



Injury and Illness Prevention Program (IIPP)



Date: _____

Los Angeles Unified School District
333 S. Beaudry Avenue
Los Angeles, CA 90017

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How to Use This Template

Review and customize this template to fit your site-specific operations. A school will have different priorities and requirements than a maintenance yard or auto shop. The framework provided here contains all the requirements mandated by state law.

The California Occupational Safety and Health Administration (Cal/OSHA) requires all employers with 10 or more employees to have a written Injury and Illness Prevention Program (IIPP). This IIPP template has been prepared for you to use at your site (i.e., school, garage, maintenance yard, administrative office building, etc.) or division to comply with Cal/OSHA requirements and, most importantly, keep your employees free from injuries and illnesses.

As you read this document, look for fillable sections, which indicate an opportunity to expand upon your safety program. As you implement the IIPP, you may want to add clarity and specificity to the fillable sections. Your site may have unique safety hazards and procedures that require additional documentation in this IIPP.

Once you are done customizing your site's IIPP, save it as a new document. Print a copy and keep it in a binder at the site, readily available to all staff. Implement all components throughout the year. State law requires the IIPP to be reviewed annually and updated as necessary to ensure the health and safety of your employees.

Congratulations! You are taking an important step to ensure the health and safety of your staff and keep your site in compliance with state regulations.

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.

Strategic Plan – Pillar 2:

Joy and Wellness: Safe and Health Environments to Promote Joy and Wellness

For students to thrive in our schools and fully engage in their academic experience, we must also commit to creating environments where they feel safe, welcome, and excited to learn. This pillar represents our commitment to serving the whole child – attending to the social, emotional, and physical health and wellness of our students so they are prepared and energized to focus on learning, growing, and building meaningful connections at school. This pillar represents our commitment to fostering a safe, inclusive, and supportive school culture on every campus and minimizing disruptions or barriers to learning.

Our approach to safety is comprehensive, and we are committed to creating environments that offer physical, emotional, and environmental safety. By promoting these conditions, we believe our campuses and classrooms will shine as exciting and exemplary learning spaces for students to realize their potential.

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.

California State Law

Title 8 of the California Code of Regulations (T8CCR), Section 3203, requires every employer to develop and implement an effective IIPP. An effective IIPP improves workplace safety and health, reducing costs through good management and employee involvement.

COMPLIANCE

Employee Safety and Compliance Measures

Every employee in the District plays a role in safety for themselves and others. All employees are required to adhere to and enforce safety rules and regulations. Our system for ensuring that employees comply with safe and healthy work practices includes:

- Training and re-training programs.
- Recognition of employees who follow safe and healthful work practices:
 - [Employee Safety Seal Program](#).
 - When applicable, list a system of recognition at your site (e.g., awards):

- Safety committees.
- Facility inspections.
- Employee bulletin boards with written communications, including safety alerts, bulletins, reference guides, memorandums, written programs, and policies.
- Disciplinary actions, if necessary.
 - The Site Administrator may use progressive discipline measures for staff members found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies may result in appropriate administrative action, including a notice of unsatisfactory service, suspension, or termination. The Site Administrator may contact the Office of Staff Relations at (213) 241-6056 or the Office of General Counsel at (213) 241-6601 for assistance.

RESPONSIBILITIES

Site Administrator

The Site Administrator has the 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).
- Informing employees about the IIPP and its elements.
- Making this site-specific IIPP available to all employees.
- Informing employees about procedures for reporting workplace hazards and safety concerns.
- Instructing employees on procedures for reporting accidents, injuries, and workers' compensation claims.
- Establishing a Safety Committee and designating a Committee Chair to carry out the responsibilities referenced below.
- Performing annual reviews and updates to the IIPP.
- Maintaining contact with injured employees and documenting their condition(s) and return-to-work status.
- Reporting serious workplace injuries to Cal/OSHA within 8 hours, as referenced in the Accident/Exposure Investigation section of this document.
- Correcting any workplace hazards or unsafe conditions.

Refer to Table 1 to guide you in meeting the minimum requirements at your site.

Table 1: IIPP Essential Checklist

Prioritize Safety and Maintain Compliance

Use this IIPP Checklist to ensure you meet the minimum required trainings and inspections. Cal/OSHA regularly requests copies of the following documents from LAUSD schools and sites. Maintaining these documents can prevent citations, which can easily amount to thousands of dollars.

Review and customize your IIPP annually, as appropriate for your site.

- Communicate the location of this IIPP to all employees and ensure they have access to this document.
- Post the IIPP summary sheet in an area frequented by all employees (Attachment A).
- Conduct annual safety training, including but not limited to:
 - Injury and Illness Prevention Plan (IIPP).
 - Hazard Communication.
 - Bloodborne Pathogens.
 - Heat Illness Prevention.
 - COVID-19 Prevention.
 - Additional trainings required at your site.
 - Save agendas, training materials and sign-in sheets for five (5) years.
- Complete the Facility Inspection Checklist.
 - Document the inspection on the appropriate form (schools, offices, maintenance yards).
 - Conduct inspections at least once each semester (two (2) times per year).
 - Document the correction of workplace safety hazards.
 - Maintain copies of all completed checklists for five (5) years.
- Conduct Safety Committee meetings.
 - Complete Table 2: Safety Committee Membership.
 - Hold meetings at least twice each semester (four (4) times per year).
 - Maintain written meeting agendas, minutes, and sign-in sheets for five (5) years.
 - Refer to the Safety Committee responsibilities section in this document for guidance (pp. 9-10).
- Sign-up for the LAUSD [Employee Safety Seal Program](#).
- Indicate the completion of IIPP requirements in the Administrator Certification (refer to [MEM-6128.12](#)) once a year, by January 31.

