

For Further Information

UBC Internal:

Ergonomics (HSE)

www.ubc.ca/okanagan/hse/health/ergonomics.html

Indoor Environmental Quality (HSE)

www.ubc.ca/okanagan/hse/health/indoorenvqual.html

Janitorial / Custodial Services (Facilities Management)

www.ubc.ca/okanagan/facilities/services/Janitorial_Custodial_Services.html

No Scents is Good Sense Program (HSE)

www.ubc.ca/okanagan/hse/health/scentfree

External Resources:

Canadian Centre for Occupational Health & Safety.
Indoor Air Quality

www.ccohs.ca/oshanswers/chemicals/iaq_intro.html

Health Canada. Indoor Air Quality in Office Buildings: A
Technical Guide. 1995. Document 93-EHD-1966.
Minister of Supply Services Canada

Public Works and Government Services Canada. Indoor
Air Quality

www.tpsgc-pwgsc.gc.ca/biens-property/qcnsl-qtps/index-eng.html

Quit Now. The Lung Association

www.quitnow.ca

United States Environmental Protection Agency.

An Office Building Occupant's Indoor Guide to Indoor
Air Quality

www.epa.gov/iaq/pubs/occupgd.html



a place of mind

Fast Facts

Actions in your office space can affect the conditions for other office occupants

Desktop printers can release particulates and small quantities of volatile chemicals into the air

Building temperature control systems can take several days to respond to rapidly changing temperatures

Individual thermostats control temperatures in multiple office spaces

Food odours, smoking by-products, residues of scented personal care products and dust can linger in common areas causing physical symptoms in some people

UBC uses low VOC paints, carpets, and tiles to reduce volatile compounds in our indoor environment

Our cleaning staff uses biocleaners, EcoLogic certified cleaners and microfiber cloths to limit chemical exposure



Indoor Environmental Quality is everyone's responsibility. Take control of the air you breathe by using your Indoor Air Quality smarts to protect everyone's air space.

Help us to help you!

Participate

Go Scent Free: Scented personal products contain chemicals which can cause health problems for many people, especially those with asthma, allergies or environmental illnesses. Participate and spread the word about the “No Scents is Good Sense” program.

Go Smoke Free: Second-hand smoke and its by-products can affect you, your co-workers and your family. See Resources for “Quit Now”.

Sit Comfortably: Improper ergonomics can lead to sore muscles, headaches and muscular skeletal injuries. Request an ergonomics assessment from your local Ergo Rep or HSE.



Be Temperature Aware: Thermostats control conditions in multiple rooms and the use of personal heating / cooling devices can interfere with their proper functioning. Be mindful of how temperature preferences can affect others. Expected indoor temperatures fluctuate with the changing seasons. Manage temperatures with seasonal clothing and window coverings.

Fulfill Your Cleaning Responsibilities: Check Facilities Management web page for cleaning schedules to ensure you’re prepared for surface cleaning visits. Cluttered surfaces cannot be cleaned by housekeeping staff. It is your responsibility to take your office refuse and recycling to common bins frequently. Information on cleaning and refuse is found on the Facilities Management website.

Organize

Reduce Paper: Extra paper and clutter can act as a source of dust and provide a home for unwanted organisms and pests. Storage inside locked cabinets limits production of dust and helps ensure confidentiality. Consider managing materials digitally or storing materials offsite.

Have your administration contact Strategic Sourcing to evaluate your options for alternative storage with local companies

Leave it at Home: Limit the number of materials, chemicals and synthetics brought into your space. The use of deodorizers, sprays and other materials adds to the overall airborne load.

Practice Safe Snack Storage: Storage, preparation and disposal of food in offices can spread smells into neighbouring air spaces and encourages pests. Store food and beverages outside of your office in common kitchens and refrigerators.

Keep it Clear: Keep stored materials away from ventilation openings and refrain from modifying air flow as it interferes with normal function. Ask Facilities Management to assist you if adjustments are needed.

Print with the Big Guys: Some types of personal printers emit volatiles and dust. Where possible, use centralized printing locations to limit production of unwanted airborne materials.

Communicate

Sometimes your situation requires a more collaborative approach. Report your concern to the correct department:

Emergencies - Campus Security: 250-807-8111
Report: fire, flood, power outage, serious & immediate health concerns, natural gas odours, & immediately hazardous situations

Facilities Management: 250-807-9272
www.facilities.ok.ubc.ca
Report: uncomfortable temperatures, pest control, custodial services, nuisance odour complaints, housekeeping, broken or damaged facilities

Health, Safety & Environment: 250-807-8624
www.hse.ok.ubc.ca
Report: Indoor Environmental Concerns. Individuals experiencing health difficulties should seek assistance from their health care providers and access confidential support through the Workplace Accommodation and Re-integration Program.
www.ubc.ca/okanagan/hr/health/wrap

Off-Site Materials Storage: 250-807-9628
Contact Strategic Sourcing to discuss options

