

## MOULD PREVENTION AND REMEDIATION PROCEDURE

### Introduction:

It is the responsibility of Turtle mountain School Division (The Division) to provide a safe and healthy environment for all employee and staff. The goal of the Mould Prevention and Remediation program is to identify how to prevent the growth of mould in any of The Divisions buildings by taking swift action to mitigate potential mould. Mould, if removed or disturbed in an uncontrolled manner, can release spores into the air, possibly causing a health hazard. All Division personnel working with or in proximity to the mould spores must be informed by their Supervisors of the known and/or potential hazards associated with this exposure. If mould is present in any of the Division buildings, safe remediation of contaminated areas and prevention of any future mould growth shall be undertaken.

### Definitions:

**Remediation** - Remediation is a process in which mould is cleaned and removed from a building either through professional or non-professional methods.

**Level 1 Remediation** – Any remediation process where .3m (1 foot) of mould or less is being removed at a time.

**Level 2 Remediation** – Any remediation process where over .3m (1 foot) of mould or more is being removed at a time.

**Water Episodes** – Incidents or conditions that result in excessive moisture within a building (e.g. flooding, leaks, water intrusion, condensation, etc.).

### Responsibilities/Procedures:

#### 1. Divisional Leadership Team:

- 1.1 Shall ensure responsibilities for mould prevention and remediation are clearly established for all employees.
- 1.2 Shall ensure prompt response to any water episodes.
- 1.3 Shall notify the Maintenance Supervisor of any potential mould remediation.
- 1.4 Shall ensure any employee performing Level 1 remediation has the necessary training and equipment.
- 1.5 Shall provide appropriate direction to the employee and Supervisors regarding each individual mould remediation as every remediation has differing circumstances.

- 1.6 Shall ensure any remediation occurring that are larger than Level 1 remediation are outsourced to a professional safety company with experience performing microbial investigations; and performed by contractors trained in the handling of hazardous materials.
- 1.7 Shall direct Supervisors to ensure any employee that is working in the vicinity of mould is made aware of its presence.
- 1.8 Shall add to the agenda of the Workplace Safety and Health Committee the remediation as a means of communication of the safety concern to the employees.

**2. Supervisors:**

- 2.1 Shall ensure prompt response to any water episodes.
- 2.2 Shall notify the applicable Division Leadership Team member of water episodes and preventative practices in place for that water episode.
- 2.3 Shall ensure any employee under their direction follow mould prevention practices.– (see Water Damage Cleanup and Mould Prevention Guidelines.)
- 2.4 Shall ensure any employee that is working in the vicinity of mould is made aware of its presence.
- 2.5 Shall ensure any employee under their direction performing Level 1 mould remediation is trained and follow the safe work procedures – Level 1 Mould Remediation Safe Work Procedures.
- 2.6 Shall ensure there are minimally two employee members performing level 1 mould remediation.
- 2.7 Shall ensure any volunteers or the public cannot access areas where any mould remediation is being performed.
- 2.8 If the work of contracted or service providers may result in disturbance of mould-containing materials, they shall be advised of the existence of such materials, as well as required work protocols and procedures.

**3. Employees:**

- 3.1 Employees witnessing any water episodes shall inform their Supervisor as soon as possible. Employee shall ensure the water leak is remedied and the water episode has been cleaned following in accordance with the required actions listed in HRS #####(a).
- 3.2 Advise their Supervisors of any mould-related occupational health and safety issues or concerns or any potential mould (water leaks) as soon as possible.
- 3.3 Work in a manner that does not contribute to the development of mould-related problems.
- 3.4 Follow safe work procedures applicable to any mould remediation work they perform.