



THE UNIVERSITY OF
MEMPHIS[®]
Office of Environmental
Health and Safety

See Something? Say Something!

Safety is one of the highest priorities for the campus community. The Office of Environmental Health and Safety works to ensure that employees are trained in safe practices and that safety hazards are investigated and corrected in a timely manner. In order to ensure hazards are addressed most efficiently, each hazard must be reported to EH&S when discovered. To report a potential hazard, please visit the EH&S website, or contact our offices directly.

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OUCH! What's Next?



THE UNIVERSITY OF
MEMPHIS[®]

The University of Memphis is an Equal Opportunity/Affirmative Action University.
It is committed to education of a non-racially identifiable student body.



ACCIDENTS HAPPEN

An accident is any unplanned event that causes or may cause injury, illness, and/or damage to a person, building, or the natural environment. The goal is always to prevent accidents from occurring through proper safety training and hazard reduction; however, accidents can still happen. The Occupational Safety and Health Administration (OSHA) estimates that roughly 50% of all injuries go unreported; the Bureau of Labor Statistics (BLS) estimates this number to be closer to 70%. It is your responsibility to know how to report accidents, near misses, and safety hazards.

REPORTING

People often believe certain accidents do not need to be reported. Incidents that do not result in an immediate injury, relatively small injuries, and those considered “self-inflicted negligence” still need to be reported. Some of these accidents may include slipping without falling, pinching a finger in a filing cabinet, or bumping into a door. The reality is that each of these incidents should be reported to ensure the best preventative measures are in place for the future.

Each of the following form types can be found on the EH&S website:

First Report of Injury or Illness

This form should be used for all accidents that result in any injury or illness, regardless of how minor and even if you do not seek medical attention. Each part of the form should be filled out as completely as possible and submitted to EH&S for reporting purposes. You should also keep a copy for your records. Contact the University Benefits Administration Office to complete Worker’s Compensation information.

Bloodborne Pathogens Incident

The Bloodborne Pathogens Incident Report should be used when an individual is unexpectedly exposed to human blood or other potentially infectious material. Though rare, these incidents can occur when an individual is handling or disposing of sharps or materials that have been exposed to blood. Exposure may also occur during involvement with violent incidents, such as a physical altercation. The Bloodborne Pathogens Incident Report must always be accompanied by a First Report of Injury or Illness form. If you are unsure if an exposure occurred, please contact EH&S for assistance.

Near Miss Report

When an accident occurs but results in absolutely no injury, complete a Near Miss Report. For example, you witness a limb falling from a nearby tree while you are walking across campus. Even if no one is injured by the limb, it is easy to imagine a scenario in which an injury could have occurred. This situation requires a Near Miss Report be filed.

Hazard Reporting

Events may occur where no accident is actively taking place, but a hazard is clearly apparent. These incidents are also required to be reported. You may choose to contact EH&S directly, or you may choose to report this potentially hazardous situation anonymously through the EH&S website. A tripping hazard, broken glass, or exposed electrical wires are all examples of hazards that should be reported.

