

The Risk Review

September 2025

Risk Management News

On-the-Job Injury Updates

DID YOU KNOW?

- An employee must give notice of an OJI incident to their immediate supervisor immediately, but no later than **24 hours** after the incident unless the employee is prevented by disability because of the incident from giving such notice.
- The Employee Accident Report Form **MUST** be signed by the immediate supervisor, unless the supervisor is unavailable, then report the injury to the next supervisory level who must sign the form.
- When reporting an OJI in the Employee Incident Reporting System, "The Employee Stated..." **MUST** be included in each description field.
- Work-related stress, anxiety, depression, or other mental illnesses are **not** covered under the District's OJI program **unless** directly caused by an approved physical injury sustained on the job.
- It is the employee's responsibility to inform and update their supervisor regarding their work status on a regular basis while on OJI. Without proper documentation, the injury will not be coded as an OJI absence.

Risk Review Reminder: **Never** store valuable items where they can be seen in your vehicle. **Always** park your vehicle in designated parking spaces and keep your doors locked. Use **caution** and drive slowly while on school property. TCA §49-6-4218 recommends 10 mph.



Property & Liability News

The Importance of Smoke Detectors

Smoke detectors serve an essential role alerting occupants to smoke or fire in both a commercial and residential setting.

In a commercial building, smoke detectors are often connected to the fire alarm system. It is important to maintain these detectors and keep track of trouble signals.

Per NFPA 72, placement of smoke detectors should be in the following areas of a school or commercial bldg:

- Hallways/Corridors
- Classrooms
- Offices & Breakrooms
- Mechanical storage rooms
- Stairwells and Elevator shafts

Additionally, smoke detectors should be 10 feet from cooking appliances, 4 inches from walls or ceiling corners, and every 30 feet in open areas.

Carbon Monoxide (CO) detectors **must** be installed in a commercial or residential building whenever there is use of gas as a combustion source (gas heaters and cooking appliances). Because CO is colorless, tasteless, and odorless it is widely referred to as a 'silent killer'. CO detectors serve independently of smoke detectors unless a Smoke/CO combo detector is used.

Heat detectors are classified as 'Not A Life Safety Device' and are suitable **only** for kitchen and culinary areas where smoke might be common due to cooking.

Focus on Safety

Science Lab Safety

Science labs can be a fun place to learn in a hands-on environment. Safety in science labs is essential for creating a secure learning environment helping to prevent accidents, injuries, and exposure to hazardous materials. Teaching students about safety protocols not only protects them but also instills good practices that they can carry into future scientific endeavors. Here are some helpful practices and reminders.

Laboratory Conduct Rules:

- Require staff & students to wear Personal Protective Equipment (PPE). This may include safety glasses or goggles, face shield, chemical-resistant gloves, lab coats or aprons, and closed-toed shoes.
- Never leave students unsupervised or allow unauthorized visitors in the lab area.
- Never allow the use of chemicals outside the lab.
- Never allow eating or drinking in the science lab. Smoking is NEVER permitted inside or outside of school.
- Horseplay and unruly conduct are NEVER allowed in the science lab.
- Know emergency procedures for evacuation purposes, chemical spills, or an injury.
- Report all spills, accidents, or injuries immediately to your supervisor.
- Follow proper housekeeping & ventilation with chemical storage separating acids from other chemicals.

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"

SCIENCE LAB SAFETY

POSTERS AND BULLETIN BOARD SET



Additional Safety Reminders:

- Maintain a Chemical Inventory List of all chemicals and consider all chemicals hazardous.
- Prior to use, locate the Safety Data Sheets (SDS) for any chemicals used during experiments and match them with the chemical label.
- Locate the eyewash station, decontamination shower, first aid kit, and exits ensuring they function correctly.
- Never point a test tube in an unsafe direction. Test tubes should remain upright.
- Use care when handling heated materials as hot glassware can appear like room-temperature glassware.
- Never ingest any chemical by mouth.
- Never allow direct breathing in of vapors. Instead utilize a fume hood.
- Shut off all heating apparatus', gas valves, and water faucets when finished with the experiment.
- Store & secure gas cylinders away from flammables & ignition sources.
- Properly dispose of all hazardous or biological waste.
- Wash your hands after each experiment.



Office of Risk Management