



# Safety net

New Jersey School Boards Association Insurance Group

## *Preparing for the Holiday Season*



**NJSBAIG** is wishing everyone a happy and safe holiday season. Unfortunately, each year tragedy strikes as a result of unsafe holiday decorations or traditions. The following reminders will help you and your family enjoy the season safely.

### **Trees**

Many artificial trees are fire resistant. If you buy one, look for a statement specifying this protection.

A fresh tree will stay green longer and be less of a fire hazard than a dry tree. To check for freshness remember:

- \*A fresh tree is green and the needles are hard to pull from branches.
- \*When bent between your fingers, fresh needles do not break and the trunk butt of a fresh tree is sticky with resin.
- \*When the trunk of a tree is bounced on the ground, a shower of falling needles shows that tree is too dry.

Place tree away from fireplaces, radiators and other heat sources. Heated rooms dry trees out rapidly, creating fire hazards.

Cut off about two inches of the trunk to expose fresh wood for better water absorption. Trim away branches as necessary to set tree trunk in the base of a sturdy, water-holding stand with wide spread feet. Keep the stand filled with water while the tree is indoors.

### **Lights**

Indoors or outside, use only lights that have been tested for safety. Identify these by the label from an independent testing laboratory.

Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Discard damaged sets or repair them before using.

Fasten outdoor lights securely to trees, house walls, or other firm support to protect from wind damage. Use no more than three standard-size sets of lights per single extension cord.

Turn off all lights on trees and other decorations when you go to bed or leave the house. Lights could short and start a fire.

### **Candles**

Never use lighted candles on a tree or near other evergreen. Always use non-flammable holders. Keep candles away from other decorations and wrapping paper. Place candles where they cannot be knocked down or blown over.

### **Fires**

Before lighting any fire, remove all greens, boughs, papers, and other decorations from fire-place area. Check to see that the flue is open. Keep a screen before the fireplace while it is burning. Before closing the flue, be sure the fire is out completely.

### **Stress**

The holiday season is one of the most stressful times of the year. Allow enough time to shop rather than hurry through stores and parking lots. When shopping, make several trips out to the car to drop off packages rather than trying to carry too many items. Take time out for yourself. Relax, read, or enjoy your favorite hobby at your own pace. ☺

## Can School Nurses Play a Key Role in Stopping Bullies?

A study published in *Pediatrics* reveals bullies and their victims are more likely to visit the school nurse for injuries, illnesses and non-medical symptoms.

Children are often hesitant to involve the teacher or their parents because they're embarrassed or afraid that saying something about it may make matters worse.

While the correlation between bullying and a nurse's visit is obvious at times (injuries after fight, for example), other times the link is not as clear. There is evidence that long-term psychological stress caused by bullying can compromise a child's immune system. Some may seek refuge with the school nurse to avoid the playground or hallways.

Schools have the responsibility to identify potential bullies and their victims and address bullying before it escalates. School nurses just might provide an excellent means of identification and prevention.

The U.S. Department of Education (DOE) offers many resources on recognizing and preventing bullying. One source is [Stopbully.org](http://Stopbully.org) for educators.

Here are some communication guidelines for school employees for intervention or follow-up with a victim of bullying:

- Check in regularly with the student.
- Determine whether the bullying still continues.
- Provide a supportive environment.
- Review the school rules and policies with the student to ensure he is aware of his rights and protection.
- Consider referring the student for professional or other services as appropriate.



