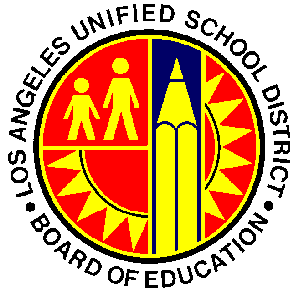
****

**Injury & Illness Prevention Program**

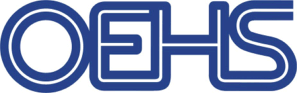
*[Insert Facility Name]*

*[Insert Address]*

*[Insert Date]*

**Office of Environmental Health and Safety**

**Los Angeles Unified School District**



**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**HEALTH AND SAFETY POLICY**

The safety of students and staff is the highest priority for the Los Angeles Unified School District. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District’s ability to provide quality education. It is the District’s position that all accidents are preventable.

Site administrators have primary responsibility for providing a safe working and learning environment, and are accountable for compliance with applicable health and safety requirements. All supervisory employees, from senior managers to first line supervisors share responsibility for ensuring the safety of students and staff.

Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

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Injury & Illness Prevention program

1.0 Overview

The California Code of Regulations (CCR), Title 8, Section 3203, require employers to maintain a safe and healthful workplace for employees. These regulations are enforced by the California Occupational Safety and Health Administration (Cal/OSHA). The regulations require a written Injury and Illness Prevention Program (IIPP) to specify responsibilities and procedures to protect employees and reduce losses resulting from injuries and illnesses.

It is the position of the Los Angeles Unified School District (District) that all accidents are preventable (*LAUSD Health & Safety Policy, Attachment A*). All employees, from senior managers to first line supervisors, share responsibility for providing a safe working environment. This requires that District facilities be maintained and operated in strict compliance with health and safety regulations.

This document is intended to assure compliance with 8 CCR Section 3203, and defines specific workplace safety responsibilities and procedures for all employees. This document was prepared using OEHS Template No. 12-01 Injury & Illness Prevention Program, and is organized into 4 sections. Section 1 is the overview. Section 2 outlines the responsibilities of the Site Administrator, supervisors, employees, and other District representatives. Consistent with Cal/OSHA Guidance, Section 3 includes specific procedures for compliance, communications, hazard assessment & correction, accident investigation & reporting, emergency incidents, training & instruction, and recordkeeping. Section 4.0 identifies other safety-related plans & programs that are required at *[Insert Facility Name]*.

**2.0 Responsibilities**

2.1 Site Administrator

The Site Administrator has overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Administrator is responsible for:

* implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203;
* posting the *IIPP Summary (Attachment B)*;
* taking action to mitigate identified safety hazards, including any temporary measures, as appropriate;
* establishing a Safety Committee and designating a Committee Chair to carry out the responsibilities referenced in Section 2.4;
* informing employees on procedures for reporting workplace hazards and safety concerns;
* instructing employees on procedures for reporting accidents, injuries, and workers’ compensation claims;
* continuing contact with injured employees; and
* reporting serious workplace injuries to Cal/OSHA as referenced in Section 3.4.

**2.2 Supervisors**

Supervisors are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

* providing new employees with an orientation of job hazards and safe work practice associated with their defined duties prior to assignment, including use of personal protective equipment;
* investigating accidents and taking necessary action to prevent recurrence;
* recommending disciplinary action for employees failing to comply with safety requirements;
* ensuring employees are trained on safe work practices and any hazards unique to their duties,
* ensuring proper reporting of work-related injuries and illnesses
* reporting workers’ compensation claims and continuing contact with injured employees; and
* maintaining employee training records.

**2.3 Employees**

Employees are responsible for following safe work practices and procedures as referenced in this document. Other responsibilities include:

* reporting unsafe conditions, work practices, or accidents to their supervisors immediately; and
* utilizing appropriate personal protective equipment as instructed by their supervisors.

2.4 Safety Committee

The Safety Committee is responsible for reviewing accident reports, regulatory notices, and workplace safety concerns. Other responsibilities include:

* reviewing work-related injury and illness statistics;
* making recommendations to the Site Administrator on necessary corrective actions;
* conducting periodic site inspections; and
* reviewing the IIPP and recommending necessary revisions to the Site Administrator.

2.5 Office of Environmental Health and Safety (OEHS)

OEHS is responsible for advising site administrators on regulatory requirements, and for conducting periodic site inspections to assess compliance with applicable standards. Other responsibilities include:

* developing policies and procedures for workplace safety;
* assisting administrators in preparation and implementation of the IIPP;
* conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical, and biological agents;
* compiling injury and illness statistics to identify “high loss facilities”;
* evaluating factors contributing to elevated injury rates and preparing corrective action plans to reduce loss potential;
* issuing a corrective action notice following routine Safe School Inspections and complaint and emergency response; and
* preparing health and safety training materials and providing training, as requested.

3.0 PROCEDURES

3.1 Compliance

1. The Site Administrator shall be familiar with the health and safety standards, policies, and procedures referenced in Table 1. The Site Administrator should review and determine which of the listed requirements In Table 1 apply to their facility. OEHS is available to assist in this determination and can be reached at (213) 241-3199.

1. The Site Administrator shall establish a Safety Committee to perform the responsibilities identified in Section 2.4. The Safety Committee is chaired by the Site Administrator or designee, and membership may include the Plant Manager, a union representative, and other employees selected by the Site Administrator. *[Note: Schools may also include in the Safety Committee, the School Nurse, the Chemical Safety Coordinator, a representative of School Police, and parent or other designated member of the school community].* Present membership of the Safety Committee is shown in Table 2.
2. The Site Administrator will review at least annually the information provided in this IIIP, and make necessary revisions. In conducting this review, the Site Administrator should consider changes in operations, personnel, regulatory requirements, or identified hazards.

4. The Site Administrator will ensure that the *IIPP Summary (Attachment B)* is posted in an area accessible to employees.

5. To help improve employee safety awareness, the Site Administrator may implement incentives, including: contests, recognitions and awards, and posters and advertising. Safety incentives for the current year are indicated in Table 3.

6. The Site Administrator will discipline staff members found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies will result in appropriate administrative action, including a notice of unsatisfactory service, suspension, termination and/or the satisfactory completion of an employee safety awareness program. The Site Administrator may call the Office of Staff Relations at (213) 241-6056 or Office of General Counsel at (213) 241-6601 for assistance.

7. Employees shall immediately report potential safety hazards, and may do so in the following manner:

* Direct reporting to immediate supervisor;
* Presenting concerns or potential hazards at scheduled staff meetings;
* Informing a member of the Safety Committee;
* Informing the Site Administrator through anonymous notifications;
* Reporting the condition to OEHS at (213) 241-3199; or
* Written documentation of the hazard by completing an *“Employee Request for Correction of Safety Hazard” (Attachment C).*

**3.2 Communications**

1. The Site Administrator will ensure the IIPP is accessible to all employees, and new employees are oriented on the contents of the IIPP. This orientation should be provided within 30 days of employment. The orientation should be documented using *Health and Safety Training Form (Attachment D).*

2. The Site Administrator will disseminate safety-related District Bulletins, Reference Guides, OEHS Safety Alerts and other documents to employees, as appropriate. This information may be disseminated during staff meetings, posted on bulletin boards or distributed electronically.

3. The Site Administrator will encourage employees to inform their managers and supervisors of potential workplace hazards. The Site Administrator will inform all employees on the procedures for reporting potential hazards as indicated in Section 3.1.7, and such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to OEHS at (213) 241-3199.

**3.3 Hazard Assessment & Correction**

1. The Site Administrator will ensure that safety inspections are conducted at least twice a year or as often as necessary, and should use the *Facility Inspection Checklist (Attachment E*). The Site Administrator may refer to at the OEHS website at <http://achieve.lausd.net/oehs> for additional guidance.

2. The Plant Manager or designee will conduct a daily survey to identify any unsafe conditions and take action to ensure correction. Corrections may be made by facility staff or may require placement of a “service call” to the Facilities Maintenance & Operations at (213) 745-1600 or to other appropriate District offices.

3. The Site Administrator will ensure that all reported, new or previously unrecognized potential safety hazards are documented in a log for the purpose of facilitating necessary corrective action. These hazards shall be evaluated by the Site Administrator or the committee to determine appropriate follow-up actions.

