



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders

OEHS New School Year Initiative

Office of Environmental Health and Safety

July 2013

I. Executive Summary

One of the Office of Environmental Health and Safety's (OEHS) ongoing initiatives is the annual OEHS New School Year Initiative. The purpose of this effort 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 new 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 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 is working with the Administrators Development Branch (ADM) to develop training and resource material for new principals. ADM has not coordinated a New Principals' Academy Boot Camp or equivalent meeting to date, however; OEHS staff will request presentation time when trainings are scheduled. In previous years, OEHS has provided new principals in attendance a packet of OEHS material (Attachment A) designed to help administrators with implementing essential safety programs and to familiarize them with key OEHS contacts. Materials normally include the OEHS Fact Sheet, a Back-to-School handout, Chief Operating Officer Newsletter, Safety Valet Program Brochure and information on preventing heat stress.
2. OEHS will continually update the [OEHS website](#) and provide vital health and safety information to help promote a safe learning and working environment. Due to the large quantity of information located throughout the site, a dedicated [Site Administrators' Portal](#) is maintained on the homepage that provides information, pertinent to Principals, in one, easy-to-find place.
3. The OEHS Safety Officer and/or their Environmental Health Supervisor will visit the site to offer any needed assistance during the first **90** days following the first day of school. In lieu of the meeting reference above, OEHS staff will deliver the packet of information to new administrators during this period.

III. 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 (EHM), Safety and Industrial Hygiene, 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.

IV. Plan for New or Substantially Renovated 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 (IOR). Each inspection will be documented using the OEHS *Essential Safety Checklist and Approval Form* (Attachment B). For major modernization projects documentation will be issued utilizing the *Essential Safety Checklist & Approval Form for Modernization Projects* (Attachment C). 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.

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.

V. 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, which through assessment with our Routine Safe School Inspection process, have been identified as areas needing attention.

1. OEHS Management will request presentation time during the Fall Principal's meetings. OEHS staff will conduct a presentation on Back-to-School safety measures, provide handouts as described in Section II, 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.
3. During this period, when schools contact OEHS and when OEHS staff otherwise interacts with schools for any reason, staff will emphasize customer service as it relates to the new school year. For example, if a Principal calls with questions about traffic safety, staff will address the concerns but may also direct the Principal to the [Site Administrators' Portal](#) to offer additional resources available to schools.
4. OEHS will continue to provide schools guidance on health and safety topics through advisories, Safety Alerts, Bulletins and Reference Guides as warranted.

VI. Plan for Transferred Administrators and Schools

1. OEHS staff is working with the Human Resources Division, Administrative Assignments Branch, to develop a plan to deliver pertinent environmental health and safety information to newly transferred Principals regarding their new school within 30 days of the new assignment. Planned implementation is scheduled to take place by January 1, 2014.

Any questions regarding this initiative may be addressed to OEHS at (213) 241-3199.

Attachment A



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)
- 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)
- 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)
- Has Safety Alert, 11-05, Preventing Heat-Related Illness, been distributed to staff including physical education teachers and coaches? (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)
- 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)
- Is flushing of water fixtures occurring daily prior to first use and is a flushing log completed? (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.



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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

2013-2014
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, identification of hazards associated with 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, lead in drinking water compliance, 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 2011-12, OEHS staff has specifically supported school sites, as reflected in the following performance data:

- Conducted 359 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 246 health and safety complaints, 215 emergencies, 257 traffic and pedestrian complaints, 262 asbestos abatement compliance inspections and conducted 336 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 534 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 266 new school and building addition inspections;
- Managed the District hazardous waste program, which included over 579 hazardous waste pick-ups;
- Conducted environmental compliance inspections at 158 District facilities;
- Conducted 50 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 215 of these reports;
- Provided environmental oversight and regulatory clearance on approximately 22 new school projects to ensure that proposed school sites are safe as locations for schools;
- Provided environmental oversight and regulatory support on 59 existing and Charter School projects;
- Conducted and issued California Environmental Quality Act (CEQA) Determinations for 77 Facilities Services Division construction projects; and,
- Completed approximately 400 environmental determinations for the management of excavated/imported soil associated with identified earthwork activity.

