MANHATTAN BEACH
UNIFIED SCHOOL DISTRICT

Injury and Illness Prevention Program

Manhattan Beach USD

July 2026

Table of Contents

Employer Information 4

Introduction 5

Employee Access 6

Roles and Responsibilities 7

Communication and Compliance 11

Compliance 12

Hazard Assessments and Corrective Action 13

Accident Investigation and Corrective Action 14

Safety Training 15

Record-Keeping & Documentation 16

Exhibit 1 – Code of Safe Work Practices-Employee 17

Exhibit 2 – Code of Safe Work Practices - Supervisor 18

Exhibit 3 – Company Nurse Hotline Contact Information 19

Exhibit 4 – Supervisor Report of Employee Injury 20

Exhibit 5 – Workers' Compensation Injury Questionnaire 21

Exhibit 6 – Manhattan Beach USD Hazard Assessment Checklist 22

Exhibit 7 –Manhattan Beach USD Report of Unsafe Condition or Hazard Form 28

REVISION HISTORY LOG

Date	Section	By	Comments
December 2025	All	MBUSD & Poms	Review & update
July 2026	Contacts	MBUSD	Program contacts were updated based on current staffing.

Employer Information

Manhattan Beach Unified School District (MBUSD)
325 S. Peck Ave.
Manhattan Beach, California 90266

Introduction

The Injury & Illness Prevention Program (IIPP or Program) establishes a framework for the Manhattan Beach Unified School District (District) to promote a safe and healthy environment for employees. The District is dedicated to preventing workplace injuries and illnesses through hazard identification, effective communication, and continuous improvement of safety practices. Success in this effort requires all employees to understand and follow the guidelines outlined in the IIPP. By working together, we can foster a culture of safety and responsibility.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; implementation and adherence to the IIPP is the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow employees. All managers and supervisors must stress maximum safety performance and awareness from employees under their direction by consistently administering all safety rules and regulations.

Every employee's cooperation in detecting and controlling hazards is vital to the effectiveness of the IIPP. By working together, the District can achieve its goal of maintaining a safe and healthy work environment.

Employee Access

Copies of the District's IIPP are available at the following locations:

1. District Office - 325 South Peck Ave, Manhattan Beach, CA
2. Maintenance Yard- 1517 Manhattan Beach Blvd, Manhattan Beach, CA
3. Mira Costa High School – 1401 Artesia Blvd, Manhattan Beach, CA
4. Manhattan Beach Middle School – 1501 North Redondo Avenue, Manhattan Beach, CA
5. Grand View Elementary School – 2617 Bell Avenue, Manhattan Beach, CA
6. Meadows Elementary School – 1200 Meadows Avenue, Manhattan Beach, CA
7. Pacific Elementary School – 1200 Pacific Avenue, Manhattan Beach, CA
8. Pennekamp Elementary School – 110 S Rowell Avenue, Manhattan Beach, CA
9. Robinson Elementary School – 80 S Morningside Drive, Manhattan Beach, CA
10. Manhattan Beach Preschool – 1431 15th Street, Manhattan Beach, CA

The IIPP is also available through the District's website at: https://aptg.co/HfXb-5

Roles and Responsibilities

The District's Assistant Superintendent of Human Resources, or designee, is designated as the IIPP Administrator with the authority and responsibility for implementing the District's IIPP.

IIPP Administrator responsibilities include:

1. Maintaining, evaluating, and revising the Injury & Illness Prevention Program (IIPP).
2. Distributing and updating the IIPP.
3. Developing and/or assisting in the development of employee training programs.
4. Ensuring safety training materials are available via the District's LMS or in-person training.
5. Reporting to District leadership regarding new or upcoming regulations and other safety issues that require their attention.
6. Assigning responsibility to the site/department administrators to ensure that safety compliance is maintained.
7. Conducting periodic reviews of the Program and District sites.
8. Reviewing and maintaining all safety and training records for all departments.
9. Immediately initiating a response to any hazard that comes to their attention. The Assistant Superintendent of Human Resources or their designee will follow up on corrective actions for all reports of unsafe or unhealthy conditions and review all reports of unsafe/unhealthy work conditions quarterly to identify the development of any patterns.
10. Maintaining all accident investigation reports.
11. Providing a clear understanding and direction to all supervisors and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring, and revision of policy and procedures.
12. Cooperating with and assisting outside agencies such as insurance agencies, Cal/OSHA, fire departments, law enforcement agencies, and/or the District's attorney(s), conducting investigations of serious accidents and fatalities.

