



LOS ANGELES UNIFIED SCHOOL DISTRICT

THE SCHOOL REPAIR AND CONSTRUCTION PROGRAM

Resource Guide for Contractors

Safety Prequalification Information

- **Section-by section information to assist with Safety Prequalification Questionnaire Completion**
- **Information on Subcontractor Safety Prequalification**

Safety Resources

- **Cal/OSHA compliance information and where to get it**
- **Various safety websites – training, manufacturers, vendors, etc.**
- **LAUSD Contractor responsibilities**
- **Cal/OSHA's Injury and Illness Prevention Program - minimum requirements**
- **California's Assembly Bill 1127 and what it means to contractors**
- **Basic concepts of OSHA Recordkeeping**
- **Job Safety Analysis**
- **Competent Person requirements (partial list)**
- **Employee training requirements (partial list)**
- **OSHA 10-Hour Training Sources**
- **First Aid & CPR Training Sources**



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LAUSD SAFETY PREQUALIFICATION INFORMATION

This document is provided to assist contractors in the completion of the Safety Prequalification Questionnaire.

While every attempt has been made to provide accurate information, the laws that govern Cal/OSHA and the Labor Code are subject to change, as are internet addresses.

General comments:

- All blanks must be filled in.
- There are only three items on the Questionnaire that can be "N/A". They are the LAUSD Vendor Code, the Experience Modification Rate, and Section A, #2 – Anniversary Rating Date and Rating Bureau File Number.
 - Every other question can be answered by every contractor!

CONTRACTOR'S INFORMATION:

This section must be completely filled out.

The only blank that may be indicated as "N/A" is the LAUSD Vendor Code.

SECTION A:

Section A asks about your firm's Insurance information. This information can only be obtained from your firm's Insurance Broker, Insurance Carrier, or Insurance Agent. Neither LAUSD nor Aon can provide this information to your firm.

Not every firm will have an Experience Modification Rate ("EMR"). If your firm does not have an EMR, clearly state that in Section A.

If your firm is self-insured, please attach a copy of the latest Annual Report to the State of California Department of Industrial Relations and/or State of California Certificate of Self-Insurance.

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SECTION B:

Section B asks about your firm's SIC / NAICS code, and your firm's OSHA Incidence Rates.

All blanks must be filled out in this section – incomplete forms will not be processed.

If you do not know your firm's SIC code, one source for information is on the internet at <http://www.osha.gov/oshstats/sicser.html>. Do not list more than one SIC code – choose one that best describes your firm's work.

Data for the incidence rates comes from your Company information. Neither LAUSD nor Aon has this data.

You will need your firm's OSHA 200 Log and Summary for each of the past three calendar years (if your firm has less than 11 employees at all times, and is not required to maintain the OSHA 200, Workers' Compensation Loss Runs can be used) and the total number of hours worked by all employees of the firm for each of the past three calendar years. You will need to use the new OSHA 300 forms for 2002 and subsequent years.

All firms can compute their incidence rates. All firm's have incidence rates, even if they are "0.00".

The **Total Case Incidence Rate** is based on the total number of OSHA Recordable cases (injuries and illnesses) for a calendar year. If you are not sure what defines a recordable case is, information on evaluating the OSHA recordability of a case can be obtained from Cal/OSHA Consultation or the following page on the Federal OSHA website: www.osha-slc.gov/rkeep_toc/rkeep_toc_by_sect.html.

The **Lost Workday Case Incidence Rate** is based on the number of lost workday cases. Lost workday cases are cases in which the employee (a) is not able to work at all due to the injury or illness, or (b), not able to perform his/her normal duties (such as having restrictions on what they can perform, or being transferred to another job, due to the injury or illness).

The **No Lost Workday Case Incidence Rate** is based on the number of no lost workday cases. No lost workday cases are cases in which an employee receives medical treatment beyond normal first-aid, and returns to work with no time lost (beyond the day of the onset of the injury or illness).

The OSHA Total Case Incidence Rate for a given year is:

$$\frac{(\# \text{ of total cases [Column "A"]}) \times (200,000)}{(\text{company hours worked})}$$

The OSHA Lost Workday Case Incidence Rate for a given year is:

$$\frac{(\# \text{ of cases with lost workdays [Column \#2 + Column \#9]}) \times (200,000)}{(\text{company hours worked})}$$

The OSHA No Lost Workday Case Incidence Rate is for a given year is:

$$\frac{(\# \text{ of cases without lost workdays [Column \#6 + Column \#13]}) \times (200,000)}{(\text{company hours worked})}$$

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- Do not use the number of lost workdays in these three calculations.
- Rates are not a "%", nor should the number be similar to "0.00024".
- To verify your calculations for a given year; check your math as follows:

$$\text{Lost Workday Case Rate} + \text{No Lost Workday Case Rate} = \text{Total Case Incidence Rate}$$

Some sample calculations:

A company has 3 OSHA recordable injuries, and therefore 3 entries on their OSHA 200 Log for a given year. One of the cases was a lost-workday injury. Two cases did not involve lost workdays. The company worked 50,000 hours that year.

The Total Case Incidence Rate is: $(3 \times 200,000) / 50,000 = 12$

The Lost Workday Case Incidence Rate is: $(1 \times 200,000) / 50,000 = 4$

The No Lost Workday Case Incidence Rate is: $(2 \times 200,000) / 50,000 = 8$

A company has 1 OSHA recordable injury which did not involve lost workdays. The company worked 50,000 hours that year.

The Total Case Incidence Rate is: $(1 \times 200,000) / 50,000 = 4$

The Lost Workday Case Incidence Rate is: $(0 \times 200,000) / 50,000 = 0$

The No Lost Workday Case Incidence Rate is: $(1 \times 200,000) / 50,000 = 4$

Please note that Cal/OSHA can issue citations for recordkeeping violations.

(Information on determining whether or not a case is OSHA-recordable is found at the back of this package)

SECTION C:

Section C asks about your firm's OSHA citation history.

