

# INCIDENT & NEAR MISS LOG TEMPLATE

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Use this log to track incidents and near misses, spot trends, drive corrective actions, and support continuous improvement.

Project / Client	Site / Location	Supervisor	Log Start Date
Owner (Company)	Phase	Prepared by	Revision / Date

## Log Entries:

Date	Time	Type (Incident/NM)	Brief Description	Injury? (Y/N)	Severity (1-5)	Persons Involved / Trade	Immediate Actions Taken	Root Cause (prelim)	Corrective Action	Due Date	Status	Follow- up	Ref #

## Classification & Notes:

Type	Incident = injury, illness, property damage, environmental release. Near Miss = no loss but could have resulted in an incident.
Severity (1-5)	<ul style="list-style-type: none"> <li>• 1 Minor (first aid only)</li> <li>• 2 Medical/recordable</li> <li>• 3 Lost time</li> <li>• 4 Major damage/serious injury</li> <li>• 5 Fatality/catastrophic.</li> </ul>
Status	<ul style="list-style-type: none"> <li>• Open = action pending</li> <li>• In Progress = corrective action underway</li> <li>• Closed = verified completed and effective.</li> </ul>
Reminder	Complete formal incident investigation & OSHA recordkeeping as applicable (e.g., 301/300/300A).