

The Risk Review



December 2024

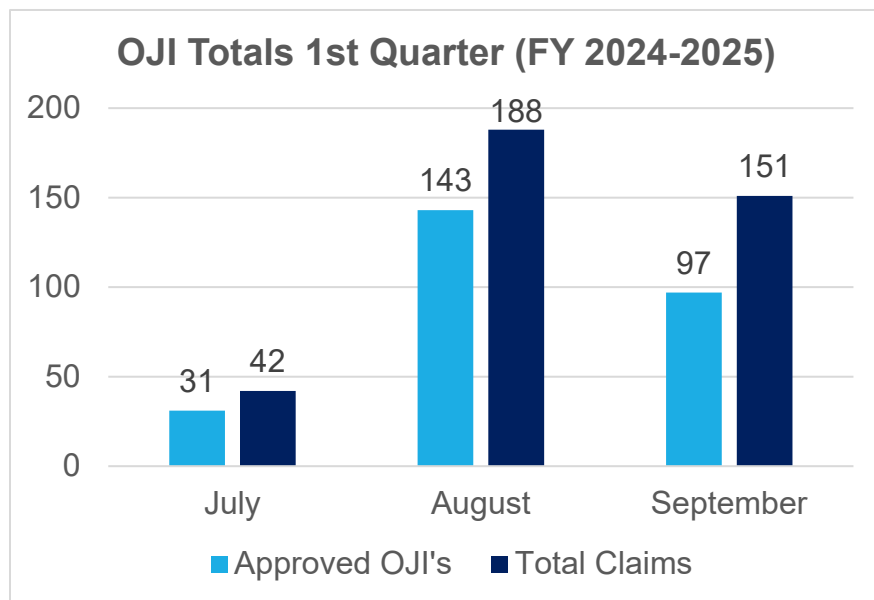
Risk Management News

On-the-Job-Injury Updates

Since the beginning of the fiscal year, there have been **271** approved OJIs in the first quarter (July – Sept). These injuries have ranged from slips/ trips/ falls to strains and sprained muscles.

Remember to report all on the job injuries the SAME day they occur to your immediate supervisor. If the supervisor is unavailable, report the injury to an administrator.

An injury report must be completed by the injured employee, unless prevented by disability from the accident at the time.



Risk Review Reminder:

It is mandatory that ALL schools in the district complete Fire Drills. This requires full evacuation 1 time every 30 school days, with 2 fire drills occurring during the first 30 full days of the school year. Additionally, 4 fire safety educational announcements will be conducted throughout the year. TCA § 68-102-137(b)

Property & Liability News

AED Service Form

Risk Management has a new service request form to be completed whenever a school, stadium or facility needs new adult or pediatric pads, batteries, or a new AED.

Please go to the following link and submit your request.

<https://forms.office.com/r/rnbXatrJBK>

A screenshot of a web form titled "AED Service Request". The form is for requesting new pads, batteries, or a new AED. It includes fields for Location Name, Contact Name, Contact Phone, Contact Email, and Device Location in Facility. There are also radio button options for AED Manufacturer (Philips, HeartStart, Zoll, or Other) and checkboxes for Service Request (Adult Pads, Child Pads, Battery, Machine Requiring, or Request New Machine).

Focus on Safety

Winter Weather & Generator Safety

Winter weather presents many challenges to our everyday lives, which include slippery walkways & parking lots as well as high winds and freezing conditions. Please keep the following tips in mind.



The 4 P's of Winter Weather Safety:

- **People** (Check on vulnerable family, friends and neighbors, limit time spent outside and wear layers of clothing.)
- **Pets** (Bring pets inside; If it is too cold for you; it is too cold for your pets.)
- **Pipes** (Cover and insulate pipes, expose pipes to heated air and let your faucets drip.)
- **Plants** (Bring plants inside or keep them covered for warmth.)

Do NOT use fuel-burning devices indoors as they release carbon monoxide, but:

1. Ensure all Carbon Monoxide and Smoke Detectors are in proper working order.
2. For fireplaces, use a glass or metal fire screen to prevent fires from sparks or rolling logs.
3. Turn off UL-approved space heaters after use and keep flammables at least three feet away from them.
4. Protect Your Pipes! Keep your garage doors closed if there are exposed water lines.

Scrape all *ice* and *snow* off steps and walkways to provide a safe area to walk. Use de-icing agents and salt.

Generator Safety:

- **Never** operate a generator inside your home, basement, or garage.
- **Never** connect a generator to your home's wiring without a power transfer switch.
- **Never** overload a generator.
- **Always** use the generator outside.
- **Never** connect/plug your generator directly into a wall outlet (backfeeding).
- **Always** know the power requirements (volts) of the appliances and devices you want to use.

NOTE: Household devices normally run on 120 volts while major appliances (dryers, stove/ovens, water heaters) run on 240 volts.



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