

## **Procedure for Addressing Health and Safety Concerns Raised by Staff, Faculty and/or Students**

The following is a proposed sequence of activities to be followed upon receipt to a health or safety concern raised by staff, faculty or students. The concern may be related to any issue, including, but not limited to: indoor air quality (unusual odors, etc.), chemical/other spills, and other suspected environmental hazards (asbestos, lead-based paint, mold or other microbial contamination, etc.).

All such concerns will be presented to the school principal or in the principal's absence, his/her designee. The principal or principal's designee will consult with the designated teacher/staff representative to coordinate and implement the appropriate response.

### **EMERGENCY SITUATIONS**

*Principal or his/her designee determines whether the concern constitutes an emergency.*

Emergencies are situations in which limited time is available to avert serious health problems or property damage such as:

- Obviously life threatening situations, such as hazardous materials spills.
- Symptoms of carbon monoxide poisoning (headaches, dizziness, drowsiness, nausea)
- Widespread breathing difficulties such as shortness of breath, chest tightness or respiratory irritation
- Diagnosed Legionnaire's disease or tuberculosis
- Other situations either in combinations with or which produce some of the symptoms listed above, such as noticeable combustion odors, flooded or water damaged carpets, etc.

**If the concern is designated as an emergency, the following procedures will be followed:**

- Immediately seek assistance from accredited medical personnel, (e.g. Fire Dept./EMT)
- Evacuate affected areas, if warranted
- When appropriate, such as for carbon monoxide poisoning or chemical spills, ventilate the affected areas with large amounts of outside air (use temporary fans if needed)
- Inform building occupants and parents or minors of the problem, and maintain clear communications using the district/building crisis plan

### **NON-EMERGENCY SITUATIONS**

**If the concern is not designated as an emergency, the following steps will be taken:**

- Complainant(s) will be asked to document the concern using the district's **Environmental Request for Action** form.
- The concern will be investigated promptly (within 2 calendar days), by the Director of Buildings and Grounds or a designated senior maintenance supervisor. (These individuals have the training and authority to recognize a problem and institute an appropriate response.)
- The appropriate individual will first conduct a visual inspection using the standardized format. Other actions that might be taken include asking the complainant(s) to prove and/or collect

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cause, particularly if the problem appears to be widespread. This might include a formal survey, diary, or other methods designed to produce reliable data.

- Within one week following the initial complaint, a written response will be issued to the complainant(s) and principal explaining what was found and what actions will be taken, why and when.
- The Director of Buildings and Grounds will assign the project to either district personnel or an outside contractor, depending on the scope of the project. Whoever does the project will take the utmost care to ensure the safety of occupants at all times while the project(s) is/are completed.
- The complainant(s) and principal will receive written notice when the project has been completed.
- A follow-up call or visit will be made to the complainant(s) no more than three weeks after the corrective action is completed to ensure that the problem has been remedied.
- If the remedy has not been successful, the principal and a teacher representative will consult with a maintenance administrator to determine the next steps, which might include additional testing, professional surveys, etc.

### Environmental Request for Action Form

- Upon completion, turn in form immediately to Principal or designee.
- With one (1) hour after review, Principal to fax to the District Buildings and Grounds Department at 630-790-6545.

Date of Incident: \_\_\_\_\_ School: \_\_\_\_\_

Person expressing concern:

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Is this a first report?  Yes  No, Date first reported \_\_\_\_\_

Lack of follow-up from previous concerns dated \_\_\_\_\_

#### Symptoms

Headaches, dizziness     Eye irritation     Swelling, itching

Nausea     Throat irritation     Cough

Lethargy, drowsiness     Nose irritation     Chest tightness

Shortness of breath     Fever, chills     Fatigue

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#### Noted Environment Issues

None     Odor     Temperature     Humidity

Describe Problem noted:

Has the issued persisted? If so, how long?

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Has anything changed recently in the area affected?

Please note if any of the following exist:

- Visible mold/mildew
- Different smell from housekeeping chemicals
- Different activity immediately outside of affected area
- Recent roofing, painting, remodeling
- Stiffness of air

Complainant Background Information

How long have you noticed the above symptoms?

Do you experience these symptoms elsewhere? (Home? Outdoors?)

Have you experienced any changes in medication, diet, etc. recently?

Do you have a history of any of the following problems/conditions?

- Respiratory                       Circulatory                       Muscle, joint pain

Known allergies – to what?

**Office use only**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\*Situation determined to be:

Emergency – (life threatening)

Critical – (impacts school day/business)

Urgent – (Needs to be taken care of quickly, but not an emergency or critical)

By: \_\_\_\_\_ (Name of principal or designee)

Remediation sought:

Maintenance Administrator Contacted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Response to complainant(s) with estimated correction date

(Estimated Correction Date): \_\_\_\_\_

Reviewed: February 28, 2005, April 23, 2012

Adopted: March 21, 2005, April 16, 2007, May 14, 2012