The DOE recommends these for the bully:

- Identify the behavior.
- Review the school rules and policies with the student.
- Ask for positive change in future behavior.
- Consider referring the student for professional or other services as appropriate.
- Consider appropriate graduated consequences.
- Encourage the student to channel his or her influence and behavior into positive leadership roles.
- Monitor and check in frequently. 🦋

*By My Community Workplace*

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***NJSBAIG wishes you and your families  
a joyous holiday season!***



# A Reminder of Our Workers' Compensation Accident Reporting Guidelines

If an employee is injured and requires non-emergency medical treatment, a call is to be placed to Qualcare at 1-800-425-3222. We prefer that the employee and a school nurse or supervisor place the call to Qualcare together. A Qualcare representative will obtain all the necessary information and coordinate treatment. No "paper" reporting is required from the district either to the Division of Workers' Compensation or NJSBAIG. NJSBAIG will electronically report the case to the Division of Workers' Compensation for you, based on the information transmitted to us from Qualcare. Any attempt to report a claim directly to the Division of Workers' Compensation on paper will be rejected.

In case of an emergency, the employee should go directly to the emergency room for treatment, and follow up with Qualcare by telephone as soon as possible.

If an employee is injured and requires no treatment (other than first aid provided by a school

nurse) it is not necessary to report the matter to Qualcare, NJSBAIG or the Division of Workers' Compensation. In these cases, simply keep an internal record of the incident.

If an employee suffers fatal injuries or there is inpatient hospitalization of three or more workers, it is necessary for the district to directly report the matter to the Department of Labor both orally and by fax within 8 hours of the occurrence. The hotline number is 1-800-624-1644, fax hotline 609-292-3749. Please note NJSBAIG cannot perform this function for you. Also note that there are substantial penalties for violations of these mandatory requirements.

If you have any questions, please feel free to call Connie Rogers at 609-386-6060 extension 3015.



*Connie Rogers  
NJSBAIG Claim Supervisor*

## "If you can't train them, don't hire them."

### An OSHA Update

Imagine this: You're getting ready to start safety training for new workers, when you find one or more of them don't know enough English to understand your directions. Now what?

If you can't provide the training in a language the workers understand, you may have a problem from OSHA. True, most of OSHA's training regulations don't address this.

But in a speech to attendees at the National Safety Council's 2012 conference in Orlando, OSHA administrator Dave Michaels said his agency still considers that a violation.

Michaels said if any employee didn't understand training, that would be the same as not providing adequate training and the company would receive a fine.

OSHA wouldn't even have to use its catch-all General Duty Clause. The fine would be for a direct violation of the training standard.

"Don't hire someone if you can't train them in a language they can understand," Michaels said.



*Excerpt from **Safety Compliance Alert***



# TRAIN THE TRAINER SEMINARS

NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP

## **Affirmative Action Officer**

For the District AA Officer- Civil rights and the law. How to respond to and document a complaint. The subtleties of sexual harassment, diversity and discrimination will be explored with the use of actual case studies. *For AAO's and Administrators.*

**Date:** December 7, 2012

**9:00 a.m. to noon**

**Location:** Ocean Twp. Board of Education  
163 Monmouth Road, Oakhurst, NJ 07755

## **HazCom (formerly Right to Know)**

HazCom (formerly Right to Know) is required training for staff. Each district should have a designated HazCom trainer. By attending this class your employee will become eminently qualified to teach other employees in the district about hazardous chemicals in the workplace.

**Date:** November 30, 2012

**9:00 a.m. to noon**

**Location:** Sterling High School District, SJTP Conference Center, 801 Preston Avenue  
Somerdale, NJ 08083

OR

**Date:** March 15, 2013

**9:00 a.m. to noon**

**Location:** Burlington County Special Services  
20 Pioneer Boulevard, Mount Holly, NJ 08060

## **Reservations:**

Contact Sue Williams at 609-386-6060 extension 3005 or via email at [swilliams@njsbaig.org](mailto:swilliams@njsbaig.org).

**Cost per person:** NJSBAIG Member District: \$20.00\*\* Non-Member District: \$30.00

**Please make checks payable to New Jersey School Boards Association Insurance Group (NJSBAIG).**

\*\*Districts who are currently insured through the *New Jersey School Boards Association Insurance Group at 450 Veterans Drive, Burlington, NJ 08016*

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