



Safe School Inspection Guidebook

Los Angeles Unified School District

Prepared by:

Office of Environmental Health and Safety

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Safe School Inspection Guidebook

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EXECUTIVE SUMMARY

OEHS SAFE SCHOOL INSPECTION PROGRAM

A safe learning environment requires the commitment and active participation of school administrators, plant managers and central support staff. An informed and vigilant school community can lead to the early detection and mitigation of safety concerns. Consistent with these principles, the Safe School Inspection Program was established. This program includes a routine assessment of conditions in all District schools to identify potential risks to students and staff, and ensure that identified risks are appropriately mitigated. The Program also determines compliance with applicable health and safety standards, and enhances overall safety efforts at the school, sub-district, and District levels.

SAFE SCHOOL INSPECTION PROCESS

The Safe School Inspection Program is administered by the Office of Environmental Health and Safety (OEHS). The inspection process begins with an opening conference between the OEHS safety officer and site administrator to explain the objectives and scope of the inspection. The conference is followed by a brief walk-through of the school by the safety officer and school administrator or plant manager. The safety officer then conducts a detailed inspection of the school in accordance with the standards referenced in this Guidebook.

The inspection findings are reviewed with the site administrator, and necessary corrective actions are recorded using a Corrective Action Notice (see Figure 1). The Notice indicates the necessary corrective actions, and includes a priority value of 1, 2, or 3, based on the severity of the finding and an assessment of how quickly the finding should be addressed (see Table 1).

Upon receiving a Corrective Action Notice, the site administrator is responsible for initiating necessary corrective actions. After a corrective action is taken, and OEHS notified, the condition will be recorded as corrected. For Priority 1 conditions, the site administrator is asked to return a Certification of Corrective Action (see Figure 2).

OBJECTIVE OF THE GUIDEBOOK

This Guidebook covers twenty safety areas, and defines the mandatory health and safety standards applicable to schools. Although the Guidebook was designed primarily for use by the OEHS, it is a useful tool for school administrators, plant managers, and other members of the school community. For copies of the Safe School Inspection Guidebook, please refer to the OEHS web site www.laschools.org/oehs.

Figure 2

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: (Site Administrator)

DATE:

FROM: (Senior Safety Officer)
Office of Environmental Health and Safety

SUBJECT: **OEHS INSPECTION OF (School) ON (Date)**

Enclosed is Corrective Action Notice No. (), resulting from our recent inspection.

In order to reduce the risks associated with the safety issues identified on the Notice, and to ensure that the school complies with District and California regulatory requirements, it is important that corrective action be taken on these items by the dates indicated on the Notice.

(Insert only for Priority 1s) Because some items noted during the inspection are deemed urgent in that they present a significant safety risk, we are requiring that you provide the following certification indicating that actions have been taken to remedy Priority 1 items. Copies of this Certification will be forwarded by this office to the Office of the General Counsel.

(Insert only for Priority 1s)
I certify that all Priority 1 items have been abated.

Signature

Date

Name

Title

Table 1 – Priority Ranking of Inspection Finding or Condition

Priority	Condition/Urgency	Examples
Priority 1	A condition which presents an actual or likely substantial endangerment to health, safety, or the environment or represents a serious violation of a federal, state, or local law and which warrants immediate attention.	Blocked egress; improper machine guarding; exposure to bloodborne pathogens or friable asbestos; trip or fall hazard in a primary walkway; lead-based paint chips in areas accessible to students.
Priority 2	A condition that could result in a notice of violation under federal, state or local law, or is non-compliant with other District requirements, and presents a condition in which at the discretion of the inspector, must be remedied within a period of 30 days.	Improper or incompatible chemical storage; untagged fire extinguishers; improper storage of hazardous wastes; outdated or inadequate Safe School Plan.
Priority 3	A condition that could result in a notice of violation under federal, state or local law, is non-compliant with other District requirements, and presents a condition in which at the discretion of the inspector, must be remedied within a period of 30 – 180 days.	Operating a device without a permit; faulty HVAC system; out-dated or missing MSDS; non-compliance with training or certification requirements.
Priority 4	A condition that may not be driven by a regulatory or District requirement that in the judgment of the inspector warrants documentation and referral for corrective action, but is not significant enough to warrant a follow-up inspection.	Area with sidewalk cracking which may in time become a trip/fall hazard.

General Provisions

Program Area	Reference	Reviewer Checklist	Comments
School Safety and Health Committee	Bulletin N-53 California Department of Education "Safe Schools a Planning Guide for Action"	Verify the school has a safety committee? If so, verify the committee. 1. Meets regularly (at least quarterly). 2. Prepares written records of the issues discussed at the meetings and makes them available to affected employees. 3. Reviews results of the periodic, scheduled workplace inspections. 4. Reviews investigations of occupational accidents and the causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents. 5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. 6. Submits recommendations to assist in the evaluation of employee safety suggestions. Review safety committee meeting minutes and determine if recommendations have been implemented.	
Safe School Plan	Bulletin N-53	Verify the school has a Safe School Plan which is up to date and evaluated at least annually. Review Safe Schools Plan and confirm it is up to date.	
Written Emergency Communication Plan	Bulletin Q-48 Bulletin Q-50	Verify the school has an up to date written communication plan for implementation during an earthquake or disaster which outlines internal and external communication measures. Review communication plan to ensure it is up to date.	

General Provisions

Program Area	Reference	Reviewer Checklist	Comments
Injury and Illness Prevention Program	8 CCR § 3203	<p>Verify the facility has an Injury and Illness Prevention Program (IIPP) plan which is up to date and evaluated at least annually.</p> <p>Review IIPP to determine if it accurately reflects school conditions.</p>	
Asbestos Management Plan	HSC § 25915; 40 CFR § 736.93	<p>Verify the Asbestos Management Plan is kept up-to-date with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities.</p> <p>Review Asbestos Management Plan to ensure it is up to date. See Asbestos Management Guidance to evaluate plan contents.</p>	
Exposure Control Program	8 CCR § 5193	<p>If the school employees have occupational exposure to bloodborne pathogens such as conducting first aid or cleaning up bodily fluids, verify the facility has implemented and maintains an Exposure Control Plan designed to minimize or eliminate employee exposure.</p> <p>Interview school nurse and plant manager and review Exposure Control Plan to ensure it is up to date.</p>	
Hazard Communication Program	8 CCR § 5194	<p>Verify the facility has an up to date written Hazard Communication Program.Review written Hazard Communication Program to ensure it is up to date.</p>	
Chemical Hygiene & Safety Plan Laboratories	8 CCR § 5191 Chemical Hygiene & Safety Plan Bulletin	<p>If the school uses hazardous chemicals in a laboratory setting, verify the school has prepared a Chemical Hygiene & Safety Plan.</p> <p>Review Chemical Hygiene Plan to ensure it meets requirements and is up to date.</p>	

General Provisions

Program Area	Reference	Reviewer Checklist	Comments
Crisis Intervention Documentation	Bulletin No. N-58 (Rev.)	<p>Verify that the school maintains a copy of the Crisis Intervention Handbook (as a reference), an intervention notebook (which documents the specifics of each critical incident and the team response), and an updated community and District resource list.</p> <p>Review Crisis Intervention Handbook, notebook, and resource lists to ensure they are updated.</p>	
Multicultural and Human Relations Education Plan	Public Law 103-382, Memorandum No. DP-3	<p>Verify that the school has developed and implemented a Multicultural and Human Relations Education Plan (MHREP).</p> <p>Determine whether a MHREP is in place. Interview staff member responsible for managing the plan to determine whether the plan is properly implemented.</p>	
Hearing Conservation Program	8 CCR §§ 5097 and 5098	<p>If personnel are exposed to noise levels greater than 85 dba verify a written hearing conservation program has been developed and up to date.</p> <p>Review hearing conservation program. Specifics of the program can be found in the Personal Protective Equipment Guidance.</p>	
Respiratory Protection Program	8 CCR § 5144	<p>If personnel are provided respiratory protection verify a written respiratory protection program is developed and up to date.</p> <p>Review respiratory protection program. Specifics of the program can be found in the Personal Protective Equipment Guidance.</p>	
Emergency Procedures		<p>Verify that school has prepared and periodically updates emergency procedures.</p>	

General Provisions

Program Area	Reference	Reviewer Checklist	Comments
Posting	Bulletin 21 Bulletin J-3 Bulletin P-11 Memorandum L-2 California State Constitution, Article I, Section 28	<p>Verify signs regarding the following topics are posted on site.</p> <ol style="list-style-type: none"> 1. Nondiscrimination and sexual harassment policies. 2. Drug, tobacco, weapon, and violence free policies. 3. Visitors policy 4. Injury Illness Prevention Program Summary 5. OSHA Poster 6. Access to medical and exposure records <p>Note location of the above postings.</p>	
Safety Suggestion	California Department of Education "Safe Schools a Planning Guide for Action"	<p>Verify a Safety Suggestion Box or other mechanism is available to the school offices for students and parents to report safety concerns and recommendations.</p> <p>Identify mechanism for students and parents to report safety concerns and recommendations.</p>	

Accident Prevention

Type	Subtype	Reviewer Checklist	Reference
Injury and Illness Prevention Program	IIPP Plan and Annual Review	Develop an Injury and Illness Prevention Program (IIPP) plan and review at least annually. <i>Review IIPP to determine if it accurately reflects school conditions.</i>	8 CCR § 3203
	IIPP Training	Ensure all employees are trained and made aware of IIPP.	
	Responsibilities	Assign persons with authority and responsibility to implement the IIPP. <i>Interview persons responsible to determine if they understand their roles.</i>	8 CCR § 3203
	Records-IIPP	Maintain inspection records for three years as required under the IIPP. <i>Review inspection records and verify recommended corrective actions have been complied with.</i>	8 CCR § 3203
	School Safety Committee	Ensure school has a School Safety Committee to address injury and illness prevention issues on a timely manner pursuant to Bulletin N-53.	Bulletin N-53
	Site Inspection	Conduct a site walk-through at least semi-annually to ascertain unsafe conditions to students' or employees' physical or mental well being. <i>Review reports generated during the walkthrough, minutes from the School Safety Committee Meeting and timeline for completion of corrective actions.</i>	8 CCR § 3203
			Ensure the School Safety Committee reviews the walk-through results within a month and a timeline for completion of identified correction actions at least quarterly thereafter.
Records and Reports	OSHA Log 300	Maintain OSHA Log 300 as required by Cal/OSHA. Contact OEHS at (213) 743-5086. <i>Review OSHA Log 300 to ensure it is properly maintained.</i>	8 CCR § 14305

