

UofM Language Fair Incident and Injury Report Policy

This policy is based off the University of Memphis [process for reporting an incident](#).

Report an Incident

We ask that all supervisors of minors report all accidents and near misses.

Steps to Reporting an Incident

What should happen if a student or visitor is injured on the UofM Campus?

1. Call Police Services at 901.678.HELP (4357). They will direct emergency personnel to your location.
2. Notify UofM Language Fair Event Staff at flfair@memphis.edu.
3. Fill out a [Student/Visitor Accident Report Form](#) and submit it to both UofM Language Fair staff at flfair@memphis.edu and Environmental Health and Safety (ehs@memphis.edu) as soon as possible.

What should happen if a student or visitor has a “near miss” on the UofM Campus?

If you experience or witness an event that could have resulted in an injury or illness, but did not lead to that point, you are encouraged to report the event. Near Miss Reporting helps track unsafe acts or unsafe conditions before an injury or illness occurs. This information is used to formally document the recognition of a hazard. Please email the information below to UofM Language Fair Event Staff at flfair@memphis.edu as soon as possible.

1. Full Name
2. Your Phone Number
3. Your Email
4. Date and Time of Near Miss
5. Description of the Near Miss
 - 5.1. Who was involved in the near miss? Where did it occur? What occurred? How did it occur?
 - 5.2. What acts or conditions led directly to the incident?

Can I anonymously report a safety hazard?

Yes, you can anonymously report a safety hazard at the following link:

https://www.memphis.edu/ehs/report_an_incident/anonymously_report_safety_hazard.php

Acknowledgment of Review of Policy

Please acknowledge your receipt and review of this policy on the **UofM Language Fair Supervisor of Minors Required Documentation Form**. The link to this form can be found at www.memphis.edu/fair.