



Office of Environmental Health & Safety

Back-to-School Safety

► It's a brand new school year and you've likely spent a substantial amount of time preparing for it! There are so many things that go into getting your school ready for students and staff. With that in mind, the Office of Environmental Health and Safety (OEHS) has made this checklist to help you in ensuring a safe learning and working environment for your students and staff. Use it to help guide you through the essential safety requirements that every school must meet.

OEHS is dedicated to providing assistance to Principals, so don't hesitate to let us know if you need help.

Back-to School Safety Checklist

- Have pedestrian routes to school been distributed to parents and posted in the Main Office? (lausd-oehs.org/saferoutestoschools.asp)
- Have student pick-up and drop-off locations been designated and have parents been notified?
- Has the written Injury and Illness Prevention Program been reviewed, updated? (lausd-oehs.org/injury-illness.asp)
- Has training on Injury and Illness Prevention Program been provided to all staff, including documentation with sign-in sheets?
- Has the Summary Injury and Illness Prevention Program been displayed in a prominent location?
- Is OEHS called whenever a regulatory agency (e.g. Cal/OSHA, Public Health Department, etc.) visits your site? (lausd-oehs.org/documents.asp)
- Has Safety Alert, 11-05, Preventing Heat-Related Illness, been distributed to staff including physical education teachers and coaches? (lausd-oehs.org)
- Has training been provided to teachers and custodial staff on the use and precautions of in-wall tables and benches? (lausd-oehs.org/safetyalerts.asp)
- Has the Hazard Communication Program been updated and has training been provided to staff on chemical products in the workplace? (lausd-oehs.org/documents.asp)
- Is flushing of water fixtures occurring daily prior to first use and is a flushing log completed? (lausd-oehs.org/referenceguides.asp)
- Is monthly certification of flushing being submitted electronically by the Site Administrator in accordance with REF-3903.3, Daily Flushing Requirements for Drinking Fountains and Faucets?
- Are all accidents investigated immediately and reported through the District's ISTAR System?

For more information on environmental health and safety-related topics, please visit our website at lausd-oehs.org.



333 South Beaudry Avenue, 27th Floor
Los Angeles, CA 90017

Phone: 213-241-3199
Fax: 213-241-6816
www.lausd-oehs.org

Safety matters.