If you are unsure of your firm's history, you may research your firm's history at the Federal OSHA website. Go to www.osha.gov. Select "Library/Reading Room". Select "Statistics and Inspection Data". Select "Establishment Search". Enter your firm's name to search the database.

OSHA citations are public records.

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SECTION D:

The 25 questions in Section D are derived from the Cal/OSHA regulations and the California Labor Code, and apply to all California employers. It is by no means a complete review of your firm's compliance efforts.

This is very important to understand – that means that **failure to have these programs, procedures and documents in place could result in a monetary, or in some cases, criminal, penalty against you or your company.**

By each question, you will see a number, or "LC" followed by a number. The number indicates the Cal/OSHA Standard that the question is derived from. "LC" followed by a number indicates the California Labor Code Section that the question is derived from. The regulations and codes can be accessed for free on the internet.

If your firm does not understand what the question is asking, or what it means that you as an employer must do, you may choose to contact the California OSHA Consultation Service, your firm's Workers' Compensation Insurance Carrier, or an independent Safety Consultant for further information.

EVALUATION OF THE QUESTIONNAIRE AND APPLICATION FOR PREQUALIFICATION:

Evaluation of your firm's questionnaire includes:

- Section A
- Section B
- Section C
- Section D
- The following items are referenced in Section E, and are evaluated by LAUSD/Aon upon receipt of the Questionnaire.
 - Claims history of your firm and it's subcontractors on LAUSD OCIP Projects
 - Loss Control Surveys generated for your firm on LAUSD OCIP Projects
 - Non-Compliance Items of your firm and it's subcontractors on LAUSD Projects
 - Past compliance with the requirements of the LAUSD OCIP Safety Standards, including responses to requests for information.
- The review period is the first day of the first full month of the Enrollment Period in which your firm most recently prequalified. For example, if your firm prequalified effective April 1, 2002, the review period for your next prequalification in the first quarter of 2003 begins January 1, 2002, and ends on the date that your Questionnaire is initially processed.

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SOURCES FOR CAL/OSHA & GENERAL SAFETY INFORMATION

YOUR FIRM'S REGULAR WORKERS' COMPENSATION INSURANCE CARRIER MAY PROVIDE YOUR FIRM WITH FREE ASSISTANCE – CHECK WITH YOUR CARRIER.

CAL/OSHA CONSULTATION SERVICE:

The Cal/OSHA Consultation Service provides assistance to employers about workplace safety and health issues. Consultative assistance is provided to employers on-site visits, telephonic technical support, and through publications and educational outreach. All services provided by Cal/OSHA Consultation are provided free of charge to California employers.

If you are an employer who wishes to obtain assistance from Cal/OSHA Consultation, or want to learn more about what services are available, you can do so by calling the Toll-Free Assistance Number, 1-800-963-9424. If you want to arrange an on-site visit or obtain technical information, you can contact the [Cal/OSHA Consultation Area Office](#) nearest your workplace or you can email them at InfoCons@dir.ca.gov.

CAL/OSHA CONSULTATION SERVICE OFFICES (Southern CA):

- | | | |
|--|----------------------------|------------------|
| • 434 w. 4 TH Street, Suite 339 | San Bernardino, CA 92410 | 909 / 383 - 4567 |
| • 7827 Convoy Court, Suite 406 | San Diego, CA 92111 | 858 / 467 – 4048 |
| • 10350 Heritage Park Drive, Suite 201 | Santa Fe Springs, CA 90670 | 562 / 944 – 9366 |
| • 6150 Van Nuys Blvd., Suite 307 | Van Nuys, CA 91401 | 818 / 901 – 5754 |
| • Toll-free Assistance Number | | 800 / 963 - 9424 |

CAL/OSHA INFORMATION ON THE INTERNET:

- | | |
|-----------------------|---|
| CAL DIR Homepage | www.dir.ca.gov |
| CAL/OSHA Homepage | www.dir.ca.gov/DOSH/dosh1.html |
| CAL/OSHA Publications | www.dir.ca.gov/DOSH/puborder.asp |

Most publications are available at the nearest Cal/OSHA Consultation Service office. Some publications may be printed directly from the website.

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Some recommended publications:

- **User's Guide to CAL/OSHA**
- **Pocket Guide for the Construction Industry**
- **Confined Space: Is it Safe to Enter?**
- **Construction Safety and Health Poster**
- **Electrical Safety**
- **Guide to California Hazard Communication Regulation**
- **Guide to Developing Your Workplace Injury & Illness Prevention Program**
- **Lockout/Blockout**
- **Access to Medical and Exposure Records**
- **California Posting Requirements**
- **Emergency Telephone Numbers**
- **Operating Rules for Industrial Trucks**
- **Safety and Health Protection On The Job (Cal/OSHA poster)**
- **Setting Up A Tailgate/Toolbox Safety Meeting**

Construction Employers should, at minimum, have the following Subchapters (regulations which apply to construction) from Title 8, California Code of Regulations, Chapter 4 – Division of Industrial Safety:

- *Subchapter 4 = Construction Safety Orders*
- *Subchapter 5 = Electrical Safety Orders*
- *Subchapter 7 = General Industry Safety Orders*

CAL/OSHA Standards may be accessed at no charge on the internet by selecting the following:

- (1) go to the CAL/OSHA homepage
- (2) select "Division of Occupational Safety & Health"
- (3) select "Title 8" at the bottom of the page
- (4) You may then search for a particular regulation, OR
- (5) Select "Chapter 4 – Division of Industrial Safety"
 - Subchapter 4 = Construction Safety Orders
 - Subchapter 5 = Electrical Safety Orders
 - Subchapter 7 = General Industry Safety Orders

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CAL/OSHA STANDARDS IN PRINTED FORM are available for purchase from:

Barclays Law Publishers (Official State Publisher)
50 California Street
San Francisco, CA 94111
800 / 888 – 3600

BNI (Building News, Inc.)
1612 S. Clementine
Anaheim, CA 92801
714 / 517 – 0970
(Construction standards only!)

