



safety

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net

New Jersey School Boards Association Insurance Group

Back Safety

I bet you didn't know that the best way to prevent back injuries is to develop good habits that reduce the unnecessary strain placed on the back.

Back injuries are on an alarming rise. Employees can do numerous things to help reduce back strain. Making your employees knowledgeable of correct lifting procedures. Equipment is available to assist in lifting that will decrease their chances of a back injury.



principle forces. Instead of using your back like a crane, you allow your legs to do the work.

Follow these steps when lifting:

- ✔ Take a balance stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
- ✔ Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
- ✔ Use your palms (not just your fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
- ✔ Lift gradually (without jerking) using your leg, abdominal buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck.
- ✔ Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
- ✔ When you put a load down, use these same guidelines in reverse.
- ✔ Reduce the amount of weight lifted. Better to load several small boxes than one extremely heaving load.
- ✔ Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself! ☺

Avoid Lifting and Bending Whenever You Can

- ✔ Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, do it so you won't have to reach down to pick it up again.
- ✔ Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.
- ✔ Use carts and dollies to move objects, instead of carrying them yourself. (Remember that it is better on your back to push carts than it is to pull them.)
- ✔ Use cranes, hoists, lift tables and other lift-assist devices whenever you can.

Use Proper Lifting Procedures

Since you can't always avoid lifting, try different ways to reduce the amount of pressure placed on the back. Bending the knees to keep your spine in a better alignment and takes away the lever prin-

By Forestry Mutual Insurance Company



What You Should Know About Being Caught Outside Near a Thunderstorm

There is no safe place outside in a thunderstorm. Plan ahead to avoid this dangerous situation! If you're outside and hear thunder, the only way to significantly reduce your risk of becoming a lightning casualty is to get inside a substantial building or hard-topped metal vehicle as fast as you can. In addition, you should avoid the following situations which could increase your risk of becoming a lightning casualty. Remember – there is no substitute for getting to a safe place.

- ✦ **Avoid open areas.** Don't be the tallest object in the area.
- ✦ **Stay away from isolated tall trees, towers or utility poles.** Lightning tends to strike the taller objects in an area.
- ✦ **Stay away from metal conductors such as wires or fences.** Metal does not attract lightning, but lightning can travel long distances through it.

If you are with a group of people, spread out. While this actually increases the chance that someone might get struck, it tends to prevent multiple casualties, and increases the chances that someone could help if a person is struck.

Act Fast If Someone Is Struck by Lightning!

- ✦ **Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention.** Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.
- ✦ **Call for help.** Call 9-1-1 or your local ambulance service.
- ✦ **Give first aid.** Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is avail-

able.

- ✦ **If possible, move the victim to a safer place.** Lightning can strike twice. Don't become a victim.

Stay Informed About Storms Listen to NOAA Weather Radio All Hazards

There are an estimated 25 million cloud-to-ground lightning flashes in the U.S. each year. While the National Weather Service (NWS) issues severe thunderstorm watches and warnings for storms that produce damaging wind or hail, watches and warnings are NOT issued for lightning. When you hear thunder, there is an immediate lightning danger.

As a further safety measure, consider purchasing a portable, battery-powered, tone-alert NOAA Weather Radio All Hazards. The radio will allow you to monitor any short-term forecasts for changing weather conditions. The tone-alert feature can automatically alert you when the NWS issues a severe thunderstorm watch or warning.

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National Oceanic and Atmospheric Administration

For More Information

NWS lightning links, forecasts, assessments:

<http://www.lightningsafety.noaa.gov>

NOAA Weather Radio All Hazards:

<http://www.weather.gov/nwr>

American Red Cross:

<http://www.redcross.org>

Federal Emergency Management Agency:

<http://www.fema.gov>

Remember, When Thunder Roars, Go Indoors!

Claims Corner

On a daily basis, school administrators face many difficult decisions in dealing with their employees. Our Employment Practices Hotline can help you make the right decision and avoid future legal liability. All districts that have their Errors and Omissions coverage with NJSBAIG are entitled to **free** use of the hotline.

Here are 10 common situations that you may face where the hotline can help:

1. Requests for Family Medical Leave
2. Requests for Pregnancy Leave
3. Requests for Disability Accommodations
4. Coworker or Supervisor Harassment Allegations
5. Discrimination Complaints
6. Progressive Discipline (when to move to the next step)
7. Acquisition of Tenure

10 Good Reasons to Call the Employment Practices Hotline

8. Reductions in Force
9. Employee transfers
10. Physical and Psychological Evaluations

This is not intended to be a comprehensive list. When you have concerns regarding a difficult employee decision, call the hotline.

