

# The Risk Review

June 2025

## Risk Management News

### On-the-Job Injury Updates

**Mandatory On-the-Job Injury (OJI) training will be announced in the coming weeks for financial secretaries and anyone in a supervisory role.**



**This training will occur through PLZ and include the following:**

- A review of the new incident reporting procedures
- Common reporting problems and user issues
- An overall review of the OJI process (like the flyer below)

**MEMPHIS**  
SHELBY COUNTY SCHOOLS

**STEPS TO TAKE WHEN YOU HAVE AN ON-THE-JOB INJURY (OJI)**

**STEP 1 Report Your Injury**  
Incidents must be reported to your immediate supervisor on the same day. If a supervisor is unavailable, report to the next supervisory level. Complete the Employee Incident Report form from the Risk Management webpage and submit to your supervisor or designated clerical staff.

**STEP 2 Seek Medical Treatment from MSCS Employee Health Clinic**  
If treatment is needed, call to schedule an appointment at 901.416.6079 within seven (7) days of the accident. Employees should not go to the Emergency Room unless the injury is life or limb threatening. Prescriptions should be filled at Walgreen's Pharmacy.

**STEP 3 Stay In Touch With Your Supervisor**  
It is the employee's responsibility to inform and update their supervisor regarding their work status (full duty, no work, or light duty) on a regular basis. Only the MSCS Clinic or OJI approved treating physician can take an employee off work. Don't leave the physician's office without a work status and a scheduled follow-up appointment.

**STEP 4 Return To Work**  
All treatment must be continuous without interruption. If referred for "light duty," employees should return to work. Once an employee's work status changes to "full duty" and/or discharged from treatment, they should return to work.

For questions, email us at [riskmanagement@scsck12.org](mailto:riskmanagement@scsck12.org), or call the Office of Risk Management, ext. 86759.

**Risk Review Reminder:** Remember to consult the EPA's 3Ts for Reducing Lead in Drinking Water for reducing lead levels in schools as well as the EPA's Basic Information about Lead in Drinking Water for information on the effects of lead in consumable water sources. A fact sheet on drinking water in schools and childcare facilities can be found here: Drinking Water Quality - Child Care Facilities.



## Property & Liability News

### Did You Know....

*The District has a Safe Drinking Water Policy #3008 developed in accordance with TCA 49.2.1 ch. 977, requiring each local board of education to test (every 2 years) all school facilities constructed prior to Jan 1, 1998, for potential lead contamination in drinking water.*

*This policy includes the following:*

- Drawing water samples (250 mL) that have been standing overnight in schools and early childhood centers.
- Communication of these results exceeding 20 parts per billion (ppb) to the Superintendent and the Board within 24 hrs as well as the Dept of Education, TDEC Commissioner, Commissioner of Health, and Shelby County Health Dept.
- Within 5 business days of receiving the results, notification shall be provided to the parents, students, and staff at the school that exceeded 20 ppb along with corrective actions taken.
- Remove from service any water source exceeding 20 ppb and remain unavailable until retested within 90 days with a <20 ppb result.

# Focus on Safety

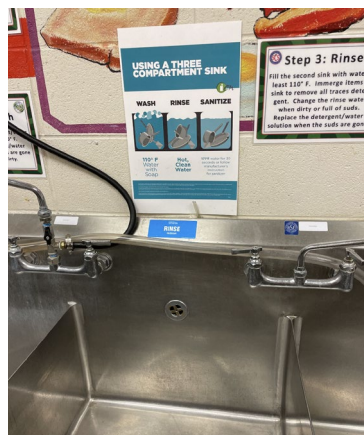
## Lead Water Safety

On June 2<sup>nd</sup> – 6<sup>th</sup>, the Risk Management team completed the Lead Water sampling & collection at all identified schools in the district.

This was a collaborative effort with assistance coming from multiple departments within the School District. Here is some important information concerning Lead Water Safety.

### Hazards associated with Lead in Water include the following:

- Memory loss & cognitive impairment
- Organ damage to the brain & kidneys and cardiovascular & central nervous system damage
- Hard water which deteriorates plumbing lines leading to faulty pipes.



### Important Safety & Prevention Tips Include:

- Regular testing of consumable water sources that include (1) water fountains, (2) kitchen sinks, and (3) ice machines
- Flushing the water lines to remove stagnant water.
- Installing filtration to remove lead and other pollutants from the water.
- If a filtration system is deemed ineffective, then updating the plumbing system at each school to remove lead pipes.
- Communicating results to all affected parents/guardians and staff.

### 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](mailto:riskmanagement@sck12.org)

“Safety Is Everyone’s Responsibility”



Office of Risk Management