

Procedure Title	Air Quality - Indoor Examination		
Date of Issue	June 24, 1998	Related Policy	BP 3801-D
Revision Dates	October 13, 2010; January 13, 2016; September 1, 2021	Related Forms	AF 3805
Review Date	September 1, 2026	Originator	Administrative Council
References			
Canadian Centre for Occupational Health and Safety (CCOHS) – Indoor Air Quality, General			

1.0 RATIONALE

1.1 This procedure will ensure that the air quality concerns in Bluewater District School Board sites are reviewed and assessed in an appropriate and timely manner.

2.0 PROCEDURE

2.1 General Expectations

It is expected that, if there is a contamination of the air which is perceived to be a serious and immediate health hazard to the building occupants (e.g. high carbon monoxide levels or toxic chemical spills), the administrator/supervisor shall make decisions on possible evacuation of all affected areas in the building and contact emergency personnel and the area superintendent

2.2 Assessment

- i. Workers and occupants who have concerns regarding indoor air quality (IAQ) must provide information relative to the IAQ complaint to the administrator/supervisor and the Joint Health and Safety Committee (JHSC) in writing to their administrator/supervisor, using AF 3805 “Indoor Air Quality Report”, so that there is a clear understanding of the problem.
- ii. The administrator/supervisor shall review the completed AF 3805 and provide a copy to the health and safety officer and the JHSC.
- iii. The health and safety officer and Plant Services Department personnel shall undertake an on-site investigation to determine the type and extent of the testing required to identify and quantify the extent of the problem.
- iv. The testing protocol will be discussed with a worker member of the JHSC at the site who can choose to be present at the beginning of testing.

2.3 Analysis

- i. If a problem is uncovered during testing, the preliminary findings will be discussed with Plant Services Department personnel and school administration to determine the best corrective action to reduce or eliminate the problem.
- ii. The analysis may prompt a review of the operation of building systems and equipment, a review of operating practices within the school, or indicate the need for further testing.

2.4 Recommendations and Responsibilities

- i. A report outlining the findings and recommendations for correction will be prepared by the health and safety officer or consultant.
- ii. Copies of the report will be sent to the administrator/supervisor, area superintendent, the JHSC, Plant Services Department managers/supervisors, and other interested parties as appropriate.
- iii. The administrator/supervisor will post the report on the health and safety board.
- iv. The administrator/supervisor will review the corrective action with all affected individuals and the JHSC.