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# SAFETY ALERT

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No. 11-06

SCHOOL SUPPORT DURING  
CLASSIFIED EMPLOYEE TRANSITION

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The Los Angeles Unified School District's Office of Environmental Health and Safety (OEHS) has provided a checklist to assist Principals in managing the transition of classified employees at their schools. This effort is in concert with the information provided by School Operations and the Personnel Commission which included the useful "Principal's Tool Kit". The goal of OEHS' checklist is to provide Principals with additional tools to address required environmental health and safety needs for employees that have been reassigned to their school.

While there are many responsibilities and actions that accompany welcoming a newly assigned employee, assuring their safety and your school's compliance with safety regulations is very important. With that in mind, the Office of Environmental Health and Safety (OEHS) has made this checklist to assist in creating a safe environment for your staff. OEHS is dedicated to providing assistance to Principals, so don't hesitate to let us know if you need help.

Please contact OEHS at (213) 241-3199 or at [www.lausd-oehs.org](http://www.lausd-oehs.org) for additional information.