

# FOCUS N SAFETY

Spring 2007

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## Official Mileage Vehicle Placard Applications Due May 15th!

The application process for “official mileage vehicle” placards has changed. **YOU WILL NOT GET** a parking placard this year if you do not follow the new process as stated in **Ref. 3568.1**. Without **ALL** the following items, each completed in full, applications will **NOT** be processed:

### ITEM #1

Complete the online application form at <http://lausd-oehs.org/documents.asp> and submit it electronically by clicking the “**Submit Application Data by E-mail**” button. Tip: You must be logged onto an e-mail account to send the data.

### ITEM #2

The application form must be **printed out and signed** by both the applicant and the Local District Superintendent or Division administrator and mailed to OEHS.

### ITEM #3

An **LAUSD business card**, with the vehicle license number (s) written clearly on the back, must be attached.

### ITEM #4

A **copy of the employee's pay stub** showing mileage reimbursement within the previous 12 months from the date of submitting the application must also be attached.

## Be Earthquake-Ready, Be Safe and Secure

This year marks the 150<sup>th</sup> anniversary of the 1857 Fort Tejon earthquake which was “the last great San Andreas earthquake,” according to the Earthquake Country Alliance (ECA), registering at 7.9. Scientists believe that another large-scale shaker along the San Andreas fault is highly likely and that we must be ready for it.

For information on the ECA’s awareness programs please visit their website at <http://www.earthquakecountry.info>. For information on the LAUSD’s emergency preparedness program please visit the OEHS website at <http://www.lausd-oehs.org/>

## Six Steps to



The following list is adapted from *Putting Down Roots in Earthquake Country*—Spring 2006 published by the Southern California Earthquake Center.

1. Identify potential hazards or building weaknesses and fix them.
2. Make sure your home and school disaster plans are current (review your *Safe School Plan, Volume 2-Emergency Procedures*).
3. Ensure that disaster supply kits are accessible, adequate for your school’s needs, and not outdated. For a checklist of personal and family supplies, go to the Red Cross website, at [http://www.redcross.org/services/prepare/0,1082,0\\_091\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_091_00.html).
4. During earthquakes and aftershocks, ensure that everyone on the premises is in the drop, cover and hold position under a desk or table — including you!
5. After earthquakes and aftershocks, check for injuries, evacuate, and then check for damage.
6. When it is safe, continue to follow your school or home disaster plan.

## Special Announcements:

**April is EARTHQUAKE PREPAREDNESS MONTH!**

**Check out the OEHS website for 16-Hour Asbestos Awareness Training in May!**

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## Chemical Safety Coordinators See to Safe Chemistry

Secondary school administrators with science labs on site are required to select a Chemical Safety Coordinator (CSC) from certificated staff. CSCs should be chemistry or science teachers, or have a strong background in science or chemistry. He or she must be able to communicate effectively with staff on the hazardous properties of chemicals.

To maintain a safe environment for students and staff and ensure regulatory compliance, CSCs are required to:

- ♦ Attend three OEHS chemical safety training meetings per school year;
- ♦ Prepare an "Annual Chemical Inventory" of chemicals stored at the site and send a copy to OEHS;
- ♦ Provide annual training on the "Hazard Communication Standard" to all school staff and on the "Chemical Hygiene and Safety Plan" to all science staff;

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- ♦ Inspect other areas of the campus where hazardous waste materials may be stored;
  - ♦ Document all training sessions, inspections and other activities, as indicated on the "Chemical Safety Coordinator Assignments Health and Safety Checklist;" and
  - ♦ Maintain copies of the "Material Safety Data Sheets" for all stored chemicals.

CSCs receive a supplemental stipend at the end of each semester for their participation and commitment.

For information, please contact Jeff Siegel, at (213) 241-3199.



## Upcoming Training:

**Next CHEMICAL SAFETY COORDINATOR** training meetings to be held on five dates in **MAY**:

**TUES. MAY 15, 3:30-5:30PM**

Birmingham High School  
17000 Haynes St.  
Van Nuys, Room E32

**WEDS. MAY 16, 3:30-5:30PM**

Webster Middle School  
11330 W. Graham Pl., LA  
Daniel's Den Room

**THURS. MAY 17, 3:30-5:30PM**

East LA MSTC  
961 S. Euclid Ave., LA  
Planetarium Room

**TUES. MAY 22, 3:30-5:30PM**

No. Valley Occupational Center  
11450 Sharp Ave., Mission Hills  
Room 19 North

**WEDS. MAY 23, 3:30-5:30PM**

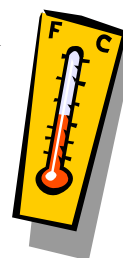
Gardena High School  
1301 W. 182nd St., Gardena  
Room W7 (near Plant Mgr. Off.)

## New Accident and Injury Report Form Required

California law requires the investigation and reporting of all workplace accidents and injuries. The OEHS and Office of Risk Management and Insurance Services have developed the "LAUSD Injury/Accident Investigation Report," a fillable form for use by supervisors as a confidential document, to ensure compliance with the Cal/OSHA regulation. The form is available on the OEHS website at <http://www.lausd-oehs.org/documents.asp>. All accidents and injuries involving students, employees or visitors are to be investigated, recorded and e-mailed to [accidentinvestigations@lausd-oehs.org](mailto:accidentinvestigations@lausd-oehs.org) within 24 hours of an incident.

## Watch for Signs of Heat Stress in Hot Weather

When the temperature reaches about 90 degrees and humidity levels are high, the danger of **heat stress** increases. Different forms of heat stress — **the result of bodies overheating** — include **heat cramps**, **heat exhaustion**, and **heat stroke**. Heat cramps, or painful muscle spasms, are often the least threatening form of heat stress but should be treated right away by having the victim sip cool water and rub the cramping muscle firmly. Heat exhaustion is typically more serious and may include clammy skin; dizziness; rapid, shallow breathing; nausea; and fainting. Victims should be given cool, non-alcoholic drinks and moved to a cool room to rest. Sponge baths or cool showers are recommended. If heat exhaustion isn't treated, the victim could experience heat stroke, which can be life-threatening. Heat stroke is the result of a body's inability to control its temperature and should be treated on an emergency basis. For more information, review LAUSD Policy Bulletin 963 (BUL-963), "Guidelines for Preventing Heat Stress," at <http://www.lausd-oehs.org/docs/Misc/HeatStressBulletin.pdf>.



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