

FOCUS N SAFETY

Winter 2005

Issue 1, 04/05

Introducing "Focus On Safety"

Welcome to the first issue of "Focus on Safety." This is a quarterly Newsletter that focuses on Environmental Health and Safety issues in our schools and offices. If there is a topic that you think may be valuable to address in an issue, please let us know. We would be happy to consider it.



OEHS Employees suit up for HAZ WQPER training.

Special Points of Interest:

- > District to save millions of dollars by reducing workers' compensation costs
- > Upcoming Training Classes
- > Coming soon: Video on Accident Investigations

Cal/OSHA MANDATORY Posting—Due February 1

California State law requires every District school and office to display the annual summary of occupational injuries and illnesses (OSHA Form 300) in a conspicuous place where notices to employees are customarily posted. Each District office or location should have received the 2004 OSHA Form 300 from the Office of Environmental Health and Safety (OEHS) which must be posted

from February 1 until April 30. If you did not receive the OSHA 300 for your location, contact



OEHS for a replacement or additional instructions. Employee names should be removed from the summary prior to posting.

Contact Office of Environmental Health and Safety at (213) 241-3199 for questions about posting the OSHA 300 Form, or Sedgwick CMS at (626) 397-9280 for questions about individual claims.

Information on recordkeeping and posting requirements is available at The Department of Industrial Relations webpage (www.dir.ca.gov).

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Incident Reports vs. Accident Investigations

All accidents or incidents involving personal injury, property damage, or near misses must be reported, investigated, and findings documented on the LAUSD Incident Report form, and sent to the appropriate office as indicated in the Illness and Injury Prevention Program (IIPP). A copy of the IIPP format and forms is located on "Inside LAUSD" and the OEHS websites.

Filling out an Incident Report form is NOT an accident investigation. An Accident Investigation report is used to document the facts, findings and conclusions resulting from a thorough investigation of the accident and to make recommendations to prevent the recurrence of the accident.

Guidelines for investigating an accident:

1. Attend to the injured/ Go to the accident scene	Investigate as soon after the accident as possible. Delays may permit information or items essential to the investigation to be removed, destroyed or forgotten.
2. Secure the accident scene	To ensure the safety of others and to protect the "evidence." This should include securing damaged or involved equipment for further inspection. Take photographs if possible.
3. Talk with the injured person and ALL witnesses	Meet privately with each person and ask open-ended questions to get the facts without placing blame or responsibility. Repeat statements back to each person.
4. Study possible causes	Be sure to include unsafe conditions or acts.
5. Write a report	This will be an official record of the accident.
6. Correct or report any hazards identified	Follow up to make sure these measures have been implemented.

Reducing Workers' Compensation Claims

Each year over 7,000 workers' compensation injuries are reported to the District, resulting in over 200,000 lost work-days (the equivalent of 100 full-time employees). The cost of these claims are estimated to exceed \$100,000,000 each year. Because these costs are paid out of the general fund, they reduce funding available for other purposes.

For example, the cost of worker injuries exceeds the combined cost of hiring 4,200 new teachers, purchasing 3,500,000 new textbooks, and giving every employee in the District approximately a 5% salary increase.

To reduce this problem, the District has implemented a fraud investigation unit, a

mandatory Stay-At-Work program for employees with injury restrictions, a requirement to investigate all accidents and injuries, an Injury and Illness Prevention Plan at each location and a procedure to reduce claims filed by accident repeaters.

More information? Call 213-241-3199.

Upcoming Training:

First Aid and CPR:
February 24, 2005

Community Emergency Response Team (C.E.R.T.):
March 3-April 14, 2005
(Thursdays, 3:00-5:30pm)

Standard Emergency Management Systems (S.E.M.S.):
2nd Tuesday of every month

For information, call
213-241-3949

Visit us on the Web at:
www.lausd-oehs.org

About Us:



Office of Environmental Health and Safety
333 S. Beaudry Avenue, 20th Floor
Los Angeles, California 90017
Phone: (213) 241-3199
Fax: (213) 241-6816
Website: www.lausd-oehs.org

Angelo J. Bellomo, Director
Larry Hall, Accident Prevention Manager
Maria Thorpe, Newsletter Editor