

SAFETY Matters

Summer 2011

Issue 1, 11

Director's Message

Welcome to the first edition of the Office of Environmental Health and Safety's (OEHS) new quarterly newsletter SAFETY Matters. The newsletter is intended to serve as an online tool for site administrators, teachers and other District staff to gain a better understanding of the activity, effort and events which shape the District's approach to environmental and safety management.

We work in challenging times and I wanted to take this opportunity to thank each and every employee of the District for their continued commitment and support in providing a safe learning environment for our

students. During my tenure with the District, I have been repeatedly impressed with the effort we put forth daily to ensure new schools are built and repaired safely, chemicals are stored and handled properly, students are driven and dropped off at school safely and accidents and injuries are minimized at our campuses.

As you read this edition of SAFETY Matters please reflect on your involvement in assuring that District facilities operate safely. If I can be of any assistance, please do not hesitate to call me directly at 213-241-1845.

John Sterritt



Healthy Handouts

See below for a collection of the District's most recently published safety alerts, reference guides, and policy bulletins related to environmental health and safety. All listed documents are available online on Inside LAUSD and at <http://www.lausd-oehs.org>.

Document	Description	Issue Date
REF-5496.1	Implementing a Safety Valet Program at Schools	6/27/2011
SA 11-03	CAL/OSHA Citation Reforms	4/1/2011
BUL-963.1	Guidelines for Preventing Heat Stress	1/24/2011
BUL-5353.0	Mechanical Rides on School Property	1/13/2011
REF-5354.0	Implementation of the EPA's Tools for Schools Program to Improve Indoor Air Quality	12/20/2010
REF-5311.0	Skateboard Activity Guidelines	12/7/2010
REF-5314.0	Procedures for Environmental Review for Proposed Projects	11/16/2010

Special Announcements

Annual Updates to your Injury and Illness Prevention Plans are Due October 31st!

Remember to submit Monthly Flushing Certifications to OEHS!

In this issue:

Indoor Air Quality Program "Tools For Schools"
Page 2

New Beaudry EOC
Page 3

Safety Valet Program
Page 4

OEHS Safety Performance Scorecard Program
Page 5

Do You Smell that Smell?
Page 6

How is your Recycling Program Working?
Page 7

Preventing Heat Related Illness
Page 8

In-wall Tables and Benches
Page 9

Indoor Air Quality Program “Tools for Schools”

In 2001, the LAUSD School Board passed a resolution recommending the use of the Environmental Protection Agency’s (EPA) Tools for Schools program to improve Indoor Air Quality (IAQ). They recognized that indoor air pollution is a public health risk that affects everyone. Research has shown that poor indoor air quality plays a strong role in triggering asthma episodes and other allergic reactions which is the number one cause of school absenteeism due to a chronic disease. Nationwide, children with asthma miss more than 14 million school days each year which can negatively affect their education. There are an estimated 63,000 students with asthma in LAUSD which equates to approximately 3 students in each classroom.

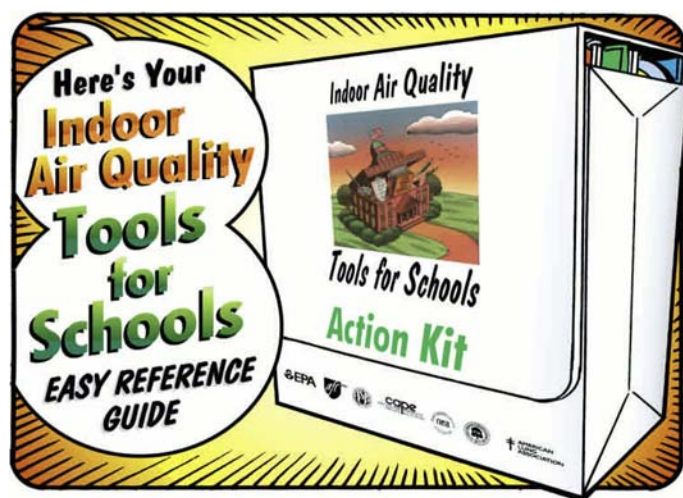
The Tools for Schools Program will help you identify, correct, and prevent IAQ problems. While OEHS remains as a dedicated resource to assist District schools and offices in addressing IAQ issues, this program provides some “self-help” measures to prevent problems from

occurring or worsening. Often this can be done at no cost to the school or District. Improving air quality can reduce absenteeism and save money.

