

It's time to review site emergency plans

With the new school year under way, now's the time to review site emergency plans. Following is a list of some good ways to start:

- **Check with the district office** to see if there are new policies and procedures that must be incorporated into the plan.
- **Update plans to include** any additions or changes to campus buildings.
- **Review site plans with all staff.** Make sure new staff are informed and understand their roles and responsibilities.



September is National Preparedness Month

- **Ensure that emergency preparedness software programs are current**, and that any new students, staff and parents information is updated.
- **Schedule emergency drills for the upcoming year.** If appropriate, include neighbors and first responders.
- **Share emergency preparedness information from community resources with school families.** Increasing their knowledge will help support campus efforts.
- **Participate in district trainings.** The information will make site efforts easier.

For additional resources, visit the National Preparedness Month website at www.ready.gov/september.

Field trips require advance planning

Each school year teachers plan field trips that enhance their students' educational experiences. These excursions can be a lot of fun, but require advance planning and specific arrangements. As you organize the trips, follow these guidelines:

- **Use the most current field trip forms.**
- **Keep all completed field trip forms** a minimum of one year *after* the school year ends.
- **Check with risk management or the business office** to ensure that all district field trip approvals are in place and that requirements are met.

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Difficult workplace problems can be worked through with professional guidance

The Managed Health Network (MHN), SIA's Employee Assistance Program (EAP) provider, has management consultants who are always available to provide professional guidance and support to those confronting difficult workplace situations, troubled employees and job performance issues. MHN's professionals combine counseling, human resources and business expertise with the skills, training and action plans needed to assist those in need of help.

Management consultation

For example, MHN's professionals often coach managers on ways to approach difficult situations and assist troubled employees. They cover such things as job performance, attendance problems, workplace violence, substance abuse, mental illness and many other employee-related topics. Consultants provide confidential, objective assessments with concrete recommendations for change. There's also unlimited telephone support. Combined, the range of MHN resources and guidance empowers managers and supervisors to achieve desired outcomes for their employees and organizations.

Job performance referrals

An employee's behavior, lack of productivity or other performance problems may signal the need for a JPR – a *job performance referral* to the MHN-sponsored EAP. In these cases, MHN will first consult with human resources or management to better understand the concerns. The employee will then work with an EAP provider to design a plan that will address the job performance issues. MHN consultants will follow up on the employee's attendance, workplace participation and compliance with the action plan, which typically involves a specified number of EAP sessions with an MHN network provider. Upon receiving a signed authorization from the employee, the consultant will

provide periodic updates on the employee's progress to either HR or management.

Critical incident response services

When employees face difficult events such as industrial accidents, robbery, death or violence in the workplace, MHN's team of critical incident response coordinators can help. MHN has a national network of professional counselors that can assist with recovery from disruptive or traumatic occurrences in the workplace. MHN's trained providers evaluate the situations and offer assistance and intervention designed to help employees cope with their experiences.

Department of Transportation referrals

MHN also provides a rehabilitation process that is fully in compliance with the federal Department of Transportation (DOT) regulations for workplace drug- and alcohol-testing programs. For employees who have a DOT violation, for example, the process includes a face-to-face evaluation with a qualified substance abuse professional (SAP), written treatment recommendations, compliance-monitoring and reporting coordination, in-person evaluations, and written recommendations for follow-up testing plans – all in accordance with DOT guidelines.

About MHN

MHN has over 30 years' experience with helping employees live better and organizations work better. MHN client services support managers and guide organizations toward peak performance and growth. If your district participates in the EAP, you can contact MHN at (800) 227-1060 for further information.

Districts participating in SIA's EAP:

EDCOE
Folsom Cordova USD
Galt Joint Elementary SD
Galt High SD
Hayward USD
Latrobe SD
Natomas USD
Natomas Charter
Placerville Union SD
Rescue Union SD
River Delta USD
Robla SD
Sacramento City USD
SCOE



At your desk, always watch your back

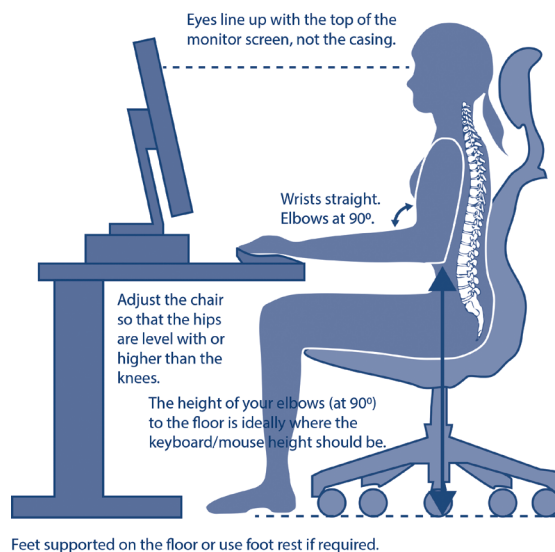
When moving about at your desk, your back is vulnerable to injury. Sudden bends and turns can pull stiff, tense muscles and cause nagging back pain. To help protect yourself, learn to watch your back when you make a move.