Under the District's safety program, all levels in the organization have a responsibility for safety.

Site/Department Administrators' Responsibilities:

1. Ensuring that time is allotted for safety training at all levels.
2. Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
3. Taking responsibility for the safety of all employees who may be in the work area.
4. Providing and maintaining a clean and hazard-free work area.
5. Maintaining and ensuring that training is occurring regularly
6. Holding all levels of supervisors and employees accountable for accident prevention and safety.
7. Ensuring that the site or department is adhering to and implementing the IIPP.
8. Participating in the investigation of injuries, once notified of an injury.
9. Initiating the appropriate corrective action through a work order or communication with senior management upon identifying an unsafe/unhealthy work condition or practice.
10. Handling conditions involving a serious, concealed danger personally until appropriate individuals are notified and corrective action has been taken.
11. Providing written documentation of employee training and instruction for employees in their area of responsibility.

12. Providing supervisors and employees with safety training and job instruction.
13. Managing a planned safety meeting or "safety talk" program.
14. Disciplining employees, per the District's disciplinary action policy, for violations of the Codes of Safe Practices for Supervisors and Employees (Exhibits 1 and 2) and specific work procedures or rules as they apply.
15. Ensuring that employees are trained on the hazards and safe work practices relevant to their jobs.
16. Becoming familiar with and complying with the Codes of Safe Practices and specific work procedures or rules as they apply to their area of authority.
17. Attending training sessions as scheduled.
18. Ensuring that employees and contractors are aware of and comply with the Codes of Safe Practices.
19. Conducting or reviewing accident investigations in a timely manner, ensuring that all aspects of the incident are documented, and implementing corrective actions to prevent recurrence.
20. Correcting in a timely manner any unsafe conditions or work practices observed during a site safety inspection.
21. Maintaining a current posting of all emergency telephone numbers near all telephones.
22. Ascertaining that proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
23. Enforcing all safety rules in the District's Codes of Safe Practices and ensuring all safe work procedures are maintained.
24. Enforcing the wearing of personal protective equipment (PPE) on the job. This will depend on the circumstances and may include cut-resistant gloves, respirators, goggles, etc.
25. Conducting facility safety inspections.
26. Conducting and documenting safety meetings and training with employees.

The District's IIPP Administrator, Designee(s), and Site/Department Administrators:

Roles	Name/Title	Contact Information
IIPP Administrator:	Kelli Keller, Assistant Superintendent of Human Resources	Work phone: 310.318.7345 - ext. 5966 Email: kkeller@mbusd.org
IIPP Administrator (designee):	Carol Gerken, Risk Manager	Work phone: 310.318.7345 - ext. 5960 Email: cgerken@mbusd.org
Site/Dept Administrators: - **Mira Costa High School**	Dr. Jennifer Huynh, Principal	Work phone: 310.318.7337 - ext. 5000 Email: jhuynh@mbusd.org
- **Mira Costa High School**	Kim Price, Vice Principal	Work phone: 310.318.7337 - ext. 5006 Email: kprice@mbusd.org
- **Mira Costa High School**	Phil Rodriguez, Plant Manager, MCHS	Work phone: 310.318.7337 - ext. 5039 Email: prodriguez@mbusd.org
- **MB Middle School**	Dr. Matthew Horvath, Principal, MB Middle School (MBMS)	Work phone: 310.545.4878 - ext. 3000 Email: mhorvath@mbusd.org
- **Grand View Elementary**	Principal, Grand View Elementary	Work phone: 310.546.8022 - ext. 5460 Email: TBC

