

J. SAFETY SUGGESTION / NEAR-MISS REPORTING PROGRAM

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.

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 is 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 our safety committee members.

Everyone is encouraged to use the Safety Suggestion / Near-Miss Report form available on the DGS website at the "Fire & Safety Programs" link. When you click on "Submit" after completing the form, your report will be emailed to the Safety Coordinator and all DGS safety committee members. Anonymous submissions will be accepted, but self-identification is encouraged so that those closest to the problem can help answer questions if necessary.

Employees may also print and manually complete the form included in this section of the manual and provide it to a supervisor, the Safety Coordinator, one of the safety committee members listed in Section K, or any member of the Safety Staff listed in Element B.

Employee opinions and involvement in the safety process are valued. All reports will be considered quickly, thoroughly, and fairly by the Safety Coordinator and/or Safety Committee, and tracked by them 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 in a manner consistent with the agency's procedure. When appropriate, senior management and affected employees will be notified of changes being made due to suggestions or near-miss reports.

SAFETY SUGGESTION / NEAR-MISS REPORT FORM

Please use this form to share your suggestions on improving safety, explain near-misses, or call attention to unsafe practices. Feel free to report anonymously, but if your name is included, staff can seek clarifying information about your suggestion and you will be notified of any corrective actions taken.

Explanation of suggestion, near-miss situation, or unsafe practice

What benefit will be received if the suggestion is implemented?

Is there a cost associated with the suggestion?

Yes

No

Unsure

Estimated Cost \$

In your opinion, is there an immediate health or safety concern if the idea is not implemented? Please explain.

Yes

No

Unsure

Your name (optional)

Date

Work Phone Number or E-Mail

Submit



If printing form, return completed form to:

Tim Burke, DGS Safety Coordinator – timburke@pa.gov
401 North Street
Rm 403 North Office Building
Harrisburg, PA 17125