

# FREQUENTLY ASKED RISK MANAGEMENT QUESTIONS

## EMPLOYEE ACCIDENTS (ON THE JOB INJURY)

### Who is covered?

Employees are covered under Board Policy 4014. To be eligible for benefits, an employee must be a permanent employee of Shelby County Schools.

### What are my benefits?

Employees have a one year medical/salary benefit period. Employees who are on approved absences by Risk Management receive 100% of their salary for two months, and 50% thereafter up to one year.

### What do I do if I have an On the Job Injury (OJI)?

Report your OJI to your principal/supervisor the **same day** it happens, before leaving the work place.

If the principal/supervisor is not onsite, report it to someone in administration at your work place (Asst. Prin., Asst. Mgr., secretary, etc.)

### How do I submit an OJI?

Employee accident reports are submitted online by a designated person at your payroll location. Normally that person is a clerical staff member. If you are unsure of that person, contact Laterica Rose immediately at 416-6759.

### My accident happened yesterday and I didn't tell anyone. I thought I had 24 hours to report it.

In accordance with Board policy, all accidents must be reported to the supervisor the **same day** they happen. Have your payroll location file the incident report, but it will probably be denied.

### How am I reimbursed for my copayment from an OJI?

Employees should not have to pay a copayment for an approved OJI. However should you have to pay a copay for emergency treatment, notify Laterica Rose at 416-6759 for reimbursement.

### I am receiving bills related to my OJI. What should I do with them?

Should you receive any bills they should be forwarded to:

Shelby County Schools  
Attn: Risk Management/OJI Claims  
160 S. Hollywood Street  
Memphis, TN 38112

**Question from school staff –**

**Someone had an accident and I don't know if I should report it.**

Always report any accident or incident, regardless of how minor or how late it is. It is better to have a record of the incident than to have it questioned 2 years later and no report on file. It happens.

**Do I have to use my sick time if I have an OJI?**

If the OJI is approved under the Board Policy, employees will not use their sick time. If the OJI is **not** approved, employees must use their own sick time. In both cases, retirement service time will be subtracted for each day absent. The State regulates the guidelines for the accident absences and retirement service credit. All absences coded OJI **must** be approved by Risk Management.

**How do I get a Workers Comp claim number? Where do I get a Workers Comp claim form?**

SCS is not covered by the Tennessee Workers Compensation Act under Section 50. Approved accidents are covered under the District's self funded OJI plan. Any billing questions should be directed to Laterica Rose at 416-6759.

**Can I seek treatment from my own doctor?**

Unless life or limb is threatened, all employees must first seek treatment from the Shelby County Family Care Clinic. Employees **must first** make an appointment. Please do not go to the clinic without making an appointment. The clinic appointment number is 416-6079. The two locations are:

Gray's Creek - 2800 Gray's Creek  
Central Office East - 130 Flicker Street

Employees who seek treatment without first going to the SCS clinic risk being responsible for the medical expense. In the event emergency medical care is necessary, an employee should go to a Methodist or St. Francis provider.

## **STUDENT/PATRON ACCIDENTS**

**How do I report a student/parent/visitor that has been injured on SCS property?**

All student/parent/visitor accidents are entered into the district's online accident reporting database. The hard copy should be maintained on file at the school with other vital records.

If a serious injury occurs, broken bone, emergency service, etc. the report must be entered immediately. Witness statements and any contributing factors must be documented. Any questions regarding payment of medical expenses should be directed to Risk Management. Contact Jeri Rudolph at 416-1993. Call 326-9318 (cell) if emergency services are required.

## HEPATITIS B SHOTS

### **Do I have to take another Hepatitis B vaccination? How long does the Hepatitis B vaccination last?**

Per the Memphis Health Department, the Hepatitis B Vaccination does not have to be re-taken.

### **Who should take the Hepatitis B Vaccination?**

Under OSHA Bloodborne Pathogen Standards, high risk employees should have the vaccination. Those employees who are regularly exposed to blood and other potentially infectious materials, such as coaches, some special education assistants, custodial staff and some teachers, should have the Hepatitis B vaccination. This also includes those employee designated and trained to render First Aid/CPR.

## HAZARDOUS CHEMICALS

### **How do I dispose of hazardous chemicals at my work place?**

Complete a "Chemical Inventory Form" (downloaded from the Risk Management webpage) and fax it to Eric Thomas, Safety Officer/Advisor, at 416-1483.

## BLOODBORNE PATHOGENS

### **What alternatives are acceptable if soap and water are not available for hand washing?**

Antiseptic hand cleaners or antiseptic towelettes can be used.

## ENVIRONMENTAL

### **Are animals or pets allowed in school buildings/work sites?**

Adopting certain animals as classroom pets or science projects is discouraged. Pet dander, urine or saliva can be the source of allergic reactions or asthma episodes in individuals sensitive to animal allergens. If there are animals in a school building/work site they should be kept in cages and away from ventilation systems. The room where they are kept must have frequent and thorough cleanings.

### **What if there is mold in the building?**

Clean the mold off of hard surfaces immediately with water and detergent from the custodial staff; make sure the surface is completely dry. Absorbent materials such as ceiling tiles should be replaced as soon as possible. **DO NOT CLEAN THEM.**

### **Can bleach be used for disinfecting and general cleaning?**

No. The use of bleach is strictly prohibited for day to day cleaning. Food preparation areas are the only approved area for use of a 1/10 solution of bleach

### **Can I have a refrigerator, heater, microwave or other electrical appliance in my classroom?**

No. These items are not allowed. They should be placed in a workroom or facility lounge area only. Classrooms with students with need of medical items are the only exemption.

**Can I use air fresheners, plug-ins, or scented candles in my classroom?**

No. These items can cause serious respiratory condition for staff and students. They are not allowed.

**TRAINING**

**When is Risk Management training offered?**

Check the Risk Management web page for dates and times for all Risk Management training.

**VANDALISM OF SCHOOL PROPERTY**

**Our building was broken in to and items were stolen. What should we do?**

Report the incident to Security. For replacement of stolen items, complete the Theft, Vandalism/ Damage Report found on the Risk Management webpage. A requisition for the items, along with the report, and a copy of the inventory with the stolen items highlighted should be sent to the Risk Management office. Do not include the funding codes on the requisition form; that will be completed in Risk Management. Include the police report number on the theft report. A paper police report is not required. Risk Management **does not** replace for missing inventory. Risk Management only replaces educational items.

**ASBESTOS**

**What should I do if I suspect asbestos in my workplace?**

Asbestos is found in many buildings and homes. In a contained state, it poses no problem.

**What should I do if a ceiling panel falls or a floor tile is loose?**

Notify the Plant Manager. If necessary the Plant Manager will contain the area and inform Maintenance.