

J. SAFETY SUGGESTION/NEAR-MISS REPORTING

Identifying and eliminating unsafe acts or conditions are important steps in ensuring the safety of all employees. Because employees are often the first to be aware of hazards or near-misses, an agency safety suggestion and near-miss reporting program has been established. A near miss is when a situation occurred and injury was avoided; however, had the circumstances changed slightly, an injury/incident could have occurred.

The [Safety Suggestion/Near-Miss Report Form](#) is our agency's preferred method of bringing safety and health-related concerns to management's attention. The procedure and form are provided during new employee orientation with reminders sent annually to all employees via email. Suggestions or near-miss reports may also be shared directly with managers and supervisors, the Safety Coordinator, site safety staff, or agency safety committee members.

Everyone is encouraged to use the [Safety Suggestion/Near-Miss Report form](#) available on the [DGS Safety Programs page](#). If a printable version is desired, please complete [the paper version of the form](#) and mail or email it to the Safety Coordinator identified at the bottom of the form. Anonymous submissions will be accepted, but self-identification is encouraged so that those closest to the suggestion or near-miss can help answer questions if necessary.

Employee opinions and involvement in the safety process are valued. All reports will be reviewed within two weeks of submission, considered quickly, thoroughly, and fairly by the Safety Coordinator and/or Safety Committee, and tracked by the Safety Coordinator until conclusion is achieved. Corrective action will be taken as quickly as possible on all valid suggestions for which action is possible. Follow-up contact with contributors will be made as quickly as possible, and they will be kept apprised of developments until the matter is concluded.

Responses to anonymous suggestions will be posted or communicated as appropriate. When appropriate, senior management and impacted employees will be notified of changes being made due to suggestions or near-miss reports.