



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2019</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2024</b>	<i>Page</i> <b>1 of 5</b>
<i>Contact Person/Department</i> <b>Superintendent of Employee Services</b>	<i>Identification</i> <b>HR - 4207</b>

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

### **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, the Internal Responsibility System, 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 Investigating Indoor Air Quality Procedure HR-4205
- 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 Procedure HR-4208
- 2.8 Site-based Joint Occupational Health & Safety Committee Procedure HR-4201
- 2.9 Occupational Health & Safety Testing Procedure HR-4204

### 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 ENVIRONMENTAL CONSULTANT – An individual who ensures that the client complies with regulatory requirements and carries out work in accordance with applicable guidelines.
- 3.4 LEVEL 1 – Small Isolated Areas, less than 10 ft. square of Building Materials or Clean-up of less than 10 ft. square of Mould Growth in HVAC Systems in non-occupied areas (mechanical rooms or spaces).
- 3.5 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.
- 3.6 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) Annual inspections of portables for the presence of mould and conditions that could lead to mould growth;
- e) Protocol in place to report water leaks to the Facility Services Department;
- f) Procedure in place to report Indoor Air Quality (IAQ) concerns to the Principal/Supervisor in accordance with Investigating Indoor Air Quality Procedure HR-4205.

#### 4.2 GUIDING PRINCIPLES

This guide is based on the two underlying principles:

- a) Mould can become a problem only when four 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 Investigating Indoor Air Quality Procedure HR-4205:

- Stage 1 - Observation
- Stage 2 - Questionnaire
- Stage 3 - Simple Field Measurement
- Stage 4 - Environmental Consultant 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 steps outline the clean-up/remediation measures that must be followed by custodial/maintenance workers, contractors and subcontractors as defined by the extent of the mould contamination.

- i) Superficial Mould Growth
  - Custodial/maintenance workers 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 of 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
- Maintenance workers trained on Level 1 mould remediation can conduct the necessary removal/cleaning;
  - The personal protective equipment that shall be worn includes gloves, goggles and an N95 disposable mask;
  - HVAC equipment is to be shut down or the diffuser blocked off during removal;
  - Contaminated materials shall be removed, sealed in plastic bags and disposed of 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;
  - Facility Services will notify the Principal/Supervisor, Custodial Supervisor, Head/Lead Custodian, and the Health & Safety/WSIB Coordinator when Level 2 remediation work is to be performed;
  - The Health & Safety/WSIB Coordinator will notify the Site-based JOHSC Worker Member(s) when Level 2 remediation work is to be performed.
- 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;

- Facility Services will notify the Principal/Supervisor, Custodial Supervisor, Head/Lead Custodian, and the Health & Safety/WSIB Coordinator when Level 3 remediation work is to be performed;
- The Health & Safety/WSIB Coordinator will notify the Site-based JOHSC Worker Member(s) when Level 3 remediation work is to be performed, and any air testing during Level 3.

v) Training

The Facility Services Department shall coordinate training for all Custodial Supervisors, Head/Lead Custodians and Maintenance/Workers.

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 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 Level 1 remediation and disposal.