

Policy Name:	Indoor Temperature Extremes
Originating/Responsible Department:	Office of Risk Management
Approval Authority:	Senior Management Committee
Date of Original Policy:	October 2002
Last Updated:	April 2024
Mandatory Revision Date:	April 2029
Contact:	Executive Director, Office of Risk Management

Policy:

Carleton University is committed to the protection of the health, safety and well-being of all members of the University community. The University also strives to always provide indoor environmental conditions conducive for occupancy that will foster and support learning, working and research functions. Environmental conditions may include temperature, relative humidity and airflow. In rare cases, these conditions might be impacted, such that normal operations may need to be altered.

Purpose:

The purpose of this Policy is to identify the procedures to be followed in the event that indoor temperature extremes prompt the review of working conditions in any building or work area. The potential closure of any building or work area due to indoor temperature extremes shall be subject to operational requirements and considered on a case-by-case basis.

Scope:

This Policy applies to all buildings occupied by Carleton University faculty, staff, or students where the temperature can be reasonably controlled.

This Policy is not intended to address specific medical concerns under which a person may experience health effects or require accommodations, as individual susceptibility may vary significantly. Rather, these shall be addressed through the accommodation process. Any person experiencing health effects should discuss with their supervisor and seek medical attention as required.

This Policy is also not intended to address exposure to hazardous temperature conditions that might be the result of the following activities:

- Workplaces or work areas that are hot or cold, primarily due to process heat or cold
- Outdoor workplaces or work areas with or without a physical work component

Procedures:

1. Concerns regarding conditions of extreme high or low temperatures in buildings shall be reported to Facilities Management and Planning (FMP), through the FMP Service Centre by telephone at ext. 3668 or by email at fmp.service.centre@carleton.ca as soon as possible.
2. If, after consultation with FMP, it is determined that the extreme condition cannot be addressed in a timely manner, the Office of Risk Management (ORM) and FMP will discuss alternative working arrangements with stakeholders. These may include temporary relocation of all or some of the work functions to other campus locations, staff rotation, working from home, or similar temporary arrangements. Working with Scheduling and Examination Services, affected classes will be relocated as required. Should the measures taken not sufficiently address the concerns, temporary building or area closure may be permitted.

3. The decision regarding alternative arrangements and or building or area closure is the responsibility of the department head, and based on the recommendations provided by the ORM and FMP . Notification of any closures must be provided to the Building Authority. The decision to cancel classes resides within the Office of the President, in consultation with the Vice-President (Students and Enrolment), and other stakeholders as required.

Roles and Responsibilities

University Community Members

All members of the community are responsible for reporting concerns in a timely manner to their supervisor/ manager, as well as to FMP so they can be addressed.

Supervisors/Managers

Supervisors/managers are responsible for ensuring a safe and healthy work environment for their workers. As such, they are responsible for investigating any hazards or concerns of which they become aware, including indoor environmental conditions. They are to be familiar with the Carleton University Office Thermal Comfort and Heat Stress Guideline and to seek guidance therein.

Managers/supervisors are to follow up with the FMP Service Centre for information to communicate to their staff.

Facilities Management and Planning (FMP)

FMP is responsible to monitor the ongoing operations of the building systems.

FMP will advise of any interruptions in service as they become known, including anticipated dates of seasonal switchover. Communication to be determined on a case-by-case situation, but at least to the impacted areas. Any prolonged interruptions that are expected to impact occupant well-being and/or university operations, will be discussed with ORM.

Office of Risk Management (ORM)

ORM is responsible to monitor regulatory and/or best practices with respect to indoor environmental air quality. ORM is also responsible to assess impacts and risks to building occupants and university operations and work with FMP to provide recommendations on corrective and mitigative actions.

References

Occupational Health and Safety Act

Ontario Building Code

ASHRAE 62.1 (Ventilation for acceptable indoor air quality)

ASHRAE 44P Draft (Protecting building occupants from smoke during wildfire and prescribed burn events)

ASHRAE 55 (Thermal Environmental Conditions for Human Occupancy)

Carleton University Office Thermal Comfort and Heat Stress Guideline

Contacts:

Executive Director, Office of Risk Management

Director, Environmental Health and Safety

Associate Vice-President, Facilities Management and Planning

Director, Energy and Sustainability Services

Director, Operations and Maintenance Services

Related Policies

Environmental Health and Safety Policy