



Protocol For Handling Air Quality Issues

Background

The purpose of this protocol is to formalize the communication process for handling air quality issues. UPEI's intent is to prevent, as far as reasonably possible, air quality incidents and the associated negative health effects.

This protocol is endorsed by the UPEI Health and Safety Steering Committee. It applies to all faculty, staff and students at UPEI.

Responsibility for implementation of this protocol lies with Chairs, Directors, Managers, Supervisors, etc.

Procedure

Indoor air quality can be compromised due to a variety of factors. It is essential that the working conditions or circumstances that cause unhealthy air quality be assessed so the hazards can be minimized, eliminated, or so building occupants can be relocated to a safe environment.

This procedure is to be used when health problems arise or when health is likely to be affected due to air quality issues.

Sudden critical situations of an emergency nature may need to be dealt with in an adhoc basis. For example, if there is a very faint smell of fumes from an idling truck outside AVC coming into the building, contact the AVC Building Foreman who will investigate the source and request that the vehicle be turned off when not in use. He will then follow-up with the person who had the concern.

It is important to keep written documentation of incidents, meeting minutes, communications, and other pertinent correspondence.

- 1.1 UPEI Faculty, Staff and Students are required to report air quality concerns and negative health affects to their supervisor/manager.
- 1.2 Supervisor is required to investigate and/or contact the next level of management if deemed necessary.
- 1.3 Manager/Chair/Director, etc. is required to:

- 1.3.1 Immediately contact the Facilities Management Department who will dispatch the appropriate staff (566-0471).
 - 1.3.2 With the direction from the appropriate Building Foreman or Project Manager, decide whether employees should be relocated to a safe working environment, or whether the affected work area should be evacuated or shut down in advance of work that may cause poor air quality, as the need arises.
 - 1.3.3 Communicate the concerns to others affected in the area.
 - 1.3.4 Contact a local Health and Safety Committee representative or chair person if health issues arise.
 - 1.3.5 Communicate relevant information to employees within the area.
 - 1.3.6 Ensure that an Indoor Air Quality (IAQ) Report Form is completed and sent to the Director of Facilities Management. The IAQ form and policy are available through Facilities Management or the Health and Safety Advisor.
 - 1.3.7 If health problems are noted, ensure that a UPEI Incident Report and Investigation Form has been completed, signed, and then forwarded to Human Resources.
- 1.4 Building Systems Foreman, Project Manager, or AVC Building Foreman is required to:
- 1.4.1 Investigate the area(s) of concern and possible sources of contamination.
 - 1.4.2 Contact the Project Manager in the case of a renovation/construction project.
 - 1.4.3 Initiate further follow-up or testing, as required.
- 1.5 Project Manager is required to:
- 1.5.1 Investigate the complaint, follow up, arrange for air quality testing as necessary, and document all findings.
 - 1.5.2 Ensure that the contractors/consultant are aware of UPEI requirements and that they take appropriate proactive measures to prevent indoor air quality problems.
 - 1.5.3 Communicate with the consultant when construction related incidents are involved.
 - 1.5.4 Communicate actions taken with contractors/consultant to appropriate management, so that management can keep others in their area informed.
 - 1.5.5 The consultant is required to communicate with contractors and subcontractors to ensure measures are taken to prevent/remove sources which could create indoor air problems.
- 1.6 Local Health and Safety Committee must:
- 1.6.1 Contact the Health and Safety Advisor regarding the concerns
 - 1.6.2 Investigate the complaint and document all findings.
- 1.7 Health and Safety Advisor is required to:
- 1.7.1 Facilitate communications with various internal and/or external groups, as needed.
 - 1.7.2 Aid with follow-up and investigation as needed.

* Note that in some circumstances, responsibilities may change based on the availability of identified individuals.

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