How to move in your chair

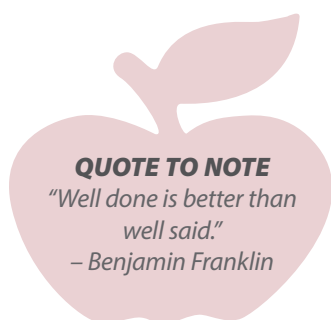
- **Avoid sudden, jerky movements.**
- **Take the time to plan your actions** and move cautiously and carefully.
- **Avoid twisting your torso.** Move your whole body when you turn, with your feet and hips facing your destination.
- **Turn toward things you need** instead of reaching off to the side or pulling things toward you.
- **To pick up objects that have fallen to the floor,** slide to the edge of your chair and place a hand on your knee or desk to support your back. Keep one foot in front for additional support.
- **Take a few minutes to walk around the office** or do some gentle stretches to relieve muscle tension.

Make your chair and computer work together

- **Adjust your chair so that your arms are at desk level and your feet are on the floor.** Use a footrest if your feet don't touch the floor.
- **Slide your chair under your desk or workstation** so that you don't have to lean into your work.



- **Watch your posture – your ankles and elbows** should be at right angles.
- **Use desk document holders or page-display devices** to keep your documents upright.
- **Move your computer screen** so that the top of the screen is at eye level.
- **Guard against slumping shoulders or slouching spine.** To check, draw an imaginary line from your ear, past your shoulder, to your hip. A straight line will keep your back in shape.
If you'd like SIA to do an ergonomic evaluation for you or a staff member, contact your district liaison to make arrangements.



Field trips *(continued from page 1)*

- **Consult with the district's transportation department,** even if it isn't providing the buses; it will need to know the transportation plans.
- **Obtain a certificate of insurance; some venues require this.** To request a certificate, contact the district office for this form and all other needed paperwork.

Field trips are privileges and all necessary steps must be completed before students can participate.





Publicize a recent loss through WeTip

SIA wants to remind all members that access to the WeTip crime-reporting hotline is *free*. This service helps school districts gather information on campus crimes.

When a campus crime occurs, WeTip will provide an incident-specific flyer to post and distribute. The flyer will provide information on the crime and then request information from those who may have seen it, urging tips and information on potential suspects. Flyers also can be emailed to staff, posted on websites, distributed to students and school neighbors, and posted at local businesses.

The anonymous hotline is available 24 hours a day, 365 days a year, with trained operators taking tips and relaying information to school officials and local law enforcement.

All materials are free and available from each district's WeTip liaison, or by contacting Teresa Franco at (916) 364-1281 or at tfranco@sia-jpa.org.



*The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP).
Keep a copy of this newsletter in your IIPP binder.*

Smoke alarms are the focus of fire prevention week

Fire Prevention Week is October 9-15

Each October the National Fire Protection Association (NFPA) celebrates fire safety. The NFPA website provides schools and communities with a variety of materials, including lesson guides and activities, all designed to promote fire safety. Teachers find the materials particularly useful for their classrooms, and the fire-safety themes change each year.



The 2016 fire prevention week message is focusing on smoke alarm replacement for units more than 10 years old. (Note: Each smoke alarm has an expiration date on it.)

A few other reminders about smoke alarms:

- **Smoke alarms should be installed both inside and outside of each bedroom and sleeping area**, and on every level of the home, including the basement.
- **Large homes may need extra smoke alarms.**
- **Interconnected smoke alarms are best**, so that when one sounds, they all sound.
- **Smoke alarms should be tested** at least once a month.
- **Smoke alarms should be placed on ceilings or high up on walls.** They should be kept away from kitchens to reduce false alarms, but positioned no less than 10 feet from stoves.

To access the classroom materials, visit the NFPA's website at www.nfpa.org/public-education.



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