



# HAZARD REPORTING / CLOSE



## WHAT IS A CLOSE CALL?

A close call is an accident that "almost happened" – an injury or loss that would have occurred if the timing, location, or other things would have been different. These situations listed below could happen to you!

### EXAMPLES OF A FEW WORK AREAS:

If you work in an

#### Office/Administration Environment...

- An electrical outlet strip has been "piggybacked" and overloaded with several electrical devices and other outlet strips.
- A floor tile is removed in a hallway outside an office door without adequately marking the hazard. Someone leaving the office opens the door and nearly steps into the void, but notices it just in time.
- Housekeeping, both personal and professional, is poor allowing accumulation of combustible materials.

#### Industrial Environment...

- A broken circular saw is not locked/tagged out of service; someone turns on the saw but notices the defect before trying to use it.
- A facility maintenance worker is replacing a water valve located near the ceiling over a spacecraft. He has not coordinated his effort with the spacecraft Project Manager, tethered his tools, nor provided protection for the spacecraft.
- Fire extinguishers are blocked preventing expedient access in the event of a fire.
- Emergency lighting and exit signs are non-operational which may inhibit egress in the event of an emergency.

*...these situations are very real and could have very dangerous repercussions.*

### WHY REPORT HAZARDS/CLOSE CALLS?

- To protect YOU, your fellow workers and our mission.
- Reporting Close Calls gives us a chance to correct these hazards before an accident occurs.
- Studies estimate that for every serious injury there are approximately 300 Close Calls.

### WHO REPORTS HAZARDS/CLOSE CALLS?

YOU! Just go to the safety website at

**<http://safety1st.gsfc.nasa.gov>** and click on Close Call/Hazard Report or fill out the form on the reverse of this document and submit your report to the contact identified below.

**Contact: Safety Desk      Greenbelt – 6-6295 (Code 205.2)  
Wallops – 2518 (Code 803)**

