



**Los Angeles Unified School District**

Today's Learners, Tomorrow's Leaders

# Fiscal Year 2011-12 OEHS School Opening Initiative

Office of Environmental Health and Safety

August 2011

## **I. Executive Summary**

The purpose of this document is to communicate the Office of Environmental Health and Safety's (OEHS) plan to provide safety services to schools and administrators at the beginning of the FY 2011-12 school year. Plans for specific populations have been developed based on need and the ability to successfully disseminate this information to them. This initiative will address new schools opening this year, first-time principals and existing schools/principals. This effort is being conducted as a constant exercise in meeting the needs of our customers while meeting the mission of our office.

## **II. Plan for New Schools**

The plan for new schools is a continuation of previous efforts with a new element to add to the OEHS' part in safely and successfully allowing occupancy of new schools and buildings.

1. OEHS staff will conduct inspections of new schools with the cooperation of the Owner Authorized Representative (OAR) and Inspector of Record. Each inspection will be documented using the OEHS Essential Safety Checklist and Approval Form (Attachment A). Any major issues that would prevent or delay the opening of a school or building will be communicated immediately to the OAR, OEHS Management and if necessary, Facilities Services Division Management.
2. OEHS staff assigned to new school project will meet with principals during the course of the many inspections that occur prior to OEHS sign-off to determine needs and communicate any occupancy issues.
3. OEHS staff will be at each new school during the morning of the first day of school to perform a final walkthrough, identify/address any potential safety hazards and to act as partners with Facilities Services Division and the school. OEHS' presence should be known to the principal and any visiting dignitaries.
4. Within the first 30 days following the school opening, OEHS staff will visit the school site and check in with school administration to determine any environmental health and safety needs.

## **III. Plan for New Administrators**

The plan, for new first time administrators, is to offer OEHS services in a streamlined, user-friendly manner. Traditionally, this is not an audience that OEHS has focused on, but in an effort to improve our processes, the following plan was developed.

1. OEHS staff will conduct a presentation at the New Principals' Academy Boot Camp on September 1, 2011. All new principals will be in attendance and will receive a packet of OEHS material (Attachment B) designed to help administrators with implementing essential safety programs and to familiarize them with key OEHS contacts. Materials

will likely include the OEHS Fact Sheet, a Back-to-School handout, OEHS Newsletter, Safety Valet Program Brochure and information on preventing heat stress.

2. The OEHS Safety Officer and/or their Environmental Health Supervisor will make contact with the new principal to offer any needed assistance during the first 90 days following the first day of school.

#### **IV. Plan for Existing Administrators and Schools**

This group is our largest audience and while their experience allows familiarity with OEHS programs, it is our goal to communicate new initiatives and reinforce safety procedures that through assessment with our Routine Safe School Inspection process have been identified as areas needing attention.

1. OEHS Management will communicate the needs to Executive Staff, the need for presentation time during the Fall Principal's meetings. OEHS staff will conduct a Powerpoint Presentation on Back-to School safety measures, provide handouts as described in Section III and/or set up an OEHS information booth where OEHS safety documents will be made available.
2. OEHS Management will also contact the union organizations, who also hold administrator meetings. OEHS will also provide information at these meetings as a supplement to the District Principals' Meetings.

#### **V. Plan for New Principals at Existing Sites with Environmental Issues**

Another population that may need attention is new administrators to schools sites with environmental issues such as methane gas mitigation systems or on-going environmental sampling.

1. The Environmental Health Manager, Safety and Industrial Hygiene, (EHM) will work with the Environmental Assessment Unit to identify locations with environmental issues and determine if new principals have been assigned to those sites.
2. Environmental Assessment staff will contact identified administrators and provide information related to the environmental issues of their school within the first 60 days following the first day of school.

#### **VI. Evaluation**

Following the implementation of these initiatives, the EHM will evaluate the effectiveness of the measures and determine if changes to next year's school opening process are warranted.

## **Attachment A**



Office of Environmental Health & Safety  
 333 S. Beaudry Avenue, 28<sup>th</sup> Floor  
 Los Angeles, Ca 90017  
 Phone: (213) 241-3199  
 Fax: (213) 241-6816

## Essential Safety Checklist & Approval Form



The purpose of this checklist is to identify **essential safety requirements** to be met prior to occupancy of newly constructed schools, school buildings and other school projects which add classrooms or when a DSA Form 6 is issued. A comprehensive listing of federal, state and local regulations dealing with school safety maybe found in the "OEHS Safe School Inspection Guidebook", available at [www.lausd-oehs.org](http://www.lausd-oehs.org).