You can learn more about this program at the OEHS website:

<http://lausd-oehs.org/referenceguides.asp> or

<http://www.epa.gov/iaq/schools/>



OEHS Rolls Out New Online Customer Services Survey

OEHS’s mission is “Driving world class environmental, health and safety solutions to support a safe learning and working environment”. It is a given that a primary objective of any world class operation is to provide excellent customer service. OEHS continually strives to provide excellent customer service to all employees, parents and community members.

In order to measure the quality of OEHS’s customer service, an online OEHS Service and Support Response Form was rolled out on March 11, 2011. Customers usually call OEHS to report an incident (e.g., accident, chemical spill, unsafe condition, etc.) or request information. OEHS will ask each customer calling for service or assistance for his or her

email address. After OEHS has responded to a customer’s request, an email will be sent inviting the customer to complete the OEHS Service and Support Response Form. Alternatively, any customer can go to the OEHS website at anytime to submit a survey response.

Realizing most customers are busy and object to lengthy customer service surveys, the OEHS Service and Support Response Form only asks for ratings in three areas so will only take few minutes to complete.

In addition, any comments, suggestions or concerns can be directly communicated to our Director , John Sterritt, at 213-241-1845.



District Opens New Emergency Operations Center at Beaudry Headquarters

An Emergency Operations Center, or EOC, is the physical location where an organization comes together during an emergency to coordinate response and recovery actions and allocate resources to adequately manage the emergency event. The District's primary EOC is located at 1330 W. Pico Blvd (School Police Headquarters). It is equipped with all necessary communications equipment and materials to centrally manage large-scale emergency situations. Some examples that may require EOC activation are earthquakes, tsunami warnings, brush fires, and civil unrest events.

Not all emergencies rise to the scale of activating the District's primary EOC. Emergencies that are isolated to a single location or limited number of locations may not require primary EOC activation. However, smaller scale emergencies still need centralized coordination by District staff.

In May 2011, construction of the Beaudry EOC was completed in the location of the former Beaudry Express Shop on the second floor. Designing, constructing, equipping and funding of the Beaudry EOC was a coordinated effort between Facilities Services Division, School Operations and OEHS.

Since a majority of central administration is located at the Beaudry facility, it was determined that it would be more effective and efficient to have an onsite EOC to manage all emergencies that do not require primary EOC activation.

The Beaudry EOC can serve as an auxiliary command center for District-wide emergency events or can provide division management with an excellent location to manage events specific to divisions operation (i.e. food recall, marches/protests, continuity of operations events, etc). The Beaudry EOC is available for multiple uses and can be opened/reserved by contacting Morlin Management at 213-241-1320. If it is necessary to activate/open the Beaudry EOC before or after normal business hours (7:00 am – 5:00 pm) access can be provided by contacting building security at 213-241-5825 or at the 1st floor building registration desk.

If you have any questions related to the District Emergency Operation Centers or any other emergency services questions or comments, please contact Bob Spears, Director of Emergency Services at 213-241-3889 or OEHS at 213-241-3199.

OEHS Organizational Update!

We are pleased to announce we have reorganized OEHS' Safety and Industrial Hygiene Unit (SIHU) and are providing an increased level of supervisory focus to provide specific Local District support and assist your OEHS Safety Officers.

This shift allows increased flexibility to manage the many needs of the District's schools and offices. Each Local District support team (North, Central and South), has dedicated resources ready to provide consultative safety and industrial hygiene services including routine inspections in support of LAUSD's nationally recognized Safe School Inspection Program.

Current OEHS Safety Officers and their supervisors by Local District are as follows:

North Environmental Health Supervisor: Brad Smith

Local District 1 Patty Filous
Local District 2 Debra Oguine
Local District 3 Shane Cherry

Central Environmental Health Supervisor: Greta Galoustian

Local District 4 Pauline Garzon
Local District 5 Jiyoung Oh
Local District 6 Erika Endler

South Environmental Health Supervisor: Jennifer Flores

Local District 7 Mary Jones
Local District 8 Jay Eastman

Safety Valet Program



OEHS is encouraging schools to implement a Safety Valet Program to improve student safety during morning drop off times. In addition to improving student safety, the program provides more fluid movement of vehicular traffic directly around schools.

