

SCHOOL SAFETY INSPECTION REFERENCE BOOK

HAZARD ASSESSMENT AND COMPLIANCE TOOL FOR SCHOOL FACILITIES

Environmental Health &
Safety (EHS) Office



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INTRODUCTION

Do you know what's required?

At a school facility, hazards may change daily – even hourly. Hazards could be any situation, substance, activity, event, or environment that could cause injury, ill health or death to a worker in the workplace. To catch and correct hazards that crop up, regular workplace safety inspections are necessary. The state Division of Occupational Safety and Health (better known as Cal/OSHA) requires these inspections as critical element to an employer's Injury and Illness Prevention Program (IIPP). The San Diego Unified School District identified the Environmental Health and Safety (EHS) Office with responsibility for implementing the IIPP in accordance with *Title 8, General Industry Safety Orders, Section 3203(a)*.

When do you inspect?

The best time to discover a problem is before somebody gets hurt – that's the point of safety inspections we do at the school facility! Depending on the hazard, the applicable regulations, and the work being done, an employer conducts inspections daily, weekly, monthly or perhaps less frequently to make sure all operations and equipments are in order and complies with industry standards and any applicable government rules.

The School Safety Inspection Reference Book

This *Reference Book* is provided to all school facilities by EHS Office. The *Reference Book* should help school facilities meet their legal responsibility for providing a safe and healthful workplace for their school



employees, and achieve an in-compliance status before any enforcement agency inspection. This [Reference Book](#) is a compilation of safety standards and other regulatory requirements organized by:

- Types of hazards and exposures
- List of corrective actions to hazards/deficiencies with corresponding regulations and standards

The regulations and standards at the federal/state/local levels that set out requirements and procedures to support the health and safety program of the District are:

- Title 40 Code of Federal Regulations
- Title 29 Code of Federal Regulations
- San Diego County Code of Regulatory Ordinances
- Title 8 of the California Code of Regulations
- Title 24 of the California Code of Regulations
- California Health and Safety Code
- California Education Code

In other words, you must follow laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

Safety Inspections by EHS Office Staff

The EHS Office assesses school facilities whether or not conditions and practices comply with the regulatory standards as referred in the [Reference Book](#). Such assessment will be followed by a Safety Inspection Report, which is provided to the school administrator or supervisor indicating actions to achieve compliance. Each hazard/deficiency identified in the Safety Inspection Report will be ranked in the order of LOW, MODERATE AND HIGH to ensure correction of hazard/deficiency on a timely manner.

HAZARD RANKING	DUE DATE OF CORRECTIVE ACTION
LOW	Hazard can be corrected within the school year
MODERATE	Hazard must be corrected within 30 days after the date of inspection
HIGH	Hazard must be corrected immediately after the date of inspection

A Corrective Action form in Appendix 1 must be used by school administrators or supervisors in documenting their school facilities’ return to compliance.

How do you correct or prevent hazards?

Consider what hazard control methods will eliminate or reduce them. School administrators or supervisors should recognize that not all hazard controls are equal. Select the hazard controls that are the most feasible, effective, and permanent.





ACCIDENT PREVENTION PROGRAM

Type	Corrective Action Hazard/Deficiency Identified	Reference
Injury and Illness Prevention Program (IIPP)	Implement and maintain an effective written IIPP and a copy kept at each workplace.	8 CCR § 3203
Communication	Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. The District offers employees to use the Employee Report of Safety Hazard form and remain anonymous.	8 CCR § 3203
Hazard Assessment – Periodic Inspections	Conduct scheduled periodic inspections to identify and evaluate unsafe conditions and work practices, and maintain its records. The District requires each site to conduct semi-annual site inspection to be documented on the Semi-Annual Site Safety Inspection and Report form , which must be submitted to the EHS Office. A copy is to be maintained at the site. Records of scheduled and periodic inspections shall be maintained for at	8 CCR § 3203



ACCIDENT PREVENTION PROGRAM

Type	Corrective Action Hazard/Deficiency Identified	Reference
	least three (3) years. The District EHS Office shall conduct safety inspections at school sites to assess deficiencies and recommend corrective or preventive safety actions.	
Hazard Corrections	<p>Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:</p> <p>(a) When observed or discovered; and</p> <p>(b) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.</p> <p>The District requires the site administrator or supervisor to take appropriate corrective measures in a timely manner based upon the severity of the hazard.</p>	8 CCR § 3203
Accident & Exposure Investigations	<p>Include a procedure to investigate occupational injury or illness and take corrective action to prevent accident/exposure from reoccurring. Record findings and actions taken.</p> <p>The District requires administrators or supervisors to examine and document injuries, illnesses and accidents using the Form 78 for submittal to Risk Management. The District EHS Office will conduct follow-up accident investigation and corrective actions upon receipt of Form 78 from Risk Management.</p>	8 CCR § 3203
Reporting Occupational Fatalities and Serious Injuries to Cal/OSHA	<p>Report immediately by telephone or telegraph to the nearest Cal/OSHA District Office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. <i>Contact Risk Management Department at (858) 627-7345 or EHS Office at (858) 627-7174 for assistance.</i></p>	8 CCR Chap. 3.2
Log and summary of Occupational Injury or Illness	<p>Require recording of work-related fatalities, injuries and illnesses using Cal/OSHA Forms 300, 300A and 301 forms or equivalent forms within seven (7) calendar days of receiving information that a recordable injury or illness has occurred. The District is required to submit Cal/OSHA records to OSHA electronically and annually by March 2 of the year after the calendar year covered by the forms.</p>	8 CCR Chap. 7
Reporting Occupational Injury or Illness	<p>Every employer shall file a complete Form 5020 report of every occupational injury or occupational illness to each employee which results in lost time beyond the date of such injury/illness, or which requires medical treatment beyond first aid.</p>	8 CCR Chap. 7



ACCIDENT PREVENTION PROGRAM

Type	Corrective Action Hazard/Deficiency Identified	Reference
Safety & health Training	<p>Provide required safety & health training and retraining to:</p> <ul style="list-style-type: none"> (a) All employees (including teen workers, managers and supervisors); (b) All employees given new job assignments for which training has not previously been received; (c) Whenever new substances, processes, procedures or equipment are introduced to the workplace' (d) Whenever the employer is made aware of a new or previously unrecognized hazard; and (e) Supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed. <p>The District requires training records using the Employee Safety Training Sign-in Sheet for each employee, including employee name, training dates, types of training and training provider. These records shall be maintained for at least three (3) years. <i>Contact EHS Office at (858) 627-7174 for training provision.</i></p>	8 CCR § 3203
Workplace Security	<p>When hazards to be associated with type I, type III and type III workplace violence events are known, IIPP for workplace security must be implemented including the following provisions: responsibility, compliance, communication, hazard assessment, incident investigations, hazard correction, and training & instruction. <i>Contact School Police Services at (619) 291-7678 for assistance.</i></p>	8 CCR § 3203
Cal/OSHA Notice	<p>Post immediately upon receipt and to keep posted the Cal/OSHA Notice of Employee Protections and Obligations entitled "Safety and Health Protection on the Job," in a conspicuous place where notices to employees are customarily posted.</p>	8 CCR Chap. 3.2

