PACE

SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS
RISK BASICS:
Lessons Learned from Losses
(and other interesting experiences)

Kerensa Mauck
David Kruse

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RISK BASICS?!?
Let's schedule a scenario-based roundtable discussion about our enterprise project management.

We'll use our infrastructure survey tool to architect a risk-based tiering system.

That almost meant something.

I'm tempted to stop acting randomly.
Snowmageddon Lessons Learned

• Roles
  - Student early release does not mean staff early release
  - ICS triggered by event, not the call
  - ICS at District and schools
  - Emergency Preparedness Committee

• Equipment/Supplies
  - Transportation: Radios/GPS
  - Facilities: snow plows, ice melt spreaders, vehicle kits
  - Nutrition Services: 24 hours worth of food at each site

• Communication
  - Translated communication templates
  - Clarified roles, including social media response
District Couriers
Transporting Cash and Checks

• Couriers, not school staff
• Purchased check scan software
• Increased online payment capabilities
• Couriers sign for the bag in front of a signed witness
• Deposit times staggered
Limiting Tort Cap Exposure

• Risk must approve out of state travel
  – Transportation methods
  – Out of state necessary?

• Purchasing/Risk must approve and sign contracts for effective risk transfer
  – Indemnification
  – Insurance requirements not just COI
OUR DISASTER RECOVERY PLAN GOES SOMETHING LIKE THIS...

SOMEDAY WE HOPE TO HAVE A BUDGET.
Preparing for an OSHA Inspection

1. OSHA 300 Logs and 300A Summaries;
2. Emergency Action Plan, (protocol is followed in case of an emergency);
3. Safety meeting minutes for the last year;
4. Daily, weekly and monthly safety inspections conducted by employees;
5. Job safety hazard assessments; personal protective equipment provided;
6. Hazard communication program including SDS for any chemicals and PPE provided;
7. Number of employees at the facility with staff job titles and task descriptions; and
8. Employee safety & health training records; list of annual and monthly safety training.
Likely Focus of Future OSHA Audits

• Agricultural Programs
• Automotive Programs
• Welding Programs

.... In short, expect for any career / technical programs
Donated Equipment

• Who will inspect when it arrives to ensure it is safe?
• Who will maintain and / or repair?
• Other considerations???
Donated Equipment

• Policy KH-AR Gifts or Donations to Schools:
  “[T]he unit manager shall determine, in conjunction with the appropriate district resources, that the equipment meets necessary program and liability specifications…”

• Donation guidance and receipt booklets

• Sometimes requires a contract
Integrated Pest Management
Integrated Pest Management

Make sure IPM is part of your regular facility inspections:

• Door Sweeps
• Screens Over Drainpipes / Vents
• Eliminate Standing Water and Food Sources
• Ground Control
Crime Prevention Through Environmental Design (CPTED):

Resources

International CPTED Association
http://www.cpted.net/

CPTED Training
http://www.cptedtraining.net/

Dept. of Homeland Security – School Safety
http://www.dhs.gov/school-safety
KILN SAFETY:

Ventilation

At a minimum, kilns should be equipped with a ventilation hood / ductwork and an exhaust fan vented directly to the outside environment.

Electrical

Ensure the correct voltage, amperage and phase are available. Kilns should be properly grounded and installed in accordance with manufacturer specifications and all electrical and fire codes.
KILN SAFETY:

Personal Protective Equipment (PPE)

Heat-resistant gloves should be used for removing peepholes and when unloading fired items.

Shade #3 welding glasses should be used when looking into an operating kiln. These glasses offer protection against infrared radiation, which is hazardous to the eyes and has been shown to cause cataracts after years of exposure.
KILN SAFETY:

Clearances and Fire Prevention

Kilns should be located at least 18 inches from noncombustible surfaces and 36 inches from combustible surfaces/items. Kilns should be placed on noncombustible flooring (i.e., solid masonry or concrete 2 inches thick) extending 12 inches beyond the base of the kiln.

*Combustible materials should be kept at least 36 inches from the kiln during operation*, and items such as paper, solvents, and flammable liquids should be kept at an even greater distance.

*Kilns can only run when there is a staff member "on site" to monitor.* Kilns cannot run overnight! If worked out in advance, with custodial or other staff, kilns can continue to fire as long as a staff member is able to check and ensure it shut off properly prior to their departure. Once confirmed that the kiln is no longer "firing", it can be left unattended during the "cooling process".
Chemical Handling and Storage

- Proper Storage: Science Prep Room, Art Rooms, Custodial and Facilities
- Access to Safety Data Sheets (SDS)
- Training on Proper Handling, HazComm, etc.
- Review and Approval of New Chemicals (Classroom and Facilities)
OUR RISK MANAGEMENT SOFTWARE SAYS YOUR IDEA IS TOO RISKY.