

## Indoor Air Quality

### OVERVIEW

Indoor air quality problems may arise due to a malfunctioning ventilation system, accidental chemical release, construction, or maintenance activities. Such occurrences may affect an employee's ability to work.

### AIR QUALITY

Contact Environmental Health and Safety (EH&S) if experiencing problems with the air quality in a work area; telephone 509-335-3041.

### Action

Contact the unit supervisor and leave the immediate area if the odor is unbearable or is causing health effects.

### Investigation

Environmental Health and Safety conducts an investigation of the work area with EH&S equipment that monitors indoor air quality.

### Reporting

Each employee affected by an indoor air quality problem must complete an Incident Report (see *SPPM 2.24*).

### Relocation of Work

With administrative approval, employees may be allowed to work in another area until the indoor air quality is resolved. Employees should work with their supervisors to determine secondary work locations.

### Leave Time

Refer to *BPPM 60.57* and *60.63* for guidance in determining leave use.