

Plan now for safety training on the use and storage of campus chemicals

Any members of your staff who come in contact with chemicals are required to be trained in the use and understanding of chemical information and labeling. This should be the foundation of your hazard communication plan and a new element of your training will be the Globally Harmonized System (GHS).

The GHS was established to standardize and streamline chemical information worldwide. Under the GHS, hazard definitions have been changed to provide specific criteria for the classification of health and physical hazards to ensure that hazard data evaluation is consistent from manufacturer to manufacturer. GHS was developed by the United Nations in 1992 and formally adopted in 2002.

What does this mean for your district? Employers are required to train their staff on the new labels and safety data sheets (SDS) by December 1, 2013. Chemical manufacturers and importers will provide a label that includes a harmonized signal word, pictogram and hazard statement for each hazard class and category. Employees are to be trained in how to read the label, including how to understand the meaning of the pictograms.

Another change is with the SDS themselves. Formerly known as Material Safety Data Sheets or MSDS, the new SDS will have a 16-section format that will be in standardized order so employees can more easily find the information they need. Site staff must inventory all chemicals present and then check for current MSDS/SDS documentation. Chemical manufacturers will supply the SDS and are currently updating them to meet the new standards. All MSDS/SDS documents must be kept for 30 years, even if the chemicals are no longer in use. Documentation can be kept as paper or electronically.



Chemical manufacturers are required to update their labels and SDS by June 1, 2016. However, some have already standardized their information. In those cases, staff will need to be trained in the coming months so that they will be able to properly understand the new formats.

To assist member districts in the training process, SIA has training tools available at www.sia-jpa.org on the Resources/Training Toolbox page. A handout, PowerPoint presentation and a link to a video you can borrow from our library will help you prepare your staff.



When the buds come out, so do the burglars

Don't wait to protect equipment sheds and storage lockers

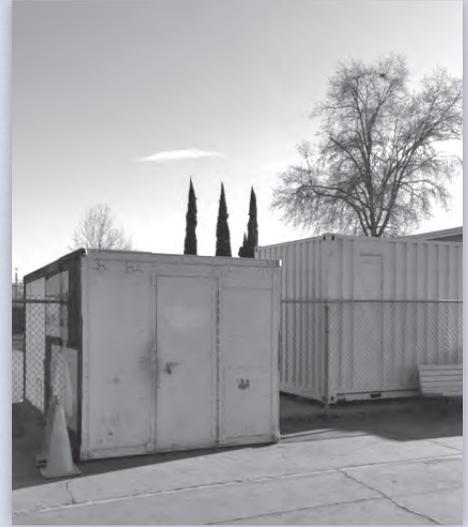
By Julie Smith, SIA Property and Liability Director

Spring is here and outdoor activities are on an upswing in our member districts. Unfortunately, this time of year also means an increase in burglaries and thefts from district storage sheds and equipment lockers. Whether your school stores baseball or track equipment, lawn mowers or pitching machines, extra attention must be paid to securing these buildings.

Simple steps can be taken to protect your property: Track and hold accountable those who hold keys to all buildings and equipment. Ensure that locks are strong and in good shape, and always remember to set alarms. Have the items stored in sheds marked as district property and engrave your school/district name and ID number on pitching machines, field chalking machines and other similar equipment. These items have few applications, so it's harder to pass them off if they're branded. For items such as lawn mowers, have a vehicle ID number or some sort of district identification number marked on those machines as well. An identifier can be both a deter-

rent to theft and a way to trace stolen equipment.

With continuing budget cuts, it's more important than ever to protect school buildings and property. SIA is not a "big insurance company" that simply pays the bills when items are damaged or stolen. Your district is a member of the SIA JPA pool and, ultimately, the money to fix or replace what is lost or damaged comes out of your school budget. Protect what you have now because, if it's taken, it may not be replaced.



Recognizing the valuable work of our bus drivers

School transportation has been hit hard by budget cuts in recent years, but our bus drivers, mechanics, aides, trainers, dispatchers and all other transportation staff continue to work hard to ensure our children get to school safely.

In celebration of School Bus Driver Appreciation Week in late April, SIA has created some free materials you can use to honor school transportation staff. All materials are available on the SIA website at www.sia-jpa.org and the information can be accessed from the home page, under the Hot Topics section. Materials include posters, note cards, labels for water bottles, sticker templates and more. Descriptions for each item are included.

Please let us know if you use any of these materials, or if they inspire other ideas that we can feature in a future issue of our newsletter. Photos would be appreciated! Send your stories and photos to Lisa Konarski at lkonarski@sia-jpa.org.



