

# The Risk Review

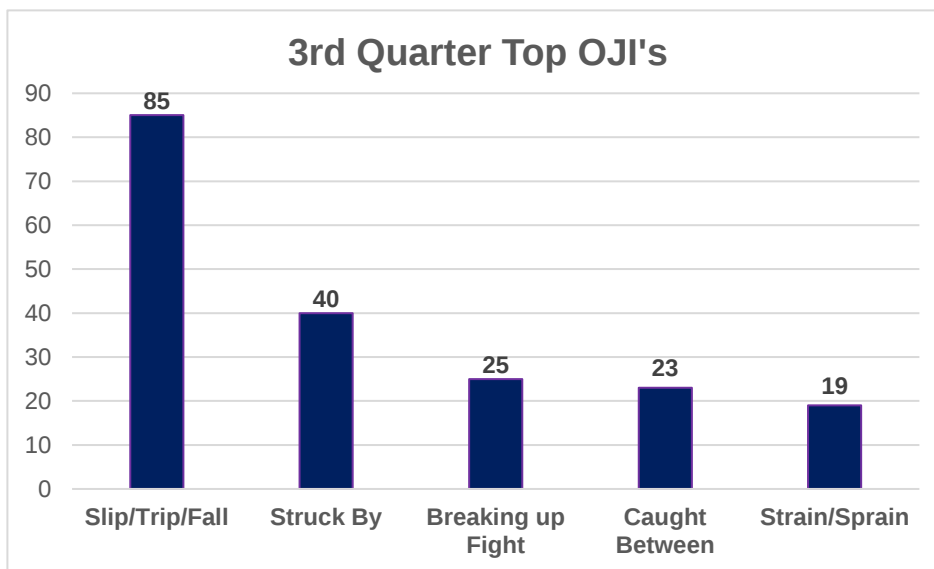
May 2026

## Risk Management News

### On-the-Job Injury Updates

The chart below lists the school district's top 5 OJI incident categories for the third quarter (Jan – Mar) for the fiscal year, 2025 – 2026 highlighting Slip/Trip/Fall injuries as the #1 OJI trend.

Additionally, there were 7 chair-related injuries this quarter related to Chairs Breaking (3) and Falling out of a Chair (4).



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.

**Risk Review Reminder:** According to BOE Policy #6028 and by TCA law all District buildings, schools and vehicles are smoke-free. All uses of tobacco & tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all Memphis-Shelby County Schools' buildings, seating areas & restrooms during sporting events, and in all vehicles that are owned, leased or operated by the district. The smoke-free policy covers all indoor spaces and within twenty-five (25) feet of the building.



## Liability News

### MSCS Drug Testing

MSCS has a Drug & Alcohol Policy #1008. The Board of Education (BOE) requires all employees report to work without any alcohol or illegal, mind-altering substances in their systems.

Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The District conducts the following drug and alcohol tests:

- **Pre-employment/Post-offer**- all persons in jobs within the system requiring commercial driver's licenses will be subject to drug & alcohol testing as mandated by federal law and the Tennessee Code Annotated.
- **Post-accident**- conducted after all commercial vehicle accidents in which the occurrence may be definable as a preventable accident. In non-vehicular employee injury cases (all employee groups) post-injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.
- **Reasonable suspicion** - If a supervisor reasonably suspects and reports that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drug use or alcohol, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing. Supervisors should complete the Reasonable Suspicion checklist located in the DIRECT referral portal (only supervisors have access). They should also notify security personnel and the Office of Labor & Employee Relations for further support.
- **Random**- conducted on an unannounced basis on all CDL holders and individuals who drive District-owned vehicles as required by federal law.

# Focus on Safety

## ***DISTRICT VEHICLE DRIVER SAFETY & RULES***

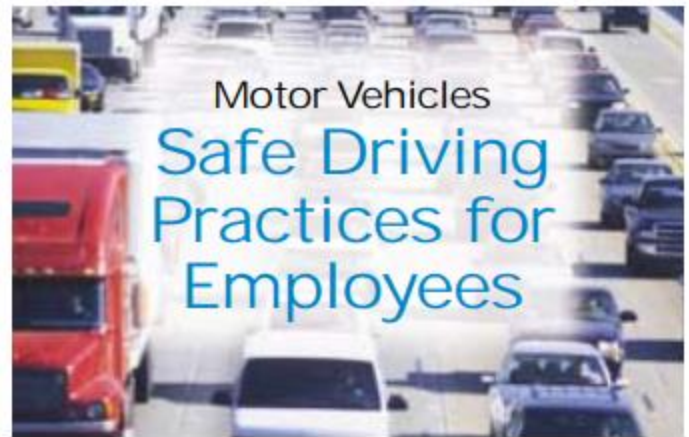
District-owned or leased vehicles are to be used exclusively for the conduct of official school business and shall be assigned based on an employee's job duties. If an employee is assigned a drive home vehicle, this shall be an employment condition.

Any use of the drive-home vehicle other than driving between the employee's residence and work locations shall be limited.

### **District Vehicle Driver Safety Rules**

The Occupational Safety & Health Administration (OSHA) in partnership with National Highway Safety & Transportation Administration (NHTSA) recommends the following driver safety tips:

- Wear Your Seatbelt at all times.
- Obey ALL traffic regulations.
- Exercise reasonable care and observe safe driving speeds during inclement weather.
- Drive slowly on District school and facility properties. *(TCA §49-6-4218 recommends 10 mph.)*
- Maintain a 3-4 second following distance.
- Use Hands Free devices while driving. *(Hands Free devices as defined by TCA §55-8-199 is any device, such as a speakerphone or headset, that is designed to allow communication via mobile phone or personal digital assistant without the necessity of holding the device.)*
- Scan 20-30 seconds ahead for hazards, pedestrians, and cyclists.
- Be aware of blind spots, particularly when changing lanes.
- When reversing, check for obstacles, and use mirrors carefully.
- Report any vehicle issues immediately and perform pre-trip inspections.
- Rest properly before driving and take 15-minute breaks every two hours.



### **Use of District Vehicles:** *(per the Employee Handbook)*

- Employees who operate District-owned or leased vehicles for District business shall have a current and valid driver's license as required by law.
- The District-owned or leased vehicles furnished to employees, whether for use during duty hours or for take-home, are to be used exclusively for District business and shall NOT be used at any time for the operator's private, personal use or convenience, except as provided herein.
- Only employees may drive or operate District-owned or leased vehicles. Occupants of District-owned or leased vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.
- Employees using any District-owned or leased vehicle are responsible for its care and return in good condition. All employees assigned to District-owned vehicles are responsible for meeting established vehicle maintenance schedules.

### **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](mailto:riskmanagement@scsk12.org)



**"Safety Is Everyone's Responsibility"**

**Office of Risk Management**