Supervisors

Supervisors are responsible for enforcing safe work practices and mitigation identifying hazards. Responsibilities include:

- Providing new employees with an orientation of job hazards and safe work practices prior to assignment.
- Providing employees with and ensuring they use personal protective equipment.
- Taking action to mitigate identified safety hazards.
- Investigating accidents and taking necessary action to prevent recurrence.
- Complete the District's [Incident System Tracking Accountability Report \(iSTAR\)](#), a District-wide electronic tool to report and document incidents occurring on or near District schools and sites, that involve students, employees, or the school community.
- 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.
- Maintaining employee training records.
- Reporting serious injuries to the Site Administrator.

Employees

Employees are responsible for following safe work practices and procedures as referenced in this document and according to job specific trainings. Responsibilities include:

- Reporting unsafe conditions, work practices, or accidents to their supervisors immediately and may do so in the following manner:
 - 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 the Office of Environmental Health and Safety at (213) 241-3199.
 - Creating written documentation of the hazard by completing an "Employee Request for Correction of Safety Hazard" (Attachment C).
- Utilizing appropriate personal protective equipment as instructed by their supervisors, the Office of Environmental Health and Safety or as appropriate.

Safety Committee

The Safety Committee is a working group that should actively engage in promoting employee safety and ensuring regulatory compliance. The Site Administrator must serve as the Chair or designate a Chairperson and collaborate closely with the Safety Committee to ensure its effectiveness. The Site Administrator may seek support from the Safety Committee when working with external agencies, such as Cal/OSHA, the Fire Department, or Williams Inspectors. Additionally, the Site Administrator may request assistance from the Safety Committee when addressing Corrective Action Notices issued by the Office of Environmental Health and Safety (OEHS).

Safety Committee Responsibilities

1. Meeting Schedule and Frequency
 - Meeting Frequency (four (4) times per school year)
 - Exception for Non-School Sites (four (4) times per fiscal year)
2. Comprehensive Site Inspections
 - Inspection Frequency (two (2) times per year)
 - Take necessary steps to correct safety hazards identified during inspections.
3. Corrective Action Notices (CAN) Implementation
 - Review and implement Corrective Action Notices (CAN).
Site Administrators can self-certify on the [Principal's Corner website](#).
4. Safety Incentives for Staff
 - Develop and Implement safety incentives for staff.
5. Review and Discussion of Safety-Related Data
 - Review and discuss work-related injury and illness statistics.
 - Review and discuss accident reports, regulatory notices, and workplace safety concerns.
6. Safety Concern Resolution
 - Take action to resolve safety concerns by reviewing and discussing accident reports, regulatory notices, and workplace safety concerns.
7. Recommendations to the Site Administrator
 - Provide recommendations to the Site Administrator on necessary corrective actions.
8. IIPP Review and Recommendations
 - Review of the Injury and Illness Prevention Program (IIPP).
 - Make recommendations for revisions to the Site Administrator.
9. Effective Safety Committee Meetings
 - Focus meeting agendas on achieving objectives.
 - Play an active role in recognizing and mitigating hazards.
 - Conduct follow-up meetings to ensure hazard correction.

Integrated Safe School Plan (ISSP) Safety Committee Distinction

The ISSP ([REF 5511.7](#)) and the IIPP ([BUL 3772.3](#)) both require the formation of safety committees. However, each committee must satisfy a different agenda, as mandated by state and federal law.

Integrated Safe School Plan (ISSP) and Injury and Illness Prevention Plan (IIPP) Agenda Differences

Scope and Focus

- **ISSP (Integrated Safe School Plan):**
 - Focuses on the health, safety, and well-being of students and staff within a school.
 - Deals with matters such as violence prevention, student safety, emergency readiness, and crisis management specific to a school site.
- **IIPP (Injury and Illness Prevention Plan):**
 - Concentrates on ensuring employee safety in any workplace.
 - Covers the prevention of and response to injuries and illnesses among employees, regardless of the type of workplace.

Regulatory Basis

- **ISSP:**
 - Governed by the California Education Code under Title 5 of the California Code of Regulations (CCR).
- **IIPP:**
 - Governed by California Safety Orders under Title 8 of the California Code of Regulations (CCR).

In summary, the ISSP primarily addresses student and staff well-being within a school, emphasizing issues related to school safety and emergencies. In contrast, the IIPP is concerned with the safety of employees in any workplace, focusing on preventing and responding to injuries and illnesses.

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.

Responsibilities include:

- Developing policies and procedures for workplace safety.
- Assisting administrators in the preparation and implementation of the IIPP.
- Conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical, and biological agents.
- Issuing a corrective action notice to the responsible parties and the site administrator following routine Safe School Inspections and complaint and emergency responses.
- Preparing health and safety training materials and providing training, as requested.

Contact OEHS

Office Hours 7:30 a.m. to 4:00 p.m., Monday through Friday

333 South Beaudry Avenue, 21st Floor

Los Angeles, CA 90017

Phone: (213) 241-3199

Email: OEHSQuestions@lausd.net

OEHS Website: <http://www.lausd.org/oehs>

In the event of an emergency, call 9-1-1, and School Police at (213) 625-6631.

