



# Motor Vehicle Near Miss Report and Incident Investigation Form

Employer's name	WorkSafeBC account num	Incident num	Date of incident	
			Type of incident	
Employer division or department	Employer address	Employer contact information		
<b>Investigation team</b>	<b>Name (print)</b>	<b>Signature</b>	<b>Date signed</b>	
Lead investigator				
Employer representative				
Worker representative				
Investigation start date	Investigation complete date	Report only - no investigation		
Location - physical address, or road or highway name with reference to nearby identifiable feature				
City / nearest community	Province	Time of incident	a.m. / p.m.	

## Type of roadway

- |                      |                             |                        |
|----------------------|-----------------------------|------------------------|
| Worksite             | Resource road - single lane | Two-lane highway       |
| Parking lot          | Resource road - two lanes   | Three-lane highway     |
| Alley/laneway        | Residential street          | Four or more lanes     |
| Rural secondary road | Primary/arterial road       | Other (describe below) |

## Roadway features

- |                    |                             |                        |
|--------------------|-----------------------------|------------------------|
| Straight           | Angle or merge intersection | Other (describe below) |
| Curve - left       | Round-about                 |                        |
| Curve - right      | Light-controlled            | Other (describe below) |
| Steep grade        | Sign-controlled             |                        |
| 4-way intersection | Uncontrolled                | Other (describe below) |
| T-intersection     | Marked crosswalk            |                        |

## Weather conditions Road conditions Visibility conditions

- |                        |                        |                        |
|------------------------|------------------------|------------------------|
| Clear                  | Dry                    | Good                   |
| Rain                   | Wet                    | Poor                   |
| Snow                   | Snow accumulations     | Sunrise                |
| Fog                    | Slush                  | Sunset                 |
| Extreme hot            | Ice                    | Night                  |
| Extreme cold           | Mud                    | Obstructions           |
| Other (describe below) | Other (describe below) | Other (describe below) |

## Information about vehicles involved

Number of work vehicles involved:

Number of non-work vehicles involved:

Vehicle	Owner (name)	Driver (name)	Make / Model	Year	Licence Plate	Vehicle Identification Number	Insurer / Policy Number
#1							
#2							
#3							
#4							

## Injuries and other losses

- |  |  |                                    |
|--|--|------------------------------------|
| Serious injury or death of employee              | Injury to employee, requires medical treatment                         | Property damage less than \$25,000 |
| Serious injury or death of non-worker            | Minor injury to employee or had potential for causing serious injury   | Property damage more than \$25,000 |
| Injury to non-worker, requires medical treatment | Minor injury to non-worker or had potential for causing serious injury | Environmental spill or damage      |

**The people involved**

Party	Description or Name	Role	Contact Information

**What happened?**

**Before the incident:** Describe circumstances, conditions, decisions, actions and events that happened before the crash itself, but are relevant to or had bearing upon the crash.

**The incident:** Describe the sequence of events of the incident. Make notes to identify relevant photos, sketches, diagrams and other supporting documents.

**Determine immediate causes:** Choose the category and then describe the unsafe or substandard acts, practices or conditions that lead directly to the incident, or had significant bearing on it.

## Substandard Conditions

### Vehicle Conditions

- Not fit for purpose
- Unsafe operating condition
- Safety features absent or inoperable
  - No winter tires
  - Worn or damaged tires
  - Faulty brakes
  - Faulty lights
- Cracked/damaged windshield
- Incorrect/inoperable equipment
  - Poor housekeeping - cab
  - Improper maintenance
  - No emergency kit
  - Other

### Environmental Conditions

- Adverse weather
- Poor lighting (sun, dark)
- Poor visibility (fog, etc)
- Excessive noise
- Temperature extremes
- Road surface, obstructions
- Road design or maintenance
- Other

### Other Conditions

- Actions of other driver(s)
- Actions of pedestrian or cyclist
- Defective vehicle(s) - others
- Violence from passenger or other
  - Poor communications
  - Medical condition - driver
  - Poor vision or hearing - driver
  - Inadequate traffic control
  - Improper clothing or footwear
  - Wildlife/animals on road
  - Unguarded devices
  - Other

## Substandard Acts and Practices

### Substandard Acts

- Driving while distracted
- Following too close
- Ignoring traffic control devices
  - Failing to yield
  - Improper passing
- Speeding; too fast for conditions
- Not wearing seatbelt
- Insufficient skill/competency
  - Inattention/complacency
  - Does not recognize hazard
  - Does not react correctly to hazard
  - Improper entry/exit of vehicle
  - Improper seat or mirror adjustment
  - Improper backing/reversing
  - Does not know operating procedure
  - Does not follow operating procedure
  - Other
  - Other

### Substandard Practices

- Impairment - fatigue, alcohol or drugs
- Inadequate training or orientation
  - Driver not familiar with route
  - Poor/unrealistic scheduling
  - Poor journey management
- High-risk route or intersection
  - Long duration trips
  - Insufficient rest breaks
- Irregular/unpredictable schedules
- Drive between midnight and 6:00 am
- No check-in or emergency procedure
- Vehicle not inspected before use
  - Improper loading/securement
  - Improper use of equipment
  - Improper lockout
  - Other
  - Other

**Determine underlying causes:** Describe gaps, deficiencies, circumstances, conditions, decisions or acts that contributed to the incident. Explain the underlying reasons that the immediate causes exist or occurred. From the list below, choose all that apply.

Basic Cause	Describe	Basic Cause	Describe
1) Inadequate hazard identification or risk assessment		12) Inadequate vehicle inspections	
2) Inadequate or ineffective control measures		13) Inadequate vehicle maintenance	
3) Inadequate policy, procedures or practices		14) Inadequate system for reporting or correcting safety issues	
4) Incomplete implementation of policy or procedure		15) Improper motivation/incentives; poor performance tolerated	
5) Inadequate training or orientation		16) Employee not empowered to make driving-critical decisions	
5) Inadequate process for confirming driver competency		17) Inadequate experience, knowledge or skill	
7) Inadequate work (trip, journey) planning		18) Fatigue - task load/duration or lack of rest	
8) Inadequate management oversight, or supervision		19) Mental/physical stress or illness	
9) Inadequate purchasing standards or specifications		20) Misconduct - intentional or unintentional	
9) Inadequate or incomplete communications		21) Other – specify:	
11) Inadequate engineering or design		22) Other – specify:	

### Corrective Actions

Type	Actions	Assigned To	Target Completion Date	Date Completed	Verified by (initial)

### Review and Approval

Member	Print Name	Signature	Role	Date
Reviewed by Manager				