



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



Safe School Inspection Guidebook

LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

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SAFE SCHOOL INSPECTION GUIDEBOOK

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Introduction to the Safe School Inspection Guidebook

The education of our children requires that we establish and maintain a learning environment that is safe and health-protective. This effort requires the commitment and active participation of school administrators, plant managers, teachers, parents and central support staff.

Central to this effort is an understanding of the health and safety standards to which schools must comply, periodic assessments of the extent of compliance, and the implementation of corrective actions where appropriate. In 2001, the Office of Environmental Health and Safety (OEHS) initiated routine health and safety inspections in all schools within the Los Angeles Unified School District (LAUSD). The inspections are designed to assess compliance with federal, state and local regulations dealing with school health and safety.

This *Safe School Inspection Guidebook* is a compilation of the safety standards and other regulatory requirements applicable to LAUSD schools. It is divided into 15 subject areas: Asbestos Management, Campus Security, Chemical Safety, Construction Safety, Emergency Procedures (Safe School Plan – Volume 2), Facilities and Equipment Maintenance, Fire/Life Safety, Indoor Environment, Injury and Illness Prevention, Lead Management, Miscellaneous, Off-Site Risks, Pest Management, Prevention Programs (Safe School Plan – Volume 1), and Traffic and Pedestrian Safety. In each of these areas, the *Guidebook* presents a list of standard corrective actions to address any noncompliance with specific regulatory requirements.

In conducting an inspection, OEHS evaluates the extent to which school conditions and operating practices are in compliance with the regulatory standards referenced in this *Guidebook*. Following the inspection, the Site Administrator is provided with a *Corrective Action Notice* indicating actions necessary to achieve compliance. The school is also given a *Health & Safety Compliance Scorecard* which includes a rating of “Good,” “Fair” or “Poor” based on the findings of the inspection.

This *Safe School Inspection Guidebook* and copies of all *Corrective Action Notices* and *Health & Safety Compliance Scorecards* may be found on the OEHS Website at www.lausd-oehs.org under Inspection Results.

ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Asbestos Management Plan	Availability	Ensure that an Asbestos Management Plan is available to employees, parents and others pursuant to 40 CFR.	HSC § 25915 ; 40 CFR § 763.93
	Current	Confer with Asbestos Technical Unit (ATU) to ensure that the Asbestos Management Plan is current and identifies the location of all asbestos containing material (ACM). For assistance, contact ATU at (213) 745-1450.	HSC § 25915 ; 40 CFR § 763.93
	3-Year Survey	Ensure a 3-Year Asbestos Survey is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan. For assistance, contact ATU at (213) 745-1450.	HSC § 25915 ; 40 CFR § 763.85
	6-Month Surveillance	Ensure a 6-Month Visual Surveillance is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan. For assistance, contact ATU at (213) 745-1450.	HSC § 25915 ; 40 CFR § 763.85
Asbestos Work Compliance	Asbestos Work Compliance	Ensure regulatory compliance with asbestos work practices, engineering controls, personal protective equipment, and clearance air monitoring requirements for all releases or abatement activities.	HSC § 25915 ; 40 CFR § 763 ; 8 CCR § 1529
Maintenance of Asbestos Containing Material (ACM)	ACM Condition	Maintain all floors and other surfaces constructed of asbestos containing material (ACM) in good condition to prevent deterioration.	8 CCR § 5208
	Floor Buffing	Do not burnish or dry-buff floors that may contain asbestos unless there is a sufficient finish to ensure the pad does not contact asbestos containing material (ACM).	8 CCR § 5208
Non-Qualified Personnel	Non- Qualified Personnel	Prohibit the handling of asbestos containing material (ACM) by non-qualified personnel.	HSC § 25915 ; 40 CFR § 763.93
Restrict Access – Asbestos	Restrict Access – Asbestos	Restrict access to areas identified as having damaged and friable asbestos containing material (ACM) or areas undergoing abatement activities.	8 CCR § 5208

ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Asbestos Training	Asbestos Awareness	Provide 2-hour Asbestos Awareness training to custodial and maintenance staff. Training shall be provided within 60 days of employment. Contact OEHS at (213) 241-3199 for assistance.	8 CCR § 5208 ; 40 CFR § 763.92
	Worker	Ensure all employees engaged in Class I through Class IV asbestos work activities have received the required training.	8 CCR § 1529
Warning Signs	Warning Signs – Asbestos	Post warning signs on the entrance to boiler rooms, fan rooms and other maintenance areas that contain asbestos containing material. Warning signs must be clear and conspicuous and must state: “Asbestos Containing Material (ACM) has been identified in this room. See Asbestos Management Plan Book for specific type, location, and work practices to be followed.”	HSC § 25915 ; 40 CFR § 763.95 ; 8 CCR § 1529
Warning Labels	Warning Labels – Asbestos	Attach warning labels on or immediately adjacent to known or suspected asbestos containing material (ACM) in boiler rooms, fan rooms and other maintenance areas. Warning labels must be clear and conspicuous and must state: "DANGER: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment."	HSC § 25915 ; 40 CFR § 763.95

CAMPUS SECURITY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Visitation Policy	Visitor's Pass	Ensure visitors entering school grounds sign in and receive a visitor's pass.	Safe School Plan, Volume 1 – Prevention Programs; BUL-1325; California State Constitution, Article I, Section 28
	Posting – Visitation Policy	Ensure school visitation policy is posted and distributed annually to parents and staff.	Safe School Plan, Volume 1 – Prevention Programs; BUL-1325
Communicating Emergencies	Communicating Emergencies	Ensure all classrooms are provided with a communications system that can contact the main office or call 911. New schools and building additions constructed after 2000 require a telephone system capable of calling 911.	CEC 17077.10
Outdoor Lighting	Outdoor Lighting	Ensure there is adequate outdoor lighting for after-school activities.	LAUSD School Design Guide
Locked Campus	Locked Campus	Lock all fences and gates at the beginning of classes each morning and keep them locked until the end of the school day, pursuant to BUL-2219.	Safe School Plan, Volume 1 – Prevention Programs; BUL-2219
Parking	Parking	Do not permit parking of vehicles on District property without approval of Site Administrator.	OEHS Safety Alert No. 06-03
Restricted Areas	Restricted Areas	Prevent access to crawl spaces, roof access, mechanical rooms or other passageways not intended for use by students or unauthorized staff.	8 CCR § 1541
Supervision	Supervision	Develop and implement a campus supervision plan that clearly delineates times and locations on campus that require specific supervision, such as during scheduled activities and at bus loading zones.	Safe School Plan, Volume 1 – Prevention Programs
Vandalism Reporting	Vandalism Reporting	Ensure all acts of vandalism are reported to School Police, OEHS and Maintenance & Operations, including graffiti and property damage.	OEHS IIPP Template, Attachment E – Facilities Inspection Form

CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Hazard Communication	Program – HAZCOM	Implement a Hazard Communication Program pursuant to Cal/OSHA requirements. To obtain a copy of the District’s Hazard Communication Program, contact OEHS at (213) 241-3199.	8 CCR § 5194 ; 29 CFR § 1910.1200
	Chemical Inventory	Maintain school chemical inventory pursuant to Hazard Communication Program.	8 CCR § 5191
	MSDS	Maintain current Material Safety Data Sheets (MSDS) for each hazardous substance used on site.	8 CCR § 5194 ; 29 CFR § 1910.1200
	Label Container	Label each hazardous substance container indicating identity of the contents and appropriate hazard warnings.	8 CCR § 5194 ; 29 CFR § 1910.1200
	Training – HAZCOM	Provide employees with annual Hazard Communication training on hazardous chemicals used in their respective work areas. Employees must be retrained when new hazards are introduced into the workplace.	8 CCR § 5194 ; 29 CFR § 1910.1200
Chemical Hygiene & Safety	Plan – Chemical Hygiene & Safety	Maintain and implement Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan should identify a Chemical Safety Coordinator and be revised at least annually. To obtain a copy of the District’s Chemical Hygiene & Safety Plan, contact OEHS at (213) 241-3199.	8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan
	Training – Science Staff	Provide annual Chemical Hygiene & Safety training to science staff and document with sign-in sheets and materials presented.	8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan
Chemical Handling & Storage – General Requirements	Unauthorized Chemicals	Do not use chemicals unless approved for District use by OEHS. Refer to OEHS website at www.lausd-oehs.org (see Product Review). For a complete list of approved products, call (213) 241-3199 for assistance.	8 CCR § 5194 ; 8 CCR § 5228 ; 29 CFR § 1910.1450
	Student Access	Ensure that all hazardous chemicals are kept out of reach of students and stored in secure locations.	

CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Chemical Handling & Storage – General Requirements (cont.)	Incompatible Storage – Chemicals	Store chemical materials by compatibility type as described in Material Safety Data Sheets (MSDS).	8 CCR § 5533 ; 19 CCR § 3.15 ; 29 CFR § 1910.106
	Food Storage – Chemicals	Avoid storage, handling or consumption of food and beverages in chemical storage areas or areas used for laboratory operations.	8 CCR § 5191 Appendix A
	Restraints	Ensure all chemical storage shelves and cabinets are equipped with lips or other devices to prevent stored materials from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS Chemical Hygiene & Safety Plan
	Spill Kit	Ensure all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials.	8 CCR § 5191
Chemical Handling & Storage - Flammable and Combustible Materials	Grounding & Bonding	Ensure that all containers dispensing flammable materials are bonded and grounded.	LAMC § 57.30.64 ; 29 CFR § 1910.106
	Storage Cabinets	Store flammable and combustible liquids in approved cabinets with self-closing doors.	8 CCR § 5417 ; 19 CCR § 3.15 ; 8 CCR § 5533 ; 29 CFR § 1910.106(d)(3)(I) ; OEHS Chemical Hygiene & Safety Plan Bulletin
	Safety Containers	Ensure flammable materials are stored in approved safety containers and properly labeled.	8 CCR § 5531 ; 8 CCR § 5533 ; 8 CCR § 5535 ; 8 CCR § 5541
	Flammable Storage Labeling	Ensure flammable storage bunkers, rooms and cabinets are labeled “Flammable - Keep Fire Away”.	8 CCR § 5533
	Flammable Storage Room – Location	Do not locate flammable material storage rooms in buildings occupied by students.	8 CCR § 5533 ; 29 CFR § 1910.106 ; 19 CCR § 3.15 ; LAMC 57.30.11, 57.11.10(A)
	Flammable Storage Room – Aisle Spacing	Ensure aisles are at least three feet wide in flammable storage rooms to provide for emergency egress.	8 CCR § 5533 ; 29 CFR § 1910.106

CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Chemical Handling & Storage - Flammable and Combustible Materials (cont.)	Maximum Quantities – City of Los Angeles	Do not store more than two 60-gallon drums of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within the City of Los Angeles.	LAMC 57.30.30
	Maximum Quantities – Los Angeles County	Do not store more than one 60-gallon drum of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within unincorporated areas of Los Angeles County.	<i>Uniform Fire Code (UFC) 7902.5.7.2</i>
	Maximum Quantities – Stored Outside of Bunkers	Do not store more than 60 gallons of flammable liquids in areas outside flammable material bunkers.	LAMC 57.30.30 ; <i>Uniform Fire Code (UFC) 7902.5.7.2</i>
	Ventilation – Flammable Storage Room	Ensure exhaust ventilation system in flammable material storage rooms provides six air exchanges per hour, and the control switch is located outside the room. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 5533 ; 29 CFR § 1910.106
Chemical Handling & Storage - Gas Cylinders	Gas Cylinder Condition	Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges and leaks.	8 CCR § 4649 ; 29 CFR § 1910.101
	Hydrostatic Test	Ensure all compressed gas cylinders have a current hydrostatic test stamp near the valve.	8 CCR § 4649 ; 29 CFR § 1910.101
	Incompatible Storage – Gases	Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet.	8 CCR § 5533 ; 29 CFR § 1910.106
	“No Smoking” Signs	Post "NO SMOKING" signs, label hazard classes, and list all gases stored in compressed gas storage areas. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 4649 ; 29 CFR §§ 1910.101 , 1910.102 , 1910.103 , 1910.104
	Gas Cylinder Storage	Ensure compressed gas cylinders are stored upright, in a well ventilated area and by hazard class. Cylinders must be secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition.	8 CCR § 4649 ; 29 CFR §§ 1910.101 , 1910.102 , 1910.103 , 1910.104

CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Laboratory Safety	Lab Chemical Inventory	Post current laboratory chemical inventory in chemical storage areas.	8 CCR § 5191
	Eyewash	Provide approved eyewash stations in all laboratories using chemicals which can cause corrosion, severe irritation or permanent tissue damage or which are toxic by absorption. Eyewash stations must be located within 50 feet of all lab work stations and must be reachable within ten seconds.	8 CCR § 5162 ; OEHS Chemical Hygiene & Safety Plan
	Floor Plan	Post in a conspicuous area the floor plan drawings of science laboratories indicating locations of waste disposal containers and safety equipment.	8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan
	Label Cabinets	Label laboratory cabinets and storage areas as required in the Chemical Hygiene & Safety Plan.	OEHS Chemical Hygiene & Safety Plan
	Lock Cabinets	Lock all laboratory chemical storage cabinets when not in use.	OEHS Chemical Hygiene & Safety Plan
	Storage – Method	Ensure all laboratory chemicals are stored properly. Lab chemicals must not be stored in fume hoods or on floors, and shall be stored by compatibility type as described in Appendix D (Tables 1 and 2) of the Chemical Hygiene & Safety Plan.	OEHS Chemical Hygiene & Safety Plan
	Storage – Volatiles	Store all volatile laboratory chemicals in an explosion-proof cabinet.	OEHS Chemical Hygiene & Safety Plan
	Storage – Temperature	Keep all laboratory chemical storage areas cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60 percent).	OEHS Chemical Hygiene & Safety Plan
Hazardous Waste Management	Aisles	Maintain unobstructed aisle space in hazardous waste storage areas.	22 CCR § 66264.35
	Characterization	Ensure the proper characterization of all waste (hazardous and non-hazardous). For assistance, contact OEHS at (213) 241-3199.	22 CCR § 66262.11 ; 40 CFR § 262.11

CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Hazardous Waste Management (cont.)	Closed Containers	Keep hazardous waste containers closed except when adding waste.	22 CCR § 66262.34; 40 CFR § 262.34
	Container Condition	Ensure all hazardous waste containers are in good condition, free of leaks and provided with secondary containment.	22 CCR § 66262.34; 40 CFR § 262.34
	Labels – “Hazardous Waste”	Label hazardous waste containers with the words: "HAZARDOUS WASTE", the physical state of the waste, the hazard class, the accumulation start date and the address of the generator.	22 CCR § 66262.34; 40 CFR § 262.34
	Inspections – Waste Storage Areas	Conduct daily inspections of tanks in waste accumulation areas and weekly inspections of containers in waste storage areas.	22 CCR § 66262.34; 40 CFR § 262.34
	Hazardous Waste Disposal	Dispose of hazardous waste generated at schools at least every 180 days. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance.	22 CCR § 66262.34; 40 CFR § 262.34
	Storage Supplies and Equipment	Supply hazardous waste storage areas with spill kits, fire extinguishers, communication systems and decontamination equipment.	22 CCR § 66264.32; 40 CFR § 264.32
	Laboratory Waste	Properly dispose of all outdated, retrograde, or otherwise expired laboratory chemicals. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance.	22 CCR § 66262.11; 40 CFR § 262.11

CONSTRUCTION SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Barricades	Barricades	Ensure construction and storage areas are properly barricaded.	
	Trenches	Provide guarding or other visible perimeter protection for ditches, pits, excavations and surfaces in poor repair.	8 CCR §1541 ; 8 CCR § 3273
Competent Person	Competent Person	Ensure a competent safety representative is on site during all construction activities.	LAUSD Specifications
Coordination with School	Coordination with School	Ensure all construction activities and locations are coordinated with the site administrator.	
Dust Control	Dust Control	Ensure all construction activity is properly managed and adequate engineering controls are implemented to minimize dust generation.	8 CCR § 1528
DSA-6 Form	DSA-6 Form	Provide DSA-6 form indicating the fire alarm and suppression systems are 100% complete.	
First Aid/CPR	First Aid/CPR	Ensure contractor has personnel trained and certified in first aid and CPR on site during construction activities.	8 CCR § 1512
Clean Work Areas	Clean Work Areas	Ensure work areas, passageways, stairs and storage areas are clear of debris.	8 CCR § 1513
ID Badges	ID Badges	Ensure all contractors wear identification badges while on District sites.	LAUSD Specifications
Postings – Construction	Postings – Construction	Display required OSHA and labor compliance postings in a conspicuous area.	
Shoring and Sloping	Shoring and Sloping	Ensure construction trenching and excavations are properly shored or sloped and any modifications receive prior approval from a competent person and the Facilities Services Division.	8 CCR § 1541
Equipment Storage	Equipment Storage	Secure all construction equipment and chemicals in approved storage areas or remove from site daily.	LAUSD Specifications
Storm Water Pollution Prevention	Plan – Storm Water Pollution	Maintain and implement a site specific Storm Water Pollution Prevention Plan and ensure it is available on site for review.	SWRCB 99-08-DWQ

CONSTRUCTION SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Tailgate Meetings	Tailgate Meetings	Conduct and document weekly tailgate safety meetings.	8 CCR § 1509
Unauthorized Work	Unauthorized Work	Discontinue unauthorized construction work. All construction activities must be pre-approved by the Facilities Services Division and conducted in accordance with LAUSD specifications.	
School Dumpsters	School Dumpsters	Ensure school trash receptacles are not used for construction debris.	LAUSD Specifications

EMERGENCY PROCEDURES (SAFE SCHOOL PLAN, VOLUME 2)

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Safe School Plan – Volume 2	Plan – SSP, V2	Prepare and annually update Safe School Plan, Volume 2 – Emergency Procedures. For instructions on updating the plan, see Reference Guide 1242 or visit www.lausd-oehs.org . (See Safe School Plans).	CEC § 35294 ; Safe School Plan, Volume 2 – Emergency Procedures ; REF-1242
	Drills	Conduct and document periodic Fire/Life Safety drills (at least monthly for primary schools or once each semester for secondary schools).	REF-1314
	Training – Emergency Procedures	Train all employees on emergency procedures within the first three months of the school year and maintain documentation of date of training, agenda, training materials and sign-in sheet.	CEC § 35294 ; Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII
Seismic Bracing	Overhead Storage	Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.	
	Furniture	Provide seismic bracing for furniture, equipment and appliances.	OEHS Safety Alert No. 02-05
	HVAC/Water Heaters	Provide seismic bracing for heating, ventilation and air conditioning (HVAC) units and water heater tanks. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
Supplies and Equipment	Emergency Supplies	Ensure emergency supplies include flashlights, batteries, battery-powered radio(s), first aid kits for every 400 persons, drinking water (ratio 1.5 gallons per person), wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned foods and personal hygiene products. For assistance in obtaining supplies, contact OEHS at (213) 241-3199.	Safe School Plan, Volume 2 – Emergency Procedures ; REF-801 ; REF-802
	Inspect/Refresh	Ensure emergency supplies are inspected and refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every six months and disinfected water every three years.	Safe School Plan, Volume 2 – Emergency Procedures ; REF-801 ; REF-802
	Storage Container	Provide and maintain dedicated emergency supply storage containers. For assistance in obtaining containers, contact OEHS at (213) 241-3199.	Safe School Plan, Volume 2 – Emergency Procedures ; REF-802
Utility Shut-off Valves	Utility Shut-off Valves	Ensure that utility shut-off valves are clearly marked and accessible.	

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Condition of Equipment and Facilities	Good Repair	Ensure campus grounds and equipment are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Asphalt	Ensure asphalt and other paved areas are in good condition (e.g., free of significant cracks, holes, standing water). If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Broken Windows	Ensure broken or cracked windows are reported, cleaned up, and repaired within 72 hours. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Carpeting	Ensure carpeting is clean and in good condition.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Ceiling Tile	Repair/replace damaged or missing ceiling tile(s). If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Fences and Gates	Ensure fences and gates are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Ground Striping	Ensure ground striping and parking lines are clearly visible. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Housekeeping	Ensure all areas in the school are clean, well maintained and free of clutter.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Landscaping	Ensure tree canopies are adequately raised, plants are adequately trimmed and landscape is free of tripping hazards or other obvious hazards. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Condition of Equipment and Facilities (cont.)	Roof and Gutters	Ensure roofs and gutters are intact and well maintained. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Weeds	Ensure site is free of weeds.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
	Lifts	Conduct and document weekly testing of all special access lifts (e.g., wheelchair lifts, and auditorium stage lifts).	29 CFR§ 1910.68 ; M&O Procedures for Access Lifts
Carts	Brakes	Periodically check hand-held brakes on motorized carts to ensure they are in working condition.	
	Key Activation	Ensure motorized carts require key activation, and the key is removed when cart is not in use.	
	Wheel Chocks	Place wheel chocks in front of and behind one wheel of motorized carts when stationary. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
Electrical Equipment Storage	Clearance – Electrical Equipment	Maintain a minimum 3-foot clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers).	8 CCR § 2340 ; 29 CFR § 1910.303
	Electrical Panels	Label all circuit breakers within electrical panels to clearly identify the circuits they are protecting. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	29 CFR § 1910.303
	Ground Fault Interrupter	Ensure power tools/equipment are used on circuits protected by ground fault interrupter (GFI).	29 CFR § 1910.304
	Guarding – Electrical	Ensure electrical equipment components operating at 50 volts or above are guarded to prevent access, unless confined to rooms only accessible to qualified persons.	8 CCR § 2340 ; 29 CFR § 1910.303
	Outlet Covers	Provide approved covers for all electrical outlets, switch plates, pull boxes, and junction boxes. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 2340 ; 29 CFR § 1910.305