Check out the Office of Environmental Safety and Health website at 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)



Office of Environmental Health & Safety

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SAFETY ALERT

No. 13-02 HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS June 2013
& INDOOR AIR QUALITY

Indoor air quality (IAQ) inside schools, offices and other workplaces is important not only for student and staff comfort but also for health. Poor IAQ may be attributed to symptoms like headaches, fatigue, trouble concentrating, and irritation of the eyes, nose, throat and lungs. Often, buildings themselves are seen as the culprit when dealing with on-going indoor air quality issues.

What we find when investigating the source of the problem is that the heating, ventilation and air conditioning (HVAC) system may be the issue or may be making the problem worse by distributing a nuisance odor or contaminant throughout the building. Often times the remedy to addressing a problem can be increasing ventilation through HVAC system. The key to maintaining a healthy indoor environment is proper ventilation in controlling air pollutants while ensuring thermal comfort.

Addressing IAQ issues begins with understanding how HVAC systems work. While we do not expect everyone to understand the complexities of HVAC systems, just knowing the basics can go a long way in addressing IAQ problems. HVAC systems may include boilers, furnaces, chillers, cooling towers, air conditioners, exhaust fans, ductwork and filters. A well-designed HVAC system controls temperature and relative humidity for thermal comfort, distributes adequate amounts of air to meet ventilation requirements and isolates or removes odors and other contaminants through pressure control, filtration and exhaust fans. Not all HVAC systems are designed to accomplish all of these functions. Some buildings rely only on natural ventilation or a passive system.

Most air handling units distribute a mixture of outdoor air and recirculated indoor air. Thermal comfort and ventilation needs are met by supplying "conditioned" air, which is a mixture of outdoor and indoor air that has been filtered, heated or cooled and sometimes humidified or dehumidified. In general, 20% of the air supplied by these units is from outdoors, although it can be adjusted as needed. There are no regulations that dictate indoor temperature requirements. The District defers to the recommended indoor temperature range of 68° to 75° F by the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) Standard 55-1992.

There are established requirements for minimum ventilation rates within the California Building Code. They vary based on building type and use but generally require four air exchanges per hour. When rooms are closed off without proper ventilation, the air is commonly described as stale or stuffy. This is a result of not enough outdoor or "fresh" air being introduced. A build-up of carbon dioxide levels (which is the gas you exhale when breathing) can result. This is common when doors and windows are closed and the ventilation system has been turned off.



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SAFETY ALERT

No. 13-01

WATER INTRUSION ISSUES IN SCHOOL BUILDINGS

JUNE 2013

Moisture problems and water intrusion in school buildings can be caused by a variety of conditions, including roof and plumbing leaks, condensation and excess humidity. When excessive moisture accumulates in buildings or on building materials, mold growth will often occur; particularly if the moisture problem remains undiscovered or unaddressed.

Molds are part of the natural environment. Molds do generate tiny spores to reproduce which travel through the indoor and outdoor air continually. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees. When mold spores land on a damp spot indoors, they may begin growing and digesting whatever they are growing on in order to survive. There are molds that can grow on wood, paper, carpet and foods. If excessive moisture or water accumulates indoors, extensive mold growth may occur, particularly if the moisture problem remains undiscovered or unaddressed. There is no practical way to eliminate all molds and mold spores in the indoor environment; the way to control indoor mold growth is to control moisture.

Water can enter buildings both as a liquid and as a gas (water vapor). Liquid water moves freely in the path of least resistance and will always travel to the lowest point. Water vapor moves through the air of buildings in the ventilation system, through openings in the building shell or directly through the building materials themselves. When taking action to control moisture, both forms of moisture need to be considered.

When a large water leak or spill occurs indoors, the key is to act quickly. If wet or damp materials are dried within 24-48 hours, in most cases mold growth will not occur. Drying the wet materials is only half the battle. Be sure that the source of the water problem is fixed to prevent future leaks. Make sure to contact Maintenance and Operations for assistance in adequately drying out all building materials.

Regular inspections of buildings are vital in detecting signs of water intrusion or mold growth early. Look for stains or discoloration on ceilings, walls, floors and window sills. Be sure to check areas not frequently visited such as mechanical rooms. Look around and under sinks and plumbing fixtures for standing water or stains. Ensure water is not accumulating in air conditioning or refrigerator drip pans. Clean and repair roof gutters regularly. Make sure the ground slopes away from the building foundation, so that water does not enter or collect at the foundation.