Accident Prevention

Type	Subtype	Reviewer Checklist	Reference
	OSHA Annual Summary	<p>Post previous calendar year's OSHA 300 summary in a location frequented by employees during the month of February 1 through March 1.</p> <p><i>Determine if appropriately posted.</i></p>	8 CCR § 14305 29 CFR § 1904
	Death/Serious Injury Report	<p>Notify Cal/OSHA within 8 hours if any employee is seriously injured on the job or in connection with the job.</p> <p><i>Interview staff to determine if they understand procedures for reporting a serious injury.</i></p>	8 CCR § 342; 29 CFR § 1904.8

Acoustical Quality

Type	Subtype	Reviewer Checklist	Reference
Classroom Noise	HVAC Source	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of HVAC noise source.</p> <p><i>Determine if HVAC system, while in operation, emits noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	Outdoor Source	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of outdoor noise sources.</p> <p><i>Determine if outdoor noise sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
Outdoor Noise	Transportation Source	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of transportation noise sources.</p> <p><i>Determine if transportation noise sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	Industrial Source	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of industrial noise sources.</p> <p><i>Determine if industrial sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	Construction Source	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of construction noise sources.</p> <p><i>Determine if construction sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	

Air Quality

Type	Subtype	Reviewer Checklist	Reference
Indoor Air Quality	Chemical	<p>Ensure that rooms are properly maintained to minimize chemical smells and objectionable odors.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
		<p>Ensure vehicles are not idling in the vicinity of classrooms.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
	Mold/Fungi	<p>Mitigate mold and mildew infestation.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
		<p>Correct all unresolved water damage.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
	General-IAQ	<p>Remove all items blocking air vents to ensure adequate HVAC system ventilation.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
		<p>Perform periodic preventative maintenance on HVAC systems.</p> <p><i>Interview staff and inspect school facilities.</i></p>	
		<p>Ensure adequate exhaust ventilation for all activities emitting air contaminants.</p> <p><i>Interview staff and inspect school facilities.</i></p>	

Air Quality

Type	Subtype	Reviewer Checklist	Reference
		Maintain log (date, description and agency contacted) of all nuisance odors or other emissions from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	Complaints-IAQ	Develop complaint procedures and inform staff of procedures to be followed. <i>Review complaint log and interview school staff.</i>	
Air Quality Permits	Equipment Permits	Ensure all equipment subject to South Coast Air Quality Management District (SCAQMD) permit is lawfully permitted.	(SCAQMD) Rules and Regulations
	Expired Permits	Ensure all South Coast Air Quality Management District (SCAQMD) equipment permits are current.	(SCAQMD) Rules and Regulations
Outdoor Air Quality	Industrial	Maintain log (date, description and agency contacted) of all industrial odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	Transportation	Maintain log (date, description and agency contacted) of all transportation odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	Construction	Maintain log (date, description and agency contacted) of all construction odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	Air Pollution Episodes	Develop procedures to notify staff and students in the event of a "Smog Alert" pursuant to Bulletin C-6. <i>Review school procedure for Air Pollution Episodes.</i>	AQMD Rule VII

Asbestos Management

Type	Subtype	Reviewer Checklist	Reference
Asbestos Planning	Asbestos Management Plan	Ensure that an Asbestos Management Plan is available pursuant to 40 CFR, and that the plan is kept up to date.	HSC § 25915; 40 CFR § 736.93
		Ensure that all ACM locations are listed in the Asbestos Management Plan. <i>Review Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 736.93
		List the potential health risks or impacts that may result from exposure to ACM in the Asbestos Management Plan.	HSC § 25915; 40 CFR § 736.93
		Prohibit non-qualified personnel from handling ACM.	HSC § 25915; 40 CFR § 736.93
	Training-ACM	Provide custodial and maintenance staff who work in buildings known to contain ACM with a 2-hour awareness training within 60 days of commencement of employment. <i>Review training records in Asbestos Management Plan.</i>	8 CCR § 5208; 40 CFR § 763.92
Inspections	Periodic Surveillance-ACM	Contact ATU (213) 763-1450 to conduct 3 year survey of potential asbestos containing materials. <i>Review updated survey in Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 736.85
		Contact ATU (213) 763-1450 to conduct 6 month visual surveillance of each building known or suspected to contain ACM.	HSC § 25915; 40 CFR § 736.85
		Following any asbestos survey, record the surveillance date, the inspector's name, and any changes in materials in the Asbestos Management Plan. <i>Review surveillance records in Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 736.85
	Records		

Asbestos Management

Type	Subtype	Reviewer Checklist	Reference
Operations	Care and Maintenance	Maintain all floors and other surfaces constructed of ACM in good condition to prevent deterioration. <i>Inspect at least five areas with suspected ACM for dust and note areas inspected. Visually observe condition of floors and interview custodial staff to determine frequency of floor polishing.</i>	8 CCR § 5208
		Do not sand floors or other surfaces known to contain asbestos. Remove the finish only using a wet method and low-abrasion pads at speeds lower than 300 rpm.	8 CCR § 5208
		Burnish or dry buff only on floors with sufficient finish to ensure the pad does not contact the asbestos containing material.	8 CCR § 5208
	Restricted Access	Restrict access to students and staff to areas identified with friable ACM until ACM is removed. <i>Interview plant manager and custodial staff to determine if areas of friable ACM exist. Visually observe activities in the areas.</i>	8 CCR § 5208
		Secure the areas where ACM is being removed to prevent access to individuals except those conducting abatement activities. <i>Visually observe areas undergoing abatement activities to determine if they secured.</i>	8 CCR § 5208

Asbestos Management

Type	Subtype	Reviewer Checklist	Reference
	<p>ACM Warning Signs</p>	<p>Attach warning labels adjacent to any friable and nonfriable known or suspected ACM located in routine maintenance areas (such as boiler room). The warning labels must be clear conspicuous and state:</p> <p>"CAUTION: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment."</p> <p><i>Inspect routine maintenance areas suspected of containing ACM.</i></p>	<p>HSC § 25915; 40 CFR § 763.95</p>

Bloodborne Pathogens

Type	Subtype	Reviewer Checklist	Reference
Exposure Control	Written Program-BBP	<p>Implement and maintain Bloodborne Pathogen Exposure Control Plan designed to minimize or eliminate employee exposure to bloodborne pathogens pursuant to Title 8 CCR.</p> <p><i>Interview school nurse and plant manager and review Exposure Control Plan to ensure it is up to date.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Training-BBP	<p>Provide all employees with annual bloodborne pathogen awareness training.</p> <p><i>Review training records</i></p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
		<p>Ensure employees in the primary exposure category of the BBP Exposure Control Plan are trained on bloodborne pathogens upon initial assignment and annually thereafter.</p> <p><i>Review records.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Record Keeping-BBP	<p>Maintain records of employee BBP training. The records should include name of employee, social security number and a copy of the employee's hepatitis B vaccination status or Declination Form.</p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Equipment-BBP	<p>Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens.</p> <p><i>Interview nurse or members who provide first aid and identify if personal protective equipment is provided.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Communication of Hazards to Employees	<p>Affix warning labels to all containers used to store, transport, or ship potential BBP materials. Ensure biological waste is placed in red biohazard bags.</p> <p><i>Review warning labels.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan

Bloodborne Pathogens

Type	Subtype	Reviewer Checklist	Reference
Sharps	Sharps use	Ensure sharps are only used by trained personnel. <i>Interview school nurse or medial contact and determine policy for using sharps.</i>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Sharps disposal	Ensure that contaminated sharps are disposed in approved containers. <i>Check for sharps container.</i>	8 CCR § 5193;29 CFR § 1910.1030;BBP - Exposure Control Plan
Decontamination	Post-Exposure	Ensure a post-exposure evaluation is conducted following all potential employee exposures to bloodborne pathogens. <i>Interview nurse and review post-exposure evaluation procedure.</i>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
	Cleanup Procedures	Provide bloodborne pathogen cleanup kits for the disposal of body fluids and medical waste. Kits will include, at minimum, personal protective equipment (gloves, goggles, clothing protection) and biohazard bags. <i>Inspect cleanup kits.</i>	8 CCR § 5193; 29 CFR § 1910.1030; BBP - Exposure Control Plan
		Clean and sanitize areas that may have been exposed to bloodborne pathogens. <i>Interview nurse or other first aid personnel to determine cleaning procedures.</i>	8 CCR § 5193 29 CFR § 1910.1030 BBP - Exposure Control Plan

Campus Security and Crime Prevention

Type	Subtype	Reviewer Checklist	Reference
Policies/Plans	Visitation Policy	Ensure school visitation policy is posted and distributed annually to parents and staff. <i>Note where visitation policy is posted.</i>	Bulletin N-2
		Ensure visitors entering school grounds sign-in and receive a visitor's pass. <i>Review visitor sign in sheets.</i>	Bulletin N-2 California State Constitution, Article I, Section 28
	Discipline Code	Ensure the school has established a discipline code and distributed to all students, parents and employees. <i>Review discipline code and interview administration staff to determine how it is distributed.</i>	Collective Bargaining Agreement, UTLA & LAUSD, Articles XXIV and XXVIII
	Attendance Plan	Ensure the school has developed a school attendance plan. The plan should include the attendance policies and procedures. <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54
		Ensure the school has developed a school attendance plan. The plan should include the use of Student IDs. <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54
		Ensure the school has developed a school attendance plan. The plan should include truancy ordinances. <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54
		Ensure the school has developed a school attendance plan. The plan should include the safety issues related to tardiness and leaving campus prior to the end of the day. <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54