The program is designed so parents will not have to park or exit their vehicle when dropping off their children. Instead, parent volunteers set up traffic cones in a designated drop-off area where parent vehicles line up. As the vehicles enter the drop-off area, parent volunteers, or valets, approach the stopped vehicles and assist the students in exiting. The parent then drives off as the student is directed onto campus.

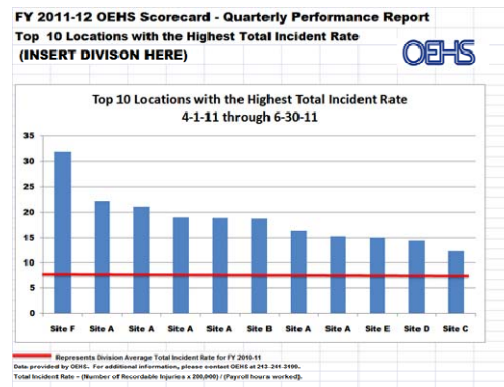
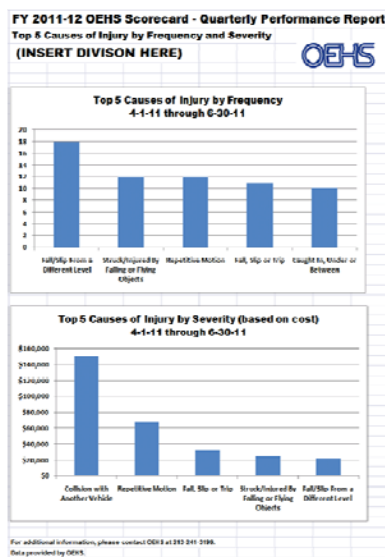
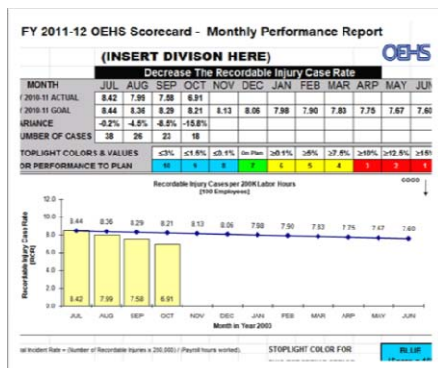
This program has helped many schools alleviate traffic congestion around the school and prevents unsafe practices by parents and students alike. OEHS coordinates the program with the assistance of the Los Angeles School Police Department who conduct on-site training prior to program implementation. The program and training are offered free of charge and OEHS will provide valet kits to the schools (while supplies last), otherwise OEHS will direct the site administrator to the appropriate vendor to purchase needed equipment.

For additional information on the School Valet Program, please refer to Reference Guide No. 5496.1, *Implementing a Safety Valet Program at Schools*, available at www.lausd-oehs.org.

Please contact OEHS at (213) 241-3199 or at trafficsafety@lausd-oehs.org for assistance with implementing the Safety Valet Program or for other school traffic safety concerns.

OEHS Safety Performance Scorecard Program

In August, Division Heads received an updated safety performance scorecard from OEHS. The intent of the OEHS Performance Scorecard is to provide management with accurate information to reflect the Divisions' injury severity and frequency. Once injury cause and frequency data is understood, sites can implement safety and loss prevention activities to minimize or eliminate causes of the accidents. For division specific data or more information on the program please contact OEHS at 213-241-3199 or visit our website at <http://www.lausd-oehs.org/>.



OEHS Performance Meter

As part of the Office of the Chief Operating Officers (COO) initiative to have each COO Division develop performance expectations, OEHS has worked with District management to develop a number safety and environmental management objectives that will be measured to assure process improvement within the District.

