



# PROCEDURE

FT107

## Asbestos

Board Received: February 24, 2020 Review Date: March 2024

### Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Enhanced safety in workplace

### Background

The Grand Erie District School Board is committed to taking every reasonable precaution to protect the health and safety of its employees and students through its Health and Safety Policy and the general provisions of the *Occupational Health and Safety Act of Ontario*. Further, work liable to disturb asbestos is governed by the “Asbestos on Construction Projects and in Buildings and Repair Operations Ont. Reg. 278/05” which specifies the strict conditions under which asbestos work can be performed. This legislation is a minimum standard of care that must always be respected and, in certain instances, exceeded in order to meet the needs of the Grand Erie District School Board.

Every Grand Erie District School Board building may contain asbestos in the form of floor tile, pipe wrap, transite pipe or wall panels, acoustic or texture plaster, any ceiling tile this can include 2x2 and 2x4 suspended tile in grid, drywall compound and possibly in other building materials.

Where an employee fails to comply with this procedure, the Board’s progressive discipline Procedure HR119 will be applied.

### Definitions

**Asbestos** is a generic term describing a number of naturally occurring fibrous, hydrated mineral silicates that differ in chemical composition and are suitable for use as non-combustible, non-conducting and chemically resistant materials. Different types of asbestos which may be found in buildings are chrysotile, crocidolite, amosite, tremolite, actinolite or anthophyllite.

**Asbestos Abatement/Remediation** - Corrective action taken to minimize or eliminate the hazards associated with asbestos-containing materials, including repair, encapsulation, enclosure or removal.

**Asbestos-Containing Material** - Any material found to contain 0.5% or greater content of asbestos by dry weight.

**Asbestos Survey Report** - The Asbestos Survey Report is a record of the location of all asbestos-containing materials present within a building, or those suspected of containing asbestos. The Survey Report is available to any employee or contractor whose work may result in the disturbance of such materials. The Survey Report will be made available online at <http://gedsb.ebasefm.com/login>.

**Friable Material** - Asbestos containing materials may be classified as friable or non-friable. A friable material is defined as; material that, when dry, can be crumbled, pulverized or powdered by hand pressure. This category includes material that falls apart at the slightest touch, as well as products with a relatively hard surface.

Friable materials present a greater hazard of releasing asbestos fibres than non-friable materials. Common friable asbestos-containing building materials include sprayed fibrous fireproofing, thermal pipe insulation, and decorative or acoustic texture plasters. Common non-friable asbestos-containing building materials include asbestos cement boards, ceiling tiles and vinyl floor tiles.

**Non-Friable Material** - A non-friable asbestos product is one in which the asbestos fibres are bound or locked into the product matrix, so that the fibres are not readily released. Such a product would present a risk for fibre release only when it is subject to sanding or cutting with electric power tools. Examples of non-friable asbestos products include vinyl asbestos floor tiles, acoustic ceiling tiles, and asbestos cement products.

### **Responsibilities:**

#### **A. Manager of Facility Services or Designate will:**

1. Act as the Asbestos Coordinator for the Grand Erie District School Board.
2. Ensure that pertinent construction project managers, supervisors and employees are notified of their responsibilities for working with asbestos.
3. Ensure that all Facility Services employees who may come in contact with asbestos have received instruction in asbestos through awareness training offered by the Health and Safety Office, and departmental instruction on the specific locations of asbestos
4. Ensure that procedures, equipment and materials appropriate for the specific work locations under their authority is provided to protect the health and safety of all employees.
5. Ensure that the components of this Procedure and the *Occupational Health and Safety Act* and Regulations are implemented in all Grand Erie District School Board facilities.
6. Ensure Administrators and Building Managers are advised when updated copies of the Asbestos Survey report are available online.
7. Ensure that all Facility Services employees are informed about the online Asbestos Survey Report and can access the database.

#### **B. Facility Division Managers, Facility Supervisors and IT Managers will:**

1. Managers and Supervisors must be knowledgeable about the locations of, hazards and standard operating procedures associated with working with asbestos, the education and training requirements for working with asbestos, the appropriate standard operating procedures for all such locations under their authority.
2. Ensure that all employees under their authority are familiar with the hazards and the standard operating procedures for working with asbestos and act in accordance with the standard operating procedures for asbestos.
3. Ensure that employees and building occupants are notified of all asbestos work within their workplace.
4. Ensure that all employees under their authority are informed about the location of asbestos-containing materials that may be disturbed in the course of their duties.
5. Ensure that all employees under their authority who may come in contact with asbestos have received instruction in asbestos through awareness training offered by the Health and Safety Office, and departmental instruction on the specific locations of asbestos and only perform work in accordance with the level of training received.
6. Ensure that all employees use appropriate equipment and materials for working with asbestos at all times.
7. Arrange for the cleanup, sealing, enclosure or removal of any fallen or deteriorated asbestos.
8. Ensure that no employee of the Grand Erie District School Board is assigned to perform Type 2 or Type 3 asbestos work.
9. Ensure that any Type 2 or Type 3 asbestos work is done by qualified external contractor,

who specializes in such work and has a well-established reputation for quality workmanship in the field of asbestos control and remediation. (Contractor Qualifications are outlined in Appendix A of this Procedure).