RECORDKEEPING INFORMATION (OSHA 200 LOG AND RECORDKEEPING GUIDELINES):

www.osha-slc.gov/rkeep_toc/rkeep_toc_by_sect.html

FEDERAL OSHA INFORMATION AVAILABLE ON THE INTERNET: www.osha.gov

SIC CODE INFORMATION ON THE INTERNET: www.osha.gov/cgi-bin/sic/sic5

HAZARD COMMUNICATION PROGRAM INFORMATION:

The California OSHA Hazard Communication Standard is 8 CCR 5194. It is found in Subchapter 7 – General Industry Safety Orders (see the Cal/OSHA information sheet for directions to this regulation on the internet). The purpose of the Hazard Communication Program is "...to ensure that the hazards of all chemicals ... are evaluated, and that information concerning their hazards is transmitted to employees and employers."

Cal/OSHA Consultation or your firm's Workers' Compensation insurance carrier may be able to assist your firm in the development of a Hazard Communication Program. There is also a publication available from the Cal/OSHA publications webpage and Cal/OSHA Consultation.

INJURY AND ILLNESS PREVENTION PROGRAM ("IIPP") INFORMATION:

A written and effective Injury and Illness Prevention Program is a requirement for all California employers. The specific regulation is found in 8CCR3203.

Construction employers should have an **IIPP for High Hazard Employers**.

The following may assist your firm further in this area:

- Cal/OSHA Consultation Service
- Publications available on the Cal/OSHA publications webpage
- Your firm's regular Workers' Compensation insurance carrier

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Some Safety Websites & Manufacturers Websites:

This list is provided as a courtesy, and is by no means a complete list of organizations, associations and manufacturers in the area of safety. This list is not an advertisement or endorsement for any of the entities listed. Please note that the internet is dynamic – some of these addresses change without notice.

http://osha.ucsd.edu	OSHA Training Institute at University of California – San Diego. Various OSHA safety training courses, including OSHA 10 and 30 Hour Construction Outreach Training.
www.scaffold.org	Scaffold Industry Association – scaffolds / boom lifts / scissor lifts – safety training and information
www.nsc.org	National Safety Council
www.cal-osha.com	Cal/OSHA Reporter
www.compliancemag.com	Compliance Magazine (OSHA compliance and safety topics)
www.osha.gov	Federal OSHA home page
www.dir.ca.gov	CA Division of Industrial Relations home page
www.dir.ca.gov/Title8/1938a.html	Cal/OSHA's sample "Code of Safe Practices" is found on Plate A-3
www.cdc.gov/niosh	National Institute for Occupational Safety & Health
www.buildsafe.org	Construction Safety Council
www.nahb.org	National Association of Home Builders
www.ilpi.com/msds/	Material Safety Data Sheets
www.oshonline.com	Occupational Safety & Health magazine
www.pp.okstate.edu/ehs/LINKS/topindx.htm	Oklahoma State University's Online Safety Library
www.osha-slc.gov/OshDoc/Additional.html	Federal OSHA Publications – publications that deal with specific standards and procedures! (can be accessed via www.osha.gov)
www.liftlink.com	Cranes / rigging / manlifts / etc.
www.labsafety.com	Lab Safety Supply (safety supplies, training, compliance aids, etc.)
www.jjkeller.com	J. J. Keller & Assoc. (safety supplies, training, compliance aids, etc.)
www.agc.org	Associated General Contractors of America
www.enr.com	Engineering News Record magazine (lots of links)
www.abc.org	Associated Builders & Contractors of America
www.roofonline.org	National Roofing Contractors Association
www.cdc.gov/NIOSH/elcosh/elcoshom.html	Electronic Library of Construction Occupational Safety & Health (lots of information & links, also has training materials)
www.scif.com	State Compensation Insurance Fund (California "State Fund"), toolbox safety meetings, etc.

Some Personal Protective Equipment Manufacturers and Dealers:	(contact Main Office for local dealers / representatives)	Website:
Elk River (fall protection)	1-800-633-3954	Www.elkriver.com
DBI / Sala (fall protection)	1-800-328-6146	Www.dbisala.com
Rose Mfg. (fall prot. & other PPE)	1-800-672-2222	www.msanet.com
Miller Equipment (fall prot. & other PPE)	1-800-645-5373 ext. 2038 (fall prot.)	www.cdalloz.com
Aros, Inc. (fall protection)	1-800-388-9279	Www.safety.aros.net
Roofmaster (roofing safety, etc.)	323-261-5122	www.roofmaster.com

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OTHER SOURCES OF SAFETY AND LOSS CONTROL INFORMATION:

includes those previously mentioned, and:

- **Cal/OSHA Consultation Service**
- **Your firm's Workers' Compensation Insurance Carrier**
- **Your firm's Workers' Compensation Insurance Broker (if applicable)**
- **Safety Consultants**
- **Contractor's Associations your firm may be a member of (NUCA, NECA, AGC, ABC, etc.)**
- **LAUSD/Aon Safety & Prequalification Line, 1-888-650-4266**

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LOS ANGELES UNIFIED SCHOOL DISTRICT SCHOOL REPAIR AND CONSTRUCTION PROGRAM CONTRACTOR'S RESPONSIBILITIES NOTICE

CONTRACTOR: _____ DATE: _____

SCHOOL: _____ CONTRACT #: _____

FROM: LAUSD OCIP Safety

This document serves as a reminder of the Contractor's responsibilities under the LAUSD OCIP. It is a brief summary of the Contractor's responsibilities from the LAUSD OCIP Insurance Manual and Safety Standards. This document does not replace or modify those documents.

