

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #OS-G-02

ENVIRONMENT: AIR QUALITY MANAGEMENT

[BOARD MINUTE #06-97, Page 4]

The Chignecto-Central Regional School Board believes that the school environment should be clean, healthy and safe.

Accordingly, the Board recognizes its responsibility to ensure that all concerns related to building air quality are documented and addressed promptly.

To this end, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor appropriate procedures, guidelines and standards to ensure that:

- air quality in all system facilities is regularly monitored to ensure compliance with provincial standards for air quality;
- all documented complaints regarding air quality are addressed promptly and in accordance with regulatory guidelines; and
- all partners in the education process co-operate such that system facilities are clean and safe.

ENVIRONMENT: AIR QUALITY MANAGEMENT

POLICY #OS-G-02

ADMINISTRATIVE PROCEDURES

Authorization These procedures have been authorized by the **Superintendent of Schools** to ensure effective implementation of Policy #OS-G-02, Environment: Air Quality Management.

Scope Policy #OS-G-02 and these Administrative Procedures apply to **all students, staff and other users of school-system facilities** whenever any environmental aspect of the building affects air quality.

Responsibility It is the responsibility of the **Director of Operational Services** to ensure that Policy #OS-G-02 and these Administrative Procedures are implemented.

Implementation Policy #OS-G-02 and these Administrative Procedures will be implemented by **each Principal or work-site Supervisor assisted by school staff (including the Occupational Health and Safety Sub-committee)**, and by the **Coordinator of Property Services assisted by the R.O.H.S.B., staff of the Operational Services Department and tradespersons employed by or contracted by the Board.**

Procedures

1. Each Principal and work-site Supervisor shall monitor and address day-to-day air quality concerns on an informal basis.
2. The Principal/work-site Supervisor shall investigate all complaints regarding air quality.
3. The Principal/work-site Supervisor shall attempt to resolve minor, temporary problems on-site and immediately by such actions as opening windows and/or doors, relocating classes/employees within the building, and having site custodial staff check air-handling systems in the building.

4. The Principal/work-site Supervisor shall discuss the reported concern with the Occupational Health and Safety Sub-committee.
5.
 - (a) If the problem persists, the Principal/work-site Supervisor shall request and compile appropriate documentation of the concern from the complainant(s) and those affected.
 - (b) The Principal/work-site Supervisor shall discuss the documentation with the Occupational Health and Safety Sub-committee.
 - (c) The Principal/work-site Supervisor shall receive recommendations for corrective measures from the Occupational Health and Safety Sub-committee and shall carry out those recommendations which are within the school's/work-site's resources.
 - (d) The Principal/work-site Supervisor shall ensure that all complaints of a serious or chronic nature are documented in a central school/site-based log.
 - (e) the Principal/work-site Supervisor shall document all "in-house" actions taken to resolve air quality problems and/or complaints.
6. When a problem persists, or the recommendations of the school/work-site Occupational Health and Safety Sub-committee require action beyond the resources of the school/work-site, the Principal/work-site Supervisor shall forward all documentation on the problem/complaint, including proposed remedies, to the Coordinator of Property Services.
7. The Coordinator of Property Services shall review the documentation, confer with the Principal or work-site Supervisor, assign appropriate staff to inspect the building, further investigate the complaint and schedule such actions (within the budgetary resources of the Coordinator) which are identified or required to remediate the concern.

8. When external regulatory agencies, such as the Department of Health, are brought into the situation, the Principal/work-site Supervisor shall notify the Coordinator of Property Services in time to meet the parties involved.
9. The Principal/work-site Supervisor shall keep the Coordinator of Property Services up-to-date at all times; if a problem remains unresolved, or if a plan of action is not considered satisfactory, the Principal/work-site Supervisor shall send all documentation and a covering memo to the Coordinator of Property Services with a copy to the Director of Operational Services.
10.
 - (a) The Coordinator of Property Services shall confer with the Principal/work-site Supervisor to ensure that work which may be hazardous to any individual's health is not scheduled during class time or normal working hours.
 - (b) The Principal/work-site Supervisor shall notify, in advance and with sufficient time for people to make alternative plans, the entire school staff and all students and their parents or guardians, of any procedures which will impact upon the air environment, or are intended to remediate an air environment problem, if those procedures can only take place in the school during class time, or if they may leave residual effects which may remain present during class time.
11. When remediation steps have been taken, the Principal/work-site Supervisor will prepare a summary report on work completed and send it to the Coordinator of Property Services and to the Chair of the Occupational Health and Safety Sub-committee.
12. The Coordinator of Property Services will minimize the risk of air environment concerns by ensuring that normal preventive maintenance is carried out in accordance with written standard practices.

13. The Coordinator of Property Services shall ensure that appropriate staff carry out routine demand maintenance requests in accordance with outlined written procedures.
14. (a) When a written complaint is received by the Coordinator of Property Services in accordance with this policy, the Coordinator shall investigate the matter and respond in writing to the complainant within a maximum of five (5) working days, with a copy to the Principal/work-site Supervisor.

(b) The Coordinator of Property Services shall assign appropriate staff to perform an inspection and shall schedule actions which are identified as required to remediate concerns.
15. The Coordinator of Property Services shall ensure that remediation measures, identified by the investigations initiated under clause 14., are carried out in the recommended time frame.
16. The Coordinator of Property Services will be responsible to assess and plan response to any directives which are received from regulatory agencies in relation to air environment concerns.
17. When any action is identified as required to correct an air environment concern but is beyond the budgetary resources of the Coordinator of Property Services, the Coordinator shall advise the Director of Operational Services of the situation.
18. The Coordinator of Property Services shall discuss with the principal any maintenance or repair measures which may alter the school environment, in sufficient time for the principal to inform staff in advance of the work.
19. When an external regulatory agency, such as the Department of Health, issues directives in relation to an air environment concern, the Director of Operational Services shall meet with the Coordinator of Property Services, the Principal/work-site Supervisor, the Chair of the R.O.H.S.C., the Chair of the school/work-site Occupational Health and

Safety Sub-committee, and any other involved parties, and give directions in writing to correct the concern.

20. When air environment concern remediation efforts will require financial expenditures which exceed budgeted resources, the Director of Operational Services shall take any extraordinary expenditures to the Operational Services Committee for recommendation to the Board.
21. Should the media become involved, the Superintendent of Schools shall handle all communication on behalf of the school board; in the event that the Superintendent is unavailable, his or her delegate or, alternatively, the Board Chairman shall be spokesperson for the Board; the principal will not deal with the media on any air environment concerns.
22. Should extended school closure be contemplated, the Director of Operational Services shall inform the Director of Education Services who will ensure that staff draw up a plan of action which accommodates all students and staff and avoids or minimizes loss of instructional/work time. As part of the plan, the Director shall also convene an urgent public meeting of the Regional Leadership Team, Board Chairman, Coordinator of Property Services, school Principal/and staff, students and parents.

Related Guidelines: Occupational Health and Safety Act and Regulations.

Distribution: Policy and Procedure Manual holders
Regional Occupational Health and Safety Committee Members
Members of all School/work-site Occupational Health and Safety Sub-committees
All work-site Supervisors