ASBESTOS MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
Asbestos Management Plan	<p>The management plan prepared specific to the building, shall be made available to all employees at an accessible and convenient place and time.</p>	HSC § 25917
Asbestos Survey and Monitoring Data	<p>All existing data prepared specific to the building, shall be made available to all employees at an accessible and convenient place and time.</p>	HSC § 25917
3-year ACBM Re-inspection	<p>Every three (3) years after a management plan is in effect, re-inspection of Asbestos-Containing Building Material (ACBM)</p>	HSC § 25915; 40 CFR § 763



ASBESTOS MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
	shall be conducted by accredited inspectors and results shall be included in the school site’s management plan.	
6-month Surveillance	Every 6 months after a management plan is in effect, periodic surveillance in each building that contains or is assumed to contain ACBM shall be conducted by accredited inspectors and results shall be included in the school site’s management plan.	HSC § 25915; 40 CFR § 763
Asbestos Awareness Training Course	Ensure that all maintenance and custodial staff receive awareness training of at least 2 hours. New custodial and maintenance employees shall be trained within 60 days after commencement of employment. <i>Contact Asbestos Unit at (858) 627-7255 for assistance.</i>	40 CFR § 763 8 CCR § 5208
Engineering Controls and Work Practices	The employer shall institute engineering controls and practices to reduce and maintain employee exposure to or below the TWA and/or excursion limit.	8 CCR § 5208
Compliance Program	Where the TWA and/or excursion limit is exceeded, the employer shall establish and implement a written program to reduce employee exposure to or below the time-weighted average (TWA) and to or below the excursion limit by means of engineering and work practice controls, and by the use of respiratory protection.	8 CCR § 5208
Personal Protective Equipment (PPE)	If an employee is exposed to asbestos above the TWA and/or excursion limit, or where the possibility of eye irritation exists, the employer shall provide, at no cost to the employee and ensure that the employee uses, appropriate protective work clothing and equipment.	8 CCR § 5208
Employee Information and Training	The employer shall institute a training program for all employees who are exposed to airborne concentrations of asbestos at or above the PEL and/or excursion limit and ensure their participation in the program. Training shall be provided prior to or at the time of initial assignment and at least annually thereafter.	8 CCR § 5208

COMPRESSED GAS AND AIR CYLINDERS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Marking	Compressed gas cylinders shall be legibly marked, for the purpose of identifying the gas content, with either the chemical or the trade name of the gas.	8 CCR § 4649
Storage	Store cylinders in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials.	8 CCR § 4650
Oxygen cylinders	Store away from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a non-combustible barrier	8 CCR § 4650



COMPRESSED GAS AND AIR CYLINDERS

Type	Corrective Action Hazard/Deficiency Identified	Reference
	at least 5 feet high, or a minimum of 18 inches above the tallest cylinder and having a fire-resistance rating of at least one hour.	
Transporting	Before cylinders are moved, remove regulators and valve-protection devices, when provided for, shall be put in place.	8 CCR § 4650
Cylinder valves	Close cylinder with valve protection device, if designed to accept such device, when not in use or connected for use, before moving cylinders and when work is finished.	8 CCR § 4650
Empty cylinders	Close cylinder with valve protection device, if designed to accept such device.	8 CCR § 4650

CONTROL OF HAZARDOUS ENERGY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Lock Out/Tag Out	Machinery or equipment shall be stopped and the power source de-energized or disengaged during cleaning, repairing, servicing, setting-up and adjusting operations. Prime movers, equipment, or power-driven machines with lockable controls or readily adaptable to lockable controls shall be locked out or positively sealed in the “off” position during repair work and setting-up operations. Accident prevention signs or tags or both shall be placed on the controls of the power source of the machinery or equipment.	8 CCR § 3314
Employee Protection	Employer shall minimize the hazard by providing and requiring the use of extension tools (e.g., extended swabs, brushes, scrapers) or other methods or means to protect employees from injury due to such movement. Employees shall be made familiar with the safe use and maintenance of such tools, methods or means, by thorough training.	8 CCR § 3314
Written Energy Control Procedures	Specific hazardous energy control procedures (i.e. lock-out/tag-out) shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection.	8 CCR § 3314
Periodic Inspection	The employer shall conduct a periodic inspection of the energy control procedure(s) at least annually to evaluate their continued effectiveness and determine necessity for updating the written procedure(s).	8 CCR § 3314
Employee Training	All employees (authorized, affected and other employees in an area where energy control procedures are used) shall be trained on hazardous energy control procedures. Such training shall be documented.	8 CCR § 3314



CONTROL OF HAZARDOUS SUBSTANCES

Airborne Contaminants

Type	Corrective Action Hazard/Deficiency Identified	Reference
Exposure Limit	Prevent employee exposure such that the applicable ceiling limit specified in Table AC-1 for any airborne contaminant is not exceeded at any time.	8 CCR § 5155
Monitoring	Monitor the work environment to measure employee exposures whenever it is suspected that employees may be exposed to concentrations of airborne contaminants in excess of levels permitted. All monitoring results shall be recorded and retained.	8 CCR § 5208
PPE-Skin Notation and Protective Clothing	Appropriate protective clothing shall be provided for and used by employees as necessary to prevent skin absorption for substances designated by “S” in the skin notation column of Table AC-1 . It is employer's responsibility to provide appropriate protection from corrosive or skin irritating materials, which may not bear the “S” designation.	8 CCR § 5208
Hazard Control Measures	Institute measures to control harmful exposures when exposures to airborne contaminants are found or are expected to exceed allowable levels.	8 CCR § 5208
Medical Surveillance Program	Implement the program if required to ensure satisfactory maintenance of employee health and to ascertain the effectiveness of the control method(s).	8 CCR § 5208