1. Contractor is responsible for the actions (as they relate to students, school staff, employees and the public) and safety of it's employees, Subcontractors, and vendors (while on school property for the benefit of the Contractor).
2. Contractor is responsible to safety prequalify all subcontractors in accordance with LAUSD procedures prior to entering into a contract with the Subcontractor. Contractor understands that evidence of Subcontractor prequalification in accordance with LAUSD requirements is subject to review upon request.
3. Contractor is responsible to provide Subcontractors with a copy of the LAUSD OCIP Insurance Manual and Safety Standards, and to include LAUSD OCIP provisions in the Subcontract Agreement.
4. Contractor is responsible for the enrollment of eligible Subcontractors in the LAUSD OCIP. Contractor is responsible for verifying (and having evidence of coverage available for review) Subcontractor and vendor insurance in accordance with the requirements of the Contract.
5. Contractor is responsible for Contractor and Subcontractor compliance with insurance, claim reporting and safety procedures as established in the Contract.

Contractor/Subcontractor is responsible to report claims to LAUSD/Aon using the SAF-3 form (found in the Safety Standards) no later than 24 hours after knowledge of the incident or injury. This requirement is in addition to the notification to the insurance carrier.

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6. The Contractor has the primary responsibility for the safety of its employees, its Subcontractors, the public, and the work site in general. The Contractor shall comply with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSH Act, and the *California Code of Regulations, Title 8*. The Contractor shall comply with the Cal/OSHA Safety Orders (California Code of Regulations, Title 8), and Title 29 Code of Federal Regulations (29 CFR) and/or the LAUSD Construction Safety Standards of the Contract, whichever is most stringent.
7. Contractor is responsible to have a Safety Representative on site at all times in accordance with the "Contractor's Responsibilities" section of the LAUSD Safety Standards. This person is to have, at minimum:
 - ◆ The authority to stop work when safety problems are identified.
 - ◆ The authority to implement corrective actions.
 - ◆ Construction experience.
 - ◆ Training and certification in the OSHA Construction Outreach 10/30 Hour Programs.
 - ◆ Training and certification in First Aid and CPR.
8. Contractor is responsible to have a Competent Person on site for operations and exposures as required by Cal/OSHA standards. Documentation of training is to be available for review upon request.
9. Contractor is responsible to
 - (a) review LAUSD OCIP Loss Control Surveys,
 - (b) ensure appropriate corrective action is taken, and
 - (c) provide an appropriate and timely response as required.
10. Contractor is responsible to provide adequate first aid supplies at the project, as well as ensuring that an adequate number of first aid and CPR trained individuals are at the project per Cal/OSHA requirements.
11. Contractor is responsible to post the LAUSD OCIP Wall Card at the project, and to ensure that all Contractor and enrolled Subcontractor personnel are aware of the existence and purpose of the Wall Card, and what to do in the event of an employee injury.

Contractor is reminded that alternate emergency phone numbers (other than 911) are to be provided if all phones on the project are cell phones.

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12. Contractor is responsible for the proper training of it's employees, and to ensure that Subcontractor employees, and in some cases, vendors are properly trained. Training includes, but are not limited to:
 - First aid and CPR,
 - Weekly tool box safety meetings for craft personnel,
 - Training as required by specific Cal/OSHA standards (such as Hazard Communication, Fall Protection, boom & scissor lifts, fork lifts, powder-actuated tools, excavation safety, confined spaces, etc.),
 - Task-specific training as required,
 - Project-specific site safety orientation for all employees on the project, to include at minimum:
 - LAUSD Safety Rules and Regulations
 - Site-specific emergency procedures, including the LAUSD OCIP procedures to be followed in the event of an employee injury
 - School-specific procedures noted at the Job Start Meeting.
 - Contractor is responsible to maintain documentation of training for Contractor's personnel as noted above available for review upon request. Contractor is responsible to ensure that Subcontractors (and vendors when applicable) maintain training documentation, and that it is available for review upon request.

13. Contractor is reminded that deficiencies in the following areas (in addition to those contained in this notice, and those described in the Safety Standards and Secion E of the Prequalification Questionnaire) may adversely effect the Contractor's Safety Prequalification status:
 - Failure of the Contractor or its Subcontractors to comply with OSHA regulations (including OSHA citations) or LAUSD Safety Standards
 - Adverse claims and/or insurance history of the Contractor or its Subcontractors
 - LAUSD Loss Control Survey and Non-Compliance Item history of the Contractor and its Subcontractors
 - Failure to provide documentation as requested

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GENERAL & PRIME CONTRACTORS: SUBCONTRACTOR SAFETY PREQUALIFICATION INFORMATION

Prime contractors are responsible to ensure that all subcontractors of all tiers are safety prequalified. Prime contractors are bound to this requirement by contract with LAUSD - each subcontractor must be safety prequalified before contracting with them. Subcontractors are not prequalified by LAUSD.

Prime contractors are responsible to ensure that subcontractors are safety prequalified by:

- (a) prequalifying them using the instructions found in the Prequalification Questionnaire, or
- (b) providing evidence that they are already safety prequalified by LAUSD (this would be in the form of a Prequalification Letter from LAUSD FCA for firms that also bid Formal Contracts, or a Prequalification Notice from LAUSD/Aon for firms that also bid Informal Contracts).

If (a) above applies, you must obtain and evaluate Safety Prequalification Questionnaires from each of your non-prequalified subcontractors - and their subcontractors, too! Follow the Scoring Instructions in the Prequalification Questionnaire. The Scoring Instructions are found on the pages following the Safety Prequalification Questionnaire forms.

Q: How can I verify my potential subcontractor's information in Section A? Is the EMR correct? Does the company really have an EMR?

A: Potential subcontractors can provide you with information from their Workers Compensation insurance carrier, or their insurance broker, which clearly shows their EMR – or that they do not have one. All potential subcontractors that have Workers' Compensation coverage can provide documentation for this information.

Q: How do I know if the incidence rates in Section B are correct?

A: Potential subcontractors with 11 or more total employees at any time during the year are required by law to complete and maintain the OSHA 200 Log and Summary. They can provide you with copies of their logs. You can review the Logs, and calculate their rates yourself using the Logs and their company hours.

Insurance Loss Runs may be requested from subcontractors not required to maintain the OSHA 200.