10. Prior to the commencement of any construction related activity or repair work on any building component, equipment or machinery by board employees or qualified contractors, engage a qualified consultant to provide a designated substance report for the building area(s) to be affected by the planned work.
11. Prior to calling for tenders for any construction-related activity, or repair work on equipment or machinery, determine whether any asbestos containing material will be disturbed. Building asbestos containing material and suspect asbestos containing material is identified in the online Asbestos Survey Report database at <http://gedsb.ebasefm.com/login>. Material that has been identified as "suspect" will require sampling by the Board's Asbestos Consultant.
12. Prior to any building demolition, ensure that all designated substances including asbestos have been removed from the structure.
13. Provide any contractor, in advance of receiving tenders, a copy of all drawings, plans or specifications showing the location of asbestos containing material from the current Asbestos Survey Report.
14. Classify all asbestos work under their jurisdiction as Type 1, Type 2 or Type 3, in consultation with the Board's asbestos consultant.
15. Provide notification via email or phone call to the appropriate building Administrator/Manager and the Health and Safety Officer prior to the commencement of asbestos removal and repair operations.
16. Provide assistance and information to the Board's Asbestos Consultant regarding the location of, or removal of, asbestos-containing material in Board buildings to be used in the development and updating of the Asbestos Survey Report.
17. In the event that previously unidentified asbestos-containing material is discovered in the course of work, ensure that employees immediately stop all work and notify the Asbestos Coordinator and Health and Safety Officer.

**C. Administrators or Department Managers will:**

1. Be familiar with; the hazards associated with asbestos, this Procedure and the location of asbestos within their building environment. Ensure an up-to-date copy of your Asbestos Survey Report is accessible to all.
2. Ensure that all employees under their supervision who may come in contact with asbestos have received instruction in asbestos through awareness training offered by the Health and Safety Office, and departmental instruction on the specific locations of asbestos.
3. On an annual basis review the contents of your Asbestos Survey Report with ALL staff and ensure they know the location of the report. Ensure ALL staff works in manner that does NOT DISTURB OR DAMAGE ANY product that does or may contain asbestos.
4. Promptly report any damage to material that is known or suspected to contain asbestos and ensure that it is reported immediately to Facility Services Dispatch at extension 281282 or the Maintenance Supervisor for your location.

**D. The Health and Safety Officer will:**

1. Provide guidance and training options to each department on their responsibilities under this Procedure.
2. Review this Procedure annually in conjunction with the Joint Occupational Health & Safety Committee (JOHSC) to ensure that it meets all legislative requirements and make recommendations as necessary.
3. Share copies of all testing done in relation to asbestos sampling or asbestos clearance reports with the JOHSC.

4. Liaise with Facility Services on issues involving accidental release of asbestos fibres and any involvement with the Ministry of Labour.

**E. Facility Services Operations, Maintenance Employees and IT Employees:**

1. Be familiar with the hazards associated with working with asbestos, the pertinent standard operating procedures for asbestos. Work in accordance with written policy and procedures for asbestos.
2. Ensure reading and acknowledgment of asbestos reports in the work order system.
3. Use the appropriate equipment and materials provided for working in the proximity of known or suspected asbestos containing material.
4. Promptly report any known or suspected asbestos-containing material to their supervisor.

**F. Teaching, Office and All Other Support Staff will:**

1. Be familiar with; the hazards associated with asbestos, this Procedure and the location of asbestos within their work environment by checking the current Asbestos Survey Report for their facility.
2. Work in manner that does NOT DISTURB OR DAMAGE ANY product that does or may contain asbestos.
3. Promptly report any damage to known or suspected asbestos-containing material to their supervisor.

**G. External Contractors will:**

1. Review the current Asbestos Survey Report before starting any work.
2. Provide written acknowledgement that they have read and will comply with the requirements of the "Asbestos on Construction Projects and in Buildings and Repair Operations Ont. Reg. 278/05" and the Grand Erie District School Board Asbestos Procedure
3. Ensure that all employees under their control are trained in asbestos hazards and control procedures prior to conducting any work which may disturb asbestos, and provide documentation of training to the department which is contracting the work.
4. In the event that ANY asbestos removal (Type 1, 2 or 3) needs to occur, external contractors conducting or supervising such work will provide documentation of training for all employees, supervisors and trades under their control. The training must meet the requirements of "Asbestos on Construction Projects and in Buildings and Repair Operations Ont. Reg. 278/05" under the *Occupational Health and Safety Act* and be approved by the Ministry of Training, Colleges and Universities (MTCU) effective November 1, 2007.
5. Ensure that all employees, supervisors and trades under their control are informed about the location of asbestos-containing materials that may be disturbed.
6. In the event that previously unidentified asbestos-containing material is discovered in the course of work, ensure that employees immediately stop all work and notify the department contracting the work.
7. Only perform Type 2 and Type 3 Asbestos work as authorized under approved contract.
8. Ensure that all asbestos waste is safely packaged and properly disposed of in accordance with legislative requirements.

