



# BOISE STATE UNIVERSITY

## Near Miss Report

### Procedures:

A near miss is an incident that had the potential to cause damage or harm. Also known as a "close call".

- Complete Near Miss Report and e-mail the report to [rmi@boisestate.edu](mailto:rmi@boisestate.edu).
  - Include any supporting documents such as photos, drawings, or reports.
  - Contact the Risk Management office at (208) 426-3636 for additional information or assistance.
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### Third Party Information

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Name of injured/  
Damaged Party:

Address:

Phone number:

Department:

MS:

Extension:

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### Incident/Accident Details

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Date of event:

Date Boise State was  
Notified:

Facility/Location  
where the accident  
occurred:

Extent of Injury or  
Property Damage:

Treatment  
Received/  
Transported:

Synopsis of  
Incident:

Department  
Contact:

Department  
Contact Phone:

Date Department  
Notified:

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**Please e-mail completed report to [rmi@boisestate.edu](mailto:rmi@boisestate.edu).**

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