Blood borne Pathogens

Type	Corrective Action Hazard/Deficiency Identified	Reference
Exposure Control Plan	Ensure a copy of the Plan is accessible to employees.	8 CCR § 5193
Universal Precautions	Observe universal precautions to prevent contact with blood or other potentially infectious materials.	8 CCR § 5193
Engineering and Work Practice Controls	Implement practices and controls to eliminate or minimize employee exposure, handling and disposal of contaminated sharps, cleaning and decontamination requirements.	8 CCR § 5193
Personal Protective Equipment (PPE)	Where occupational exposure remains after institution of engineering and work practice controls, the employer shall provide, at no cost to the employee, appropriate PPE.	8 CCR § 5193
Employee Information and Training	Ensure annual training for all employees within one year of their training. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 5193
Training Records	Records shall be maintained for 3 years from the date on which the training occurred.	8 CCR § 5193
Sharps Injury Log	Log shall be maintained 5 years from the date the exposure incident occurred.	8 CCR § 5193



Confined Spaces

Type	Corrective Action Hazard/Deficiency Identified	Reference
Confined Space Evaluations	Evaluate the workplace to determine if any spaces are permit-required confined spaces.	8 CCR § 5157
Signage	Post danger signs if the workplace contains permit spaces.	8 CCR § 5157
Non-entry to Permit Spaces	If the employer decides that its employees and other employees performing work in the area will not enter permit spaces, the employer shall take effective measures to prevent all such employees from entering the permit spaces.	8 CCR § 5157
Entry to Permit Spaces	If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program in consultation with affected employees and their authorized representatives.	8 CCR § 5157
Personal Protective Equipment (PPE)	Provide to employees at no cost PPE insofar as feasible engineering and work practice controls do not adequately protect employees.	8 CCR § 5157
Training	Provide training to each affected employee certified by employer.	8 CCR § 5157
Other Confined Space Operations - Construction	Implement the following provisions: <ul style="list-style-type: none"> - Written operating procedures - Employee Training - Pre-entry requirements - Entry Into and Work Within Confined Spaces requirements - Precautions for Emergencies 	8 CCR § 5158

Hazard Communication

Type	Corrective Action Hazard/Deficiency Identified	Reference
HAZCOM Program	Implement and maintain at the workplace a written Hazard Communication (HAZCOM) Program.	8 CCR § 5194
Chemical Inventory	Develop and maintain a list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet.	8 CCR § 5194
Labels and other forms of warning	Ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either information on the shipped container or the product identifier and words, pictures, symbols or a combination thereof, which in combination with other information immediately available to employees, provide specific information regarding the hazards of the chemicals.	8 CCR § 5194
Safety Data Sheets	Maintain copies of the required safety data sheets (SDS) for each hazardous chemical in the workplace, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s).	8 CCR § 5194



Hazard Communication

Type	Corrective Action Hazard/Deficiency Identified	Reference
Employee Information and Training	Provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 5194

Hazardous Chemicals in All Places of Employment

Type	Corrective Action Hazard/Deficiency Identified	Reference
Eyewash and shower equipment Location	Emergency eyewash facilities and deluge showers shall be in accessible locations that require no more than 10 seconds for the injured person to reach. The area of the eyewash and shower equipment shall be maintained free of items, which obstruct their use.	8 CCR § 5162
Eyewash and shower equipment Performance	Plumbed and self-contained eyewash and shower equipment shall supply potable water at the flow rates and time durations specified in ANSI Z358.1-1981. The control valve shall be designed so that the water flow remains on without requiring the use of the operator's hands, and so that the valve remains activated until intentionally shut off for all but hand-held drench hoses.	8 CCR § 5162
Eyewash and shower equipment Maintenance	Plumbed eyewash and shower equipment shall be activated at least monthly to flush the line and to verify proper operation.	8 CCR § 5162
Storage of Hazardous Substances	Evaluate substances for compatibility before storing.	8 CCR § 5164
Storage of Hazardous Substances	Store hazardous substances in closed containers, which are chemically inert to and appropriate for the type and quantity, in locations or manner as to prevent physical damage to, or deterioration of, the container.	8 CCR § 5164
Storage Batteries	Battery charging installations shall be located in areas designated for that purpose. Employees assigned to work with storage batteries shall be qualified employees and shall be instructed in emergency procedures.	8 CCR § 5185
Storage Batteries	Where corrosive liquids are handled or can potentially be released, means shall be provided to neutralize or dispose of spills and overflows.	8 CCR § 5185
Storage Batteries	Mechanical lifting and material handling devices or equipment shall be provided for handling batteries.	8 CCR § 5185



Hazardous Chemicals in Laboratories

Type	Corrective Action Hazard/Deficiency Identified	Reference
Chemical Hygiene Plan (CHP)	CHP shall indicate specific measures to ensure laboratory employee protection and implement control measures including engineering controls, the use of PPE, and hygiene practices. CHP must be readily available to employees and upon request to Cal/OSHA.	8 CCR § 5191
Employee Information and Training	Employees shall be trained on the details of the CHP. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 5191
Hazard Identification	Ensure labels on incoming containers of hazardous chemicals are not removed or defaced. Maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible to laboratory employees during each work shift when they are in their work area(s).	8 CCR § 5191

Hazardous Materials Release Response Plan

Type	Corrective Action Hazard/Deficiency Identified	Reference
Hazardous Material Business Plan (HMBP)	HMBP shall be establish and implemented for emergency response to a release or threatened release of a hazardous material that has a quantity at any one time during the reporting year that is equal to, or greater than, 55 gallons for materials that are liquids, 500 pounds for solids, or 200 cubic feet for compressed gas.	HSC § 25503.5 SDCC § 68.1101 et.al
Chemical Storage Signage	Each building in which hazardous materials subject to this chapter are stored is posted with signs, in accordance with regulations that the office shall adopt, that provide notice of the storage of any of the following: a. Pesticides b. Petroleum fuels and oil c. Types of fertilizers	HSC § 25503.5
Employee Training	Ensure training for all new employees and annual training, including refresher courses, for all employees in safety procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the plans and procedures in HMBP. These training programs may take into consideration the position of each employee. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	HSC § 25505
Training Records	This training shall be documented electronically or by hard copy and shall be made available for a minimum of three years.	HSC § 25505
State Electronic Reporting System	A handler shall electronically submit its business plan annually to the statewide information management system.	HSC § 25508



Hazardous Materials Release Response Plan

Type	Corrective Action Hazard/Deficiency Identified	Reference
Spill/Release Reporting	Report, upon discovery, immediately any release or threatened release of a hazardous material to CUPA, and a follow-up emergency notice.	HSC § 25510

Heating, Ventilating and Air Conditioning Systems

Type	Corrective Action Hazard/Deficiency Identified	Reference
Operation	Maintained and operated continuously during working hours to provide at least the quantity of outdoor air required by the State Building Standards Code.	8 CCR § 5142
Inspection and maintenance	Inspect at least annually, and problems found during these inspections shall be corrected within a reasonable time. Inspections and maintenance of the HVAC system shall be documented in writing.	8 CCR § 5142

