



A FREE ARDENT WORKSHOP STARTER

Near-Miss Report Pad

Free printable cards + the incident-rate math

4 Near-Miss Report cards · worked rate example



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How to use the pad

- 1 Print the two card pages as many times as you need, cut on the line, and keep a stack where people work.
- 2 The supervisor reads each filled card the same day, fixes what can be fixed, and keeps the cards private.
- 3 Count the cards at year-end — that is your near misses reported figure for the calculator.

No blame: a near miss reported is a chance to fix it before anyone is hurt.

A record-keeping aid, not compliance or legal advice. The example company in this guide is fictitious.

The worked example

This 2025 example company had 4 recordable cases and 2 of those DART, out of 121,759 hours worked, and reported 16 near misses along the way. Here is how those turn into the two standard incident rates, TRIR and DART.

Figure	2025 example
Recordable cases	4
DART cases	2
Near misses reported	16
First-aid-only cases (not in the rates)	6
Hours worked	121,759
TRIR	6.57
DART rate	3.29
Near misses per recordable	4.0

TRIR: $4 \times 200,000 \div 121,759 = 6.57$. DART rate: $2 \times 200,000 \div 121,759 = 3.29$. Each is cases $\times$ 200,000, divided by hours worked.

The 2025 example company is fictitious — type your own numbers into Incident-Rate-Calculator.xlsx, the free calculator on this pad's download page, ardentworkshop.com/resources/near-miss-report-and-incident-rate-calculator/.

Near-Miss Report cards

Print, cut on the line, and keep a stack where people work. No blame — a near miss reported is a chance to fix it before anyone is hurt. Describe what happened, not who, and leave out health details.

NEAR-MISS REPORT · nobody hurt — but it could have been · card 1

Date	Time	Where
What did you see or do?		
What could have happened?		
What would stop it happening again?		
How bad could it have been? Low / Moderate / Serious (circle one)		Your name (optional)
Read by (supervisor)	Date read	Fixed? How?

NEAR-MISS REPORT · nobody hurt — but it could have been · card 2

Date	Time	Where
What did you see or do?		
What could have happened?		
What would stop it happening again?		
How bad could it have been? Low / Moderate / Serious (circle one)		Your name (optional)
Read by (supervisor)	Date read	Fixed? How?

NEAR-MISS REPORT · nobody hurt — but it could have been · card 3

Date	Time	Where
What did you see or do?		
What could have happened?		
What would stop it happening again?		
How bad could it have been? Low / Moderate / Serious (circle one)		Your name (optional)
Read by (supervisor)	Date read	Fixed? How?

NEAR-MISS REPORT · nobody hurt — but it could have been · card 4

Date	Time	Where
What did you see or do?		
What could have happened?		
What would stop it happening again?		
How bad could it have been? Low / Moderate / Serious (circle one)		Your name (optional)
Read by (supervisor)	Date read	Fixed? How?

Want the whole record, not just the math?

The free calculator gives you the rates. The full Workplace Incident, Near-Miss & Injury Log Workbook shows where incidents and near misses keep coming up.

WHAT THE FULL WORKBOOK ADDS

One running log for every near miss, first-aid case and recordable. A monthly hours ledger. Rates by month and over the last 12 months. And what was done about each case, tracked to done. [Get the full Workplace Incident, Near-Miss & Injury Log Workbook >](#)

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