Information on the recordability of cases for the years up to and including 2001 is found on pages 17-20 of this guide. For 2002, you must refer to the Cal/OSHA Form 300 and related publications (details on how to obtain this information is contained in this Resource Guide).

Q: How do I know if the potential subcontractor really doesn't have any serious, willful, repeat, or failure to abate OSHA citations?

A: OSHA citations are public information. You may go to the OSHA website at www.osha.gov, and research the potential subcontractor's history by selecting "Statistics and Inspection Data" under Library and Reading Room.

The easiest way to do this is by doing an establishment search using the potential subcontractor's legal business name. You may also try using only a part of the name as well, this generates more results.

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Construction Services Group

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Q: How do I know that my potential subcontractor really has everything they say they have in Section D? They answered "yes" to most of the questions, but I want to be sure.

A: Ask the potential subcontractor to provide documentation for the "yes" answers.

Keep in mind the following:

- As a general/prime contractor, your firm is responsible for your subcontractors under the LAUSD contract, and also according to Cal/OSHA and the California Labor Code.
- The Questions in Section D are derived from Cal/OSHA regulations and the California Labor Code. They were not created just for LAUSD work. Contractors can be subject to civil penalties for not having, or not complying with, many of the programs, policies, and procedures covered in Section D.

Q: Can my subcontractor already have evidence of LAUSD Safety Prequalification?

A: Yes. Some contractors work as subcontractors to Prime/General Contractors, and also perform work directly for LAUSD.

Those contractors would have:

- a letter of Safety Prequalification from LAUSD/Aon, or
- a letter of Prequalification from LAUSD Formal Contracts Administration.

The letter can serve the General Contractor as evidence of Prequalification. In both cases, the letter will show the Prequalification expiration date. If the letter provided by the subcontractor shows that their Prequalification has expired, then the General Contractor must Prequalify the subcontractor using the forms and procedures provided in the Questionnaire.



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ASSEMBLY BILL 1127 & WHAT IT MEANS TO YOU – SOME THINGS YOU SHOULD KNOW:

Multi-employer Projects: Citations may be issued to the following employers when Cal/OSHA has evidence that an employee was exposed to a hazard in violation of any enforceable standard:

- Employer who exposed employees to it.
- Employer who created it.
- Employer contractually responsible for the worksite (GC, CM, Owner).
- Employer responsible for correcting it.

Note: Employers may be cited whether or not their own employees were exposed to the hazard.

Possible Cal/OSHA Penalties:

- | | |
|--|--|
| • Willful Violation (without death/impairment) | Maximum of \$70,000 |
| • Serious Violation | Maximum of \$25,000, minimum of \$18,000 |
| • Repeat Violation | Maximum of \$70,000 |
| • General Violation | Maximum of \$7,000 |
| • False Statements | Maximum of \$70,000, plus imprisonment |

Serious Violation defined: one where "Substantial probability that death or serious physical harm could result from the violation". Increases the possibility of a serious violation

Serious Violations - Criminal Penalties: Every employer, officer, management official, or supervisor having direction, management, control or custody of any employment, place of employment or other employee is guilty of misdemeanor for knowingly, negligently, or repeatedly violating any standard, order, or special order, if the violation is serious.

Willful Violation: Evidence shows the employer committed an intentional and knowing violation ... and the employer is conscious of the fact that what they are doing constitutes a violation, or are aware that a hazardous condition exists and no reasonable effort was made to eliminate the hazard.

Willful Violations Causing Death or Prolonged/Permanent Impairment:

Any employer or employee having direction, management, control or custody of any employment, place of employment, or other employee guilty of a willful violation that results in death or permanent or prolonged impairment is subject to:

- County jail term up to 1 year and/or up to \$100,000 fine
- State prison for 16-36 months and/or up to \$250,000 fine
- Corporate fine up to \$1,500,000

"Egregious Violation" - willful violation where the employer has exhibited flagrant bad faith or an intentional disregard. Penalties assessed on a violation-by-violation basis, or, penalty assessed according to the number of employees exposed. In other words - each exposure is a separate violation. Example:

- During a job site inspection, OSHA sees that 20 employees were not wearing eye protection - but should have been.
- OSHA could issue 20 separate eye protection violations.
- 20 X \$18,000 = \$360,000

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INJURY AND ILLNESS PREVENTION PROGRAM – REQUIRED MINIMUM CONTENTS:

California Code of Regulations, Title 8, Section 3203. Injury and Illness Prevention Program.
Subchapter 7, General Industry Safety Orders, Group 1. General Physical Conditions and Structures Orders

§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.
 - (A) When the Program is first established;
 - (B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
 - (C) Whenever the employer is made aware of a new or previously unrecognized hazard.
- (5) Include a procedure to investigate occupational injury or occupational illness.
- (6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:
 - (A) When observed or discovered; and,
 - (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area

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except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

- (7) Provide training and instruction:
- (A) When the program is first established;
 - (B) To all new employees;
 - (C) To all employees given new job assignments for which training has not previously been received;
 - (C) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
 - (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,
 - (F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

- (1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

- (2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

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THIS SECTION APPLIES FOR RECORDKEEPING IN THE YEARS UP TO AND INCLUDING 2001:

OSHA Record Keeping Guidelines Chapter Number: SUMM

Chapter Title: Recordkeeping Summary

Recordkeeping Summary

Basic recordkeeping concepts and guidelines are included with instructions on the back of form OSHA No. 200. The following summarizes the major recordkeeping concepts and provides additional information to aid in keeping records accurately.

General concepts of recordability

1. An injury or illness is considered work related if it results from an event of exposure in the work environment. The work environment is primarily composed of: (1) The employer's premises, and (2) other locations where employees are engaged in work-related activities or are present as a condition of their employment. When an employee is off the employer's premises, work relationship must be established, when on the premises, this relationship is presumed. The employer's premises encompass the total establishment. This includes not only the primary facility, but also such areas as company storage facilities, cafeterias, and rest rooms. In addition to physical locations, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.
2. All work-related fatalities are recordable.
3. All recognized or diagnosed work-related illnesses are recordable,
4. All work-related injuries requiring medical treatment or involving loss of consciousness, restriction of work or motion, or transfer to another job are recordable.