COMMUNICATION

To ensure that all employees are provided a safe work environment, it is important to implement detailed and timely communication when reporting unsafe conditions. All employees are encouraged to report matters concerning occupational health and safety without fear of reprisal. Reporting any hazard immediately could prevent future injury or death.

1. **Access to the IIPP**

The Site Administrator must ensure the IIPP is accessible to all employees, and new employees shall be oriented on the contents of the IIPP. IIPP training materials are available on the [OEHS website](#) under "RESOURCES." All information concerning matters of occupational health and safety should be clear and understandable. Orientation should be provided within 30 days of employment and documented using the Health and Safety Training Form (Attachment B).

2. **Safety Updates**

The Site Administrator must 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, safety committee meetings, posted on bulletin boards, or distributed electronically. If new information becomes available regarding safety, the Site Administrator will communicate appropriately to all affected staff.

3. **Reporting an Incident**

All employees are encouraged to report to their managers and supervisors, unsafe conditions, unsafe practices, and potential workplace hazards without fear of reprisal. Employees may report safety hazards in the following ways:

- Direct reporting to the immediate supervisor.
- Presenting concerns at staff meetings.
- Informing Safety Committee representatives.
- Informing the Site Administrator.
- Submitting the "Employee Request for Correction of Safety Hazard" form (Attachment C) to a Site Administrator, a Safety Committee representative, a supervisor, or OEHS.
- Report to OEHS at (213) 241-3199 or send an email to OEHSQuestions@lausd.net.

HAZARD ASSESSMENT

Hazard Assessments for a Safe Work Environment

Hazard assessments are an important step to ensure a safe work environment for all students and staff. The Site Administrator will ensure that safety inspections are conducted at least twice per year or as often as necessary and should use the appropriate Facility Inspection Checklist (Attachment D).

The Site Administrator may refer to the OEHS website at: <https://www.lausd.org/oehs> for additional guidance.

Physical Hazards

The Plant Manager or designee must conduct a daily walk-through to identify any unsafe conditions and take action to ensure correction. The [Common Safety Violations in School Classrooms](#) document may be used to assist in identifying hazards.

Corrections may be made by facility staff or may require placement of a "service call" to the [Facilities Maintenance and Operations](#) or other appropriate District offices.

Environmental Hazards

1. **OEHS Site Inspections:** OEHS may conduct site inspections when an environmental hazard is identified and/or the hazard requires sampling with specialized equipment.
2. **Types of Environmental Hazards:** Environmental hazards may include natural gas, odors from off-campus, smoke from wildfires or structure fires, as well as mold/musty odors.
3. **Requesting Support:** To request support for environmental hazards, contact OEHS at (213) 241-3199 as well as your local maintenance department.
4. **Emergency Assistance:** In case of an emergency, you may request assistance from local police and fire.
5. **Outside Odor Detection:** If an outside odor is detected the South Coast Air Quality Management District (SCAQMD) should be notified in addition to OEHS.

6. **Complaints to SCAQMD:** All complaints to SCAQMD can be completed using the [online system](#) or by calling 1 (800) CUT-SMOG.

Chemical Hazards

All chemicals must be [District approved](#) and have a corresponding Safety Data Sheet (SDS) on file at the site. To request a Hazardous Waste Pick-Up please refer to [Safety Alert No. 05-11](#) and [REF-4149.2](#) for more information.

Ergonomics

Ergonomic assessments may be requested by first notifying your supervisor. The supervisor will request an evaluation from OEHS by filling out the [online request form](#). An OEHS ergonomist will be assigned to contact the affected employee and schedule an appointment for an ergonomic assessment. If the request is related to a workers' compensation claim, employees need to contact Risk Management at (213) 241-3139.

Pest Management

If you notice pest activity in your site, immediately alert the Pest Management Unit at (213) 745-3358 or (213) 792-7971 after hours. A technician will be assigned to inspect the affected area and provide services that may at times include the use of pesticides. More information can be found on the Integrated Pest Management [website](#).

HAZARD CORRECTION

Safety Corrections and Hazard Control

Corrections may be made by facility staff or may require placement of an "online service request" to the Facilities Maintenance and Operations Branch through the [LAUSD web-based portal](#) or to other appropriate District offices.

Documentation of Hazards

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 and/or the Safety Committee to determine appropriate follow-up actions.

Temporary Control Measures

Temporary control measures such as barricading or tagging will be used to mitigate hazards that cannot be corrected immediately by on-site personnel.

Assessment of Exposure

If employees report a potential chemical, biological, or physical exposure, the Site Administrator or their 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.

Timely Hazard Correction

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 occupants shall be removed from the potentially unsafe area, and the area secured to prevent access. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.

Hazard Elimination and Reduction

In determining corrective actions, the Site Administrator, Safety Committee, 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.

Timely Hazard Review

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 an examination of open service calls on the [Principal's Corner](#).

Introduction of New Hazards

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, and employee training is provided.

ACCIDENT/EXPOSURE INVESTIGATION

Following an occupational injury or illness:

1. Immediate Response

- 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](#).
 - Take necessary action to prevent recurrence of injury or illness.
 - 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 (see Table 2).
 - Complete the "Incident Report Form" by submitting an Incident System Tracking Accountability Report (iSTAR) to: <http://newistar.lausd.net/incident> (refer to [LAUSD Bulletin 5269.2 – Incident System Tracking Accountability Report](#)).
 - Follow-up with the injured employee.

