



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders

Quality Control Audit Procedures for the Safe School Inspection Program

Office of Environmental Health and Safety

June 2011

Executive Summary

As part of the Fiscal Year 2010-2011 Objectives, the Office of Environmental Health and Safety (OEHS) was tasked with developing Quality Control Audit Procedures for the Safe School Inspection Program. As a critical Safety, Occupational Health and Environmental process managed by OEHS, the Routine Safe School Inspection Program (SSIP) lacked a quality control component. The Routine Safe School Inspection process provides an evaluation of District compliance with regulatory requirements such as California Occupational Safety and Health Administration (CalOSHA) regulations in addition to District policies and procedures. Instituting a quality control process will ensure the quality and validity of routine inspection results. This quality control process will insure consistency among the eight different inspectors who regularly conduct Routine Inspections.

Background

In 2001, health and safety inspections were initiated in all District schools to assess compliance with Federal, State and District requirements. In 2003, the District introduced a *School Safety Compliance Checklist* and a *Health & Safety Compliance Scorecard* to standardize the assessment process. The *Compliance Scorecard* ratings are based on an assessment of the school's compliance with 14 critical health and safety standards, including; asbestos management; campus security; chemical safety; emergency preparedness; facilities and equipment maintenance; fire/life safety; indoor environment; injury and illness prevention; lead management; pest management; prevention programs; restroom facilities; science lab safety; traffic and pedestrian safety. The *School Safety Compliance Checklist* was designed in part to ensure ratings given to schools were uniform among inspectors. Under each standard in the *School Safety Compliance Checklist* are specific threshold questions to be answered by each inspector based on findings of the school inspection. The answers to these threshold questions determine the score.

However; what the process lacked was a validation method to determine if the inspectors are answering the questions correctly and uniformly.

Aim of Process

- I. The aim of the Quality Control Audit is to ensure the highest level of quality, integrity and credibility of the Health and Safety Compliance Scorecard Rating issued to school

following a Routine Inspection by using unannounced audits to control the quality and validity of the results of regularly-scheduled inspections.

- II. Any findings as a result of the targeted audits will then follow the procedures of Sections XIII-X.

Selection of Routine Safe School Inspection

- III. The quality control process is a function of the Environmental Health Supervisor in charge of the Safe School Inspection Program. The Environmental Health Supervisor selects the Routine Safe School Inspection to be audited randomly for each Local District. The goal is to audit a cross-section of routine inspections conducted by all inspectors. Our initial target is to conduct quality control audits for 10% of Routine Inspections conducted.

Administration of the Audit

- IV. The Quality Control Audit is performed using the Safe School Inspection Quality Control Checklist targeting one Threshold Question for each Standard evaluated in the Safe School Inspection process. Four Standards will be selected by the auditor. The selection of specific Threshold Questions is determined independently by the auditor to maintain validity of the quality control process.
- V. The audit will necessitate a re-visit to the school in most cases and every effort should be made to minimize disruption to school operations. The school administrator must be notified of the follow-up QC audit if the school is to be re-visited.
- VI. QC Audits should be conducted within 4 weeks from completion of the Routine Safe School Inspection to minimize the possibility of condition changes.
- VII. A thorough review must also be conducted of the Corrective Action Notice, School Safety Compliance Checklist and Health & Safety Compliance Scorecard Rating which can be obtained from the Business Services Unit. Reviewing these documents will provide an opportunity to validate the Health and Safety Scorecard Rating and the associated Corrective Action Notice. It will also identify potential issues with the review before issuance of the Corrective Action Notice by the inspector's supervisor.

Audit Findings

VIII. A percentile score is generated based on the administration of the Safe School Inspection Quality Control Checklist. If this score falls below 70% and discrepancies between the QC audit and Routine Inspection findings cannot be reasonably explained, the auditor will set up a meeting with the inspector and their supervisor within 10 days to discuss audit findings. Since inspections are essentially “snapshots in time”, conditions could change between the time of the original inspection and the quality control audit. The auditor will determine the validity of condition change on a case by case basis.

