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New Jersey Schools Insurance Group

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Board of Trustees Meeting of June 15, 2016 Loss Control Report

SafetyNet Newsletter

This month's safety theme is *Drill Fire Safety Into Your Employees*. The article covers the sources of fires, developing a plan to save lives and the OSHA requirements for employers with more than ten employees. Workers' Compensation Claims Supervisor, Ellen Shaw provided the Claims Corner article titled *Summer Workers' Safety*.

We advertised the upcoming Summer Defensive Driving Classes at the Mount Laurel office and an upcoming *Electrical Equipment Risk Management and Surge Protection Seminar* presented by Hartford Steam Boiler at our annual Mercer County Loss Control Seminar. A copy of the SafetyNet is attached to this report.

Safety Grants

75% of the member districts have begun or completed the safety grant application online. The Loss Control staff is following up with each district which did not start the process by U.S. mail, by certified, e-mail and in person to offer assistance in completing their application before the June 30, 2016 deadline.

LGBTQ Training at Sub Funds and PRIMA

Through our partnership with Legal One, I was introduced to Dr. Paula C. Rodriquez Rust who provides counseling for students, parents, and school districts dealing with the Lesbian Gay Bisexual Transgender and Queer (LGBTQ) community. Dr. Rodriquez presented this topic during several sub fund training days.

Senior Loss Control Representative, Jim Gabrieli, and I attended the Public Risk Insurance Management Association (PRIMA) Conference, Atlanta, Georgia. While there, I was asked to moderate a discussion on *Gender Identity: An Emerging Subject in Schools*. Also, we met with the team which produces NJSIGTrain and previewed enhancements which are coming to this on-line training tool at no additional cost to NJSIG. Enrollment in this program has increased from approximately 100 districts to 147 districts.

Tony Jones

Tony Jones, Loss Control Manager



Drill Fire Safety Into Your Employees

Flames Ignite From Many Sources

- ☛ **Arson:** Arson has been a leading cause of fires in general office buildings. Minimize the risk by following security procedures and keeping unauthorized people out of your building. Lock doors after business hours and keep clutter out of the hallways, lobbies and other public areas.
- ☛ **Office machines:** Heat created by office machines can be hazardous. Leave adequate space for air to circulate around copy machines, computers and coffee makers. Keep appliances clear of papers or anything else that might catch fire. Turn off or unplug appliances at the end of each day.
- ☛ **Smoking:** Careless smoking is another contributor to fires. Smoking should only be allowed in designated areas, and smoking materials should be disposed of carefully — not dumped in a wastebasket.
- ☛ **Electricity:** If you smell a strange odor, call your maintenance department. Replace cracked or damaged electrical cords as soon as they're discovered. Don't use extension cords. If needed, surge suppressors are acceptable.

Plan on Saving Lives

The best way to survive a fire is to be prepared and have an evacuation plan. Get employees involved by teaching them how to deliver emergency care before the fire department arrives. Employees should also assist in writing a fire evacuation plan and lead co-workers through regular fire drills. The evacuation plan should be reviewed by a knowledgeable fire safety person.

Aside from drills, training must include information on how to react in a fire emergency. Here are some helpful tips:

- ☛ Your first priority should be getting out of the building. Do not stay back to gather any of your belongings.
- ☛ Identify one quick exit and an alternative exit if the primary

one is blocked. Also, determine a place to escape the smoke and heat if there's no way out.

- ☛ Drop to your hands and knees when you can't avoid smoke. If no exit is available, head to a refuge or compartment in the building.
- ☛ If needed, close off a room from smoke and heat by sealing the edges of the doors and vents with towels or clothing. Then call the fire department to report your location.
- ☛ Make your local fire department aware of your company's building and its emergency routines.
- ☛ Make accommodations and a plan for employees with special needs.
- ☛ Follow these fire safety tips in your own home.

Follow OSHA's Lead

OSHA requires companies with more than 10 employees to create a written fire prevention plan and communicate it in writing. Companies with fewer than 10 employees may communicate the plan orally but should have a written plan as well. Under the minimum requirements for this plan, all workplaces must provide the following, along with the identification of known fire hazards, especially in higher hazard workplaces:

- ☛ Emergency escape procedures and escape route assignments.
- ☛ Procedures to perform prior to evacuation.
- ☛ Procedures to account for employees after evacuation.
- ☛ Rescue and medical duties for employees trained in first aid.
- ☛ Means for reporting fires and other emergencies.
- ☛ Names and title of persons and/or departments to contact for more information and/or certification of duties.