2. Medical Treatment and Workers' Compensation

- If medical treatment other than first aid is required or the employee has lost workdays, the Site Administrator will complete the Workers' Compensation Claim Forms (see [Reference Guide 1279.2](#)).

3. Reporting to Cal/OSHA

- Consistent with Cal/OSHA regulations, the Site Administrator will report, within 8 hours of the incident, 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 whether a Cal/OSHA notification has been made. There are hefty monetary penalties associated with late reporting. When in doubt, report it, even if believed to be a pre-existing medical condition.
- Reporting an injury can also be done through the [Cal/OSHA online reporting tool](#).
 - Los Angeles: (213) 576-7451
 - Long Beach: (562) 506-0810
 - Van Nuys: (818) 901-5403
 - Monrovia: (626) 239-0369

4. Reporting Requirements for "Serious Injuries"

- For purposes of [reporting, a "serious injury"](#) is defined as a death, any hospitalization (medical transport regardless of length of time) for other than

medical observation or diagnostic testing, amputation, loss of an eye, or serious degree of permanent disfigurement.

- 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).
 - Location of the injured employee(s).

Additional Guidance and Reporting

For additional guidance on Cal/OSHA reporting requirements, refer to [Safety Alert 20-02](#). Any time you contact Cal/OSHA, log the call in an iSTAR report.

Table 3: How to Conduct an Effective Injury/Accident Investigation

Injury/Accident Investigation Guide

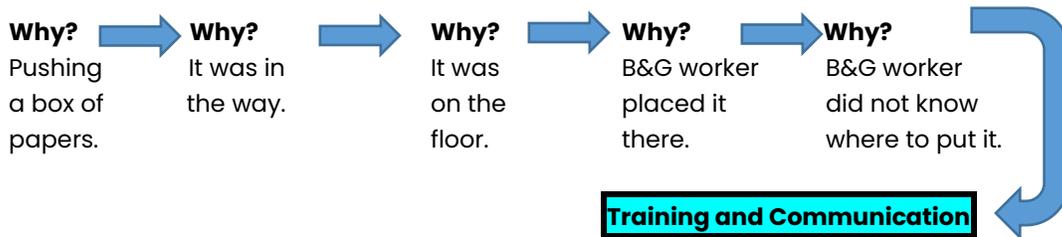
The **Injury/Accident Investigation Report** is the most important section of the **iSTAR**. The purpose of this report is to find the root cause of the accident/injury. It also provides documentation of what we are doing to prevent similar accidents/injuries from occurring.

1. Were there factors that contributed to the injury? If yes, what were they?

The answer to this question is almost always yes. The “5 Why” Method should be used to determine what various factors contributed to the incident. Many times, there are more than one reason. Use the information derived from your “5 Why” analysis to answer this question.

The site of the incident and the location should be visited when conducting an accident investigation.

Example: Employee injured their wrist.



2. Was the employee trained to perform this task safely? Describe the training that was provided.

Include the name and method of training (i.e., “Proper Lifting and Material Handling Techniques”) Please note: OEHS offers general safety training, but Supervisors must provide periodic training on specific tools and equipment.

3. Did the employee violate a safety rule? If so, describe in detail the violation and the rule violated.

Always include any verbal or written counseling, if possible, include the date and time of counseling.

4. State the reason(s) behind any key findings.

An explanation on why the situation existed in the first place is written in this section.

Example: At the time the B&G worker delivers the paper, teachers are not onsite.

5. What actions were taken to prevent the recurrence of this injury or accident?

It is important to document that corrective actions were made to ensure that the accident is not repeated.

Records of meeting minutes and/or copies of sign in sheets for training must be available at any time.

Please note: Employees must be re-trained after a work-related accident occurs.

Example: On 8/24/2023, a meeting was held with the Plant Manager to discuss paper delivery options.

6. What do you recommend to prevent similar incidents/injuries from happening?

Most accidents are preventable. The findings from your investigation will uncover opportunities for improvement. Some recommendations may be proposed for District-wide implementation.

7. Have the recommendations been implemented?

This is a yes or no question. This question should be answered based on a recommendation you proposed for your school/site/unit.

TRAINING AND INSTRUCTION

Requirements

Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses, and accidents. The Site Administrator will ensure all 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 must meet the requirements of Cal/OSHA, 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.

Training

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.

Documentation

- Supervisors will ensure that employee training is documented using the Health and Safety Training Form (Attachment B).
- The training form shall contain the following information and be retained at the facility for at least five (5) years:
 - Employee name, ID number, and signature.
 - Department.
 - Date.
 - Instructor name.
 - Subject outline.
 - Training material (content).

Training Frequency

Supervisors will ensure appropriate training or retraining of employees is provided when the following occur:

- New hire.
- New job assignments.
- When duties change.
- As needed to reinforce past training topics or when near-misses occur.