4. If employees report a potential chemical, biological or physical exposure, the Site Administrator or his designee will assess the situation and determine the need for outside assistance. As appropriate, the Site Administrator may request assistance from local police and fire or OEHS at (213) 241-3199.

5. The Site Administrator will ensure that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.

6. In determining corrective actions, the Site Administrator or designee shall evaluate whether the identified hazard can be eliminated through workplace redesign (i.e., engineering controls) or product substitution. If it is not possible to eliminate the hazard, consideration should be given to reducing the exposure duration or rotating the work assignment among employees. The use of personal protective equipment to control the exposure should be considered as the last resort.

7. The Site Administrator or designee shall ensure that identified hazards have been corrected in a timely manner based on the severity of the hazard when observed or discovered. This should include periodic review of prior inspections, regulatory agency reports, OEHS Corrective Action Notices, or Facility Inspection Checklists. This should also include examination of the Service Call Printout.

8. The Site Administrator or designee will ensure that when new substances, processes, procedures or equipment are introduced to the workplace, potential hazards are identified and evaluated by the appropriate supervisor.

**3.4 Accident Investigation & Reporting**

1. Following an occupational injury or illness, the Site Administrator or designee will:

* ensure injured or ill personnel receive necessary first aid or medical attention;
* ensure proper and prompt reporting of occupational injuries and illnesses outlined in [LAUSD Reference Guide 1279.2 – *Workers’ Compensation Procedures*](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1279.2.pdf).
* take necessary action to prevent recurrence;
* investigate the accident, including inspection of the accident site and interview of employees and witnesses, to identify contributing factors and determine the cause(s) of the accident;
* complete the *“Incident Report Form” (Attachment F)* by submitting an Incident System Tracking Accountability Report*,* (refer to [LAUSD Bulletin 5269.2 - *Incident System Tracking Accountability Report*](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5269_2_ISTAR_071013.pdf)); and
* follow-up with the injured employee.

1. If medical treatment other than first aid is required, the Site Administrator will complete the *Workers’ Compensation Claim Forms* *(see* [*Reference Guide 1279*](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1279.2.pdf)*.2)*.
2. Consistent with Cal/OSHA regulations, the Site Administrator will report within 8 hours any serious injuries, illnesses or deaths to one of the Cal/OSHA offices listed below. The Site Administrator shall also notify OEHS at (213) 241-3199 whenever a Cal/OSHA notification has been made.

* Los Angeles (213) 576-7451
* Long Beach (562) 506-0810
* Van Nuys (818) 901-5403
* West Covina (626) 472-0046

For purposes of reporting, a “serious injury” is defined as a death, amputation, permanent disfigurement, hospitalization, or an incident resulting in multiple injuries requiring hospitalization. The following information will be required when reporting the injury:

* + Time, date, description of accident, and nature of the injury;
  + Employer’s name, address, and telephone number;
  + Name and job title of person reporting;
  + Address of accident site;
  + Name of person to contact at accident site;
  + Name and address of injured employee(s); and
  + Location of injured employee(s).

**3.5 Serious Incidents**

1. In the event of a “serious incident”, the Site Administrator will call 911 as appropriate, and notify School Police at (213) 625-6631 and OEHS at (213) 241-3199 (See *Safety Alert 03-03, Attachment G*). *Note: A “serious incident” is any incident involving a death or serious injury, hospitalization, a chemical release that requires outside assistance, or incidents requiring the evacuation or closure of a room or facility.*

2. School Police will notify OEHS at (213) 241-3199 or contact the designated emergency responder for serious incidents that occur after normal business hours and provide details of the incident.

3. The Site Administrator will determine the need for notifying the LAUSD Serious Incident Response Team (SIRT) comprised of representatives of the following offices: OEHS; the Local District; District Nursing Services; Student Medical Services; Employee Health Services; School Police; Office of Emergency Services; Office of General Counsel; and Office of Communications. Once activated, the members of the SIRT will convene on site to confer with the Site Administrator, investigate the incident and direct necessary response actions.

4. Following necessary response actions, members of the SIRT will evaluate site conditions and confirm that all necessary actions have been taken. The SIRT will provide written clearance to the Site Administrator that normal operations can resume.

5. In the event of an emergency, the Site Administrator should refer to the Facility Emergency Response Plan for specific action depending on the type of emergency.

**3.6 Training & Instruction**

1. The Site Administrator will ensure all new and current employees receive appropriate health and safety training and supervisors familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. At a minimum, the training should include District safety policies and procedures, specific requirements of the IIPP, and other training with respect to hazards unique to the employees’ job assignments and when new or previously unrecognized hazards are identified. OEHS may be contacted for guidance at (213) 241-3199.
2. Supervisors will train new and current employees on District safety policies and procedures, safe work practices, specific requirements of the IIPP, and training with respect to hazards unique to the employee’s job assignment. OEHS may be contacted for guidance at (213) 241-3199.
3. Supervisors will ensure that employee training is documented using the *Health and Safety Training Form (Attachment D).* These forms shall be retained at the facility for at least five years.

4. Supervisors will ensure appropriate retraining of employees with new job assignments or, whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new potential hazard.

3.7 Recordkeeping

The Site Administrator will ensure retention of the following documents at the facility for at least five years:

* safety inspection reports
* regulatory citations and Corrective Action Notices;
* minutes from Safety Committee meetings;
* current year Cal/OSHA Form 300A “Summary of Occupational Injuries and Illnesses” (electronic copies of OSHA 300 Log and 300A Forms are maintained by OEHS.)
* employee accident investigation reports;
* workers’ compensation claims; and
* employee training records.

**4.0 SUPPLEMENTAL SAFETY PLANS & PROGRAMS**

All District facilities are required to have an Illness and Injury Prevention Program (IIPP). Depending on the type of facility and nature of operations, other safety-related plans and programs may also be required. Table 4 presents a matrix of required safety plans and programs for different types of facilities and operations. The Site Administrator should annually review Table 4 to determine those supplemental plans and programs which are applicable. Following this review, the Site Administrator should indicate within Table 5 whether or not the specific plans or programs listed are applicable and sign and date accordingly.

