

Diocese of Springfield Webinar Series

#1 School Safety



Office for Insurance & Benefits
Patrick Ketchum, Director

HOGAN
INSURANCE
GROUP, INC.



Presented by:

Patrick Ketchum
Director, Office for Insurance & Benefits
Diocese of Springfield
pketchum@dio.org
217-321-1222



Dodie Hickman, CIC, CISR
Operations Manager
Hogan Insurance Group, Inc.
dhickman@higstl.com
314-571-6553



Amanda Weller
Religious National Account Manager
Gallagher Bassett Services
amanda_weller@gbtpa.com or
815-236-5170



Thank you for joining us!

- ◉ Welcome
- ◉ Please Mute Your Phone
 - *6 = mute *6 again to unmute
- ◉ Do not put the call on hold
 - If you need to take a call, hang-up and dial back in to re-join
- ◉ Web Platform “Adobe Acrobat”
 - Chat – send questions, comments
 - Or unmute and ask as we go!



Topic Agenda



- Heaters/Appliances
- Step Ladders/Fall Prevention
 - Classroom safety
 - Bulletin boards
- Lifting/Back Injury Prevention
 - Proper lifting
 - Body Mechanics

Heaters/Appliances/Electrical

- Best Practice - Small appliances in classrooms should not be used. This helps prevent overloading of circuits and fire prevention. Follow your schools policy.
- Such appliances include:
 - Microwaves
 - Refrigerators
 - Coffee Pots
 - Space heaters
 - Furniture lamps



Heaters/Appliances/Electrical

- Electrical Safety
- Fire Prevention



Step Ladders and Fall Prevention

- One of the most frequent incidents
- Good use of step ladders could help avoid a serious injury



Diocese of Springfield Fall Statistics



- 15% of the cost of claims for the last 4 years
- In that time there were 69 fall claims
 - Falls are common for the most frequent type of claim, however with training and continuing to discuss reminders, we can make a difference!

Need to gain height? What not to use...



Carl Spitzweg – “The Bookworm” 1850



Need to gain height? What not to use...



- Chairs
- Milk Crates
- Tables
- Boxes



Protect Students As Well





Step Ladders/Fall Prevention

Stepladders – Please use them!

- Stepladders are commonly used in the school setting, but they do require careful use
- Types of stepladders
- Overreaching is one of the most common causes of falls from step ladders

Overreaching

- ◉ Bulletin Boards
 - ◉ Artwork
 - ◉ Decorations
-
- ◉ Note: Hanging from ceiling tiles or lights...



Points for Proper Stepladder Use

- Ensure stepladders are positioned on a level surface and used in accordance with the manufacturer's instructions.
- Check the ladder carefully for any cracks or loose pieces.
- Only use stepladders ladders in a fully open position. Lock the side braces and cross braces before climbing.
- Do not use a stepladder as a straight ladder in a folded and leaning position.
- Always wear proper footwear with good tread when climbing.
- Do not stand on the top two steps of the ladder unless they are designed for standing.
- Keep your body centered on the middle of the ladder. • Do not lean to reach items while standing on the ladder.
- Get someone to assist you when working with a ladder if needed.
- Avoid lifting or carrying any heavy items while climbing up or down the ladder. Ask for help.
- Use a ladder made out of non-conductive material for electrical work.
- Do not use stepladders to support work platforms.





Types of Stepladders



A Step Ladder for Each Classroom?

Successful Program –

“A drop in the bucket for teacher safety”



Lifting/Back Injury Prevention

- ◉ The information is general in nature
- ◉ Intended for anyone who wants to keep their back healthy
- ◉ Back injury prevention is 24/7. Back injuries can occur away from work.



