

<b>Procedure Title</b>	<b>Asbestos</b>		
<b>Date of Issue</b>	April 28, 1999	<b>Related Policy</b>	
<b>Revision Dates</b>	July 12, 2005; October 7, 2015	<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Ontario Regulation 278/05 – Designated Substance – Asbestos on Construction Projects and in Buildings and Repairs; AP 3801-D Occupational Health and Safety Program; AP 3831-D Personal Protective Equipment- Respirators			

**1.0 RATIONALE**

- 1.1 The purpose of this procedure is to provide information on Bluewater District School Board’s (BWDSB) 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*).

**2.0 AUTHORITY**

- 2.1 Bluewater District School Board Procedure AP 3801-D “Occupational Health and Safety” regulates the Health and Safety requirements to ensure all students and staff have a safe environment to work and learn.
- 2.2 In Ontario, asbestos has been identified as a Designated Substance regulated by Ontario Regulation 278/05 *Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations*.
- 2.3 The Bluewater District School Board Asbestos Management Program complies with the Ontario Occupational Health and Safety Act and regulates asbestos management within the board’s system.

**3.0 DEFINITIONS**

**Asbestos**

Fibrous silicates including actinolite, amosite, anthophyllite, chrysotile, crocidolite or tremolite.

**Asbestos Management Program (AMP)**

A management system that provides information and procedures for asbestos management in buildings.

**Asbestos-containing Material (ACM)**

A material that contains 0.5 per cent or more asbestos by dry weight.

**Designated Substance**

A biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

**Friable**

Material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.

**Fibre**

A fibre of asbestos that is more than five micrometers in length and three micrometers in width and that has a length width ratio of not less than 3 to 1 as viewed in a phase contrast optical microscope at four to five hundred magnification.

**Type 1, Type 2 and Type 3 Asbestos**

As defined under Ontario Regulation 278/05 *Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations*, there are three classifications of operations generally based on the asbestos hazard presented by the work. The three levels are based on an assessment of the risk of exposure:

1. Type 1 Asbestos: low risk
2. Type 2 Asbestos: medium risk
3. Type 3 Asbestos: high risk

**4.0 ADMINISTRATIVE CONTROLS**

**4.1 Board Responsibilities**

- i. Ensure all employees who conduct asbestos work have received proper training on asbestos.
- ii. Ensure all employees who conduct asbestos work are provided with appropriate Personal Protective Equipment (PPE).
- iii. Ensure only competent, properly trained and qualified asbestos contractors are used to conduct asbestos work on Board property.
- iv. Ensure Asbestos-containing Material (ACM) inspections are performed annually.
- v. Review and update the Asbestos Management Program (AMP) annually.
- vi. Maintain a record of all employees who work with asbestos and the asbestos work they have conducted, and submit an *Asbestos Work Report* annually to the Ministry of Labour.
- vii. Establish and maintain an employee education program on the hazards of asbestos exposure.

**4.2 Employee Responsibilities**

- i. Be familiar with the AMP and maintain current knowledge of the applicable facility's existing ACM.
- ii. Notify the principal/supervisor immediately of any suspected asbestos spill or damaged ACM.
- iii. Participate in the asbestos training program as scheduled by supervisors in the applicable facility.
- iv. Ensure students do not damage ACM.
- v. Cease work immediately if work is likely to disturb or damage ACM.
- vi. Work in a manner as prescribed in the Occupational Health and Safety Act.

**4.3 Supervisor Responsibilities**

- i. Maintain the employee asbestos training log for all personnel within the facility.
- ii. Report all incidents where ACM has been damaged to the board's health and safety officer immediately.

**4.4 Maintenance and ICT Personnel Responsibilities**

- i. Ensure only trained board personnel perform Type 2 operations and only if there is an emergency situation which requires the movement/removal of ACM.

**4.5 Health and Safety Officer Responsibilities**

- i. Oversee the AMP.
- ii. Ensure all concerns regarding damaged/deteriorated asbestos materials are directed to the Plant/Maintenance Department. The condition of the material shall be evaluated and clean-up and repair/removal will be organized as appropriate.

**4.6 Purchasing Responsibilities**

- i. Include clauses in all contract documentation identifying that ACM may be encountered and that contractors/sub-contractors must comply with the Asbestos Regulations.

**4.7 Contractor Responsibilities**

- i. Confirm awareness of ACM being present in the building by signing the building's Asbestos Log.
- ii. Cease all operations in the immediate area if ACM is encountered or disturbed and inform the project manager or other senior board (Plant) official.

**5.0 PROCEDURE**

**5.1 Periodic Inspections:**

- i. A minimum of one inspection per year shall be performed in each board facility where ACM is present. The condition of the ACM shall be recorded and corrective actions implemented, when required.

**5.2 Education Programs:**

- i. All board personnel shall be required to participate in asbestos awareness training. At the beginning of each school year the principal shall review with the facility staff the site-specific asbestos inventory.
- ii. All Maintenance personnel shall participate in Type 2 Operations training.

**5.3 Asbestos Waste Disposal:**

- i. Storage and disposal of waste material shall comply with the legal requirements of the Ontario Environmental Protection Act and Regulations.

**5.4 Asbestos Project Management:**

- i. It is the board's intent and practice to have all Type 2 and 3 asbestos work performed by an outside contractor. Board staff will only perform Type 2 work in an emergency situation.

**BEING MODIFIED**