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| Category: Occupational Health, Safety, and Environment | Responsible Owner: VP Operations | Effective Date: February 2023 |
| Policy Number: 9.6 | Approval Body: Board of Governors | Policy Name: Water Testing Policy |

A. POLICY:

PURPOSE/COMMITMENT: In BC, schools are responsible for ensuring the quality of the drinking water provided in their facilities. It is Columbia College's plan to collect samples (following VCH guidelines) of drinking water and have them tested on a regular basis.

This Water Testing Policy considers the following:

1. Risk assessment
2. Water testing
3. Communication plan
4. Mitigation strategies

SCOPE: Sources of drinking water at Columbia College include:

Main Campus

- 2nd floor - staff kitchen sink and water fountain by elevators
- 3rd floor - sink in student lounge and water fountain by elevators
- 4th floor - sink in student lounge and water fountain by elevators
- 5th floor - sink in faculty kitchen

North Campus

- 4th floor – sink in student lounge, sink in staff lounge, water cooler in staff lounge

WHEN TO USE THE POLICY: This policy must be followed when addressing issues testing drinking water on College premises.

DEFINITIONS:

B. PROCEDURES

1. Risk Assessment
 - a. Columbia College's building at 438 Terminal Avenue, Vancouver, is relatively new (completed in 2013), well after the Ministry cut-off date of January 1st, 1990). Extensive testing in 2016 showed no elevated levels of lead (or other contaminants), and the risk is relatively low.
2. Water Testing

- a. The legal requirement is that schools should test drinking water at least every three years. Columbia College will test drinking water for lead every year by commissioning the Property Manager to hire a qualified provider to test drinking water from a number of drinking water sources. Different sources will be tested on each occasion, though “end of branch” sources will be tested more often than others, as is recommended.
 - b. Every three years, the College’s drinking water will be tested for all possible contaminants.
 - c. If a test result shows lead levels above **0.005 mg/L (5 µg/L)**, action will be required. The source will be disabled immediately, and not brought back into use until a suitable filtration system is installed.
3. Mitigation
- a. Sources of drinking water at Columbia College will be flushed regularly to prevent the accumulation of contaminants. Flushing will be carried out at least once per week. Water sources should be run until the water produced is running cold – this may take up to 5 minutes.
4. Communication
- a. If an elevated level of lead or other contaminants is identified through testing the Ministry will be informed. Results of the regular lead testing will be made available to parents/guardian, students and staff if requested; such requests will be made to the Principal or Head of High School.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

[BC Government publication “Testing Lead Content in Drinking Water of Independent School Facilities”](#)
[VCH publication “Protecting Children from Lead in Drinking Water at Schools – Recommendations of the Medical Health Officer to School Districts](#)

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

[British Columbia’s Drinking Water Protection Act \(2001\)](#)

RELATED POLICIES:

APPROVALS:

IF APPLICABLE:

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| Chair, Academic Board | Date: |
| Chair, Marketing and Recruitment Committee: | Date: |
| Chair, Finance Committee: | Date: |
| Chair, OHSEC: | Date: |

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APPROVAL FOR ALL POLICIES:

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| Responsible Owner: | Date: |
| Principal or Designate: | Date: |
| Chair, Board of Governors: | Date: |

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| Proposed Review Date: February 2028 | Dates(s) revised: | Replaces Policy Number: |
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