**TABLE 1**

**Health and Safety References**

|  |  |  |
| --- | --- | --- |
| **LAUSD Bulletins** | **Subject Matter** | **Date Issued** |
| [Bulletin C-51](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BULL-C51.pdf) | Responsibilities of Cafeteria Employees During Periods of Emergency | 4/24/2001 |
| [Bulletin J-3](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BulletinJ-3.pdf) | Zero Tolerance Policy Regarding Firearms on School District Property | 3/26/1998 |
| [Bulletin M-66](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BulletinM-66.pdf) | Procedures for Protecting the Safety of Students During Class Activities | 2/18/1998 |
| [Bulletin Z-72](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BulletinZ-72.pdf) | Bioterrorism Preparedness Response: Health Perspective | 9/3/2002 |
| [Bulletin 11](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Bulletin11.pdf) | Science Experiments Presenting Fire Hazards: Hot-Air Balloons and Model Rocket Launchings | 4/23/2001 |
| [Bulletin 735.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-735.pdf) | Policy on Restroom Access, Cleanliness and Repair | 7/30/2007 |
| [Bulletin 962.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-962.pdf) | Organizing for Crisis Intervention | 12/7/2005 |
| [Bulletin 963.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-963.2.pdf) | Guidelines for Preventing Heat Stress | 8/18/2014 |
| [Bulletin 1325.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-1325.1.pdf) | Visitors to School Campuses and Locked Campuses During Class Hours at All Schools | 12/7/2009 |
| [Bulletin 1633](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-1633.pdf) | Policies Governing School Fund-Raising Activities of PTA, Approved Parent Group/PTO, and Booster Clubs | 3/29/2005 |
| [Bulletin 1645.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-1645.2.pdf) | Infection Control Guidelines for Preventing the Spread of Communicable Diseases | 7/13/2015 |
| [Bulletin 1937.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-1937.2.pdf) | Reporting Communicable Diseases | 8/31/2015 |
| [Bulletin 2047.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-2047.1.pdf) | Hate-Motivated Incidents and Crimes – Response and Reporting | 6/15/2015 |
| [Bulletin 2356.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-2356.pdf) | Oxygen Use in Schools | 3/1/2006 |
| [Bulletin 3772.3](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-3772.3.pdf) | Injury and Illness Prevention Program Requirements | 8/26/2013 |
| [Bulletin 3845](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-3845.pdf) | Live Animals in Classroom, Service Animals, and School Sponsored and Non-School Sponsored Activities Involving Animals | 7/31/2007 |
| [Bulletin 4480.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-4480.1.pdf) | Policy and Procedures for the Acquisition and Use of Automated External Defibrillators (AEDs) | 11/5/2012 |
| [Bulletin 4570.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-4570.0.pdf) | Pest Management Quick Reference Guide for Site Administrators | 2/1/2009 |
| [Bulletin 4948.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-4948.2.pdf) | Medical Clearance and Return to Play Guidelines for Students Participating in Interscholastic Athletics and Select Auxiliary Units | 1/4/2016 |
| [Bulletin 4991.5](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-4991.5.pdf) | Mandatory Posting of Regulatory Notices | 5/12/2016 |
| [Bulletin 4994.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-4994.pdf) | Vendors at or Near School Campuses | 12/21/2009 |
| [Bulletin 5038.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5038.0.pdf) | Landing of Aircraft on School Sites | 2/5/2010 |
| [Bulletin 5047.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5047.1.pdf) | Act of Violence | 4/22/2013 |
| [Bulletin 5066.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5066.0.pdf) | Communication with Other Schools, Offices, Districts Regarding Incidents of Violence, Emergencies, Etc. | 3/31/2010 |
| [Bulletin 5212.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5212.2.pdf) | Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) | 11/26/2014 |
| [Bulletin 5269.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5269_2_ISTAR_071013.pdf) | Incident System Tracking Accountability Report (ISTAR) | 7/10/2013 |
| [Bulletin 5353.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5353.pdf) | Mechanical Rides on School District Property | 1/13/2011 |
| [Bulletin 5424.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5424.2.pdf) | Administrative Searches to Ensure School Safety | 10/26/2015 |
| [Bulletin 5433.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5433.1.pdf) | District Emergency Response and Preparedness | 3/8/2013 |
| [Bulletin 5460.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5460.0.pdf) | Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks | 4/22/2011 |
| [Bulletin 5468.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5468.0.pdf) | Use of Cellular Telephones and Other Electronic Devices by Students | 5/4/2011 |
| [Bulletin 5469.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5469.2.pdf) | Lockdown and Rapid Relocation Procedures For All Schools | 6/26/2014 |
| [Bulletin 5547](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5547.pdf) | Procedures for Regulatory Agency Inspections and Industrial Hygiene Sampling | 8/8/2011 |
| [Bulletin 5798.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5798.0.pdf) | Workplace Violence, Bullying and Threats (Adult-to-Adult) | 7/16/2012 |
| [Bulletin 6084.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-6084.0.pdf) | Use of School Facilities in an Emergency or Disaster Situation | 6/11/2013 |
| [Bulletin 6231.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-6231.0.pdf) | Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support | 2/14/2014 |
| [Bulletin 6320.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-6320.0.pdf) | Procedures for Handling Disturbances, or Demonstrations on or Adjacent to School Sites | 7/21/2014 |
| [Bulletin 6436.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-6436.0.pdf) | Safe Use of Household Electrical Appliances and  Extension Cords at Schools and Offices | 1/21/2015 |
| [Bulletin 6488.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-6488.0.pdf) | Drug, Alcohol and Tobacco-Free Workplace | 4/8/2015 |

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| **LAUSD**  **Reference Guides** | **Subject Matter** | **Date Issued** |
| [Ref. Guide 886.3](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-886.3.pdf) | Health Advisory / Air Pollution Episode Procedures | 3/30/2015 |
| [Ref. Guide 1279.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1279.2.pdf) | Workers’ Compensation Claims Reporting | 1/19/2016 |
| [Ref. Guide 1563.3](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1563.3.pdf) | Chemical Safety Coordinators | 7/7/2014 |
| [Ref. Guide 1902.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1902.1.pdf) | Procedures for Re-entry and Clean-up of Fire-Damaged Buildings | 7/27/2005 |
| [Ref. Guide 1909.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-1909.2.pdf) | Procedures for Fire Protection Systems | 2/25/2013 |
| [Ref. Guide 3930.5](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-3930.5DailyFlushingRequirement_Rev07-13-15.pdf) | Daily Flushing Requirements for Drinking Fountains and Faucets | 7/13/2015 |
| [Ref. Guide 4035.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-4035.1.pdf) | Management of Skin Infections (including MRSA) in School Settings | 11/2/2015 |
| [Ref. Guide 4149.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-4149.1.pdf) | Disposal Procedures for Hazardous Waste and Universal Waste | 2/10/2014 |
| [Ref. Guide 4492.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-4492.1.pdf) | School Traffic Safety | 7/23/2012 |
| [Ref. Guide 5311.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5311.pdf) | Skateboard Activity Guidelines | 11/15/2010 |
| [Ref. Guide 5314.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5314.1.pdf) | Procedures for Environmental Review of Proposed Projects | 3/7/2012 |
| [Ref. Guide 5354.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5354.pdf) | Implementation of the EPA’s Tools for Schools Program to Improve Indoor Air Quality | 12/1/2010 |
| [Ref. Guide 5451.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5451.1.pdf) | School Site Emergency/Disaster Supplies | 4/11/2013 |
| [Ref. Guide 5496.1](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5496.1.pdf) | Implementing a Safety Valet Program at Schools | 6/24/2011 |
| [Ref. Guide 5511.4](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5511.4.pdf) | Safe School Plans Update for 2014-2015  Prevention – Volume 1: Coordinated Safe and Healthy Schools Assessment/Practices  Response – Volume 2: Emergency Procedures/Practices  Recovery – Volume 3: Intervention & Recovery Procedures/Practices | 9/11/2014 |
| [Ref. Guide 5671.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5671.pdf) | Methane Safety Program Implementation Guidelines | 1/9/2012 |
| [Ref. Guide 5693.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5693.2.pdf) | Cal/OSHA Log of Injuries and Illnesses | 1/21/2015 |
| [Ref. Guide 5715.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5715.0.pdf) | Compliance Protocol for California Environmental Quality Act Mitigation Monitoring and Reporting Program | 4/16/2012 |
| [Ref. Guide 5741.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5741.0.pdf) | Emergency Response and Communication Procedures for the Release of Areas Closed Due to Emergency Incidents | 4/23/2012 |
| [Ref. Guide 5803.3](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-5803.3.pdf) | Emergency Drills and Procedures | 3/2/2016 |
| [Ref. Guide 6537.0](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/REF-6537.0.pdf) | Inter-Campus/District-Wide Safety Communications Test | 7/27/2015 |