- When new or previously unrecognized hazards are identified.
 - Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new potential hazard.
 - For supervisors to familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed.
 - List additional occasions that require training in your department (e.g., trainings on MyPLN such as Bloodborne Pathogens, CSC, Child Abuse Awareness Training, etc.):
-
-

Training Topics

Major topics include, but are not limited to:

- IIPP (annually or revised significantly).
 - Bloodborne Pathogens.
 - Heat Illness Prevention.
 - General Safety (e.g., fire safety, emergency preparedness).
 - Hazard-Specific Training.
 - Hazard Communication.
 - Chemical Safety Coordinator (CSC).
 - COVID-19 Prevention.
 - Other topics our unit will cover:
-
-

Training Resources

Resources can be found on the OEHS Website: <https://achieve.lausd.net/Page/4009>

- Safety Alerts:
 - <https://achieve.lausd.net/Page/2941>
- Bulletins:
 - https://my.lausd.net/webcenter/portal/LAUSD/pages_type/bulletins
- Reference Guides:
 - https://my.lausd.net/webcenter/portal/LAUSD/pages_type/referenceguides
 - Chemical Safety.
 - Emergency Response Support.
 - Environmental Site Assessment and Planning (CEQA).
 - Industrial Hygiene.
 - Waste Management and Recycling.
 - [My Professional Learning Network \(MyPLN\)](#)

RECORDKEEPING

Document Retention Requirements

The Site Administrator will ensure retention of the following documents at the facility for at least five (5) years:

1. Safety inspection reports.
2. Regulatory citations and Corrective Action Notices.
3. Minutes from Safety Committee meetings.
4. 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).
5. Employee accident investigation reports
 - See BUL-[BUL-5269.2](#).
6. Workers' compensation claims.
 - See [REF-1279.2](#).
7. Employee training records.

COVID-19 Infection Control Measures

Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness, some may become seriously ill.

Prevention and Transmission

To prevent and slow down transmission, follow these guidelines:

- Maintain physical distancing (at least 6 feet apart).
- Wear a properly fitted mask.
- Practice frequent hand washing or use an alcohol-based hand sanitizer.
- Get vaccinated when eligible.
- Follow local guidance.

The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing, or breathe. It is important to practice respiratory etiquette, for example by coughing into a flexed elbow, and to stay home and self-isolate until you recover if you feel unwell.

Health and Safety Measures

The Site Administrator has overall responsibility for ensuring operations are in strict compliance with COVID-19 health and safety requirements. For updated information, visit the [LAUSD COVID-19 Employee Resources](#) website.

Reporting Major Outbreaks

Major outbreaks (20 or more positive cases within a 30-day period) must be reported to Cal/OSHA.

Additional Resources

For more information, refer to the following resources:

- [LA County COVID-19 Prevention and Response Guidelines for Education Settings](#)
- [Los Angeles County Department of Public Health](#)
- [LAUSD COVID -19 Containment, Response and Control Plan](#)
- Additional resources include Welcome Posters, Daily Health Screening Questions, and Masking and Handwashing Posters.

ERGONOMICS

The Office of Environmental Health and Safety (OEHS) administers the ergonomics program for the Los Angeles Unified School District. The purpose of the program is to provide District employees with an in-person and on-line ergonomic evaluation of their workstation and training that promotes safe work practices.

Requesting an Ergonomic Evaluation:

Employees who believe they are experiencing pain or discomfort because of time spent at their workstation, should request an ergonomic evaluation from their supervisor. Employees are encouraged to do so not only when they are in pain, but proactively to prevent injury.

- To request an ergonomic evaluation for an employee, the supervisor must submit the [Ergonomic Evaluation Request](#) form to OEHS.
- The request will be added to the queue and the evaluation will be scheduled and conducted in the order it was received. An OEHS ergonomist will contact the employee's supervisor prior to scheduling the evaluation.
- If the request is related to a workers' compensation claim, employees need to contact Risk Management at (213) 241-3139.

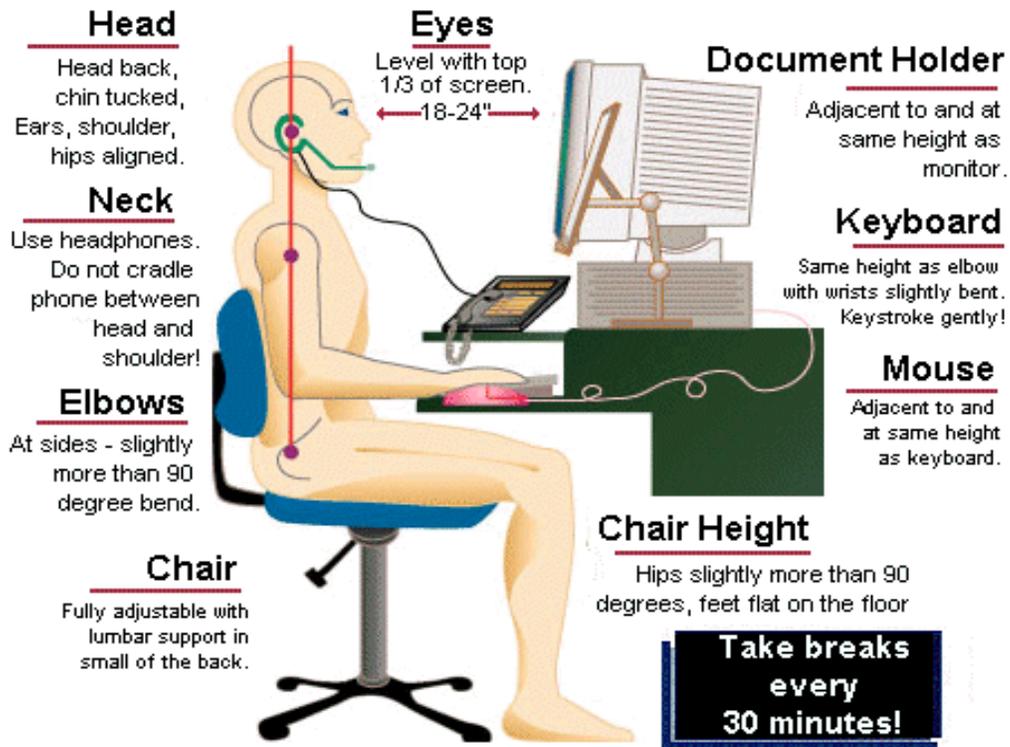
What to Expect During an Evaluation:

An OEHS evaluation typically consists of a one-hour, one-on-one assessment of the workstation equipment, setup, and user habits.

