



*Pathway to the Future*

## **Indoor Air Quality Plan**

**Berryessa Union School District  
1376 Piedmont Road, San Jose CA 95132  
408-923-1800**

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## Introduction

The indoor air quality action procedure establishes a standard operating procedure with respect to safety and environment precautions for Berryessa Union School District. We believe that safety and health must be an integral part of every task and must be given the highest priority.

## Identification, Action and Contacts

Each identified unsafe or unhealthful condition; procedure or work practice will be addressed in a timely manner. The Director of MOT, Dan Norris, 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 Maintenance Supervisor or to the Director of MOT

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 recurrence.
- Assure adequate follow up of all improvement ideas of improvement ideas brought to their attention.
- Request technical and medical support for 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 form inspection and follow up procedures.

Contacts:

Berryessa Union School District (Corporation Yard)  
945 Piedmont Road  
San Jose, CA 95132

IPM Coordination:    Dan Norris                      (408) 923-1898                      [Mcruz@busd.net](mailto:Mcruz@busd.net)

## Corrective Action

When M&O received an Indoor Air Quality Concern or Complaint, the following corrective action will be taken:

1. M&O personnel will respond to any ay concerns or complaints
2. M&O personnel will review associated HVAC unit(s) 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 consultant when appropriate.

3. M&O personnel will review the result of their findings with the affected building occupants. When necessary, M&O will engage the services of industrial hygienists or 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 employee having the potential exposure to the concealed hazard.

Appropriate outside contractors will be contacted to evaluate and test the identified hazards. All d

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 the Berryessa Union School District.

### **General Information regarding Indoor Air Quality Investigation**

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
5. Reiterate a summary of the concern to assure proper and complete understanding of the employees account
6. Use tact in resolving any discrepancies in the employees account
7. Discuss means of solving the exposure
8. Discuss means of preventing recurrence
9. If the M&O department cannot abate, eliminate or correct identified condition, an outside source will be consulted.

**Updated on 4/2017 and approved through BUSD Safety Committee on 5/2017.**

**Updated on September 2020.**