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| --- | --- |
| **OEHS**  **Safety Alerts** | **Subject Matter** |
| [Safety Alert 01-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/01-01.pdf) | Short Term Actions on School Preparedness |
| [Safety Alert 01-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/01-02.pdf) | Safe Mail Handling Procedures |
| [Safety Alert 01-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/01-03.pdf) | Procedures Related to Suspicious Substances (White Powder, etc.) |
| [Safety Alert 01-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/01-04.pdf) | Procedures for Responding to a Toxic Air Release |
| [Safety Alert 02-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-03.pdf) | Chemical Handling Safety Procedures for Schools |
| [Safety Alert 02-03A](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-03a.pdf) | Sharp and Dangerous Objects Found in School Playgrounds |
| [Safety Alert 02-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-04.pdf) | Reporting Work Related Fatalities or Serious Injuries |
| [Safety Alert 02-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-05.pdf) | Seismic Bracing |
| [Safety Alert 02-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-06.pdf) | Dumpster Sanitation |
| [Safety Alert 02-08](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-08.pdf) | Modifications to Building Materials That May Contain Asbestos |
| [Safety Alert 02-09](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/02-09_REV_061714.pdf) | Reporting Employee Injuries to OSHA |
| [Safety Alert 03-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-02.pdf) | Procedures for Responding to a Nuisance or Toxic Air Release |
| [Safety Alert 03-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-03.pdf) | District Response to Serious Incidents |
| [Safety Alert 03-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-04.pdf) | Homeland Security Advisory System Recommendations |
| [Safety Alert 03-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-05.pdf) | Response to Elevated Terrorism Threat Level |
| [Safety Alert 03-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-06.pdf) | Schools as Potential Targets of Terrorism |
| [Safety Alert 03-07](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-07.pdf) | Response to Sewer System Back-Ups |
| [Safety Alert 03-08](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-08.pdf) | Mercury Hazards |
| [Safety Alert 03-09](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-09.pdf) | Preparations for Sheltering-in-Place |
| [Safety Alert 03-10](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-10.pdf) | Preventing Lead Exposure During Construction and Renovation |
| [Safety Alert 03-11](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-11.pdf) | Procedure for Disposal of Electronic Devices |
| [Safety Alert 03-12](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-12.pdf) | Restricting Access to Attics, Roof-Tops and Crawl Spaces |
| [Safety Alert 03-13](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/03-13.pdf) | Responding to Wildfire Ash Deposits in Schools |
| [Safety Alert 04-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-01.pdf) | Sanitizers and Disinfectant Hazards |
| [Safety Alert 04-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-02_REV.pdf) | Reporting Safety Hazards |
| [Safety Alert 04-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-05.pdf) | Machine Guarding |
| [Safety Alert 04-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-06.pdf) | Respirator Use and Fit Testing |
| [Safety Alert 04-07](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Safety_Alert-WNW_rev10-13-15.pdf) | West Nile Virus Precautions |
| [Safety Alert 04-08](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-08.pdf) | Emergency Preparedness – Recommendation for Parents, Teachers and School Administrators |
| [Safety Alert 04-09](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-09.pdf) | Safety Precautions for Staff at School Sites Under Construction |
| [Safety Alert 04-10](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-10.pdf) | Pedestrian Safety in Parking Structures |
| [Safety Alert 04-11](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-11.pdf) | Holiday Safety |
| [Safety Alert 04-12](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-12.pdf) | Annual Notification of Environmental Health & Safety Procedures |
| [Safety Alert 04-13](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-13.pdf) | Dangers of Flyer and Rave-Style Parties |
| [Safety Alert 04-14](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/04-14.pdf) | Accident Investigation and Reporting |
| [Safety Alert 05-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-01.pdf) | Cal-OSHA Log of Injuries and Illnesses |
| [Safety Alert 05-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-02.pdf) | Indoor Environmental Quality |
| [Safety Alert 05-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-03.pdf) | Approval of Chemical Products for District Use |
| [Safety Alert 05-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-04.pdf) | Water Damaged Plaster Ceilings |
| [Safety Alert 05-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-05.pdf) | Plastic BB Guns ([Parent Letter Attachment -- \*.docx](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-05_Attachment.docx)) |
| [Safety Alert 05-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-06.pdf) | Student Dress Code/Uniform |
| [Safety Alert 05-07](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-07.pdf) | School Traffic Safety Tips ([click here for other languages](http://achieve.lausd.net/Page/3988) ) |
| [Safety Alert 05-08](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-08.pdf) | Discharge of Photographic Chemicals |
| [Safety Alert 05-09](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-09_REV.pdf) | Reporting School Air Quality and Health Concerns |
| [Safety Alert 05-10](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-10.pdf) | Modifications to Asbestos and Lead Containing Materials |
| [Safety Alert 05-12](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/05-12.pdf) | Disposal Practices for Stormwater and Sewer Drains |
| [Safety Alert 06-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/06-01.pdf) | Regulatory Requirements for Use of Volatile Organic Compounds |
| [Safety Alert 06-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/06-02.pdf) | Joint LAUSD/City of Los Angeles Recycling Program |
| [Safety Alert 06-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/06-03.pdf) | Vehicle Parking on School Playgrounds |
| [Safety Alert 06-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/06-04.pdf) | EPA Uniform Hazardous Waste Manifest Form |
| [Safety Alert 07-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/07-01.pdf) | Particulate Emissions from Laser Printers |
| [Safety Alert 07-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/07-03.pdf) | Lunchbox and Emergency Equipment Bag Recall |
| [Safety Alert 07-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/07-04.pdf) | Distribution of Foreign Manufactured Items |
| [Safety Alert 07-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/07-05.pdf) | MRSA Prevention and Clean-up Procedures |
| [Safety Alert 09-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/09-02.pdf) | Water Gel Crystals |
| [Safety Alert 10-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/10-01.pdf) | Bat Rabies Precautions |
| [Safety Alert 10-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/10-02.pdf) | Pedestrian Safety Precautions for Student Athletes ([Click Here for Spanish](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/10-02_Spanish.pdf)) |
| [Safety Alert 10-03](http://www.lausd-oehs.org/docs/SafetyAlerts/10-03.pdf) | Integrated Pest Management Program Policy and Procedures |
| [Safety Alert 11-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-01.pdf) | In-Wall Tables and Benches ([Click here for related Principal’s Safety Video](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/videos/In_Walls_Tables_PrincipalsVersion.wmv) or Principal & [Custodial Staff Safety Video](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/videos/InWallTableBench_NewSafetyVideo.wmv) ) |
| [Safety Alert 11-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-02.pdf) | Concerns Regarding Low Levels of Radiation From Japan |
| [Safety Alert 11-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-03.pdf) | Cal/OSHA Citation Reforms |
| [Safety Alert 11-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-04.pdf) | Safety Valet Program |
| [Safety Alert 11-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-05.pdf) | Preventing Heat-Related Illness |
| [Safety Alert 11-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/11-06.pdf) | School Support During Classified Employee Transition |
| [Safety Alert 12-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-01.pdf) | Improving Classroom Safety |
| [Safety Alert 12-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-02.pdf) | Asbestos Warning Signs |
| [Safety Alert 12-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-03.pdf) | Back-To-School Heat Stress Prevention |
| [Safety Alert 12-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-04.pdf) | Occupancy Inspections for New Schools & Modernization Projects |
| [Safety Alert 12-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-05.pdf) | Trash Dumpster Maintenance & Sanitation |
| [Safety Alert 12-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/12-06.pdf) | Use of Clear Bags for Recycling |
| [Safety Alert 13-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/13-01.pdf) | Water Intrusion Issues in School Buildings |
| [Safety Alert 13-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/13-02_Rev.pdf) | Heating, Ventilation, and Air Conditioning Systems & Indoor Air Quality |
| [Safety Alert 14-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/14-01.pdf) | Hazard Communication |
| [Safety Alert 14-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/14-02.pdf) | School Traffic Safety |
| [Safety Alert 14-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/14-03.pdf) | Warning Labels for California Proposition 65 |
| [Safety Alert 14-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/14-04.pdf) | Mediterranean Fruit Fly Eradication Project |
| [Safety Alert 14-05](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/135/Safety%20Alert%20-%20Chinese%20Chalk%209-12-14%20Final.pdf) | Unauthorized Pesticide Use of Chinese Chalk |
| [Safety Alert 14-06](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/14-06_REV.pdf) | Safety of Artificial Turf Fields |
| [Safety Alert 15-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/135/15-01.pdf) | Tablet & Computer Charging Cart Precautions |
| [Safety Alert 15-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/135/Safety%20Alert%2015-03%20-%20Student%20Furniture%20Inspection%20Final.pdf) | Student Furniture Inspection Final |
| [Safety Alert 15-04](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Pencil_sharpener_safety_alert.8-13-15.pdf) | Recall of Bostitch Electric Pencil Sharpener |
| [Safety Alert 16-01](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Lead_in_Drinking_Water_Safety_Alert_2-2-16_Final.pdf) | Lead in Drinking Water Program Update |
| [Safety Alert 16-02](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Safety_Alert_16-02_Firestick_Plant.pdf) | Firestick Plant |
| [Safety Alert 16-03](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/Safety_Alert_16-03-Summer_Flushing_5-26-16_V4-ahtedits.pdf) | Summer Flushing Procedures for Drinking Water |

**TABLE 2**

**Safety Committee Membership**

***[Insert Facility Name]***

***[Insert Date]***

*Note: The names of Committee members should be inserted below, and the members should be asked to confirm their membership by signature. Table 2 must be updated annually by March 31st, or whenever Committee membership changes.*

|  |  |  |
| --- | --- | --- |
| Name | Title | Signature |
|  | Chairperson |  |
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**TABLE 3**

**Safety Incentives**

The following safety incentives have been developed for the current year*. [Note: Select and describe one or more of the following suggested safety incentives]*