Analysis of injuries

Recordable and nonrecordable injuries. Each case is distinguished by the treatment provided; i.e., if the injury was such that medical treatment was provided or should have been provided, it is recordable; if only first aid was required, it is not recordable. However, medical treatment is only one of several criteria for determining recordability. Regardless of treatment, if the injury involved loss of consciousness, restriction of work or motion, or transfer to another job, the injury is recordable.

Medical treatment. The following procedures are generally considered medical treatment, Injuries for which this type of treatment was provided or should have been provided are almost always recordable if the injury IS work related:

- Treatment of INFECTION
- Application of ANTISEPTICS during second or subsequent visit to medical personnel
- Treatment of SECOND OR THIRD DEGREE BURN(S)
- Application of SUTURES (stitches)
- ◆ * Application of BUTTERFLY ADHESIVE DRESSING(S) or STERI STRIP(S) in lieu of sutures
- Removal of FOREIGN BODIES EMBEDDED IN EYE
- Removal of FOREIGN BODIES FROM WOUND; if procedure is COMPLICATED because of depth of embedment, size, or location

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- Use of PRESCRIPTION MEDICATIONS (except a single dose administered on first visit for minor injury or discomfort)
- Use of hot or cold SOAKING THERAPY during second or subsequent visit to medical personnel
- Application of hot or cold COMPRESS(ES) during second or subsequent visit to medical personnel
- CUTTING AWAY DEAD SKIN (surgical debridement)
- Application of HEAT THERAPY during second or subsequent visit to medical personnel
- Use of WHIRLPOOL BATH THERAPY during second or subsequent visit to medical personnel
- POSITIVE X-RAY DIAGNOSIS (fractures, broken bones, etc.)
- ADMISSION TO A HOSPITAL or equivalent medical facility FOR TREATMENT.

First aid treatment. The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- Application of ANTISEPTICS during first visit to medical personnel
- Treatment of FIRST DEGREE BURN(S)
- Application of BANDAGE(S) during a visit to medical personnel
- Use of ELASTIC BANDAGE(S) during first visit to medical personnel
- Removal of FOREIGN BODIES NOT EMBEDDED IN EYE if only irrigation is required
- Removal of FOREIGN BODIES FROM WOUND; if procedure is UNCOMPLICATED, and is, for example, by tweezers or other simple technique
- Use of NONPRESCRIPTION MEDICATIONS AND administration of single dose of PRESCRIPTION MEDICATION on first visit for minor injury or discomfort
- SOAKING THERAPY on initial visit to medical personnel or removal of bandages by SOAKING
- Application of hot or cold COMPRESS(ES) during first visit to medical personnel
- Application of OINTMENTS to abrasions to prevent drying or cracking
- Application of HEAT THERAPY during first visit to medical personnel
- Use of WHIRLPOOL BATH THERAPY during first visit to medical personnel
- NEGATIVE X-RAY DIAGNOSIS
- OBSERVATION of injury during visit to medical personnel.

The following procedure, by itself, is not considered medical treatment:

- Administration of TETANUS SHOT(S) or BOOSTER(S).

However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be recordable for other reasons.

Reminder: Work-related injuries requiring only first aid treatment and that do not involve any of the conditions in item 4 above, are not recordable.

Revision Date: Mar 8 1999

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THIS SECTION APPLIES FOR RECORDKEEPING IN THE YEARS UP TO AND INCLUDING 2001:

EXCERPTS FROM OSHA Record Keeping Guidelines **Chapter VI. Evaluating the Extent of Recordable Cases**

Once the employer decides that a recordable injury or illness has occurred, the case must be evaluated to determine its extent or outcome. 29 CFR Part 1904.12(c) provides the three categories of recordable cases: Fatalities, lost workday cases, and cases without lost workdays. Every recordable case must be placed in only one of these categories.

B. Lost workday cases

Parts 1904.12(c)(2) and 1904.12(f) of the regulations provided the definition of lost workday cases. These cases are generally the most serious nonfatal injuries and illnesses. They occur when the injured or ill employee experiences either days away from work, days of restricted work activity, or both. In these situations, the injured or ill employee is affected to such an extent that: (1) Days must be taken off from the job for medical treatment or recuperation; or (2) the employee is unable to perform his or her normal job duties over a normal work shift, even though the employee may be able to continue working.

Injuries and illnesses are not considered lost workday cases unless they affect the employee beyond the day of injury or onset of illness. When counting the number of days away from work or days of restricted work activity, do not include: (1) The initial day of injury or onset of illness, or (2) any days on which the employee would not have worked even though able to work (holidays, vacations, etc.).

1. Lost workday cases involving days away from work are cases resulting in days the employees would have worked but could not because of the job-related injury or illness. The focus of these cases is on the employee's inability, because of injury or illness, to be present in the work environment during his or her normal work shift.

2. Lost workday cases involving days of restricted work activity are those cases where, because of injury or illness, (1) the employee was assigned to another job on a temporary basis, or (2) the employee worked at a permanent job less than full time, or (3) the employee worked at his or her permanently assigned job but could not perform all the duties normally connected with it.

Restricted work activity occurs when the employee, because of the job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the normal workday or shift. The emphasis is on the employee's inability to perform normal job duties over a normal work shift.

(NOTE: NOT ALL OF THE QUESTIONS AND ANSWERS IN CHAPTER VI ARE REPRODUCED HERE)

- B-1. Q. An employee is injured at the beginning of the normal work shift and misses the remainder of the workday. Is this a lost workday case?
- A. This would not constitute a lost workday case unless the employee was unable to perform his or her normal work duties on a subsequent workday or work shift. Injuries and illnesses are not considered lost workday cases unless they affect the employee beyond the day of injury or onset of illness.