Respiratory Protection

Type	Corrective Action Hazard/Deficiency Identified	Reference
Respiratory Protection Program	Develop and implement a written program for required respirator use, when effective engineering controls are not feasible.	8 CCR § 5144
Medical Evaluation	Provide evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. Records must be retained.	8 CCR § 5144
Fit Testing	Fit test the employee with the same make, model, style, and size of respirator with a negative or positive pressure tight-fitting facepiece that will be used. Records must be retained.	8 CCR § 5144
Maintenance and care	Provide cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.	8 CCR § 5144
Training and information	Provide annual training to employees who are required to use respirators.	8 CCR § 5144

Smoking

Type	Corrective Action Hazard/Deficiency Identified	Reference
Prohibition	No employer shall knowingly or intentionally permit, and no person shall engage in, the smoking of tobacco products in an enclosed space at a place of employment.	8 CCR § 5148
Signage	Post clear and prominent signs, as follows: <ul style="list-style-type: none"> - Where smoking is prohibited throughout the building or structure, a sign stating "No smoking" shall be posted at each entrance to the building or structure. 	8 CCR § 5148



Smoking

Type	Corrective Action Hazard/Deficiency Identified	Reference
	- Where smoking is permitted in designated areas of the building or structure, a sign stating “Smoking is prohibited except in designated areas” shall be posted at each entrance to the building or structure.	

CONTROL OF NOISE EXPOSURE

Type	Corrective Action Hazard/Deficiency Identified	Reference
Hearing Conservation Program	Administer a continuing, effective hearing conservation program, as described in this section, whenever employee noise exposures equal or exceed an 8-hour time-weighted average (TWA) sound level of 85 decibels.	8 CCR § 5097
Hearing Protectors	Make hearing protectors available to all employees exposed to an 8-hour TWA of 85 decibels or greater at no cost to the employees.	8 CCR § 5098
Training	Provide annual training for all employees who are exposed to noise at or above an 8-hour TWA of 85 dBA	8 CCR § 5099
Recordkeeping	Maintain an accurate record of all employee exposure measurements.	8 CCR § 5100

EARTHQUAKE AND SEISMIC SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Earthquake Preparedness Checklist	All child day care facilities shall include an Earthquake Preparedness Checklist as an attachment to the disaster plan.	HSC § 1596.867
Seismic bracing - water heater	Provide seismic bracing for heating, ventilation and air conditioning units and water heater tanks.	HSC § 19211; BPC § 10147
Nonstructural Systems	Identify potential earthquake hazards and correct to secure nonstructural components of school buildings: <ul style="list-style-type: none"> - ceiling and overhead, - walls and wall-mounted, and - furniture and equipment 	GC § 8587.7

ERGONOMICS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Repetitive Motion Injuries	Establish and implement a program designed to minimize RMIs.	8 CCR § 5110



ERGONOMICS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Evaluation	Each job, process, operation where a repetitive motion injury (RMI) has occurred shall be evaluated.	8 CCR § 5110
Control Measures	Any exposures that have caused RMIs shall, in a timely manner, be corrected or if not capable of being corrected have the exposures minimized to the extent feasible.	8 CCR § 5110
Employee Training	Provide employees training on the District’s RMI program. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 5110

FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Portable Fire Extinguishers	Provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.	8 CCR § 6151
Portable Fire Extinguishers	Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of extinguishers.	24 CCR 9 § 906
Portable Fire Extinguishers	Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied. Hangers or brackets shall be securely anchored to the mounting surface in accordance with the manufacturer’s installation instructions.	24 CCR 9 § 906
Portable Fire Extinguishers	Cabinets housing extinguishers shall not be locked. Where portable fire extinguishers subject to malicious use or damage are provided with a means of ready access.	24 CCR 9 § 906
Portable Fire Extinguisher Inspection	Visually inspect portable fire extinguisher monthly, Fire extinguishers shall be manually inspected at least monthly, the date the manual inspection was performed and the initials of the person performing the inspection shall be recorded on a tag or label attached to the fire extinguisher, or an inspection checklist maintained on file, or an electronic system (bar coding) that provides a permanent record.	8 CCR § 6151; 24 CCR 9 § 906
Portable Fire Extinguisher Maintenance	Portable fire extinguishers shall be subjected to an annual maintenance check.	8 CCR § 6151
Portable Fire Extinguisher Employee Training	Provide the education to employees upon initial employment and at least annually thereafter. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 6151
Combustible Waste Material	Spaces underneath grandstand and bleacher seats shall be kept free from combustible and flammable materials.	24 CCR 9 § 304



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Combustible Waste Material	Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety or welfare.	24 CCR 9 § 304
Combustible Waste Material	Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily.	24 CCR 9 § 304
Combustible Waste Material	Containers with a capacity exceeding 5.33 cubic feet (40 gallons) (0.15 m ³) shall be provided with lids.	24 CCR 9 § 304
Ignition Sources	Clearance between ignition sources, such as luminaires, heaters, flame-producing devices and combustible materials, shall be maintained in an approved manner.	24 CCR 9 § 305
General Storage	Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.	24 CCR 9 § 315
General Storage	Storage shall be maintained 2 feet (610 mm) or more below the ceiling in nonsprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.	24 CCR 9 §315
General Storage	Combustible materials shall not be stored in exits or enclosures for stairways and ramps.	24 CCR 9 § 315
Fire Safety and Evacuation Plans	Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.	24 CCR 9 § 404
Fire Safety and Evacuation Plans	Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.	24 CCR 9 § 404
Fire Safety and Evacuation Plans	The fire safety and evacuation plans shall be distributed to the tenants and building service employees by the owner or owner’s agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees’ actions in the event of a fire or other emergency.	24 CCR 9 § 404
Emergency Evacuation Drills	Emergency evacuation drills shall be conducted: <ul style="list-style-type: none"> - Not less than once every calendar month at the elementary and intermediate level - Not less than twice yearly at the secondary level. 	24 CCR 9 § 405
Employee Training and Response Procedures	Employees shall be trained in fire prevention, evacuation and fire safety as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.	24 CCR 9 § 406
Use and Occupancy-	Each school principal, district superintendent or day nursery manager, in cooperation with enforcing agency, shall prepare	24 CCR 9 § 408



