

The Risk Review

June 2026

Risk Management News

On-the-Job Injury Updates

On-the-Job Injury (OJI) training will occur in the coming weeks (late June/early July) for financial secretaries and anyone in a supervisory role.



This training will include the following:

- A review of the new incident reporting procedures
- Common reporting problems and user issues
- An overall review of the OJI reporting process and reporting form (pictured below)

June is National Safety Month. For free safety resources on injury prevention, click on the following link:

https://www.nsc.org/workplace/national-safety-month?srsltid=AfmBOogZxjrDs1QgKks0aMA9AxBs4CFutbOyfxqEjn_VFPfWxde-KDP

Risk Review Reminder: Vendors/contractors/consultants, etc. are required to maintain insurance coverage against claims or judgments arising from their products or activities performed on behalf of the district. The insurance coverage is extended to protect the district. To provide adequate protection, the required insurance must: (1) Cover the specific exposures of loss and (2) Contain minimum liability limits to protect the district.



Liability News

Athletic Liability

Summer is a great time for athletics and sports. Here are some reminders for students and athletic staff.

- Remember to inspect facilities (before use) and implement good housekeeping practices. Focus on maintaining cool airflow and hydration for athletes & staff as well as avoiding slip/trip/fall hazards.

- Remember to maintain all athletic equipment in good condition and ensure they meet safety standards.

- Student athletes should ALWAYS have a current physical & signed consent form on file at the school.

- Student athletes that are injured during practice or during competitive event(s), are covered by the MSCS Student Athletic Insurance, A-G Sports Insurance Specialists (see picture below). This form is available on Risk Management's website.

The athletic director or coach must complete their portion and then send the form to the parent(s) immediately. This form must be completed by all parties within 90 days of the date of the injury.

Focus on Safety

LADDER SAFETY

The district has a fall protection, ladders, and aerial lift safety program that specifically highlights ladder safety rules.

It is MSCS District's responsibility to provide ladders to employees (as needed) for work-related use. Only district-provided ladders are allowed for use in the schools and district facilities. Personal ladders (like those brought from home or purchased by the employee using personal funds) are not allowed.

Ladder Safety Rules

The Occupational Safety & Health Administration (OSHA) standards 1910.28 as well as 1910.67 establishes specific requirements for ladders in the workplace highlighted below:

- Ladders are required to be stored in a designated area of the workplace free of trip hazards. Ladders are NEVER to be left lying on the floor near doorways, passageways, driveways or any high pedestrian traffic areas.
- Portable & extension ladders must be inspected prior to use and **red** tagged, 'Dangerous: Do Not Use' if defective and removed from service & discarded properly.
- Portable & extension ladders used to gain access to an upper landing surface must extend at least 3 feet above the upper landing surface.
- Multiple ladders and ladder sections cannot be tied or fastened together to provide added length nor can they be placed on unstable surfaces for use.
- All ladders must be used according to the 4-to-1 ratio. This ratio compares the distance of the base of the ladder from the wall to the height it reaches on the wall; for every 4 feet the ladder reaches up, the base needs to be 1 foot away from the wall.
- All ladders must have legible manufacturer labels and weight limit that must be followed when in use.



Ladder Safety Rules (con.)

- All employees must adhere to the following requirements when climbing up & down any type of ladder:
 - Face the ladder when climbing up or down it
 - Use at least one hand to grasp the ladder when climbing up and down it
 - Maintain 3-point contact with the ladder (1 hand, 2 feet or 2 hands, 1 feet) as they climb up & down it
 - Do not carry any object or load that could result in loss of balance and fall while climbing up or down the ladder.

Types of Ladders

- Fiberglass ladders are the preferred type of ladder to be used for electrical work.
- Aluminum ladders cannot be used for any electrical work and can only be used for general work per the manufacturer's label and weight limit.
- Wooden ladders are prohibited from use as they have a lower weight limit, are prone to splintering, vulnerable to pests, water & fire damage, and have a limited working height.
- Fixed ladders can be found inside & outside of schools and facilities within the District attached to the walls of these buildings. For any fixed ladders at 20 ft in height or greater, a protective safety cage must be provided as well as a locked security door attached to the base of the fixed ladder to prevent unauthorized access at 24 ft in height or greater. Fall protection (harness & lanyard) is also required at 24 ft in height or greater.

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