<b>Date:</b>	<b>OEHS Inspector:</b>
<b>School:</b>	<b>OAR:</b>
<b>Designated Area:</b>	<b>Principal:</b>

A. Access and Egress	Y	N	ALT
1. Are pathways to and from buildings adequately marked, unobstructed, and free of debris and tripping hazards?			
2. Are the areas of the campus to be occupied adequately segregated from ongoing construction activity through the use of barricades, fencing or other means?			
3. Are stairways, halls, and other exit pathways in all building corridors clearly identified with proper signage?			
4. Are fire doors and associated panic hardware functional?			
5. Are there at least 2 exit pathways for rooms with an occupant load greater than 50?			
6. Are designated parking areas for students and staff provided with clear, unobstructed pathways to buildings or other areas of the campus?			
7. Have student pick-up and drop-off locations been designated and have parents been notified?			
B. Building & Room Conditions			
1. Is adequate lighting provided in all rooms?			
2. Are electrical outlets and panels covered, and are other electrical components and wiring properly guarded and functional?			
3. Has each classroom been provided with a hard-wire or wireless connection capable of calling 911?			
4. Are flooring materials, walls, and ceilings installed and properly finished?			
5. Have the HVAC duct leakage test results for passive smoke-control systems been reviewed and accepted by the designer?			
6. Are rooms properly ventilated and free of significant chemical odors?			
7. Is potable water available in all buildings?			
8. Is hot water available in food preparation areas, nurse's office and showers?			
9. Are classrooms and other areas of the campus clean and free of construction debris?			
10. Are restrooms available in proper working condition and adequately stocked with toilet paper, soap and paper towels or dryers?			
11. Has the test and balance report for the HVAC system been submitted by the contractor and reviewed by the Inspector of Record to ascertain that the minimum ventilation rates have been met?			
C. Fire Alarm and Suppression Systems			
1. Has the Inspector of Record (IOR) notified the local fire department of the new school opening pursuant to Inspection Department Procedure P-13?			
2. Has the IOR issued a DSA-Form 6 for the buildings to be occupied, indicating the fire alarm and suppression systems are complete?			
3. Has a local fire department inspection been scheduled by the IOR/OAR to be conducted the week prior to opening? <i>(Required only if DSA-Form 6 does not indicate 100% completion for fire alarm and suppression systems 30 days prior to opening. Indicate date of scheduled inspection.)</i>			
4. Have fire extinguishers been mounted throughout the campus (within 75 feet of classrooms and 25 feet of flammable liquids storage areas)?			
5. Has the IOR verified that all outstanding smoke barrier requirements have been completed?			
D. Emergency Preparedness			
1. Are basic first-aid kits provided and readily accessible?			
2. Has an emergency evacuation plan been prepared and posted?			
3. Has staff been informed of their roles and responsibilities during emergencies and aware of the evacuation plan?			
E. Clearance for Occupancy			
1. Has the Owner's Authorized Representative (OAR) issued a <i>Certificate of School Functional Readiness</i> , and has the IOR issued a DSA-Form 6 indicating the facility or designated locations are ready for occupancy?			
2. Has OEHS assessed compliance with the above requirements and determined the designated areas are safe to occupy?			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment B**



## Office of Environmental Health & Safety

# Back-to-School Safety

► It's a brand new school year and you've likely spent a substantial amount of time preparing for it! There are so many things that go into getting your school ready for students and staff. With that in mind, the Office of Environmental Health and Safety (OEHS) has made this checklist to help you in ensuring a safe learning and working environment for your students and staff. Use it to help guide you through the essential safety requirements that every school must meet.

OEHS is dedicated to providing assistance to Principals, so don't hesitate to let us know if you need help.

### Back-to School Safety Checklist

- Have pedestrian routes to school been distributed to parents and posted in the Main Office? ([lausd-oehs.org/saferoutestoschools.asp](http://lausd-oehs.org/saferoutestoschools.asp))
- Have student pick-up and drop-off locations been designated and have parents been notified?
- Has the written Injury and Illness Prevention Program been reviewed, updated? ([lausd-oehs.org/injury-illness.asp](http://lausd-oehs.org/injury-illness.asp))
- Has training on Injury and Illness Prevention Program been provided to all staff, including documentation with sign-in sheets?
- Has the Summary Injury and Illness Prevention Program been displayed in a prominent location?
- Is OEHS called whenever a regulatory agency (e.g. Cal/OSHA, Public Health Department, etc.) visits your site? ([lausd-oehs.org/documents.asp](http://lausd-oehs.org/documents.asp))
- Has Safety Alert, 11-05, Preventing Heat-Related Illness, been distributed to staff including physical education teachers and coaches? ([lausd-oehs.org](http://lausd-oehs.org))
- Has training been provided to teachers and custodial staff on the use and precautions of in-wall tables and benches? ([lausd-oehs.org/safetyalerts.asp](http://lausd-oehs.org/safetyalerts.asp))
- Has the Hazard Communication Program been updated and has training been provided to staff on chemical products in the workplace? ([lausd-oehs.org/documents.asp](http://lausd-oehs.org/documents.asp))
- Is flushing of water fixtures occurring daily prior to first use and is a flushing log completed? ([lausd-oehs.org/referenceguides.asp](http://lausd-oehs.org/referenceguides.asp))
- Is monthly certification of flushing being submitted electronically by the Site Administrator in accordance with REF-3903.3, Daily Flushing Requirements for Drinking Fountains and Faucets?
- Are all accidents investigated immediately and reported through the District's ISTAR System?

