

The Risk Review

August 2025

Risk Management News

On-the-Job Injury Updates

Below is the new and improved [Employee Accident Report Form](#) that must be filled out for all on-the-job injuries as well as signed & dated by the injured employee and supervisor. Once filled out, scan the document into the Employee Incident Report System and then shred the document due to the sensitive information it contains.

Memphis-Shelby County Schools
Employee Accident Report Form

In order to qualify for any benefits, an employee must give notice of the incident to their immediate supervisor immediately, but no later than 24 hours after the incident unless the employee is prevented by disability from the incident from giving such notice.

EMPLOYEE INFORMATION
Full Name: _____
SSN: _____ DOB: _____ Gender: _____
Address: _____ City, State: _____ Zip: _____
Date Hired: _____ Job Title: _____ School/Location of Accident: _____
Email: _____ Personal Phone: _____
Date of Injury: _____ Time: _____ Date Reported: _____ Time: _____
Incident Type: ☐ Accident ☐ Exposure
Give a clear description of incident, including what the employee was doing, how the accident occurred, and where it occurred.

Body Part(s) Injured: _____ Injury Type(s) [ex. cut, strain, hit, etc.]: _____
What type of treatment was required? ☐ None/Notice Only ☐ First Aid
If injury requires MEDICAL treatment, please fill in below:
☐ MSCS Clinic ☐ Emergency Treatment/Ambulance Required ☐ Emergency Treatment/No Ambulance
EMERGENCY treatment was given at: _____
If EMERGENCY treatment was received, who authorized visit? _____
Have you had prior injuries to affected area(s)? ☐ Yes ☐ No
If so, name of physician: _____ Physician's phone number: _____
If yes, was this prior injury work related? ☐ Yes ☐ No
Physical Assault? ☐ Yes ☐ No
Was personal protection equipment required? ☐ Yes ☐ No
Was employee using personal protection equipment? ☐ Yes ☐ No
I authorize the disclosure and release of my medical information, including copies of records and reports, pertaining to me as may be required for administration of the OJI program.

Employee's Signature _____ Date _____ Immediate Supervisor's Signature _____ Date _____
This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while being used for processing OJI reports.
Memphis-Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, gender, creed, age, disability, national origin, or genetic information.

The majority of new OJI posters have been distributed to the schools. If you have not received your NEW (red) OJI Poster, then please contact Sherri McNulty-Woodard, (901)416-6759 or mcnultysj@scsk12.org.

Risk Review Reminder: Board Policy 6024, Personal Wireless Communication Devices (PWCD) prohibits students from using and/or possessing a cell phone or other PWCD without authorization during the school day. Cell phones/PWCDs must be powered off and stored out of sight in the school designated location. Students who bring their cell phone/PWCD do so at their own risk. Owners will not be compensated for any lost, stolen, or damaged cell phone/PWCD. Please refer to Board Policy 6024 for further details.



Property & Liability News

Apparent Microbial Growth (AMG)

According to the Environmental Protection Agency (EPA), Mold is a type of AMG and is a natural part of the environment. It can be found almost anywhere that moisture and oxygen are present.

The EPA states that moisture control and air flow is key to reducing the amount of mold indoors.

The following are district procedures for identifying and correcting AMG:

- *School personnel must notify the Building Engineer when AMG is detected.*
- *The Building Engineer makes a determination based on examination of the area.*
- *A work order (ticket) is submitted by the Building Engineer.*
- *It is then the responsibility of the Environmental Health & Safety (EHS) department to clean and/or remediate the AMG.*

For more information on Mold, please refer to the EPA's [Mold | US EPA](#).

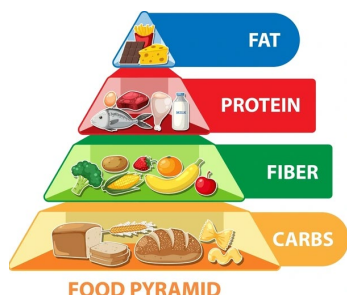
Focus on Safety

Food Safety

Central Nutrition Services, specifically Jakeyvia Carter the Food Safety & Quality Manager, has partnered with Risk Management to provide food safety and nutrition information.

