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safety

net

New Jersey School Boards Association Insurance Group

Holiday Stress



The holiday season is upon us. In addition to the already hectic schedules of our everyday lives, we now must make time for holiday preparations! 'Tis the season for shopping, decorating, and celebrating with friends and family, but for many it can also be a time of stress and anxiety.

The holiday season need not be a time of tension and stress. By organizing, planning, and keeping realistic expectations you can help yourself to relieve the pressure of the season. Here are just a few suggestions that may help you to keep this holiday season in perspective.

- **Get plenty of sleep.** Burning the candle at both ends will only contribute to your feelings of anxiety during the holiday season. Respect your physical and emotional limitations. Remember that over-indulging in alcohol increases your need for sleep and can heighten feelings of depression.
- **Feeling overwhelmed?** Take a break. Taking a walk or fitting in that exercise class you have been avoiding may be just what you need to relax and revitalize you.
- **Organize and prioritize.** List all the holiday activities you wish to accomplish. Include shopping, decorating, entertaining, and even cooking and cleaning. Using a calendar, plan the specific day(s) you will be doing each chore. This will help to keep you organized and will probably make your responsibilities seem less overwhelming.
- **Feeling isolated or lonely?** Call an old friend or relative you haven't heard from in a while. Participating in a group activity or possibly volunteering at a homeless shelter may help to chase your blues away.
- **Take time for yourself.** Choose an activity you enjoy and add that to your calendar. Whether it's quiet time with a book or an evening out without holiday obligations, be sure to treat yourself to something you enjoy.
- **Keep your expectations in line with reality.** Don't be disappointed if your holiday doesn't meet your expectations, and don't let your holiday disappointments carry over to the new year. Get back to your original routine as quickly as you can. The normal pace of your life may be just what you need to put things back into perspective. ☺



NJSBAIG Congratulates the 2009 Safety Award Winners

At the New Jersey School Boards Convention in Atlantic City the New Jersey School Boards Association Insurance Group has its annual meeting. As part of that meeting the safety award winners are recognized. Publicity photographs are taken and press releases issued so that each winner can be recognized in their hometown newspapers.

The following Boards were recognized this year.



- ☛ Alloway Board of Education
- ☛ Avon Borough Board of Education
- ☛ Bay Head Board of Education
- ☛ Bayonne Board of Education
- ☛ Bedminster Township Board of Education
- ☛ Black Horse Pike Regional Board of Education
- ☛ Burlington County Institute of Technology
- ☛ Chesterfield Township Board of Education
- ☛ Clayton Board of Education
- ☛ Clearview Regional Board of Education
- ☛ Florham Park Board of Education
- ☛ Glassboro Board of Education
- ☛ Hamburg Borough Board of Education
- ☛ Hamilton Township Board of Education
- ☛ Henry Hudson Regional School Board of Education
- ☛ Hunterdon Central Board of Education
- ☛ Hunterdon County Educational Services Commission
- ☛ Keansburg Board of Education
- ☛ Kingwood Township Board of Education
- ☛ Lakehurst Board of Education
- ☛ Linden Board of Education
- ☛ Manasquan Board of Education
- ☛ Mannington Township Board of Education
- ☛ Middlesex Regional Educational Services Commission
- ☛ Monmouth Beach Board of Education
- ☛ Morris Hills/Knolls Regional Board of Education
- ☛ Morris Union Jointure Commission
- ☛ North Hanover Township Board of Education
- ☛ North Hunterdon/Voorhees Regional High School Board of Education
- ☛ Oakland Board of Education
- ☛ Ocean Township Board of Education
- ☛ Perth Amboy Board of Education
- ☛ Pittsgrove Township Board of Education
- ☛ Plumsted Township Board of Education
- ☛ Quinton Township Board of Education
- ☛ Ridgefield Park Board of Education
- ☛ Somerset Hills Board of Education
- ☛ Trenton Board of Education



WetIP
For a Safer America!
ANONYMOUS
1-800-78-CRIME
For more information please contact:
Sue Mandell • (909) 967-5005 Ext. 250
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Appliances at School

New Jersey Fire Code 5:18-2.9 notes non-commercial appliances such as fans, coffee makers and heaters are not meant for non-home use. As such these items should not be in public schools. Despite this fact, safety inspections always find a wealth of personal appliances in classrooms and common areas.



