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Risk Reduction Program Reviews

Each fiscal year, your district's risk reduction programs are reviewed for compliance and best-practice standards. We recently revised our questions and point values for our annual program reviews to explain better why we developed these reviews for our Trust members. These programs were developed as a risk-reduction platform that helps member districts reduce risk exposure, reduce on-the-job injuries, and meet compliance requirements. These areas include safety committees, hearing protection audiograms, physical ability evaluation, return-to-work, indoor air quality, and science lab safety.

Each program has an annual or biennial (every other year) program review to inform our district partners how well they are doing and what we can do together to improve their results and reduce overall risk. We believe it is important to let our districts know when they are and are not meeting compliance standards and best practices for these programs because they're in everyone's best interest. Many programs are fully funded and managed by the Trust to reduce costs and barriers to implementation.

The following program questions briefly explain their importance and the questions/point values for each question. We have also outlined the compliance standards and best practices for each question to inform our members better.

We appreciate your continued participation and partnership. Trust programs and associated programs are part of a risk management platform focused on areas where our district members can reduce risk exposure, decrease on-the-job injuries, and contain related costs. The primary focus areas include Safety Committees, Onsite Audiograms, Physical Ability Evaluations, Science Laboratory Safety, Indoor Air Quality, and Return-to-Work.

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INDOOR AIR QUALITY (IAQ) PROGRAM REVIEW

Good Indoor Air Quality (IAQ) contributes to a safe and healthy educational environment and enhances the performance of students and staff. We support our member districts in building a proactive, preventive IAQ Program, and through offering site assessments and individualized consults to solve specific IAQ problems. Our IAQ program is performed every other year, addresses the main elements of a proactive IAQ Program and is based on guidance from the Environmental Protection Agency (EPA) and the WA State Department of Health.

Below are the IAQ Program Review questions:

Indoor Air Quality Program Questions	Points
1. IAQ policy/procedure: There is a written District IAQ policy / procedure that is communicated to all employees and is consistently followed.	10
2. IAQ Coordinator: There is a designated IAQ coordinator with appropriate knowledge and authority who collaborates with WCT.	10
3. Reporting IAQ concerns: District has an IAQ complaint reporting form/procedure that all employees are aware of and have easy access to.	6
4. HVAC expertise: district has own trained & qualified HVAC personnel or hires contractors.	10
5. Outside assistance: District seeks assistance from outside experts (WCT, contractors, regulatory agencies) as needed.	6
6. Communication: There is timely, open communication between stakeholders regarding IAQ problem assessment and resolution.	6
7. Education: District makes proactive effort to educate ALL staff regarding IAQ/air contaminants/mold issues and the employees' responsibilities in these areas.	6
8. Documentation: The IAQ coordinator maintains a central file documenting IAQ concerns and resolutions.	6
9. Preventive Maintenance: District has a documented preventive maintenance program for the HVAC system of all occupied buildings.	6
10. Cleaning products: District is using low hazard, "green", unscented cleaning products and EPA certified disinfectant.	6
11. District is using HEPA filters and/or bags on vacuum cleaners.	6
12. There is a written policy / procedure guiding purchase of custodial chemicals (cleaners, disinfectants etc.) and all employees are directed to use ONLY chemicals provided by or approved by the District. Presence of chems in classrooms is occasionally checked and corrected.	10
13. Walk-through inspections: There are periodic walk-through inspections to address IAQ elements such as ventilation, cleanliness, stains, visible mold, moisture, water leakage, unusual smells, etc.	6
14. Water and mold remediation: properly performed by trained district personnel or contractors; documented.	6

Note: This is a "best practice" program and is not a WISHA/DOSH compliance program.

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