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Related Requirements	<p>procedures to be followed in case of fire or other emergency. They should include the following:</p> <ol style="list-style-type: none"> 1. Posting of the telephone number of the fire department in the office and/or at the main switchboard 2. Assignment of a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills 3. Posting in a conspicuous place in each classroom or assembly area a plan showing 4. paths of travel to evacuate the room in case of emergency and including an alternate route 5. Posting in each classroom instructions to be followed by the teacher. These should include: <ol style="list-style-type: none"> 5.1 Maintaining of order during evacuation 5.2 Removal of roll call book and calling of roll when designated evacuation area is reached 	
Occupant Load	Every room or space which is used for assembly, classroom, dining, drinking or similar purposed having an occupant load of 50 or more shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.	24 CCR 9 § [B]1004
Doors, Gates and Turnstiles	Doors shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.	24 CCR 9 § [B]1008
	Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel.	24 CCR 9 § [B]1011
Means of Egress Continuity	The path of egress travel along a means of egress shall not be interrupted by any building element other than a means of egress component. Obstructions shall not be placed in the required width of a means of egress except projections permitted.	24 CCR 9 § 1003
Obstructions	A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.	24 CCR 9 § 1030
Obstructions	<ol style="list-style-type: none"> (a) No person shall install, place or permit the installation or placement of any bed, chair, equipment, concession, turnstile, ticket office or anything whatsoever, in any manner which would block or obstruct the required width of any exit. (b) No person shall install, place or permit the installation or placement of any combustible material or equipment in or exposed to any exit. 	24 CCR 9 § 1030



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
	(c) No person shall install, place or permit the installation or placement of any storage material of any kind in any exit regardless of the required width of such exit.	
Exit Signs	Exit signs shall be installed and maintained in accordance with Section 1011. Decorations, furnishings, equipment or adjacent signage that impairs the visibility of exit signs, creates confusion or prevents identification of the exit shall not be allowed.	24 CCR 9 § 1030
Exit Signs	Approved low-level exit signs which are internally or externally illuminated photo luminescent or self-luminous shall be provided in all interior corridors of Group E occupancy (except where direct exits have been provided from each classroom).	24 CCR 9 § [B]1011
Exit Signs Luminance	Exit and directional signs shall have a luminance on the face of such signs of not less than 50 lux. The words used on such signs shall be in block letters at least 6 inches in height with a stroke of not less than 3/4 inch.	8 CCR § 3216
Exit Signs Location	Exit or directional signs, or both, shall be provided at every exit door, at the intersection of corridors, at exit stairways or ramps and at such other locations and intervals as are necessary to provide the occupants with knowledge of the various means of egress available.	8 CCR § 3216
Non-exit identification	Where a door is adjacent to, constructed similar to and can be confused with a means of egress door, that door shall be identified with an approved sign that identifies the room name or used of the room.	24 CCR 9 § 1030
Finishes, furnishings and decorations	Means of egress doors shall be maintained in such a manner as to be distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner to confuse the direction of exit.	24 CCR 9 § 1030
Decorative Materials	All drapes, hangings, curtains, drops, and all other similar material, including Christmas trees, located in corridors, stairways, lobbies, ramps, passageways and balconies used as required exits that would tend to increase the fire and panic hazard shall be made from a non-flammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.	8 CCR § 3217; 19 CCR §3.08



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Decorative Materials	Exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed by any decorative material.	8 CCR § 3217
Decorative Materials	Curtains, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701 in accordance with Section 806.2 or be noncombustible.	24 CCR 9 § 807
Decorative Materials	Clothing and personal effects shall not be stored in corridors and lobbies (except corridors protected by an approved automatic sprinkler and smoke detection systems installed).	24 CCR 9 § 807
Decorative Materials	Artwork and teaching materials shall be limited on the walls of corridors to not more than 20 percent of the wall area.	24 CCR 9 § 807
Emergency Action Plan	Establish a written plan to ensure employee safety from fire and other emergencies, kept at the workplace and made available for employee review.	8 CCR § 3217
Evacuation Action Training	Designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.	8 CCR § 3217
Fire Prevention Plan	Establish a written plan to ensure employee safety from fire and other emergencies, kept at the workplace and made available for employee review.	8 CCR § 3221
Housekeeping Procedures in the Fire Prevention Plan	Control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.	8 CCR § 3221
Fire Prevention Training	Review with each employee parts of the Fire Prevention Plan. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 3221
Fire Equipment/ Systems	Regularly and properly maintain equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.	8 CCR § 3221
Maintenance and Access to Exits	Every required exit shall be maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.	8 CCR § 3221
Maintenance and Access to Exits	No hangings or draperies shall be placed over exit doors or otherwise so located as to conceal or obscure any exit. No mirrors shall be placed on exit doors. No mirrors shall be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.	8 CCR § 3221
Corridors/ Exterior Exit Balconies Projections	The required width of corridors shall be unobstructed.	8 CCR § 3226



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Path of Travel	A permanent, reasonably straight path of travel shall be maintained over the required exterior way of exit. There shall be no obstruction by railings, barriers, or gates that divide the open space into sections appurtenant to individual rooms, or other uses. Where the required path of travel are obstructed by furniture or other movable objects, they are required to be fastened out of the way or the division may require that railings or other permanent barriers be installed to protect the path of travel against encroachment.	8 CCR § 3226
Discharge from Exits	All exits shall discharge directly to the street, or to a yard, court, or other open space that gives safe access to a public way.	8 CCR § 3227
Exit Obstruction	No obstructions shall be placed in the required width of an exit	8 CCR § 3227
Panic Hardware on Doors	Panic hardware shall not be equipped with locking or dogging device, set screw, or other arrangement which can be used to prevent the release of the latch when pressure is applied to the bar. No lock, padlock, hasp, bar, chain, or other device, or combination thereof, shall be installed or maintained at any time on or in connection with any door on which panic hardware is required, if such device prevents the free use of the door for exiting.	8 CCR § 3235
Electrical Equipment, Wiring and Hazards	A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. No storage of any material shall be located within the designated working space.	24 CCR 9 § 605; 8 CCR § 2340; 29 CFR § 1910.303
Electrical Equipment, Wiring and Hazards	Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording.	24 CCR 9 § 605
Electrical Equipment, Wiring and Hazards	Relocatable power taps shall be directly connected to a permanently installed receptacle.	24 CCR 9 § 605
Electrical Equipment, Wiring and Hazards	Relocatable power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.	24 CCR 9 § 605
Electrical Equipment, Wiring and Hazards	Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords	24 CCR 9 § 605



FIRE & LIFE SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
	be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.	
Electrical Equipment, Wiring and Hazards	Extension cords shall be plugged into an approved receptacle, power tap or multiplug adapter and, except for approved multiplug extension cords, shall serve only one portable appliance.	24 CCR 9 § 605
Clear Width	Protruding objects shall not reduce the minimum clear width of accessible routes as required by Chapter 11A or 11B of the California Building Code.	24 CCR 9 § 1003

