

The Risk Review



February 2025

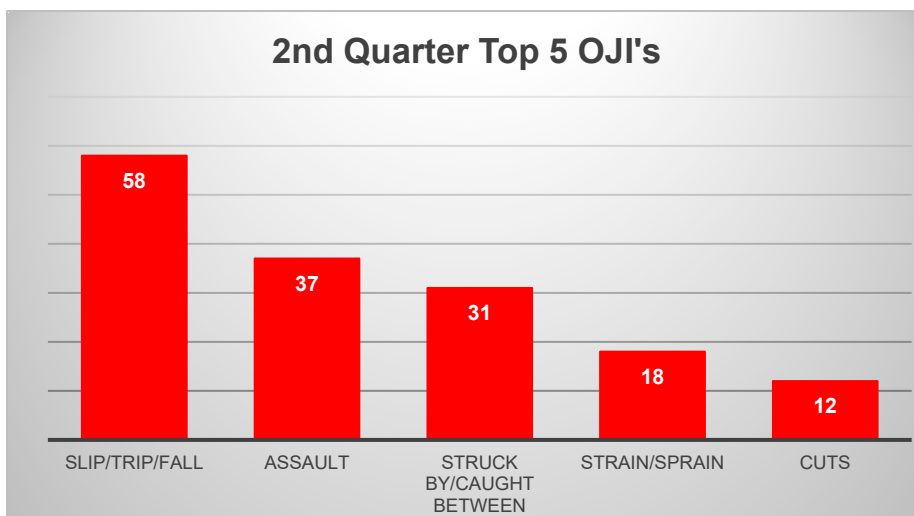
Risk Management News

On-the-Job Injury Updates

The chart below lists the school district's top 5 OJI incident categories for the second quarter (Oct – Dec) for the fiscal year, 2024 – 2025 highlighting Slip/Trip/Falls once again as the #1 OJI trend.

Contributing factors to these Slip/Trip/Fall injuries include liquids on the floor, poor housekeeping, employees' missing a step, and faulty chairs.

REMEMBER, employees MUST complete the Employee Accident Report Form from the Risk Management webpage (found here - [Memphis Shelby County Schools](#)) and submit it to your immediate supervisor unless medically unable to.



Risk Review Reminder: Per TCA § 49-6-817, all exterior doors are required to be locked at all times with access to school buildings limited to the school's primary entrance. Additionally, per OSHA 1910.36, employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge with only panic bars being the exception.

Property & Liability News

Are we liable for that??

*In many instances, **NO!***

Memphis-Shelby County Schools is governed by T.C.A. 29-20-101, often referred to as the "GTLA" or Governmental Tort Liability Act.

As a governmental entity covered by this act, accidents and injuries that occur on school or district property are not automatically our fault. Under this act we are "immune" from liability unless certain criteria exist.

If anyone is injured at your location and they have questions about payment for medical bills, they should be directed to the Risk Management office.

*Building Administrators should **NEVER** insinuate that the district will cover any costs.*

Focus on Safety

Personal Safety Tips

Safety and injury prevention is not only an important part of the workplace but should always be considered before, during, and after work hours as it is a part of our everyday lives. Below are important safety tips on personal safety for the workplace, home, and social gatherings.

Stay Situationally Aware:

- Be mindful of your surroundings, especially when entering & exiting vehicles or buildings
- Be alert and aware of the person(s) around you
- Avoid walking alone, especially after dark
- Walk in well-lit areas and with a group
- Always identify your exits and escape routes.
- Never allow someone to block your exit
- If you feel threatened or unsafe, don't hesitate to remove yourself from the situation or contact security or call 911
- Maintain personal space and boundaries

Vehicle Safety Tips:

- Park your vehicle in well-lit areas
- Keep your vehicle locked and windows rolled up
- Carry an Emergency kit in your vehicle (flashlight, bottle of water, snack bar, first aid items, etc.)
- Have your car key or key fob in hand when walking to your vehicle

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"



Personal Security Safety:

- Never leave your purse, phone or wallet in plain view or in commonly accessible areas
- Avoid distractions (such as walking & talking on the cell phones)
- Never display cash or valuables in front of strangers
- If working after hours and alone, keep your office door locked
- If you must walk in a dark or dimly lit area, then consider a security escort
- If cornered in an elevator, stand next to the elevator controls and press the distress alarm
- If a crime of any nature occurs, then REPORT IT!



Office of Risk Management