



## Office of Environmental Health & Safety

# Transitioned Employee Safety Checklist

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

### Transitioned Classified Employee Safety Checklist

- Have new staff been informed of your school's procedure for reporting safety hazards or concerns?
- Has your written Injury and Illness Prevention Program been reviewed, updated and shared with new staff? ([lausd-oehs.org/injury-illness.asp](http://lausd-oehs.org/injury-illness.asp))
- Has training on Injury and Illness Prevention Program been provided to new staff, including documentation with sign-in sheets?
- Has new staff been trained on site specific emergency evacuation and disaster procedures?
- Has new staff been made aware of the policy regarding regulatory agency (e.g. Cal/ OSHA, Public Health Department, etc.) visits to schools and the need to call OEHS whenever a regulatory agency 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 new staff including physical education teachers and coaches? ([lausd-oehs.org](http://lausd-oehs.org))
- Has training been provided to new 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 new staff on chemical products in the workplace? ([lausd-oehs.org/documents.asp](http://lausd-oehs.org/documents.asp))
- Have new staff been informed of their responsibility related to the flushing of drinking water fixtures ? ([lausd-oehs.org/referenceguides.asp](http://lausd-oehs.org/referenceguides.asp))
- Does new staff need an ergonomic evaluation of their new workstation? ([lausd-oehs.org/ErgonomicRequest.asp](http://lausd-oehs.org/ErgonomicRequest.asp))
- Is new staff aware of accident and injury reporting procedures?

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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