For more information on environmental health and safety-related topics, please visit our website at [lausd-oehs.org](http://lausd-oehs.org).



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Los Angeles, CA 90017

Phone: 213-241-3199  
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[www.lausd-oehs.org](http://www.lausd-oehs.org)

**Safety matters.**



# Office of Environmental Health & Safety

LAUSD



## Key Contact Numbers

Main Office/Duty Officer	213-241-3199
After Hours Response	213-625-6631
Main Office Fax	213-241-6816
E-mail	info@lausd-oehs.org

Website: [www.lausd-oehs.org](http://www.lausd-oehs.org)

2011-2012  
School Year



## MISSION

The Office of Environmental Health and Safety (OEHS) is dedicated to providing a safe and healthy environment for the students and employees of the Los Angeles Unified School District. This mission is supported through periodic inspections of existing District facilities, and careful evaluation of all school sites to ensure a school environment that is health-protective and conducive to learning.

## Safety matters...

### The LAUSD Office of Environmental Health & Safety

The Office of Environmental Health and Safety is comprised of three distinctive units, Safety/Industrial Hygiene, Environmental Programs and Business Services. OEHS administers a wide range of environmental, health, and safety programs including: indoor and environmental air quality, assessment of new school sites, emergency management/response, workplace injury reduction, training for safe work practices, Safe School Inspections, waste recycling, hazardous waste pick-up, design criteria for healthy and sustainable schools, traffic and pedestrian safety, industrial facilities near schools, environmental compliance, drug and alcohol testing, medical surveillance of employees, compliance during asbestos and lead abatement, and testing for lead in drinking water.

#### VISION

- We are committed to the health and safety of our students, employees, contractors, and communities.
- We actively champion environmentally sound practices and safe behaviors.
- We establish procedures and audits to assess our programs to ensure that we meet best practices and standards.
- We continuously improve our emergency management procedures and practices to ensure the District can effectively prepare for and respond to any emergency.
- We continuously improve our business processes keeping our customers in mind.
- We strive to eliminate injuries, illnesses and adverse environmental impacts to contribute positively to the learning environment.



OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

### **Safety and Industrial Hygiene**

OEHS provides support related to occupational safety and health regulatory program compliance, loss control, accident management, workers' compensation cost reduction, industrial hygiene, liability loss control, ergonomic support, safety and industrial hygiene training, traffic/pedestrian safety, asbestos compliance oversight, chemical product evaluation, regulatory agency support and citation management, and equipment approval. OEHS staff works on District-wide design standards and policies, conducts comprehensive analyses of all major Facilities projects, and approves occupancy for new construction and significant site modifications.

In addition to traditional safety and industrial hygiene program management, OEHS staff manages the District's Emergency Operations Centers (EOCs), responds to District emergency response situations (e.g. hazardous materials, fires, chemical spills, sewer overflows, vandalism, etc.), provides emergency response training, coordinates the District emergency response equipment inventory, and responds to catastrophic emergencies. In cooperation with School Operations liaises with local, State and Federal emergency management agencies, communicates with District executive management during large-scale emergencies, and conducts post event analyses of District response activities.

### **Environmental Programs**

OEHS provides support related to California Environmental Quality Act (CEQA) compliance, new construction site assessment and remediation, development and maintenance of site environmental surveillance systems (i.e. methane systems), hazardous/universal waste management, solid waste management, recycling programs, District environmental design standards, storm water compliance, environmental auditing and program compliance, permitting, coordination between environmental regulatory agencies, environmental training programs, and the development and implementation of District-wide environmental compliance and sustainability programs.

OEHS is a nationally recognized leader in coordinating District-wide activities related to environmental site assessment and remediation. OEHS staff works with contractors, Facilities Services Division, and other District staff to coordinate the required provisions of CEQA for new school sites and existing school site modifications, which involves the development of appropriate CEQA documents up to and including Environmental Impact Reports. OEHS staff works with the Department of Toxic Substances Control (DTSC), to complete Phase I Environmental Site Assessments, to develop the Preliminary Environmental Assessments, and to develop and manage required site remedial action plans. In addition to new school sites, OEHS staff reviews and supports existing Facilities projects and monitors the ongoing land use surrounding more than 1,000 schools and other sites.