Corrective Measures

- IX. If the quality control audit reveals deficiencies with inspector’s process or quality of work, their Supervisor will provide consultation to the employee in an effort to assist in their improvement. Should an employee fail to follow direction, the Supervisor will follow standard District discipline procedures.
- X. Other corrective measures may include the revision of the Routine Corrective Action Notice or adjustment in score. Determination of the course of action will be collaboration between the Environmental Health Supervisors. In cases where resolution cannot be reached, the Environmental Health Manager, Safety and Industrial Hygiene will determine the course of action.

Process Review

- XI. The Environmental Health Supervisor responsible for the Safe School Inspection Program If the quality control audit reveals deficiencies with inspector’s process or quality of work, their Supervisor will provide consultation to the employee in an effort to assist in their improvement.

ATTACHMENT A

Safe School Inspection Program Quality Control Audit Checklist



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 Facility Inspection Program
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Safe School Inspection Program Quality Control Audit Checklist



School: _____

Routine Inspection Date: _____

Inspection ID No: _____

QC Inspector: _____

STANDARD		EVALUATION - THRESHOLD QUESTIONS		Original Finding		Audit Finding	
Select Four to Evaluate		Select One Threshold Question to Evaluate		YES	NO	YES	NO
<input type="checkbox"/>	Asbestos Management	<input type="checkbox"/>	Is the Asbestos Management Plan kept in a designated location, readily available, and updated with the current 6-month and 3-year inspection results? [Check that the update is consistent with AHERA regulations.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Has staff received appropriate asbestos awareness training? [Determine if Plant Manager & custodial staff have received 2-hour asbestos awareness training and if all staff is aware of District policy on handling asbestos containing materials.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is all work on asbestos-containing materials performed by properly trained personnel? [Evaluation should be based on staff interviews, field observations, and review of Contact Log.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Evaluation Notes:		<p>Was the QC Audit finding consistent with the Routine Inspection Finding?</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<p>Original Finding Audit Finding</p>		
<input type="checkbox"/>	Campus Security	Select One Threshold Question to Evaluate		YES	NO	YES	NO
		<input type="checkbox"/>	Is the school perimeter fencing secure, in good condition, and are gates locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is there a visitor check in procedure in compliance with the Visitors to School Campuses policy? [per BUL-1 325.0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is there a written procedure for communicating classroom or play yard emergencies to the main office? [Review written procedure and assess overall staff awareness of procedure.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is there adequate lighting for after school activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:		<p>Was the QC Audit finding consistent with the Routine Inspection Finding?</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<p>Original Finding Audit Finding</p>				
<input type="checkbox"/>	Chemical Safety	Select One Threshold Question to Evaluate		YES	NO	YES	NO
		<input type="checkbox"/>	Is Hazard Communication training provided at time of initial assignment and when new hazards are introduced into the work place? [Confer with school administration and review the available documentation.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is an inventory of all chemicals used on campus kept in a designated location and readily available? [To include cleaning products, office and art supplies]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are MSDSs readily accessible for all chemicals listed on the inventory? [MSDSs should be kept in a centralized location known to all staff members.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are cleaners and other non-laboratory chemical products properly stored, secured, and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:		<p>Was the QC Audit finding consistent with the Routine Inspection Finding?</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<p>Original Finding Audit Finding</p>				

STANDARD		EVALUATION - THRESHOLD QUESTIONS			Original Finding		Audit Finding		
<input type="checkbox"/>	Emergency Procedures Safe School Plan, Vol. 2	Select One Threshold Question to Evaluate			YES	NO	YES	NO	
		<input type="checkbox"/>	Are emergency procedures current and readily available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Are staff familiar with their designated responsibilities? [Review staff training documents]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Was a completed "Safe School Plan, Volume 2 - Emergency Procedures" with all components submitted to OEHS on or before the required date of October 1st of the current school year?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Are emergency supplies and equipment adequately stocked, properly maintained, and stored in designated locations? [Review supplies and equipment in earthquake bin and designation locations. Refer to supply inventory listed in Reference Guides 801 and 802.]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Is dedicated storage provided for emergency supplies?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="checkbox"/>			
<input type="checkbox"/>	Facilities & Equipment Maintenance	Select One Threshold Question to Evaluate			YES	NO	YES	NO	
		<input type="checkbox"/>	Are facilities and equipment maintained in good repair?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Have trouble calls been placed for necessary repairs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	Are proper housekeeping practices followed in classrooms and on campus?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="checkbox"/>	
		<input type="checkbox"/>	Fire/Life Safety	Select One Threshold Question to Evaluate			YES	NO	YES
<input type="checkbox"/>	Are fire extinguishers checked monthly and serviced annually, clearly marked, and easily accessible?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Are all exits and exit corridors free of obstructions?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Are exits properly marked?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Does each classroom equipped with security grills have at least one with a releasable latch in compliance with District policy? [Per Board of Education Report #15]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="checkbox"/>	