1. Safety Contests

*[Insert details]*

1. Recognition and awards

*[Insert details]*

1. Posters

*[Insert details]*

1. Publicity

*[Insert details]*

1. Other

*[Insert details]*

**TABLE 4**

**Health and Safety Plans Required for LAUSD Facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan or Program** | **Regulatory Reference** | **Applicability** | | **Guidance** |
| **Non-Schools** | **Schools** |
| Injury Illness Prevention Program | 8 CCR ' 3203 | X | X | OEHS Template 12-01 |
| Safe School Plan | CEC ' 35294 et seq., |  | X | Model Safe School Plan, Vol. 1 |
| Emergency Response Plan | CEC ' 35294 et seq., | X | X | Model Safe School Plan. Vol. 2 |
| Asbestos Compliance Plan and Asbestos Management Plan1 | HSC ' 25915; 40 CFR ' 763.93 | X | X | OEHS Template 02-04 |
| Integrated Pest Management Program | CEC ' 17610 | X | X | OEHS Template 02-05 |
| Bloodborne Pathogen Exposure Control Program | 8 CCR ' 5193; 29 CFR ' 1910.1030 | X | X | OEHS Template 02-06 |
| Laboratory Chemical Hygiene Plan2 | 8 CCR ' 5417 |  | X | OEHS Template 02-07 |
| Hazard Communication Program | 8 CCR ' 5194; 29 CFR ' 1910.1200 | X | X | OEHS Template 02-08 |
| Lead Paint Management Plan3 | District Policy | X |  | OEHS Template 02-09 |
| Confined Space Entry Program4 | 8 CCR ' 5157 | X |  | OEHS Confined Space Entry Program, No. 02-10 |
| Respiratory Protection Program5 | 8 CCR ' 1529 | X |  | OEHS Respiratory Program, No. 02-11 |
| Lockout / Tagout Program6 | 8 CCR ' 3314 | X |  | OEHS Lockout / Tagout Program No. 02-12 |

1Does not apply to new construction if certified by architect or EPA building inspector to be constructed of non-asbestos containing material.

2Applies only to secondary schools with science laboratories or industrial arts.

3Does not normally apply to buildings constructed after 1978, unless operations include “trigger tasks” that expose workers to lead (8 CCR ' 1532.1).

4Applicable to operations where workers are required to enter tanks, vaults, or other confined spaces as defined in 8 CCR ' 5157.

5Required when employee job assignments require the use of respirators to limit exposure to regulated substances.

6When cleaning, adjusting, servicing or repairing pneumatic, hydraulic, chemical or electrical equipment where there is a potential for the release energy that may cause injury.

**TABLE 5**

**Required Health and Safety Plans**1

***[Insert Facility Name and Address]***

|  |  |
| --- | --- |
| **Plan or Program** | **Required**  **Yes or No** |
| Injury and Illness Prevention Program | Yes |
| Safe School Plan |  |
| Emergency Response Plan |  |
| Asbestos Compliance Plan and Asbestos Management Plan |  |
| Integrated Pest Management Program |  |
| Bloodborne Pathogen Exposure Control Program |  |
| Lab Chemical Hygiene Plan |  |
| Hazard Communication Program |  |
| Lead Paint Management Program |  |
| Confined Space Entry Program |  |
| Respiratory Protection Program |  |
| Lockout / Tagout Program |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Administrator Date**

1An Injury and Illness Prevention Program (IIPP) is required at all District facilities. In addition, other safety-related plans may be required as supplements to the IIPP. The specific plans and programs that are required depend on the type of operations and physical characteristics of the facility. Guidance for determining the plans and programs applicable to a specific facility is provided in Table 4, *Health and Safety Plans Required for LAUSD Facilities.* Each year, the Site Administrator should review Table 5, and document this determination by marking the appropriate boxes above and providing signature.

**Attachment A**

**LAUSD Health and Safety Policy**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**HEALTH AND SAFETY POLICY**

The safety of students and staff is the highest priority for the Los Angeles Unified School District. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District’s ability to provide quality education. It is the District’s position that all accidents are preventable.

Site administrators have primary responsibility for providing a safe working and learning environment, and are accountable for compliance with applicable health and safety requirements. All supervisory employees, from senior managers to first line supervisors share responsibility for ensuring the safety of students and staff.

Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

**Attachment b**

**IIPP Summary**

|  |
| --- |
| **INJURY & ILLNESS PREVENTION PROGRAM SUMMARY** |
| ***[Insert Facility Name]*** |

|  |  |
| --- | --- |
| California Code of Regulations, Title 8, Section 3203, requires each employer to develop and implement an Injury & Illness Prevention Program (IIPP). The following is a summary of the IIPP for *[Insert Facility Name]*.  Overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements is designated to *[Insert Site Administrator]*.  The Safety Committee is responsible for assisting the Site Administrator by:   1. Reviewing work-related injury and illness statistics; 2. Making recommendations to the Site Administrator on necessary corrective actions; 3. Conducting periodic site inspections; 4. Conduct accident investigations and recommend corrective measures to prevent the recurrence of similar accidents; and 5. Reviewing the IIPP and recommending necessary revisions to the Site Administrator.   To ensure employees comply with applicable standards, the IIPP includes:   * Recognition/Incentive Programs * Disciplinary Action * Training/Retraining Programs   To ensure communications between employees and supervisors, the IIPP requires that safety-related information is disseminated via District bulletins, memorandums, safety grams or other pertinent documents. These materials will be distributed in the following manner:   1. Posting on bulletin boards accessible to all employees; and 2. Discussion at Safety Committee meetings, staff development sessions and during new employee orientation.   Employees should report safety hazards through the following methods:   1. Direct reporting of safety/health hazards to immediate supervisor; 2. Presenting safety/health concerns at staff meetings; 3. Informing Safety Committee representatives of the hazard; 4. Informing the Site Administrator through anonymous notifications; 5. Submitting an “Employee Request for Correction of Safety Hazard Form.” 6. Submitting an inquiry or complaint to OEHS at (213) 241-3199.   Hazards will be assessed and corrected in the following manner:   * Safety Inspections will be conducted as often as necessary or at least twice a year. * The Plant Manager or designee will conduct a daily survey to identify and correct unsafe conditions. * The Site Administrator will ensure that identified hazards are corrected in a timely manner. * When imminent hazards are identified which cannot be immediately abated, engineering controls, administrative controls or appropriate PPE must be used. * Temporary control measures such as barricading or tagging will be used to mitigate hazards that cannot be corrected immediately by on-site personnel. * The Site Administrator or designee will ensure that all identified hazards have in fact been corrected. | Following an occupational injury or illness, the Site Administrator or designee will take the following steps:   1. Ensure injured personnel receive first aid or medical attention; 2. Take necessary actions to prevent recurrence; 3. Investigate the accident scene and interview victim and witnesses; 4. Complete the “Incident Report Form” and submit the Incident System Tracking Accountability Report (ISTAR); and 5. If medical treatment is required, complete the Workers’ Compensation Claims Forms and refer the employee to the appropriate medical provider. 6. Ensure CAL-OSHA is notified within 8 hours of an employee’s serious injury. The following injuries are considered serious and must be reported to the nearest CAL-OSHA District Office (Los Angeles (213) 576-7451, Long Beach (562) 506-0810, Van Nuys (818) 901-5403, West Covina (626) 472-0046) within 8 hours of awareness: Death, Amputation, Permanent Disfigurement, and/or Hospitalization.     Employees will be trained in general safe work practices and will be provided specific instructions with respect to hazards unique to their job assignments. Employees will be retrained when introduced to new job assignments, new substances, processes, procedures or equipment use. Training should include the following:   * New employee safety orientation * Emergency procedures * Hazard Communication * Bloodborne Pathogen * Asbestos Awareness   The Site Administrator will ensure retention of the following documents at the facility for at least 5 years:   * Safety inspection reports; * Regulatory citations and Corrective Action Notices; * Minutes from Safety Committee meetings; * Cal/OSHA Form 300 “Summary of Occupational Injuries and Illnesses”; * Accident investigation reports; and * Training records   For more information, employees should see their supervisor or may contact OEHS at (213) 241-3199.  OEHS-Logo JPEG.gif  Prepared: 8/12/2016 |

**Attachment C**

**Employee Request for Correction of Safety Hazard**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD**

This form is to be completed when a hazard or dangerous situation has been noted by an employee. It is the responsibility of the Site Administrator to ensure that follow-up and corrective measures are taken.