## **Office of Environmental Health & Safety Facts**

In FY 2009-10, OEHS staff has specifically supported school sites, as reflected in the following performance data:

- Conducted 433 routine health and safety compliance inspections at District schools;
- Provided 24-hour response to health and safety-related incidents and complaints in order to prevent injuries, reduce cost, and avoid citations from regulatory agencies; OEHS responded to 321 health and safety complaints, 176 emergencies, 165 traffic and pedestrian complaints and conducted 322 industrial hygiene surveys to address issues such as indoor air quality and ergonomics;
- Provided safety training to District employees to prevent injuries and to comply with regulatory requirements; OEHS conducted 689 safety and health compliance training sessions;
- Conducted inspections at new schools and building additions to ensure that they are safe prior to occupancy by students and staff; OEHS conducted 236 new school and building addition inspections;
- Managed the District hazardous waste program, which included over 980 hazardous waste pick-ups and 4,727 records of hazardous wastes to be removed;
- Conducted environmental compliance inspections at 178 District facilities;
- Conducted 58 environmental compliance training sessions for Maintenance and Operations personnel, garages, plant managers, and Chemical Safety Coordinators;
- Prepared and submitted environmental compliance reports to local, State and Federal regulatory agencies; OEHS produced 226 of these reports;
- Provided environmental oversight and regulatory clearance on approximately 30 new school projects to ensure that proposed school sites are safe as locations for schools; and,
- Provided environmental oversight and regulatory support on 100 existing and Charter School projects.

Check out the Office of Environmental Safety and Health website at [www.lausd-oehs.org](http://www.lausd-oehs.org) to access specific information for District sites (i.e. Safe School Inspection results, Corrective Action Notices, etc.,) copies of applicable OEHS programs, training material or to schedule a consultative visit.

OEHS response hotline: 213-241-3199 (7:30 am – 4 pm, M-F) | 213-625-6631 (after hours)

# SAFETY Matters

Summer 2011 (Print Version)

Issue 1, 2011

## Director's Message

Welcome to the first edition of the Office of Environmental Health and Safety's (OEHS) new quarterly newsletter SAFETY Matters. The newsletter is intended to serve as an online tool for site administrators, teachers and other District staff to gain a better understanding of the activity, effort and events which shape the District's approach to environmental and safety management.

We work in challenging times and I wanted to take this opportunity to thank each and every employee of the District for their continued commitment and support in providing a safe learning environment for our students. I am

repeatedly impressed with the effort employees put forth daily to ensure new schools are built and repaired safely, chemicals are stored and handled properly, students are driven and dropped off at school safely and accidents and injuries are minimized at all our campuses.

As you read this edition of SAFETY Matters please reflect on your involvement in assuring that District facilities operate safely. If I can be of any assistance, please do not hesitate to call me directly at 213-241-1845.

John Sterritt  
Director, OEHS

## Special Announcements

**Annual Updates to your Injury and Illness Prevention Plans are Due October 31st!**

**Remember to Submit Monthly Flushing Certifications to OEHS!**

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## Healthy Handouts

See below for a collection of the District's most recently published safety alerts, reference guides, and policy bulletins related to environmental health and safety. All listed documents are available online on Inside LAUSD and at [www.lausd-oehs.org/documents.asp](http://www.lausd-oehs.org/documents.asp).

Document	Description	Issue Date
REF-5496.1	<i>Implementing a Safety Valet Program at Schools</i>	6/27/2011
SA 11-03	<i>CAL/OSHA Citation Reforms</i>	4/1/2011
BUL-963.1	<i>Guidelines for Preventing Heat Stress</i>	1/24/2011
BUL-5353.0	<i>Mechanical Rides on School Property</i>	1/13/2011
REF-5354.0	<i>Implementation of the EPA's Tools for Schools Program to Improve Indoor Air Quality</i>	12/20/2010
REF-5311.0	<i>Skateboard Activity Guidelines</i>	12/7/2010
REF-5314.0	<i>Procedures for Environmental Review on Proposed Projects</i>	11/16/2010

## Indoor Air Quality Program “Tools for Schools”

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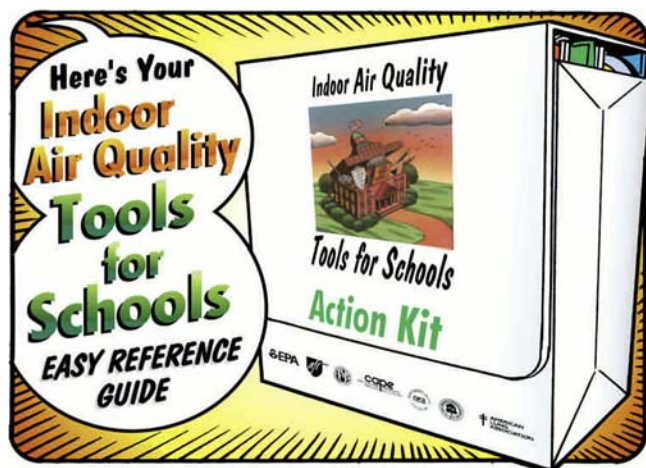
In 2001, the LAUSD School Board passed a resolution recommending the use of the Environmental Protection Agency’s (EPA) Tools for Schools program to improve Indoor Air Quality (IAQ). They recognized that indoor air pollution is a public health risk that affects everyone. Research has shown that poor indoor air quality plays a strong role in triggering asthma episodes and other allergic reactions, which is the number one cause of school absenteeism due to a chronic disease. Nationwide, children with asthma miss more than 14 million school days each year, which can negatively affect their education. There are an estimated 63,000 students with asthma in LAUSD, which equates to approximately 3 students in each classroom.