GOAL 4: PARENT AND COMMUNITY ENGAGEMENT	Baseline			Annual Targets			
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
A. Increase Elementary School Safety Valet Program Participation Rate	NA	NA	NA	15%	20%	35%	50%
GOAL 5: SCHOOL SAFETY	Baseline			Annual Targets			
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
A. Increase Drinking Water Flushing Compliance	NA	48%	71%	75%	80%	85%	90%
B. Decrease District-wide Incident Rate	7.23	7.59	7.67	7.29	6.92	6.58	6.25
C. Decrease District-wide Lost Workday Case Rate	2.94	2.95	2.87	2.73	2.59	2.46	2.34
D. Decrease District-wide Lost Workday Rate	205.37	197.54	193.97	184.27	175.06	166.31	157.99
E. Increase Safe School Inspection Program Overall Compliance Rating	2.18	2.2	2.22	2.25	2.3	2.4	2.5
F. Decrease Safe School Inspections Program Percentage of Schools with Poor Rating	1%	1%	0%	>1%	>1%	>1%	>1%
G. Increase Emergency Operations Center Operability Rate	NA	NA	NA	90%	92.50%	95%	98%
H. Increase District Landfill Diversion Rate	59%	61%	63%	65%	67%	69%	70%
I. Increase Methane Mitigation Program Compliance Rate	NA	NA	NA	95%	97%	100%	100%

Do You Smell that Smell?

Is there a backed-up drain nearby? Is someone's anchovy pizza getting a little too old? Or is there a gas release that presents an immediate hazard to students or facilities? What do you do and who are you going to call? This article provides general guidance for response to these situations. OEHS has staff available to respond immediately with test instruments to help you assess and properly address odors, natural gas leaks, toxic chemical releases, and underground methane gas seepage.

Natural Gas or Methane Release

Natural gas predominantly consists of methane, which is a colorless, odorless gas. It may be piped in under low pressure as a fuel or it may be present in the natural environment. The California Education Code requires that schools be located at least 1,500 feet from any high-pressure transmission pipeline of the type that was the source of gas leak that caused the devastating explosion last year in San Bruno, California; however, low pressure gas lines are still utilized to deliver gas into school facilities. Methane gas may also occur naturally in association with the oil and gas fields that underlie much of Los Angeles County, or as a result of decomposition of organic matter found in former wetland areas like Playa Vista or in landfills.

A strong odorant (such as ethyl mercaptan) is deliberately added to piped natural gas so that leaks can be easily detected by smell before an explosion occurs. Naturally occurring methane gas usually also contains small concentrations of sulfides, which give off a similar 'rotten egg' odor. Note: although OEHS uses instruments that can discern if sulfides are present at levels that are a health hazard, the human nose is very sensitive and able to smell sulfides well below concentrations that are detectable with handheld instruments.

You may have a natural gas leak or methane emergency where all of the following conditions are present:

1. The gas odor is persistent (i.e., it continues to smell as you walk away from the area);
2. The odor is substantial (i.e., it does not decrease as you continue to walk); and
3. The source of the odor cannot be readily identified.

If you smell gas and suspect a leak:

1. Call OEHS at 213-241-3199 (after hours call School Police at 213-625-6631).
2. Call Maintenance and Operations (M&O) Trouble Call Desk at 213-745-1600.
3. Call the gas company at 877-238-0092.

Methane seepage concerns have been noted at several schools in the District and OEHS is implementing a Methane Safety Program at those facilities that includes various elements depending on the site conditions and protective measures incorporated in the school construction. A table is provided on the following page (page 7) outlining the District sites and the components of spic site Methane Safety Program elements. Specific instructions for responding to suspected methane seepage or an actual alarm are posted at the school.

For more information regarding the District's Methane Safety Program, contact Jeff Otter at 213-241-6284.

The Schools and associated elements incorporated into the District's Methane Safety Program are summarized in the following table:

