



Office of Environmental Health & Safety



Using OEHS' Self-Certification Feature

In addition to viewing corrective action notices and compliance scorecards issued for your facility on the OEHS website, you can electronically confirm, or "self-certify" that corrective actions identified at your site have been completed. Start by selecting your site from the list on the Inspection Results page at http://www.lausd-oehs.org/fieldoperations_listschools.asp, and click on "View Inspections." To start the online self-certification process, click on the "Self-Certifications" button at the bottom of your facility's inspection results screen.

To view the Corrective Action Notice for a particular inspection, select the inspection from the list below and click "View Corrective Action Notice".

2/1/2007	Routine Inspection	▲
7/28/2006	Construction Inspection	☰
2/1/2005	Complaint Inspection	▼
12/14/2004	Routine Inspection	▼

[View Corrective Action Notice](#)

To view the Compliance Scorecard for an inspection, select a date from the list below and click "View Compliance Scorecard".

2/1/2007	3rd Round Scorecard	▲
12/14/2004	Revision 1 Scorecard	☰
12/14/2004	2nd Round Scorecard	▼
3/4/2003	Revision 1 Scorecard	▼

[View Compliance Scorecard](#)

Self-Certify Corrective Actions - School Site Administrators and Complex Project Managers may Self-Certify Inspection Corrective Actions using the OEHS website. Please note that all Self-Certification request will be verified for authenticity. Click here for the How To Self -Certify Guide.

[Self-Certify Corrective Actions](#) ←

Identifying Yourself

At the top of the Self-Certification screen, enter your name, role, and e-mail address. Please note that you must either be the facility's site administrator (e.g. Principal), Complex Project Manager, or an "Authorized Representative" to submit a self-certification request.

Name:

Role:

Email Address:


[Self-Certify](#)

Typical examples of authorized representatives include Assistant Principals, Plant Managers, Maintenance & Operations staff, Owner Authorized Representatives, and others the site administrator has approved to self-certify. Such individuals should select "Authorized Representative" in the pull-down menu to avoid processing delays.

The contact information you provide in the above fields will be verified with the information OEHS has on file, so pay close attention to selecting the proper role and typing in the appropriate e-mail address. Please note that the name and e-mail address fields are case-sensitive. If your name and role do not match the information we have in our records, OEHS will contact you and the site administrator we have on file to verify your authorization before processing your self-certification request.

Self-Certifying Corrective Actions

In the main body of the online self-certification screen, you will find a table containing all open corrective actions issued for your site. To self-certify a corrective action, click on the checkbox to the far left of the item so that a green check mark appears in the box.

Self-Certify	Standard	Priority	Corrective Action	Location	Comment	Due Date	Status
<input checked="" type="checkbox"/>	Accident Prevention	1	Ensure an accident investigation is completed by the injured employees' supervisor and that corrective actions are identified to prevent a recurrence of the accident. An Injury/Accident Investigation Report must be completed for each accident (Injury/Accident Investigation Report is Attachment G in the Injury and Illness Prevention Program) and copies provided to OEHS and ORMIS within 24 hours.			ASAP	Open
 <input checked="" type="checkbox"/>	Construction Safety	1	Ensure compliance with required lead work practices, engineering controls, and personal protective equipment following a lead disturbance or release. This is Deficiency ID 72614.	East Auditorium Building Wall	Repair damaged painted surface where drinking fountain was removed.	ASAP	Open
<input type="checkbox"/>	Accident Prevention	1	Report suspected cases of workers' compensation fraud to Sedgwick CMS Fraud Unit at (626) 397-9272. Report other types of fraud to the office of the Inspector General at (213) 241-7778.			ASAP	Open
<input type="checkbox"/>	Accident Prevention	1	Ensure compliance with the District's Stay-At-Work program per bulletin #1279. For assistance, contact the Office of Risk Management & Insurance Services (ORMIS) at (213) 241-3139.			ASAP	Open
<input type="checkbox"/>	Chemical Safety	1	Do not use chemicals that have not been approved by OEHS. This is Deficiency ID 78359.	Room 38 (WD 40)		ASAP	Open

After checking off each corrective action you wish to self-certify, submit your self-certification request to OEHS by clicking on the "Self-Certify Corrective Actions" button located near the top of the screen.



That's It!

Clicking the "Self-Certify Corrective Actions" button will automatically generate and send an e-mail outlining your self-certification request to you and OEHS staff. Once OEHS receives and verifies your request, we will update our records to show the specified deficiencies as "self-certified" (please allow two to three business days for the updated status to appear online). In addition, your assigned safety officer will conduct a review to determine if an increase in the Health and Safety Scorecard rating for your site is warranted. Contact OEHS at the number listed below and ask to speak to your assigned safety officer if you have any questions about your self-certifications and your Health and Safety Scorecard rating.

If You Need Additional Assistance

Please contact us at (213) 241-3199 if you need help with the OEHS online self-certification feature.