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- B-3. Q. If normal work schedules encompass overtime (6 days), are the overtime days counted as lost workdays?
A. Yes. If the employee would have worked the overtime days had he or she not been injured, then the days should be counted.
- B-18. Q. Suppose that an employee experiences a minor work injury-requiring first aid only-but the injury is such that the person cannot perform normal duties for 2 or 3 days. Is the case recordable? If so, how should the case be recorded?
A. Such a case would be recordable because it meets 1 of the 4 requirements for recording injuries: Restriction of work or motion. Once recorded, the case should be classified as a lost workday case involving days of restricted work activity.
- B-20. Q. Why must lost workdays be recorded for an injured worker on light duty, when the employer still gets a day's work from the employee?
A. The workdays that are counted are those on which the employee was unable to contribute a full day's work on all parts of his or her permanent job.
- B-21. Q. How are partial lost workdays recorded?
A. ... For OSHA recordkeeping purposes, each partial workday lost is counted as one full day of restricted work activity. Fractions are not used.

C. Cases not involving lost workdays

These cases consist of the relatively less serious injuries and illnesses which satisfy the criteria for recordability listed in chapter V, but which do not result in death or require the affected employee to have days away from work or days of restricted work activity beyond the date of injury or onset of illness.

- C-1. Q. If nonfatal cases without lost workdays are not considered to be serious injuries or illnesses, why record them at all?
A. Although generally not considered the most serious injuries and illnesses, recognizing and preventing these cases was considered important by Congress when it initially promulgated the Occupational Safety and Health Act of 1970. Identification of these frequently occurring cases still has important safety and health implications, and is often linked to the prevention of more serious injuries.
- C-2. Q. Is it possible for an employee to experience restricted work activity and have the case recorded only as a nonfatal case without lost workdays?
A. Yes, if the restriction does not go beyond the day of injury or onset of illness.

Revision Date: Mar 8 1999

NOTE: THIS IS NOT A FULL TEXT OF THIS CHAPTER. IT HAS BEEN EDITED TO PROVIDE AN OVERVIEW OF THE TOPIC, AND IS NOT TO BE INTENDED TO BE A COMPREHENSIVE GUIDE FOR THIS TOPIC. REFER TO THE FULL TEXT ON THE FEDERAL OSHA WEBSITE, OR CONTACT CAL/OSHA FOR ADDITIONAL INFORMATION.



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RECORDKEEPING CHANGES EFFECTIVE JANUARY 1, 2002:

Effective January 1, 2002 the OSHA 200 Form and related recordkeeping rules were replaced by the new OSHA 300 and Cal/OSHA 300 forms.

The OSHA(Cal/OSHA) 300 will be needed to complete Prequalification Questionnaires beginning with the first quarter of 2003.

For 2003 Prequalification, you will need your OSHA(Cal/OSHA) 300 from 2002, and your OSHA 200's from 2001-2000.

For 2004 Prequalification, you will need your OSHA(Cal/OSHA) 300's from 2003-2002, and your OSHA 200 from 2001.

Beginning in 2005, all information will be derived from the past three years' OSHA(Cal/OSHA) 300 Logs.

Information regarding the OSHA 300 form and the new recordkeeping regulations can be obtained from the Federal OSHA website at www.osha.gov.

Information regarding the Cal/OSHA 300 and the new Cal/OSHA recordkeeping regulations can be obtained from the following sources:

- ♦ Cal/OSHA Consultation Service offices (addresses previously listed)
- ♦ Cal/OSHA's Publication Page on their website has three publications available:
- ♦ http://www.dir.ca.gov/dosh/dosh_publications/cal_fed.html
 - ♦ This highlights the differences between Federal OSHA and Cal/OSHA recordkeeping
- ♦ http://www.dir.ca.gov/dosh/dosh_publications/RecKeepOverview.pdf
 - ♦ This is the Cal/OSHA 300 recordkeeping overview
- ♦ http://www.dir.ca.gov/dosh/dosh_publications/oshalog300.pdf
 - ♦ This is the new Cal/OSHA 300 Log in Adobe .pdf format.
- ♦ http://www.dir.ca.gov/dosh/dosh_publications/oshalog300.xls
 - ♦ This is the new Cal/OSHA 300 Log in Microsoft Excel format.



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JOB SAFETY ANALYSIS (JSA)

- A **Job Safety Analysis (JSA)** is to be developed for all hazardous tasks and operations. The JSA is a task driven document to ensure that every job task receives proper safety planning prior to beginning work.
- JSA's are to be completed by a supervisor familiar with the task to be performed. A particular task is chosen and employees begin to identify potential hazards associated with performing the task.
- Completed JSA's are to be kept and used during tail gate safety meetings and/or the next time this task is performed.
- Utilizing the JSA form contained in Appendix A of these standards, follow these basic steps:
 - (1) **Select the job to be analyzed.** Use the following factors as a guide in selecting jobs to be analyzed, remembering that those with the worst accident experience shall be evaluated first.
 - (A) Frequency of accidents
 - (B) Disabling injuries.
 - (C) Potential for severe injury.
 - (D) New operations/jobs.
 - (2) **Break the job down into successive steps.** (Avoid marking the break down too detailed or too general)
 - (A) Select an experienced and cooperative employee to perform the job.
 - (B) Explain the purpose of the analysis.
 - (C) Observe the employee as the job is performed.
 - (D) Record each job step in the breakdown.
 - (E) Review with the employee and seek comments.
 - (3) **Identify the hazards and the potential accidents.**
 - (A) Is there a danger of striking again, being stuck by, or incurring other injurious contact with an object.
 - (B) Can the work be caught in, between, or by objects?
 - (C) Is there a potential slip, trip, or fall hazard?
 - (D) Are the strain exposures from pushing, pulling, reaching, twisting or lifting?
 - (E) Are there environmental hazards in the form of gases, vapors, fumes, mists, or dusts?
 - (4) **Develop ways to eliminate hazards and prevent potential accidents.**
 - (A) Find a new way to do the job.
 - (B) Change the physical conditions that create hazards.