Campus Security and Crime Prevention

Type	Subtype	Reviewer Checklist	Reference
		<p>Ensure the school has developed a school attendance plan. The plan should state that students caught off campus without proper permission will be issued a citation.</p> <p><i>Review school attendance plan.</i></p>	Bulletin 13 Bulletin Z-54
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student possessed or sold narcotics or a controlled substance.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	Bulletin 38
		<p>Ensure Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student possessed a firearm at school.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	Bulletin 38
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student has possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2.5 inches, folding knife with a blade that locks into place, razor with unguarded blade, taser or stun gun, BB or pellet or other type of air gun or spot maker.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	Bulletin 38
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student has threatened or assaulted school employees.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	Bulletin 38
	Violence Reports	<p>Ensure the Principal or designee reports incidents of violence emergencies, and other safety related matters to school police, and administrators supervising operations, personnel at other school sites and traveling students who may be affected.</p> <p><i>Interview Principal to determine how incidents of violence are reported.</i></p>	

Campus Security and Crime Prevention

Type	Subtype	Reviewer Checklist	Reference
	Random Metal Detection	<p>Ensure random metal detection searches are conducted and documented at secondary schools.</p> <p><i>Review documentation of random metal detection searches.</i></p>	
	Random Metal Detection	<p>Ensure signs are posted that advise persons at the school that they are subject to search for weapons by a metal detector.</p> <p><i>Note locations of signs.</i></p>	
	Traffic Assistance	<p>Ensure the school obtains local or school police assistance for traffic enforcement as necessary during school drop-off and pickup times to ensure student safety.</p> <p><i>Interview school administrator to evaluate the use of police assistance during drop-off and pickup times.</i></p>	
Student Safety	Student Notification	<p>Ensure school personnel discuss how to report incidents of drug or weapon possession, child abuse, suicidal behavior, hate motivated incidents or hate crimes, dissemination, harassment, threats, intimidation or sexual harassment with students within four weeks or the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	
		<p>Ensure school personnel discuss standards relating to zero-tolerance policies regarding sexual assault, sexual harassment, drugs, weapons and alcohol on campus, including prevention and intervention programs with students within four weeks or the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	

Campus Security and Crime Prevention

Type	Subtype	Reviewer Checklist	Reference
		<p>Ensure school personnel discuss conflict resolution with students within four weeks or the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-24
		<p>Ensure school personnel discuss procedures for administering medication at school with students within four weeks or the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-17 Inter-Office Correspondence, Superintendent, "Implementation of Board Policy Regarding Students Leaving Classrooms," 2-15-95 amended 12-16-96
		<p>Ensure school personnel discuss use and possession of electronic signaling devices, e.g. pagers, cellular phones with students within four weeks or the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-17
	Student Notification	<p>Ensure school personnel discusses AAA traffic safety and pedestrian brochures, bicycle safety, bus safety and rider rules, pedestrian routes to and from school, driving drop off, pickup and parking procedures, car safety, and seat belt use with students and written materials are distributed or posted as needed or available.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Memorandum CT-1

Campus Security and Crime Prevention

Type	Subtype	Reviewer Checklist	Reference
	<p>Safety Supervision</p>	<p>Ensure the school has a campus supervision plan clearly delineating the times and areas of the campus that require specific supervision such as during scheduled activities and bus loading areas. The plan must be on display.</p> <p><i>Review campus supervision plan to determine if it is up-to-date and interview administrators to determine knowledge of plan.</i></p>	<p>Bulletin Z-10 Bulletin Z-36 Bulletin DP-1 Bulletin L-4 Bulletin L-5 Bulletin 61 Bulletin Z-19 Memorandum L-2 Memorandum Z-6</p>

Chemical Safety

Type	Subtype	Reviewer Checklist	Reference
Hazard Communication Program	Hazard Communication Plan	<p>Ensure that Hazard Communication Program is developed and maintained current.</p> <p><i>Review written Hazard Communication Program to ensure it is up to date.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
	Warnings-HazCom	<p>Label each hazardous substance container with the identity of the hazardous substance(s) contained and appropriate hazard warnings.</p> <p><i>Review a random number of chemicals to determine if they are labeled properly.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
	Material Safety Data Sheets	<p>Maintain current Material Safety Data Sheets (MSDSs) for each hazardous substance used on site.</p> <p><i>Compare the MSDSs maintained to a random number of chemicals on-site.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
Chemical Handling	Use of Prohibited Chemicals	<p>Do not use chemicals defined by Chemical Hygiene Plan as prohibited.</p> <p><i>Compare laboratory chemicals used to the list of prohibited chemicals developed by LAUSD Office of Environmental Health and Safety.</i></p>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
	Spill Management	<p>Ensure that all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials.</p> <p><i>Inspect spill kits.</i></p>	8 CCR § 5191
	Flammable Material Dispensing	<p>Ensure that all containers dispensing flammable materials are bonded and grounded.</p> <p><i>Inspect flammable dispensing containers for grounds.</i></p>	LA Fire Code § 57.30.64; 29 CFR § 1910.106

Chemical Safety

Type	Subtype	Reviewer Checklist	Reference
Chemical Storage	Chemical Material Storage	Store flammables and combustible liquids in approved cabinets with self-closing doors. <i>Inspect flammable storage cabinets.</i>	8 CCR § 5417 and 19 CCR § 3.15; 29 CFR § 1910.106(d)(3)(I); Chemical Hygiene & Safety Plan Bulletin
		Ensure no more than 60 gallons of Class I or Class II and, 120 gallons of Class III liquids are stored in approved cabinets. <i>Inspect flammable storage cabinets.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Label all cabinets storing flammable or combustible materials with "FLAMMABLE--KEEP FIRE AWAY." <i>Inspect flammable storage cabinets.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure exhaust ventilator systems in all flammable material storage rooms provide 6 air exchanges per hour, and that the control switch is located outside the room. <i>Inspect flammable storage rooms.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure aisles are at least 3 feet apart in flammable storage rooms to provide for emergency egress. <i>Inspect flammable storage rooms.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure flammable material storage rooms are not located in buildings occupied by students. <i>Inspect flammable storage rooms</i>	8 CCR § 5533; 29 CFR § 1910.106
			Incompatible Storage

Chemical Safety

Type	Subtype	Reviewer Checklist	Reference
	Gas Cylinder Storage	Provide current certification for all compressed gas cylinders. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR § 1910.101
		Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges and leaks. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649;29 CFR § 1910.101
		Ensure compressed gas cylinders are stored upright, by hazard class, secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
		Post "NO SMOKING" sign, identify hazard classes, and list all gases stored in the compressed gas storage areas. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
		Store oxygen cylinders in a well ventilated area away from other flammables. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR § 1910.104
		Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet. <i>Inspect compressed gas storage area.</i>	8 CCR § 5533; 29 CFR § 1910.106
Lab Safety	Chemical Hygiene Plan	Develop a written Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan should identify a "coordinator" and be revised at least annually. <i>Review Chemical Hygiene Plan</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan

Chemical Safety

Type	Subtype	Reviewer Checklist	Reference
		Post floor plan drawings of science laboratories in a conspicuous area. <i>Review posting and compare to laboratory operations.</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
		Post locations of waste disposal containers and safety equipment in a conspicuous area.	8 CCR § 5191;29 CFR 1910.1450;Chemical Hygiene & Safety Plan Bulletin
	Training-CHP	Ensure training of all employees on hazardous chemicals used in their respective work areas. Review training records and interview staff.	8 CCR § 5194; 29 CFR § 1910.1200
		Ensure all employees working in a laboratory areas participate in a chemical hygiene and safety training program. <i>Review training records and interview laboratory instructor and Chemical Safety Officer to determine their knowledge of the Plan.</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
	Lab Waste	Contact OEHS (213) 743-5086 to arrange for proper disposal of outdated, retrograde, or otherwise expired lab chemicals. <i>Interview Chemical Hygiene Officer.</i>	22 CCR § 66262.11; 40 CFR 262.11
	Lab Incompatible Storage	Store laboratory chemicals by compatibility type as described in Appendix D (Tables 1 and 2) of the Chemical Hygiene & Safety Plan.	Chemical Hygiene & Safety Plan Bulletin
	Lab Chemical Storage	Store all volatile laboratory chemicals in an explosion-proof cabinet.	Chemical Hygiene & Safety Plan Bulletin
		Label all laboratory cabinets and storage areas to identify contents.	Chemical Hygiene & Safety Plan Bulletin

Chemical Safety

Type	Subtype	Reviewer Checklist	Reference
		Lock all laboratory chemical storage cabinets when not in use.	Chemical Hygiene & Safety Plan Bulletin
		Keep all laboratory chemical storage areas cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60 percent).	Chemical Hygiene & Safety Plan Bulletin
	Lab Safety Equipment	Install permanent, hands free eyewash stations in all laboratories using chemicals. <i>Inspect laboratories for eyewash stations.</i>	Chemical Hygiene & Safety Plan Bulletin

Electrical Safety

Type	Subtype	Reviewer Checklist	Reference
Electrical Practices	Equipment Clearance	Maintain at least 3 ft clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers) <i>Inspect electrical equipment such as switchboxes, transformers etc.</i>	8 CCR § 2340; 29 CFR § 1910.303
	Unlabeled electrical panels	Ensure all electrical panels are labeled indicating the associated use. <i>Inspect electrical panels.</i>	29 CFR § 1910.303
	Guarding-Electrical Equipment	Provide enclosed guard for live electrical components operating at 50 volts or above. Alternatively, all such components may be located minimum 8 ft above floor or working surface or confined to rooms only accessible to qualified persons. <i>Check electrical equipment.</i>	8 CCR § 2340; 29 CFR § 1910.303
Electrical Equipment	Connections	Provide approved covers for all pull boxes, electrical equipment junction boxes and fittings. <i>Inspect equipment for covers.</i>	8 CCR § 2340; 29 CFR § 1910.305
	Flexible Cords	Ensure that extension cords and cables are UL approved and suitable for the conditions of use. <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2500; 29 CFR § 1910.305
		Ensure that flexible cords and cables are not used for permanent wiring. <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2500; 29 CFR § 1910.305
		Ensure that multiple electrical extension cords are not used in series. <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2500; 29 CFR § 1910.305