The Tools for Schools Program will help you identify, correct, and prevent IAQ problems. While OEHS remains as a dedicated resource to assist District schools and offices in addressing IAQ issues, this program provides some “self-help” measures to prevent problems from occurring or worsening. Often this can be done

at no cost to the school or District. Improving air quality can reduce absenteeism and save money.

For additional information, please refer to Reference Guide No. 5354.0, *Implementation of EPA’s Tools for Schools Program to Improve Indoor Air Quality* or visit EPA’s website at:

[www.epa.gov/iaq/schools/](http://www.epa.gov/iaq/schools/)



## OEHS Rolls Out New Online Customer Services Survey

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OEHS’s mission is “Driving world-class environmental, health and safety solutions to support a safe learning and working environment”. It is a given that a primary objective of any world class operation is to provide excellent customer service. OEHS continually strives to provide excellent customer service to all employees, parents and community members.

In order to measure the quality of OEHS’s customer service, an online OEHS Service and Support Response Form was rolled out on March 11, 2011. Customers usually call OEHS to report an incident (e.g., accident, chemical spill, unsafe condition, etc.) or request information. OEHS will ask each customer calling for service or assistance for his or her

email address. After OEHS has responded to a customer’s request, an email will be sent inviting the customer to complete the OEHS Service and Support Response Form. Alternatively, any customer can go to the OEHS website at [www.lausd-oehs.org](http://www.lausd-oehs.org) to submit a survey response.

The OEHS Service and Support Response Form only asks for ratings in three areas so it will only take few a minutes to complete.

Any comments, suggestions or concerns can be directly shared with OEHS Director John Sterritt at 213-241-1845 or [john.sterritt@lausd.net](mailto:john.sterritt@lausd.net).

## District Opens New Emergency Operations Center at Beaudry Headquarters

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An Emergency Operations Center, or EOC, is the physical location where an organization comes together during an emergency to coordinate response and recovery actions and allocate resources to adequately manage an emergency event. The District's primary EOC is located at 1330 W. Pico Blvd (School Police Headquarters). It is equipped with all necessary communications equipment and materials to centrally manage large-scale emergency situations. Some examples that may require EOC activation are earthquakes, tsunami warnings, brush fires, and civil unrest events. Not all emergencies rise to the scale of activating the District's primary EOC. Emergencies that are isolated to a single location or limited number of locations may not require primary EOC activation. However, smaller scale emergencies still need centralized coordination by District staff.

In May 2011, construction of the Beaudry EOC was completed in the location of the former Beaudry Express Shop on the second floor. Designing, constructing, equipping and funding of the Beaudry EOC was a coordinated effort between Facilities Services Division, School Operations and OEHS. Since a majority of central administration is located at the Beaudry

facility, it was determined that it would be more effective and efficient to have an onsite EOC to manage all emergencies that do not require primary EOC activation.

The Beaudry EOC can serve as an auxiliary command center for District-wide emergency events or can provide division management with an excellent location to manage events specific to division operations (i.e. food recall, demonstrations, continuity of operations events, etc). The Beaudry EOC is available for multiple uses and can be opened/reserved by contacting Morlin Management at 213-241-1320. If it is necessary to activate/open the Beaudry EOC before or after normal business hours (7:00 am – 5:00 pm) access can be provided by contacting building security at 213-241-5825 or at the 1<sup>st</sup> floor building registration desk.

If you have any questions related to the District Emergency Operation Centers or any other emergency services questions or comments, please contact Bob Spears, Director of Emergency Services, at 213-241-3889 or OEHS at 213-241-3199.

## How is your Recycling Program Working?

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In 2005, the Board of Education passed a resolution to establish a new waste and recycling goal to reduce the amount of waste the District disposes in landfills by 70 percent by 2020. The resolution expressed the District's commitment to recycle and reduce the amount of waste sent to landfills. The District is currently achieving a diversion rate of 65%.

**For the 2011-12 school year OEHS will provide small (3 gallon) recycling containers for classrooms, while supplies last.** To request classroom recycling containers contact Jose Padilla at (213) 241-3199.

For more information on joining LAUSD's Recycling Program, please contact Soe Aung at (213) 241-3199 or visit our website at:

Since 2005 LAUSD has partnered with the City of Los Angeles to implement a Joint Recycling Program at its schools. The Program is an extension of the citywide curbside blue bin-recycling program and provides each participating school outreach and education to students and staff, large (90 gallon) recycling containers for schools, and weekly collection services. The 90 gallon containers and pick-up services provided by the City are free of charge. Currently there are 640 schools participating in the program.

[lausd-oehs.org/recycling.asp](http://lausd-oehs.org/recycling.asp)



# Safety Valet Program



OEHS is encouraging schools to implement a Safety Valet Program to improve student safety during morning drop off times. In addition to improving student safety, the program provides more fluid movement of vehicular traffic directly around schools.

