

CLEAN AIR POLICY			
Effective Date	October 12, 2018	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Cross-Reference	1. Municipal Bylaws 2. Smoke Free Policy 3. Occupational Health and Safety Policy 4. Parking and Traffic Management Policy 5. Tobacco Reduction Act and Regulation 6. Vehicle Use Policy
Approver	Executive Council		
Review Schedule	Every 5 years		
		Appendices	

1. Policy Statement

1.1. It is the intention of the Grande Prairie Regional College (“GPRC” or the “College”) to establish and enforce a Clean Air Policy for the benefit of the environment and people in GPRC buildings, outdoors on campus grounds, and while using GPRC vehicles and equipment. The success of the policy largely depends on mutual cooperation of the members of the College.

2. Background

2.1. It is GPRC’s intent to limit the potential exposure of faculty, staff, students, visitors, and contractors to the adverse effects of poor air quality, exhaust emissions, and to reduce the risk of fire on campus.

3. Policy Objective

3.1. To ensure a safe and healthy environment at GPRC.

4. Scope

4.1. This policy applies to all individuals in or on GPRC premises, as well as drivers and passengers in College fleet vehicles.

5. Definitions

5.1. “Premises” means College campus, grounds, and buildings that are owned, leased, or operated by the College.

5.2. “Engine Emissions” are hazardous fumes that are released from internal and stationary combustion engines, light duty or heavy duty vehicle and equipment engines, and exhaust systems that run on diesel or gasoline.

5.3. “Vehicles” include cars, vans, motorcycles, buses, trucks, etc.

5.4. “Ventilation” means or refers to engineering or administrative controls used for improvement of air quality, air flow, or air exchange in an occupational work environment.

5.5. “Poor Indoor Air Quality” could be caused by: vehicle or equipment engine emissions, chemical vapours, wood dust, moulds or fungi, bacteria, gases, welding fumes, paint residue, etc.

5.6. “Idling” is the operation of a combustion engine of a vehicle or a piece of equipment when it is not being used and is still running.

6. Guiding Principles

- 6.1. Faculty, staff, students, visitors, and contractors will be encouraged to review the *Clean Air Policy*, and the *Cannabis, and Smoke Free Policy* prior to their arrival at the College.
- 6.2. Ceremonies for the purpose of smudging or traditional pipe ceremonies indoors may be allowed. Facilities – Maintenance and Operations must be contacted for approval.
- 6.3. While in Campus buildings or in fleet vehicles, members of the GPRC Community should be considerate to those with sensitivities to fragrances.
- 6.4. Vehicles parked within five metres of a doorway, window that opens, or air intake, must be immediately turned off and cannot idle. The vehicle must be parked with the exhaust facing away from the door, window, or intake.
- 6.5. Signage will be posted in areas where there is no idling allowed.
- 6.6. Ventilation systems that are permanently installed, or brought in as temporary units, must be activated and used whenever there is the potential for poor indoor air quality.
- 6.7. Ventilation systems are built and maintained according to relevant engineering standards, parts and equipment specifications, the Alberta Building Code, Alberta OHS Codes of Practices, and standards for clean air in the workplace, and are monitored for effectiveness through the campus locations.
- 6.8. Ventilation systems are to be only used as per engineered or manufacturer's specifications and the ventilation system's intended purpose.
- 6.9. All GPRC employees and contractors driving or operating vehicles / equipment owned by GPRC or when being compensated by GPRC for use of personal vehicle, will adhere to the following idling conditions:
 - 6.9.1. Engines must be shut off when idle time is expected to exceed 3 minutes.
 - 6.9.2. Vehicles must not be left unattended while idling except in situations authorized by specific department procedures.
 - 6.9.3. Vehicles may be idled to warm-up in colder temperatures while the operator mechanically clears the windows and mirrors from frost, ice, or snow.
 - 6.9.4. During warm-up, vehicles/equipment must not be idled longer than necessary to ensure safe operation. This warm-up time may vary dependant on the time of day, weather conditions, outdoor temperature, type of motor vehicle or equipment being operated, or how much time has elapsed since the previous engine start.
 - 6.9.5. GPRC vehicles and equipment operated as part of scheduled credit and non-credit courses are allowed to idle as long as required to meet training needs and if inside, must have in place and in use appropriate ventilation to control engine emissions.
- 6.10. Non-GPRC owned vehicles/equipment should not remain running for longer than twenty minutes while the vehicle is not in motion.

6.11. Regarding the idling of GPRC and non-GPRC vehicles/equipment, (outside of no-idling zones) there is an expectation of reasonable judgement in adhering to this policy when the following conditions exist:

- 6.11.1. Animals, plants, or temperature sensitive materials are onboard.
- 6.11.2. A situation where not idling may compromise human health or safety.
- 6.11.3. Vehicles or equipment providing power for on-board equipment, inverters, computers, lift platform, air tools, emergency lighting, equipment, or auxiliary equipment.
- 6.11.4. GPRC vehicles are supporting a public function, or an emergency scene.
- 6.11.5. When a vehicle is stopped while driving because of traffic control devices, pedestrians, or other delays encountered in traffic.
- 6.11.6. Any vehicle requiring service due to a mechanical problem provided the vehicle is not left unattended.
- 6.11.7. City of Grande Prairie buses and disable transportation are exempt from the idling section of this policy between the dates of October 1st through April 1st.
- 6.11.8. All emergency vehicles are exempted from the idling section of this policy. However, the expectation is that operators will comply with this policy when the situation allows for the shutting down of emergency vehicles.

7. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this policy
Director, Facilities – Maintenance and Operations	<ul style="list-style-type: none"> • Oversee the implementation of this policy
Members of the College Community	<ul style="list-style-type: none"> • Adhere to the policy and bring its provisions to the attention of potential violators

8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Administration.

- 8.1.1. Policy exceptions must describe:
 - 8.1.1.1. The nature of the exception
 - 8.1.1.2. A reasonable explanation for why the policy exceptions are required
 - 8.1.1.3. Any risk created by the exceptions to this policy
 - 8.1.1.4. Evidence of approval by the Director, Facilities – Maintenance and Operations.

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance and Operations.

10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.