Electrical Safety

Type	Subtype	Reviewer Checklist	Reference
		<p>Ensure that flexible cords and cables are not run through holes in walls, ceilings, or floors, through doorways, windows or similar openings.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	8 CCR § 2500;29 CFR § 1910.305
		<p>Ensure that flexible cords and cables do not hang on metal hangers or supports.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	8 CCR § 2500; 29 CFR § 1910.305
		<p>Destroy electrical cords that are frayed, spliced, taped, or otherwise deteriorated.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	8 CCR § 2500; 29 CFR § 1910.305
		<p>Ensure that flexible cords and cables are not used near sources of water i.e., sinks or pools.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	8 CCR § 2500; 29 CFR § 1910.305
	Exterior Wiring	<p>Use only circuits protected by a ground fault interrupter (GFI) when operating power tools/equipment.</p> <p><i>Inspect areas where power tools are used.</i></p>	29 CFR § 1910.304

Emergency Preparedness

Type	Subtype	Reviewer Checklist	Reference
Planning	Emergency Procedures	Prepare and maintain emergency procedures. <i>Review emergency procedures.</i>	CEC § 35294; Bulletin Q-48 Bulletin Q-50
	Training-Emergency	Ensure all employees are trained within the first three months of the school year on the subject of emergency preparedness. <i>Review training program and training records.</i>	CEC § 35294 Bulletin Q-48 Bulletin Q-50 Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII
		Provide emergency preparedness training documentation that includes date of training, agenda, training materials and sign-in sheet.	CEC § 35294
		Obtain signed acknowledgement from individuals who missed training noting they have reviewed training materials. <i>Review training program and training records.</i>	CEC § 35294
Earthquake	Supplies-Earthquake	Provide dedicated emergency supply storage containers. <i>Inspect dedicated storage container for earthquake supplies.</i>	Bulletin Q-48 Bulletin Q-50 BMP
		Ensure emergency supplies include flashlights, batteries, battery powered radio(s), first aid bin for every 400 persons, drinking water ratio 1.5 gallons per person, wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned foods and personal hygiene products.	Bulletin Q-48 Bulletin Q-50 BMP
		Ensure emergency supplies are inspected and/or refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every 6 months and disinfected water every 3 years.	Bulletin Q-48 Bulletin Q-50 BMP

Emergency Preparedness

Type	Subtype	Reviewer Checklist	Reference
	Other-Earthquake	Ensure all chemical storage shelves or cabinets are equipped with lips or other devices to prevent stored materials from falling. <i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i>	8 CCR §§ 3209, 3210, 3211, and 3212
		Provide seismic bracing for storage cabinets and racks. <i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i>	Bulletin Q-48 Bulletin Q-50 BMP
		Provide seismic bracing for HVAC units and hot water heater tanks. <i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i>	Bulletin Q-48 Bulletin Q-50 BMP
		Remove all materials and objects stored on the top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling. <i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i>	Bulletin Q-48 Bulletin Q-50 BMP

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
Maintenance	Trouble Calls	<p>Ensure trouble call procedure is in place, and that trouble calls are being made in a timely manner.</p> <p><i>Review trouble call log and interview Plant Manager to determine timeliness of log entries.</i></p>	Annual Campus/ Facilities Inspection Form
	Trouble Call Log	<p>Maintain call log and maintenance and operations (M&O) response requests for minimum period of 2 years.</p> <p><i>Review trouble call log and maintenance records.</i></p>	Annual Campus/ Facilities Inspection Form
	Roof and Gutter	<p>Ensure roofs and gutters are intact and well maintained.</p> <p><i>Visually inspect roofs and gutters note areas inspected. (If a large number of roofs exist randomly inspect at least 5.)</i></p>	Annual Campus/ Facilities Inspection Form
	Lighting	<p>Ensure all areas within the school have adequate lighting. (Areas include classrooms, stairways, hallways, gyms, locker rooms, shops, library, offices, restrooms, and exterior grounds).</p> <p><i>Visually inspect at least 20 rooms to determine if lighting is adequate. Note areas inspected.</i></p>	Annual Campus/ Facilities Inspection Form
	Cleanliness	<p>Ensure all school areas are maintained in a clean manner. (Areas include classrooms (including sinks), lockers, hand rails, auditorium, multipurpose rooms, shops, library, administrative office, and restrooms).</p> <p><i>Visually inspect areas throughout the school to determine if they are clean. Note areas observed which are not clean.</i></p>	Annual Campus/ Facilities Inspection Form

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
	Condition of Equipment and Facilities	<p>Ensure school grounds and equipment are in good repair. (Areas include lockers, handrails, gyms, locker rooms, and drapes, dimmer boards (in auditoriums and multi-purpose rooms)).</p> <p><i>Visually inspect these areas to determine the condition of these facilities and equipment.</i></p>	Annual Campus/ Facilities Inspection Form
Maintenance	Hot Water Supplies	<p>Ensure hot water is available in gym showers and in shops.</p> <p><i>Visually inspect showers and water faucets in the gym and shop areas to determine the availability of hot water.</i></p>	Annual Campus/Facilities InspectionForm
	Classrooms	<p>Ensure classrooms are free of broken furniture.</p> <p><i>Visually inspect classrooms in accordance with sampling strategy and note areas inspected.</i></p>	Annual Campus/Facilities Inspection Form
	Broken Windows	<p>Ensure broken or cracked windows are reported and that broken windows are repaired within 72 hours.</p> <p><i>Interview Plant Manager to identify the procedure for fixing windows and if they are fixed within 72 hours.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Blinds	<p>Maintain venetian blinds in good repair.</p> <p><i>Visually inspect venetian blinds in at least 20 rooms to determine their condition. Note rooms that have been inspected and any concerns identified.</i></p>	Annual Campuses/ Facilities Inspection Checklist

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
	Kitchens Cleanliness	<p>Ensure kitchens are maintained in a clean manner, and are "deeped cleaned". (For lunch shelters, Ensure that tables, trash receptacles, and decks are clean. For kitchens and lunch shelters, Ensure that drains are clean, if they exist).</p> <p><i>Review records reflecting the kitchen cleaning schedule to determine the most recent deep cleaning date. Visually inspect the tables, trash receptacles, drains, and decks in the lunch shelters for cleanliness.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Lunch Shelters	<p>Ensure heaters in lunch shelters are functioning.</p> <p><i>Examine heaters to determine if they are functioning properly.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Gyms and Locker Rooms	<p>Maintain gyms and locker rooms free of odors.</p> <p><i>Visually inspect the gym and locker rooms for odors and cleanliness.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Gyms and Locker Rooms	<p>Ensure that blackboards are properly attached.</p> <p><i>Visually inspect the blackboards in the gym and locker rooms to determine whether they have been properly attached.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Auditorium and Multi-purpose Rooms	<p>Ensure auditorium and multi-purpose rooms are free of broken and loose seats.</p> <p><i>Visually inspect the condition of the seats in the auditorium and multipurpose rooms to determine if they are broken. Note the rows that were inspected and problems identified.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	Libraries	<p>Ensure library carpeting is in good condition (i.e., there are no stains, broken seams, etc.).</p> <p><i>Visually inspect library carpeting to determine its condition.</i></p>	Annual Campuses/ Facilities Inspection Checklist

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
	Libraries	Ensure that library shelving is in good repair. <i>Visually inspect library shelving to determine their condition.</i>	Annual Campuses/ Facilities Inspection Checklist
	Hopper Rooms	Ensure hopper rooms are organized and well stocked. <i>Visually inspect hopper rooms to determine whether they are organized and well stocked.</i>	Annual Campuses/ Facilities Inspection Checklist
	Parking Lines	Ensure that parking lines and game lines are clear. <i>Visually inspect the parking and game lines.</i>	Annual Campuses/ Facilities Inspection Checklist
	Perimeter Fencing	Ensure that the perimeter fencing of the school site and the collection bin area are in good repair. <i>Visually inspect the fencing around the school site and collection areas.</i>	Annual Campuses/ Facilities Inspection Checklist
	Housekeeping	Ensure that the site is free of weeds and that litter is removed daily. <i>As you tour the school, visually inspect the grounds for weeds and litter.</i>	Annual Campuses/ Facilities Inspection Checklist
	Sewer and Storm Drains	Ensure that the sewer and storm drains are clear of debris. <i>Visually inspect the condition of sewer and storm drains.</i>	Annual Campuses/ Facilities Inspection Checklist
	Fencing and Gates	Ensure that the fences and gates are in good repair (i.e., confirm that they are on track, have locks, and that there are no holes or rust). <i>Visually inspect fences and gates to determine their condition.</i>	Annual Campuses/ Facilities Inspection Checklist

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
	Asphalt Condition	Ensure that the asphalt is in good condition (i.e., has no significant cracks, holes, standing water, loose gravel or mulch, etc.). <i>Visually observe asphalt to determine its condition.</i>	Annual Campuses/ Facilities Inspection Checklist
	Machine Guarding General Requirements	Ensure that one or more methods of guarding are provided on all machines that present injury to operators, such as from point of operation, ingoing nip points, rotating parts, flying chips and sparks. <i>Visually observe equipment to confirm the presence of machine guards. Also, visually inspect mounted cutter heads, and tool collars to confirm that the tool is the correct size and shape for that machine.</i>	8 CCR § 4184
		Ensure that machine guards, when provided, are securely affixed to the machines. <i>Visually inspect machine guards to confirm that they are securely affixed to the machinery.</i>	8 CCR § 4184
	Fan Guards	Ensure that all fans whose blades are less than 7-feet above the floor or working level are equipped with blade guards. <i>Visually inspect fans less than 7-feet high to ensure that they are equipped with blade guards.</i>	8 CCR § 4184
	Securing Equipment	Ensure that equipment designed to be located in a fixed position is secured to prevent its "walking" or moving. <i>Visually inspect stationary equipment to ensure that it is properly secured.</i>	8 CCR § 4184
	Restrooms - Adequate Facilities	Ensure male restrooms in elementary schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
		Ensure male restrooms in secondary schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	
		Ensure male restrooms in Kindergarten schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	
		Ensure male restrooms in secondary schools built after 1994 have 1 urinal for every 35 every students; 1 toilet for every 40 students; and female restrooms have 1 toilet for every 30 students.	UBC Appendix C
		Ensure male staff restrooms have 1 urinal for 50 men; 1 toilet: for 15 men; 2 toilets: 35 men; 3 toilets: 55 men; and 1 additional toilet for every 40 men. <i>Visually inspect restroom facilities to confirm adequate number of facilities.</i>	UBC Appendix C
		Ensure female staff restrooms have 1 toilet for 15 women; 2 toilets: 35 women; 3 toilets: 55 women; and 1 additional toilet for every 40 women. <i>Visually inspect restroom facilities to confirm adequate number of facilities.</i>	UBC Appendix C
	Restrooms - Fixture Operation	Ensure toilets and faucets operate properly. <i>Flush a representative number of toilets.</i>	
	Restrooms - Supplies	Ensure bathrooms are adequately stocked with supplies. <i>Check supplies in restrooms.</i>	
	Restroom - Water Leaks	Ensure there are no signs of water leaks or standing water on the floor. <i>Inspect restroom floors.</i>	
	Restrooms - Ventilation	Ensure vents in restrooms work. <i>Turn on vents in restroom to determine if they operate.</i>	