The program is designed so parents will not have to park or exit their vehicle when dropping off their children. Instead, parent volunteers set up traffic cones in a designated drop-off area where parent vehicles line up. As the vehicles enter the drop-off area, parent volunteers, or valets, approach the

stopped vehicles and assist the students in exiting. The parent then drives off as the student is directed onto campus.

This program has helped many schools alleviate traffic congestion around the school and prevents unsafe practices by parents and students alike. OEHS coordinates the program with the assistance of the Los Angeles School Police Department who conducts on-site training prior to program implementation. The program and training are offered free of charge and OEHS will provide valet kits to the schools (while supplies last), otherwise OEHS will direct the site administrator to the appropriate vendor to purchase needed equipment.

For additional information on the School Valet Program, please refer to Reference Guide No. 5496.1, *Implementing a Safety Valet Program at Schools*, available at [www.lausd-oehs.org](http://www.lausd-oehs.org).

Please contact OEHS at (213) 241-3199 or at [trafficsafety@lausd-oehs.org](mailto:trafficsafety@lausd-oehs.org) for assistance with implementing the Safety Valet Program or for other school traffic safety concerns.

# Preventing Heat Related Illness

Back-to-School time brings with it Back-to-School weather. Make sure to take precautions to beat the heat! OEHS will provide heat alert notices to schools as conditions warrant and post alerts at [www.lausd-oehs.org](http://www.lausd-oehs.org) any time the health department issues a heat alert.

Preparation is the key to preventing heat related injuries. As such, the District established a team to update Bulletin 963.1, *Guidelines For Preventing Heat Stress*, which provides Site Administrators valuable information on common sense approaches to prevent heat-related illnesses. The team also produced posters and other informational material for schools to use in their efforts to beat the heat. This material is being distributed to coaches and to schools directly. For additional information on preventing heat related injuries please visit the OEHS website at:

[lausd-oehs.org/heatstress.asp](http://lausd-oehs.org/heatstress.asp)

The new poster for communicating Heat Illness Prevention information is available at [lausd-oehs.org/heatstress.asp](http://lausd-oehs.org/heatstress.asp).

Heat Level	Definition/Description	Signs/Symptoms	What to Do
Green (Low)	Clear, bright and sunny weather. Secure of exposure to sun, wind, humidity, shade, temperature, wind, humidity, shade, or exposure.	Thirst Fatigue Headache	<ul style="list-style-type: none"> <li>Drink water and get into shade</li> <li>Take a break</li> <li>Check on the health of the student</li> <li>Provide shade and hydration</li> <li>Check on the health of the student</li> <li>Check on the health of the student</li> </ul>
Yellow (Moderate)	Visible heat of exposure to sun, wind, humidity, shade, or exposure. During the heat wave of summer, be prepared to take heat. Use shade, wind, humidity, shade, or exposure.	Dehydration Dizziness Fatigue Headache Nausea Vomiting Diarrhea Fainting Chest pain Rapid heartbeat	<ul style="list-style-type: none"> <li>Go down in cool shade</li> <li>Check on the health of the student</li> <li>See medical attention if symptoms are severe</li> <li>See medical attention if symptoms are severe</li> </ul>
Orange (High)	Visible heat of exposure to sun, wind, humidity, shade, or exposure. During the heat wave of summer, be prepared to take heat. Use shade, wind, humidity, shade, or exposure.	Normal or elevated body temperature (101°F) Dehydration Dizziness Fatigue Headache Nausea Vomiting Diarrhea Fainting Chest pain Rapid heartbeat	<ul style="list-style-type: none"> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> </ul>
Red (Very High)	Visible heat of exposure to sun, wind, humidity, shade, or exposure. During the heat wave of summer, be prepared to take heat. Use shade, wind, humidity, shade, or exposure.	Normal or elevated body temperature (101°F) Dehydration Dizziness Fatigue Headache Nausea Vomiting Diarrhea Fainting Chest pain Rapid heartbeat	<ul style="list-style-type: none"> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> <li>See medical attention immediately if symptoms are severe</li> </ul>

## Safe Usage of In-Wall Tables and Benches

Recently, there have been two significant injuries involving students caused by in-wall tables and benches which are primarily found in cafeterias, multipurpose rooms and auditoriums. The ability to fold the tables and benches up into the wall makes them versatile and saves space. However, should a table or bench fall out of its wall pocket, a serious injury could result.

In an effort to help prevent further accidents, OEHS released various communications concerning in-wall tables and benches to communicate vital measures to be taken to protect our students and staff.

OEHS issued Safety Alert, No. 11-01, *In-Wall Tables and Benches (February 2011)* to provide administrators with guidelines for inspecting in-wall tables and benches which are used in schools throughout the District. In addition, OEHS, M&O and KLCS have developed a Safety Alert Video on the subject, which can be viewed on the OEHS web page and at the following link:

[www.lausd-oehs.org/Videos/InWallTableBench\\_NewSafetyVideo.wmv](http://www.lausd-oehs.org/Videos/InWallTableBench_NewSafetyVideo.wmv)

It is recommended that school staff, including teachers and aides, are trained to conduct safety assessments whenever an area with this equipment is to be used. For example, a teacher bringing students into such an area should conduct a visual check to determine if safety devices, such as a butterfly/T-bar latch, are in place.

