can view it during an active assignment. Only authorized safety staff and the owner can review it. Use a visit handover for a customer update.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Time of event *

Event type *

Near miss / Worker incident / Visitor or occupant incident / Equipment or environmental incident

Observed sequence and location *

Identify the task underway and facts observed.

Immediate response and notifications *

Record who was contacted and at what time.

Supervisor handling follow-up *

Official report or escalation reference

Use an existing reference if one has been assigned.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

WorkplaceNL · Report a workplace injury

https://workplacenl.ca/employers/report-a-workplace-injury/

NL Occupational Health and Safety contacts

https://www.gov.nl.ca/gs/department/contact/