



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2019	<i>Replacing</i> All previous policies
<i>Review Date</i> 2024	<i>Page</i> 1 of 3
<i>Contact Person/Department</i> Superintendent of Employee Services	<i>Identification</i> HR - 4205

INVESTIGATING INDOOR AIR QUALITY

1.0 PURPOSE

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers while at work.

In order to achieve this objective, all workers are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

The Board will take every precaution in the circumstances to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting, and implementing safety policies and procedures.

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 *Occupational Health and Safety Act and Regulations*
- 2.2 Ontario Building Code
- 2.3 Incident/Accident/Injury Reporting and Investigation Procedure HR-4208
- 2.4 Site-based Joint Occupational Health & Safety Committee Procedure HR-4201
- 2.5 Occupational Health & Safety Testing Procedure HR-4204
- 2.6 Recognition and Management of Indoor Mould Procedure HR-4207

3.0 TERMS AND DEFINITIONS

- 3.1 INDOOR AIR QUALITY – the acceptable indoor environment as established by regulations, codes and standards.
- 3.2 ENVIRONMENTAL CONSULTANT – An individual who ensures that the client complies with regulatory requirements and carries out work in accordance with applicable guidelines.
- 3.3 SITE-BASED JOHSC WORKER MEMBER(S) – worker(s) at a workplace chosen by the unions who holds certification under the Occupational Health & Safety Act.
- 3.4 SYMPTOMS - Some of the symptoms attributed to poor air quality include headaches, excessive fatigue, difficulty in concentrating, shortness of breath, skin irritation, dry throat, nose bleed, eye irritation, recurring flu, fever, cough, tightness in the chest, dizziness, retching and vomiting.

- 3.5 NON-OCCUPATIONAL ILLNESS – Sickness or condition that results from injury or disease that is not job related.

4.0 ADMINISTRATIVE PROCEDURE

Workers experiencing symptoms relating to indoor air quality must report the concerns to the Principal/Supervisor in writing (i.e. email). The Principal/Supervisor will forward that concern to the Site-based JOHSC Worker Member and the Health & Safety/WSIB Coordinator. Should a worker inform the Principal/Supervisor verbally, the Principal/Supervisor shall instruct the worker to put the concern in writing.

4.1 STAGE ONE - OBSERVATION ONLY

- 4.1.1 The Principal/Supervisor, with the assistance of the custodian/maintenance worker, if necessary, will immediately observe the operation of the worksite and answer the following questions:

- i) Could carbon monoxide or any other combustible by-product be present?
- ii) What are other pollutant sources?
- iii) Are there problems with the Heating, Refrigeration, Air-Conditioning or Ventilation (HVAC) system?
- iv) Are maintenance schedules for the HVAC system adhered to?
- v) Have all previous ventilation concerns been addressed?

The Principal/Supervisor will investigate and respond to the worker and the Site-based JOHSC Worker Member(s) within five (5) business days. If the cause of the concern is not identified and addressed, the questionnaire in stage two should be completed immediately. For assistance with and completion of the questionnaire, please visit Ourdock.ca with the following link:

<https://drive.google.com/drive/folders/17FFMp0ayqDnnk4Vs4jnEw0OvoyPBi5tG>

4.2 STAGE TWO - QUESTIONNAIRE

- 4.2.1 The questionnaire is designed to evaluate the extent workers are affected and the areas which may be problematic.
- 4.2.2 The Principal/Supervisor will email all workers, requesting that those who have a concern with the indoor air quality submit the electronic Indoor Air Quality Questionnaire within two (2) business days, where possible. The Principal/Supervisor will inform the Site-based JOHSC Worker Member that this stage has commenced.

4.2.3 The Health & Safety/WSIB Coordinator will forward the completed questionnaires to the Site-based JOHSC Worker Member(s) within two (2) business days, where possible.

4.2.4 The Health & Safety/WSIB Coordinator will evaluate the completed questionnaire(s) within three (3) business days, where possible. If the questionnaire shows a pattern of symptoms among workers then further investigation will be done and stage three may be conducted.

4.3 STAGE THREE - SIMPLE FIELD MEASUREMENT

4.3.1 This stage involves field measurement testing with a hand-held instrument. Testing includes measurements of temperature, relative humidity, carbon dioxide, carbon monoxide and air exchange.

4.3.2 The Health & Safety/WSIB Coordinator will arrange for the testing of the affected areas in the worksite. An Environmental Consultant is not required to perform these tests.

4.3.3 The Principal/Supervisor and the Site-based JOHSC Worker Member(s) will be informed about the tests before they are conducted. The Site-based JOHSC Worker Member(s) may elect to be present at the beginning of testing.

4.3.4 A summary of the results and acceptable levels of the tests will be shared with the Principal/Supervisor and the Site-based JOHSC Worker Member(s).

If the first three stages fail to identify the source of the concern, stage four shall be conducted as soon as possible.

4.4 STAGE FOUR - ENVIRONMENTAL CONSULTANT ASSESSMENT

4.4.1 Stage Four involves the use of an Environmental Consultant to further assess the situation. The Environmental Consultant may test for the presence of microorganisms, breathable suspended particulate, organic vapours, ozone, nitrogen oxides, asbestos, mould, moisture, formaldehyde, and air exchange.

4.4.2 The Health & Safety/WSIB Coordinator in consultation with Facility Services will arrange for the testing of the affected area by an Environmental Consultant.

4.4.3 The Principal/Supervisor and the Site-based JOHSC Worker Member(s) will be informed about the tests before they are conducted. The Site-based JOHSC Worker Member(s) may elect to be present at the beginning of testing.

4.4.4 The summary of findings and any recommendations will be shared with the Principal/Supervisor and the Site-based JOHSC Worker Member(s).