

The Risk Review

March 2025



Risk Management News

On-the-Job Injury Updates

As we are past the midway point and nearing the end of the school year, there have been **185** approved OJIs in the second quarter. These injuries have ranged from slips/ trips/ falls to strains and sprained muscles. The total OJI's for the 1st & 2nd quarters are **435**.

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.

REMEMBER, employees MUST complete the [Employee Accident Report Form](#) and submit it to their immediate supervisor for entry into our online system. Click the link above to access the form.



Risk Review Reminder: Regarding After, Before School, Sporting Events & Practice: An active employee should always be on school campus with individuals who are not employed by the District. This prevents and/or reduces liability and allows access to AED's that are in the school buildings.

Property & Liability News

SPACE HEATERS

The following are regulatory requirements for portable electric heaters.

NFPA 1-11.5.3 requires any portable electric heaters (space heaters) to be:

- *UL-approved*
- *must have an automatic shutoff if tipped/knocked over*
- *must be kept 3-ft away from flammables & combustibles*
- *must be unplugged at the end of each day*

In construction, you are prevented from using space heaters or heaters in general in confined spaces per OSHA 1926.154.

Focus on Safety

CLASSROOM FIRE SAFETY

As the school year ends, it is a great time to remember decorations and furnishings in classrooms. NFPA 1 and 701 specify what is allowed for classroom wall coverings and wall furnishings as well as fire safety protocols. As such, please adhere to these fire code safety standards.

Common hazards include the following:

- Fire potential from combustible materials on classroom walls & doors.
- Fire potential from electrical outlets and switches that have wall coverings & furnishings surrounding them.
- Fire potential that spreads up the wall or door and to the ceiling.

IN THE EVENT OF A FIRE, ACTIVATE THE FIRE ALARM PULL STATION, EVACUATE YOUR STUDENTS & YOURSELF IN AN ORDERLY FASHION AND FOLLOW YOUR SCHOOL'S APPROVED EMERGENCY EVACUATION PROCEDURES.



Safety Tips:

- Classroom furnishings, decorations, artwork & teaching materials cannot be attached to or hung from walls or fire-rated doors to exceed 20% of each wall area in a non-sprinklered building.
- Classroom furnishings, decorations, artwork & teaching materials cannot be attached to or hung from walls or fire-rated doors to exceed 50% of each wall area in a sprinklered building.
- Do not block/prop open fire-rated classroom doors. Ensure that every door to the classroom fully closes.
- Candles (**open flames**) are not allowed in classrooms.
- Maintain storage at a minimum of **24** inches from the ceiling of **non-sprinklered** buildings and **18** inches from the sprinkler head in **sprinklered** buildings.



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