

CHAPTER 9

INCIDENT, HAZARD, AND NEAR-MISS REPORTING PROGRAM

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SHASTA COUNTY INCIDENT, HAZARD, and NEAR-MISS REPORTING PROGRAM

1. Purpose

This Incident, Hazard, and Near-Miss Reporting Program (Program) is designed to provide means for employees to report occurrences, and to provide a system of anonymous notification by employees about hazards.

2. Authority

Title 8, California Code of Regulations (General Industry Safety Orders) Section 3203. Injury and Illness Prevention Program.

The Cal/OSHA “Health & Safety Rights” pamphlet reiterates California employers must create and carry out an effective program for identifying and evaluating workplace hazards, have a system to encourage employees to report hazards without fear of retaliation, and correct hazards in a timely manner

3. Terms

Near-Miss defined by OSHA: a potential hazard or incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near-misses also may be referred to as close calls, near accidents, or injury-free events

4. Scope and Application

This Program applies to incidents, hazards, and near-miss events that occur as part of County operations. These include: incidents not involving vehicles; incidents where employees are not injured; hazards related to County operations, particularly which could cause damages, injury, illness, and/or death; damage to County property; and incidents related to non-employees (i.e., public patrons, vendors, contractors, etc.). Not intended where a Supervisor Incident Report regarding employee injuries or a Vehicle Incident Report apply.

5. Responsibilities

- A. Shasta County Risk Management, Loss-Prevention unit: assist departments, supervisors, and employees with addressing work-related accidents, hazards, and incident reporting, through the provision of:
 - a. Training for employees and supervisors in the reporting, documenting, investigation, and addressing of work-related accidents, incidents, and hazards.

- b. Make Incident, Hazard, and Near-Miss Report forms (IHR's) available to departments to post on employee bulletin boards.
- c. Review corrective actions taken, and initiate further action deemed necessary.
- d. Notify the reporting employee's department of the final recommendation on Appeals.

B. Department Head

- a. Assure an easily accessible, adequate supply of IHR's are made available to employees at each worksite, such as on the employee bulletin board/s where Cal/OSHA and other safety information is posted (forms may be obtained from Risk Management Loss-Prevention (RMLP) staff and via the RMLP intranet page).
- b. Assure a system is in place in which employees are free to report incidents and hazards without reprisal and are aware of how to anonymously report hazards.
- c. Assure appropriate action is taken timely, in the form of investigation and hazard mitigation and abatement, that corrective action is initiated and completed, documentation and retention maintained, and follow-up.

C. Department Supervisor shall be responsible for an IHR submitted to them, as shown on the form instructions, and are responsible for the following:

- a. Send an initial copy to RMLP.
- b. Initial Investigation, and timely address Corrective Action.
- c. Record on the form your inspection of the reported hazard, root cause analysis, and corrective action taken to reduce, modify or eliminate the hazard.
-If action will be taken at a later date (i.e., a work order has been submitted to correct the hazard), document the steps taken to secure the hazard and when expected resolution will be noted and verified.
- d. Involve department management, when necessary, for investigation, root cause analysis and/or corrective action.
- e. Notify the reporting employee of status if there is a delay in timely responding to the report.
- f. Document all actions taken.
- g. Provide a copy of the final report to the employee, forward a copy to RMLP, and retain a copy for your department's records.

D. Reporting Employee

Employees who report a hazard shall do so in accordance with instructions printed on the report forms. Those responsibilities include:

- a. Complete the IHR form within 24-hours of observation of the hazard, describing the hazard and provide documentation that may be helpful (i.e., photos, email communications, etc.) and any recommended corrective action.
- b. Appeal – If the final report is not considered satisfactory when the final report is provided to the employee, submit a written request to the supervisor that it be elevated to the Department Head for review (appeal procedure). In the event the employee still not satisfied with hazard mitigation, then submit a written request to RMLP to appeal the results.

E. Anonymous notification by employees about hazards:

- a. Employee completes the IHR hazard notification without including their name or other identifiers, indicating in the report they are submitting it anonymously and are aware there will be no post-report response; the specific form is not necessary, as long as the essential elements are met.
- b. Employees may anonymously submit a report to their supervisor, or through their department, without identifying themselves, or directly to RMLP via mailstop code CH202, or by delivery or through USPS to:

Shasta County Department of Support Services
Risk Management – Loss Prevention Unit
1450 Court Street, Room 348
Redding, California 96001

6. Training and Instruction

Employees shall be provided training that includes an explanation of:

- a. This Program and their Department’s role in addressing incidents.
- b. The importance of early reporting of incidents, hazards, and near-misses to their supervisor.
- c. Encouragement of employees to inform the employer of hazards at the worksite without fear of reprisal.
- d. The system of anonymous notification by employees about hazards.

7. Sources

[Factsheet C - Understanding Job Hazards \(ca.gov\)](#)

[Health and Safety Rights: Facts for California Workers](#)

[California Code of Regulations, Title 8, Section 3203. Injury and Illness Prevention Program.](#)

[Near Miss Report Form \(osha.gov\)](#)

**Instructions for completing a SHASTA COUNTY
INCIDENT, HAZARD, and NEAR-MISS REPORT Form**

Reporting Employee:

1. Indicate the Type of Report being submitted (Incident, Hazard, or Near-Miss)
2. Complete the Involved Employee information section:
Your Name, Job Title, Department, and Division (if applicable)
3. Complete the Date, Time, Location, and who you reported to
4. Describe the Incident, Hazard, or Near-Miss in detail, to include any Injury or Illness (if any) and record any witness information (if applicable)
5. Submit the form and any related information and documentation to Supervisor

Supervisor:

1. Describe the Cause(s) to include the Unsafe Act and/or Unsafe Condition
2. Record the Corrective Action and any follow-up Plan to prevent recurrence or mitigate to address the Incident, Hazard, or Near-Miss
3. Complete names, obtain signatures and dates
4. Record any Additional Comments to include witness interviews
5. Forward IHR and any supporting documentation, photos, scene diagrams, etc. to Risk Management Loss-Prevention

Use addition paper as necessary to provide a complete investigative report.

Contact your Risk Management – Loss Prevention Team with any questions.

Shasta County Incident, Hazard, and Near-Miss Report

Type of Report: ___ Incident ___ Hazard ___ Near-Miss *

Involved Employee Name	Job Title	Department	Division / Unit

Date of Incident/Near-Miss	Time	Physical Address of:	Reported To:

Description of the Incident, Hazard, or Near-Miss:

Cause(s) of the Incident, Hazard, or Near-Miss:

Departmental Corrective Action/Plan

Investigated By:	Job Title:
Date(s) & Time(s):	
Findings:	

Additional Comments (include witnesses) and Recommendations

Supervisor Printed Name:	Job Title:
Supervisor Signature:	Date:
Department Head Name:	
Department Head Signature:	Date:

* Near-Miss defined by OSHA: a potential hazard or incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near-misses also may be referred to as close calls, near accidents, or injury-free events.

Please e-mail completed forms to RMLP (RM Loss Prevention email group) or via interoffice mail to CH202

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