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Board of Trustees Meeting of November 16, 2016 Loss Control Report

National Safety Council

The NJSIG Loss Control Department was recognized by the National Safety Council with their 2015 Astonishing Achievement Award for our Defensive Driving Program. This award is presented to DDC training centers whose accomplishments far exceeded any other training center in their group.

SafetyNet Newsletter

The Safety Theme for November is *Choking and CPR*. The article provided information on how to care for choking adults and children. This is done by first identifying the problem, calling 911, and simple instructions to follow until help arrives. The Claims Corner provided an article on *Winter Safety* alerting districts with ways to reduce the number of slips and falls due to bad weather.

The NJSIG Information Technology Department provided *NJSIG Updates E-mail Security* which explains the new ShareFile service that will encrypt any attachment sent through email to any recipient. The final article *Creative Uses for the NJSIG Safety Grants* gave our members some ideas on how to use the next set of safety grants. A copy of the newsletter is included in this report.

Training

Senior Safety and Risk Consultant, Sameer Sarfraz, along with Tony Valente of the NJ Department of Labor presented *Training and Compliance: The Basics* to the Ocean County ASBO.

Senior Safety and Risk Control Representative, Terry Barlow, Chris Russo and I presented *Guest Usage Guidelines* during the NJSBA Conference in Atlantic City. Both sessions were filled and we have received requests to reenact the presentation during sub fund training days next fall.

Tony Jones

Tony Jones, Safety and Risk Control Manager



Safety weather

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November 2016

**Claims
Corner**

Winter Safety

The cold days will be here again and with this comes snow and ice. During the next couple of months as winter approaches it is very important to be careful where we walk and park. The best way to prevent injuries is to make sure the walkways and parking lots are clear of snow and ice. This will help with the number of slip and fall accidents every district experiences each year.

Another important factor is to inform staff of slippery conditions and the dangers of snow and ice. Consider opening late on bad weather days. This gives your maintenance staff time to properly clean parking lots and sidewalks.

NJSIG Claims Department knows a lot about slips and falls. Many of the injuries reported are avoidable, but it starts with our districts. 🍁

Have safe winter!

*By Connie Rogers
NJSIG Workers' Comp Supervisor
609-386-6060 Ext. 3015*



Safety Workplace

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November 2016

Creative Uses for NJSIG Safety Grants

Each year we are asked by member districts for new ideas how to use the NJSIG Safety Grant. Over the years many districts have invested in video cameras for their schools and buses. The trend now appears to show more creative thinking on how to use the grant money.

This year, NJSIG Safety Grants will total \$3,000,000. If any district would like creative input on how they best can use the Safety Grant money, they should contact their NJSIG Safety and Risk Consultant. Below you will find a list districts and their grant projects. They are sorted by lowest cost. Most were less than \$10,000. 🎯

*By Tony Jones
NJSIG Safety & Risk Control Manager, Ext. 3052*

| District Name | Project |
|---|--|
| Wharton Boro Board of Education | Purchase items recommended from a homeland security assessment. |
| West Cape May Board of Education | Playground repairs from list provided annually from NJSIG. |
| Hamburg Boro Board of Education | Replacing wood exterior doors with aluminum. |
| Franklin Township Board of Education (Glo) | Rubber playground mulch. |
| Marion P. Thomas Charter School | Purchase School Dude Software for event planning, incident reporting and Maintenance Direct. |
| Monmouth Regional High School | Purchasing and installing a digital switch on the emergency generator. |
| Hunterdon Central Regional | 3M window film to provide privacy and protection from possible school shootings. |
| Plainfield Board of Education | Repair broken sidewalks and curbs. |
| Burlington Township Board of Education | Upgrade florescent lighting to reduce flicker for students with epilepsy and autism. |
| Millville Board of Education | Exterior strobe lights on school to indicate lockdown. |
| Howell Township Board of Education | Three safety evacuation chairs for disabled students and staff in case of an emergency. |
| Harrison Board of Education | Purchase new water fountains. |
| Northern Valley Regional | Chair lift in weight room for wheel chair athletes. |
| Bridgeton Board of Education | Repair broken sidewalks, stairs and curbs. |
| Winslow Township Board of Education | Landscaping around school to prevent criminal activity. |
| North Brunswick Board of Education | School Dude Crisis Manager Software. |
| Morris Hills Regional School District | Scissor lift, stair ladder, rooftop safety gates, and loading dock safety rails. |
| Hammonton Board of Education | Bi-directional amplifiers to enhance communication with police and firemen. |
| Union City Board of Education | Purchase and deploy the use of Hero Software to track students in and out of building. |