REV 1/99



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INTERNET ADDRESSES – SPECIFIC CAL/OSHA PUBLICATIONS

CAL/OSHA PUBLICATIONS PAGE

<http://www.dir.ca.gov/DOSH/puborder.asp>

USER'S GUIDE TO CAL/OSHA

http://www.dir.ca.gov/dosh/dosh_publications/osha_userguide.pdf

CONFINED SPACES

http://www.dir.ca.gov/dosh/dosh_publications/ConfSpa.pdf

CONSTRUCTION SAFETY INSPECTION PROGRAM POSTER

http://www.dir.ca.gov/dosh/dosh_publications/cons_poster.pdf

GUIDE FOR THE CONSTRUCTION INDUSTRY

http://www.dir.ca.gov/dosh/dosh_publications/constr_g.pdf

CAL/OSHA ON-SITE CONSULTATIONS

http://www.dir.ca.gov/dosh/dosh_publications/consult.html

GUIDE TO THE CALIFORNIA HAZARD COMMUNICATION REGULATIONS

http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf

INJURY AND ILLNESS PREVENTION PROGRAM FOR HIGH HAZARD EMPLOYERS

http://www.dir.ca.gov/dosh/dosh_publications/iipihzemp.html

GUIDE TO DEVELOPING YOUR INJURY AND ILLNESS PREVENTION PROGRAM

http://www.dir.ca.gov/dosh/dosh_publications/iipp.html

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COMPETENT PERSON REQUIREMENTS:

A Competent Person is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them."

Some of the activities for which OSHA requires a Competent Person:

- ◆ Accident Prevention Responsibility (simply put, this means any time you're working)
- ◆ Asbestos
- ◆ Blasting & Use of Explosives
- ◆ Bolting, Riveting, Fitting Up & Planking Up
- ◆ Compressed Air
- ◆ Concrete
- ◆ Confined Spaces
- ◆ Cranes & Derricks
- ◆ Demolition & Preparatory Operations
- ◆ Electrical
- ◆ Excavations
- ◆ Fall Protection
- ◆ Hearing Protection
- ◆ Ionizing Radiation
- ◆ Ladders
- ◆ Lead
- ◆ Material/Personnel Hoists & Elevators
- ◆ Mechanical Demolition
- ◆ Respiratory Protection
- ◆ Scaffolding
- ◆ Slings
- ◆ Tunnels, Shafts, Caissons, Cofferdams & Compressed Air
- ◆ Underground Construction
- ◆ Welding & Cutting



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TRAINING REQUIREMENTS:

Following is a partial list of employee training requirements. The tasks an employee performs, and the hazards to which an employee is exposed to, determine what training must be provided to the employee. The employer is responsible to ensure that the employee is properly trained.

- ◆ Asbestos
- ◆ Boom Lifts / Manlifts / Scissor Lifts
- ◆ Compressed Air
- ◆ Confined Spaces
- ◆ Emergency Action / Emergency Response
- ◆ Employees given a new job assignment
- ◆ Excavation Safety
- ◆ Fall Protection
- ◆ Fire Protection / Fire Prevention
- ◆ Hazard Communication
- ◆ Hazardous Waste Operations
- ◆ Ionizing / Non-ionizing Radiation
- ◆ Ladders and Stairways
- ◆ Lead
- ◆ New employees
- ◆ Personal Protective Equipment ("PPE") use [hearing protection, respiratory protection, etc.]
- ◆ Powder Actuated Tools
- ◆ Scaffold User / Scaffold Erector
- ◆ Tunneling / Underground Construction
- ◆ Welding and Cutting
- ◆ Whenever new substances, processes, procedures or equipment are introduced to the workplace and they present a new hazard
- ◆ Whenever the employer is notified of a new hazard



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SOURCES FOR OSHA 10 or 30 HOUR CONSTRUCTION OUTREACH TRAINING:

OSHA Training Institute Region IX Education Center
University of California – San Diego
800-358-9206
<http://osha.ucsd.edu>

The Associated General Contractors of America (AGC) has a 10-Hour Construction Outreach Program that can be completed on the Internet. The AGC home page is www.agc.org. The course is found at <http://agc.advanceonline.com/catalog.cfm>.

Local contractor associations, such as the AGC, ABC, NUCA, NECA, etc. also may conduct this training. Contact the local chapter office for information.

While various safety consultants may also offer this training, LAUSD/Aon cannot endorse or list the names of these firms/individuals.

SOURCES FOR FIRST AID and CPR TRAINING:

Two of the most common and accessible sources for this training are the American Red Cross and the American Heart Association. Contact your local chapter for class information.

While various safety consultants and for-profit firms may also offer this training, LAUSD/Aon cannot endorse or list the names of these firms/individuals.



LOS ANGELES UNIFIED SCHOOL DISTRICT

THE SCHOOL REPAIR AND CONSTRUCTION PROGRAM

911 and Cell Phones – An Urgent Warning

We've all become accustomed to recognizing and using "911" as the universal number for emergencies.

Many contractors are filling out the Cal/OSHA Emergency Phone Number Poster by simply writing "911" in all of the blanks.

This is fine – as long as the Contractor has a hardwire ("landline") telephone.

If the contractor is using a cell phone – this is a problem. 911 calls are not routed to the local police/fire/EMS dispatchers. Most cell phone 911calls go to CHP.

A contractor recently found this out the hard way when an employee was injured – three different people at the site dialed 911, and none of the calls were answered in a five minute period. It was not until someone went to another location at the project and called from a landline that the call went through.

Fortunately, the employee was not critically injured, and this delay had no ill effect on his condition. However, five minutes can be the difference between life and death for someone.

If there are no hardwire phones on the project – the direct dial non-911 phone numbers for emergency phone numbers must be posted at the project.

If there is a hardwire phone, but there is not 100% access to a Contractor's hardwire phone to everyone working on that project at all times anyone is on the project – the direct dial non-911 phone numbers for emergency phone numbers must be posted at the project.

This notice should be made a part of Contractor/Subcontractor employee orientation and emergency procedure training.

Contractors – make sure that all of your Subcontractors are aware of this.