**H. Awareness:**

1. All Board employees who work around and who may disturb friable asbestos containing material shall receive awareness training and education commensurate with their degree and risk of exposure.
2. Prior to commencing such activities, all Board employees who will be responsible for managing, overseeing or coordinating work that may disturb asbestos-containing material shall receive appropriate training and education in keeping with the level of asbestos work they may be involved with.

3. Annual asbestos awareness sessions, designed to make employees aware of the uses, locations and hazards of asbestos, work practices around asbestos and asbestos management policies in the workplace is mandatory for all Facility Services, and Information Technology Service employees who may come into contact with asbestos through the course of the work, and may be required to perform Type 1 procedures.
4. Annual asbestos management, designed to provide information on the uses, locations and hazards of asbestos, discuss the different impacts of friable and non-friable asbestos materials, outline work practices around asbestos and asbestos management in the workplace, is mandatory for all management employees responsible for both day-to-day management of the facility and for ongoing modifications, renovations or ultimately demolition of facilities. This will include all Facility Services Division Managers, Health and Safety Officers, Maintenance Supervisors, Operations Supervisors and Information Technology Services (ITS) Managers and Supervisors.

**I. Air Testing:**

1. Additional testing not required under the Regulation can be authorized at any time by the Division Manager of Operations/Health and Safety or the Health and Safety Officer.

**J. Communications:**

1. All communications related to work on asbestos must be transparent and open to the Grand Erie District School Board community. Prior to conducting any asbestos work it is Grand Erie District School Board Policy to inform the building occupants by way of advising the Administrator/Manager of the work to be done, the methods to be used, the precautions to be followed, what to do if problems are observed, and the schedule of the work to be performed. All test results and reports of the work are to be made available on a timely basis to the Administrator/Manager and any other members of the community who ask for information. Prior to any formal release of information or document (i.e. letters to parents, or media release) it shall be reviewed by the Board's Manager of Communications and Community Relations.

**K. Record of Training and Information Shared with Staff and Contractors.**

1. A record of training required under this procedure will be signed and dated by both parties and is to be retained for a period of two years as a record by the employee's supervisor
2. Distribution and sharing of reports and documents and other acknowledgements required under this procedure will be tracked in eBase and retained for a period of two years.

**L. Asbestos Management Plan:**

1. The Board must maintain an Asbestos Management Plan that includes a Survey Report of the locations of known or suspected Asbestos-containing material, the condition of this material, and detailed procedures that must be followed to reduce the health risk of asbestos exposure to staff students and others.
2. Information for the Asbestos Survey Report will be compiled from a room-by-room survey conducted by a specialized consultant, recognized for expertise in the field of asbestos.
3. The Asbestos Management Plan and Survey Report will be accessible online to Grand Erie District School Board employees, building occupants, and contractors.
4. The Survey Report for each building will contain the following information:
  - building address
  - location within the building of the material and its condition
  - indication of if it is known to be asbestos, or suspect
5. Inspections will be conducted annually as per the Board's Asbestos Management Plan and the online Survey Report will be updated annually or as required.

**Applicable Legislation**

- Occupational Health and Safety Act
- O. Reg. 490/09: Designated Substances
- Asbestos on Construction Projects and in Buildings and Repair Operations R.R.O. 278/05
- Canadian Standards Association (CSA) Z94.4-02

**Reference:**

Policy F6 - Purchasing

## APPENDIX A

**CONTRACTOR QUALIFICATIONS**

Only those contractors with established reputations for quality workmanship in the field of asbestos control and remediation will be considered for work at any Board owned or occupied facility.

Before a contractor may be considered for work at any Board owned or occupied facility, the contractor must first be able to demonstrate compliance with all of the following requirements.

- The firm and all supervisory staff must have a minimum of three (3) years prior experience in the field of asbestos control and remediation.
- All supervisory staff must have a recognized certificate proving attendance at an asbestos removal training course (2 day minimum duration).
- The firm must carry and/or be able to provide Commercial General Liability Insurance endorsed specifically to provide coverage in respect of any claim arising from the exposure, clean-up, removal, containment, testing or monitoring of asbestos. Said Policy must provide coverage in an amount not less than two (2) million dollars (\$2,000,000.00) per occurrence and must also be issued on an Occurrence-based form.
- The firm must provide a valid WSIB Clearance Certificate for the period of time that the work is occurring.
- The firm must provide information outlining the company's Health and Safety Program including an indicator of their accident frequency in comparison to their WSIB Rate Group.
- Be licensed to transport asbestos waste and/or demonstrate that sufficient arrangements have been secured with a licensed waste hauler to ensure proper handling and final disposal of all waste at a licensed landfill site.
- Provide proof that all employees have had instruction on the hazards of asbestos exposure, the use of respirators and training on all other aspects of asbestos controls and procedures.
- Provide proof that all employees (workers and supervisors) who will be involved in Type 3 Asbestos work have received training in accordance with O. Regulation 278/05 under the Occupational Health and Safety Act.
- Provide written acknowledgement that they have read and will comply with the requirements of the Ontario Regulation respecting Asbestos on Construction Projects and in Building and Repair Operations and the Grand Erie District School Board Procedure FT107.