Employee

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a request that the following safety hazard be investigated and/or corrected.

Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bldg. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of hazard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of hazard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were measures/actions taken to temporarily control the hazard? [ ] Yes [ ] No

If yes, what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, give reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Date

Site Administrator

[ ] 1. Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] 2. Referred to the Office of Environmental Health and Safety

333 S. Beaudry Avenue, 21st Floor, Los Angeles, CA 90017

(213) 241-3199.

[ ] 3. Referred to the Plant Manager for immediate action.

[ ] 4. Referred to Maintenance and Operations Areas.

[ ] 5. Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Administrator Date

**Attachment D**

**Health & Safety Training Form**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**Health and Safety Training Form**

**TRAINING LOCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following employees have been trained in accordance with Title 8 of the California Code of Regulations in: (Please check one of the following.)

[ ] Bloodborne Pathogens [ ] Fire Prevention & [ ] Hazard [ ] Injury & Illness [ ] Occupational

Exposure Standard Emergency Evacuation Communication Prevention Program Hazardous

Section 5193 Sections 3220-3221 Section 5194 Section 3203 Chemicals in

Laboratories

Section 5191

[ ] Other (specify agency and applicable codes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINT NAME SIGNATURE EMPLOYEE # JOB TITLE WORK LOCATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ATTACH A COPY OF THE AGENDA AND LIST OF TRAINING MATERIALS.**

**Trainer or Site Administrator's Signature**

**Attachment E**

**Facility Inspection Checklist**

**FACILITIES INSPECTION CHECKLIST**

# Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Loc. Code: \_\_\_\_\_\_\_\_\_\_\_\_\_ M&O Area: \_\_\_\_\_\_\_\_\_

ADMINISTRATIVE

**1. Injury and Illness Prevention Program Yes No**

Responsible person identified   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required inspection schedule met   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accident investigations are prompt and thorough   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program documents on file   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff received Hazard Communication training   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Emergency Fire and Earthquake Drills Yes No**

Drills conducted per code; principal sign off   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elem. Fire drill one/month; 9-12 twice/year   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elem. drop/cover drill once/qtr.; 9-12 once/sem   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency preparedness plan available   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supply location is orderly, clean   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency response materials (e.g., kit) available   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and in accessible location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency/earthquake water changed every 3 yrs.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire station testing log maintained   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Facility Site Safety Yes No**

District-wide Safety Plan available   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site and buildings are free of fire hazards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire extinguishers available in each building   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire extinguishers accessible, current   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire extinguisher inspections conducted monthly   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exits marked and unobstructed, exit doors operable   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire lanes open/unobstructed   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephones available for emergency use   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gates permit entry for emergency vehicles   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accessibility for special needs students   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of unauthorized chemicals   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cal/OSHA’s required notices posted   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Pest Management Program** **Yes No**

Free of unauthorized pesticide/herbicide products   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program notifications/documentation on campus   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exclusion work completed   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food use areas identified   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1 of 6

ADMINISTRATIVE (continued)

**5. Trouble Calls Yes No**

Trouble calls being made in a timely manner   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plant manager maintains a log of trouble calls and   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M&O response statuses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUILDINGS

**6. General Building Maintenance Yes No**

Buildings in good repair   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roofs/gutters well maintained   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of dry rot, water damage, exposed wires   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floor covering in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Furniture and equipment has seismic restraints or   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

bracing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At least 18” clearance for sprinkler heads   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At least 36” clearance for electrical panels   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Drinking Water Yes No**

Water fountains are functional, operable   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fixtures are clean; parts are not obstructed   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water pressure is adequate   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access and ration is sufficient   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water is visibly clear   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District flushing procedures in place   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Graffiti Yes No**

Free of graffiti on restroom walls, partitions, fixtures   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of graffiti on building exteriors, windows   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of graffiti on building interiors, hallways,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

stairwells, rooms

Regular graffiti removal process in place, with   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

matching paint-over

**9. Asbestos Yes No**

AHERA compliance maintained   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appropriate documentation on site (e.g. AHERA   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Plan) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interior building components in good condition   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exterior building components in good condition   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Painted Surfaces Yes No**

Interior building components in good condition   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exterior building components in good condition   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pge 2 of 6

BUILDINGS (continued)

**11. Electrical, Heating and Ventilation Yes No**

Ventilation/heating/cooling systems in good repair   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lighting, alarms, cables are adequate   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fixtures, switches and outlets are operable   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance requests kept on file   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of obvious safety hazards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Windows – Operable, Safe, Clear Yes No**

Windows provide light and unobstructive view   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any broken windows have been reported,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any broken windows repaired w/in 72 hours   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any cracked windows have been reported   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venetian blinds in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of obvious safety hazards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. Restrooms – Operable, Supplied, Clean** **Yes No**

Toilets, sinks, and urinals clean and operable   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate ventilation   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of offensive odors   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean fixtures, walls, floors   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stalls have doors with functional slide bolts   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dispensers stocked w/paper, soap   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily restroom log maintained   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lights, doors, windows, and hand dryers are operable   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accessible during working hours   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of obvious safety hazards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last date of deep cleaning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Kitchens Yes No**

Pest problems have been managed   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drains clean   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fly fan provided, in operation   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last date of deep cleaning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. Lunch Shelters Yes No**

Pest problems have been managed   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drains clean   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roof intact   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lighting adequate/functioning   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heaters functional (if applicable)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables, trash receptacles and decks clean   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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BUILDINGS (continued)

**16. Stairways/Hallways Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of slippery conditions   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of obstructions   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lockers in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handrails in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Gyms/Locker Rooms Yes No**

Free of odors   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lighting adequate/functioning   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lockers in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hot water available for showers   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Backboards properly attached   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floors free of safety hazards (not slippery or peeling)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18. Auditorium/Multi-Purpose Rooms Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drapes and dimmer board in good condition   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of broken/loose seats   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**19. Classrooms Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of broken furniture   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proper flags   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness, including sinks   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Glides on chairs   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**20. Shops Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment has appropriate guards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety lines clearly painted on floor   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hot water available   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**21. Libraries Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shelving in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carpet in good condition (no stains,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

broken seams, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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BUILDINGS (continued)

**22. Administrative Office Yes No**

Lighting adequate/functioning   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**23. Hopper Rooms Yes No**

Organized   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Well stocked   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adequate cleanliness   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning solutions are authorized and labeled   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GROUNDS

**24. General Grounds Maintenance Yes No**

Campus is clean, operational   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking lines clear   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Game lines clear   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Litter removed daily   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collection bin area is neat   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chemicals stored safely and in appropriate locations   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perimeter of school site/fencing is neat   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site free of weeds   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sewer/storm drains clear   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exterior lighting is functioning/adequate   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fences/gates in good repair (on track, has locks,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

no holes/rust) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asphalt in good condition (no significant cracks,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

holes, standing water, loose gravel/mulch, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial equipment/tools (mowers, carts, etc.) in   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

safe, operable condition – i.e., guards, brakes, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and stored properly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**25. Playground Equipment Yes No**

Equipment inspection on file at M&O District   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment is functional and in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Playground surfacing in good repair   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**26. Landscape Yes No**

Tree canopies adequately raised   Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trees/plants adequately trimmed away from   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

buildings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free of obvious hazards   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I hereby certify that the above areas are either in good working condition or deficiencies have been forwarded to the appropriate office.**

### Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Print Name Title

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Signature Date

### Site Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Print Name Title

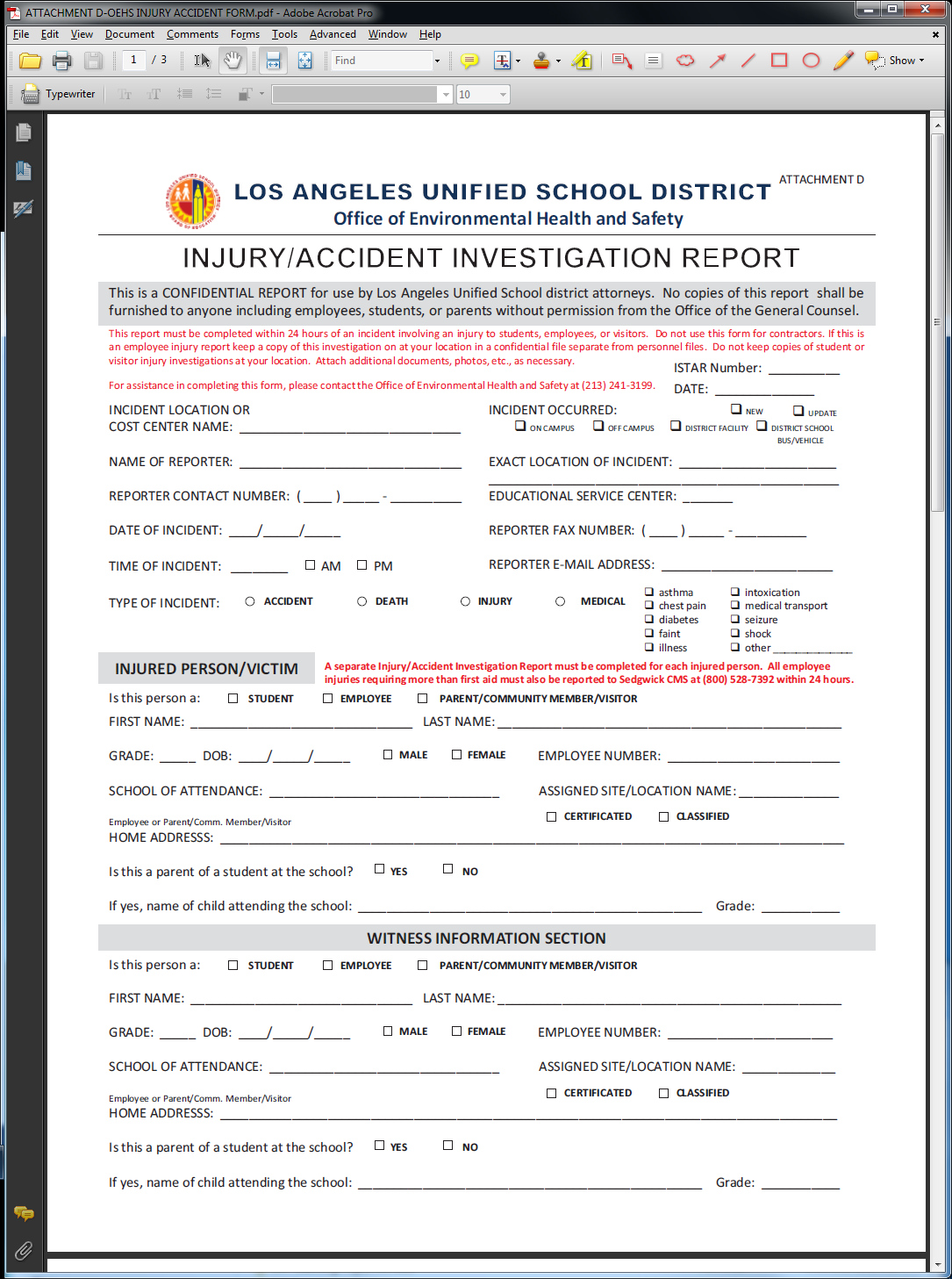
### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

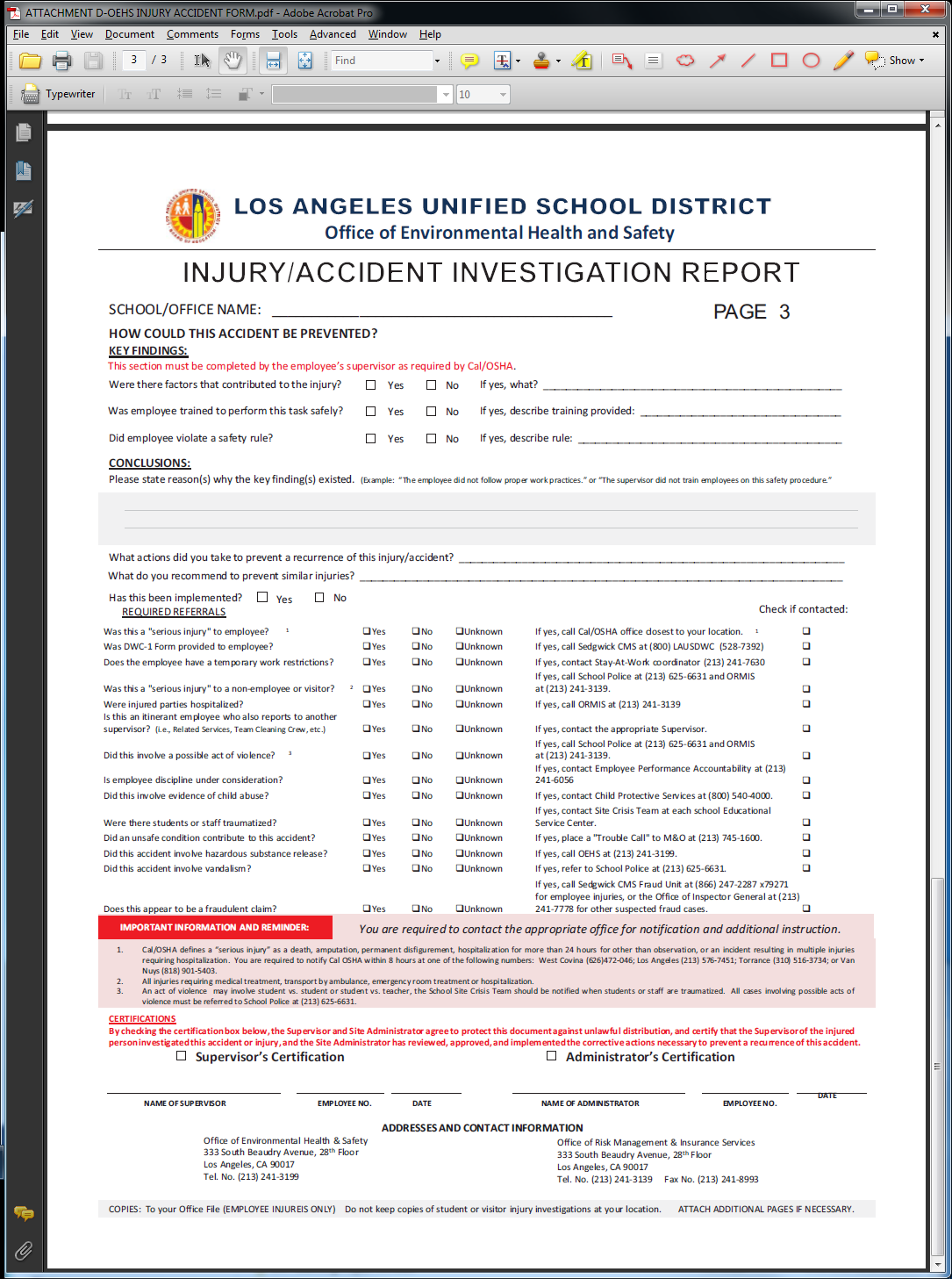
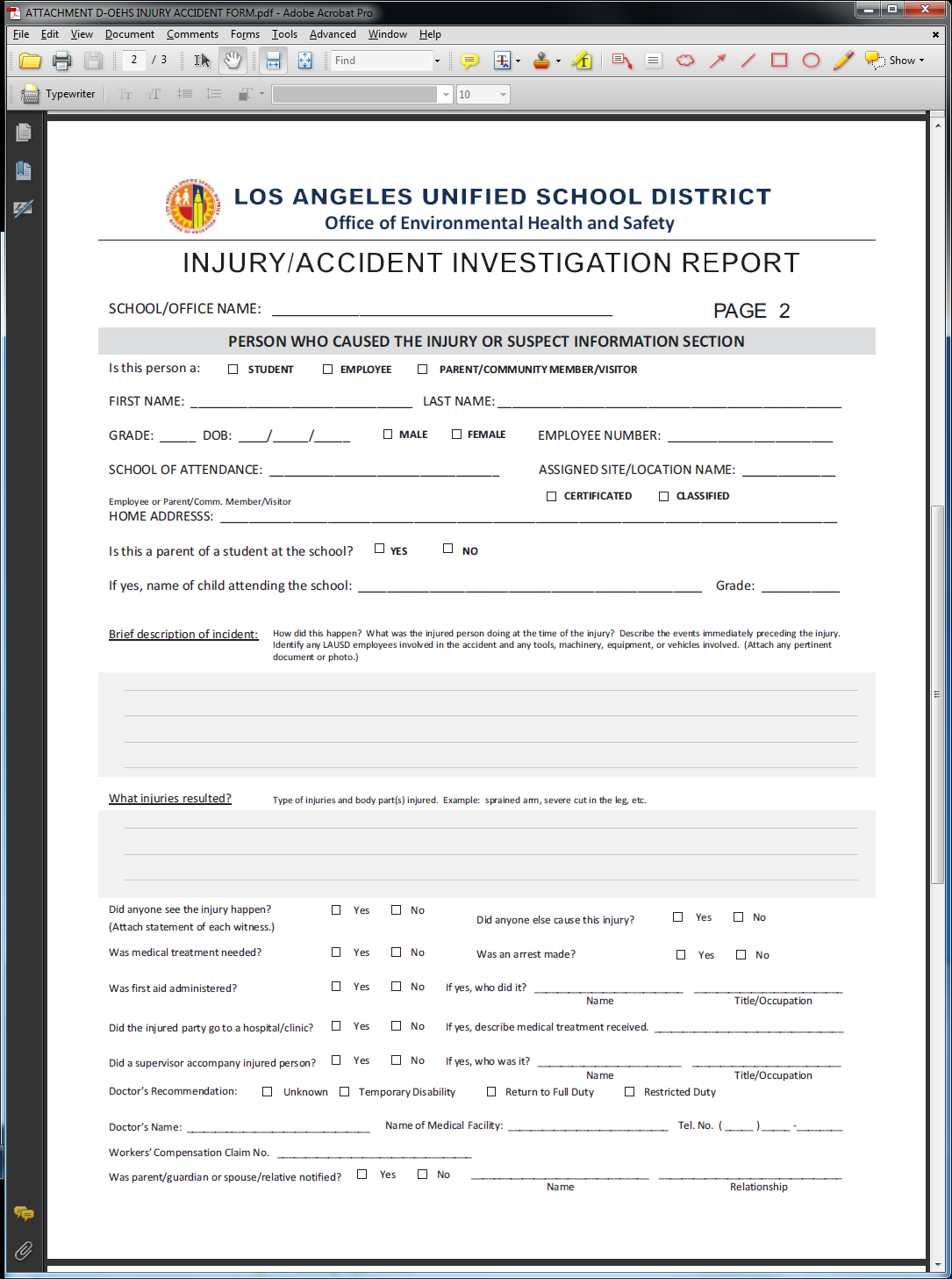
#### Signature Date

