



Mold Prevention and Remediation

Introduction:

It is the responsibility of Park West School Division (The Division) to provide a safe and healthy environment for all employee and clients. The goal of the Mold Prevention and Remediation program is to identify how to prevent the growth of mold in any of The Divisions buildings by taking swift action to mitigate potential mold. Mold, 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 mold spores must be informed by their Supervisors of the known and/or potential hazards associated with this exposure. If mold is present in any of the Division buildings, safe remediation of contaminated areas and prevention of any future mold growth shall be undertaken.

Definitions:

Remediation - Remediation is a process in which mold 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 mold or less is being removed at a time.

Level 2 Remediation – Any remediation process where over .3m (1 foot) of mold 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 mold 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 mold 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 mold remediation as every remediation has differing circumstances.
- 1.6 Shall ensure any remediations 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 mold 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 mold prevention practices. SM 221A – Water Damage Cleanup and Mold Prevention Guidelines.
- 2.4 Shall ensure any employee that is working in the vicinity of mold is made aware of its presence.
- 2.5 Shall ensure any employee under their direction performing Level 1 mold remediation is trained and follow the safe work procedures – SM 220A – Level 1 Mold Remediation Safe Work Procedures.
- 2.6 Shall ensure there are minimally two employee members performing level 1 mold remediation.
- 2.7 Shall ensure any volunteers or the public cannot access areas where any mold remediation is being performed.
- 2.8 If the work of contracted or service providers may result in disturbance of mold-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 SM 221A.
- 3.2 Advise their Supervisors of any mold-related occupational health and safety issues or concerns or any potential mold (water leaks) as soon as possible.
- 3.3 Work in a manner that does not contribute to the development of mold-related problems.
- 3.4 Follow safe work procedures applicable to any mold remediation work they perform.