FLAMMABLE LIQUIDS, GASES AND VAPORS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Ventilation of flammable vapors	Ventilation shall be sufficient so that under normal operating conditions concentrations of flammable vapors or gases in buildings, rooms or similarly enclosed places shall not exceed 25 percent of the lower explosive limit for such vapors.	8 CCR § 5416
Prohibition of Ignition Sources	No source of ignition shall be permitted in or near a pit or sump in a location near which flammable liquids are regularly and frequently, or have recently been, used, handled or stored in other than closed containers unless tests have been made which indicate that the concentration of flammable vapor is less than 25 percent of the lower explosive limit. No source of ignition shall be permitted in any location, indoors or outdoors, where the concentration of the flammable gases or vapors exceeds or may reasonably be expected to exceed 25 percent of the lower explosive limit.	8 CCR § 5416
Prohibition of Smoking	Smoking shall be forbidden in any location where flammable vapors in concentrations greater than 25 percent of the lower explosive limit may reasonably be expected.	8 CCR § 5416
Markings of flammable liquid containers	All portable containers, either open or closed, which contain a flammable liquid shall be plainly marked with an appropriate warning legend or painted a distinctive color or otherwise distinguished from containers which contain nonflammable substances.	8 CCR § 5417
Spraying of flammable liquid	Spraying of flammable liquids for cleaning purposes shall be forbidden except in a booth with adequate ventilation, or outdoors with no source of ignition within 25 feet.	8 CCR § 5417
Closure containers of flammable liquid	Flammable liquids shall be kept in covered containers at all times except when liquid is being drawn from the container.	8 CCR § 5417



FLAMMABLE LIQUIDS, GASES AND VAPORS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Spray Coating Operations – Spray Booths	Each spray booth shall be separated from other dissimilar operations by not less than three feet, or by a greater distance, or by such partition or wall as to reduce the danger from adjacent hazardous operations.	8 CCR § 5446
Spray Coating Operations – Spray Booths	A clear space of not less than three feet on all sides shall be kept free from storage or combustible construction.	8 CCR § 5446
Spray Coating Operations – Fire Protection	Sprinklers (heads) protecting spraying areas shall be kept as free from deposits as practical by cleaning daily if necessary.	8 CCR § 5452
Spray Coating Operations – Fire Protection	Where automatic sprinkler protection is not available, a spray booth and its exhaust ducts shall be protected with an extinguishing system installed.	8 CCR § 5452
Spray Coating Operations – Fire Protection	An adequate supply of suitable portable fire extinguishers shall be installed near all spraying areas.	8 CCR § 5452
Spray Coating Operations – Ventilation	Spray coating operations shall be confined to properly designed, constructed and adequately ventilated spray booths or spray rooms.	8 CCR § 5153
Spray Coating Operations – PPE	A spray booth operator is required to wear a respirator when he is positioned downstream from the object being sprayed.	8 CCR § 5153
Container and Portable Tank Storage – Inside Storage Rooms	Maintain one clear aisle at least three feet wide. Containers over 30 gallons capacity storing Category 1, 2 or 3 flammable liquids shall not be stacked one upon the other.	8 CCR § 5535
Container and Portable Tank Storage – Inside Buildings	Flammable or combustible liquids shall not be stored so as to limit use of exits, stairways, or areas normally used for the safe egress of people.	8 CCR § 5536
Container and Portable Tank Storage	Storage shall be limited to that required for operation of office equipment, maintenance, demonstration, treatment, and laboratory work.	8 CCR § 5538
Container and Portable Tank Storage – Outside Buildings	Storage area shall be protected against tampering or trespassers where necessary and shall be kept free of weeds, debris and other combustible material not necessary to the storage.	8 CCR § 5542
Container and Portable Tank Storage – Fire Control	Suitable fire control devices, such as small hose or portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.	8 CCR § 5543
Container and Portable Tank	Open flames and smoking shall not be permitted in flammable or combustible liquid storage areas.	8 CCR § 5543



FLAMMABLE LIQUIDS, GASES AND VAPORS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Storage – Fire Control		

GENERAL PHYSICAL CONDITIONS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Guardrails at Elevated Locations	Guardrails shall be provided on all open sides of unenclosed elevated work locations, such as: roof openings, open and glazed sides of landings, balconies or porches, platforms, runways, ramps, or working levels more than 30 inches above the floor, ground, or other working areas of a building as defined in 8 CCR § 3207.	8 CCR § 3210
Wall openings	An opening in a wall or partition not provided with a glazed sash, having a height of at least 30 inches and a width of at least 18 inches, through which a person might fall to a level 30 inches or more below, shall be guarded by a guardrail or other barrier of such construction and mounting that the guardrail or barrier is capable of withstanding a force of at least 200 pounds applied horizontally at any point on the near side of the guardrail or barrier.	8 CCR § 3211
Floor Openings, Floor Holes, Skylights and Roofs	Every floor and roof opening shall be guarded by a cover, a guardrail, or equivalent on all open sides. While the cover is not in place, the openings shall be constantly attended by someone or shall be protected by guardrails. Toeboards shall be installed around the edges at openings where persons may pass below the opening.	8 CCR § 3211
Guardrails	Guardrails shall be required at locations where there is a routine need for any employee to approach within 6 feet of the edge of the roof. When intermittent work is being done safety belts and lanyards, or an approved fall protection system may be provided in lieu of guardrails.	8 CCR § 3212
Stair Rails and Handrails	Stairways shall have handrails or stair railings on each side, and every stairway required to be more than 88 inches in width shall be provided with not less than one intermediate stair railing for each 88 inches of required width. Intermediate stair railings shall be spaced approximately equal within the entire width of the stairway.	8 CCR § 3214
Crawlways	Crawlways shall not be less than 24 inches in width and as high as the opening or 30 inches, whichever is greater.	8 CCR § 3272
Aisles, Walkways	Where aisles or walkways are required, machinery equipment, parts, and stock shall be so arranged and spaced as to provide clear walkways or aisles of not less than 24 inches in width and	8 CCR § 3272



GENERAL PHYSICAL CONDITIONS

Type	Corrective Action Hazard/Deficiency Identified	Reference
	6 feet 8 inches clear headroom to a safe means of egress from the building.	
Aisles, Walkways	Permanent aisles, ladders, stairways, and walkways shall be kept reasonably clear and in good repair. Where such aisles or walkways become hazardous, they shall be clearly defined by painted lines, curbing, or other method of marking.	8 CCR § 3272