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Extension Cords and Cables		See “Injury and Illness Prevention, Extension Cords and Cables.”	
Hot Water	Hot Water	Ensure hot water is provided in food preparation areas, health offices and showers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template , Attachment E – Facilities Inspection Form
Kitchen Waste Management	Best Management Practices – General	Implement “Best Management Practices for Industrial Waste Disposal” as defined by the Food Services Branch. For assistance, contact Food Services at (213) 241-2985.	LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures
	Best Management Practices – Posting	Conspicuously post “Best Management Practices for Industrial Waste Disposal” in the cafeteria kitchen and/or food preparation area. For assistance, contact Food Services at (213) 241-2985.	LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures
	Best Management Practices – Training	Train food service workers on “Best Management Practices for Industrial Waste Disposal” and maintain training records. For assistance, contact Food Services at (213) 241-2985.	LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures
	Dumpsters	Keep dumpster lids closed when not in use.	
	Fats, Oils & Grease	Ensure fats, oils, and greases are frozen prior to disposal.	LAUSD BMPs
	Food Disposal	Do not discharge food waste into sink garbage disposals. All food waste should be disposed of in refuse bins.	LAMC Article 4 Section 64.30
Permits	Air Quality	Ensure equipment, subject to South Coast Air Quality Management District (SCAQMD) requirements, is lawfully permitted.	(SCAQMD) Rules and Regulations
	OSHA	Post valid operating permit near air compressor, air pressure tank, elevator, boiler, or other equipment subject to Occupational Safety and Health Administration (OSHA) permitting.	8 CCR § 461 ; 8 CCR § 344.2 ; 8 CCR § 344.1
Playground and Sports Equipment	Discontinue Use	Discontinue use of playground equipment that does not meet current California Playground Safety Regulations and District requirements.	CHSC § 115725-115735 ; CPSC Guidelines
	Inspection – Initial	Ensure playground equipment is inspected and approved by a National Playground Safety Institute certified inspector prior to the installation of surfacing material and use.	CHSC § 115725-115735 ; CPSC Guidelines

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Playground and Sport Equipment (Cont.)	Inspection - Routine	Ensure playground equipment is inspected daily by site staff and at least annually by a National Playground Safety Institute certified inspector.	ASTM 1487; CPSC Guidelines
	Sandbox	Provide sandbox cover and affix daily. Inspect regularly to ensure sand is free of debris.	
	Specifications	Ensure playground equipment and matting complies with American Society for Testing and Materials (ASTM) standards and Consumer Products Safety Commission (CPSC) guidelines.	CHSC § 115725-115735; ASTM 1487; CPSC Guidelines
	Training – Sports Equipment	Train students on proper use of sports equipment.	BUL M-66
Powered Equipment	Equipment Condition	Periodically inspect equipment to ensure that electrical cords, hoses and fittings and safety devices are in good condition.	8 CCR § 5533; 29 CFR § 1910.106; 19 CCR § 3.15; LAMC 57.30.11, 57.11.10(A)
	Equipment Storage	Ensure lawnmowers and other fueled equipment are stored in a secure area and not located in buildings occupied by students.	
	Training – Powered Equipment	Ensure proper training of personnel that use steam cleaners, pressure washers, wet abrasive washers or other cleaning equipment.	
	Prohibited Use	Do not use gasoline or diesel powered equipment in buildings or other enclosed areas.	
Restrooms	Adequate Facilities – Kindergarten	Provide and maintain open a sufficient number of restroom facilities to meet student needs (kindergarten buildings: one toilet for up to 20 students; two toilets for 21 to 50 students; and one additional toilet for every 50 additional students).	CEC § 35292.5; BUL-735
	Adequate Facilities – Elementary (pre-1994)	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 35 female students).	<i>Uniform Building Code (UBC) Section 805</i>
	Adequate Facilities – Elementary (post-1994)	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed after 1994: one urinal for every 75 male students; one toilet for every 30 male students; and one toilet for every 25 female students).	CEC § 35292.5; BUL-735;

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Restrooms (Cont.)	Adequate Facilities – Secondary (pre-1994)	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 45 female students).	<i>Uniform Building Code</i> (UBC) Section 805
	Adequate Facilities – Secondary (post-1994)	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed after 1994: one urinal for every 35 male students; one toilet for every 40 male students; and one toilet for every 30 female students).	CEC § 35292.5 ; BUL-735
	Adequate Facilities – Female Employees	Provide adequate restroom facilities for employees (one toilet for up to 34 female employees; two toilets for 35 to 54 female employees; three toilets for over 55 female employees; and one additional toilet for every 40 additional female employees).	<i>Uniform Building Code</i> (UBC) Appendix C
	Adequate Facilities – Male Employees	Provide adequate restroom facilities for employees (one urinal for every 50 male employees; one toilet for up to 34 male employees; two toilets for 35 to 54 male employees; three toilets for over 55 male employees; and one additional toilet for every 40 additional male employees).	<i>Uniform Building Code</i> (UBC) Appendix C
	Available For Use	Ensure that restrooms are clean, in good repair, and open throughout the school day.	BUL-735
	Fixture Operation	Maintain toilets, fixtures and drains in proper working condition. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	BUL-735
	Gender Designation	Provide gender-segregated restrooms in all facilities which have more than five employees, with signage indicating male or female use.	8 CCR § 3364
	Restroom Supplies	Ensure restrooms are adequately stocked with toilet paper, soap and paper towels.	CEC § 35292.5 ; BUL-735
	Service Log	Maintain a daily restroom service log for review by District Staff.	BUL-735
	Ventilation – Restroom	Maintain restroom exhaust fans in proper working condition. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	BUL-735

FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Recycling	Recycling	Consider waste recycling for paper and cardboard, toner cartridges and beverage containers. For assistance, contact OEHS at (213) 241-3199 or refer to OEHS website at www.lausd-oehs.org .	MEM-997; OEHS Safety Alert No. 06-02
Salvage Items	Salvage Items	Remove unusable equipment and other salvage items pursuant to Reference Guide 1293, Pick-up and Transfer of Materials for Salvage.	REF-1293
Securing Equipment	Securing Equipment	Ensure equipment designed to be located in a fixed position is secured to prevent movement.	
Trouble Calls	Trouble Calls	Maintain “Trouble Call Log” and ensure trouble calls are made in a timely manner.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Wastewater Management	Sewers	Ensure that debris is periodically cleared from sewer and storm drain inlets.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
	Storm Drain	Do not discharge hazardous substances, cleaning agents or waste water into storm drains.	

FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Access and Egress	Emergency Exit Grills	Provide at least one security grill with “emergency breakaway” capacity for classrooms equipped with security grills. The window with the breakaway grill must be openable and clearly identified as an emergency exit. In classrooms with only one exit door, the breakaway grill must be located furthest from the exit door. If necessary, place trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	<i>California Building Code</i> (CBC) Section 305.2.4, Board of Education Report No. 15 ; NFPA 101, Life Safety Code
	Exit Pathways	Ensure classrooms with occupancy of 50 or more have at least two means of egress.	LAMC § 57.33.04 ; 8 CCR § 3227
	Obstructions	Maintain exit pathways free of obstructions to ensure safe egress.	8 CCR § 3227 ; LAMC § 57.33.11 ; 29 CFR § 1910.37
	Panic Hardware	Ensure panic hardware is provided and maintained on main exit doors or doors are posted with signage indicating "This Door to Remain Unlocked During Business Hours." If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	LAMC § 57.33.10 ; <i>California Fire Code</i> (CFC) 25.106b
	Signs – Elevator	Post signs adjacent to elevator call devices indicating procedure to follow in case of emergency.	8 CCR § 3041
	Signs – General	Provide visible exit signs or directional signs for all exit doors and escape pathways. Ensure illuminated exit signs are on at all times. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3216 ; LAMC § 57.33.15 ; 29 CFR § 1910.37 ; <i>1997 Uniform Fire Code</i> (UFC) 1212.2
	Signs – Obstructed	Remove all objects that may conceal or obscure exit signs.	<i>Uniform Fire Code</i> (UFC) 1212.8; 29 CFR § 1910.37
	Signs – “No Exit”	Place "NO EXIT" signs on non-exit doors or indicate actual use. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3217 ; LAMC § 57.33.15 ; <i>Uniform Fire Code</i> (UFC) 14.14.6.5.3.1
	Elevated Work Surfaces	Access	Provide a permanent means of access and egress to elevated storage and work surfaces. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.

FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Elevated Work Surfaces (cont.)	Guardrails	Provide standard guard rails for elevated surfaces in excess of 30 inches above any adjacent floor or ground surface (exception: auditorium side of stage and loading docks). Open guardrails shall have intermediate rails or ornamental pattern such that a sphere four inches in diameter cannot pass through. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3209 ; 8 CCR § 3210 ; 8 CCR § 3211 ; 8 CCR §§ 3212 ; <i>Uniform Building Code (UBC) § 509</i>
	Ladders – Condition	Ensure portable ladders are routinely inspected and maintained in good repair.	8 CCR § 3278 ; 8 CCR § 32789 ; 29 CFR §§ 1910.25, 1910.26
	Ladders – Metal	Ensure metal ladders are labeled "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."	8 CCR § 3278 ; 8 CCR § 3279
	Load Capacity	Post signs indicating load capacity for elevated work surfaces.	8 CCR § 3211 ; 8 CCR § 3212
	Scaffolding	Provide approved scaffolding for work when ladder use is unsafe.	8 CCR § 1637
	Toe Boards	Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR §§ 3209 ; 8 CCR § 3210 ; 8 CCR § 3211 ; 8 CCR § 3212
	Fire Prevention	Clearance – Fire Equipment	Maintain a minimum 3-foot clearance around fire extinguishers, fire hoses, pull stations and sprinkler control valves.
Clearance – Fire Sprinklers		Maintain a minimum 18-inch clearance between overhead sprinklers and materials below.	8 CCR § 6170 ; OEHS IIPP Template , Attachment E – Facilities Inspection Form; LAMC § 57.57.03
Clearance – Heaters		Maintain a minimum 3-foot clearance around heaters/furnaces.	<i>Uniform Fire Code (UFC) 13.6.3.3</i>
Curtains		Remove curtains that are not flame resistant.	LAMC § 57.110.12 ; <i>Uniform Fire Code (UFC) 1103.3.3.1</i>

FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Fire Prevention (cont.)	Emergency Vehicle Access	Ensure school has at least one entrance gate with an opening of at least 20 feet to accommodate emergency vehicles. Ensure fire lanes are provided and maintained free of obstruction.	LAMC § 57.111.07
	Fire Alarm – Obstruction	Ensure that fire alarm devices are free of obstruction.	LAMC § 57.20.41 ; 29 CFR § 1910.165
	Fire Alarm – Testing	Conduct and document monthly inspections of fire alarms to ensure they are in good working order.	8 CCR § 6184 ; M&O No. G-F-2
	Fire Doors	Do not impair function of self-closing fire doors.	LAMC § 57.20.41
	Fire Extinguishers – General	Fully charge and mount portable fire extinguishers and ensure signs are posted to indicate location. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 6151 ; 29 CFR § 1910.157 ; LAMC § 57.140.9
	Fire Extinguishers – Hydrostatic Testing	Perform hydrostatic testing at the required interval of five or twelve years, depending on the fire extinguishing media. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 6151 ; 29 CFR § 1910.157
	Fire Extinguishers – Inspection	Conduct and document monthly visual inspection and perform annual maintenance inspection of portable fire extinguishers.	8 CCR § 6151 ; 29 CFR § 1910.157 ; M&O No. G-F-8
	Exit Distances	Ensure the maximum distance from any point in the building to an exterior exit or an enclosed exit stairway does not exceed 150 feet in buildings without sprinklers or 200 feet in buildings with sprinklers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3222
	Fire Watch	Establish a fire watch until local fire authority provides written approval to discontinue fire watch procedures.	REF-1909 ; LAMC 57.13.03
	Paper Decorations	Remove all combustible materials (e.g. paper decorations, hanging mobiles) from exit doors, electrical panels, light fixtures, fire sprinklers and heaters.	LAMC § 57.22.01 ; 8 CCR § 3217
	Training – Fire Extinguishers	Provide fire extinguisher training to new employees and at least annually thereafter.	8 CCR § 6151 ; 29 CFR § 1910.157
	Waste Receptacles	Replace plastic or rubber waste receptacles with metal or metal-lined waste receptacles.	

FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Occupancy Limit	Occupancy Limit	Post signs in a conspicuous place near the main exit doorway of assembly rooms indicating maximum occupant load and usage.	LAMC § 57.33.04
Walkways	Guarding	Provide temporary guarding or other controls for floor openings, excavations and damaged walking surfaces to prevent falls. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3232 ; 29 CFR § 1910.22
	Non-Slip	Provide and maintain non-slip materials on ramps or aisle and walkway surfaces prone to moisture. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3232 ; 29 CFR § 1910.22
	Trip Hazards	Maintain aisles and walkways free of obstruction or tripping hazards.	8 CCR § 3232 ; 29 CFR § 1910.22

INDOOR ENVIRONMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Indoor Air Quality	Ventilation – Adequate	Ensure mechanical ventilation systems supply at least fifteen cubic feet of outside air per minute per occupant. Windows/doors shall be open or ventilation must run continuously during occupancy. Thermostats should be set to “fan on” position for continuous ventilation.	EPA Tools for Schools; 8 CCR § 5142; 2001 California Building Code (CBC) § 1202
	ASHRAE Compliant	Indoor air quality measurements were found to be within acceptable limits as established by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE).	ASHRAE Guidelines
	Blocked Vents	Remove all items blocking air vents to ensure adequate ventilation.	EPA Tools for Schools
	Complaint Log	Maintain log of nuisance odors potentially affecting indoor air quality. Report to OEHS at (213) 241-3199, and if an outdoor emission source is suspected, contact South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	OEHS Safety Alert No. 03-02
	Ventilation – Exhaust	Ensure adequate exhaust ventilation for all activities emitting air contaminants. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	EPA Tools for Schools
	HVAC Maintenance	Perform periodic preventative maintenance on Heating, Ventilation and Air Conditioning (HVAC) systems. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	EPA Tools for Schools
	Medical Referral	Direct students or staff with symptoms of ill health believed to be associated with the building environment to consult the services of a medical professional for assistance in diagnosing medical conditions and determining possible causative factors. District employees may contact the LAUSD Employee Health Services Unit at (213) 241-6326. Student health concerns should be referred to Student Medical Services at (213) 765-2830.	
	Mold	Mitigate mold and mildew. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	EPA Tools for Schools