Please share this information with your staff. Together, we need to ensure no more children are hurt because of this equipment.



## Regulatory Update

New legislation increases the ability of the California Division of Occupational Safety and Health (Cal/OSHA) to issue citations to District schools and offices for “serious violations” of occupational safety and health standards.

Assembly Bill 2774, which went into effect **January 1, 2011**, changes existing regulations resulting in the following:

1. The number of citations and monetary fines for serious violations issued by Cal/OSHA is likely to increase.
2. Successfully appeals of citations will be more difficult.
3. Cal/OSHA will be able to cite serious violations based solely on inspector testimony.

For more information please refer to Safety Alert 11-03 *Cal/OSHA Citation Reforms* issued April 2011 at <http://lausd-oehs.org/docs/safetyalerts/11-03.pdf>

### Upcoming Training:

OEHS has developed a 60 minute “New Administrator OEHS Basics Course” for new principals. If interested, please call Carlos Torres to schedule a group or one-on-one training session.

Discuss your training needs directly with your OEHS Safety Officer who can either provide training to your staff or provide your team with safety and/or environmental-related training handouts or presentations to assist with your training needs.

For more information related to OEHS training programs, call OEHS at (213) 241-3199.

### About Us:



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# SAFETY ALERT

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No. 11-05

PREVENTING HEAT-RELATED ILLNESS

August 2011

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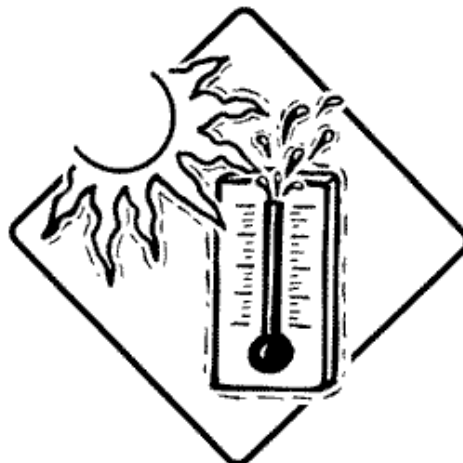
The Los Angeles Unified School District's Office of Environmental Health and Safety (OEHS) is encouraging schools and offices to take precautions to beat the heat! High temperatures and humidity stress the body's ability to cool itself, and heat illness becomes a special concern during hot weather.

Preparation is the key to preventing heat stress. As such, the District has updated Bulletin 963.1, Guidelines For Preventing Heat Stress, which provides Site Administrators valuable information on common sense approaches to prevent heat-related illnesses. For additional information on heat stress and to view Bul-963.1 please visit <http://lausd-oehs.org/docs/Bulletins/BUL-963.pdf>.

For information specifically geared towards employees, the California Division of Occupational Safety and Health provides a website with valuable information to help protect employees from heat-related illnesses. Please visit <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html> for more information.

OEHS will provide heat alert notices to schools and offices as conditions warrant and post alerts at [www.lausd-oehs.org](http://www.lausd-oehs.org) any time the local health department issues a heat alert. To check on weather conditions on your own, go to the National Oceanic and Atmospheric Administration (NOAA) website at <http://www.noaa.gov/wx.html> and type in the local zip code for local and forecasted temperature and humidity.

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



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DISTRIBUTION: All Schools and Offices



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# SAFETY ALERT

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No. 11-04

SAFETY VALET PROGRAM

July 2011

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The Los Angeles Unified School District's Office of Environmental Health and Safety (OEHS) is encouraging schools to implement a Safety Valet Program to improve student safety during morning drop off times. In addition to improving student safety, the program provides more fluid movement of vehicular traffic directly around schools.

The program is designed so parents will not have to park or exit their vehicle when dropping off their children. Instead, parent volunteers set up traffic cones in a designated drop-off area where parent vehicles line up. As the vehicles enter the drop-off area, parent volunteers, or valets, approach the stopped vehicles and assist the students in exiting. The parent then drives off as the student is directed onto campus.

This program has helped many schools alleviate traffic congestion around the school and prevents unsafe practices by parents and students alike. OEHS coordinates the program with the assistance of the Los Angeles School Police Department who conduct on-site training prior to program implementation. The program and training are offered free of charge and OEHS will provide valet kits to the schools if funding is available, otherwise OEHS will direct the site administrator to the appropriate vendor to purchase needed equipment.



For additional information on the School Valet Program, please refer to Reference Guide No. 5496.1, *Implementing a Safety Valet Program at Schools*, available at [www.lausd-oehs.org](http://www.lausd-oehs.org).

