

The Risk Review



November 2025

Risk Management News

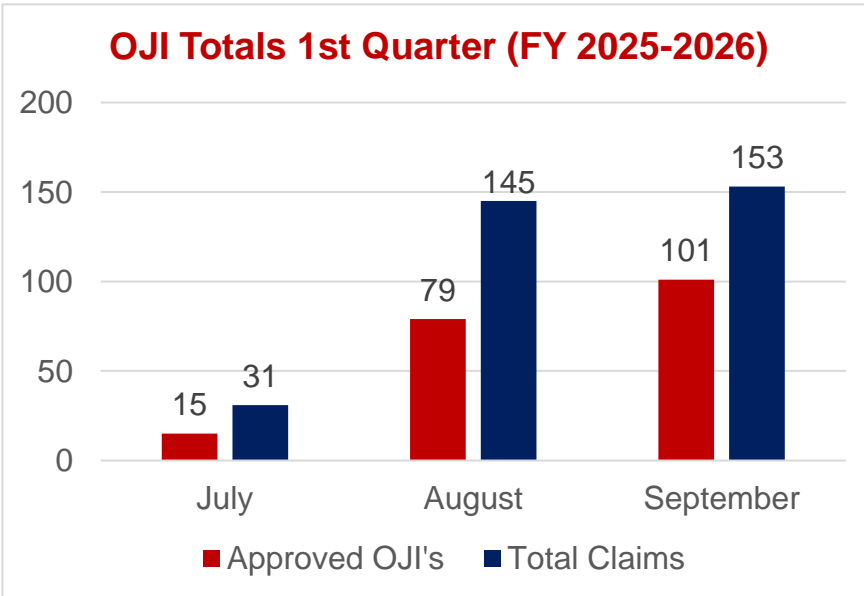
On-the-Job Injury Updates

Since the beginning of the fiscal year, there have been **195** approved OJIs in the first quarter (July – Sept) of the total 329. Slip/Trip/Fall injuries are still the #1 loss driver for the District.

Remember: Report all on-the-job injuries within 24 hours of occurrence to your immediate supervisor. If the supervisor is unavailable, report the injury to an administrator.

Remember: An injury report must be completed by the injured employee, unless prevented by disability from the accident at the time.

OJI Totals 1st Quarter (FY 2025-2026)



Risk Review Reminder: Please see Risk Management's website, www.scsk12.org/riskmanagement, for additional information on insurance coverages, OJI & student/visitor incident reporting, safety & loss control, newsletters, etc. Additionally, our Forms & Resources tab allows access to service requests, written safety programs, insurance forms, the OJI policy, and newsletters.

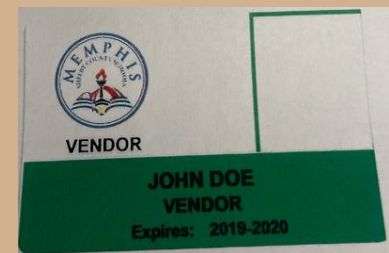
Property & Liability News

Vendor & Contractor Liability

TCA 49-5-413(d)(3)(A) states '**No** employer [vendor/contractor], or employee of the employer [vendor/contractor employee], shall come in direct contact with school children or enter the grounds of a school when children are present UNTIL THE CRIMINAL BACKGROUND CHECK HAS BEEN CONDUCTED on the person.'

This includes custodial employees and all other contractor employees as well.

DO NOT ALLOW ANYONE INTO YOUR BUILDING WITHOUT A MSCS ID BADGE!!! Vendor/Contractor ID badges are **GREEN** for the 2025 - 2026 school year. (pictured below)



Vendors/Contractors are expected to abide by District safety rules.

Vendors/Contractors must report any property damage occurring to the building or school grounds regardless of intent to the location's building engineer.

Additionally, per board policy 6028, while visiting the school the use of tobacco and tobacco products are forbidden.

Focus on Safety

Fire Safety & Prevention

Good housekeeping is essential with fire prevention. The National Fire Protection Association (NFPA) and Occupational Safety & Health Administration (OSHA) have regulatory standards designed to prevent fires, injuries, and losses. With the previous month of October being designated Fire Safety month, here are some helpful tips.

Proper Storage of Flammable Materials:

Store flammable liquids and materials in a designated, well-ventilated area away from ignition sources. Use approved containers that are clearly labeled.

Keep only the necessary amount of combustible materials in the work area and move excess to a secure storage area.

Maintain Clear Exits and Passageways:

Ensure that all emergency exits, fire doors, and passageways are free of obstructions. This allows for a quick evacuation in case of a fire.

Regularly check that escape routes are clear and accessible, and do not store items in stairwells or near exits.

Regularly Inspect Electrical Equipment:

Conduct routine inspections of electrical cords and equipment checking for signs of damage or overheating. Replace any faulty equipment immediately to prevent electrical fires.

Unplug portable appliances such as space heaters when not in use or at the end of the day and maintain 3-ft of space between combustibles.



HOW TO USE EXTINGUISHER



PULL THE PIN



AIM THE NOZZLE



SQUEEZE THE LEVER



SWEEP SIDE TO SIDE

Keep Workspaces Clean and Organized:

Regularly clean up debris, dust, and waste materials to reduce fire hazards. This minimizes the risk of a fire spreading and ensures that firefighting equipment is accessible.

Conduct Assessments and Education & Training:

Perform risk assessments to identify potential hazards and implement controls to mitigate them.

This includes:

- Training employees on fire safety practices and ensuring they understand their responsibilities.
- Knowing the School District's Fire Prevention Plan
- Maintaining the building's sprinkler systems, fire alarm systems, and fire extinguishers.
- Knowing how to use a fire extinguisher in an emergency using the P.A.S.S. acronym. (see above picture)

Dispose of Waste Properly:

Ensure that combustible waste is disposed of and removed from the premises regularly. This prevents the accumulation of materials that could fuel a fire.

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