Methane Safety Program Elements		Commonwealth Elementary	Edward R. Roybal Learning Center	Francis Polytechnic High School	George De La Torre ES (Banning #1)	Hancock Park Elementary	Richard E Byrd Middle School	Robert F. Kennedy Community School	Robert H. Lewis Continuation School	Bell E&CC	Belmont High School	CRES#20	CRES#22 (Playa Vista)	Middle College High School	SR SPAN K-8 (Wilmington)	VRMS#3 (Sun Valley)
Impermeable Subslab Membrane		•	•	•	•	•	•	•	•			•	•	•	•	•
Passive Subslab Venting		•	•	•	•	•	•	•	•			•	•	•	•	•
Active Subslab Venting				•	•	•	•	•	•			•	•	•	•	•
Passive Crawspace Venting				•	•	•	•	•	•			•	•	•	•	•
Hardscape and Landscape Venting				•	•	•	•	•	•			•	•	•	•	•
Oil Well Reabandonments & Venting				•	•	•	•	•	•			•	•	•	•	•
Subslab Monitoring and Alarm System				•	•	•	•	•	•			•	•	•	•	•
Crawspace Monitoring and Alarm System				•	•	•	•	•	•			•	•	•	•	•
Indoor Monitoring and Alarm System		•	•	•	•	•	•	•	•			•	•	•	•	•
Periodic Inspection and Reporting		•	•	•	•	•	•	•	•			•	•	•	•	•
Methane Gas Awareness Training		•	•	•	•	•	•	•	•			•	•	•	•	•
Methane Alarm Response Training		•	•	•	•	•	•	•	•			•	•	•	•	•
Methane Gas Signage		•	•	•	•	•	•	•	•			•	•	•	•	•

For specific site information please contact OEHS at 213-241-3199.

How is your Recycling Program Working?

In 1991, the District adopted a policy to support community efforts to meet the fifty percent waste diversion goal of the California Integrated Waste Management Act of 1989 (AB 939) in the year 2000. In 2005, the Board of Education passed a resolution to establish a new waste and recycling goal to reduce the amount of waste the District disposes in landfills by 70 percent by 2020. The resolution expressed the District's commitment to recycle and reduce the amount of waste sent to landfills. The District is currently achieving a diversion rate of 65%.

Since 2005 LAUSD has partnered with the City of Los Angeles to implement a Joint Recycling Program at its schools. The Program is an extension of the citywide curbside blue bin-recycling program and provides each participating school outreach and education to students and staff, large (90 gallon) recycling containers for schools, and weekly collection services. 90 gallon containers and pick-up services provided by the City are free of charge.

Currently there are 640 schools participating in the program.

For FY 2010-11 OEHS will provide small (3 gallon) recycling containers for classrooms, while supplies last. To request classroom recycling containers contact Jose Padilla at (213) 241-3199.

For more information on joining LAUSD's Recycling Program, please contact Soe Aung at (213) 241-3199 or visit our website at:

<http://www.lausd-oehs.org/recycling.asp>



OEHS Implements New Employee Medical Surveillance System

Health and safety regulations require that employees in job classifications that may expose them to certain hazards such as asbestos, lead and high noise levels are included in a Medical Surveillance Program in order receive regular medical exams to ensure they are medically fit to perform their duties. OEHS is responsible for coordinating, scheduling and tracking the medical exams for all District employees requiring medical screening. Until recently, OEHS had been using internal databases to manage the Medical Surveillance Program. With thousands of employees in many different locations across the District, it has been an arduous task to keep track of employees' current work locations and job classifications.

With the assistance of the Information Technology Division, a new Medical Surveillance System was completed in June 2011. The new system uses updated employee data directly from Business Tools for Schools (BTS) so makes locating employees for their medical exams a much more efficient task. In the past, OEHS would send lists of employees to various work locations notifying them of upcoming exams for their employees only to find out certain employees have resigned, retired, transferred or left a work location for some other reason. The new system will allow OEHS to provide improved service and support to all offices with employees participating in the Medical Surveillance Program.

Preventing Heat Related Illness

Back-to- School time brings with it Back-to-School weather. Make sure to take precautions to beat the heat! OEHS will provide heat alert notices to schools as conditions warrant and post alerts at www.lausd-oehs.org any time the health department issues a heat alert.

Preparation is the key to preventing heat stress. As such the District established a team to updated Bulletin 963.1, Guidelines For Preventing Heat Stress, which provides Site Administrators valuable information on common sense approaches to prevent heat-related illnesses. The team also produced posters and other informational material for schools to use in their efforts to beat the heat. This material is being distributed to coaches and to schools directly. For additional information on preventing heat related injuries please visit : <http://lausd-oehs.org>

Example of the new poster for communicating Heat Illness Prevention related information.

