

Ventilation & Indoor Air Quality Review Checklist



Just because your HVAC system is operating normally doesn't mean you're meeting your OHS duty to ensure that the workplace is effectively ventilated to ensure workers' health and safety under current atmospheric conditions. The problems may derive not from whether the system is functioning how it's supposed to, but whether that system is the right one for this workplace.

So, instead of asking "Is the HVAC system working," OHS directors should ask: "Is our ventilation system adequate for the people, processes, and airborne hazards that exist in this workplace at this time?"

Strategy: Regularly perform a field level ventilation review to verify whether the HVAC system is adequate. Here's a Checklist you can use to carry out the ventilation review. You should also have a [competent](#) person carry out a more detailed atmospheric hazard assessment if you identify potentially significant problems during the field review. This checklist is available for download in doc and PDF formats below.