

The Risk Review

April 2025



Risk Management News

On-the-Job Injury Updates

The On-the-Job Injury policy (board policy #4014) has been updated effective 3/25/2025. The changes are noted on the OJI form and are listed below:

1. Employees are responsible for (1) providing appropriate notification of a sustained OJI, including minor injuries, and (2) completing and submitting the employee accident report form to their supervisor.
2. Unless prevented by disability from the injury, such notification should be provided immediately, but no later than **24 hours** after the incident. If the employee's immediate supervisor is not available, the injury should be reported to the next supervisory level. Failure to provide timely verbal or written notice as required will result in denial of benefits provided under the District's OJI program.

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 updated form.



Risk Review Reminder: Classroom doors must be closed during class times and **NOT** locked. A locked door from the inside of a classroom specifically violates OSHA 1910.36 which is a federally enforceable law as well as the NFPA Life Safety Code 101. The only exception is for school buildings built or remodeled **after July 1, 2023**, which requires a locking mechanism on the inside of the door.

Property & Liability News

Field Trip Safety

Obtain all signed consent forms and approvals.

The student-to-adult ratio cannot exceed 20 students to 1 adult for local trips and 10 students to 1 adult for out-of-town or international trips.

Know the emergency routes and exits.

Be aware of surroundings at all times.

Be cognizant of student allergies.

Stay focused and organized.

Keep students away from any hazardous areas and ensure appropriate supervision at all times.

Do multiple head counts throughout the field trip.

Report property damage and injuries to Jeri Rudolph, Risk Advisor rudolphil@scsk12.org (901)416-1993 or (901)550-9420.

Focus on Safety

Coffeemaker & Espresso Machine Safety

Coffeemakers & Espresso machines come in a variety of sizes and brands requiring water and electricity along with dairy products and coffee beans to create a cappuccino or coffee. Please follow these guidelines for safe use.

Common hazards include the following:

- Burns from steam, liquids & machine components
- Fire from electrical faults
- Spills from hot liquids
- Explosion from steam combustion

Safety Tips:

- Register your appliance with the manufacturer for any issues that may arise from product use or future recalls.
- Train personnel on the correct use of the appliance.
- Coffeemakers and Espresso machines are only allowed in a Teacher's Lounge and should never be used in the classroom.
- Coffeemakers and Espresso machines must be equipped with a 3 prong (grounded) plug.
- Coffeemakers and Espresso machines should NEVER be plugged into a power strip, surge protector or extension cord.

Safety Tips (cont.):

- Switch the coffeemaker or espresso machine to 'off' when not in use.
- Keep the area around the appliances clean and free of trash & debris.
- Beware of latent heat when moving the appliance as the machine will hold heat for approximately 15-30 minutes after use.
- Protect your hands & face. 2 seconds of skin exposure to coffee at 175°F can cause serious burns requiring surgery.

Maintenance & Cleaning:

- Make certain the appliance is unplugged and not hot to the touch before cleaning the machine.
- Ensure the drip tray is emptied & cleaned daily by removing and washing the drip trays and steam heads.
- Clean the steam wands and check steam heads daily.
- Clean the stainless steel with soap & water using a cloth or sponge.
- Wipe down the control panel with a damp cloth.



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