- **Meadows Elementary**	Michelle Krzmarzick, Principal, Meadows Elementary	Work phone: 310.546.8033 - ext. 5660 Email: mkrzmarzick@mbusd.org
- **Pacific Elementary**	Amanda Vavao, Principal, Pacific Elementary	Work phone: 310.546.8044 - ext. 5760 Email: avavao@mbusd.org
- **Pennekamp Elementary**	Sharon Witzansky, Principal, Pennekamp Elementary	Work phone: 310.798.6223 - ext. 5800 Email: switzansky@mbusd.org
- **Robinson Elementary**	Katie Cavallaro, Principal, Robinson Elementary	Work phone: 310.318.5120 - ext. 3260 Email: kcavallaro@mbusd.org
- **MB Preschool & Extended Day Program**	Jackie O'Sullivan, Director of Early Learning, MB Preschool & EDP	Work phone: 310.546.7655 - ext. 5524 Email: josullivan@mbusd.org
- **Extended Day Program**	Evanlyn Easley, Program Manager, EDP	Work phone: 310.318.7345 - ext. 5453 Email: eeasley@mbusd.org
- **Facilities & Maintenance**	Paul Ruta, Director of Facilities & Maintenance	Work phone: 310.546.8018 - ext. 5302 Email: pruta@mbusd.org
- **Operations**	Ed Jozefecick, Director of Operations	Work phone: 310.546.8018 - ext. 5304 Email: ejozefecick@mbusd.org
- **Food & Nutrition Services**	Lena Agee, Director of Food & Nutrition Services	Work phone: 310.318.7345 - ext. 5033 Email: lagee@mbusd.org
- **Special Education (Secondary)**	Dr. Jonathan Erickson	Work phone: 310.318.7345 - ext. 5932 Email: JErickson@mbusd.org
- **Special Education (Elementary)**	Dr. Kerry Riccio Aguero	Work phone: 310.318.7345 - ext. 5989 Email: kaguero@mbusd.org
- **Information Technology**	Eric Sangalang, Director of Information Technology	Work phone: 310.318.7345 - ext. 5970 Email: esangalang@mbusd.org

Employee safety responsibilities include:

1. Becoming familiar with and complying with the Code of Safe Practices for Employees (Exhibit 1) and specific work procedures or rules as they apply to their work activity.
2. Attending and completing training sessions as scheduled and required.
3. Knowing the job and always applying safe work practices.
4. Recognizing the hazards of the job and taking precautions to ensure the safety of themselves and others.
5. Immediately advising their supervisor if working conditions, tools, or equipment are unsafe.
6. Actively participating and cooperating in the overall safety program.
7. Reporting all accidents and injuries, no matter how minor, to their department manager or supervisor immediately.
8. If injured, follow the injury reporting procedures found on the District's website here: https://www.mbusd.org/apps/pages/Injury_Reporting. At a minimum, call the Company

Nurse Hotline (Exhibit 3) and complete the "Workers' Compensation Injury Questionnaire" (Exhibit 5).

9. Wearing and ensuring proper use, inspection, and storage of appropriate personal protective equipment (PPE) as required and provided by the District.
10. Inspecting and maintaining equipment for proper and safe operation.
11. Encouraging other employees to work in a safe manner.
12. Reporting all observed unsafe acts and conditions to their supervisor.
13. Asking their department manager or supervisor if they are unsure how to do any task safely.
14. Ensuring proper use of equipment and furniture.
15. Using all the safeguards which are in place.
16. Not removing, tampering with, or defeating any guard, safety device, or interlock.
17. Complying with all safety instructions from supervisors.
18. Obeying all health and safety warning signs and standards.
19. Paying strict attention to their work and not participating in practical jokes and horseplay.
20. Only performing tasks that they are authorized and trained to perform.
21. Taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Communication and Compliance

We recognize that open, two-way communication between management and staff on health and safety issues promotes an injury-free, productive workplace. The following system of communication is designed to facilitate the flow of safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- New employee orientation, including a discussion of safety and health policies and procedures.
- Review of the District's IIPP.
- Workplace safety and health training programs.
- Regularly scheduled site or department staff meetings.
- Communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.
- An IIPP Committee that meets regularly, prepares any required written records, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures, and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

All employees will be required to sign the District Code of Safe Work Practices.