Facilities Maintenance

Type	Subtype	Reviewer Checklist	Reference
	Restrooms - Mold	Ensure there no signs of mold in the restrooms. <i>Inspect restrooms.</i>	
	Landscaping	Ensure tree canopies are adequately raised, plants adequately trimmed and landscape is free of obvious hazards. <i>During site tour, observe landscaping and note areas of concern.</i>	Annual Campus/Facilities Inspection Checklist
	Solid Waste Management	Ensure the facility has an ongoing solid waste recycling program for paper, aluminum cans, plastic, cardboard, and/or other recyclable materials. <i>Interview staff to determine solid waste recycling records.</i>	
	Solid Waste Dumpsters	Ensure that dumpsters are closed when not in use. <i>Inspect dumpsters.</i>	
	Trash Cans	Ensure trash cans are not overflowing with waste. <i>Inspect trash cans.</i>	
	Solid Waste Dumpsters Area	Ensure areas surrounding dumpsters and trash cans are clean. <i>Inspect areas around dumpsters.</i>	

Fire/Life Safety

Type	Subtype	Reviewer Checklist	Reference
Access and Egress	Emergency Egress	Provide visible exit signs or directional signs for all exit doors and escape pathways. <i>During site tour, observe exit path lighting and exit signs in a representative number of buildings. Identify signs that are not operating properly.</i>	8 CCR § 3216 LA Fire Code § 57.33.15 29 CFR § 1910.36
		Place "NO EXIT" signs on non-exit doors or signs that indicate its actual use. <i>Inspect passageways and identify doors not labeled.</i>	88 CCR § 3216 LA Fire Code § 57.33.15 29 CFR § 1910.36
		Ensure all rooms have at least two exit pathways leading to an outside exit or into hallways leading to an outside exit. <i>Inspect classrooms and identify rooms that do not have at least two exits.</i>	8 CCR § 3225; LA Fire Code § 57.33.11; Section 305.2.4; 29 CFR § 1910.36
		Ensure the maximum distance from any point in the building to an exterior exit path or an enclosed stairway does not exceed 150 feet without an automatic sprinkler system or 200 feet with an automatic sprinkler system. <i>Inspect buildings and identify areas where exits are located greater than the above distances.</i>	8 CCR § 3222
		Provide exits that discharge directly to an open space, and are free of obstructions to ensure safe egress. <i>Inspect exit outlets and identify obstructed exits.</i>	8 CCR § 3227; LA Fire Code § 57.33.11 29 CFR § 1910.37
		Provide at least one security grill with emergency breakaway capacity for rooms equipped with security grills. Emergency breakaway window must be constructed of glass and located furthest from the exit door, and clearly identified as an emergency exit.	UBC Section 305.2.4, District Policy

Fire/Life Safety

Type	Subtype	Reviewer Checklist	Reference
		<p>Clear all objects placed over exit doors that may conceal or obscure exit signs.</p> <p><i>Inspect buildings, rooms and offices and identify obstructed exits.</i></p>	<p>UBC Section 305.2.4</p>
		<p>Ensure all windows are operable, safe, clear, provide light and unobstructed view.</p> <p><i>During the site tour, visually inspect windows to confirm they are operable, safe, and clear.</i></p>	<p>Annual Campuses/ Facilities Inspection Checklist</p>
	<p>Emergency Vehicle Access</p>	<p>Ensure school perimeter has one or more gates with an opening width of 20 ft and fire lane marked 20-ft long.</p> <p>Identify gates and determine if at least one opens a minimum of 20 feet.</p>	<p>LA Fire Code § 57.111.07</p>
	<p>Exit Signs</p>	<p>Post on all main exit doors readily visible signs that indicate "This Door to Remain Unlocked During Business Hours" or equip the door with emergency panic hardware.</p> <p><i>During the tour, inspect a representative number of exits.</i></p>	<p>LA Fire Code § 57.33</p>
		<p>Post approved "In Case of Emergency" instructions adjacent to the elevator call device on each floor.</p> <p><i>Inspect signs next to elevator call device.</i></p>	<p>Title 19 Sec. 309</p>
	<p>Posted Occupancy Limit</p>	<p>Post maximum occupant load signs and usage signs above all assembly room doors as listed on the Certificate of Occupancy.</p> <p><i>Inspect assembly areas for occupancy load signs.</i></p>	<p>LA Fire Code § 57.33.04</p>

Fire/Life Safety

Type	Subtype	Reviewer Checklist	Reference
	Unobstructed Walkways and Aisles	Clear aisles and walkways to provide unobstructed access. <i>During the tour, inspect walkways throughout the facility.</i>	8 CCR § 3215; 29 CFR § 1910.36
		Cover aisles and walkway surfaces prone to moisture with non-slip materials.	8 CCR § 3232; 3272; 29 CFR § 1910.22
	Ground/Floor Surfaces	Repair, cover or provide guardrails to ensure safety for holes in floors, sidewalks, or other walking surfaces.	8 CCR § 3232; 3272; 29 CFR § 1910.22
		Clear all walking surfaces of tripping hazards.	8 CCR § 3232; 3272; 29 CFR § 1910.22
		Cover ramp surfaces with non-slip materials.	8 CCR § 3232; 3272;29 CFR § 1910.22
	Interior/Exterior Lighting	Ensure all areas within the school have adequate and functioning lighting i.e., classrooms, stairways, hallways, gyms, locker rooms, shops, library, administrative office, restrooms, lunch shelters, and grounds. <i>Visually inspect at least 20 rooms to determine if lighting is adequate. Note areas inspected.</i>	8 CCR § 3215; 29 CFR § 1910.37; Annual Campus/ Facilities Inspection Form
Elevated Surfaces	Access Lifts	Develop maintenance procedures to check all special access lifts (wheelchair lifts, auditorium stage lifts and swimming pool immersion lifts) at least weekly. <i>Inspect lifts and review maintenance inspection records</i>	29 CFR§ 1910.68
	Portable Ladders	Repair or replace damaged ladders. <i>Inspect ladders and review results of ladder inspection. If ladders do not meet these requirements remove from use.</i>	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26

Fire/Life Safety

Type	Subtype	Reviewer Checklist	Reference
		Ensure all portable ladders are routinely inspected for damage.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
		Ensure ladders are equipped with non-slip safety feet.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
		Ensure metal ladders are marked with signs reading "CAUTION: Do Not Use Around Electrical Equipment" or equivalent wording.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
	Fall Prevention	Provide standard guard rails for surfaces elevated more than 30 inches above any adjacent floor or ground surface (with the exception of the auditorium side of a stage). <i>Inspect elevated walkways and floor openings for appropriate guarding.</i>	8 CCR §§ 3209, 3210, 3211, and 3212
		Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling.	8 CCR §§ 3209, 3210, 3211, and 3212
		Provide a permanent means of access and egress to elevated storage and work surfaces.	8 CCR §§ 3209, 3210, 3211, and 3212
	Posted Load Capacity	Post signs indicating load capacity for elevated surfaces. <i>Inspect elevated surfaces.</i>	8 CCR §§ 3209, 3210, 3211, and 3212
Fire Prevention	Portable Fire Extinguishers	Fully charge and mount portable fire extinguishers and ensure signs are posted for accessibility. <i>Inspect a random number of fire extinguishers.</i>	8 CCR § 6151; 29 CFR § 1910.157

Fire/Life Safety

Type	Subtype	Reviewer Checklist	Reference
		<p>Conduct and document monthly visual inspections; perform an annual maintenance inspection of the portable fire extinguishers.</p> <p><i>Conduct inspections of a random number of fire extinguishers and associated records.</i></p>	8 CCR § 6151; 29 CFR § 1910.157
		Perform hydrostatic testing at the required interval of 5 or 12 years, depending on the fire extinguishing media.	8 CCR § 6151; 29 CFR § 1910.157
		Ensure all fire extinguishers are provided certification decal.	8 CCR § 6151
		Provide fire extinguisher training to new employees, and at least annually thereafter.	8 CCR § 6151; 29 CFR § 1910.157
	Fire Sprinklers	<p>Provide 18 inch clearance between sprinkler heads and ceiling.</p> <p><i>Visually inspect a random number of sprinkler heads and note areas inspected.</i></p>	8 CCR § 6170; Annual Campus/ Facilities Inspection Form
	Flammable Storage	<p>Utilize safety cans, flammable material cabinets or storage bunkers to store flammable materials.</p> <p><i>Inspect flammable storage areas.</i></p>	8 CCR §§ 5531, 5532, 5533, 5534, 5535, 5538, 5541
	Fire Alarm	Develop procedures to ensure all fire alarms are in working order.	LA Fire Code § 57.122;29 CFR § 1910.165
	Emergency Evacuation Plans	<p>Develop a fire emergency plan to identify the appropriate response to a fire alarm.</p> <p><i>Review fire alarm procedures, manual pull box testing records, evacuation plans, and earthquake drill records for each building or facility.</i></p>	8 CCR § 3215; LA Fire Code § 57.33.19; 29 CFR § 1910.38

Human and Multicultural Relations

Type	Subtype	Reviewer Checklist	Reference
Crisis Management	Crisis Intervention Documentation	<p>Ensure the school administrator has a copy of the most recent Crisis Intervention Handbook (2001).</p> <p><i>Inspect site administrator's most recent crisis intervention notebook.</i></p>	Bulletin No. N-58 (Rev.)
	Crisis Intervention Training	<p>Ensure that school crisis teams meet regularly for training and review of the crisis intervention plan.</p> <p><i>Review training records.</i></p>	Bulletin No. N-58 (Rev.)
		<p>Ensure training documentation are maintained with name of trainer, trainer affiliation, location of training and date of training.</p> <p><i>Review training records.</i></p>	
		<p>Ensure that the site administrator is aware of key terms defined in Bulletin No. Z-29 (Rev.) as follows: "crisis", "organization of crisis intervention teams", "crisis intervention strategies", and "threat assessment procedures."</p> <p><i>Interview site administrator to confirm whether she/he is familiar with the crisis definitions and terminology.</i></p>	Bulletin No. N-58 (Rev.)
	Crisis Intervention Teams	<p>Ensure that the school has established a crisis intervention team and that the site administrator has identified crisis team members.</p> <p><i>Interview site administrator to determine whether team members have been identified.</i></p>	Bulletin No. N-58 (Rev.)
	Agency Interaction	<p>Ensure that the site administrator has initiated at least one visit with the local police agency to prepare in the event of an emergency.</p> <p><i>Interview site administrator and review meeting notes or correspondence if any.</i></p>	Bulletin No. N-58 (Rev.)

