

## Nisshin Steel

**Award:** Safety  
**Category:** Accident Analysis

### Improvement of near-miss report format

#### Challenge

We are constantly gathering reports of near-misses that happened in our factory. In 2007 there were 237 cases, but gradually the amount of cases diminished to only 25 in the year 2012. After investigating the opinions of the workers, we found out why. The form was difficult to fill out and there was a misunderstanding between the site workers and the safety management.

#### Action

We changed the near-miss report to the 4M4E-style report, which is simpler. It makes it easier for workers to fill out the report.

The number of reported cases from each section was summarised and reported at the plant safety meeting.

To spread the information internally, the route mentioned below is followed:

1. Circulation within the department and sign of. Comments are added and it is sent to the Department Director

2. Department Director signs and adds his comments and counter-plans. It is then sent to the responsible department.
3. The responsible department confirms the comments and the counter-plan and makes sure countermeasures are taken.

The contents of the near-miss report are important information for everyone and we make sure that they are well-known, since a near-miss can lead to serious hazard.

#### Outcome

The average participation rate of the simple report was 50%.

We conducted a questionnaire about the improvement of safety awareness. The outcome was that:

1. The safety awareness has a little bit improved. In the first year it went from 80% to 90%.
2. The ability to detect the dangerous points was improved, but we found some cases which did not

lead to measures. The correspondence with the administrator can therefore still be improved.

The image shows two versions of a near-miss report form. On the left is the old, more complex form with many fields and checkboxes. On the right is the 'Near miss Simplification report', which is much simpler and easier to fill out. The simplified form includes sections for 'When & Where have you encountered (fall) risk?', 'Who?', 'How did you deal with it?', and 'Simple illustration'. It also has a 'Confirmation column' for 'Team consent' and 'Manager consent'.

*The improved near-miss report that employees have to fill out*



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