HEAT ILLNESS PREVENTION POSTER

Guidelines for Physical Activity and Athletic Participation in Hot Weather

Range	Heat Index	Guidelines for Physical Activity and Athletic Participation	Recommendations
Green Flag	Below 80°F	Normal conditions. No special precautions are necessary.	Normal conditions. No special precautions are necessary.
Yellow Flag	80-90°F	Caution. Avoid strenuous activity during the hottest part of the day (10:00 a.m. to 4:00 p.m.).	Caution. Avoid strenuous activity during the hottest part of the day (10:00 a.m. to 4:00 p.m.).
Orange Flag	90-100°F	Extreme caution. Avoid strenuous activity. If activity is necessary, it should be limited to short bursts and should be scheduled during the coolest part of the day.	Extreme caution. Avoid strenuous activity. If activity is necessary, it should be limited to short bursts and should be scheduled during the coolest part of the day.
Red Flag	Above 100°F	Do not engage in any physical activity. Seek shade and hydration.	Do not engage in any physical activity. Seek shade and hydration.

Heat Related Illnesses, Signs/Symptoms and Treatment

Heat Index	Heat Related Illnesses, Signs/Symptoms and Treatment	Recommendations
Below 80°F	Heat Rash (Prickly Heat)	Stop activity, move to shade, cool down, and use over-the-counter antihistamines.
80-90°F	Heat Exhaustion	Stop activity, move to shade, cool down, and drink water. If symptoms persist, seek medical attention.
90-100°F	Heat Stroke	Stop activity, move to shade, cool down, and seek immediate medical attention. Call 911 if necessary.

In-Wall Tables and Benches

Recently, there have been two significant injuries involving students caused by in-wall tables and benches which are primarily found in cafeterias, multipurpose rooms and auditoriums. The ability to fold the tables and benches up into the wall makes them versatile and saves space. However, should a table or bench fall out of its wall pocket, a serious injury could result.

In an effort to help prevent further accidents, OEHS released various communications concerning in-wall tables and benches to communicate vital measures to be taken to protect our students and staff.

OEHS issued Safety Alert, No. 11-01, *In-Wall Tables and Benches (February 2011)* to provide administrators with guidelines for inspecting in-wall tables and benches which are used in schools throughout the District. In addition, OEHS, M&O and KLCS have developed a Safety Alert Video on the subject, which can be viewed on the OEHS web page and at the following link:

http://www.lausd-oehs.org/Videos/InWallTableBench_NewSafetyVideo.wmv

It is recommended that school staff, including teachers and aides, are trained to conduct safety assessments whenever an area with this equipment is to be used. For example, a teacher bringing students into such an area should conduct a visual check to determine if safety devices, such as a butterfly/t-bar latch, are in place.

Please share this information with your staff. Together, we need to ensure no more children are hurt because of this equipment.



Regulatory Update

New legislation increases the ability of the California Division of Occupational Safety and Health (Cal/OSHA) to issue citations to District schools and offices for “serious violations” of occupational safety and health standards.

Assembly Bill 2774, which went into effect **January 1, 2011**, changes existing regulations resulting in the following:

1. The number of citations and monetary fines for serious violations issued by Cal/OSHA is likely to increase.
2. Successfully appeals of citations will be more difficult.
3. Cal/OSHA will be able to cite serious violations based solely on inspector testimony.

For more information please refer to Safety Alert 11-03 Cal/OSHA Citation Reforms issued April 2011 at <http://lausd-oehs.org/docs/safetyalerts/11-03.pdf>

Upcoming Training:

OEHS has developed a 60 minute “New Administrator OEHS basics course” for new principals, if interested, please call Carlos Torres to schedule a group or one-one training session.

Discuss your training needs directly with your OEHS Safety Officer who can either provide training to your staff or provide you with safety and/or environmental related training handouts or presentations to assist with your training needs.

For more information related to OEHS training programs, call OEHS at (213) 241-3199.

About Us:



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 27h Floor
Los Angeles, California 90017
Phone: (213) 241-3199
Fax: (213) 241-6816
Website: www.lausd-oehs.org

John Sterritt, Director
Richard Lui, Managing Editor
Ben Espinosa, Editor