The hotline can be reached at 201-623-1223. The hotline is operated by the law firm of Cleary, Gacobbé, Alfieri and Jacobs. **Only a Superintendent, Business Administrator or Head of Human Resources may make the contact.**

Should you have any questions regarding use of the hotline, please feel free to contact our Claim Manager, Louis Giannetto, extension 3011 or me at extension 3049.☺

By Mike Cox

NJSBAIG Assistant Claim Manager

HIBster Available for Free Trial Until October 1, 2012!

Governor Chris Christie recently signed legislation that allows school districts to continue to implement anti-bullying prevention and training programs. The law (S-1789/A-2709) appropriates **\$1,000,000** to the **Bullying Prevention Fund** to assist school districts in implementing the “**Anti-Bullying Bill of Rights Act.**”

NJSBAIG has a recommendation for use of the grant funds. We have recently teamed up with **Pitt Bull Secure Technologies** who were the first to create an electronic reporting and retention tool for harassment, intimidation and bullying in schools. **HIBster** is a web-based software program that collects, manages, evaluates and generates reports for incidents of HIB behavior to the state. This program will save time, money and resources throughout the school districts. Many of our school districts are already using **HIBster** and are very satisfied with the program.

In the past when reporting a bullying incident, one would have to go through multiple steps and paperwork to keep organized. With **HIBster's** easy and convenient software, it is practically *effortless* to input as much data that is needed on each

case in **one place** instead of multiple sources.

School districts will have to complete the *Application for Funds to Support the Implementation of the Anti-Bullying Bill of Rights Act* to receive a grant to aid the cost of anti-bullying prevention and training programs. **NJSBAIG highly recommends** that you apply this grant towards **HIBster!**

If purchased before October 1, 2012, **Pitt Bull** has provided a special discount to **NJSBAIG members ONLY** for \$3,000. This will cover the cost of the software along with training and setup. To continue to use this software and Pitt Bull's services, there will be an annual fee of \$1,000 that will cover ongoing assistance and maintenance. If purchased after October 1, 2012 the start-up cost will go up to \$4,000 and the yearly maintenance will be \$1,000.

NJSBAIG strongly believes in HIBster and believes the use of the software can help protect our schools with defense during legal cases. Please contact Tony Jones, Loss Control Manager, with any questions you have about the software at 609-386-6060 extension 3052.☺



TRAIN THE TRAINER SEMINARS

NEW JERSEY SCHOOL BOARDS ASSOCIATION
INSURANCE GROUP

HazCom (formerly Right to Know)

Date: July 24, 2012 **9:00 a.m. to noon**
Location: Burlington Township Schools, Thomas O. Hopkins Building, Board Office
610 Fountain Avenue, Burlington, NJ 08016 **

HazCom (formerly Right to Know) is required training for staff. Each district should have a designated HazCom trainer. By attending this class your employee will become eminently qualified to teach other employees in the district about hazardous chemicals in the workplace.

****Follow the green line on High School driveway asphalt to the Thomas O. Hopkins Building behind the High School. Use Door 16.**

Affirmative Action Officer

Date: October 19, 2012 **9:00 a.m. to noon**
Location: Atlantic County Special Services
4805 Nawakwa Boulevard, Mays Landing, NJ 08330

For the District AA Officer- Civil rights and the law. How to respond to and document a complaint. The subtleties of sexual harassment, diversity and discrimination will be explored with the use of actual case studies. *For AAO's and Administrators*

Employment Practices

Date: November 16, 2012 **9:00 a.m. to noon**
Location: Black Horse Pike Regional Board of Education, Timber Creek High School
501 Jarvis Road, Erial, NJ 08081

School districts face many kinds of personal injury claims including sexual harassment, discrimination, affirmative action, retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims. *This class is for administrators only.*

Reservations:

Please contact: Sue Williams at 609-386-6060 extension 3005 or via email at swilliams@njsbaig.org

Cost per person: NJSBAIG Member District: \$20.00** Non-Member District: \$30.00

Please make checks payable to New Jersey School Boards Association Insurance Group (NJSBAIG).

**Districts who are currently insured through the *New Jersey School Boards Association Insurance Group at 450 Veterans Drive, Burlington, NJ 08016*

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