Lifting/Back Injury Prevention

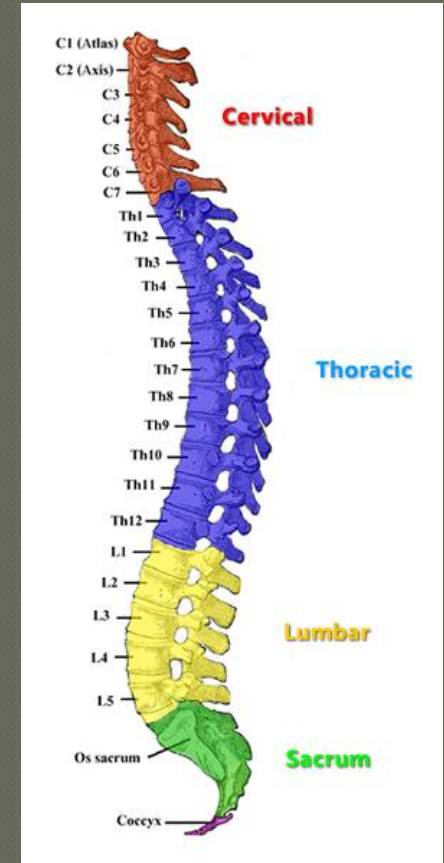
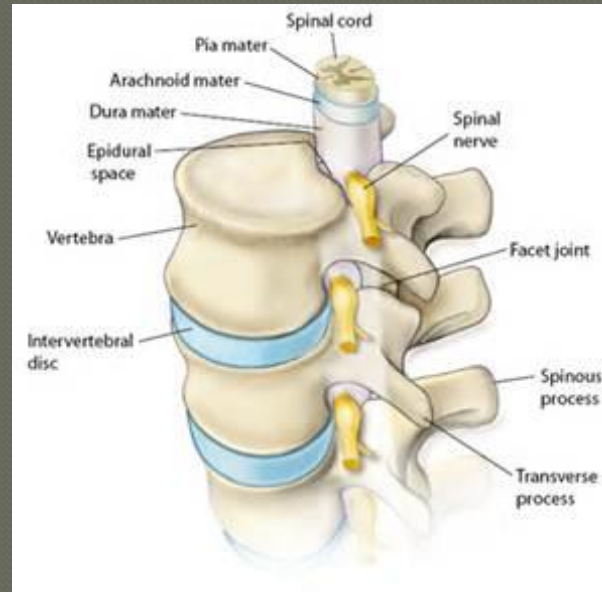
- Anatomy of the back
- Proper lifting steps
- Body Mechanics



Anatomy of the Back

- Vertebrae
- Cartilage Discs
- Spinal Cord
- Nerves
- Muscles

Supported by
abdominal
muscles



Anatomy of the Back

- It maintains the structure and stability of our upper body
- Protects the spinal cord
- Acts as a shock absorber



After Learning About Back Anatomy

1. We must acknowledge the reasons to keep a healthy back.
2. We must understand the basic back care principles.
3. Most important, you must apply the basic back principles to your daily activities – at work, at home and at play.

Steps for Success!



Hazardous Actions

- Improper lifting techniques
- Twisting or turning with the load
- Excessive stretching or reaching
- Lifting too much weight
- Improper handling of bulky objects/grip
- Improper use of personal protective equipment
- Excessive speed



Improper Technique



Twisting





1.



2.



3.

#3 needs improvement



Reaching

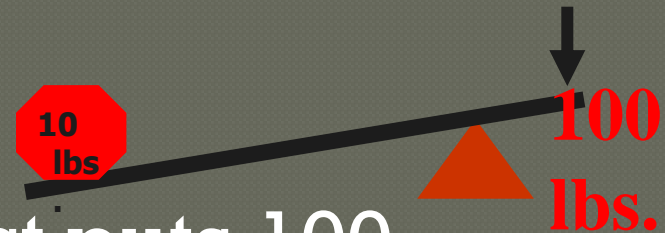


Incorrect



Correct

- It you stretch and reach, you shift the center of gravity to one side, it takes much more effort to lift the same object
- Your waist acts like the fulcrum in a lever system, on a 10:1 ratio
- Lifting a 10 pound object puts 100 pounds of pressure on your lower back



Hazardous Conditions

- ◉ Weight and size of the object
- ◉ Work zone
- ◉ Height of the work surface
- ◉ Area layout
- ◉ Housekeeping
- ◉ Illumination
- ◉ Congestion



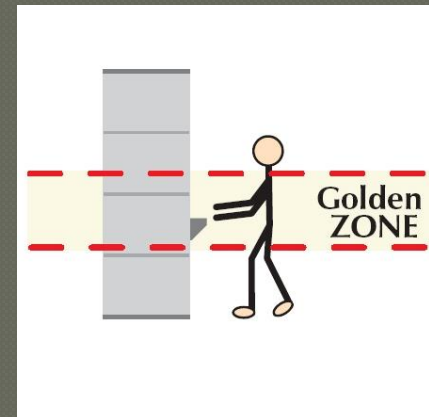
Body Mechanics

- Defined as the use of muscle, bones, and joints with maximum efficiency
- S-curve maintained
- All discs are in normal compression
- Muscles are in the strongest positions