Moisture from water vapor should be detected and controlled as well. The amount of water vapor within the air is represented as the relative humidity (% RH). The ability of air to hold water vapor decreases as the air temperature falls. Indoor humidity levels and dampness can be controlled by increasing the ventilation or air movement within a building by opening windows /doors or by using heating, ventilation and air conditioning (HVAC) systems. HVAC systems should be run continuously when indoors areas are occupied. This will provide adequate ventilation to maintain indoor humidity levels between 30-60%.

You can also reduce indoor humidity levels at the source. Showers and bathrooms should be vented to the outside. Use exhaust fans when cooking, dishwashing or cleaning. The potential for condensation on cold surfaces (windows, exterior walls, piping) can be reduced by adding or repairing insulation. The installation of carpet in areas where there is perpetual moisture (i.e. near drinking fountains or classroom sinks) is not recommended.

For additional tips and assistance in maintaining a healthy indoor learning and working environment, including preventing water intrusion, please contact the Office of Environmental Health & Safety at 213-241-3199 or www.lausd-oehs.org.

We also highly recommend the Environmental Protection Agency's (EPA) Indoor Air Quality Tools for Schools Program which provides a common-sense guide to prevent and solve the majority of indoor air quality problems with minimal cost which is designed to be implemented at the site level. For more information on this program contact District Nursing Services at 213-202-7580. You may also refer to [*Reference Guide 5354.0 Implementation of the EPA's Tools for Schools Program to Improve Indoor Air Quality*](#) or the EPA's website at <http://www.epa.gov/iaq/schools/>.

DISTRIBUTION: OEHS Website
Maintenance & Operations Branch
Administrators of Operations
Transportation Services Division



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<http://www.lausd-oehs.org>



SAFETY ALERT

No. 04-07

WEST NILE VIRUS PRECAUTIONS

JULY 2004 (REV 8/12)

The summer heat is contributing to a rapid rise in West Nile Virus activity in Los Angeles County. Vector control officials at the Greater Los Angeles County Vector Control District (GLACVCD) confirmed this week that 19 additional West Nile Virus-positive mosquito samples and four dead birds were reported. This Safety Alert provides information regarding West Nile Virus, measures to minimize exposure to mosquitoes and the procedure to dispose of dead birds found in school yards.

The County Department of Health Services reports that the West Nile Virus is spread to humans most commonly through the bite of a mosquito which has been infected with the virus. Most mosquitoes *do not* carry the virus, and the risk of serious human illness is extremely low, with more than 80% of those exposed to the virus experiencing no symptoms at all. Those that develop symptoms may experience headaches, fever, body aches, skin rash or swollen lymph glands. Staff and students who suspect they may be infected should be referred to their physician or a public health clinic.

The following measures may be taken to minimize exposure to mosquitoes:

1. All stagnant water sources should be removed to eliminate mosquito breeding. Even shallow water sources created by leaking faucets or air conditioning units can support the breeding of mosquitoes.
2. Minimize outdoor activities in areas where mosquitoes are active during the hours of dusk and dawn. If outdoors during these periods, wear protective clothing such as long sleeved shirts and long pants.
3. Insect repellants may be helpful and should always be applied in strict compliance with instructions on the label.

If a dead bird is discovered on school grounds, the following procedure should be used for disposal:

1. Use rubber gloves or a plastic bag to pick up the bird carcass. Do not handle dead birds with bare hands.
2. Double bag and properly seal the bags. Gloves or any other items in contact with the carcass should also be double bagged.
3. Dispose of the bagged carcass in a secure refuse bin.
4. Thoroughly wash your hands after handling the carcass.
5. Report the finding immediately to the California Department of Health Services West Nile Virus Hotline at (877) 968-2473.

Additionally, the Maintenance and Operations Branch publishes a Pest of the Month Newsletter with timely information that is useful to schools regarding West Nile Virus, rodents, insects, and a host of other subjects. The newsletters can be found at <http://laschools.org/pom>. The following Pest of the Month Programs address West Nile Virus issues – 15, 17, 18, 19, 24, 25, 29, 32, 34 and 35.