HAZARDOUS WASTE

Type	Corrective Action Hazard/Deficiency Identified	Reference
Hazardous Waste Determination	A person who generates a waste shall determine if that waste is a hazardous waste.	22 CCR § 66262
Identification Number	A generator shall not treat, store, dispose of, transport or offer for transportation, hazardous waste without having received an Identification Number.	22 CCR § 66262
Manifest	A generator who transports, or offers for transportation, hazardous waste for off-site transfer, treatment, storage, or disposal shall prepare a Manifest	22 CCR § 66262
Pre-Transport	A generator shall package, label, mark, placard, and accumulate each waste within allowable time period. <i>Contact EHS Office at (858) 627-7174 for assistance.</i>	22 CCR § 66262
Recordkeeping	A generator shall keep a copy of each manifest signed for at least three years from the date the waste was accepted by the initial transporter.	22 CCR § 66262
Recordkeeping	A generator shall keep a copy of each Biennial Report and Exception Report for a period of at least three years from the due date of the report.	22 CCR § 66262
Recordkeeping	A generator shall keep records of any test results, waste analyses, or other determinations made for at least three years from the date that the waste was last sent to on-site or off-site treatment, storage, or disposal.	22 CCR § 66262
Training	Facility personnel shall take part in an annual review of the initial training. Training records on current personnel shall be kept until closure of the facility. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	22 CCR § 66265
Inspection	Inspect the facility for malfunctions and deterioration, operator errors, and discharges often enough to identify problems in time to correct them before they harm human health or the environment. Record inspection in an inspection log or summary and kept for at least three years from the date of inspection.	22 CCR § 66265



LADDER SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Portable Ladder Selection	Ladders shall be selected and their use restricted to the purpose for which the ladder is designed. Ladders shall be used according to the duty classifications.	8 CCR § 3276
Maintenance and Damaged	Ladders shall be maintained in good condition at all times. Ladders that have developed defects shall be withdrawn from service for repair or destruction; and tagged or marked as "Dangerous, Do Not Use" or with similar language.	8 CCR § 3276
Inspection	Ladders shall be inspected by a qualified person for visible defects frequently and after any occurrence that could affect their safe use.	8 CCR § 3276
Surface Coatings	Wood ladders shall not be painted with other than a transparent material.	8 CCR § 3276
Employee Training	Before an employee uses a ladder, the employee shall be provided training in the safe use of ladders. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 3276

LEAD MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
Drinking Water Lead Testing	A community water system that serves a schoolsite of a local educational agency with a building constructed before January 1, 2010, on that schoolsite shall test for lead in the potable water system of the schoolsite on or before July 1, 2019. If lead levels exceed 15 parts per billion, the local educational agency shall take immediate steps to make inoperable and shut down from use all fountains and faucets where the excess lead levels may exist. Additional testing may be required to determine if all or just some of the school's fountains and faucets are required to be shut down. <i>Contact EHS Office at (858) 627-7174 for copies of lead testing results.</i>	HSC § 116277
Compliance Program	Establish and implement a written compliance program for all lead-related construction, alteration and/or repair work, including painting and decorating prior to the commencement of any job where employee exposures may reach the Permissible Exposure Limit as an 8-hour Time- Weighted Average.	8 CCR § 1532.1



MEDICAL WASTE MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
Waste Separation	Medical Waste (MW) shall be separated from other waste at the point of origin.	HSC § 117600 et.al
Storage	MW interim storage and designated accumulation areas shall be secured to deny access to unauthorized persons and shall be marked with warning signs in accordance with the rules.	HSC § 117600 et.al
Labeling	Sharps containers must be labeled with either "biohazard" or "infectious waste." Biohazardous waste are placed in red bags and marked with the international biohazard symbol and the word "Biohazard." All containers/bags shall be labeled so that the generator's name, address, and phone number is legible and easily visible on the outside of containers/bags.	SDCC § 68.1201 et.al; HSC § 117600 et.al
Accumulation Time	Full sharps waste container (< 20 lbs/month) is stored no longer than 30 days. <i>Contact EHS Office at (858) 627-7174 for assistance.</i>	HSC § 117600 et.al
Recordkeeping	Disposal receipts/tracking documents for MW are maintained for not less than three years.	HSC § 117600 et.al
Medical Solid Waste Security	Any person who is a generator or an employee of a generator of medical solid wastes, shall assure that their medical solid waste, prior to disposal, is stored in an area secured as to deny access to unauthorized persons.	SDCC § 68.1201 et.al

PERSONAL SAFETY DEVICES AND SAFEGUARDS

Personal Protective Devices

Type	Corrective Action Hazard/Deficiency Identified	Reference
General Requirement	Whenever hazards exist in the work place, and where engineering or administrative controls are not effective in eliminating the hazards, employees are required to use approved safeguards and PPE provided by the employer.	8 CCR § 1540 8 CCR § 3380 8 CCR § 3203
Hazard Assessment and Equipment Selection	Assess hazards to determine if such hazards necessitate the use of PPE. Verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.	8 CCR § 3380
Employee Instructions	All employees are instructed and uses protective equipment in accordance with the manufacturer's instructions.	8 CCR § 3380
Employee Training	Provide training to each employee who is required to use PPE. Retrain each employee, who has already been trained, does not have the understanding and skill.	8 CCR § 3380



Personal Protective Devices

Type	Corrective Action Hazard/Deficiency Identified	Reference
Maintenance	All required safety devices and safeguards, whether employer or employee provided, including personal protective equipment for the eyes, face, head, hand, foot, and extremities (limbs), protective clothing, respiratory protection, protective shields and barriers are maintained in a safe, sanitary condition. Defective or damaged personal protective equipment shall not be used.	8 CCR § 3380

Heat Illness Prevention to All Outdoor Places of Employment

Type	Corrective Action Hazard/Deficiency Identified	Reference
Heat Illness Prevention Plan (HIPP)	Implement and maintain a written HIPP	8 CCR § 3395
Water Provision	For drinking water not plumbed, provide one quart per employee per hour for drinking for the entire shift.	8 CCR § 3395
Access to Shade	Shade shall be present when the temperature exceeds 80 degrees Fahrenheit.	8 CCR § 3395
High-heat procedures	When the temperature equals or exceeds 95 degrees Fahrenheit, implement high-heat procedures.	8 CCR § 3395
Employee Training	Provide training to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness. <i>Contact EHS Office at (858) 627-7174 for training assistance.</i>	8 CCR § 3395

Medical Services and First Aid

Type	Corrective Action Hazard/Deficiency Identified	Reference
First Aid Kits	Provide adequate first-aid materials, approved by the consulting physician, readily available for employees on every job. Such materials shall be kept in a sanitary and usable condition, inspected and replenished. <i>Contact Health Office at the site for assistance.</i>	8 CCR § 3400
Medical Personnel	Ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. <i>Contact Health Office at the site for assistance.</i>	8 CCR § 3400