Employee Suggestions:

Employees shall report any hazard they observe to their department manager or supervisor. Employees will be afforded an opportunity to make safety suggestions and/or express their concerns. Employee suggestions may be made anonymously, and no employee shall be disciplined, demoted, or otherwise discriminated against for making a safety suggestion.

Anonymous Employee Reporting of Unsafe Condition or Hazard: The Report of Unsafe Condition or Hazard Form can be submitted anonymously; however, reports of Workplace Violence hazards and threats cannot be anonymous due to legislative directives.

The Report of Unsafe Condition or Hazard Form may be completed utilizing the following link or by completing and turning in Exhibit 7 to the employee's supervisor:

https://app.informedk12.com/link_campaigns/report-of-unsafe-condition-or-hazard?token=H8YJzM7marDVXec7d1GFrDNB

IIPP Committee

To fulfill its mission of protecting the safety and health of its employees, the District has established an IIPP Committee. The IIPP Committee will provide information and recommendations about occupational safety and health conditions and practices to the Assistant Superintendent of Human Resources, or their designee, and will provide a forum for information exchange.

Compliance

Employees are required to comply with BP 4157: Employee Safety. Employees who do not adhere to safety policies and procedures established by the District can have a serious negative impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of their coworkers and customers.

Hazard Assessments and Corrective Action

Periodic inspections to identify and evaluate workplace hazards shall be conducted.

Periodic inspections are performed according to the following schedule:

1. When the District initially established its IIPP.
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. When the District hires and/or reassigns permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
6. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of the identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist (Exhibit 6), or any other effective methods to identify and evaluate workplace hazards.

Corrective Action:

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected according to the following procedures:

1. The District shall investigate the situation when observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection.
3. All such actions taken and the dates they are completed shall be documented on the appropriate forms.

Accident Investigation and Corrective Action

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured employees and witnesses.
3. Examining the workplace for factors that may have contributed to causing the accident or exposure.
4. Determining the cause of the accident/exposure.
5. Taking any corrective action to prevent the accident/exposure from recurring.
6. Recording the findings and any corrective actions taken.

The investigation form used will be MBUSD's Supervisor's Report of Injury form (Exhibit 4).

The reporting supervisor or manager shall ensure that the accident report is complete, including all information, and forwarded to Risk Management within 24 hours.

In the event of an injury, the Injured employee will also complete the MBUSD Workers' Compensation Injury Questionnaire (Exhibit 5).

Workers' Compensation forms may also be completed online via Informed K12 (click here).

Investigation:

After ensuring the injured employee has received appropriate medical treatment, the supervisor shall conduct an accident investigation as soon as possible. Depending on the accident's severity, the Supervisor may secure the scene of an accident, which may entail taping or roping off the area. It is important to capture as much data as possible. Photographs of the accident scene and the equipment involved at the time of the accident should be taken. Reviews of the video or camera should be taken if they are available. Observational and/or recording tools may need to be used based on the accident. The investigation shall include the factual details surrounding the event (e.g., who, what, when, where, witnesses, etc.), the probable cause of the event, and any corrective actions to prevent a recurrence of the incident. A near-miss needs to be investigated with the same level of seriousness as an accident that results in injury. The investigation shall be documented on the appropriate Supervisor's Report of Injury form.

A copy of the Supervisor's Report of Injury shall be sent to the Risk Management department for review and follow-up to ensure that any necessary corrective actions have been implemented.

Corrective Action

When an imminent hazard exists that cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

1. Remove all potentially endangered employees;
2. Provide employees responsible for correcting the condition with the necessary safeguards;
3. Correct the problem; and
4. Document the corrective action and date corrected in accordance with this section.

The documentation is to be completed by the manager or supervisor or his/her designee. Documentation will be maintained on file by the manager or supervisor, and the IIPP Administrator or their designee.

