

	ROFR Section: 3501		TFCA Best Practices: 6.07	
	Effective: 07/2016	Revision: NEW	Fire Chief: 	

Purpose: The National Fire Fighter Near-Miss Reporting System is an adverse event reporting system designed as a repository to which firefighters submit information on the hazards seen in their work, detailing the events that led to near-misses and injuries.

The National Fire Fighter Near-Miss Reporting System (www.firefighternearmiss.com) is a free, confidential, non-punitive and secure reporting system modeled after a proven approach that has reduced fatalities and injuries in a number of industries (i.e., aviation, medicine, oil and gas, nuclear).

By collecting and analyzing information on near-miss events, improvements can be made in command, education, operations, and training. Additionally, this procedure / guideline provides for:

- A.** The review of accidents, injuries, and fatalities;
- B.** To help formulate strategies to reduce firefighter injuries and fatalities;
- C.** To promote a safe culture and enhanced knowledge base for all personnel;
- D.** To give firefighters the opportunity to learn from each other through real life experiences.

Scope: This SOP/SOG applies to all personnel within the response of operations of Red Oak Fire Rescue.

Definitions: Near-miss – For the purpose of the National Fire Fighter Near-Miss Reporting System, a near-miss (or close call) is defined as a unintentional, unsafe occurrence that could have resulted in an injury, fatality or property damage. Only a fortunate break in the chain of events prevents an injury, fatality or damage.

I. Responsibility

- A.** It remains the responsibility of each Red Oak Fire Rescue employee to commit to safe work behaviors and to operate within standard operating procedures / guidelines at all times. Chief Officers and Company Officers carry an additional responsibility of ensuring that all members of their crew(s) are operating in a safe manner.
- B.** However, unintentional, unsafe situations (near-misses) may occur. Situations that qualify as near-misses are essentially in the eyes of the employee. If an employee is involved in or witnesses an event and believes it is a near-miss, then a report should be filed.
- C.** Employees filing near-miss reports shall use the National Fire Fighter Near-Miss Reporting System (www.firefighternearmiss.com) as the vehicle for recording the near-miss event.
- D.** Multiple reports of the same incident are encouraged. The variety of perspectives provide additional value to reporting the incident.

- E.** Employees will forward a copy of the report(s) through the chain of command to the Fire Chief. From this Office, the Department can rapidly respond to implement corrective actions needed to prevent the near-miss from becoming a future injury or fatality.

II. Procedure for Filing a Near-Miss Report

- A.** Employees who experience, witness or are informed of a near-miss incident shall submit the report (within 24 hours) to www.firefighternearmiss.com to support the program's efforts to improve firefighter safety.
- B.** Sections 1 thru 4 of www.firefighternearmiss.com shall be completed by the affected / informed employee(s).
- C.** Section 5 of the reporting system is optional. Employees are encouraged to provide at least one off-duty contact number or email address. This contact information provides the system's reviewers with a means to contact the employee with follow-up questions that will enhance the data collected and provide the maximum reporting effort to ensure another firefighter's safety.
- D.** Once the report(s) has been submitted, report reviewers (active duty fire service professionals) analyze the report and de-identify the reports by removing all Department names, individual names, etc. The reports are then posted on the website for other firefighters to learn from.
- E.** Employees will print a copy of their report and forward through the chain of command to the Fire Chief, within (24) hours of the event.
- F.** Quarterly, the Chief Officers will review each of these reports. Collectively, the group will assign preventative actions to "near-misses" that have not been previously corrected. A list of all near-miss incidents will be compiled and distributed to the staff. These Officers will also make further recommendations for changes in policies and procedures to ensure that all Department operations are safe.

III. Training

- A.** The National Fire Fighter Near-Miss Reporting System was created to reduce firefighter injuries and fatalities by sharing near-miss events. To simplify the sharing of near-misses, the program creates weekly, annual, and other miscellaneous reports.
- B.** Company Officers are responsible for conducting in-house training; reviewing a minimum of two near-miss reports each month. This training will be entered in to the FIREHOUSE database as Company Training.
- C.** Annual near-miss reports will be reviewed by all employees.
- D.** Miscellaneous near-miss reports will be reviewed as needed.