Items such as portable space heaters and personal coffee makers should be removed from schools immediately. They are heat sources which, if not properly attended, could easily be the source of a fire. Included in this list should be electric toasters.

Items such as electric fans and personal refrigerators should be watched closely to make sure that their electrical cords are not frayed or damaged.

Finally, microwave ovens have become a common sight in school buildings. The main concern with microwave ovens are they could be a cause of microwave leakage if they are not properly maintained. It is very uncommon for a district to test their microwave ovens on a regular basis. Therefore, it is imperative that "Caution Microwave in Use" signs are placed in a prominent area to alert pregnant women or people with pace makers that a microwave is in use.



If you have any questions with regard to what appliances are acceptable in public school settings, do not hesitate to contact Tony Jones, Loss Control Manager at 609-386-6060 extension 3052. ☺

*By Tony Jones
NJSBAIG Loss Control Manager*



Using the Right Gloves for the Job

Listed are the proper gloves to use for the following applications:

Gloves	Application
Cotton and fabric	To protect against minor abrasions.
Coated fabric	Lab work – moderate concentrated chemicals.
Rubber, plastic or synthetic gloves	Oils, solvents and chemicals
Leather gloves	Welding, cuts and abrasions
Aluminized gloves	Welding, furnace and foundry work
Kevlar gloves	Cut and abrasions, heat and cold
Butyl rubber gloves	Acids – strong types
Natural latex/rubber	Acids, water solutions, alkalis, salts, ketones
Neoprene gloves	Gasoline, alcohols, organic acids hydraulic
Nitrile rubber gloves	Chlorinated solvents

Source: National Safety Council

*By Dave Engebretson
NJSBAIG Loss Control Representative*



New Jersey School Boards Association Insurance

450 Veterans Drive, Burlington, NJ 08016 Phone: 609-386-6060 Fax: 609-386-8877



Bloodborne Pathogens

School employees can become exposed to infectious diseases from blood or other bodily fluids. By completing this Train the Trainer class, a designated employee will become qualified to teach fellow employees about the hazards of bloodborne illnesses.

Date	Location	Time
December 11, 2009	Somerset Executive County Superintendent of Schools Office 27 Warren Street, Somerville, NJ 08876 ■ 908-541-5700	9:00 a.m. till noon
February 12, 2010	Morris-Union Jointure Commission 340 Central Avenue, New Providence, NJ 07974 ■ 908-464-7625	9:00 a.m. till noon

Employment Practices

School districts face many kinds of personal injury claims including sexual harassment, discrimination, affirmative action, retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims. **THIS CLASS IS FOR ADMINISTRATORS ONLY.**

Date	Location	Time
December 4, 2009	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

Claims Coordinator

This class will provide a step by step instruction on how to properly handle a workers' compensation claim from its inception to its conclusion. Discussion topics will include proper claim reporting, accident investigation, employee follow-up, the duties of the claim coordinator, claimant, doctor, managed care company and insurance claim adjuster.

Date	Location	Time
February 26, 2010	Atlantic County Special Services 4805 Nawakwa Boulevard, Mays Landing NJ 08330 ■ 609-625-5590	8:30 a.m. till noon
March 26, 2010	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

Hazard Communication/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 immanently qualified to teach other employees in the district about hazardous chemicals in the workplace.

Date	Location	Time
April 16, 2010	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

For reservations contact Sue Williams at 609-386-6060 ext. 3005 or via email swilliams@njsbaig.org

Cost per person: \$20.00

Make checks payable to:

New Jersey School Boards Association Insurance Group (NJSBAIG), 450 Veterans Drive, Burlington, NJ 08016