**TOOLBOX TALK - Tips for Successful Implementation of a Near Miss Program**

Once the plan for implementation has been finalized, the health and safety team can proceed with the implementation itself. While the specific steps for implementing a successful near miss, program differ for each organization, here are a few basic tips that could help.

### **Tip #1 Conduct Regular Toolbox Talks**

Though a near miss reporting toolbox talk should be held before implementation, regular toolbox talks after implementation may be necessary to ensure that employees fully understand the near miss program. Additionally, the health and safety team can use the feedback given by employees during these toolbox talks to improve the near miss program and its implementation.

### **Tip #2 Encourage Consistent Near Miss Reporting**

Whenever a near miss occurs or is reported, it is critical to not place the blame solely on the employee, as the root cause of a near miss is more likely to be a flaw in the organization’s systems or processes. Another way to encourage near miss reporting is to emphasize how its benefits employees by giving real-life examples of how it prevented an injury or saved a life.

### **Tip #3 Provide Near Miss Reporting Forms**

Save employees time spent on making near miss reports from scratch by providing near miss reporting forms that are easy to understand and fill out. A near miss reporting form should contain the following:

* Date, time, and location of the near miss
* Other details including the hazards involved
* Person affected by the near miss and witnesses