



OAK GROVE SCHOOL DISTRICT

INDOOR AIR QUALITY CONTROL ACTION PROCEDURE

The Indoor Air Quality action procedure establishes a standard operating procedure with respect to safety and environmental precautions for Oak Grove School District. We believe that safety and health must be an integral part of every task and must be given the highest priority.

Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. The Manager of Maintenance, Fred Dickey, shall determine the appropriate corrective action to abate, eliminate or correct identified condition.

The Employee will:

- Report any air quality concerns in a timely fashion to the Department of Maintenance and Operations or to the Chief Business Officer.

The District will:

- Investigate all complaints to determine the underlying causes of the incident. Conduct a thorough inspection of immediate and surrounding areas to verify the underlying causes. Proceed with corrective action to prevent a recurrence.
- Assure adequate follow up of all improvement ideas brought to their attention.
- Request technical and medical support from appropriate companies when needed to evaluate the incident in the workplace.
- Communicate health and safety issues to employees through written communications including, but not limited to, the results from inspection and follow up procedure.

Corrective Action

When M&O Receives an Indoor Air Quality Concern or Complaint, the following steps will be taken:

1. M&O will respond to any concerns and complaints
2. M&O will review HVAC units if in question. M&O will check for optimal operation, the ability of the system to properly complete air exchanges, look for any closed or sealed vents or returns, and will engage appropriate outside mechanical consultants when appropriate.
3. M&O will review the results of their findings with the affected building occupants. When necessary, M&O will engage the services of industrial hygienists and safety personnel and conduct necessary air sampling to assure that the building/occupancy is safe for all staff, students, and visitors.

4. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, then all exposed personnel will follow evacuation and reunification procedures and reassemble at a pre-established assembly site.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguarding employees from serious injury or illness. Employees remaining to correct the identified hazard condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves. If immediate corrective action cannot be implemented to abate, mitigate or correct the danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

The appropriate companies will be contacted to evaluate and test the identified hazard. The billing generated to correct unsafe and unhealthful conditions shall be given to the Business Office.

The maintenance of a safe and healthy working environment and compliance with applicable regulations and standards are of the utmost importance to the successful operation of Oak Grove School District.

The Safety Committee is responsible for an annual review of this program and revising it as needed.

INDOOR AIR QUALITY INVESTIGATION - GENERAL INFORMATION

Timely and thorough investigation is an integral part of the overall Air Quality Control Plan. The first report of an incident is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the concern so that appropriate action can be taken to prevent recurrence or further exposure. With this in mind, when conducting an investigation the following guidelines should be observed:

1. If possible, discuss the concern privately at the scene
2. Show concern for the employee's injury or illness, no matter how minor it is
3. Explain why the investigation is necessary
4. Allow the injured or involved employee to relate his or her account of the concern without interruption (Indoor Air Quality Interview form).
5. Reiterate a summary of the concern to assure proper and complete understanding of the employee's story
6. Use tact in resolving any discrepancies in the employee's story
7. Discuss means of solving the exposure
8. Discuss means of preventing recurrence
9. If the Maintenance and/or Operations Department cannot abate, eliminate or correct identified condition, an outside source will be consulted.

Oak Grove Indoor Air Quality Plan was approved by the Safety Committee on October 14, 2014. The plan was reviewed and updated 8/2015, 8/2016 and 8/2017.