Inquiries may be directed to the Office of Environmental Health and Safety at (213) 241-3199 or Pest Management at (213) 745-1436. Medical questions may be directed to Student Medical Services at (213) 202-7584.

DISTRIBUTION: All Schools and Offices



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SAFETY ALERT

No. 04-14

ACCIDENT INVESTIGATION AND REPORTING

DECEMBER 2004

Revised 4-12-12

California Occupational Safety and Health Administration (Cal/OSHA) regulations require employers to investigate and report all workplace injuries and illnesses. LAUSD developed the Injury Accident Investigation Report to comply with this requirement. This form must be completed within 24 hours of the incident and is used to document all accidents resulting in injury to students, staff and visitors.

The Injury Accident Investigation Report has been incorporated into the District's electronic Incident System Tracking and Accountability Report (ISTAR) system. The system will automatically include the Injury/Illness Report tab when the following issue types are selected: accident, injury, medical treatment or death. A separate report must be completed for each injured person. See [BUL-5256](#) Incident Tracking and Accountability Report for additional information on ISTAR reporting procedures.

Serious injuries and accidents must be reported to OEHS immediately and may require notification of regulatory agencies or other LAUSD departments. For example, an employee injury that results in death, amputation, permanent disfigurement or hospitalization for more than 24 hours for other than observation, must be reported to Cal/OSHA within 8 hours. The bottom of page 3 of the *Injury/Accident Investigation Report* form indicates the appropriate agency or LAUSD office to notify with the applicable contact information.

The requirement to investigate an accident is NOT met by simply filling out an *Injury/Accident Investigation Report*. The form is used to document the facts, findings and conclusions after the investigation is completed. Accident investigations should be conducted by a person in authority that has a thorough understanding of the injured person's job procedures and equipment; therefore, the investigation shall be conducted by the injured person's direct supervisor. The following steps should be taken to ensure a proper investigation is conducted:

1. Determine if medical treatment is required and make appropriate arrangements, e.g., call 911, administer first aid, or refer injured party to District approved medical provider.
2. Go to the accident scene at once. Investigations should be made AS SOON AFTER THE ACCIDENT AS POSSIBLE. Delays, even a few hours, may permit information or items essential to the investigation to be removed, destroyed or forgotten.
3. Secure the accident scene to ensure the safety of others and to protect the "evidence" if necessary. This should include barricading or roping off damaged or involved equipment for further inspection. Take photographs if possible.
4. Talk with the injured person, supervisors, coworkers and any other witnesses privately and at the scene, if possible. Ask open-ended questions to get the facts without placing blame or responsibility. Repeat statements back to the individuals to ensure you have understood their meaning correctly. Request written statements from witnesses.
5. Study possible causes of the accident, and identify any unsafe conditions or acts which may have contributed to the accident. The purpose of this investigation is to determine the underlying causes that contributed so that corrective measures can be implemented to prevent others from being injured in a similar manner.
6. Ensure that all appropriate corrective actions identified in the investigation are completed.

For assistance in conducting an investigation, filling out the *Injury/Accident Investigation Report* or implementing necessary corrective action, contact the Office of Environmental Health & Safety at 213-241-3199 or www.lausd-oehs.org.

Sample of Injury / Accident Investigation Report generated through the ISTAR system.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety
INJURY/ACCIDENT INVESTIGATION REPORT

This is a CONFIDENTIAL REPORT for use by Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.

For assistance in completing this form, please contact the Office of Environmental Health and Safety at (213) 241-3199.

INJURED PERSON/VICTIM
Is this person a: STUDENT EMPLOYEE PARENT/COMMUNITY MEMBER/VISITOR
FIRST NAME: _____ LAST NAME: _____
GRADE: _____ DOB: _____/_____/_____
SEX: MALE FEMALE EMPLOYEE NUMBER: _____
SCHOOL OF ATTENDANCE: _____ SITE/LOCATION NAME: _____
HOME ADDRESS: _____
Is this a parent of a student at the school? YES NO
If yes, name of child attending the school: _____ Grade: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety
INJURY/ACCIDENT INVESTIGATION REPORT

