

Office of Human Resources

Boot Camp 2020

Risk Management Workshop

Presented by
Andrew Davis, Esq.
Director of Risk Management/Title IX Coordinator



What is Risk Management?

- ◆ **What is Risk management?** Risk Management is the identification, analysis, assessment, control and mitigation of risks against both persons and property.
- ◆ **How is Risk management performed?** Risks are identified, assessed and controlled by diligent attention to potential hazards on each and every site in the school district.
- ◆ **Who is responsible for Risk management?** Risk management is the responsibility of not only the Risk Management department, but of all principals, assistant principals, site designees, supervisors, teachers, and site custodians.

About EBR's Risk Management Program

- ◆ EBR Parish School system is Self-insured with the following retentions/deductibles:
 - Workers' Comp claims: \$1,000,000 per occurrence
 - General Liability claims: \$500,000 per occurrence
 - Property Damage claims: \$250,000 per occurrence
- ◆ The Risk Management department manages claims in-house that are less than \$10,000, and are not in litigation.
- ◆ All other claims are managed by our Third Party Administrator (York Risk Group), under the supervision and authority of the Risk Management Department.

Reporting Accidents/Incidents

- ◆ All accidents should be reported immediately to the Risk Management Department.
- ◆ Employee accidents and assaults should be reported to Jocelyn Stewart at 225-929-8686, and reports should be e-mailed to jstewart1@ebrschools.org.
- ◆ Student and non-employee accidents and incidents should be reported to Lisa Thomas at 225-929-8683, and reports should be e-mailed lthomas1@ebrschools.org.
- ◆ Accident and Incident reports may also be faxed to 225-929-8707.

Investigating Accidents and Incidents

- ◆ Principals, supervisors or their designees are responsible for immediately investigating all accidents and incidents which occur on their sites.
- ◆ A *Principal's Investigation report* must be completed with all Employee accidents or assaults. It is included in the Workers' Comp. packet.
- ◆ Written statements should be obtained from all witnesses, and should be legible, signed and dated.
- ◆ Pictures of the accident scene, and damage to property should be obtained immediately.
- ◆ Surveillance videos of accidents occurring in view of cameras should be preserved immediately (14 day retention on video surveillance).
- ◆ If defective equipment (i.e., a chair, a desk, electronic equipment) should be preserved.

Workers' Compensation Claims

- ◆ The Workers' Compensation claims packet is located on the district website under Departments → Business Operations → Forms
- ◆ All on the job injuries not classified as an Assault are classified as Workers' Compensation claims.
- ◆ All on the job injuries do not result in loss time, but for those that do, the injured employee is required to present proof of disability from their treating physician to be eligible for loss time benefits (indemnity).
- ◆ Employees injured on the job, who are not transported by ambulance must be transported by a principal, supervisor or designee.
- ◆ Remind the employees to inform the medical provider that the injury is to be handled through Workers' Compensation, **NOT** the employee health plan.
- ◆ For all questions related to Workers' Compensation benefits, please refer employees to the Risk Management department to avoid confusion and misinformation.
- ◆ We strongly encourage return to work to modified duty, so please work with the Risk Management and Human Resources department in returning our injured employees back to work.

Assault Claims

- ◆ Assault claims are those claims involving teachers or staff being injured while breaking up a fight, or being attacked by a student.
- ◆ Obtain written witness statements immediately.
- ◆ Preserve video surveillance digitally for all incidents occurring in view of surveillance cameras.
- ◆ Assault claims are reported on the Workers' Compensation packet forms found on the Risk Management page of EBR's website.
- ◆ All questions regarding assault claims should be directed to the Risk Management department to avoid confusion and misinformation.

Return to Work Program

- ◆ It is in the best interest of both the District and the injured employees to return them back to work as soon as possible.
- ◆ Statistics have shown that the longer a person remains off work, the more difficult it is to return them back.
- ◆ Our return to work program involves a three step process:
 1. **Accommodation:** Once an injured employee is released to return to work, restrictions (if any), are reviewed with the supervisor to see if they can be accommodated.
 2. **Coordination:** For employees who have been off work or who have restrictions, a meeting involving the injured employee, the supervisor, Risk Management and H.R. will be held in H.R. to coordinate return to work.
 3. **Notice:** Employees must be notified in writing by certified mail, and/or e-mail with return receipt, of when and where they will be returning to work, as well as what their job assignment and accommodations will be.

