



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> January 2011	<i>Replacing</i> All Previous Procedures
<i>Review Date</i> 2016	<i>Page</i> 1 of 6
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU-3565

ASBESTOS MANAGEMENT PLAN PROCEDURE

1.0 PURPOSE

Asbestos is a natural fibre commonly used in the manufacture of building materials. The use of asbestos is generally classified into two groups: friable and non-friable. When dry, a friable material will crumble, pulverize or powder under hand pressure. Friable material may be found in pipe elbows, straight pipe insulation, as well as boiler and valve wrapping. If friable material is disturbed or damaged, fibres will become airborne. Although friable materials are banned as a construction material, it is still present in many buildings. Materials of non-friability include vinyl asbestos tile (VAT), ceiling tile, and transite cement. Several diseases are associated with exposure to asbestos through the inhalation of fibres. These include asbestosis, mesothelioma, cancer of the lung and other asbestos related cancers. There is typically a latency period of more than ten years after the first exposure to asbestos and the onset of an asbestos related disease (Designated Substances in the Workplace: A Guide to the Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations, Ontario Ministry of Labour, 2005).

1.1 OBJECTIVE

Trillium Lakelands District School Board shall provide a safe and healthy environment. The purpose of this plan is to provide information on procedures and accepted work practices in compliance with the current (*Ontario Regulation 278/05 Designated Substance Asbestos on Construction Projects and in Building and Repair Operations, July 1, 2010*). To properly establish this program, staff must be aware of the program and the procedures to follow when conducting maintenance and other work that might disturb asbestos-containing material.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Health and Safety Policy BU-3050
- 2.2 Occupational Health and Safety Act
- 2.3 Workplace Hazardous Materials Information System Regulations
- 2.4 Industrial Establishments Regulations
- 2.5 Education Act and Regulations
- 2.6 *Ontario Regulation 278/05*

3.0 TERMS AND DEFINITIONS

- 3.1 Friable Asbestos – a material that is friable is one which can be crumbled, pulverized or powdered by hand pressure.
- 3.2 Non-friable Asbestos – a material that is non-friable is one in which the asbestos fibres are bound or locked into the product matrix, so that the fibres are not readily released.
- 3.3 Detailed Survey for Accessible Asbestos Containing Materials (ACM) - record of all buildings owned and occupied within the school district which contain asbestos materials.
- 3.4 Asbestos Management Plan – a plan which sets out the steps required to handle asbestos containing materials.
- 3.5 Type I, Type II, Type III Operations - Operations that may expose a worker to asbestos are classified as Type 1, Type 2 and Type 3 operations (see *Ont. Reg. 278/05*)

4.0 ADMINISTRATIVE PROCEDURE

4.1 ASSIGNED RESPONSIBILITIES

4.1.1 RESPONSIBILITIES ASSIGNED TO THE SENIOR MANAGER OF PROPERTY

- a) Detailed Survey for Accessible Asbestos Containing Materials (ACM)

As part of the Asbestos Management Plan, it is mandatory to prepare and maintain a record of all buildings owned and occupied within the school district which contain asbestos materials. A building record will be established by means of a written report or electronic file with attached floor plans. The report and/or drawings will show the extent and condition of the accessible asbestos containing materials in the building, location of any samples taken, as well as the results of the analysis of the samples taken.

A copy of the detailed survey, as well as the Asbestos Management Plan will be kept in the main office of each facility where it will be available for review. It will be used to direct employees or contractors in locating asbestos containing material while they are performing work.

- b) Annual Reassessment

An annual inspection will be conducted by the Plant Department to update the condition of any accessible asbestos containing materials in the building. A copy of this inspection will be kept by the school with the Asbestos Management Plan.

c) Training Program

i) Asbestos Abatement Workers

Training is to be provided to those workers who are working directly with asbestos containing material in repair/removal operations. The training will be arranged by the Plant Department and will cover areas as outlined in the Regulation.

ii) Custodial/Maintenance Staff

The Plant Department will co-ordinate training for all new Custodians and Maintenance staff. Those individuals requiring training will be identified by the Operations Supervisors. The training will cover areas as outlined in the Regulation.

d) Notification of Damaged ACM

Any concerns regarding damaged/deteriorated asbestos materials are to be directed to the Plant Department. The Plant Department will evaluate the condition of the material and arrange for clean up and repair/removal as appropriate.

e) Maintenance of the Asbestos Management Plan

A copy of the Detailed Survey, Intrusive Inspection, the Annual Reassessment, as well as any repair/removal reports must be maintained at the school in the main office (within the asbestos binder), as well as at the Plant Department. Any consultant/contractor or maintenance reports involving repair or removal must be kept on file at the Plant Department and noted in the Asbestos Survey.

f) School Notification

It is the responsibility of the Senior Manager of Property or Designate to verbally notify the school Principal prior to any asbestos repair/removal projects under said Manager's control.

