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| **NEAR MISS/ UNSAFE ACT/ UNSAFE CONDITION\* REPORT No**  **(\*delete as appropriate; Consecutive numbering format e.g. 03/95)** |

**Vessel: Date:**

|  |
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| **DESCRIPTION OF THE HAZARDOUS OCCURRENCE** |
|  |
| **IMMEDIATE ACTION TAKEN AFTER THE OCCURRENCE** |
|  |
| **ANALYSIS (IDENTIFYING THE PROBABLE CAUSES) OF THE OCCURRENCE** |
|  |
| **EVALUATION (WAS THERE REAL RISK & COULD IT RE-OCCUR ?) & CONCLUSIONS (LESSONS TO BE LEARNED)** |
|  |
| **RECOMMENDATIONS (TO PREVENT RE-OCCURRENCE) & ACTIONS TAKEN** |
|  |

**Safety Officer : Master :**

**Signature** :  **Signature :**

REPORTS AND ANALYSES OF HAZARDOUS OCCURRENCES

(INCIDENTS, ACCIDENTS AND NEAR MISSES/UNSAFE ACTS/UNSAFE CONDITIONS)

REQUIRED BY ISM CODE SECTION 9

**GUIDELINES FOR THE COMPLETION OF "NEAR MISS/UNSAFE ACT/UNSAFE CONDITION" REPORTS**

DEFINITIONS:

A "Near Miss" is defined as every Hazardous Occurrence which **does not** result in an Incident (causing damage to the ship or the environment) or an Accident (with injury to a passenger, a crew member, a visitor or any other person working on board the ship) but which impaired the safety of either the ship, the environment, a passenger, a crew member or any other person and had the potential to cause an incident or an accident.

“Unsafe Act”:

Performance of a task or other activity that is conducted in a manner that can threaten the health and/ or safety of the crewmembers

“Unsafe Condition”:

Unsafe condition in the workplace that is likely to cause property damage or injury

AIM :

To improve our Safety Management System.

OBJECTIVES :

1. To recognise that potential for an Incident or an Accident existed.

2. To analyse the Hazardous Occurrence and its causes.

3. To evaluate the risk involved in the occurrence.

4. To conclude any lessons that can be learned from the Near Miss, Unsafe Act or Unsafe Condition

4. To make recommendations to prevent a re-occurrence.

5. To advise all our ships and staff of these conclusions and recommendations.

**SHIP'S STAFF MUST REPORT ALL HAZARDOUS OCCURRENCES TO THEIR HEAD OF DEPARTMENT.**

**ALL HAZARDOUS OCCURRENCES ARE TO BE INVESTIGATED.**

**A MONTHLY ANALYSIS OF ALL NEAR MISSES, UNSAFE ACTS AND UNSAFE CONDITIONS WHICH OCCUR ON BOARD IS TO BE COMPLETED.**

**THESE REPORTS AND THE MONTHLY ANALYSIS ARE TO BE ADDRESSED AND REPORTED UPON AT THE MONTHLY SAFETY COMMITTEE MEETING.**