SCHOOL/OFFICE NAME: _____ PAGE 2

PERSON WHO CAUSED THE INJURY OR SUSPECT INFORMATION SECTION
Is this person a: STUDENT EMPLOYEE PARENT/COMMUNITY MEMBER/VISITOR
FIRST NAME: _____ LAST NAME: _____
GRADE: _____ DOB: _____/_____/_____
SEX: MALE FEMALE EMPLOYEE NUMBER: _____
SCHOOL OF ATTENDANCE: _____ SITE/LOCATION NAME: _____
HOME ADDRESS: _____
Is this a parent of a student at the school? YES NO
If yes, name of child attending the school: _____ Grade: _____

Brief description of incident:

What actions occurred?

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety
INJURY/ACCIDENT INVESTIGATION REPORT

SCHOOL/OFFICE NAME: _____ PAGE 3

HOW COULD THIS ACCIDENT BE PREVENTED?
RECOMMENDATIONS
What actions did you take to prevent a recurrence of this injury/accident?

CONCLUSION

WITNESS INFORMATION SECTION
Is this person a: STUDENT EMPLOYEE PARENT/COMMUNITY MEMBER/VISITOR
FIRST NAME: _____ LAST NAME: _____
GRADE: _____ DOB: _____/_____/_____
SEX: MALE FEMALE EMPLOYEE NUMBER: _____
SCHOOL OF ATTENDANCE: _____ SITE/LOCATION NAME: _____
HOME ADDRESS: _____
Is this a parent of a student at the school? YES NO
If yes, name of child attending the school: _____ Grade: _____

Supervisor's Certification **Administrator's Certification**

DISTRIBUTION: OEHS Website



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SAFETY ALERT

No. 12-01

Improving Classroom Safety

April 2012

Since 2001, the Office of Environmental Health and Safety (OEHS) has conducted routine health and safety inspections in schools within the Los Angeles Unified School District. The inspections are designed to assess compliance with federal, state and local regulations dealing with school health and safety.

While these assessments are vitally important, schools also play an important role in achieving a safe learning environment. The attached "Common Safety Violations in School Classrooms" will provide school staff with easy-to-follow directions to improve classroom safety.

This summary of common classroom safety violations provides guidance on exits, fire extinguishers, overhead storage, extension cords and many other safety violations commonly found during inspections. Prepare your school for your next OEHS inspection and help make your classrooms safer in the process.

This document is also a useful tool to communicate safety hazards as part of your site's [Injury and Illness Prevention Plan](#) (IIPP). Utilize it as part of your annual IIPP training. Providing copies to your staff will help increase their understanding of classroom safety.

If you have any questions regarding this information, please call the Office of Environmental Health and Safety at (213) 241-3199 or visit www.lausd-oehs.org.

