

THE RISK REVIEW

OCTOBER 2025



Risk Management's website is here! The following is a preview of the website's features:

RISK MANAGEMENT

Risk Management is the preservation of the physical and human assets of Memphis Shelby County Schools (MSCS) for the successful continuation of its operations to prepare all students for success in learning, leadership, and life. Risk is anything that jeopardizes the health, safety, and welfare of the District including property damage.

Risk Management is Everyone's Responsibility and below is a 5-step process to assist you with managing risk in the workplace.

This 5-step process includes the following:

1. Identify potential risks.
2. Analyze the risk likelihood and impact.
3. Evaluate or prioritize the risk.
4. Treat the risk by developing mitigation strategies.
5. Then, monitor the effectiveness of these processes.

IF YOU SEE SOMETHING SAY SOMETHING

ON-THE-JOB INJURY (OJI)

[Board Policy 4014 - On the Job Injury \(OJI\)](#)

[How to Proceed While on \(OJI\) On-the-Job Injury](#)

[Employee Accident Report Form](#)

[Employee/Student/Visitor/ Incident Reporting systems.](#)

(Memphis Shelby County Schools does not have Workers' Compensation)

The OJI Policy is a self-insured program intended to cover medical expenses and lost wages incurred by employees because of an injury and/or illness sustained out of and in the course and scope of employment. **Each On-the-Job-Injury is investigated.**

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.

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Risk Review Reminder: All pertinent information related to Risk Management can be found on our website:

Memphis Shelby County Schools <https://www.scsk12.org/riskmanagement/>

SAFETY & LOSS CONTROL

Risk Assessments

Risk Management provides the District with the identification of hazards and the evaluation of risks through risk assessment surveys conducted for all schools, stadiums, and facilities. Risk assessments serve to mitigate, control and prevent past, present, and future losses by the District.

These assessments can be triggered by **On-the-Job Injury (OJI)** and Liability loss analysis' that identifies loss trends for each facility. Additional risk assessments will be conducted in tandem with the District's insurance carrier.

Jurisdictional Boiler Inspections

Risk Management contacts and coordinates the inspections of all commercial boilers and water heaters containing 1 million BTU's (British Thermal Units) or more for each school and/or facility. These inspections must occur bi-annually as a requirement of TN state law and require the involvement of the school or facility's building engineer, the master plumber, and the state-authorized boiler inspector.

Lead Water Testing

Board Policy 3008 - Safe School Drinking Water.

The lead water testing is in accordance with Safe School Drinking Water. This policy includes mandatory testing and notification of relevant parties as well as recordkeeping of the results and training of staff.

Risk Management oversees and collaborately conducts the lead water testing every 2 years for all schools and early childhood centers built prior to 1998, according to **TN state law** (TCA 49.2.1). The lead water testing involves consumable water sources as follows: water fountains, kitchen sinks, and ice machines at the required schools & childhood centers.

The lead water testing training is completed for all relevant District departments to include:

1. *Risk Management*
2. *Environmental Health & Safety*
3. *Custodial / Grounds*
4. *Pre-K*
5. *Facilities / Maintenance*

If corrective actions are required based on the findings of the lead water testing, then the District's Facilities/Maintenance department will remove, replace, or remediate the water source(s). Once the source(s) has been repaired, retesting is required.

Risk Management Additional Information:

For more information on Safety, Loss Control & Prevention please contact the Risk Management department at (901)416-5515 or riskmanagement@scsk12.org

