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Document Title	Near Miss Procedure
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Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to reporting, investigating and learning from near miss events to prevent injuries, property damage, environmental harm and business disruption.

This procedure establishes the requirements for reporting, recording and managing near miss events and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors, visitors and authorised personnel involved in Brendan McKenna Earthmoving operations.

This procedure applies to all near miss events identified during company activities, including those involving:

- Workers
- Plant and equipment
- Vehicles
- Property
- Environmental impacts
- Members of the public

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available for near miss reporting, investigation and corrective action management.
Operations Manager	Review near miss reports, coordinate investigations where required and monitor corrective actions.
Supervisors	Ensure near misses are reported, investigated and corrective actions are implemented.
Employees / Contractors	Report near misses immediately and participate in investigations where required.
Health & Safety Representative (HSR)	Assist with consultation and review of near miss trends and corrective actions where required.

Procedure

Brendan McKenna Earthmoving shall ensure near miss events are reported and managed promptly to prevent recurrence and support continual improvement.

1. Make the Area Safe

Where a near miss occurs, immediate action shall be taken to prevent injury, damage or environmental harm.

This shall include:

- Stopping work where required.
- Isolating hazards where safe to do so.
- Establishing exclusion zones where required.

- Containing spills or environmental impacts where applicable.
- Seeking assistance where additional controls are required.

2. Report the Near Miss

All near miss events shall be reported as soon as reasonably practicable.

This shall include:

- Notifying the Supervisor or Operations Manager immediately.
- Completing the HS-FO-017 Near Miss Report Form.
- Submitting reports through the MCK Group App where available.
- Using client reporting systems where contractually required.
- Reporting significant near misses immediately.
- Notifying the client representative where reporting obligations exist under the contract or site requirements.

3. Assess and Investigate the Event

Reported near misses shall be reviewed to identify causes and required corrective actions.

This shall include:

- Assessing the potential consequences of the event.
- Identifying immediate and underlying causes.
- Consulting affected workers where appropriate.
- Determining whether further investigation is required.
- Identifying opportunities for improvement.

4. Implement Corrective Actions

Corrective actions shall be implemented to eliminate or minimise the risk of recurrence.

This shall include:

- Assigning responsibilities for actions.
- Establishing completion timeframes.
- Implementing risk controls.
- Communicating outcomes to affected personnel.
- Recording actions within the Incident / NCR / Corrective Action Register where applicable.

5. Review and Monitor Effectiveness

Near miss reports and corrective actions shall be reviewed to verify effectiveness.

This shall include:

- Confirming actions have been completed.
- Reviewing the effectiveness of controls.
- Identifying recurring issues or trends.
- Discussing lessons learned during toolbox talks or safety meetings.
- Updating risk assessments, Take 5 controls, SWMS or procedures where required.

Records

The following records may be retained where relevant to near miss reporting activities.

Record	Responsibility	Retention Location
HS-FO-017 Near Miss Report Forms	Employees / Supervisors	Incident Records
Investigation Records	Operations Manager	Incident Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register
Toolbox Talk Records	Supervisors	Training & Competency Register

Related Information

- HS-FO-017 Near Miss Report Form V1.1
- HS-PR-005 Incident Investigation & Reporting Procedure
- HS-PR-001 Risk Assessment Procedure
- HS-PR-003 Take 5 Risk Assessment Procedure
- Incident / NCR / Corrective Action Register
- Training & Competency Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.