Safety Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established.
2. To all new employees.
3. To all employees given new job assignments for which training was not previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

Record-Keeping & Documentation

The Assistant Superintendent of Human Resources or their Designee shall maintain record-keeping and program documentation. The records will be reviewed periodically to ensure conformity in retention. Program documentation will include copies of:

1. Accident reports.
2. OSHA log.
3. Safety training documentation that includes the employee's name, training date, type of training, instructor's name, and an outline of what was presented. Training Records will be maintained in accordance with retention policies.
4. Hazard Assessments that include the date of the assessment, area assessed, findings, and who conducted the assessment. Assessment records will be maintained in accordance with retention policies.
5. Medical and exposure records will be maintained per legal requirements and the District's records retention policy.

Exhibit 1 – Code of Safe Work Practices-Employee

CODE OF SAFE WORK PRACTICES
EMPLOYEE SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

1. Know the job and always apply safe work practices.
2. Recognize the hazards of the job and take precautions to ensure the safety of themselves and others.
3. Immediately report to their supervisor if the working conditions, tools, or equipment are unsafe.
4. Actively participate and cooperate in the overall safety program.
5. Use all personal protective equipment as required.
6. Comply with all safety instructions from supervisors.
7. Obey all health and safety warning signs and standards.
8. Immediately report all accidents (vehicular or personal), regardless of severity, to the supervisor.
9. Not jump from truck beds, platforms, fences, or other elevated places.
10. Not take shortcuts in, though, or over dangerous places.
11. Pay strict attention to their work and do not participate in practical jokes and horseplay.
12. Not wear loose clothing and jewelry while working on or near equipment and machines.
13. Not permit themselves or others known to be under the influence of intoxicating liquor or drugs to be on the job.
14. Maintain all work areas shall be in a safe, clean, neat, and orderly manner.
15. Clean up all spills promptly.
16. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.
17. Never stack material on top of lockers, file cabinets, or other high places. Not store any material in an unstable manner.

Exhibit 2 – Code of Safe Work Practices - Supervisor

CODE OF SAFE WORK PRACTICES
SUPERVISORY SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

1. Promote and support all safety activities and procedures.
2. Instill safety awareness in each employee.
3. Be responsible for familiarizing employees with the hazards of the job to which they are assigned and instruct staff in safe methods of performing the job.
4. Ensure that each employee is provided with the necessary safety equipment and protective devices.
5. Take prompt corrective action whenever unsafe conditions or acts are noted.
6. Periodically review the work practices of subordinate employees to ensure they continue to work in a safe manner.
7. Make regular safety appraisals of assigned area(s).
8. Investigate and find the cause of accidents and take corrective action to prevent recurrences.
9. Be responsible for the enforcement of safety rules among employees.
10. At the end of each workday, inspect work areas for proper housekeeping and any hazards.
11. Conduct safety training and toolbox talks on a regular basis.
12. Instill good communication practices in employees, underlining the importance of safety, so that each employee understands that they contribute to the safety of the workplace.
13. Praise good safety habits of employees and encourage others to follow their lead.

Exhibit 3 – Company Nurse Hotline Contact Information



Exhibit 4 – Supervisor Report of Employee Injury

SUPERVISOR'S REPORT OF EMPLOYEE INJURY

NAME OF INJURED:	
DATE OF BIRTH:	SOCIAL SECURITY NO:
EMPLOYEE'S ADDRESS:	
PHONE NUMBER:	
JOB TITLE:	
DATE OF ACCIDENT:	TIME OF ACCIDENT:
DATE REPORTED:	TIME REPORTED:
TIME EMPLOYEE BEGAN WORK:	A.M./P.M. (CIRCLE ONE)
ACCIDENT LOCATION:	
SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS, IF AVAILABLE:	
NAME OF MEDICAL FACILITY:	
DID INJURED LEAVE WORK?	DATE: TIME:
DID INJURED RETURN TO WORK?	DATE: TIME:
DESCRIBE HOW ACCIDENT OCCURRED:	
NAMES OF WITNESSES:	
WHAT STEPS HAVE BEEN TAKEN TO PREVENT SIMILAR ACCIDENT:	

DATE:	SUPERVISOR'S SIGNATURE:

