



JUNE 2021

GOOD CATCH (NEAR MISS) REPORTING

Module 1 – Definitions / Importance / Obstacles

1. Explain definitions, importance, and obstacles to all employees, emphasizing the importance of reporting good catch situations in order to prevent a future accident.
2. Upload sign in sheets (labeled with the date, module name and number) to your unit folder in Google Drive

Module 2 – Reporting a Good Catch (Near Miss)

1. Explain and demonstrate procedures for reporting a good catch using the Risk Management website and the ND Mobile app. Show the examples of the process and form that are included at the end of the training materials.
2. For employees with smart devices: load the ND Mobile app and log in. (You will most likely need to do the two step log in.)
3. Explain what happens after a good catch has been reported to Risk Management.
4. Upload sign in sheets (labeled with the date, module name and number) to your unit folder in Google Drive



JUNE 2021

GOOD CATCH (NEAR MISS) REPORTING

Module 1 **Definitions / Importance / Obstacles**

Definition of a Good Catch (also Called a Near Miss)

- An unplanned work-related event that could have reasonably resulted in injury or illness, equipment or property damage, or an environmental release. For an event to be a good catch, an unplanned release of energy or other situation that could have resulted in an injury had to occur.*
- Good catch incidents occur frequently in the workplace and can be anything from a simple stumble over an electrical cord to a hand narrowly escaping amputation.

Why is Reporting a Good Catch Important?

- The employees working in the environment are the ones who normally witness good catches.
- Without employee input, personal attitudes and behaviors toward safety may not improve.
- Collecting Good Catch (Near Miss) reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm.
- Risk Management & Safety (RMS) will track and determine how and why the good catch occurred.
- Good Catch reporting allows RMS to investigate before a more serious accident occurs.
 - RMS looks at what could have happened, not at what happened on a good catch.
- Statistically, for every 1 major injury, there are 29 minor injuries and 300 good catches.
- Most accidents are preceded by warning signs like a good catch.

*Source: University of Notre Dame Risk Management: Incident Reporting, Notification, & Investigation document

Obstacles of Good Catch Reporting

Lack of supervisor support

- Management must enforce and proactively support workplace safety in order for attitudes and behaviors toward safety to change.
 - If employees perceive that management does not support safety, then employees will have a poor attitude toward safety.

Indifference

- Employees may question whether the situation was substantial enough to be recorded.
- Hazards that are overlooked or dismissed as minor are lost opportunities for valuable insight.

Fear of blame

- Employees are afraid to report good catches because either they don't want to admit that they didn't follow safety procedures or they will be mistakenly accused of doing something wrong.

Reporting good catches should not just be considered an “extra” thing or something the employee is ashamed or embarrassed to do. Instead, employees should feel proud that they are part of an effective process of prevention and incident management and thanked for their proactive safety behaviors.

NOTE: If you feel unsafe while performing a task, even if a good catch has not occurred, report it to your supervisor as soon as possible!



JUNE 2021

GOOD CATCH (NEAR MISS) REPORTING

Module 2 Reporting a Good Catch

At the Risk Management website:

1. Go to **riskmanagement.nd.edu**
2. Click on **Incident Reporting & Management** and scroll to **“I want to report...”**
3. Click the radio button **A Good Catch (Near Miss) – Safety concern or dangerous situation**
4. Click the **blue box with the arrow in it**
5. Click on **Click here to complete the Good Catch (Near Miss) Incident Report**
6. Fill in the form
7. Attach photo or other documentation
8. Click submit

With a cell phone app:

1. Load the Notre Dame Mobile (ND Mobile) app
2. Open the ND Mobile app
3. Tap **InsideND** app
4. Type **Incident** in search bar
5. Mark Incident Reporting as a favorite by tapping the heart.
6. Tap on the **Incident Reporting** app to open it
7. You will need to log in at this point if you are not already logged in to Inside ND
8. Scroll down to find the **“I want to report...”** section
9. Tap the radio button **A Good Catch (Near Miss) – Safety concern or dangerous situation**
10. Tap the **blue box with the arrow in it** (may have to scroll down and to the right)
11. Tap **Click here to complete the Good Catch (Near Miss) Incident Report**

12. Fill in the form
13. Attach photo or other documentation
14. Tap **Submit**

If you are unable to report using the processes described above, let your supervisor know about the situation you experienced. Take a photo if you can, and report it as soon as possible. The supervisor will submit the formal report using the RMS process.

After a report is submitted

When RMS receives a Good Catch (Near Miss) form, a review is completed and an investigation is initiated. Depending on the urgency and severity of the situation, the investigation will be completed with assistance from various university departments (i.e. Maintenance, Building Services, UEE Enterprises & Operations Safety, NDSP, ND Fire Dept., facility operations management, etc.)

The person who submitted the report will be notified via ND email that the report was received. It is also appreciated (but not required) if the employee communicates to their supervisor that a good catch situation was observed and a report was submitted.