National Safety Council
5 Minute Safety Talk



Claims
Corner



SUMMER WORKERS SAFETY

- ⊗ Heat illness can be deadly. Remember three simple words, **“Water, rest and shade.”**
- ⊗ When lifting heavy objects, remember to check the weight to determine if it’s something you can handle alone or might require assistance.
- ⊗ Remember to assess your surroundings and identify sharp objects that may put you at risk.
- ⊗ Many workplace injuries are related to sustained postures and repetitive duties at work. Make sure to take posture breaks.
- ⊗ Many experts agree that continual exposure to more than 85 decibels is dangerous. A lawn mower operates at about 90. If you have to work in an excessively noisy environment, always wear hearing protection.
- ⊗ Assess signs and symbols in the workplaces to determine safety warnings and potential hazards.
- ⊗ Does your job require protective equipment? If so, be sure to know its uses before you are on site.
- ⊗ Poison ivy, bees, and spiders can be harmful. Be attentive to your environment and take precautions.
- ⊗ When working outdoors in the hot summer months, cover up, use sunscreen, and limit exposure. UV rays are most intense between 10 a.m. - 4 p.m.

Enjoy this relaxing time, be smart, observant and prepared. If you are injured, report the accident immediately to your district and call Qual-Lynx, Inc. at 1 800 425 3222. You will be directed to the appropriate treatment direction during the call.

NJSIG will be here all summer to assist you with any and all inquiries you might have during the summer season. Please contact us at 609-386-6060.*

By Ellen Shaw
NJSIG WC Claim Supervisor
Extension 3008

Safety Workplace



Safety Grant Reminder

The 2014 – 2015 Safety Grant Application is now available!

Notifications have been sent out by email and regular mail with each district's application ID and grant code:

To Access Your Grant

1. Visit: <https://www.njsig.org/applications/safety-grant>
2. Log into the NJSIG Website with the username/password: **policies/policies**
3. Enter your Application ID and your Grant Code

All questions about your Safety Grant Application or the application process, please contact grants@njsig.org.

***SAFETY GRANT APPLICATIONS MUST BE SUBMITTED
BEFORE 11:59 PM EASTERN STANDARD TIME
JUNE 30, 2016.***



6000 Midlantic Drive,
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Phone: 609-386-6060

Fax: 609-386-8877

Website: www.njsig.org

Keeping Dollars in NJ

New Jersey Schools Insurance Group (NJSIG)

Defensive Driving Classes

New Jersey Schools Insurance Group is offering Defensive Driving Classes. The training is a six-hour class developed by the National Safety Council.

The participants in the class will receive a certificate, which they can present to their insurance carrier for a 5% reduction in their personal automobile insurance. In addition, if they have points against their license they may apply to the Department of Motor Vehicles for a two-point reduction.

There is no charge for any employee who drives for their district in any capacity. However, there is a \$10.00 charge per person for employees who do not drive for the district, spouses and age appropriate children attending the training.

Dates:

- ◆ July 12, 2016 (Class is full) ◆ August 9, 2016
- ◆ July 20, 2016 ◆ August 17, 2016
- ◆ July 28, 2016 ◆ August 25, 2016

Location:

New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North, Mount Laurel, NJ 08054

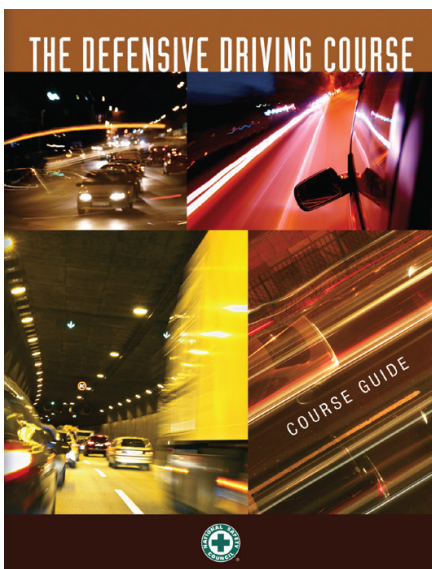
Time: 9:00 am to 3:00 pm

Cost: **Employees who drive for their district: No Charge**
All other employees, spouses and age appropriate children: \$10.00

****Please bring your lunch to the class.****

You must be pre-registered to attend the Defensive Driving Class. Please contact Sue Williams at 609-386-6060 extension 3005 or via email at swilliams@njsig.org. Please bring a check payable to New Jersey Schools Insurance Group.

Class size limited: 20 per class





Hartford Steam Boiler

FREE

Electrical Equipment Risk Management and Surge Protection Seminar

Presented by:

Hartford Steam Boiler Inspection & Insurance Company
and
New Jersey Schools Insurance Group

Date: June 29, 2016 Time: 10:00 a.m. to Noon

Location: Hopewell Valley High School Performing Arts Center
259 Pennington Titusville Road, Pennington, NJ 08534

Presenter: John Weber, Principal Electrical Engineer
The Hartford Steam Boiler Inspection & Insurance Company

This course is appropriate for Business Administrators, Buildings & Grounds Directors,
Supervisors and Electricians.

Topics Covered:

- **Electrical safety requirements in the workplace**
- **Critical factors that increase your electrical equipment risk**
- **Four simple ways to reduce your electrical equipment risk by 67%**
- **Essential elements of an effective electrical maintenance program**
- **How to implement a complete surge protection plan for your school**

Register today. You won't want to miss out on learning.

To attend you must register prior to June 1, 2016.

Contact Sue Williams at New Jersey Schools Insurance Group via email at swilliams@njsig.org or at 609-386-6060 extension 3005 to register for this class.