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# SAFETY ALERT

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No. 04-02

REPORTING SAFETY HAZARDS

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In accordance with the District's Injury & Illness Prevention Program (IIPP), Site Administrators should encourage employees to inform their managers and supervisors of potential workplace hazards. The Site Administrator will inform all employees on the procedures and that such reporting will not result in disciplinary action.

Employees should 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; and
- Reporting the condition to OEHS at (213) 241-3199 or the OEHS website at <http://achieve.lausd.net/OEHS>.

Employees may also report other environmental health and safety issues, such as indoor air quality, water quality, noise, ergonomics, etc. to OEHS at (213) 241-3199 or at the website listed above.

Site Administrators are encouraged to post this Safety Alert in an area accessible to employees.