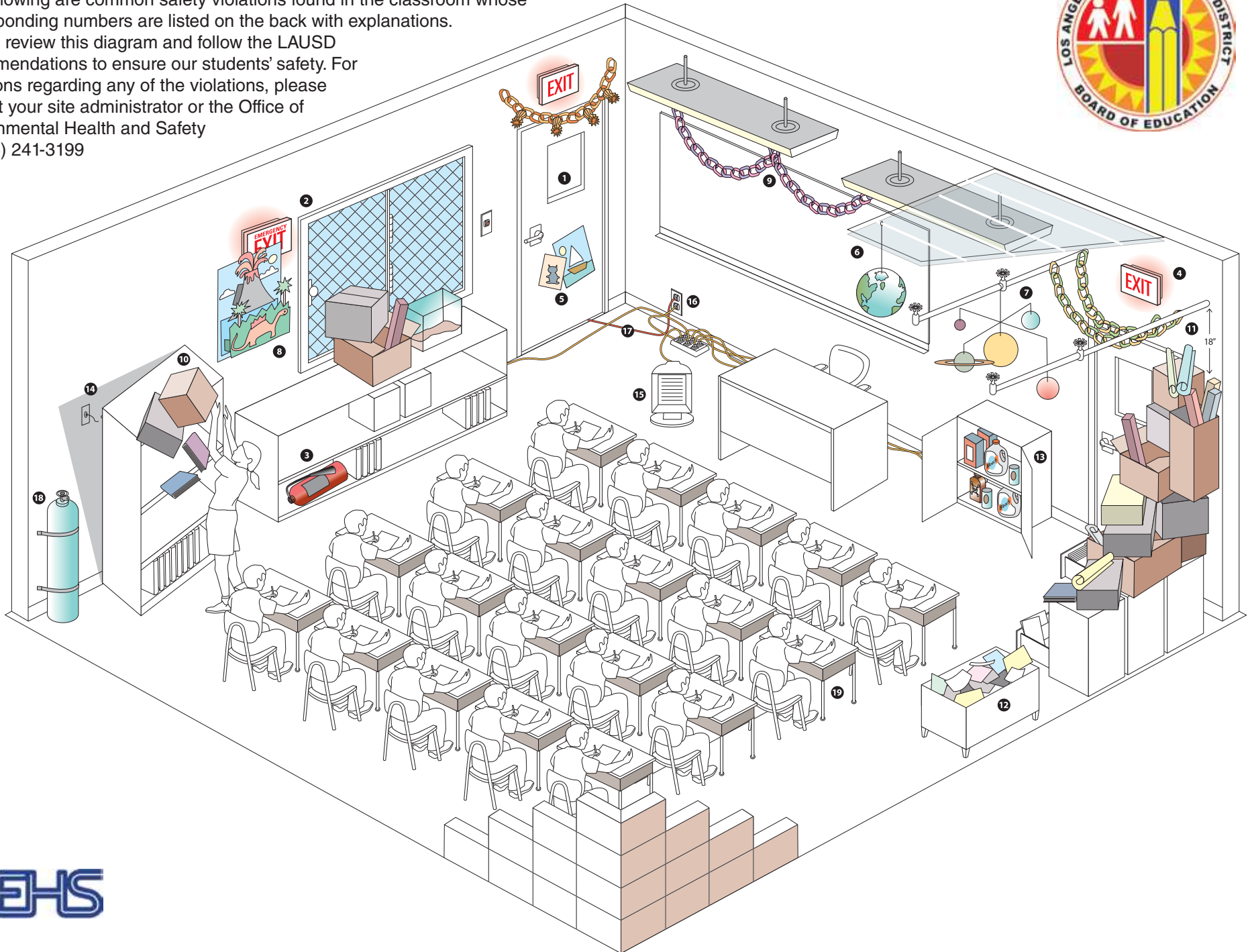
DISTRIBUTION: OEHS Website

Attachment

Common Safety Violations in School Classrooms

The following are common safety violations found in the classroom whose corresponding numbers are listed on the back with explanations.

Please review this diagram and follow the LAUSD recommendations to ensure our students' safety. For questions regarding any of the violations, please contact your site administrator or the Office of Environmental Health and Safety at (213) 241-3199





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SAFETY ALERT

No. 12-03

BACK-TO-SCHOOL HEAT STRESS PREVENTION

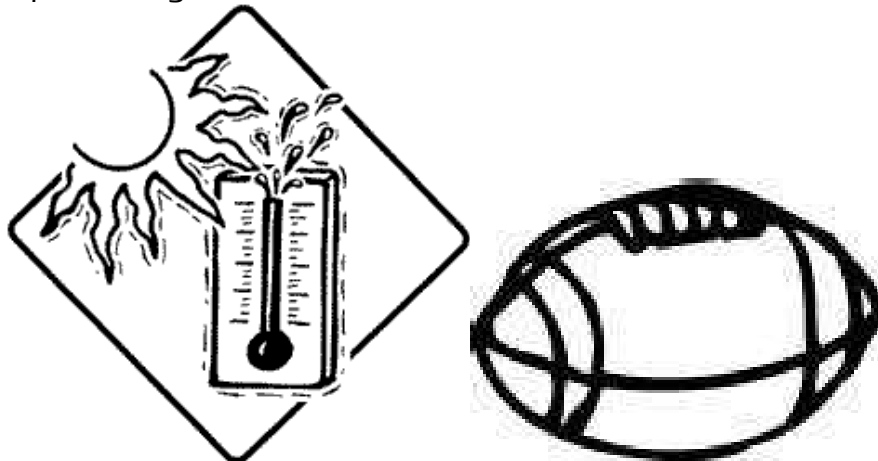
August 2012

Back-to-School time brings with it Back-to-School weather. Make sure to take precautions to beat the heat! -Even prior to the start of school, football or other athletic coaches may be holding practices to get ready for the season. OEHS has produced a [heat illness prevention poster](#) and a [handout](#) (see attached) geared towards coaches and physical education instructors to use in their efforts to beat the heat. Coaches need to follow heat-related illness prevention techniques to ensure the safety of their students.

