**Report of near accident**

A near accident is an accident that did not result in personal injury. All near accidents shall be reported in order for risks to be removed and accidents prevented.

An observation is an observance of a risk that could lead to personal injury. An observation counts as a near accident.

Routines when reporting a near accident:  
The report is filled out and given to the management that investigate the near accident together with the safety officer and necessary action is taken. The Swedish Work Environment Agency is notified in case of a serious near accident or a near accident with several people involved.

An accident is when someone is injured. Management needs to be informed of an accident immediately so that an investigation can be made and action taken.

Date Time

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Work site Name (voluntary)

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Falling item Electricity Safety equipment

Machine Risk of fall Behaviour

Ladder/scaffold Tool/machinery 3rd man

Ergonomics Fire Access path

Lift Shaft Other

Description of incident:

Intervention to avoid repetition:

Contact person, supervisor at project:

Phone number:

Photo or other documentation attached

This report in my opinion is for internal use only.