- The ergonomist will identify possible causes of discomfort while providing training that emphasizes the importance of maintaining neutral positions and avoiding static postures.
- OEHS may make adjustments to the workstation, such as positioning the mouse, keyboard, monitor, and adjusting the chair.
- OEHS will generate a summary report that may have action items that require follow-up by the supervisor. Action items may include reconfiguring the workstation and/or providing additional or more appropriate equipment to the employee.

Questions or Assistance:

If you have any questions regarding the District's Ergonomics Program, please contact the Office of Environmental Health and Safety at (213) 241-3199 or send an email to OEHSQuestions@lausd.net.



Workstation Posture Comfort Tips

Resources:

[OEHS Safety Alert for Home Office Ergonomics](#)

[Sedgwick Home Office Ergonomics](#)

[California State Insurance Fund Office Ergonomics and Manual Labor Ergonomics Videos and Documents](#)

[Cal/OSHA Office Ergonomics Guide](#)

EMPLOYEE SAFETY SEAL PROGRAM

The Office of Environmental Health and Safety has developed an Employee Safety Seal Program to recognize schools that have made the safety of their students and staff a priority. In appreciation for promoting a "safety first" culture, maintaining low incidences of employee injuries, and correcting safety deficiencies, a qualifying school will receive the following:

- Certificate of recognition based on the level of employee safety achieved.
- Safety Seal graphic that can be posted on the school's website.
- Rating level displayed on the school's Annual School Accountability Report Card.



Most importantly, your students will be learning, and your staff will be working in a safer school environment.

Visit the [Employee Safety Seal Program](#) webpage for:

- [Safety Seal Program Brochure](#):
 - How to participate.
 - Different Safety Seal Award Levels.
- [Safety Smarts Videos](#)
- [Safety Products for the Classroom](#)

All tasks must be completed and certified in the Principal's Portal by the end of the school year.

How do schools participate in the Safety Seal program?

1. Review and address your school's outstanding Corrective Action Notices and certify they are closed online (via Principals Corner at: <https://www.laschools.org/new-site/my-school/principal-search>).
2. Show your teachers the "Safety Smarts Video," which can be accessed from: <https://lausd.wistia.com/medias/p7hc63uc7t>
3. Make sure your custodial staff have completed their monthly safety training.
4. Go into the Principal's Portal to certify that you have completed tasks #2 and #3.
5. Stay Safe!

Attachment A

Injury And Illness Prevention Program (IIPP) Summary

Injury and Illness Prevention Program (IIPP) Summary

Facility Name: _____ Date: _____

California Code of Regulations

Title 8, Section 3202 requires each employer to develop and implement an Injury and Illness Prevention Program (IIPP). The following is a summary of the IIPP for (facility name) _____.

The overall responsibility for ensuring the site conditions and operations is in strict compliance with applicable health and safety requirements is designated to the Site Administrator.

To ensure employees comply with applicable standards, the IIPP includes:

- Recognition/Incentive Programs.
- Disciplinary Action.
- Training/Retraining Programs.

Hazards will be assessed and corrected in the following manner:

- Safety inspections will be conducted as often as necessary, but at least two times (2) 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.

To ensure communication between employees and supervisors:

The IIPP requires that safety-related information is disseminated via District bulletins, memorandums, safety alerts or other pertinent documents. These materials will be distributed in the following manner:

- Posting on bulletin boards accessible to all employees; and
- Discussion at Safety committee meetings, staff development sessions and during new employee orientation.

Employees should report safety hazards through the following methods:

- Direct reporting of safety/health hazards to immediate supervisor.
- Presenting safety/health concerns at staff meetings.
- Informing Safety Committee representatives of the hazard.
- Informing the Site Administrator through anonymous notifications.
- Submitting an "Employee Request for Correction of Safety Hazards Form."
- Submitting an inquiry or complaint to OEHS at (213) 241-3199 or at OEHSQuestions@lausd.net.

Safety Committee is responsible for assisting the Site Administrator by:

- Meeting four (4) times per school year.
- Review and self-certify corrective action notices (CAN) issued by OEHS.
- Develop and implement safety incentives.
- Review work-related injury and illness statistics.

- Make recommendations to the Site Administrator on necessary corrective actions.
 - Conducting periodic site inspections (two (2) times per year) and correct safety hazards.
 - Conduct accident reports, regulatory notices, and workplace safety concerns.
 - Take action to resolve safety concerns.
 - Reviewing the IIPP and recommending necessary revisions to the Site Administrator.

Following an occupational injury or illness, the Site Administrator or designee will take the following steps:

- Ensure that injured personnel receive first aid or medical attention.
- Take necessary actions to prevent recurrence.
- Investigate the accident scene and interview the victim and any witnesses.
- Complete the "Incident Report Form" and submit the Incident System Tracking Accountability Reports (iSTAR).
- If medical treatment is required, complete the Workers' Compensation Claim Forms, and refer the employee to the appropriate medical provider.
- Ensure Cal/OSHA is notified within 8 hours of an employee's serious injury. Serious injuries are defined as: death, amputation, serious degree of permanent disfigurement, and/or medical transport by ambulance for any length of time. These injury types are considered serious and must be reported to the nearest Cal/OSHA District Office within 8 hours of occurrence:
 - Los Angeles: (213) 576-7451
 - Long Beach: (562) 506-0810
 - Van Nuys: (818) 901-5403
 - Monrovia: (626) 239-0369

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 chemical substances, processes, procedures, or equipment use.