In addition, Bulletin 963.1, *Guidelines For Preventing Heat Stress*, provides Site Administrators general information on common sense approaches to prevent heat-related illnesses. Site Administrators should review this information with their staff to ensure the start of the new school year is as safe as can be. For additional information on heat stress and to view Bul-963.1, please visit <http://lausd-oehs.org/docs/Bulletins/BUL-963.pdf>.

OEHS will provide advisories upon receipt of heat alert notices from the local public health department and may send additional information during periods of inclement weather; however, all schools and offices must comply with BUL-963.1 regardless if an advisory has been distributed. 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 for additional information or for assistance with preventing heat-related illness.



DISTRIBUTION: All Schools and Offices



Guidance for Physical Activity and Athletics Based on the Heat Index

Category	Recommendations for Outdoor Instructional Activities, Including PE and Special Events	Precautions for Athletics	Suggested Fluid Intake for Athletics
Under 95° F Heat Index “Green Flag”	If indoors: increase room ventilation (open windows/doors, use fans); If outdoors: use strategies below as needed.	Low to Moderate Risk: Use caution for practice sessions and monitor on basis of individual risk factors. Workout-to-Rest Ratio: 6:1	Fluid replacement beverages should be easily accessible in individual fluid containers to permit easier monitoring of fluid intake. Allow athlete to carry water bottles when practical.
95° to 99° Heat Index “Yellow Flag”	Activity: decrease physical activity at recess and in PE classes; and, limit recess to cooler morning hours Clothing: loose-fitting, light colored, lightweight clothing; encourage wide brimmed hats. Sunscreen: Sun Protection Factor [SPF] 15 or higher. Access to water: encourage students to bring water bottles or take frequent water breaks; provide wet wipes, damp clothes and/or spray bottles to cool forehead, arms, legs, and face.	High Risk; Use increased caution for practice sessions and consider modifying practice lengths and intensity level ; decrease physical activity at recess and in PE classes; and, limit recess to cooler morning hours Workout-to-Rest Ratio: 2-3:1	Athlete should consume 17-20 fl oz of water 2-3 hours before exercise and 7-10 fl oz of water 10 to 20 minutes before exercise. Fluid replacement of 7-10 fl. oz should occur every 10-20 minutes during physical activity
100° to 105° Heat Index “Red Flag”	All of the above. Move students/staff to cooler areas of campus, as often as necessary, to avoid being in the above 90° Heat Index areas for longer than 60 to 90 minutes at a time. Consider rescheduling or delaying the event until safer conditions prevail	Very High Risk: Take steps to reduce risk factors (e.g., more and longer rest breaks, reduced practice time, reduced exercise intensity, access to shade, minimal clothing and equipment, cold tubs at practice site, etc.). Consider rescheduling or delaying until safer conditions prevail. Heat index should be rechecked every 30 minutes. Workout-to-Rest Ratio: 1-2:1	Mandatory water breaks every 20 minutes for 10 minutes in duration. Traditional sports drinks with appropriate carbohydrate (CHO) and sodium may provide additional benefit for the athlete. A 6-8% addition of CHO to water is the maximum that should be utilized. All fluids should be cold to optimize gastric emptying.
Above 105° Heat Index “Black Flag”	All of the above and immediately move the students/staff to cooler areas of the building. If there are no suitable locations below the “Black Flag” level, immediately contact the Office of Environmental Health and Safety to determine what actions, including the possible dismissal/ modification of school to initiate.	Extreme Risk: No practice or competition. Reschedule or delay until safer conditions prevail Heat Index should be rechecked every 30 minutes	All students must have water readily available to them.