INDOOR ENVIRONMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Indoor Air Quality (cont.)	Occupant Diary	Direct affected staff to maintain daily records documenting timing patterns and severity of ill health effects they believe associated with the indoor environment. Staff should use the “Indoor Air Quality Occupant Diary.” Record logs should be returned to OEHS on a weekly basis.	
	Odors	Ensure rooms are properly maintained to minimize chemical smells and objectionable odors.	EPA Tools for Schools
	Vehicle Idling	Ensure vehicles are not idling in the vicinity of classrooms.	13 CCR § 2480
	Water Damage	Correct all unresolved water damage. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	EPA Mold Remediation in Schools and Commercial Buildings
	Tools for Schools	Implement the EPA’s “Tools for Schools Program” to address ongoing indoor air quality concerns. For assistance, contact Nursing Services at (213) 765-2800.	EPA Tools for Schools Program
Indoor Lighting	Indoor Lighting	Ensure all areas within the school have adequate lighting. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	LAUSD School Design Guide ; LAUSD Contract Specification 16525-3
Noise	Classroom Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of interior noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality
	Construction Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of construction noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality ; LAMC Chapter 11
	Transportation Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of transportation noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality ; California DOT Chapter 30

INDOOR ENVIRONMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Noise (cont.)	Industrial Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of industrial noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality ; LAMC Chapter 11
	Other Noise Source	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of outdoor noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality ; LAMC Chapter 11

INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Injury and Illness Prevention Program (IIPP)	Program – IIPP	Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS “IIPP Template,” and update at least annually in accordance with BUL-3372. The “IIPP Template” may be downloaded at www.lausd-oehs.org .	8 CCR § 3203 ; BUL-3772
	Death/Serious Injury Reporting	Notify Cal/OSHA within eight hours if any employee death or serious injury occurs on the job.	8 CCR § 342 ; 29 CFR § 1904.8 ; Safety Alert No. 02-09
	Injury/Accident Investigation Report	Ensure an accident investigation is completed by the injured employee’s supervisor and corrective actions are identified to prevent a recurrence of the incident. An Injury/Accident Investigation Report must be completed for each accident (Attachment G in the Injury and Illness Prevention Program) and copies provided to OEHS and ORMIS within 24 hours. The form may be completed and e-mailed online at www.lausd-oehs.org .	OEHS IIPP Template – Attachment G
	Inspections – IIPP	Conduct and document semi-annual safety inspections pursuant to Injury and Illness Prevention Program (IIPP). Maintain inspection records for at least 3 years.	8 CCR § 3203 ; OEHS IIPP Template , Attachment E – Facilities Inspection Form
	OSHA Log 300	Maintain OSHA Log 300 of employee injuries and illnesses as required by Cal/OSHA. Contact OEHS at (213) 241-3199 to request a copy.	8 CCR § 14300
	OSHA Log 300A Summary Posting	Post previous calendar year's OSHA Log 300A summary from February 1 through April 30 in a location frequented by employees. Contact OEHS at (213) 241-3199 to request a copy.	8 CCR § 14300 29 CFR § 1904
	OSHA Poster	Post Cal/OSHA <i>Safety & Health Protection on the Job</i> poster in a conspicuous location.	8 CCR § 340
	Responsible Individual	Assign authority and responsibility for implementation of Injury and Illness Prevention Program (IIPP).	8 CCR § 3203 ; OEHS IIPP Template – Attachment E – Facilities Inspection Form
	Safe Work Practices	Ensure staff is properly trained and utilizes safe work practices.	8 CCR § 1510

INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Injury and Illness Prevention Program (IIPP) (cont.)	Safety Committee	Establish a School Safety Committee that meets at least quarterly and documents meeting minutes. Responsibilities include: review of inspection findings, incident reports and Injury/Accident Investigation Reports to identify safety issues and determine incident causes. The committee shall also review alleged hazardous conditions and safety suggestions brought to the attention of any committee member and submit recommendations to management to resolve safety issues.	8 CCR § 3203 ; OEHS IIPP Template ; Safe School Plan, Volume 1 – Prevention Programs
	Summary Page	Post a copy of the Injury and Illness Prevention Program (IIPP) Summary in a conspicuous area.	8 CCR § 3203 ; OEHS IIPP Template , Attachment B
	Training – IIPP	Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training.	8 CCR § 3203 ; OEHS IIPP Template
Accident Reduction Strategies	Elevated Claims Rate	Review accident trends and provide training to staff as necessary to address higher-than-average workers’ compensation claims rate.	
	Fraud	Report suspected cases of workers’ compensation fraud to Sedgwick CMS Fraud Unit at at (866) 247-2287 x79271. Report other types of fraud to the Office of the Inspector General at (213) 241-7778.	
	Repeaters	Identify employees that file multiple workers' compensation claims and provide counseling specific to preventing those injuries. Maintain written records of counseling. For assistance, contact Staff Relations at (213) 241-6056.	
	Stay-At-Work Program	Ensure compliance with the District's Stay-At-Work Program per Reference Guide 1279. For assistance, contact the Office of Risk Management & Insurance Services (ORMIS) at (213) 241-3139.	REF-1279
Ambient Noise Sources		See “Indoor Environment, Noise.”	
Bloodborne Pathogens	Plan – BBP	Maintain and implement a written Bloodborne Pathogen Exposure Control Plan (ECP) to minimize exposure to bloodborne pathogens pursuant to Title 8 CCR. (See School Nurse for ECP requirements.)	8 CCR § 5193 ; 29 CFR § 1910.1030
	Cleanup Kit	Provide bloodborne pathogen cleanup kits for the disposal of bodily fluids and medical waste. Kits shall include personal protective equipment (gloves, goggles, clothing protection) and biohazard bags.	8 CCR § 5193 ; 29 CFR § 1910.1030

INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Bloodborne Pathogens (cont.)	Decontamination	Clean and sanitize areas that may have been exposed to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
	Exposure Evaluation	Ensure a post-exposure evaluation is conducted following all potential employee exposures to bloodborne pathogens. Contact Nursing Services at (213) 765-2800 for assistance.	8 CCR § 5193; 29 CFR § 1910.1030
	Labels – BBP	Affix warning labels to all containers used to store, transport or ship potential bloodborne pathogen materials. Ensure biological waste is placed in red biohazard bags.	8 CCR § 5193; 29 CFR § 1910.1030
	Personal Protective Equipment – BBP	Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
	Recordkeeping – BBP	Maintain records of employee bloodborne pathogen training, including name of employee, training date, outline of presented material, name and title of person conducting training, job titles and ID numbers. For employees in a “primary exposure category,” training records should include a copy of either the hepatitis B vaccination status or Declination Form.	8 CCR § 5193; 29 CFR § 1910.1030
	Sharps – Use	Ensure sharps are only used by trained personnel.	8 CCR § 5193; 29 CFR § 1910.1030
	Sharps – Disposal	Ensure that contaminated sharps are disposed in approved containers.	8 CCR § 5193; 29 CFR § 1910.1030
	Training – BBP	Provide all employees with annual bloodborne pathogen awareness training.	8 CCR § 5193; 29 CFR § 1910.1030
Equipment Guarding	Guarding – Fans	Ensure all fans with blades located less than seven feet above the floor or working level are equipped with blade guards.	29 CFR § 1910.212
	Guarding – Equipment	Ensure proper guarding is provided and maintained on all equipment to prevent injury to operators.	29 CFR § 1910.212
Electrical Equipment		See “Facilities and Equipment Maintenance, Electrical Equipment.”	

INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Extension Cords and Cables	Damaged Cords	Destroy and discard electrical cords that are frayed, spliced, taped, or otherwise deteriorated.	8 CCR § 2300; 29 CFR § 1910.305
	UL Approved	Ensure extension cords and cables are Underwriter’s Laboratories (UL) approved and suitable for the conditions of use.	8 CCR § 2300; 29 CFR § 1910.305
	Use – General	Ensure flexible extension cords and cables are not used in place of permanent wiring.	8 CCR § 2300; 29 CFR § 1910.305
	Use – In Series	Ensure extension cords, outlet multipliers and surge protectors are not used in series.	8 CCR § 2300; 29 CFR § 1910.305
	Use – Near Water	Ensure that flexible cords and cables are not used near sinks, faucets or other water sources.	8 CCR § 2300; 29 CFR § 1910.305
	Use – On Metal	Do not hang extension cords and cables on metal hangers or supports.	8 CCR § 2300; 29 CFR § 1910.305
	Use – Through Openings	Ensure extension cords and cables are not run through holes in walls, ceilings, floors or similar openings.	8 CCR § 2300; 29 CFR § 1910.305
Face/Eye and Hand Protection	Face/Eye and Hand Protection	Provide face/eye and hand protection for persons at risk of injury from airborne objects, particulate matter or hazardous substances.	8 CCR § 3382
Forklift Training	Training – Forklift	Ensure forklift operators have current Cal/OSHA training certification.	8 CCR § 3668
Hearing Conservation	Program – Hearing	Ensure all personnel who are exposed to a time weighted average (TWA) noise level greater than 85 dB(A) are included in the Hearing Conservation Program. For assistance with noise monitoring, training, audiometric testing or other hearing program requirements, contact OEHS at (213) 241-3199.	8 CCR §§ 5097; 29 CFR § 1910.95
	Complaint Procedures	Ensure employees are informed of the need to report excessive noise levels in their workplace to their supervisor so that an appropriate evaluation can be made.	8 CCR § 5096; 29 CFR § 1910.95
Heat Stress	Heat Stress	Implement actions to prevent heat-related illnesses pursuant to “District Guidelines for Preventing Heat Stress.”	BUL-963

INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Household Appliances	Household Appliances	Remove household appliances (e.g., toaster/oven, microwave oven, refrigerator, coffee machine, heater) or other unauthorized electrical appliances from classrooms pursuant to Bulletin C-26.	Bulletin C-26
Medication Storage	Medication Storage	Ensure medication cabinet is secured at all times.	
Respiratory Protection	Program – Respiratory	Maintain a written Respiratory Protection Program dealing with the use of respiratory protective equipment by employees or students and provide annual training.	8 CCR § 5144 ; 29 CFR § 1910.134
	Respirators	Provide respiratory protective equipment when engineering/operational controls are not feasible for limiting an identified exposure to airborne contaminants.	8 CCR § 5144
	Medical Screening/Fit Testing	Ensure current medical screening and respirator fit testing for workers using respiratory protection.	8 CCR § 5144
Restrict Access – General	Restrict Access – General	Restrict access by students and staff until OEHS has authorized occupancy.	
Sports Medical Clearance	Sports Medical Clearance	Ensure appropriate medical clearance for students prior to participating in interscholastic athletics.	Bulletin Z-9
Smog Alerts	Smog Alerts	Ensure staff and students are notified of “Smog Alerts” and other air pollution episodes pursuant to Reference Guide 886.	REF-886

LEAD MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Drinking Fountains	Flushing	Flush drinking fountains, kitchen faucets and other water fixtures used to dispense drinking water each morning for a minimum period of 30 seconds to minimize potential exposure to lead and other water pollutants.	REF-3930
	Shut-Off	Remove water fixture from service until repairs have been made and OEHS confirms lead levels are within acceptable limits established by the U.S. Environmental Protection Agency (EPA).	REF-3930
Lead Work Compliance	Lead Work Compliance	Ensure compliance with required lead work practices, engineering controls, and personal protective equipment for all lead-related construction activities and releases.	8 CCR §1532.1
Peeling Paint or Debris	Repair /Clean-up	Repair areas of peeling or otherwise deteriorated paint surfaces and clean up paint debris. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
	Restrict Access – Lead Paint	Restrict access by students and staff to areas where visible paint debris is present.	
	Restrict Access – Lead K-3	Restrict access by students in kindergarten through third grade to areas where peeling paint or paint debris is directly accessible.	
Other Source of Lead Contamination	Restrict Access – Lead	Restrict access to rooms or other areas with potential lead contamination.	
Lead Training	Training – Lead	Ensure that all workers disturbing lead painted or assumed lead painted surfaces have proper training and certifications.	8 CCR §1532.1 ;

MISCELLANEOUS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Animal Care	Authorization	Obtain authorization from site administrator prior to bringing animals onto campus.	BUL-797
	Humane Treatment	House and care for all caged animals in a humane and safe manner.	BUL-797
LAUSD Required Postings	LAUSD Required Postings	Ensure LAUSD Regulatory Notices Posters are displayed in a conspicuous area and accessible to employees. Contact the Office of Risk Management and Insurance Services at (213) 241-3079 for assistance.	BUL-1504
No Corrective Action	No Corrective Action	No corrective actions are required as a result of this inspection.	
Smoking	Smoking	Prohibit smoking on District sites pursuant to BUL-3630.	BUL-3630

OFF-SITE RISKS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Abandoned Vehicle	Abandoned Vehicle	Off-site survey identified an abandoned vehicle that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Air Emission Source	Air Emission Source	An industrial air emission source has been identified in proximity to the school which may pose a significant health or safety risk to school occupants. Report all air pollution complaints to OEHS at (213) 241-3199 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664. Maintain log of air pollution complaints pursuant to OEHS Safety Alert No. 03-02. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	OEHS Safety Alert No. 03-02
Airport or Other Major Transportation Corridor	Airport or Other Major Transportation Corridor	Off-site survey identified an airport or other major transportation corridor that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
“High Risk” Facility	“High Risk” Facility	Off-site survey identified one or more industrial facilities that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	Board Resolution on “High Risk Facilities”
Multi-Story Building	Multi-Story Building	Off-site survey identified one or more multi-story buildings adjacent to your site. Ensure emergency supplies, assembly area and evacuation routes are located a safe distance (1.5 times the height of the building) from multi-story buildings whenever feasible.	
Off Site Noise	Off Site Noise	Off-site survey identified potential noise sources that may interrupt the learning environment. OEHS will notify appropriate regulatory agencies to assess and/or mitigate potential risk.	
Pipeline	Pipeline	Off-site survey identified one or more high pressure or petroleum pipelines that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	