Exhibit 5 – Workers' Compensation Injury Questionnaire

TO BE COMPLETED BY EMPLOYEE

WORKERS' COMPENSATION INJURY QUESTIONNAIRE

LOSS INFORMATION

Date of the injury: _____ Time of Injury: _____

Employee Name: _____ Date of Notification: _____

Where on the premises did the injury occur? _____

_____

INJURY/EXPOSURE INFORMATION

Nature of Injury and Description _____

_____

Body Part and Description _____

Cause of Injury and Description _____

LOSS DETAIL INFORMATION

Describe accident - sequence of events _____

_____

Describe object that caused the accident _____

_____

Describe all materials, used at the time _____

_____

WITNESS INFORMATION

Witness(es) Name and Telephone _____

_____

DATE:	Employee signature:

Exhibit 6 – Manhattan Beach USD Hazard Assessment Checklist

This form is to be used for all high-hazard area inspections in accordance with the Injury and Illness Prevention Program (IIPP). Employees who wish to report a perceived unsafe condition or hazard, please use the Report of Unsafe Conditions or Hazards found as Exhibit 6 of the IIPP or online via Informed K12.

Site / Campus: _____ Location on Site: _____

Inspector: _____ Date: _____

A - GENERAL SAFETY			
1. Employee health and safety information is posted.	Yes	No	N/A
2. Clearance is maintained for walkways.	Yes	No	N/A
3. All areas have adequate lighting.	Yes	No	N/A
4. First aid kits are available and stocked.	Yes	No	N/A
5. Compliance with seismic safety is maintained.	Yes	No	N/A
6. Good housekeeping is maintained.	Yes	No	N/A
7. Employees are aware of health and safety requirements and policies.	Yes	No	N/A
8. Stairways are maintained in a safe condition.	Yes	No	N/A
9. Emergency telephone numbers are posted.	Yes	No	N/A
10. Evacuation signs identifying escape routes and emergency information are in place.	Yes	No	N/A

B - GENERAL WORK AREA			
1. Flooring in good condition (no openings, cuts, folds, or wrinkles).	Yes	No	N/A
2. Safety treads are provided on all step stools and stepladders.	Yes	No	N/A
3. The ventilation system is properly maintained, and vents are regularly cleaned.	Yes	No	N/A
4. Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.	Yes	No	N/A
5. File cabinets are anchored to prevent tipping, and drawers are opened one at a time and closed when work is finished.	Yes	No	N/A
6. Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.	Yes	No	N/A
7. Employees are aware of health and safety requirements and policies.	Yes	No	N/A
8. Stairways are maintained in a safe condition.	Yes	No	N/A

C - ELECTRICAL SAFETY

1. Electrical items are in a safe working condition.	Yes	No	N/A
2. Electrical cords are used in an approved manner.	Yes	No	N/A
3. Clearance is maintained around electrical and circuit breaker panels, and they are labeled.	Yes	No	N/A

D - CHEMICAL SAFETY			
1. Chemical bottles are labeled and closed.	Yes	No	N/A
2. Hazardous materials are stored and disposed of properly.	Yes	No	N/A
3. Flammable liquids are within allowable quantities and stored appropriately.	Yes	No	N/A
4. Acid quantities are less than 15 gallons and stored appropriately.	Yes	No	N/A
5. A chemical spill kit is available.	Yes	No	N/A
6. Appropriate personal protection equipment is available (for example, safety glasses and gloves).	Yes	No	N/A
7. Emergency eyewash and safety showers are available.	Yes	No	N/A
8. Food, drinks, or pets are not allowed in the work area.	Yes	No	N/A
9. Safety Data Sheets are accessible, and the chemical inventory list is current.	Yes	No	N/A

E - COMPRESSED GAS CYLINDERS			
1. Compressed gas cylinders are properly stored.	Yes	No	N/A
2. Incompatible oxygen and fuel gases are segregated.	Yes	No	N/A

F - HAZARDOUS WASTE			
1. Waste containers are stored and labeled properly.	Yes	No	N/A
2. Waste containers are not held over 9 months.	Yes	No	N/A