Heat Index temperature **IS NOT** the same as regular (thermometer) temperature. For definition of Heat Index and/or more information, please see BUL-963.1. For the current Heat Index, go to www.noaa.gov to enter your location. The Heat Index will be listed under Detailed Forecast, Current Conditions and/or Hourly Weather Graph, but only during excessively hot weather.
Modification date: 7-1-11



Heat Related Illnesses, Signs/Symptoms and Treatment

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Muscle (Heat) Cramps	Occurs during or after intense exercise. Student will experience acute, painful, involuntary muscle contractions typically in the arms, legs, or abdomen.	Dehydration Thirst Fatigue Sweating Muscle cramps	<ul style="list-style-type: none"> • Stop all activity and sit quietly in a cool place. • Drink water, clear juice or a sports drink. • Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke. • Seek medical attention if heat cramps do not subside in 1 hour.
Heat Syncope	Occurs as result of exposure to high temperatures. Typically occurs during the first 5 days of acclimation to physical activity in the heat. May also occur after a long period of standing after physical activity.	Dehydration Fatigue Fainting Lightheadedness Tunnel Vision Pale or sweaty skin Decreased pulse rate	<ul style="list-style-type: none"> • Lie down in a cool place. • Drink water, clear juice or a sports drink. • Seek medical attention if symptoms do not improve.
Heat (Exercise) Exhaustion	The inability to continue exercising that is associated with heavy sweating, dehydration, energy depletion, and sodium loss. *Frequently occurs in hot, humid conditions	Normal or elevated body-core temp (97-104°F) Dehydration Dizziness/Lightheadedness Headache Nausea/Diarrhea Weakness Persistent muscle cramps Profuse sweating Chills Cool, clammy skin	<ul style="list-style-type: none"> • Seek medical attention immediately if symptoms are severe, the student has existing heart problems or high blood pressure. • You may attempt to cool the student using: cool, non-alcoholic beverages (as directed by physician), rest, cool shower/bath/sponge bath, moving to an air conditioned environment, and wearing lightweight clothing. Remove any heavy or non-breathable fabric/clothing.
Heat Stroke	Life-threatening unless promptly recognized and treated. Occurs as a result of prolonged heat exposure while engaging in physical activity. Symptoms are a result of the body shutting down when it is no longer able to regulate temperature naturally.	Same Symptoms as Heat Exhaustion and: High body-core temp (>104°F) Change in Mood (e.g., apathy, irrational) Hot and wet or dry skin Increased heart rate Confusion	<ul style="list-style-type: none"> • If any symptoms are evident - CALL 911 or seek immediate medical assistance. • Move the student to a shady area. • Cool the student rapidly using whatever methods you can: immerse the victim in a tub of cool water; place the person in a cool shower, spray the victim with cool water from the hose, sponge the person with cool water; fan the student. • Monitor body temperature and continue to cool the student until temp drops to 101-102°F. • Continue until medical professionals arrive and take over, if medical attention is delayed; call the emergency room for further instructions.



**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

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 15th 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

- 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			
7			
8			
9			
10			
11			
12			
13			
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31			

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.

Attachment B



Office of Environmental Health & Safety
 333 S. Beaudry Avenue, 28th 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.

Date:	OEHS Inspector:			
School:	OAR:			
Designated Area:	Principal:			
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? (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.)				
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 C



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

Essential Safety Checklist & Approval Form for Modernization Projects



The purpose of this checklist is to identify **essential safety requirements** to be met prior to occupancy of modernized or renovated 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.

Date:	OEHS Inspector:
School:	OAR:
Designated Area:	Principal:

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?			
B. Building & Room Conditions	Y	N	ALT
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 (if applicable) 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 renovated areas?			
8. Is hot water available in food preparation areas, nurse's office and showers (if applicable to project)?			
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 (for projects with new HVAC systems)?			
C. Fire Alarm and Suppression Systems	Y	N	ALT
1. Has the Inspector of Record (IOR) notified the local fire department of the project 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? (Required only if DSA-Form 6/Project Status Report does not indicate 100% completion for fire alarm and suppression systems 30 days prior to opening. Indicate date of scheduled inspection.)			
4. Have fire extinguishers been mounted throughout modernized areas (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	Y	N	ALT
1. Has an emergency evacuation plan been prepared and posted?			
2. Has staff been informed of their roles and responsibilities during emergencies and aware of the evacuation plan?			
E. Clearance for Occupancy	Y	N	ALT
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: _____