HALTON CATHOLIC DISTRICT SCHOOL BOARD

Procedure No. VI-79

Indoor Air Quality Investigation Process

Adopted:	Last Reviewed/Revised:
February 9, 2016	January 31, 2022
Next Scheduled Review: 2024-2025	
Associated Policies & Procedures: I-19 Occupational Health & Safety II-42 Medical Conditions VI-66 Asthma	

Purpose

Indoor Air Quality (IAQ) refers to the air quality within the schools and board buildings as it relates to the health and comfort of building occupants. The causes of occupant complaints can involve many factors such as chemical, microbiological, physical and psychosocial mechanisms. Successful resolution of IAQ complaints requires a process in which concerns are handled promptly, responsibilities are clear, and lines of communication are maintained.

Concerns regarding non-specific symptoms related to IAQ may include:

- Irritation of the eyes, nose and throat
- Headache
- Dry eyes, nose and throat (mucous membranes)
- Mental fatigue, difficulty concentrating, lethargy
- Dry skin
- Nausea and dizziness
- Increased respiratory infections

Application and Scope

Indoor Air Quality (IAQ) refers to the air quality within the schools and HCDSB buildings as it relates to the health and comfort of building occupants.

Principles

- Building occupants, including workers must report any health and safety concerns to their supervisor (Principal/Site Manager).

- Principal/Site Manager must take action on any health and safety concerns.
- Principal/Site Manager is responsible for communicating with building occupants.
- The Facility Manager is responsible for investigating any IAQ issues and ensuring the HVAC System is in good working order.
- Facilities Management Services will arrange for preventative maintenance on HVAC equipment and portable inspections as per equipement specifications, industry best practices and Ministry of Education guidance.
- The Health and Safety Officer will consult with Halton Region Health Department when necessary.

Requirements

1. Concerns originating from building occupant(s) are to be brought to the attention of the Principal/Site Manager. The Principal/Site Manager will bring the matter to the attention of the daytime Custodian and the on-site Health and Safety Worker Representative.
2. The daytime Custodian will check all the mechanical systems involved, to ensure that they are running, filters are cleaned, and vents are not blocked where applicable (see Appendix "A"). The daytime Custodian should also visually check for any obvious and potential sources of air or environmental contamination. The daytime Custodian will report his/her findings to the Principal/Site Manager and on-site Health and Safety Worker Representative.
3. Should the daytime Custodian encounter a defect with the HVAC system that he/she is unable to correct or other potential source of air or environmental contamination, then he/she will initiate a work order directed to the Facility Manager and/or the HVAC consultant.
4. The Facility Manager will respond to the work order accordingly.
5. The Principal/Site Manager is responsible for following the status of the work order and communicating the findings to building occupants including the on-site Health and Safety Worker Representative
6. If the IAQ concern still persists the Principal/Site Manager or Facility Manager will contact the Health and Safety Officer who will investigate further (see Appendix "B"). The Health and Safety Officer will arrange for the appropriate IAQ testing and/or inspection, with notification to the Principal/Site Manager and Facility Manager.
7. As per OHSA Section 11(3), a health and safety representative or designated committee member representing workers at a workplace will be contacted prior to the beginning of testing to be present at the beginning of testing.
8. If the situation has an impact on a large number of building occupants, the Principal and/or Health and Safety Officer will notify the school Superintendent and communicate with appropriate parties as necessary
9. The Health and Safety Officer will respond in writing to the Principal/Site Manager, with copies to the Facility Manager, and the school's Joint Health and Safety Committee.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

APPENDIX "A"

INDOOR ENVIRONMENTAL QUALITY INVESTIGATION: CUSTODIAL CHECKLIST

As part of the Halton Catholic District School Board's *Protocol for Investigating Indoor Environmental Quality Concerns*, it is necessary that the Day Custodian performs a preliminary investigation. Please review the items listed below. Once completed, please sign and submit this form to the Principal/Site Manager.

School/Facility: _____ Location within Building: _____

Principal / Site Manager: _____Date: _____

Day Custodian: _____

1. Are the air handling units running? _____
2. (a) Change or clean filters as required.
   (b) Date of last changing / cleaning: _____
   (c) Regular changing / cleaning schedule: _____
3. Are switches for air handling unit(s) in the "on" position, where applicable? _____
4. Check for obvious / potential sources of air or environmental contamination (e.g. – boxes, furniture blocking units, food scraps in "problem" location, standing water / moisture damage, etc.)

Comments:

_____

_____

_____

Day Custodian's Signature: _____**Date:** _____

APPENDIX "B"

INDOOR ENVIRONMENTAL QUALITY QUESTIONNAIRE

This questionnaire is part of the Halton Catholic District School Board's *Protocol for Investigating Indoor Environmental Concerns*.

The Principal/Site Manager will submit this form to the Health and Safety Officer at the Catholic Education Centre 802 Drury Lane, by email or by fax 905 632 3435 when complete.

School/Facility: _____ Location within Building: _____

Name: _____ Date: _____

Principal/Site Manager: _____

1. Is this being raised as a (a) health concern (e.g. – perceived symptoms) or (b) a comfort concern (e.g. – "hot", "stuffy", "dry", etc.)?

_____

_____

2. Define the air or environmental quality concern.

_____

_____

3. Who is affected?

_____

_____

4. (a) What symptoms are being experienced? Continuous _____ Intermittent _____

Explain: _____

_____

4. (b) How long (i.e. – date) do you feel you have been experiencing the symptoms? _____

_____

_____

5. Do the symptoms improve or worsen at certain times of the day? Explain: _____

_____

_____

6. Are you experiencing these symptoms in any other location? Yes _____ No _____

Explain: _____

_____

7. Are symptoms experienced during certain weather conditions? Yes _____ No _____

Explain: _____

_____

8. Are the symptoms being experienced at certain times of the year? Yes ___ No _____

Explain: _____

_____

9. Do you/does the person(s) have allergies? Yes ____ No ____ Explain: _____

_____

_____

10. Are odours detected? Yes ____ No _____ Explain: _____

_____

_____

11. What do you / the person(s) feel might be the cause of the symptoms being experienced:

_____

_____

12. Are there any hazardous products, chemicals, or equipment present or nearby?

Yes ____ No_____ Explain: _____

_____

_____

13. Is the fresh outside air intake located where it is evident that under certain conditions contaminants or odours from automobile exhaust, factories, etc. may be drawn into the building?

Yes _____ No _____ Not sure ____ Explain: _____

_____

_____

Other:

_____

_____

_____