



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2014</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2019</b>	<i>Page</i> <b>1 of 5</b>
<i>Contact Person/Department</i> <b>Human Resources Administrator</b>	<i>Identification</i> <b>HR - 4207</b>

## **RECOGNITION AND MANAGEMENT OF INDOOR MOULD**

### **1.0 PURPOSE**

Mould as a possible causative agent for poor indoor air quality has been recognized by the Board for many years.

This procedure documents our current protocols, processes and procedures used to manage indoor mould contamination.

### **2.0 REFERENCES/RELATED DOCUMENTS**

- 2.1 *Occupational Health and Safety Act and Regulations*
- 2.2 *Ontario Building Code*
- 2.3 *Investigating Indoor Air Quality Problems procedure – BU-3550*
- 2.4 Mould Abatement Guidelines-Environmental Abatement Council of Ontario (EACO).
- 2.5 Mould Guidelines for the Canadian Construction Industry, Canadian Construction Association
- 2.6 *Mould Remediation in Schools and Commercial Buildings, United States Environmental Protection Agency, 2001*
- 2.7 *Incident/Accident/Injury Reporting and Investigation Procedures/Forms – BU-3555*

### **3.0 TERMS AND DEFINITIONS**

- 3.1 MOULD – micro-organism fungi growing on organic matter.
- 3.2 SUPERFICIAL MOULD GROWTH – minor areas of mould growth due to water absorption or condensation on the occupied side of finishes. Examples include spotty mould growth in washrooms or on cold window frames in winter conditions.
- 3.3 LEVEL 1 – Small Isolated Areas, less than 10 ft. square of Building Materials or Clean-up 10 ft. square of Mould Growth in HVAC Systems in non-occupied areas (mechanical rooms or spaces).
- 3.4 LEVEL 2 – Medium sized Areas, 10-100 ft. square of Building Material or Clean-up of less than 10 ft. square of Mould Growth in HVAC Systems in occupied areas.
- 3.5 LEVEL 3 – Large Areas, More than 100 ft. square of Building Materials or Clean-up of 10 ft. square or more of Mould Growth in HVAC Systems in occupied areas.

## 4.0 ADMINISTRATIVE PROCEDURE

### 4.1 PREVENTATIVE MEASURES

Several measures have and will continue to be taken to prevent mould contamination of indoor air. These include:

- a) Limiting carpet in new schools and additions;
- b) Removal of carpet and replacing with hard surfaces (i.e. ceramic tile, vinyl tile etc.);
- c) Replace or remove ceiling tile in the event of a roof or pipe leak;
- d) Portable buildings are subject to an annual inspection;
- e) Protocol in place to report water leaks to the Facility Services Department;
- f) Procedures are in place to report Indoor Air Quality (IAQ) concerns to the Principal/Supervisor in accordance with procedure BU-3550.

### 4.2 GUIDING PRINCIPLES

This guide is based on the two underlying principles:

- a) Mould can become a problem only when certain conditions are met. Recognition of these conditions is necessary for proper risk management.
- b) Management of indoor mould requires a structured step by step process.

#### 4.2.1 FOUR CONDITIONS

In order for mould to be a problem in the context of IAQ, four conditions must exist.

- i) there must be a reservoir or suitable environment (e.g., carpet, acoustic liner, etc.);
- ii) there must be a source of nourishment (e.g., organic debris, cellulose, etc.);
- iii) there must be amplification or growth of this mould (through persistent or repetitive addition of water);
- iv) there must be dissemination or a pathway for the mould to enter the indoor air (e.g., air duct, hole in wall cavity, etc.).

When any of these four conditions are absent, mould will not significantly impact IAQ.

### 4.3 INVESTIGATIONAL PHASES

#### 4.3.1 Investigation will be done as outlined in BU – 3550 - Investigating Air Quality Concerns:

- Stage 1 - Observation
- Stage 2 - Questionnaire
- Stage 3 - Simple Field test. In addition to the testing outlined in the IAQ Procedure, moisture meter testing will occur.
- Stage 4 - Professional Assessment

#### 4.3.2 CLEAN UP/REMEDIATION

The appropriate mould abatement procedure is determined by the quantity of mould identified and the type of material that is contaminated. The following procedure outlines the clean-up/remediation measures that must be followed by the TLDSB staff, contractors and subcontractors as defined by the extent of the mould contamination.

- i) Superficial Mould Growth
  - TLDSB facility staff trained on mould awareness, on this procedure, personal protective equipment and potential health hazards can conduct the necessary removal/cleaning;
  - The personal protective equipment that shall be worn includes gloves and goggles;
  - Contaminated materials shall be removed, sealed in plastic bags and disposed as normal waste;
  - Removal/cleaning of materials can be completed during school hours provided there are no occupants in the adjacent vicinity where the work is being completed.
- ii) Level 1 – Small isolated Area
  - TLDSB maintenance staff trained on Level 1 mould remediation can conduct the necessary removal/cleaning;
  - The personal protective equipment that shall be worn includes gloves, goggles and N95 disposable mask;
  - HVAC equipment to be shut down or diffuser blocked off during removal;
  - Contaminated materials shall be removed, sealed in plastic bags and disposed as normal waste;
  - Removal/cleaning of materials can be completed during school hours provided there are no occupants in the adjacent vicinity where the work is being completed.
- iii) Level 2 – Medium Areas
  - work to be carried out by a certified mould remediation contractor;

- Removal/cleaning of materials will be carried out during non-school hours;
  - Remediation will be completed in accordance with the Mould Abatement Guidelines - Environmental Abatement Council of Ontario (EACO);
  - Contaminated materials shall be removed, sealed in plastic bags and disposed of off-site at an approved landfill.
- iv. Level 3 – Large Areas
- work to be carried out by a certified mould remediation contractor and overseen by an environmental consultant;
  - Clearance air testing will be performed as determined by the environmental consultant;
  - Removal/cleaning of materials will be carried out during non-school hours;
  - Remediation will be completed in accordance with the Mould Abatement Guidelines, Environmental Abatement Council of Ontario (EACO);
  - Contaminated materials shall be removed, sealed in plastic bags and disposed of off-site at an approved landfill.

v) Training

The Facility Services Department shall coordinate training for all elementary and secondary Supervisors, Elementary Heads, all Lead Custodians and maintenance staff. The following topics shall be covered:

Superficial Mould Growth training will consist of:

- An awareness of the health effects of mould;
- Understanding the conditions which permits mould to grow indoors;
- How to visually recognize a (suspected) mould problem;
- Personal protection equipment requirements and use;
- Protocol to follow for proper clean-up and disposal.

Level 1 – Small Isolated Area

- An awareness of the health effects of mould;
- Understanding the conditions which permits mould to grow indoors;
- How to visually recognize a (suspected) mould problem;
- Personal protection equipment requirements and use;
- Protocol to follow for proper Level 1 remediation and disposal.

4.3.3 NOTIFICATION TO THE JOINT HEALTH AND SAFETY  
COMMITTEE

The Health & Safety/WSIB Coordinator will notify the JOHSC Worker Member when:

- i) a significant and destructive assessment for suspected mould is required;
- ii) Level 3 Remediation works are to be performed;
- iii) clearance air testing is required.