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November 2016

NJSIG Updates email Security

NJSIG is always looking for ways to better serve our members whether through service, support or technology. To better secure our data being sent out, NJSIG will begin using an email product called **ShareFile** that will encrypt any attachments sent through email to any recipient.

What should the recipients expect? The recipient will see a link in the body of the email; click on that link to view or download the attachments. The link in the email will take you to a **ShareFile** secure site. When you select "Download", the files will be encrypted and downloaded to the recipient's computer. Once the files are downloaded the recipient now owns those files, the transfer of the files was secure and encrypted.

If your school or company is blocking the **ShareFile** site, (this is a Citrix site) you will need to white list the **ShareFile** website to download these attachments. If you are being blocked, add the following <https://njsig.sharefile.com> to your whitelist or forward it your IT Department to white list this site.

There are data breaches and identity theft happening every day, NJSIG continues to search out ways to protect our data and to provide that security to our members.!

Jeffrey Cook
NJSIG Information Systems Manager
609-386-6060 Ext. 3050

Important Dates to Remember in November :

- ☆ November 6th - Daylight Savings - Don't forget to turn your clocks back one hour.
- ☆ November 8th - Election Day - Don't forget to vote!
- ☆ November 11th - Veteran's Day - Don't forget to thank a Veteran!
- ☆ November 24th - Thanksgiving Day



Safety Theme

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November 2016

Choking and CPR

Care for choking adults and children

1. Stand behind the victim with one leg forward between the victim's legs. Keep your head slightly to one side and reach around the abdomen.
2. Make a fist with one hand and grasp it with the other (thumb side into abdomen) just above the navel.
3. Thrust inward and upward into the abdomen with quick jerks. Continue until the victim expels the object or becomes unresponsive.
4. For a responsive pregnant victim, or any victim you cannot get your arms around, give chest thrusts.



When you see a responsive adult or child victim...

- Coughing, wheezing, having difficulty breathing
- Clutching at the throat
- Pale or bluish in coloring around mouth and nail beds

Do this first:

1. If coughing, encourage continued coughing to clear the object.
2. If not coughing, ask if the victim is choking or can speak. If not, get victim's consent to help and give abdominal thrusts. (Heimlich maneuver)
3. If the victim becomes unresponsive - call or have someone call 9-1-1. Then provide CPR, beginning with chest compressions. Check mouth for object before giving breaths. If alone, call 9-1-1 after 2 minutes of care (5 cycles of compressions and breaths).

Self-Treating Choking

If you are alone when choking, give yourself abdominal thrusts to try to expel the object.

Lean over and push your abdomen against the back of a chair, table or other firm object.



Cardiopulmonary Resuscitation

CPR combines rescue breathing (to get oxygen into the victim's lungs) with chest compressions (to pump the oxygenated blood to vital organs).

Give CPR to any victim who is not breathing or not breathing normally.

CPR is also used for an unresponsive choking victim because the chest compressions can expel a foreign object from the victim's airway.

Techniques of CPR

CPR alternates giving chest compressions and rescue breaths. For a victim of any age, these are the general steps of CPR:

1. Find the correct hand position in the middle of the chest on the breastbone.
2. Compress the chest quickly and rhythmically at a rate of at least 100 compressions per minute for an adult, child or infant. Alternate chest compressions and rescue breaths.



Knowledge and training is power. Every minute is critical when someone is choking or needs CPR. For more information, contact NJSIG's Loss Control Department. ☎



National Safety Council
5 Minute Safety Talk