Training should include the following:

- Injury and Illness Prevention Program (IIPP).
- New Employee Safety Orientation.
- Hazard Communication.
- Bloodborne Pathogens.
- Heat Illness Prevention.

The Site Administrator will ensure retention of the following documents at the facility for at least five (5) years:

- Safety inspection reports.
- Regulatory citations (Notice of Violations) and Corrective Action Notices.
- Minutes from Safety Committee meetings.
- Cal/OSHA Injury and Illness Recordkeeping Forms – 300, 300A, 301 – "Summary of Occupational Injuries and Illnesses".
- Accident Investigation reports.
- Training Records.

Attachment B

Health and Safety Training Form

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

This section to be filled out by Employee

Site Name: _____

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: _____

Employee: _____

Print Name

Signature

Date

This section to be filled out by the Site Administrator

1. Recommendation/Action Taken:

2. Referred to the Office of Environmental Health and Safety (OEHS) at (213) 241-3199.

3. Referred to the Plant Manager for immediate action.

4. Referred to Maintenance and Operations Areas: Work Service Request #: _____

5. Have the item(s) been corrected? Date: _____

6. Other (specify): _____

Signed:

Site Administrator

Date

Attachment D

LAUSD Site Inspection Checklist



LAUSD SITE INSPECTION CHECKLIST

Facility Name: _____ Inspection Date: _____

Location Code: _____ Maintenance and Operations Area: _____

1. Injury and Illness Prevention Program

Yes No N/A Comments

Safety Committee meets minimum of four (4) times per year?

IIPP inspection schedule met, a minimum of two (2) times per year?

IIPP Summary is posted?

Staff received IIPP training?

Staff received Hazard Communication training?

Staff received Bloodborne Pathogens training?

2. Emergency Preparation (REF 5451.0)

Yes No N/A Comments

Emergency preparedness plan available?

Emergency supply bin is orderly and clean?

Emergency/earthquake water changed every 3 years?

Is water treated with proper dilution ratio (REF 801.1)?

Adequate drinking water (3 gallons/person) available?

Emergency response materials (first aid kit) available?

Furniture/equipment has seismic restraints/bracing?

3. Fire and Life Safety

	Yes	No	N/A	Comments
Is the Integrated Safe School Plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site and buildings are free of fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire extinguishers available in each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire extinguishers accessible and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire extinguisher inspections conducted monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there a minimum of 3 feet of clearance around fire equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exits marked and unobstructed, and exit doors operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire lanes open and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communications available for emergency use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gates permit entry for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accessibility for special needs students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of unauthorized chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cal/OSHA required posters/notices are posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Visit [Integrated Disability Management](#) for more information.

4. Pest Management Program

	Yes	No	N/A	Comments
Free of pesticide/herbicide products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the site free of pest infestation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exclusion methods in place for pests/rodents ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integrated Pest Management handbook available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food use and food preparation areas designated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

5. Maintenance and Operations Service Requests	Yes	No	N/A	Comments
Service requests being made in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plant Manager maintains a log of service requests and Maintenance and Operations response/repair status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

BUILDINGS

6. General Building Maintenance	Yes	No	N/A	Comments
Buildings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs/gutters well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of dry rot, or water damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor covering in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
At least 18 inches of clearance for sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
At least 36 inches of clearance for electrical panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of missing and/or damaged ceiling tiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roof hatch in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of exposed electrical wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

7. Drinking Water	Yes	No	N/A	Comments
Water fountains are functional and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fixtures are clean and parts are unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water pressure is adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drinking fountains are accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water is visibly clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is water flushed every Monday morning and after long periods of inactivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

8. Graffiti	Yes	No	N/A	Comments
Free of graffiti on interior areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of graffiti on building exteriors and windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Regular graffiti removal process in place, with matching paint-over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Asbestos	Yes	No	N/A	Comments
Asbestos Management Plan on site and available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AHERA Compliance: 6-month surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
AHERA Compliance: 3-year re-inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior building components are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior building components are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Painted Surfaces	Yes	No	N/A	Comments
Interior paint is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior paint is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Peeling paint has been stabilized by Maintenance and Operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Heating, Ventilation, and Air-Conditioning (HVAC)	Yes	No	N/A	Comments
HVAC systems operable and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting and alarm systems are adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fixtures, switches, and outlets are operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Windows	Yes	No	N/A	Comments
Service call placed for broken/cracked windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Window coverings are in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Windows free of obvious safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All windows above the 1st floor only open 4 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Egress windows are unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

13. Restrooms

	Yes	No	N/A	Comments
Toilets, sinks, and urinals clean and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of offensive odors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clean fixtures, walls, floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stalls have doors with functional slide bolts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dispensers stocked with paper and soap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Daily restroom log maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lights, doors, windows, and hand dryers are operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Unlocked and accessible during working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of obvious safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deep cleaning frequency is on a 6-month interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Last date of deep cleaning: _____

14. Kitchens

(N/A for This Site)