OFF-SITE RISKS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Power Line	Power Line	Off-site survey identified one or more high power transmission lines that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Railway Line	Railway Line	Off-site survey identified a railway line that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Sidewalk/Curb	Sidewalk/Curb	Off-site survey identified deteriorated sidewalk/curb in public walkway that may pose a trip and fall hazard to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Traffic Hazard	Traffic Hazard	Off-site survey identified traffic conditions that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Trash/Debris	Trash/Debris	Off-site survey identified trash/debris or other material including dead animals that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Unlawful Activity	Unlawful Activity	Off-site survey identified unlawful activity adjacent to school (drug or liquor sales, gang activity, street vending, loitering, etc.) OEHS will notify appropriate authority.	BUL-577

PEST MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Integrated Pest Management	Program – IPM	Maintain a copy of the District's Integrated Pest Management (IPM) program in the main office. Contact Pest Management at (213) 745-1435 to obtain a copy.	CEC § 17608-17613
	Approved Pesticides List	Post a current copy of the District's Approved Pesticide Products List in the main office.	CEC § 17612
	Awareness – IPM	Ensure all staff is familiar with the Integrated Pest Management (IPM) Policy and Program.	CEC § 17610
	Notification – IPM	Provide annual written notification to parents and staff of pesticide products expected to be used during the school year. The notification should offer to staff and parents a procedure by which they may receive 72-hour advance notification of pesticide use, and should include a copy of the District's Approved Pesticide Products List.	CEC § 17612
	Pesticide Application	Ensure pesticides used on campus are on the District's Approved Pesticide Products List and are applied only by a District Pest Management Technician.	CEC § 17612
	Recordkeeping – IPM	Maintain records for the past four years of pesticides used at the site.	LAUSD Integrated Pest Management Program; CEC 17611
	Warning Signs – IPM	Ensure warning signs are posted at least 24 hours prior to pesticide application and remain posted for 72 hours after application.	CEC § 17612
Insects	Standing Water	Remove all sources of stagnant or standing water on campus to prevent mosquito breeding.	OEHS Safety Alert No. 04-07
Bird Nesting	Bird Nesting	Mitigate bird nesting problem. Place trouble call to District Pest Management at (213) 745-1435.	LAUSD Integrated Pest Management Program
Dead Bird	Dead Bird	Handle dead bird on campus in accordance with Safety Alert No. 04-07 "West Nile Virus Precautions." For assistance, contact OEHS at (213) 241-3199	OEHS Safety Alert No. 04-07

PEST MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Fly Control	Fly Control	Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	CHSC § 114259; FDA Food Establishment Plan Review Guide
Food Storage	Food Storage	Ensure food is stored in sealed, vermin-proof containers.	
Insects	Insects	Mitigate insect infestation (e.g., ants, cockroaches, termites). Place trouble call to District Pest Management at (213) 745-1435.	LAUSD Integrated Pest Management Program
Rodents	Rodents	Mitigate rodent infestation. Place trouble call to District Pest Management at (213) 745-1435.	LAUSD Integrated Pest Management Program

PREVENTION PROGRAMS (SAFE SCHOOL PLAN, VOLUME 1)

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Safe School Plan – Volume 1	Plan – SSP, V1	Develop and annually update Safe School Plan. Refer to Reference Guide 1242 and the Safe School Plan, Volume 1 - Prevention Programs page at www.lausd-oehs.org .	Safe School Plan, Volume 1 - Prevention Programs; REF-1242
Attendance Plan	Attendance Plan	Establish attendance plan in compliance with District policy.	BUL-1292
Crisis Intervention	Team – Crisis Intervention	Ensure the school has established a Crisis Intervention Team and the site administrator has identified team members.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1
	Handbook	Maintain a copy of the most recent Crisis Intervention Handbook, so that it is available to the site administrator and members of the Crisis Intervention Team.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1
	Intervention Notebook	Maintain an intervention notebook to document the specifics of each critical incident and Crisis Intervention Team actions taken in response.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1
	Training – Crisis Intervention	Ensure school Crisis Intervention Team meets regularly for training and review of the crisis intervention plan. Training documentation should include name of trainer, trainer affiliation, location of training and date of training.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1
Discipline Code	Discipline Code	Ensure the school discipline code is distributed annually to all students, parents and employees.	Safe School Plan, Volume 1 – Prevention Programs; Collective Bargaining Agreement, UTLA & LAUSD, Article XXIV and Article XXVIII; BUL-3638

PREVENTION PROGRAMS (SAFE SCHOOL PLAN, VOLUME 1)

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Human Relations Leadership Team (HRLT)	Team – HRLT	Establish a Human Relations Leadership Team (HRLT) and assign a coordinator.	School Plan, Volume 1 - Prevention Program
	Calendar	Ensure the Human Relations Leadership Team (HRLT) maintains a calendar of events to implement strategies for the Multicultural and Human Relations Education Program (MHREP).	School Plan, Volume 1 - Prevention Programs
	MHREP Summary	Ensure the Human Relations Leadership Team (HRLT) submits a year-end summary of the Multicultural and Human Relations Education Program (MHREP) to the site administrator and school governance council.	Office of Intergroup Relations, <i>Educating for Diversity: A Framework for Multicultural and Human Relations Education</i> , School Assessment Checklist, pages 76-79, 4-92.

TRAFFIC AND PEDESTRIAN SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Pedestrian Routes	Pedestrian Routes	Ensure “Safe Pedestrian Routes” to school have been designated, distributed to parents and posted in the main office. Copies may be found at www.lausd-oehs.org (see Safe Routes to Schools).	REF-1242 ; Safe School Plan, Volume 1 – Prevention Programs ; REF-1404.4
Safety Evaluation	Safety Evaluation	Contact OEHS Traffic Safety at (213) 241-3199 to request evaluation of traffic safety issues, signage, and training, or for assistance with safe routes to school.	
Student Drop-off and Pick-up Points	Enforcement	Request assistance from School Police and/or local law enforcement for traffic and parking enforcement as necessary to ensure student safety during drop-off and pick-up times.	Safe School Plan, Volume 1 – Prevention Programs
	Designated/Supervised	Ensure student drop-off and pick-up points are designated and supervised as required by Safe School Plan, Volume 1 – Prevention Programs.	Safe School Plan, Volume 1 – Prevention Programs
Training and Education	Traffic Safety	Provide students, parents and employees with traffic and pedestrian safety brochures, bicycle and bus safety rules, information on pedestrian routes to and from school, student drop-off/pick-up procedures, child safety seats, and seat belt/car safety information. For assistance, contact OEHS at (213) 241-3199 or www.lausd-oehs.org .	REF-1242 ; REF-1404.4
Vehicles on Campus	Vehicles on Campus	Ensure all vehicles driving on campus (except in designated parking areas) are escorted.	LAUSD Specifications

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