



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2019	<i>Replacing</i> All Previous Procedures
<i>Review Date</i> 2024	<i>Page</i> 1 of 6
<i>Contact Person/Department</i> Superintendent of Employee Services	<i>Identification</i> HR - 4206

ASBESTOS MANAGEMENT

1.0 PURPOSE

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers while at work. In order to achieve this objective, all workers are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

The Board will take every precaution in the circumstances to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting and implementing safety policies and procedures.

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 *Occupational Health and Safety Act*
- 2.2 *Workplace Hazardous Materials Information System Regulations*
- 2.3 *Industrial Establishments Regulations*
- 2.4 *Ontario Regulation 278/05 – Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations*
- 2.5 *Site-based Joint Occupational Health & Safety Committee Procedure HR-4201*
- 2.6 *SO-0024 Safety Notice Boards*
- 2.7 *A Guide to the Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations, Ontario Ministry of Labour*
- 2.8 *Asbestos-Containing Building Materials Report*
- 2.9 *Ontario Regulation 490/09 – Designated Substances*

3.0 TERMS AND DEFINITIONS

- 3.1 ASBESTOS CONTAINING MATERIALS (ACM) - a natural fibre commonly used in the manufacture of building materials and is generally classified into two groups: friable and non-friable. 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.
- 3.2 ENVIRONMENTAL CONSULTANT – An individual who ensures that the client complies with regulatory requirements and carries out work in accordance with applicable guidelines.
- 3.3 FRIABLE ASBESTOS – a material that is friable is one which can be crumbled, pulverized or powdered by hand pressure.
- 3.4 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.
- 3.5 DETAILED SURVEY FOR ACCESSIBLE ASBESTOS CONTAINING MATERIALS - record of all buildings owned and occupied within Trillium Lakelands DSB (TLDSB) which contain asbestos materials.
- 3.6 TYPE I, TYPE II, TYPE III OPERATIONS - Operations that may expose a worker to asbestos are classified as Type I, Type II and Type III operations (as per *Ont. Reg. 278/05*)

4.0 ADMINISTRATIVE PROCEDURE

4.1 RESPONSIBILITIES

4.1.1 FACILITY SERVICES

- a) Asbestos – Containing Building Materials Report.

Facility Services, in conjunction with the Environmental Consultant will prepare and maintain a record of all buildings owned and occupied within TLDSB 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 Asbestos-Containing Building Materials Report will be made available to the Principal/Supervisor and Head Custodian. It will be used to direct workers or contractors in locating asbestos containing materials while they are performing work.

b) Annual Reassessment

An annual inspection will be completed by the Environmental Consultant to update the condition of any accessible asbestos-containing materials in the building. The Asbestos-Containing Building Materials report will be updated electronically.

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 Facility Services Department and will cover areas as outlined in the Regulation.

ii) Custodial/Maintenance Workers

The Facility Services Department will co-ordinate training for all new Custodians and Maintenance workers. 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 Facility Services Department. The Facility Services Department will evaluate the condition of the material and arrange for clean-up and repair/removal as appropriate.

e) School Notification of Asbestos Abatement

It is the responsibility of the Senior Manager of Facility Services or designate to notify the Principal/Supervisor, Custodial Supervisor, Head Custodian and the Health & Safety/WSIB Coordinator in writing prior to any Type II or Type III asbestos abatement.

f) Type III Operations

The Senior Manager of Facility Services 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 Environmental Consultant.

g) Intrusive Inspection for Construction Purposes

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

h) Bulk Samples

Representative bulk samples will be taken by the Facility Services Department working in conjunction with the Environmental Consultant 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 the Regulation.

4.1.2 MAINTENANCE SUPERVISOR

a) Asbestos Abatement Workers

Type I and Type II operations (as outlined in the Regulation) may be performed by the trained maintenance workers under the direction of the Maintenance Supervisor. The Facility Services Department will provide supplies and equipment as required. All abatement work will be documented and kept on file at the Facility Services Department. All asbestos removal shall be performed in accordance with the Regulation.

b) Medical Surveillance

i) Pre-Placement Examination Asbestos Worker Report

If maintenance workers choose to engage in Type II asbestos work, a pre-placement medical as prescribed by the Provincial Physician of the Ministry of Labour, must be obtained by a qualified physician as arranged by and paid for by TLDSB. Employee Services will maintain all pertinent documentation while supporting confidentiality.

ii) Asbestos Work Report

Facility Services will complete the Ministry of Labour Asbestos Work Report – Form 1 for all maintenance workers who performed a Type II asbestos abatement. This report will be submitted every 12 months, and immediately upon termination, in conjunction with Employee Services.

The Asbestos Work Report will include the number of hours the worker has spent on a Type II asbestos abatement. . The Provincial Physician keeps track of the worker's accumulated exposure and will determine when a medical examination is required.

c) Maintenance Workers and Contractors

Maintenance workers and contractors will be supplied with all documentation involving the location of all friable and non-friable asbestos, in case of contact with or disturbance of the material. Notification to contractors will be supplied by a written statement on a purchase order, work order or tender agreement.

Note: Maintenance workers/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 Facility Services or designate.

d) Transportation and Disposal

Facility Services will arrange for proper disposal of asbestos waste as per the regulatory requirements.

4.1.3 HEALTH & SAFETY/WSIB COORDINATOR

a) School Notification of Asbestos Abatement

The Health & Safety/WSIB Coordinator will notify the Site-based JOHSC Worker Member(s) in writing prior to any Type II or III asbestos abatement.

4.1.4 PURCHASING SUPERVISOR

a) Purchasing Services

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

4.1.5 PRINCIPAL/SUPERVISOR

a) Contractor Notification

Principal/Supervisor will ensure all contractors review the Asbestos-Containing Building Materials Report with the Head Custodian prior to undertaking any work.

b) Notification

It is the responsibility of the Principal/Supervisor to notify workers if there is asbestos in the building by posting a copy of the floor plan (located in the Asbestos-Containing Building Materials Report) on the Health and Safety notice board. Principal/Supervisor will notify all of their workers of the time and location of any asbestos abatement.