Human and Multicultural Relations

Type	Subtype	Reviewer Checklist	Reference
	Human Relations Leadership Team	<p>Ensure that the school has established a Human Relations Leadership Team (HRLT) and assigned a staff member to coordinate its work.</p> <p><i>Interview site administrator to confirm the existence of an HRLT and staff coordinator.</i></p>	Bulletin No. N-58 (Rev.)
		<p>Ensure that the HRLT has developed a calendar to implement strategies and programs to maintain and improve the MHREP.</p> <p><i>Review HRLT calendar for implementation strategies and milestones.</i></p>	Bulletin No. N-58 (Rev.)
	HRLT Annual Assessment	<p>Ensure that the HRLT annually (end of year) submits an assessment and evaluation of the MHREP to the site administrator and school governance council.</p> <p><i>Review annual HRLT submittal.</i></p>	Office of Intergroup Relations, "Educating for Diversity: A Framework for Multicultural and Human Relations Education, School Assessment Checklist," pages 76-79, 4-92.

Lead Management

Type	Subtype	Reviewer Checklist	Reference
Procedures	Paint	<p>Identify all locations of peeling paint or otherwise deteriorated paint surfaces, and ensure appropriate repairs.</p> <p><i>Inspect school and note building and classroom number(s) where peeling paint is observed.</i></p>	
	Drinking Water	<p>Ensure the plant manager flushes drinking fountains each morning pursuant to District Bulletin.</p> <p><i>Interview plant manager to determine drinking fountain flushing procedure.</i></p>	
	Exposure	<p>Develop and maintain complaint procedure for potential lead exposure.</p> <p><i>Review complaint logs. Identify corrective action taken.</i></p>	8 CCR § 5198
Restrictions	Occupancy Removal	Prohibit usage of rooms with severe peeling paint.	

Mobile Safety Equipment

Type	Subtype	Reviewer Checklist	Reference
Carts	Wheel Chocks	Ensure that wheel chocks are placed in front and behind one wheel motorized cart when stationary. Chocks must be attached to the cart with an aircraft cable. <i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i>	
	Keyed Access	Ensure hand-held brake is capable of holding parked motorized cart in place. <i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i>	
		Ensure motorized carts are disabled when ignition key is removed. <i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i>	
Landscape Equipment	Storage of Landscape Equipment	Ensure landscape equipment is in locked area. <i>Inspect lawn equipment storage area.</i>	
Cleaning Equipment	Use of Cleaning Equipment	Ensure personal protective equipment is utilized when motorized cleaning equipment is used. <i>Interview staff who conducts landscaping activities.</i>	
		Train operators in the proper use of steam cleaners, pressure washers, wet abrasive washers and other cleaning equipment.	
		Ensure that only OEHS approved solvents and detergents are used with steam cleaners, pressure washers, wet abrasive washers, and other motorized equipment.	

Mobile Safety Equipment

Type	Subtype	Reviewer Checklist	Reference
		Ensure that gasoline powered equipment is only operated in areas where exhaust gases do not accumulate.	
		Develop and implement procedures to inspect equipment for frayed electrical cords, leaking fittings, damaged hoses, and safety devices. <i>Interview personnel, who use equipment, inspect personal protective equipment and review inspection records.</i>	
		Place guards on all fan blades that are less than 7-feet above the working level. <i>Visually inspect fans less than 7-feet high to ensure that they are equipped with blade guards.</i>	8 CCR § 4184; 29 CFR § 1910.212
	Storage-Cleaners	Secure equipment designed to be located in a fixed position. <i>Visually inspect stationary equipment to ensure that it is properly secured.</i>	8 CCR § 4184; 29 CFR § 1910.212

Off-Site Risks

Type	Subtype	Reviewer Checklist	Reference
RF/EMF	Proximity-RF/EMF	Identify and refer to OEHS for evaluation, any power transmission lines operating at 50 - 133 kV, and which are within 100 ft from school easement. <i>Identify substations and power transmission lines.</i>	
		Identify and refer to OEHS for evaluation, any power transmission lines operating at 220 - 230 kV, and which are within 150 ft from school easement. <i>Identify substations and power transmission lines.</i>	
		Identify and refer to OEHS for evaluation, any power transmission lines operating at 500 - 550 kV, and which are within 350 ft from school easement. <i>Identify substations and power transmission lines.</i>	
		Identify any cell phone transmission towers in adjacent school property and refer to OEHS for evaluation. <i>Identify location of cell phone towers, adjacent roadways and railroad tracks. Describe neighboring facilities and potential sources of pollution.</i>	
	Types-RF/EMF		
Transportation	Proximity-Transportation	Identify any freeway, main highway, or railroads adjacent to school and refer to OEHS for evaluation.	
	Types-Transportation		
Industrial	Proximity-Industrial	Identify any potential industrial source of air contaminants in proximity of school and refer to OEHS for evaluation.	
	Type-Industrial		

Personal Protection

Type	Subtype	Reviewer Checklist	Reference
Hearing Conservation	Program-Hearing Conservation	<p>Ensure all personnel exposed to noise levels greater than 85 dba are informed of the Hearing Conservation Program.</p> <p><i>Review Hearing Conservation Program. Interview staff to identify complaints and determine actions taken to address noise issues.</i></p>	8 CCR §§ 5097; 29 CFR § 1910.95
	Complaint Procedures	<p>Develop and maintain complaint procedures for excessive noise levels and ensure the procedures are understood by school staff.</p> <p><i>Interview staff to identify complaints and determine actions taken to address noise issues.</i></p>	8 CCR § 5096; 29 CFR § 1910.95
		<p>Ensure all excessive noise level complaints are evaluated by proper agency.</p>	8 CCR § 5096; 29 CFR § 1910.95
Respiratory Protection Program	Written Program-Respiratory Protection Program	<p>Develop and maintain a written Respiratory Protection Program to accompany usage of respiratory protective equipment.</p> <p><i>Review Respiratory Protection Program.</i></p>	8 CCR § 5144; 29 CFR §§ 1910.134
	Compliance- BBP	<p>Ensure school is in compliance with Bloodborne Pathogen Program</p>	

Pest Management

Type	Subtype	Reviewer Checklist	Reference
Planning	Program-IPM	Obtain a copy of the District's Integrated Pest Management (IPM) program. <i>Review IPM Program.</i>	AB2260
	Training-IPM	Ensure staff members are trained on the implementation of the IPM program. <i>Interview staff and review training records.</i>	California Education Code (CEC) § 17612
Operations	Notification-IPM	Provide a written notification to staff and parents listing pesticide products expected to be used during the school year. <i>Interview staff and review notification records and review list of staff and parents who wish to receive notification.</i>	CEC § 17612
	Warning Signs-IPM	Develop procedures for posting warning signs 24 hours prior to pesticide application and remain posted for 72 hours after application. <i>Review posting procedures with Plant Manager.</i>	CEC § 17611
	Recordkeeping-IPM	Maintain records for the past 4 years of pesticides used at the site. <i>Review records.</i>	Integrated Pest Management Program
	Pesticide Application	Ensure only District Integrated Pest Management Technicians apply pesticides. <i>Interview Plant Manager and review chemical storage area for pesticides.</i>	CEC § 17612
	Approved Pesticides	Post list of approved pesticide product in the main office. <i>Observe posting and verify list is the most up-to-date document.</i>	CEC § 17611

Sports and Playground

Type	Subtype	Reviewer Checklist	Reference
Sports	Equipment-Sports	Train students on proper use required safety equipment. <i>Review documentation related to safety equipment training.</i>	Bulletin M-66 42, 44
Playground	Inspection-Playground	Develop an action plan to remove, replace or retrofit playground equipment. Ensure school playgrounds have been inspected by a certified inspector. <i>Review playground inspection report and action plan. Evaluate if action plans are on schedule.</i>	
		Contact District Maintenance and Operations to have school playgrounds inspected by a certified inspector.	
Athletics	Medical Clearance	Ensure appropriate medical clearance for students prior to participating in interscholastic athletics. <i>Review procedures of medical clearance.</i>	Bulletin Z-9
		Develop procedures to evaluate and address heat stress in athletes. <i>Review school procedure associated with heat stress.</i>	Bulletin Z-52

Waste Management

Type	Subtype	Reviewer Checklist	Reference
Hazardous Waste	Characterization	Ensure that all waste are properly characterized as "hazardous" or "nonhazardous". <i>Review waste characterization procedures.</i>	22 CCR § 66262.11; 40 CFR § 262.11
		Label hazardous waste with the words: "HAZARDOUS WASTE", the physical state of the waste, hazard class, accumulation date and the address of the generator. <i>Inspect containers collecting hazardous waste.</i>	22 CCR § 66262.34; 40 CFR § 262.34
	Waste Storage	Supply hazardous waste storage area with spill kits, fire extinguishers, communication systems, decontamination equipment, and maintain unobstructed aisle space. <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
		Ensure that tanks accumulating hazardous waste are inspected daily, and that containers in the hazardous waste storage are inspected weekly. <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
		Ensure all hazardous waste containers have secondary containment, are in good condition, and free of leaks. <i>Inspect waste storage area and inspection records.</i>	
		Keep hazardous waste containers closed except when adding or removing waste. <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34

