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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Ventilation

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POLICY

It is the policy of Community Living Thunder Bay to provide general indoor ventilation to protect the health and safety of employees by natural or mechanical means.

PURPOSE

To protect the health and safety of employees.

RESPONSIBILITY

It is the responsibility of the Executive Director to ensure adherence to this policy.

GENERAL MANUAL PROCEDURE

TOPIC: Ventilation

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PROCEDURE:

1. The mechanical ventilation system shall be inspected every six months to ensure it is in good condition.
2. The inspection shall be carried out by a person who is qualified by training and experience to make such an inspection.
3. The person carrying out the inspection shall file a report on the inspection with the employer.
4. The mechanical ventilation system:
 - a. Shall be serviced and have maintenance work performed on it as frequently as recommended by the manufacturer
 - b. Shall be serviced, have maintenance work performed on it or be repaired when a report from the person carrying out the inspection indicates it is necessary to ensure the system is maintained in good condition
5. The ventilation system shall be such that replacement air is provided to replace air that is exhausted.
6. The replacement air shall:
 - a. Be heated, when necessary, to maintain at least the minimum temperature in the workplace (refer to Heating policy and procedure)
 - b. Be free from contamination from any hazardous dust, vapor, smoke, fume, mist, or gas
 - c. Enter in such a manner so as not to cause undue drafts and prevent
 - Blowing of settled dust into the workplace
 - Interference with any exhaust system
7. Air discharged from any exhaust system shall be discharged to prevent the return of contaminants to any work area.