



PROCEDURE

Title: **INDOOR AIR QUALITY
INVESTIGATIVE PROCEDURE**

Procedure No.: **2005d**
Effective Date: **2000 June 27**

Department: Organizational Support Services – Human Resources

Reference(s):

- Policy: Health & Safety
- Occupational Health and Safety Act
- Fire Code Occupancy Standards
- ASHRAE Standard 62
- Ancillary & Non-Instructional Materials
- Asbestos Procedure & Asbestos Management Program Document
- Construction Project Guidelines
- Eliminating and Reducing Chemical-Based Scented Products in the Workplace
- Live Animals in the Classroom Independent Procedure
- Pest Management
- Response Protocol & Communication
- Plan for Portables
- WHMIS

1.0 Preamble

- 1.1 Indoor air quality complaints can be the result of many factors; room contaminants, lack of fresh air due to a malfunction in a building's air handling systems or personal health conditions and allergies of occupants.
- 1.2 Health and Safety, with the Facility Services Department and site administration will endeavour to ensure that all indoor air quality complaints are investigated and resolved in a timely fashion.
- 1.3 The Board will comply with the Occupational Health & Safety Act, Terms of Reference and all appropriate and applicable Codes, Standards and Regulations.

2.0 Facilities Not Owned by the Thames Valley District School Board

- 2.1 The procedure for handling indoor air quality complaints in buildings and locations not owned or maintained by the Thames Valley District School Board will differ from those facilities which are owned and maintained by the Thames Valley District School Board.
- 2.2 An employee that has an indoor air quality complaint but is located within a facility that is not owned or maintained by the Thames Valley District School Board shall report the nature and details of the concern to their immediate supervisor.
- 2.3 Where the immediate supervisor is not responsible for the arrangements which place the concerned employee in the facility, the immediate supervisor will contact the individual that made the arrangements and detail the nature of the

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complaint.

- 2.4 The person responsible for making the facility arrangements shall contact the building owner and detail the nature of the complaint and arrange for an investigation and when possible correct any problems.

3.0 Thames Valley District School Board Owned Facilities

For those facilities owned and maintained by the Thames Valley District School Board, the following steps shall be followed to conduct an indoor air quality investigation.

- 3.1 Air quality complaints (from staff, parent(s), students, or community members) are to be reported directly and immediately to the Principal / Building Manager. The Site Committee or Main Joint Health and Safety Committee (JHSC) may note concerns during their quarterly meetings or annual audits as provided by the Administrator. See Disability Management's website for the "*Eliminating and Reducing Chemical-Based Scented Products in the Workplace Guidelines*".
- 3.2 The Principal / Building Manager will investigate the complaint with the Charge Custodian to ensure that occupancy standards are enforced (e.g. one metre clearance around any HVAC equipment), housekeeping standards are appropriate, the building systems are operating, and the building structure is not damaged (including water damage).
- 3.3 If no cause for the complaint can be identified, the Principal / Building Manager will contact Facility Services who will investigate to ensure all building systems are functioning properly.
- 3.4 If Facility Services determines that all building systems are functioning properly, the Principal / Building Manager shall contact Health and Safety to conduct an assessment (e.g. visual inspection, air monitoring, testing carbon dioxide/carbon monoxide, and temperature and humidity levels).
- 3.5 Following the assessment performed by Health and Safety, communication including recommendations may be made to the Principal / Building Manager and Facilities Services with notification to the Main Joint Health & Safety Committee.
- 3.6 All air sampling will be conducted in compliance with all applicable Occupational Health & Safety Legislation and Joint Occupational Health and Safety Terms of Reference including the distribution of assessment(s) and air monitoring results.
- 3.7 If poor air quality is confirmed, remedial steps will be taken by Facilities Services in consultation with Health and Safety to ensure any identified areas are repaired immediately or alternate short term action is taken. The Building Manager will be informed of the remedial steps.
- 3.8 Except situations classified as emergencies, Health and Safety will use the 4.0 Air Quality Investigation Process when responding to air quality concerns.
- 3.9 Situations classified as emergencies (e.g. natural gas or other toxic substance) the employee shall promptly follow emergency procedures including evacuation and contacting of 911 or the local fire department.

4.0 Indoor Air Quality Investigation Process