Waste Management

Type	Subtype	Reviewer Checklist	Reference
	Waste Disposal	Dispose hazardous waste generated at schools at least every 180 days. <i>Interview schools staff and review disposal records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
Wastewater	Sewers	Ensure that debris is periodically cleared from sewer and storm drains. <i>Visually inspect the condition of sewer and storm drains.</i>	Annual Campuses/ Facilities Inspection Checklist
	Storm water	Ensure only storm water is discharged to storm drains.	
Solid Waste	Recycling	Develop and maintain solid waste recycling program for all recyclable materials. <i>Interview staff to determine solid waste recycling records.</i>	
	Trash Receptacles	Keep dumpsters closed when not in use. <i>Inspect dumpsters.</i>	
		Ensure trash cans do not overflow with waste. <i>Inspect areas around dumpsters.</i>	
		Clean areas surrounding dumpsters and trash cans. <i>Inspect areas around dumpsters.</i>	

APPENDIX A

OEHS INSPECTION PROCEDURES

The inspection procedures are designed to provide the inspector with a step-by-step guide to collecting information about health and safety conditions in District schools. Inspectors should use the guidance as a general guide, using professional judgment and expertise to complete the required elements during the inspection process. The guidance developed for the inspection program are designed to address the range of issues and concerns existing in District schools; however, there may be conditions observed that are not specifically addressed by the guidance. In these instances, the inspector will need to rely upon professional judgment in documenting findings. Based on the information collected during the pre-inspection planning process, additional guidance may be applicable. The inspector should also have the complete inventory of guidance available in the event that additional, non-typical operations are noted at a specific school site.

When using the guidance, summarize your findings associated with each question in the comment section. These notes will be used as the basis for documenting your findings on the Corrective Action Notice (See Figure 1).

1.0 RESPONSIBILITIES

The responsibilities of the Inspector include reviewing applicable inspection guidance, H&S regulations, and other background materials before each inspection; ensuring that data gathered during the inspection are relevant, objective, and sufficient to support inspection results; documenting inspection activities and conclusions; communicating issues, concerns, or unexpected obstacles encountered to the school representative; and work with school staff to improve conditions in schools, and ensure a high level of emergency preparedness.

2.0 PRE-INSPECTION ACTIVITIES

The pre-inspection planning activities allow the inspector to gain an understanding of the school's operations. They also provide the school with an understanding of the inspection process and set the tone for inspection interactions. During the pre-inspection activities, the inspector should:

1. review the scope of operations at the school (e.g., automotive shops, chemistry/biology laboratories, photography labs etc.);
2. understand the general applicability of regulatory requirements to the operations at the school;
3. inform school personnel of the inspection goals, objectives, and procedures;
4. develop a basic strategy for conducting the inspection prior to arrival at the site;
5. consider the objectives to be achieved, and areas requiring emphasis;
6. identify the questions or issues that need to be resolved during the preliminary meetings;
7. establish a preliminary agenda and schedule to be followed during the inspection;
8. contact the site administrator to confirm the exact dates of the inspection and to discuss planning and logistical details; and
9. ensure sufficient time for the school to assemble the background material for review.

2.1 BEFORE THE INSPECTION

- Review the support materials (e.g., bulletins and regulations)
- Review background information supplied by the school.
- Review previous inspection reports.
- Modify guidance, as appropriate, to reflect school-specific requirements.
- Confirm with site administrator schedule of opening meeting and site tour.

2.2 ITEMS FOR THE INSPECTION

- Safe School Inspection Guidebook
- Corrective Action Notices
- Digital camera
- Flash light
- Measuring tape
- Background material received
- Personal protective equipment (safety glasses, hearing protection, etc.)

Information to be Collected in Advance of the Inspection
School plot plan or map
Complaint log (for past two years)
Trouble call log (for past two years)
Injury and Illness Rates
OSHA 200 Log (for past two years)
Copies of EH&S permits and plans
Recent regulatory agency inspection/enforcement correspondence
Recent reports from OEHS or school police
Materials to be Reviewed upon Arrival on Site
Current environmental licenses, certificates, registrations, and authorizations
School procedures plans and program manuals (e.g., injury illness prevention plan, asbestos management plan, chemical hygiene plan)
Health and safety training records
Hazardous waste manifests (if applicable)
Inventory of chemicals in use or stored on site and associated MSDSs
Records of safety inspections and committee meetings
First aid/dispensary records
Earthquake supply bin

3.0 INSPECTION PROCESS

During the on-site activities, the inspector is tasked with collecting and gathering data to verify that the school is in compliance with applicable regulations and that the required plans and management systems have been developed are functioning as intended.

The inspector should maintain free and open lines of communication with school personnel. There should be ongoing dialogue with the school to explain the overall inspection process, the

logistics for the individual inspection, reporting processes, and any other issues concerning local personnel. At a minimum, an opening and closing conference should be scheduled during the pre-inspection planning process. In the event the inspection will last more than one day, a daily debriefing meeting should also be scheduled to communicate interim issues identified during the inspection.

3.1 OPENING MEETING

The purpose of the opening meeting is to describe to school personnel the overall objectives of the Safe School Inspection Program, and the purpose, scope, and approach of the inspection; and to gain an initial overview of the school's programs and practices established to manage health and safety issues relevant to the scope of the inspection.

1. Keep the opening meeting brief and structured. Don't try to cover too much.
2. Introduce yourself and describe the purpose, scope and approach of the inspection, and the reporting format (Corrective Action Notice).
3. Cover the basic operations of the school, focusing on any potential differences from the typical school (i.e., automotive shops, paint booths etc.). Ask questions as appropriate regarding:
 - Known H&S problems and concerns
 - Community concerns
 - Regulatory agency inspections and compliance history
4. Take notes as necessary.
5. Describe the general schedule for the rest of the inspection and schedule a tentative time for the exit meeting.
6. During the opening meeting, the inspector should also reconfirm the following logistical and administrative arrangements discussed prior to the inspection, for example:
 - Safety rules
 - Work space for the inspector
 - Names of school contacts and escorts

3.2 SITE TOUR

Following the opening meeting, a site tour will be performed. The purpose of the site tour is to allow the inspector to become generally familiar with the school layout and operations. Depending on the size and complexity of the school, the tour can be a lengthy walk around the entire complex to identify and assess issues of concern, or a short overview presentation of the key areas at the school. For example, at childcare centers, the tour and detailed physical inspection will likely be combined into a single effort. In the case of high schools, the tour should be limited to a site overview, as more detailed inspections in specific areas will follow the tour. During the tour, the inspector should:

- focus on obtaining an overview, not on conducting inspections;
- carry and annotate, as necessary, a site plot plan; and
- take notes on areas the inspector wishes to revisit and staff that he/she may need to interview.

3.2 DETAILED INSPECTION

After the inspector has gained a general understanding of the school's operations and issues, the inspector should begin more detailed observations, and evaluation. This is accomplished through interviews with relevant school staff, reviewing records, and detailed inspections of specific areas identified during the site tour. All observations should be recorded in the inspector's field notes and captured in photographs.

In general, there are four different types of information that can be gathered during an inspection: physical evidence, documentary evidence, testimonial evidence, and circumstantial evidence. Each type of information can have advantages and limitations and can affect the quality and reliability of the inspection. To support any finding, inspections should strive to use two or more types of information. The more information the inspector is able to present, the more credible the finding, and the more likely the inspector will be able to point to the root causes of the condition at hand.

3.3 CLOSING CONFERENCE

The purpose of the closing conference is to allow the inspector to share all findings and observations with school management before leaving the site.

1. Open the meeting:
 - Begin the meeting in a calm and relaxed manner.
 - Take time to explain to school personnel why the meeting is taking place and what you hope to accomplish.
 - Briefly summarize the goals and objectives of the inspection, the approach followed, and the activities conducted to meet the objectives.
 - Review the key steps of the inspection reporting process; describe the activities that will occur once the inspector leaves the school.
 - Before beginning the detailed discussion of the findings and observations, define the categories of findings (e.g., regulatory, LAUSD policy, good management practice) and how they are referenced on a Corrective Action Notice. In addition, describe the corrective action prioritization system.
2. Present the inspection findings:
 - Briefly outline any strong/exceptional programs.
 - Succinctly present each exception.
 - Further clarify exceptions, if questions or comments arise, by presenting the evidence found that supports the claim of an exception.
 - Note comments made by school personnel.
3. Close the meeting on a positive note by expressing your gratitude for the school's assistance and cooperation.

4.0 EVALUATING AND REPORTING OF INSPECTION RESULTS

The inspector must evaluate the data collected during the inspection to determine those conditions warranting inclusions in the Corrective Action Notice. The inspector must prepare clear and concise corrective actions that are supported by the findings of the inspection.

4.1 CORRECTIVE ACTION NOTICE

The Corrective Action Notice is the method used to identify the necessary corrective actions to site administrators, plant managers, and other district staff. Details from a Corrective Action Notice will be entered into the inspection tracking database. Upon completion of the site inspection the inspector will issue a Corrective Action Notice. The Corrective Action Notice is a three-part form as described below.

- Page 1 – Retained by inspector for entering data into EHS database and recordkeeping.
- Page 2 – Provided to School Administrator upon completion of the inspection
- Page 3 – Provided to Complex Project Manager.

Additional copies should be provided to school operations, school police, maintenance and operations, and others, as appropriate.

