



## **Manheim Township Safety Committee**

### **Standard Operating Procedure**

#### *Good Catch Program or Near Miss Reporting*

#### **PURPOSE**

The standard operating procedure for the MT Safety Committee's Good Catch Program has been developed to guide employees and Committee Members on reporting "Good Catches" or "Near Misses". It outlines the steps to take once a report has been made, emphasizing the positive reinforcement of workplace safety measures.

#### **DEFINITION**

- **Good Catch:** A proactive, preventive measure taken when a person witnesses or experiences an unsafe or hazardous action, condition, or environment and makes an adjustment to prevent an accident or injury from occurring.
- **Near Miss:** A reactive response to an unsafe or hazardous action, condition, or environment where an accident or injury is narrowly avoided, and the hazardous conditions are recognized only after the event has occurred.

#### **PROCEDURE**

##### **1. Reporting a Good Catch or Near Miss:**

- Employees should report any observed Good Catches or Near Misses promptly.
- Use the Safety Incident Report form to provide detailed information about the incident.

##### **2. Steps to Take After Reporting:**

- The report will be reviewed by the Safety Committee.
- The Committee will investigate the incident to understand its causes and implications.
- Corrective actions will be identified and implemented to prevent future occurrences.

##### **3. Positive Reinforcement:**

- The program aims to foster a culture of safety by recognizing and rewarding proactive safety measures.
- Employees who report Good Catches or Near Misses will receive positive acknowledgment.
- Regular feedback and safety updates will be provided to all employees to reinforce the importance of workplace safety.

#### **PROCESS**

##### **A. For Employees**

##### **1. Identify a Good Catch or Near Miss:**

- Recognize and take note of any incident that could have resulted in injury or damage but did not, due to timely intervention or corrective action.

**2. Report the Incident:**

- Fill out the Safety Incident Report form.
- Provide detailed information about the incident, including the date, time, location, and a full description of what occurred.

**3. Submit the Report:**

- Submit the completed Safety Incident Report form to the Safety Committee at [safetycommittee@manheimtownship.org](mailto:safetycommittee@manheimtownship.org).

**B. For the Safety Committee:**

**1. Receive and Review the Report**

- Collect the submitted report and ensure all necessary information is included.
- Acknowledge receipt of the report to the employee who submitted it.

**2. Investigate the Incident:**

- Conduct an inquiry about the incident to determine the root cause.
- Interview witnesses and gather additional information as needed.

**3. Meet with Department Head**

- A representative of the Safety Committee will meet with Department Head to inform and discuss the “Good Catch” or “Near Miss” incident and further discuss action items if necessary.

**4. Implement Corrective Actions:**

- Safety Committee will meet to discuss the “Good Catch” or “Near Miss” during monthly meetings to discuss and determine if a change in procedure, fix or replacement of equipment or tools, or simply recognition of the report is required.
- Identify and implement measures to prevent similar incidents in the future.
- Document the corrective actions taken and monitor their effectiveness.

**5. Provide Feedback and Reinforcement:**

- Communicate the findings and actions taken back to the reporting employee and the broader team.
- Recognize and commend the employee for their proactive safety reporting.
- Share lessons learned and reinforce the importance of reporting Good Catches or Near Misses to promote a culture of safety.
- Employees who report “Good Catches” or “Near Misses” will be entered into a drawing as a token of appreciation. Winners will be drawn on a quarterly basis. To encourage and celebrate safety-minded behavior, the Safety Committee will provide a \$25 gift card to the chosen employee who submitted the Safety Incident Report. Additionally, the employee will receive a Thank You Note signed by the Safety Committee, Township Manager and Assistant Township Manager.