Student Incidents

- ◆ Student incidents/accidents are investigated the same as employee accidents (witness statements, surveillance or cell phone video, pictures, etc.).
- ◆ For all cases involving bullying, follow investigation and reporting protocol set forth by the state.
- ◆ Student incident report forms are located on the district website under the following link and submenus: Departments → Business Operations → Risk Management → Forms.
- ◆ Student incident reports should be completed as completely, objectively, and legibly as possible.

General Liability/Property Damage Claims

- ◆ Claims involving personal injury or property damage to non-employees are considered general liability claims. The form is located under the forms link on the Risk Management page of the district website.
- ◆ A Written statement of the claimant should be obtained immediately.
- ◆ Written witness statements should be obtained immediately.
- ◆ Video from any source should be preserved immediately, and pictures of the accident scene and damaged property should also be taken.

Fire Drills

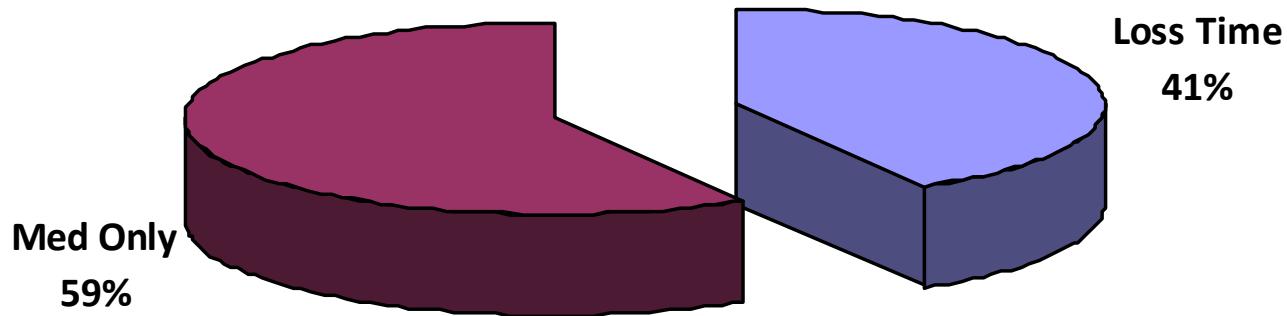
- ◆ Two drills per month is mandatory during the school year: one fire drill, and one other drill (a lockdown, active shooter or hurricane drill)
- ◆ All drills must be reported in ERIP.
- ◆ For questions, call Lisa Thomas at 225-92908683 or e-mail her at lthomas1@ebrschools.org.

Accident Prevention

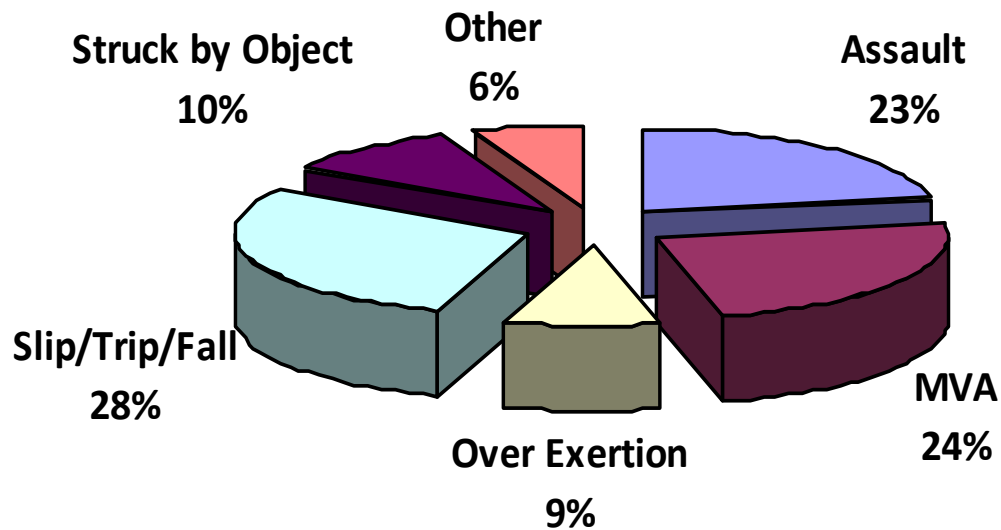
- ◆ Accident prevention is probably the most critical component of Risk Management, and again, it is not merely the responsibility of the Risk Management department, but of all staff and faculty.