As we begin the 2025 – 2026 school year, the Central Nutrition Center (CNC) is prioritizing Safety & Nutrition in the following ways:

- **Staff Training:** CNC staff participated in the Hazard Analysis and Critical Control Points (HACCP) procedures and temperature monitoring.
- **Smart Sensors Installed:** New equipment sensors are helping to track cooler & freezer temperatures automatically.
- **Observation Checklists:** the Food Safety & Quality Departments are conducting midday safety observations at the schools to ensure compliance.
- **Healthy Meal Options:** This school year, CNC is introducing new menu items that meet USDA guidelines while promoting healthy eating habits.



Safety Tip of the Month

“When in doubt, throw it out.”

Never serve food that looks, smells, or feels unsafe. Protecting our students is always the top priority.



Understanding CNC's HACCP Operational Procedures

MSCS' CNC follows HACCP procedures to ensure every meal we serve is safe, nutritious, and high quality. HACCP is a preventive food safety system that identifies and controls potential hazards before they can cause harm. Here's how it works:

- **Hazards:** We identify potential risks — biological (bacteria/viruses), chemical (cleaning agents/allergens), and physical (glass, plastic, or metal).
- **Critical Control Points (CCPs):** Key steps where hazards must be controlled, such as cooking, cooling, holding, and reheating foods.
- **Monitoring Procedures:** Staff checks and documents food & equipment temperatures, delivery conditions, and sanitation practices throughout the day.
- **Corrective Actions:** If a CCP is not met (e.g., food not at the right temperature), the food is re-cooked, cooled properly, or the unsafe items are discarded immediately.
- **Verification:** Supervisors review logs, conduct site visits, and ensure staff follow all safety standards.
- **Record Keeping:** All logs & safety checks are documented daily to maintain compliance and readily accessible.

Food Safety (continued)

Best Practices for Kitchen Staff

To keep our kitchens safe and efficient, all staff should follow these important practices every day:

Hair Restraints: Wear hair nets, hats, or beard guards at all times when handling food.

Proper Handwashing: Wash hands with warm water and soap for at least 20 seconds before handling food, after restroom use, after breaks, and whenever switching tasks.

Knife Safety: Use the right knife for each task, cut on stable cutting boards, keep knives sharp, and store them securely after use. Always cut away from the body. You can also request cut-resistant gloves.

Glove Use: Always wear gloves when handling ready-to-eat foods or frozen meats. Change gloves between tasks and never wash or reuse them.

Temperature Control: Maintain hot foods at 135°F or above and cold foods at 41°F or below. Check and document food temps regularly.

Cleaning & Sanitizing: Wash, rinse, and sanitize all food-contact surfaces, knives & utensils, and equipment after each use.

Cross-Contamination Prevention: Use separate cutting boards for frozen meats, fruits/vegetables, and ready-to-eat items.

Safe Lifting: Bend at the knees, not the waist, when lifting heavy items. Ask for help when needed to avoid injury.

Proper Storage: Keep frozen meats below ready-to-eat foods in refrigerators to prevent drips and contamination.

Chemical Safety: Store cleaning chemicals away from food and food-contact surfaces and always use according to instructions.

Personal Hygiene: Keep nails trimmed, avoid nail polish or artificial nails, and remove jewelry before food prep.

Hydration & Breaks: Drink water on breaks only in designated areas — never in food prep zones.

Frozen Deliveries: Frozen foods must be delivered and received at 0°F or below. Spot check deliveries upon arrival to verify temperatures, inspect packaging for damage, and reject products that don't meet standards. Document all findings.

Labeling & Dating: Label all prepared and opened items with the product name and the "use by" date. Follow FIFO (First In, First Out) storage.

Proper Cooling: Cool hot foods from 135°F to 70°F within 2 hours and to 41°F within 4 hours using ice baths, shallow pans, or breaking down into smaller portions.

Reheating Standards: Reheat leftovers to 165°F for 15 seconds before serving.

Trash Management: Empty trash regularly, keep lids closed, and never allow overflowing bins in food prep areas.

Pest Prevention: Keep doors closed, store food off the floor, and report any pest activity immediately.

Additional Info:

For more information on Food Safety, please contact Jakeyvia Carter, Food Safety and Quality Manager of Nutrition Services carterjk1@scsk12.org.
For more information on Loss Control & Prevention please contact the Risk Management department at (901)416-5515 or riskmanagement@scsk12.org.

"Safety Is Everyone's Responsibility"



Office of Risk Management