

The Risk Review



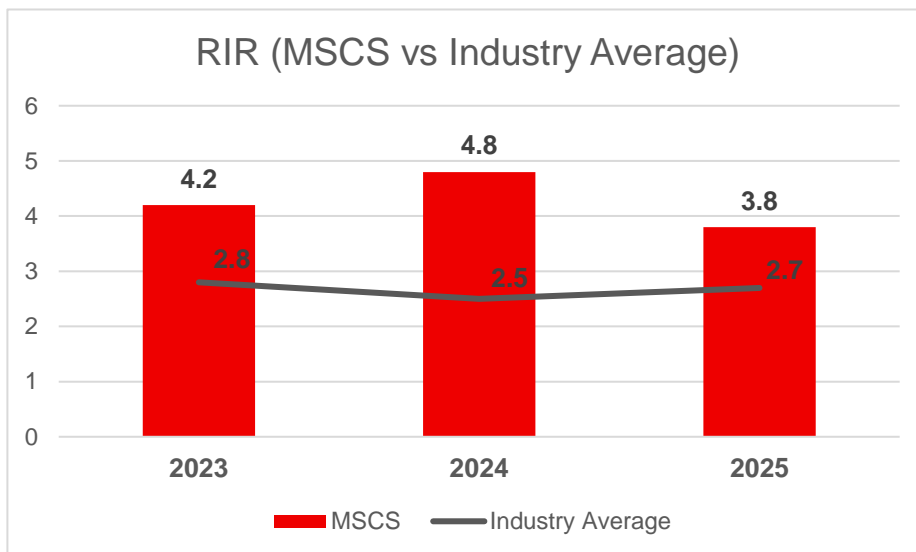
February 2026

Risk Management News

On-the-Job Injury Updates

The following chart shows the school district's OSHA 300 recordable incident rates (RIR) for the last 3 years as compared to the industry average. These numbers are based on the average 100 full-time employees for a given year at 200,000 hours worked with the industry average being other school districts in the US.

As a district we have made great strides forward with injury prevention in 2025.



Property & Liability News

MICROWAVES & TOASTER OVENS

The NFPA and Underwriter Laboratories recommend the following tips when using microwaves and toaster ovens in the office or workplace.

- Always read the warning labels and operating instructions to ensure you have located the appliance in a suitable location and can use it safely. Never stack microwaves on top of one another but place them side by side or in separate areas.
- Remain with your food while you are using a microwave or toaster oven. If your food overheats and begins to smoke you should immediately turn the appliance off. This will help prevent a fire and reduce the chance of fire alarm activation.
- Always make sure that the vents on your microwave are not blocked or located next to combustible materials.
- Never place metallic items (silverware & aluminum foil) in a microwave.
- To reduce the risks of an electrical shock always make sure that the area around your appliance is kept dry. Remember electricity and water does not mix.
- If an electric appliance gets wet, unplug it before you attempt to dry it, even if it is in the "off" position.

Risk Review Reminder: The school district now has a Safety Manual. This includes policies & programs for employees on the following topics: OJI, Automated External Defibrillator, Bloodborne Pathogens, Hazard Communication, Personal Protective Equipment, Respiratory Protection, Electrical & Lockout/Tagout, Hot Work, Fire Prevention, Fall Protection, Aerial Lifts, Ladders, HazWaste, Forklift Safety, and Food Safety.

Focus on Safety

FIRST AID KITS & EYEWASH SAFETY

First Aid kits should be easy to locate and readily available at your school or facility. OSHA 1910.151 sets forth requirements for these and eyewash requiring all employers to:

- a) Ensure the ready availability of medical personnel for advice and consultation on matters of health.
- b) In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.



OSHA further states that contents of the first aid kits must adhere to American National Standards Institute (ANSI) Z308.1-1998 "Minimum Requirements for Workplace First-aid Kits".

This includes:

- (1) Absorbent compress (32 sq. in., no side < 4 in.)
- (16) Adhesive bandages (1 in. x 3 in.)
- (1) Adhesive tape (5 yd. total)
- (10) Antiseptic applications
- (6) Burn treatment applications
- (2) Medical exam gloves (pairs)
- (4) Sterile pads (3 in. x 3 in.)
- (2) Trauma pads (5 in. x 9 in.)
- (1) Triangular bandage (40 in. x 40 in. x 56 in.)
- (1) First aid guide



- c) Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.



Eyewash stations can either be self-contained (portable) or plumbed (stationary) per OSHA 151 & ANSI Z358.1

Further Eyewash requirements are as follows:

- Must be located within 10 seconds or 55 feet of a hazard; 25 feet for battery charging areas. The path must be clear of obstructions.
- Must deliver at least 0.4 gallons per minute (gpm) for 15 minutes.
- Water must be Tepid, defined as between 60°F and 100°F.
- Must activate in 1 second or less and feature a hands-free valve that stays open.
- Nozzles must be protected from airborne contaminants.
- Plumbed units must be activated weekly to flush lines and check for proper operation.
- Must have highly visible signage to mark their location.

Risk Management Additional Info:

For more information on Safety, 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