	Yes	No	N/A	Comments
Pest problems have been managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drains are clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fly fan provided, operational and turned on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Food stored at least 6 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot water is provided in food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deep cleaning frequency is on a 6-month interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Last date of deep cleaning:</i> _____				

15. Lunch Shelters

(N/A for This Site)

	Yes	No	N/A	Comments
Free of any pest problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drains are clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roof is intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting adequate/functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heaters functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tables, trash receptacles and decks clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lunch tables are clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

16. Stairways/Hallways

(N/A for This Site)

	Yes	No	N/A	Comments
Lighting adequate and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of slippery conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lockers in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Handrails in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

17. Gyms/Locker Rooms**(N/A for This Site)**

	Yes	No	N/A	Comments
Free of odors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting adequate/functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lockers in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot water available for showers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Basketball backboards are properly attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors free of safety hazards (not slippery or peeling)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
HVAC systems operable and provide ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

18. Auditorium/Multi-Purpose Rooms**(N/A for This Site)**

	Yes	No	N/A	Comments
Lighting adequate/functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drapes and dimmer board in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of broken/loose seats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Occupancy limit sign posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roof hatch secured and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exit signs are visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exits and exit pathways are clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wheelchair lift is accessible and in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wheelchair lift is inspected weekly and log maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

19. Classrooms**(N/A for This Site)**

	Yes	No	N/A	Comments
Lighting functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness, including sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of broken furniture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Decorations are not hung from the ceiling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Extension cords are not daisy chained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Extension cords unplugged/rolled up after use, each day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food items (Breakfast In Classroom) not stored in room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of household appliances such as microwaves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

See LAUSD Bulletin C-26.**20. Shops****(N/A for This Site)**

	Yes	No	N/A	Comments
Lighting adequate and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Equipment has appropriate guards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety lines clearly painted on floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemicals are stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

21. Library**(N/A for This Site)**

	Yes	No	N/A	Comments
Lighting adequate and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shelving in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Carpet in good condition? (No stains, broken seams, etc.):

Adequate cleanliness?

22. Administrative Offices

Yes No N/A

Comments

Lighting adequate/functioning?

Adequate cleanliness?

Extension cords are not daisy chained?

Decorations are not hung from the ceiling?

Food is cleaned and removed to avoid rodents/pests?

23. Science Labs

(N/A for This Site)

Yes No N/A

Comments

No eating and drinking inside of lab?

Chemical Inventory and SDS binder available?

Adequate cleanliness and good housekeeping?

Chemicals are stored properly and safely?

Eye wash station is available and accessible?

Proper signage is posted?

24. Hopper Rooms

(N/A for This Site)

Yes No N/A

Comments

Organized?

Well stocked?

Adequate cleanliness?

Cleaning solutions approved for use at LAUSD sites?

Secondary containers are labelled/in good condition?

Chemicals stored safely and in appropriate locations?

GROUNDS

25. General Grounds Maintenance

Yes No N/A

Comments

Campus is clean, operational?

Parking lines clear?

Game lines clear?

Trash and debris removed daily?

Collection bin area is neat?

Perimeter of school site/fencing is secure?

Site free of weeds?

Sewer/storm drains clear?

Exterior lighting is functioning/adequate?

Fences/gates in good repair and secured?

Asphalt in good condition? (Free of significant cracks, holes, standing water, loose gravel):

Custodial equipment/tools (mowers, carts, etc.) in safe, operable condition (e.g., guards, brakes, etc.)?

Ensure clear unobstructed access to drinking water?

25. Play and Athletic Equipment**(N/A for This Site)**

	Yes	No	N/A	Comments
Playground equipment inspection on file at Maintenance and Operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Equipment is functional and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Playground surfacing in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Age appropriateness label is posted and legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Artificial Turf is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleachers are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

26. Landscape

	Yes	No	N/A	Comments
Tree canopies adequately raised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trees/plants adequately trimmed away from buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of obvious hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of weeds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

MAINTENANCE AND OPERATIONS**27. Hazardous Waste Management**

	Yes	No	N/A	Comments
Is waste accumulated in a D.O.T approved container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Do the containers have a Hazardous Waste label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have containers exceeded the 90-day storage limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there a security fence with lockable gate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Are the following signs posted both in English and Spanish?

"Hazardous Waste Storage Area":	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
"Authorized Personnel Only":	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
"No Smoking":	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the emergency eye wash station accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the emergency eye wash station operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the emergency shower unobstructed/accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is a fire extinguisher readily accessible and nearby?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is a spill kit accessible and located nearby?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the emergency communication system easily accessible? (Phone or hand-held two-way radio):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there adequate lighting in the Hazardous Waste Storage Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the secondary containment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there a minimum 24-inch aisle space between between containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any leaking and/or severely rusted containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any open containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are containers tightly secured and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are empty drums labeled "Empty" with The date last inspected? (Drums should be inspected at least once a year):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

28. Universal Waste Management

	Yes	No	N/A	Comments
Is waste accumulated in a D.O.T approved container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Are containers labeled with a Universal Waste Label with the following information?

Generator name and address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Contents of container (type of waste): _____

Accumulation start date: _____

Are containers: in good condition with no signs of holes, large dents, corrosion, leaking, bulking, heat stress, etc.?

Securely closed at all times, except when adding or removing waste, taking lab samples, or inspecting waste?

Prevented from ruptures or spills?

Compatible with waste being stored?

Has the one-year storage time been exceeded?

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