Arthur J. Gallagher & Co.

Miami Killian Senior High School

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Risk Assessment

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Executive Summary

Purpose:

On April 19, 2018 a risk assessment was completed at Miami Killian Senior High School. The purpose of this assessment was to address the occurrence of employee injuries at the school. This assessment is part of an ongoing effort by the risk management department with the assistance of Arthur J. Gallagher Risk Management Services, Inc. The goal of the overall process is a reduction in the frequency of workers' compensation claims being reported by the district's schools. This specific assessment focused on identifying loss drivers, related exposures/causes, potential hazards, and corrective actions specifically for Miami Killian Senior High School.

Procedure:

The initial step in the assessment process was a meeting with Assistant Principals Abela, Koren, and King. This meeting was to discuss the claim history, review a prepared loss analysis, discuss current safety activities and prioritize the loss drivers.

Based on our review of the loss history, the physical review of the facility focused on overall conditions and not any one specific occupation or type of injury.

Conclusions:

Overall the facility was found to be in good condition/repair with adequate housekeeping.

A number of items were noted related to slips, trips and falls on the same level, possible exertion exposures, and some general inspection type of situations.

The findings of the facility review and related recommendations are documented in this report.

Loss Analysis:

The loss analysis presented at the initial meeting reviewed claims filed between July 1, 2014 and June 30, 2017. During that time, forty-two (42) Workers' Compensation claims were filed for the school. These claims have incurred a total cost of $255,958. The incurred cost figures were valued as of June 30, 2017. Below is a summary of the analysis:

School Yr.	FTE	Claims	Cost	Freq. Rate
2016-2017	175	14	$77,999	8.00
2015-2016	184	15	$59,819	8.15
2014-2015	187	13	$116,639	6.95

Department	Claims	% Claims	Cost	% Cost
Custodian	9	21%	$86,551	34%
Food Service	8	19%	$55,330	22%
Security	8	12%	$55,117	13%
Teacher	8	19%	$28,297	11%

Cause	Claims	% Claims	Cost	% Cost
Struck by / Against	13	31%	$58,467	23%
Student	10	24%	$35,286	14%
Fall - Same Level	9	21%	$71,396	28%

Custodian	Claims	Cost
Struck by /against	3	$28,416
Fall - Same Level	2	$32,251
Food Service	Claims	Cost
Struck by / against	5	$12,750
Exertion	2	$32,876
Security	Claims	Cost
Student	5	$20,397
Teacher	Claims	Cost
Struck by/against	3	$2,018
Fall - Elevation	1	$18,855

Hazard Identification:

The photos below are examples of conditions noted during the facility review. While we observed these conditions in only one or two places, the same conditions often occur throughout the facility. Therefore, staff should be encouraged to look for these hazards in other areas and report them to administration when they are noted.

Additional potential exposures were noted in the kitchen, but not documented with photos. This included a fly fan at the back entrance that was not turned on and the practice of storing knives in drawers with other utensils.

Staff parking lot where fence posts have been removed. Remaining pipe/elevation changes present a tripping hazard.	It appears pipes or poles have been removed from the vending area on the 'large patio.' The remaining pipes present a tripping hazard.

Areas of sidewalk around trees have started to lift, creating a lip/elevation change. These can present a tripping hazard.

Entrances were noted to not have walk off mats.

Under desk areas used for storage can present a tripping exposure to employees as they stand up and move around the desk.

Cord to a power strip laid across the pathway to the teacher's desk. Appears to be a long term arrangement.

Extension cord running to center of the band classroom.

Paper cutter in art room without appropriate guard or handle lock.

Unlabeled secondary container.

Culinary storage with some heavy items on the top shelf.

Recommendations:

The following recommendations are being submitted for specific locations / conditions noted during the assessment visit. However, they are applicable to all instances and similar locations throughout the facility. Administration and/or the safety committee should monitor the facility for these conditions and implement similar corrective actions as needed.

Entrance-Mats:
It was noted that walk off (entrance) mats were not present at the building entrances. It is recommended that mats be provided at outside entrances at all times. Mats are beneficial in even dry conditions. They remove debris from pedestrians' shoes, helping reduce the potential for others to slip on debris tracked into the walkway. A common mistake when using mats is that the mats are placed with their smallest dimension in the path of travel. The normal selection and placement guidelines for this type of mat are that there be a minimum of six feet of mat in the path of travel. The six foot measure is for dry conditions and is meant to clean debris from pedestrians' shoes. During wet conditions it is recommended that there be 8 to 10 feet of mats in the direction of travel.

Cords:
Cords of any type across a walk way represent a significant tripping hazard. The control of cords can be a significant task and often requires a number of steps. Some of the actions that should be taken to reduce the presence of cords in walkways include:

- Staff (teacher, custodian, administration, etc.) Training – Provide initial and refresher training on the hazards associated with cords, the proper way to secure cords when they are placed in the walk way, alternative ways to place cords so that they are not in the walk way, etc.
- Site Assessments / Reviews – The safety committee or an administrative representative should conduct a periodic review (monthly, quarterly) of the facility to identify areas were cords have been placed in walk ways or were they have become unsecure and present a tripping exposure.
- Correction of Conditions – The conditions identified in this report and those identified during the periodic assessment should be corrected as quickly as possible. Some typical solutions might include tying up computer cables and securing them to the workstation to remove them from the floor, or use of a cable tray/wrap, replacing extension cords with permanent wiring, covering/securing cords with tape or rubber cord covers, etc.
- Room Lay Out – As teachers layout or re-layout their classrooms, they should be encouraged to assess the placement of desks, projectors, computers, etc. to reduce the number and length of cords placed in walkways.

Storage Practices - Shelves:
Storage areas should always be reviewed to ensure that stored materials are located at the appropriate height to minimize potential exertion injuries. Large, bulky, and heavy items should be stored in the "power lifting" zone (between knee and shoulder). Lighter weight objects can be placed on higher shelves and very heavy items that need to be moved with the assistance of a dolly can be placed on the floor.
As with cords, staff (custodian, food service, and teachers) needs to be educated on the best storage practices and the actual storage needs to be reviewed by the administration on a periodic basis

Storage Practices – Under Desk:
The practice of storing items under desks should be discouraged. Having items under the desk presents a tripping hazard to staff when they stand up, and can also contribute to exertion injuries or struck against claims when items are being retrieved. These situations should be identified and corrected as needed and all staff reminded of proper storage procedures.

Walkway Repair:
Review the walkways (sidewalks, patios, parking lots, etc.) throughout the facility to identify any trip and fall exposure, such as those pictured above. The conditions will need to be corrected by maintenance as soon as possible. A review of the concrete walkways needs to be part of the safety committee's normal inspection program.

Secondary Containers:
Ensure that all secondary containers used for chemicals are properly labeled. All containers need to be marked with the product name and the related hazard statement at a minimum.

Paper Cutters:
Ensure that all paper cutters are properly equipped with finger guards and means of securing the blade in the down position.

Knife Storage:
Ensure that proper knife storage procedures are being followed. Best practice is to keep knives stored separated from other utensils. This can be accomplished by using a dedicated knife rack, block or drawer.

Fly Fans:
Ensure that fly fans at all exterior kitchen entrances are functioning and on at all times. These fans are part of the overall kitchen ventilation and reduce the amount of outside contaminants entering the kitchen. The requirement for the fans being on should be reviewed with all members of the kitchen staff.