STANDARD		EVALUATION - THRESHOLD QUESTIONS		Original Finding		Audit Finding	
<input type="checkbox"/>	Indoor Environment	Select One Threshold Question to Evaluate		YES	NO	YES	NO
		<input type="checkbox"/>	Is the site free of evidence of potentially toxic or odorous emissions, such as mold, affecting the indoor environment? [Evaluation should be based on staff interviews, field observations, and review of Contact Log.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are indoor areas adequately lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are ventilation systems adequate & properly maintained? [Evaluation should be based on visual observations and interview of Plant Manager.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are classrooms free of excessive noise? [Evaluation should be based on staff interviews, field observations, and review of Contact Log.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="text"/>			
				Original Finding		Audit Finding	
<input type="checkbox"/>	Injury & Illness Prevention	Select One Threshold Question to Evaluate		YES	NO	YES	NO
		<input type="checkbox"/>	Is a current IIPP available and is the summary page posted listing the responsible individual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Has a Safety Committee been established and are meetings held at least quarterly and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are safety inspections conducted at least two times per year, documented and identified deficiencies corrected and/or reported to M&O?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are all accidents investigated by the supervisor and a completed "Injury/Accident Investigation Report" sent to OEHS & ORMIS within 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are IIPP and Blood-borne Pathogens trainings conducted within 30 days of job assignment and annually thereafter & documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="text"/>			
				Original Finding		Audit Finding	
<input type="checkbox"/>	Lead Management	Select One Threshold Question to Evaluate		YES	NO	YES	NO
		<input type="checkbox"/>	Are buildings constructed prior to 1993 free of peeling or chalking paint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Has a trouble call been placed for areas of peeling or chalking paint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are drinking fountains flushed daily? [Per REF-3930]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:		Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="text"/>			
				Original Finding		Audit Finding	

STANDARD		EVALUATION - THRESHOLD QUESTIONS				Original Finding		Audit Finding	
<input type="checkbox"/>	Science Lab Safety (Secondary Schools)	Select One Threshold Question to Evaluate				YES	NO	YES	NO
		<input type="checkbox"/>	Is the Chemical Hygiene Plan kept in a designated location, readily available and are staff aware of their responsibilities?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Has a Chemical Safety Coordinator been assigned by the Principal?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is a laboratory chemical inventory kept in a designated locations and readily available?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are MSDSs readily accessible for all laboratory chemicals listed on the inventory? [MSDSs should be kept in a centralized location known to all science staff.]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Is safety equipment adequate, available, and maintained in good condition?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are laboratory chemicals properly stored, secured and disposed of?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are all laboratory chemicals used at the school District approved?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:				Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="text"/>			
<input type="checkbox"/>	Traffic & Pedestrian Safety	Select One Threshold Question to Evaluate				YES	NO	YES	NO
		<input type="checkbox"/>	Have "Safe Routes" to school been designated? [Safe routes should be posted and distributed to parents.]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are drop-off and pick-up points designated and supervised? [Drop-off and pick-up points should be posted and distributed to parents.]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Are there recurring complaints, observed hazards, or a history of student injuries? [Evaluation should be based on staff interviews, field observations, and review of Contact Log and School Police accidents records.]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Notes:				Was the QC Audit finding consistent with the Routine Inspection Finding?		<input type="text"/>			

QC AUDIT RESULTS

Percent of threshold questions that were consistent with the original findings:

Are there justifiable explanations for any discrepancies?

Notes:

Was a thorough review conducted of the of the CAN and School Safety Compliance Checklist, and were they found to be consistent?

Does the review of this Routine Safe School Inspection pass the Quality Control Audit?

Auditor Signature

Audit Date