4.2 CORRECTIVE ACTION NOTICE INSTRUCTION

At the completion of the inspection, the inspector must prepare the Corrective Action Notice. During the preparation of the Corrective Action Notice, the inspector should keep in mind basic guidelines on finding preparation:

1. Do not overstate the facts. There is no need to embellish the evidence supporting a finding or condition. The facts must be able to stand alone for the finding to be valid.
2. Avoid making general statements. Provide as many specific details as are relevant to document and support the finding.
3. Provide regulatory or LAUSD policy citations. The citation references serve as the basis to support the finding.
4. Avoid extreme language. In drafting the corrective action language, use objective and dispassionate terms when referring to the finding or condition.
5. Use familiar terminology and avoid using technical or legal jargon.
6. Do not focus criticism on individuals or their mistakes. Describe the finding or condition without referencing specific employees.
7. Avoid contradictory messages and conclusions in the Corrective Action Notice. Ensure that the language used to describe the corrective action is consistent.
8. Group similar findings. For example, if you observed five untagged fire extinguishers at the same school, draft one finding describing the repeat condition and describe the five different locations where the finding was observed.
9. Avoid ambiguous terminology such as:
 - Adequate
 - Inadequate
 - Some
 - Few
 - Many
 - Not all
 - Sometimes
 - Occasionally
 - Insufficient

The Corrective Action Notice has numerous fields that require completion. The majority of the information is self-explanatory but some fields require specific responses. Instructions for completing the fields of the Corrective Action Notice are provided below:

1. General Information
 - Inspection Date
 - School Name

- Responsible Individual – Identify person by name (typically Site Administrator)
- Safety Inspector (who conducted the inspection)
- Inspection Type - Check appropriate box.
 - Routine
 - Complaint response
 - Re-Inspection
 - Incident Response

2. Corrective Action Description

- Corrective Action Number (a unique number to track the finding)
- Identify Corrective Action Priority (See Section 3.1.2)
- Corrective Action Directive (See Section 3.1.3)
- Compliance Date – This is the date actions should be completed (based on priority)

3. Office Use Only Box

- District – Specify District Number
- Complex Project Manager – Identify by name
- Identify Deficiency Type (select all that apply)
 - asbestos
 - lead
 - indoor air quality
 - noise
 - offsite emission source
 - underground storage tank
 - chemical storage
 - fire safety
 - other
 - housekeeping
 - construction safety
 - permit
 - crime prevention
 - campus security
 - crisis intervention
 - multicultural human relations
 - facility maintenance
- Reference – Located on guidance
- Identify Building Code

4.3 PRIORITIZATION OF FINDINGS

The LAUSD EH&S inspection program established a prioritization system for ranking findings. The priority is based on severity of the finding and provides a guideline for how quickly the finding should be addressed. See Table 1.

Good management practice and management system observations should be communicated to school management as part of the closing conference. Whenever possible management system observations should be linked to exceptions.

4.4 CORRECTIVE ACTION DESCRIPTION

The corrective action is intended to illustrate the action, which in the inspectors experience should be sufficient to correct an issue, but should not limit the facility to that action.

TABLE 1 – Priority Ranking of Inspection Finding or Condition

Priority	Condition/Urgency	Examples
Priority 1	A condition which presents an actual or likely substantial endangerment to health, safety, or the environment or represents a serious violation of a federal, state, or local law and which warrants immediate attention.	Blocked egress; improper machine guarding; exposure to bloodborne pathogens or friable asbestos; trip or fall hazard in a primary walkway and lead-based paint chips in areas accessible to students.
Priority 2	A condition which could result in a notice of violation under federal, state or local law, or is non-compliant with other District requirements, and presents a condition in which at the discretion of the inspector, must be remedied within a period of 30 days.	Improper or incompatible chemical storage; untagged fire extinguishers; improper storage of hazardous wastes; outdated or inadequate Safe School Plan.
Priority 3	A condition that could result in a notice of violation under federal, state or local law, is non-compliant with other District requirements, and presents a condition in which at the discretion of the inspector, must be remedied within a period of 30 –180 days.	Operating a device without a permit; a faulty HVAC system, out-dated or missing MSDS; non-compliance with training or certification requirements.
Priority 4	A condition that may not be driven by a regulatory or District requirements that in the judgment of the inspector warrants documentation and referral for corrective action, but is not significant enough to warrant a follow-up inspection.	Area with sidewalk cracking which may in time become a trip/fall hazard.

APPENDIX B

REFERENCES

- Associate Superintendent, “Educational Evaluation and Compliance Division, District wide Parent Involvement Policy,” 4-15-91.
- Bulletin No. 13, School Operations, “Attendance Policy and Procedures for Junior and Senior High Schools,” 8-1-85 (Note: Replaced by Bulletin No. Z-55, 7-20-98).
- Bulletin No. 21, School Operations, “Senior High Schools Alcohol and Drug Prevention/Treatment Options,” 11-18-87.
- Bulletin No. Z-54, Student Health and Human Services, “Attendance Policy and Procedures for Elementary Schools,” 7-20-98.
- Bulletin No. 38, School Operations, “Mandated Reporting of Certain Student Behavior,” 1-3-94.
- Bulletin No. 61, Deputy Superintendent, “Guidelines for Student Expulsions,” 4-11-94.
- Bulletin No. C-6, Business Services Division, “Health Advisory/Air Pollution Episodes Notification Procedures and Restrictions of Physical Activities,” 7-18-96.
- Bulletin C-7, Business Services Division, “Regulatory Agency Inspection Procedures,” 3-22-96.
- Bulletin No. C-23, Business Services Division, “Record Keeping, Posting & Notification Requirements under California Occupation Safety & Health Act,” 7-24-96.
- Memorandum No. CT-1, Government Relations & Public Affairs, “Back to School Pedestrian/Traffic Safety Procedures,” 8-25-99.
- Memorandum No. CT-3, Government Relations & Public Affairs, “Enforcing the CA Bicycle Helmet Law,” 3-25-99.
- Bulletin No. DP-1, Intergroup Relations, “District Policy and Procedures for Data Collection and Reporting Hate Motivated Incidents/Hate Crimes,” 11-23-98.
- Bulletin No. F-3, Adult and Career Education Division, “Safety Precautions to be used in Industrial and Technology Education Classes,” 9-20-96.
- Bulletin No. J-3, Operations & Support Services, “Zero Tolerance Policy Regarding Firearms on School District Property,” 3-26-98.
- Bulletin No. J-6, Operations & Support Services, “Illness and Injury Prevention Program,” 7-30-98.

Memorandum No. L-2, General Counsel, “Required Non-Discrimination Notices,” published annually.

Bulletin No. L-4, General Counsel, “Title IX Policy/ Grievance Procedure,” 8-15-01.

Bulletin No. L-5, General Counsel, “Sexual Harassment Policy – Students,” 8-15-01.

Bulletin No. M-66, Associate Superintendent, “Instructional Services, Procedures for Protecting the Safety of Students during Class Activities,” 2-18-98.

Bulletin No. M-67, “Instruction, Use of the Catcher’s Mask during Elementary School Physical Education, Noon and Recess Time, 2-16-98.

Bulletin No. N-2, School Operations, “Visitors to School Campuses,” 1-7-00.

Bulletin No. N-9, School Operations, “Reporting of Missing Children,” 12-8-99.

Bulletin No. N-24, School Operations, “Communication with Other Schools, Offices, Districts, Regarding Incidents of Violence, Emergencies, Etc.,” 6-29-98.

Bulletin No. N-26, School Operations, “Student Dress Codes/Uniforms,” 7-29-99.

Bulletin No. N-33, School Operations, “Locked Campuses During Class Hours at All Schools,” 10-9-98.

Bulletin No. N-46, School Operations, “Procedures and Plan of Action for Handling Disturbances, Disorders or Demonstrations on or Adjacent to School Sites,” 12-10-97.

Bulletin No. N-53, (Rev.), Operations, “Integrated Safe School Plan,” 7-9-99.

Bulletin No. P-11, Deputy Superintendent, “Implementing Zero-Tolerance Policies for Drug-, Alcohol-, and Tobacco-Free Schools and Workplaces,” 9-13-96.

Bulletin No. Q-48, Superintendent, “Emergency Drills and Procedures,” 11-2-98.

Bulletin No. Q-49, Superintendent, “Policy Statement Regarding Prejudice & Discrimination,” 9-7-98.

Bulletin No. S-13, Personnel (Rev.), “Fingerprinting,” 10-29-99.

Bulletin No. Z-9, “Student Health & Human Services, Medical Clearance of Students Participating in Interscholastic Athletics,” 8-29-96.

Bulletin No. Z-10, “Student Health & Human Services, Child Abuse –Reporting,” 8-1-96.

Bulletin No, Z-13, Student Health & Human Services, "Student Emergency Information," 2-10-97.

Bulletin No. Z-14, Student Health & Human Services, "Guidelines for Student Suspensions," 3-15-99.

Bulletin No. Z-19, Student Health & Human Services, "Assisting Students with Prescribed Medication at School," 1-7-99.

Bulletin No. Z-36, Student Health & Human Services, "Youth Suicide Prevention Program," 3-31-98.

Bulletin No, Z-52, Student Health and Human Services, "Guidelines for Preventing Heat, Stress," 8-4-98.

Bulletin No, Z-58, Student Health & Human Services, "Opportunity Transfers," 4-20-99.

Collective Bargaining Agreement, UTLA & LAUSD, Articles XXIV and XXVIII, 7-1-98.

Intergroup Relations, "Educating for Diversity: A Framework for Multicultural and Human Relations Education," April 1992.

Inter-Office Correspondence, Superintendent, "Implementation of Board Policy Regarding Students Leaving Classrooms," 2-15-95; amended 12-16-96.

Public Law 103-227, 3-31-94.

Reference Guide No. 1, Business Services Division, "Transportation Information for Pre-Kindergarten through Grade Six Students," 2-9-99.

Reference Guide No. 10, Business Services Division, "Safe Bus Riding Practices Program, 9-13-96.

Bulletin No. C-27, Business Services, "Storage of Emergency Water Supply," 3-26-99.

Bulletin No. Q-48, Superintendent, "Emergency Drills and Procedures," 11-2-98.

Bulletin No. A-50, Superintendent, "School Site Emergency/Disaster Supplies, 6-7-99.

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- Character Education
- Conflict Resolution
- Cultural Sensitivity
- Dealing with Differences
- Diversity in the Workplace
- Infusing school wide MHREP into the Curriculum
- Peacemaking
- Peer Counseling
- Peer Medication
- Religious Diversity
- Strategies for identifying and eliminating gender and racial bias

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