

# ACME COMPANY

## NEAR MISS INCIDENT REPORT



Millstone Avenue - Rutherford | Millstone Avenue,

FRIDAY 13TH MARCH 2026

### SUMMARY

Near miss identified involving unstable pallet handling in the loading area. Immediate corrective action was taken, and no injuries occurred. Recommend improved stacking practices, operator awareness training, and routine safety checks to prevent recurrence.

### Near Miss Incident General information

Q#	QUESTION	RESPONSE
1.	Date and time of the Incident. <b>Time - 10:15 AM</b>	12 Mar 26
2.	Location (please be as accurate as possible).	Warehouse loading bay area near pallet storage racks.

### Details of Person Reporting

Q#	QUESTION	RESPONSE
3.	First Name	Elizabeth
4.	Surname	Brown
5.	Category of Person – staff, student, contractor or visitor	Staff
6.	If other, give more details	NA
7.	Name of the contractor (if applicable)	NA

### Incident Details

Q#	QUESTION	RESPONSE
8.	Description of the Incident	A stacked pallet became unstable while being moved with a pallet jack. The load shifted and nearly fell but was stabilized before causing injury or damage.
9.	Describe what happened?	During routine material movement, the pallet was improperly balanced. When turning the pallet jack, the load tilted, creating a potential falling hazard to nearby workers.
10.	What immediate actions were taken at the time?	Work stopped immediately. The load was safely restacked and secured. The area was cleared, and the supervisor was notified.
11.	List additional actions which could be taken to prevent a similar occurrence?	Reinforce safe stacking procedures, conduct refresher training on material handling, ensure pallet loads are secured before movement, and mark safe movement paths in the loading area
12.	Photograph(s) of the area and/or results of the near-miss or incident	



12 Mar 26 02:15 PM

[Photos taken of pallet area and storage racks \(attached in report\).](#)

13. Additional comments / observations

The incident highlighted the need for better load stability checks before moving pallets.

## DECLARATION

*Jennifer Hunt*

Auditor  
(Jennifer Hunt)

## AUDITOR'S LOCATION