Note: If the school Principal is not available for notification (i.e. summer hours), then the Custodial Supervisor will be notified.

g) Type III Operations

The Senior Manager of Property or Designate will retain the services of a qualified contractor for all Type III Asbestos removal projects. Work will be completed as per the applicable regulation and under the direction of an engineering or environmental consultant trained in the field.

h) Intrusive Inspection for Construction Purposes

In the event of renovation or demolition of a building, it is the responsibility of the Senior Manager of Property or Designate to arrange for an intrusive inspection to non-accessible areas when necessary.

i) Type III Operations School Notification

It is the responsibility of the Senior Manager of Property or Designate to verbally notify the school Principal prior to any asbestos repair/removal projects under said Manager's control.

Note: If the Principal is not available for notification (i.e. summer hours), then notification will take place through the Custodial Supervisor.

4.1.2 RESPONSIBILITIES ASSIGNED TO THE MAINTENANCE SUPERVISOR

a) Asbestos Abatement Workers

Type I and Type II operations (as outlined in the Regulation) may be performed by the Plant Department under the direction of the Maintenance Supervisor. The Plant Department will provide supplies and equipment as required. All repair/removal operations will be documented and kept on file at the Plant Department and recorded in the Asbestos Survey. Maintenance workers will undergo asbestos training prior to engaging in asbestos work. All asbestos removal shall be performed in accordance with the Regulation.

b) Medical Surveillance

i) Pre-Placement Examination

It is mandatory that all Board employees engaging in asbestos work receive a pre-placement medical by a qualified physician. The medical will include a series of tests including a pulmonary function test and a chest x-ray. Human Resources will maintain all pertinent documentation with supporting confidentiality.

ii) Asbestos Work Report

All persons involved in Type II and Type III operations are required by the Ministry of Labour to produce an Asbestos Work Report "Form 1". Form 1 must be submitted to the Ministry of Labour once every 12 months, and immediately upon termination. The Asbestos Work Report will include the number of hours the worker has spent on a Type II or Type III operation. The Provincial Physician keeps track of the worker's accumulated exposure and will determine when a medical examination is required.

c) Maintenance Staff and Contractors

Maintenance staff and contractors will be supplied with all documentation involving the location of all friable and non-friable asbestos, in chance of contact with or disturbance of the material. Notification to contractors will be supplied by a written statement on Purchase Order or Tender agreement.

Note: Maintenance staff/Contractors must immediately cease work if they come across asbestos that must be disturbed or removed. Work may only resume after approval from the Senior Manager of Property or Designate.

d) School Notification

It is the responsibility of the Maintenance Supervisor to verbally notify the school Principal prior to any asbestos repair/removal projects under said Supervisor's control.

Note: If the Principal is not available for notification (i.e. summer hours), then notification will take place through the Custodial Supervisor.

e) TRANSPORTATION AND DISPOSAL

The Maintenance Supervisor will arrange for proper disposal of asbestos waste as per the asbestos waste regulation made under the Environmental Protection Act.

4.1.3 RESPONSIBILITIES ASSIGNED TO PURCHASING SUPERVISOR

a) Purchasing Services

The Purchasing Supervisor, in conjunction with the Plant Department, will provide procurement services for asbestos operation requirements, including written documentation of the location of friable and non-friable asbestos.

4.1.4 RESPONSIBILITIES ASSIGNED TO SCHOOL PRINCIPALS/BUILDING MANAGERS

a) Contractor Notification

Ensure maintenance staff as well as contractors review the Detailed Survey with the Head Custodian prior to undertaking any work.

b) Staff Notification

It is the responsibility of the Principal to notify staff of the Asbestos Management Plan and Detailed Survey. These documents are available for review in the main office. Principals/Building Managers will notify staff of the time and location of any asbestos work operation. Copies of the floor plan showing the location of asbestos containing materials will be given to staff at the beginning of each school year.

4.2 BULK SAMPLES

Representative bulk samples will be taken by the Plant Department to determine if a suspect material contains asbestos. Analysis will determine if the material does or does not contain asbestos, the type, and the concentration. The number of samples taken shall be in accordance with TABLE 1 BULK MATERIAL SAMPLES of the Regulation.