G - FIRE AND LIFE SAFETY			
1. Exits are clearly marked and unobstructed.	Yes	No	N/A
2. All emergency equipment is accessible, and storage is maintained appropriately.	Yes	No	N/A
3. Fire doors are unobstructed.	Yes	No	N/A
4. Fire extinguishers are available and certified.	Yes	No	N/A
5. Fire alarm audiovisual devices are easily seen and free of obstruction.	Yes	No	N/A
6. No smoking policy is enforced.	Yes	No	N/A
7. Employees are trained in emergency preparedness procedures.	Yes	No	N/A

GENERAL WORKSHOP AREA SAFETY			
1. Machines, equipment, and work area are in good condition.	Yes	No	N/A
2. Lockout/Tagout procedures are followed.	Yes	No	N/A
3. Employees are trained, and safety topics are reviewed.	Yes	No	N/A
4. Proper personal protective equipment is available and used.	Yes	No	N/A
5. Local exhaust/ventilation is provided as required.	Yes	No	N/A
6. Machine guards are in place, and required warnings are posted.	Yes	No	N/A
7. Hazard assessments are performed.	Yes	No	N/A

Action Form (attach additional sheets if necessary)

Number (e.g. B-1)	Deficiency	Corrective Action Taken

Hazard Assessment Checklist

Instructions and Information

The information below includes a detailed description pertaining to corresponding items listed in the Safety Survey Checklist for High Hazard Area inspection form. Please refer to the items below as needed while performing the safety survey. All requirements listed within each item must be in compliance. List reasons for non-compliance in the applicable comments section on the inspection form.

GENERAL SAFETY

1. Employee health and safety information.
2. Clearance is maintained for walkways and includes main egress hallways (36") and aisles (24"). Shop areas and floors are obstacle-free, in secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored in corridors, exits, hallways, and stairwells. Electric cords and telephone and computer cables are secured.
3. Adequate lighting is provided and maintained for a safe working environment.
4. First aid kits are available and stocked at all times. Employees are informed about the location of the first aid kits in the shop.
5. Cabinets and shelves above 48" are seismically restrained (braced or fastened). Lips/restraints or doors are used on storage shelves. There is no unsafe or high-overhead storage.
6. Good housekeeping is maintained, including storage and work areas that are free of clutter, clean, and orderly. File and desk drawers open and close easily. Furniture and fixtures are free of sharp edges. Materials are stored in a safe manner.
7. Employees are aware of health and safety requirements, including the Workplace Violence Prevention Plan.
8. Stairways have non-slip tread and are equipped with standard handrails.

FIRE AND LIFE SAFETY

1. Exits are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36" clearance.
2. All emergency equipment (i.e., pull stations, sprinkler heads) has a clear, unobstructed path and is easily accessible. Materials are stored at least 2 feet below the ceiling in non-sprinklered areas and at least 18 inches below sprinkler head deflectors in sprinklered areas.
3. Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
4. Fire extinguishers are available, visible, accessible, in good condition, certified annually, and inspected monthly. Fire extinguishers are wall-mounted in their designated locations with intact tamper seals and location signs in place, if needed for visibility.
5. Fire alarm audiovisual devices are easily seen, free of obstruction, and are functioning properly.

6. The no-smoking policy is enforced, and employees are not permitted to smoke within 20 feet of the building.
7. Employees are trained in emergency evacuation, how to report a fire or other emergency, and how to use a fire extinguisher.

ELECTRICAL SAFETY

1. Electrical items, including switches, appliances, outlets, plugs, and cords, are in safe working condition (cords are not frayed).
2. Multiple electrical cords are tied to circuit breakers/power strips. Only UL-approved power strips or cube adapters with circuit breakers are used. Electrical cords are grounded (3-pronged type). No plug adapters or extension cords (approved for temporary use only) are used. Electrical cords are properly secured (wrapped or tied together), secured to the wall (not hanging), not situated under mats or in aisle ways, or in any other way that creates a physical hazard. Power strips are plugged directly into approved electrical outlets.
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access (not blocked). Panel doors are kept closed and latched. Circuit breakers are labeled as to what they control.