PEST MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
Pesticide Use Restrictions	Pesticide application restrictions will apply Monday through Friday, during the hours of 6:00 a.m. to 6:00 p.m.	3 CCR § 6690
Annual Pesticide Use Notification	Growers must provide written, annual notification of all agricultural pesticides that may be used on fields within ¼ mile of a school site.	3 CCR § 6690
Handler Training	Maintain a written training program and assure that employees who handle pesticides have been trained.	3 CCR § 6724
Pesticide Application	Ensure pesticides used on campus are on the District’s Approved Pesticide Products List and are applied only by a District Pest Control Technician.	EDC § 17612
Warning Signs	Ensure warning signs are posted at least 24 hours prior to pesticide application and remain posted for 72 hours after application.	EDC § 17612
Pest Infestations	Mitigate pest infestations. <i>Place service call to Pest Control-PPO at (858) 627-7223.</i>	

PLAYGROUND SAFETY

Type	Corrective Action Hazard/Deficiency Identified	Reference
Modifications	Existing playgrounds shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission. <i>Place service call to Recreation Equipment-Maintenance Services-PPO at (858) 627-7171.</i>	HSC § 115725 et.al
Initial Inspections	Initial inspection for the purpose of aiding compliance shall be conducted by a playground safety inspector. <i>Place service call to Recreation Equipment-Maintenance Services-PPO at (858) 627-7171.</i>	HSC § 115725 et.al

SANITATION SAFE PRACTICES

Type	Corrective Action Hazard/Deficiency Identified	Reference
Site Cleaning	Every floor, workroom, personal service room and passageway shall be kept free from protruding nails, splinters, loose boards and unnecessary holes and openings.	8 CCR § 3362
Site Cleaning	Proper storage and removal of putrescible waste, refuse and garbage.	8 CCR § 3362



SANITATION SAFE PRACTICES

Type	Corrective Action Hazard/Deficiency Identified	Reference
Site Cleaning	Maintain every workplace and personal service room to prevent the entrance or harborage of insects, rodents or other vermin. An effective program of extermination and control shall be instituted whenever their presence is detected.	8 CCR § 3362
Site Cleaning	Correct water intrusion, leakage from interior water sources or other uncontrolled water accumulation because of the potential for these conditions to cause the growth of mold.	8 CCR § 3362
Water Supply	Potable water in adequate supply shall be provided in all places of employment for drinking and washing and, where required by the employer of these orders, for bathing, cooking, washing of food, washing of cooking and eating utensils, washing of food preparation or processing premises, and personal service rooms.	8 CCR § 3363
Water Supply	All sources of drinking water shall be maintained in a clean and sanitary condition.	8 CCR § 3363
Sanitary Facilities	Toilet facilities shall be kept clean, maintained in good working order and be accessible to the employees at all times.	8 CCR § 3364
Sanitary Facilities	An adequate supply of toilet paper shall be provided for every water closet.	8 CCR § 3364
Washing Facilities	Washing facilities shall be maintained in good working order and in a sanitary condition.	8 CCR § 3366
Consumption of Food & Beverages	Food and beverages shall not be stored or consumed in a toilet room or in an area where they may be contaminated by any toxic material.	8 CCR § 3368

SCHOOL SAFETY PLANS

Type	Corrective Action Hazard/Deficiency Identified	Reference
Comprehensive School Safety Plan (CSSP)	CSSP is developed and adopted for each schools operating kindergarten or any of grades 1 to 12. <i>Contact School Police at (619) 725-5561 for assistance.</i>	EDC § 3280 et.al
Annual Review and Reporting	Each school shall review and update its CSSP by March 1, every year, and forward to County office of education for approval. Each school shall report on the status of CSSP in the annual school accountability report card. <i>Contact School Police at (619) 725-5561 for assistance.</i>	EDC § 3280 et.al



UNIVERSAL WASTE MANAGEMENT

Type	Corrective Action Hazard/Deficiency Identified	Reference
Disposal	Universal Waste is properly disposed within one year. <i>Contact EHS Office at (858) 627-7174 for assistance.</i>	22 CCR § 66273
Spill/Release Prevention	Universal Waste is managed in a manner to prevent release(s) to the environment.	22 CCR § 66273
Labeling	Universal Waste is properly labeled or marked.	22 CCR § 66273
Recordkeeping	Records of each shipment of Universal Waste for past 3 years are available.	22 CCR § 66273



ACKNOWLEDGEMENTS

This *Reference Book* was prepared by the Environmental Health and Safety (EHS) Office of the San Diego Unified School District. The following individuals are acknowledged in this document who contributed to this document in its various stages of development.

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APPENDIX 1: CORRECTIVE ACTION FORM



**CORRECTIVE ACTION FORM TO DOCUMENT
RETURN TO COMPLIANCE**

SITE NAME _____ AREAS _____

INSPECTOR NAME _____ INSPECTION DATE _____

VIOL #	DATE CORRECTED	INDICATE HOW VIOLATIONS WERE CORRECTED (ATTACH ANY SUPPORTING DOCUMENTATION TO THIS FORM)

Civil citations and penalties shall be imposed on OSHA violations until the employer corrects the violations. Penalties may be proposed depending on the types of violations, but can range from \$0-\$1,000 per Other-Than-Serious Violation; \$1,500-\$7,000 per Serious Violation; \$5,000-\$70,000 per Willful Violation; up to \$250,000 per Willful violation that resulted in employee’s death; up to \$70,000 for Repeated Violation within previous 3 years; and up to \$7,000 per Failure-To-Abate Violation. Criminal violations of hazardous waste regulations are punishable by up to 3 years in jail. Criminal violations of hazardous materials regulations are punishable by up to 2 years in jail. Hazardous materials violations can range from \$2,000.00 to \$5,000.00 per day. Hazardous waste violations can result in penalties up to \$25,000.00 per day.

Name of Responsible Party: _____	Job Title: _____
Signature of Responsible Party: _____ Date: __/__/__	
◀ Send completed form and supporting documentation to the EH&S Office ▶	
EHS Office use only:	Reviewed by: _____ Date: __/__/__
Comments: _____ _____	
<input type="checkbox"/> All violations noted on date listed above were corrected.	<input type="checkbox"/> Based on information provided by the site <input type="checkbox"/> Based on field verification
<input type="checkbox"/> RTC entered in site file on: __/__/__	<input type="checkbox"/> RTC returned to site for further action: __/__/__
Environmental Health and Safety (EHS) Office Address: 4860 Ruffner St., San Diego, CA 92111 / Phone: (858) 627-7174 / Fax: (858)573-5710	



Environmental Health & Safety Office

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<https://www.sandiegounified.org/safety-management>