Please contact OEHS at (213) 241-3199 or at [trafficsafety@lausd-oehs.org](mailto:trafficsafety@lausd-oehs.org) for assistance with implementing the Safety Valet Program or for other school traffic safety concerns.

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**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Daily Flushing Requirements for Drinking Fountains and Faucets

**NUMBER:** REF-3930.3

**ISSUER:** Yi Hwa Kim, Interim Director  
Office of Environmental Health and Safety

**DATE:** April 14, 2009

**ROUTING**

All Schools and Offices

**PURPOSE:** The purpose of this Reference Guide is to provide guidelines for reducing lead in drinking water by requiring daily flushing of water fixtures.

**MAJOR CHANGES:** This Reference Guide replaces REF-3930.2 (revised December 2, 2008) *Daily Flushing Requirements For Non-Refrigerated Drinking Fountains*. **Newly constructed facilities and refrigerated drinking fountains are not exempt from daily flushing of drinking fountains, faucets or other potable water sources.** Monthly certification by the site administrator shall be completed electronically. Faucets that are not used for food preparation and labeled for “Hand Washing Only” are exempt from the daily flushing requirement.

**INSTRUCTIONS: INTRODUCTION**

Water that remains stationary within standard piping for extended periods of time can leach lead out of pipes joined with lead-containing solder as well as brass fixtures or galvanized pipes. Flushing fixtures has been found to be an effective means of reducing lead levels below the Action Level (AL) set by the Environmental Protection Agency (EPA). Based on past studies and current data, all drinking water fountains, faucets and food service faucets must be flushed for a minimum of 30 seconds prior to the first use each day. Faucets not used for human consumption which are labeled “Hand Wash Only” or “Laboratory Use Only” are not required to be flushed daily (see photo of labels below). Because hose bibbs and quick coupler valves are not intended for drinking water, they will not be labeled and are exempt from flushing.





## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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The District is conducting comprehensive water sampling for lead at all schools. The site administrator will be immediately notified of any corrective measures necessary. OEHS may exempt schools from the flushing requirements based on sampling results which are available at OEHS website at <http://www.lausd-oehs.org>.

### I. FLUSHING PROCEDURES

A. All fixtures and fountains that may be used for consumption of water or used for food preparation shall be flushed for a minimum of 30 seconds prior to the first use of the day as outlined below. Those responsible for flushing fixtures shall note on the daily log (Attachment) if the fixture is inoperative, the water is discolored or has an odor after completion of flushing. Any deficiencies shall be reported immediately to the Plant Manager, who will place a service call to the Maintenance and Operations Service Call Desk, (213) 743-1600.

### II. RESPONSIBILITIES

A. The Local District Superintendent shall ensure that all site administrators comply with this policy, provide proper training for those responsible for flushing and establish schedules that allow for flushing to be completed prior to the first use of the day. The Local District Superintendent shall also ensure that the Local District Facilities Director establishes an inspection and compliance program through the Area Operations Supervisors.

B. The site administrator shall ensure that flushing of fixtures occurs every day prior to first use and the flushing log is completed. The Site Administrator shall also certify on a monthly basis that the flushing was completed in accordance with this policy.

C. By the 15<sup>th</sup> of each month, the site administrator must certify electronically that all applicable fixtures have been flushed and the log (Attachment) for the previous month has been completed. The site administrator shall log onto Inside LAUSD, click on the link, "Drinking Water Flushing Certification," located under the "Resources & Applications" heading on the right side of the page, which will take you to the OEHS page. Then click on "Administrator's Monthly Certification of Drinking Water Flushing" located under Quick Links on the right hand side.

D. Completed Monthly Drinking Water Flushing Logs (Attachment) shall be kept on file at the school for three years for inspection or review.

E. OEHS will review monthly flushing logs during inspections and notify each Local District of those sites that have not submitted the monthly electronic certification.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- RELATED RESOURCES:** For water quality questions, call the Los Angeles Department of Water and Power at (800) 342-5397 or visit their website at:  
<http://www.ladwp.com/ladwp/cms/ladwp000505.jsp>
- EPA. 3Ts for Reducing Lead in Drinking Water in Schools.*  
<http://www.epa.gov/OGWDW/schools/guidance.html>
- ASSISTANCE:** For assistance or further information please contact the Office of Environmental Health and Safety (OEHS) 213-241-3199, or visit the OEHS website at:  
<http://www.lausd-oehs.org>

## ATTACHMENT Monthly Drinking Water Flushing Log

Name of School: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Address of School: \_\_\_\_\_

Location Code: \_\_\_\_\_

Date	Each Fixture Flushed (Y, N)	Location & Equipment ID of Problem Fixtures (inoperative, odors, discoloration or complaints)	Responsible Person's Signature
1			
2			
3			
4			
5			
6			
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Note: All drinking fountains, faucets and cafeteria kitchen faucets used for food/beverage preparation shall be flushed for a minimum of 30 seconds prior to the first use every day. It is the responsibility of the school's Principal or the Site Administrator to ensure that this log is kept up to date and copies are kept on file at all times.