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**Attachment F**

**INJURY/ACCIDENT INVESTIGATION REPORT**

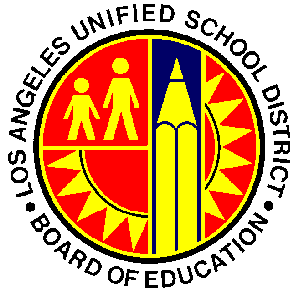




**Attachment G**

**Safety Alert 03-03**

**District Response to Serious Incidents**

**SAFETY ALERT**

**No. 03-03 DISTRICT RESPONSE TO SERIOUS INCIDENTS March 2003**

The District has established a Serious Incident Response Team (SIRT) to ensure effective response to “serious incidents.” A “serious incident” is any incident involving: a death or serious injury; a chemical release that requires outside assistance; the evacuation of personnel or closure of a room or area; or any other incident which in the judgment of the Site Administrator or designee warrants review by the SIRT. The SIRT may be comprised of representatives from the following organizations: OEHS; the Local District, Nursing Services; Student Medical Services; Employee Medical Services; School Police; Office of Emergency Services; Office of General Counsel; and Office of Communications.

In the event of a “serious incident,” the following procedure will be followed:

1. The Site Administrator or designee will call 911, as appropriate, and notify School Police at (213) 625-6631.
2. School Police will notify the Office of Environmental Health and Safety (OEHS) and provide details of the incident. The OEHS Duty Officer will ensure that the call is directed immediately to a Deputy Director or Manager.
3. The Deputy Director or Manager will review the details of the incident to determine the need for activating the SIRT, and will notify the specific organizations necessary to participate in the response.
4. Once activated, members of the SIRT will convene on site to confer with the Site Administrator, investigate the incident and direct necessary response actions. The Site Administrator will confer with the SIRT on the need to brief teachers, parents and community members.
5. Following necessary response actions, members of the SIRT will evaluate site conditions and confirm that all necessary actions have been taken. The SIRT will provide written clearance to the Site Administrator that normal operations can resume.

Questions on this procedure may be directed to the Office of Environmental Health and Safety at 213-241-3199.

DISTRIBUTION: All Schools and Offices

**Attachment H**

**Safety Alert 04-14**

**Accident Investigation and Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
| OEHS **Office of Environmental Health & Safety** 333 S. Beaudry Avenue, 28th Floor Los Angeles, CA 90017 Phone: (213) 241-3199 Fax: (213) 241-6816 | | lalogo | |
| **SAFETY ALERT** | | | |
|  |  | |  |

**No. 04-14 accident investigation and reporting DECEMBER 2004**

**Revised 4-12-12**

California Occupational Safety and Health Administration (Cal/OSHA) regulations require employers to investigate and report all workplace injuries and illnesses. LAUSD developed the *Injury Accident Investigation Report* to comply with this requirement. This form must be completed within 24 hours of the incident and is used to document all accidents resulting in injury to students, staff and visitors.

The *Injury Accident Investigation Report* has been incorporated into the District’s electronic Incident System Tracking and Accountability Report (ISTAR) system. The system will automatically include the Injury/Illness Report tab when the following issue types are selected: accident, injury, medical treatment or death. A separate report must be completed for each injured person. See [BUL-5269.2](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/135/pdf%20files/BUL-5269_2_ISTAR_071013.pdf) *Incident System Tracking Accountability Report (ISTAR)* for additional information on ISTAR reporting procedures.

Serious injuries and accidents must be reported to OEHS immediately and may require notification of regulatory agencies or other LAUSD departments. For example, an employee injury that results in death, amputation, permanent disfigurement or hospitalization for more than 24 hours for other than observation, must be reported to Cal/OSHA within 8 hours. The bottom of page 3 of the *Injury/Accident Investigation Report* form indicates the appropriate agency or LAUSD office to notify with the applicable contact information.

The requirement to investigate an accident is NOT met by simply filling out an *Injury/Accident Investigation Report*. The form is used to document the facts, findings and conclusions after the investigation is completed. Accident investigations should be conducted by a person in authority that has a thorough understanding of the injured person’s job procedures and equipment; therefore, the investigation shall be conducted by the injured person’s direct supervisor. The following steps should be taken to ensure a proper investigation is conducted:

1. Determine if medical treatment is required and make appropriate arrangements, e.g., call 911, administer first aid, or refer injured party to District approved medical provider.

2. Go to the accident scene at once. Investigations should be made AS SOON AFTER THE ACCIDENT AS POSSIBLE. Delays, even a few hours, may permit information or items essential to the investigation to be removed, destroyed or forgotten.

3. Secure the accident scene to ensure the safety of others and to protect the "evidence" if necessary. This should include barricading or roping off damaged or involved equipment for further inspection. Take photographs if possible.

4. Talk with the injured person, supervisors, coworkers and any other witnesses privately and at the scene, if possible. Ask open-ended questions to get the facts without placing blame or responsibility. Repeat statements back to the individuals to ensure you have understood their meaning correctly. Request written statements from witnesses.

5. Study possible causes of the accident, and identify any unsafe conditions or acts which may have contributed to the accident. The purpose of this investigation is to determine the underlying causes that contributed so that corrective measures can be implemented to prevent others from being injured in a similar manner.

6. Ensure that all appropriate corrective actions identified in the investigation are completed.

For assistance in conducting an investigation, filling out the *Injury/Accident Investigation Report* or implementing necessary corrective action, contact the Office of Environmental Health & Safety at 213-241-3199 or <http://achieve.lausd.net/oehs>.

Sample of Injury / Accident Investigation Report generated through the ISTAR system.

|  |  |  |
| --- | --- | --- |
| Bul 5269 ATTACH C Accident report_Page_1 | Bul 5269 ATTACH C Accident report_Page_2 | Bul 5269 ATTACH C Accident report_Page_3 |

DISTRIBUTION: OEHS Website