Boost creativity with some 'outside the box' approaches

Research has shown that you can prepare your mind for creativity and problem-solving simply by routinely putting aside the “tried and true” and applying some “new and different.” Following are some tips on how to expand your view of things and take what you already know to the next level, both on the job and in your personal life:



- **Expand your knowledge.** Breakthroughs often come by applying ideas from different fields. For example, Johannes Gutenberg applied what he knew about a wine press to design the printing press.
- **Widen your network.** Having friends outside your field will expose you to more ideas and other ways of thinking. That's one reason 3M rotates engineers among its divisions every few years.
- **Relax.** In one study, just watching a video of a stand-up comic boosted the success of people solving problems by 20 percent. The key is to take your conscious mind off a problem when you have hit a wall.
- **Keep working.** Conversely, when you feel like you're getting close to an answer, plug away at it. The iconic “I (heart) New York” graphic came after the graphic designer had submitted a different sample that others loved. Not satisfied, the designer kept working on ideas.
- **Bring in an outsider.** Sometimes problem-solving benefits from “a new pair of eyes” and a fresh perspective. Seeking an opinion from outside the core group removes the biases and restrictions that can cloud the process.
- **Think like a kid.** Imagine you're a 7-year-old trying to solve the problem. That simple strategy has shown to be very effective when trying to come up with new ideas.
- **Broaden your problem definition.** Very specific verbs restrict your thinking.

Source: *Communication Briefings – “How to be Creative”* by Jonah Lehrer, *The Wall Street Journal*

Simple stretches at the desk take just minutes and are good for you

Some days it's almost impossible to get out from behind the desk. But breaks, even brief ones, are important. Following are some quick stretches you can do, even at your desk:

- **Just stand up and sit down – no hands.** It can be a challenge to sit up and sit down, over and over, without using your hands. Do it while you are on the phone and no one will know.
- **Shrug your shoulders.** Inhale deeply and shrug your shoulders, lifting them high up to your ears. Hold. Release. Drop. Repeat three times.
- **Loosen hands with air circles.** Clench both fists, stretching both hands out in front of you. Make circles in the air, first in one direction then the other, to the count of ten. Shake out your hands.
- **Point your fingers – good for hands, wrists and fore-arms.** Stretch your left hand out in front of you, pointing fingers toward the floor. Use your right hand to increase the stretch, pushing your fingers down and toward the body. Be gentle. Do the same with the other hand. Now stretch your left hand out straight in front, wrist bent, with fingers pointing skyward. Use your right hand to increase the stretch, pulling the fingers back toward your body. Do the same on the other side.
- **Release the upper body with a torso twist.** Inhale, and as you exhale, turn to the right and grab the back of your chair with your right hand and grab the arm of the chair with your left. With eyes level, use your grasp on the chair to help twist your torso around toward the back of the room as far as possible. Hold the twist and let your eyes continue the stretch. See how far around the room you



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WeTip is especially valuable when the weather is warm

The warmer weather is here, making your campus more attractive to uninvited visitors. It's a good time of year to take advantage of the WeTip program services provided by SIA at no charge to member districts. The WeTip hotline is available 24 hours a day, seven days a week, 365 days a year. Callers to WeTip are completely anonymous, not just confidential. There is no tracing of calls or any way to identify callers. Callers can share the information without fear of being identified.

Stay updated on WeTip services on their Facebook page, as well as on their website. Also, help promote this service throughout your school with free materials. Contact your district WeTip liaison or Teresa Franco in SIA Prevention Services at tfranco@sia-jpa.org or (916) 364-1281.



Simple stretches at the desk

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can peer. Slowly come back to facing forward and then repeat on the other side.

- **Do leg extensions – work the abs and legs.** Grab the seat of your chair to brace yourself and extend your legs straight out in front of you so they are parallel to the floor. Flex and point your toes five times. Release and then repeat.
- **Look up to release the upper body.** Sit up tall in your chair, or stand up. Stretch your arms overhead and interlock your fingers. Turn the palms to the ceiling as you lift your chin up, tilt your head back and gaze up at the ceiling. Inhale, exhale, release.
- **Substitute walks for email.** Instead of emailing a colleague, walk over and talk to them.

Source: WebMD

Reminder: You need a heat illness prevention plan

California Code of Regulations requires all employers to have a heat illness prevention plan. Review your district's plan and procedures with your staff, especially those who work in the heat. There are materials on the SIA website to assist, including a heat illness prevention plan template, training materials, poster order requests and more. Visit www.sia-jpa.org and go to the Resources/Training Toolbox page.

QUOTE TO NOTE

*"The great depend on their heart, not on their purse."
— Emerson*

*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.*



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