

# The Risk Review

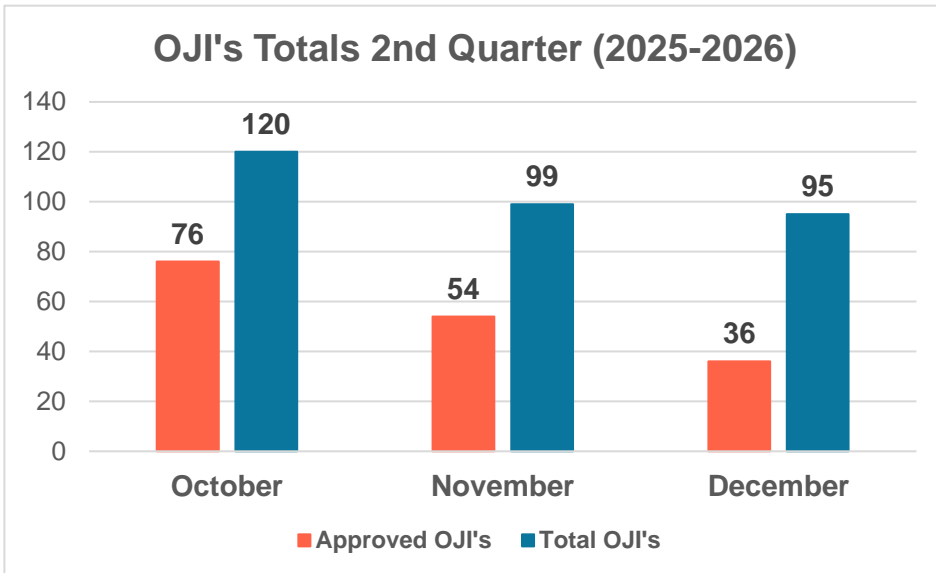


January 2026

## Risk Management News

### On-the-Job Injury Updates

For the **2<sup>nd</sup> Quarter** (Oct – Dec), there have been **166** approved OJIs of the total **314** investigated. Slip/Trip/Fall injuries continue to be 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.

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

## Property & Liability News

### SEATING CAPACITY & OCCUPANCY LOADS FOR ASSEMBLY AREAS

NFPA 101 as well as commercial property insurance carriers require a Seating Capacity (maximum occupants) for all "assembly areas of 50 or more persons to be posted in a conspicuous area".

For schools, these assembly areas can be the following:

- Auditoriums
- Theaters
- Stadiums
- Banquet Halls
- Cafeteriums

Additionally, an occupancy load factor must be calculated for each assembly area. This is based on the following equation:

$$\text{Occupant Load} = \frac{\text{Area of Assembly (sq ft)}}{\text{Occupant Load Factor (sq ft / person)}}$$

Occupant Load Factors can be found in NFPA 101 Table 7.3.1.2 and for educational assembly areas are generally 50 sq ft / person or for theaters & stages 15 sq ft / person.

# Focus on Safety

## CHAIR SAFETY

The school district averages 8 OJI's per quarter related to improper use of chairs or damages/defects. Below are safety tips on office and classroom chair safety. Also, be on the lookout in February for a SAFE Schools module on Chair Safety for Offices and Classrooms.

### Pre-Inspections:

- Regularly inspect your chair every 3 months and document any defects. This includes:

- The elbow rests, seat back, incline feature, wheels/casters, and seat pan.

- If defects are found, parts are missing, or the chair is simply unsafe then notify your immediate supervisor, building engineer, or principal; discontinue use of the chair; and remove the chair from service.

### Recommended Best Practices:

- Grasp the chair firmly when attempting to sit or rise, ensuring it does not unexpectedly move.

- Sit in the center of the chair with your back to the backrest.

- Always stand when something is out of reach from your desk.

- Use 1 chair for 1 person.

- Keep the chair clean and free of debris, spot cleaning as necessary.

- Always keep the base of the chair in contact with the floor.

- Use a protective mat under the chair to properly & safely roll the chair onto surfaces, such as carpet, when working from your desk.

- Ensure that the work area and floor is free of unnecessary obstacles, cords, or clutter.



### Unsafe Practices:

- Do **not** lean backwards in the chair until you lose balance.

- Do **not** stand on a chair or use the chair as a stepladder. Instead use an approved ladder for any overhead-related work.

- Do **not** sit at the front edge of the chair's seat. This may result in sliding off the chair or a tip-over.

- **Never** push a chair around when someone is sitting in it.

- **Never** use a chair to transport items. Instead use a material handling cart.

- **Never** carry a rolling chair. Instead use its rollers. If it is lacking wheels/casters, then use proper lifting techniques as you would any other item.

- Do **not** exceed the weight limit of a chair (275 – 300 lbs nominally).

- Do **not** remain seated on a rolling chair when items are out of reach.

### 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