

The Risk Review



NOVEMBER 2024

Risk Management News

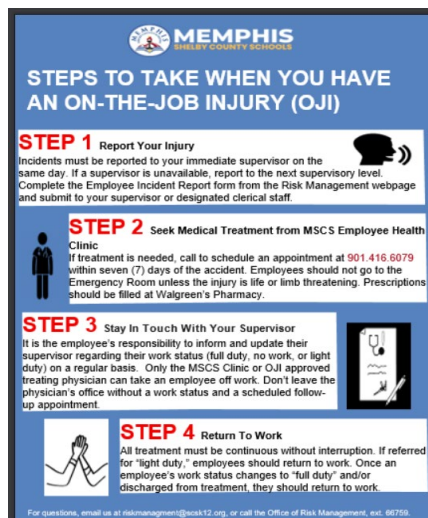
On-the-Job-Injury Updates

Risk Management kicked off a year of employee On the Job Injury (OJI) awareness by attending various in-service meetings to inform about the OJI benefits and process. OJI posters were distributed for display in all schools. If your school or department did not receive a poster to display, please contact us at 901.416.6759.

Since the beginning of the school year, there have been **344** approved OJIs in the first quarter. These injuries have ranged from slips/ trips/ falls to strains and sprained muscles.

Reducing unsafe conditions is everyone's responsibility. Resist the temptation to ignore an unsafe condition or to think that surely someone else will address it. If you think it might be unsafe, it probably is. Do not hesitate to report possible unsafe conditions to your Principal, Building Engineer, or to the Risk Management Team.

Reminder: Be sure to complete the OJI Safe Schools courses that are offered twice a school year.



Risk Review Reminder:

All employees are accountable for laptops assigned to them, including student laptops provided in carts. If every teacher in the district lost only one laptop per year, it would cost the district in excess of \$3M.

Property & Liability News

Improper Parking

Every year, an employee's vehicle is damaged because of improper parking. Not only does improper parking lead to a high risk of damage, but it could negatively impact emergency vehicles (ambulances, fire trucks and police vehicles).

Employees should **ALWAYS** park in spaces designated for parking.

Employees should **NEVER** park:

- at loading docks
 - in fire lanes
 - along curbs that would block and/or restrict 2-way traffic flow
 - on sidewalks
 - in front of dumpsters
 - anywhere that is marked "No Parking"
- OR
- in handicap spaces unless they have a handicap license plate or placard displayed

Focus on Safety

Breakroom & Teacher's Lounge Safety

Breakrooms and Teacher's Lounges can be a great gathering place to socialize or enjoy your lunch break. Below are some work safety tips that will ensure a clean, safe, and welcoming environment.

Common Hazards include:

- Fire hazards from burning foods
- Electrical hazards from faulty wires or short circuits
- Foodborne illnesses (from spoiled/rotten products)
- Burns from hot liquids and foods

Safety Tips:

- Ensure all appliances (refrigerator, toaster oven, microwave, etc.) are UL-listed and approved.
- Make certain there is a smoke detector and fire extinguisher located in the teacher's lounge or breakroom.
- Keep all metals out of the microwave to prevent an electrical fire.
- Appliances should be equipped with a 3 prong (grounded) plug.
- Never plug appliances into a power strip, surge protector or extension cord. Instead, plug the appliances directly into an outlet.
- Keep appliances away from pooling water. All outlets near sinks must be a ground fault circuit interrupter (GFCI).
- Turn off all cooking appliances before leaving at the end of the day.
- Clean up all spills immediately.
- Never eat from unknown containers that are not yours, not labeled nor dated.
- Keep all food containers and perishable food products refrigerated until ready for consumption.
- Clean out the refrigerator at the end of the week.
- Clean all breakroom/teacher's lounge appliances regularly & ensure any cooking appliances are unplugged when doing so.



Risk Management Additional Info:

For more information on Safety, Loss Control & Prevention please contact the Risk Management department at (901)416-5515 or riskmanagement@sck12.org



"Safety Is Everyone's Responsibility"

Office of Risk Management