

ODOR INVESTIGATION POLICY

INVESTIGATIVE PROTOCOLS AND EVACUATION AND/OR WORK STOPPAGE GUIDANCE CRITERIA

In the event of a notification of unusual or objectionable odors, representatives from the _____ *[name of responsible department]* will respond to and investigate the odor situation. Utilizing all reasonable resources available, these persons will strive to identify the source of the odor and to quantify the causative chemical level.

The following will be considered during the course of the odor investigation:

- Employees and visitors (visitors shall include contractors) in the areas(s) affected by the odor may be asked to relocate to a designated location while the investigation is ongoing. Cafeteria and break areas and the like may be utilized for such a purpose.
- Investigators may take into account the number of employees and visitors exhibiting health effects and the severity of the effects. In the event a minority of individuals (approximately 20% of the individuals potentially affected) exhibit mild symptoms, investigators may request that the affected individuals be relocated while the investigation is ongoing.
- Investigators may take into account the time of the odor occurrence. For events occurring within the last 90 minutes of work, investigators may recommend to department supervisors that affected individuals be released early while the investigation is ongoing.
- All persons complaining of health effects (regardless of the severity) are to be presented with the opportunity to be examined by the health professionals at a local hospital or clinic.

THIS IS A 3-PAGE POLICY.