GENERAL SHOP AREA SAFETY

1. Machines, equipment, tables, chairs, benches, cables, etc., are in good condition.
2. Appropriate Lockout/Tagout procedures are implemented before equipment repair and maintenance, and while performing work on electrical systems.
3. Employees are trained in the safe use of machines, equipment, and materials. Tailgate Meetings include safety topics as determined in the Job Hazard Assessments.
4. Proper personal protective equipment is available and used (goggles, safety glasses, gloves, earplugs, shoes, clothing, etc.).
5. Local exhaust/ventilation is provided for saws, grinders, and welding areas, as required.
6. Machine safety guards are used for gears, blades, pulleys, belts, shafts, etc. Appropriate warning signs are posted for machines and area hazards.

CHEMICAL SAFETY

1. All chemical bottles and containers are clearly labeled with full chemical name and hazard warning, well-sealed (capped), and, for time-sensitive chemicals, not stored beyond the shelf-life expiration dates.
2. Hazardous materials are stored in adequate containers and disposed of properly. No chemicals are stored on floors, in aisles, on high shelves, or in incompatible groupings. Hazardous materials and chemicals are properly segregated. Storage of dilute solutions is allowed under sinks. Flammables, reactives, and explosives are stored in approved refrigerators (explosion-proof, no food present).
3. Secondary containers are provided and used when required.
4. Flammable liquids are stored in quantities of less than 10 gallons. Quantities greater than 10 gallons are stored in a flammable cabinet. There are no more than four flammable cabinets stored in the shop. Flammables are properly labeled.
5. Acid quantities are less than 15 gallons, and acid is stored below eye level.
6. A chemical spill kit is accessible, and contents are intact. Absorbent material for spill control or containment is available.

7. Appropriate personal protective equipment is available (for example, safety glasses and gloves). Employees are aware of the location where the equipment is stored.
8. Emergency eyewash and safety showers are present, accessible, and in good working condition as required in areas where employees are exposed to corrosive materials. Eyewash and safety shower connections are secure and have been activated at least monthly to verify that the water stream runs clear. Emergency showers have a reachable pull chain/handle that is completely accessible.
9. Food, drinks, or pets are not allowed in the work area. Food and drinks are not stored in refrigerators where chemicals are stored.
10. Safety Data Sheets are accessible with location signs in place, and the chemical inventory list is current

HAZARDOUS WASTE

1. Waste containers are adequate, closed, properly labeled (with a hazardous waste label), in good condition, stored in a manner to prevent leaks, segregated, and all components in the same container are compatible. Containers are inspected at least monthly by shop personnel.
2. Waste containers are not held over 9 months. Shop personnel contact the Director of Facilities and Maintenance or the Director of Operations to schedule pick up and disposal of hazardous waste.

COMPRESSED GAS CYLINDERS

1. Compressed gas cylinders are properly secured together (double strapped or chained), stored with regulators closed when not in use, and labeled. Without regulators connected, valve protection caps must be securely attached.
2. Incompatible oxygen and fuel gases in storage are separated by at least 20 feet.

Exhibit 7 –Manhattan Beach USD Report of Unsafe Condition or Hazard Form

Reporting Information*

School-Site/District Facility:	
Name/Title (optional):	Phone (optional):
Date/time hazard observed:	Date reported:
Location of hazard (building, room, parking lot, other distinguishing area):	
Description of hazardous/unsafe condition:	
What corrective action would you recommend?	

Investigation (Site or Department Administrator)

Investigator's Name/Title:	Date:
Results of the investigation (*Attach additional page if necessary):*	
Proposed corrective action:	

Corrective Action

Responsible Person/Department:	Corrective Action Completion Date:
Corrective Action Taken (*Attach additional page if necessary)*:	

District Review: The District reviews all submitted Hazardous/Unsafe Condition reports and ensures the person reporting the hazard, if known, is notified of the results.

Date of Review:_____ Confirmed by: _____ Position: _____

** Submit the completed form to your immediate supervisor or the Workers' Compensation/Risk Manager. Submit anonymously by sending to Risk Manager, MBUSD, 325. S. Peck Avenue, Manhattan Beach, CA 90266.*

IMPORTANT: This form may also be submitted via Informed K12 (click here).