- ◆ So, what can you and your staff do to help prevent accidents:
 1. **Main entrances:** (front and back doors) should be dry, with floor mats of adequate size and in good condition.
 2. **Hallways and Corridors:** Should be free of clutter and obstructions.
 3. **Class rooms:** Should be free of clutter, NO extension cords across pathways, unless inserted in an extension cord protector.
 4. **Restrooms:** Monitor Restroom activity, and wet floors, leaking toilets and sinks should be immediately addressed and corrected.
 5. **Sidewalks:** Uneven elevations (i.e. raised concrete sections), especially in high traffic areas should be reported, and a work order placed with the custodian.
 6. **Playgrounds:** Playgrounds must be monitored with adequate staff. Any broken or defective playground equipment must be reported immediately and a work order placed.
 7. **Fight Prevention:** Teachers should insure that students who are threatening to fight are separated, counseled, disciplined, etc., as necessary.

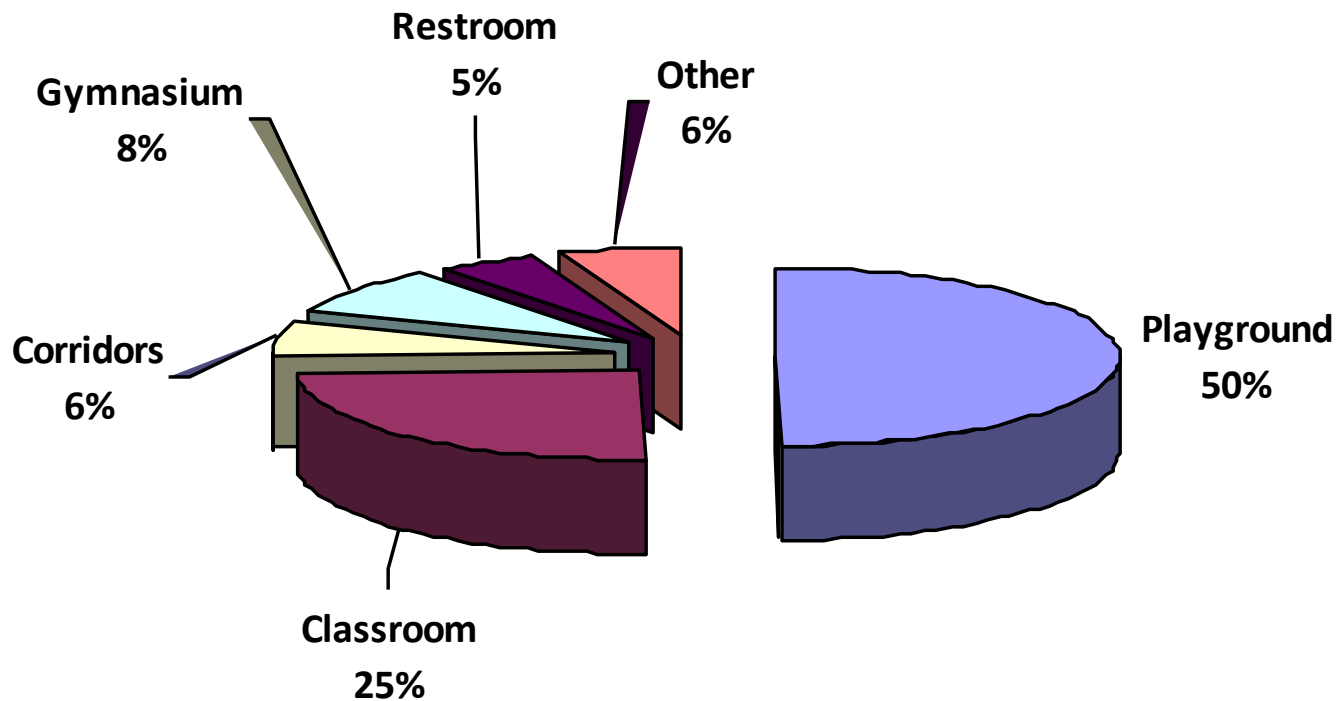
Workers' Compensation/ Assault Claim Statistics



Employee Accident Frequency by Accident Type



Frequency of Student Incidents by Location



Forms

- ◆ How to access forms:
EBR website under Departments → Business Operations → Risk Management → Forms.

- ◆ Form:
 1. Workers' Compensation Packet (for reporting Workers' Comp and Assault claims)
 2. Student Incident Report
 3. Personal Property Claim
 4. Principal Investigation report
 5. Fire Drill
 6. General Liability

Risk Management Department Staff and Contact Information

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- ◆ Jocelyn Stewart, Risk Management Specialist II
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