Work Zone

- The area between the knuckle and shoulder, immediately in front of us
- The best area to perform work
- When you are out of your work zone (above your head or below your knees), you place extra stress on the lower back



Lifting Techniques

- Proper Lifting – 10 Steps
- Build a Bridge
- Golfers Lift
- Team Lift



10 Basic Lifting Steps

1. Focus on the task – test, plan, path
2. Tense stomach muscles
3. Have a good base of support
4. Stay close to the object
5. Palm grip
6. Keep spine in alignment
7. Control the speed and force of the lift
8. Bend at the knees
9. Lift with your legs
10. Turn with your feet



Build a Bridge/Golfers





Build a Bridge



Team Lift

We think that we can lift more weight and do not use proper lifting techniques.

This is not true!

Always be aware of your lifting limitations and follow all safe lifting techniques.



Team Lift

To lift as a team correctly, follow these important steps:

- Communication is essential
Count “1-2-3-lift”
- If the object begins to shift or fall, let falling objects fall
- The key is to lift at the speed or rate of the other person



Other Helpful Tips

- Foot rest
- Boxes with handles
- Push rather than pull
- Work platform height
- Ask for help



Poor Posture

Can contribute to back injuries

- Sitting – Have your feet flat on the floor. Knees at or higher than your hips. Support your back.
- Standing – Wear appropriate footwear. Elevate one leg on a shelf, ledge, or Box.
- Sleeping – The recommended position is on your side with your legs pulled up.



Lifestyle Commitments

A vertical strip of a stained glass window is visible on the right side of the slide. It features a central figure, possibly a religious icon, surrounded by various colored glass panes in shades of blue, red, and yellow.

You should seek the advise of a health care professional regarding exercise or diet programs

Engage in simple activities such as walking, running, swimming, and bicycling

- Healthy Eating
- Stretching

Stretching

Stretching can serve many purposes:

- Reduces muscular tension
- Assists in the ease and coordination of movement
- Prevents injuries
- Eases transition into high intensity activities
- Prevents muscle imbalances and postural deviation
- Improves circulation
- Relaxes the body



An Accumulation of Factors

- Improper lifting techniques
- Poor body mechanics
- Poor posture
- Physical condition
- Stress



Reduce the Chance of Back Injury

Work smart, know your limits.



This is your only back; no
exchanges, no refunds.



School Safety Review

- Heaters/Appliances
- Step Ladders/Fall Prevention
- Lifting/Back Injury Prevention
- Any questions?



Upcoming Webinars

All webinars will be held at 9:30 AM, except where noted below.

#	Date	Topics
1	October 7, 2015 Complete!	School Safety: Use of step ladders in classrooms for accessing bulletin boards and hanging items, proper lifting, safe use of heaters and appliances.
2	October 14, 2015	Maintenance/Custodial: Use of personal protective equipment, proper lifting, lawn maintenance, Hazard Communication/chemicals (storing gas/paint), roofs, ladders, and the importance of hiring certified contractors.
3	October 21, 2015	Insurance: Certificates of Insurance—how these documents protect the parish and diocese and when you must have them. Definition of bonds and their benefits—what they are, who they protect, and why they are needed. Claims reporting and procedures.
4	November 4, 2015	Property: Quarterly Self-inspection Reports, obtaining loss control credits, completing the form(s) and what to look for. Property maintenance tips—hauntings from the past, good reminders.
5	November 11, 2015 *1:30 PM	Catastrophic Planning: Developing and maintaining an Active Shooter Plan. Items you need to know for All-hazards planning.
6	November 18, 2015	Trips and Falls: How do we address this most frequently reported incident? Exposures in churches and schools will be discussed. Holiday safety tips.



Diocese of Springfield Webinar Series

Thank you for taking the time to participate in the webinar today. Join us for others in the series!

Please enjoy your day and stay safe!



Office for Insurance & Benefits
Patrick Ketchum, Director

HOGAN
INSURANCE
GROUP, INC.