

Halton District School Board

Operational Policy

NUMBER:	<i>to be determined</i>
TOPIC:	Asbestos Management in Facilities
EFFECTIVE:	Date
CROSS-REFERENCE:	Asbestos Management Plan and Asbestos Register
REVISION DATE:	As required
RESPONSIBILITY:	Superintendent of Facility Services

POLICY STATEMENT:

The Board shall meet the requirements of the most recent Ontario regulation respecting “Asbestos on Construction Projects and in Buildings and Repair Operations”.

Therefore the Board shall maintain an Asbestos Management Program as set out in an Asbestos Register at each facility owned by the Board where asbestos containing materials have been identified. Within this register there is to be an inventory of asbestos containing materials.

The intent of the Asbestos Management Program is to set out detailed procedures that must be followed to reduce the health risk of asbestos exposure to staff and students and others.

PROCEDURES:

Please see attached.

Halton District School Board
Facility Services
Asbestos Management Program

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OHSA – Construction Safety Association – [Asbestos Identification and Locations](#); [Asbestos Hazards & Controls](#)

<u>Issue</u>	<u>HDSB Expectations</u>	<u>Action</u>	<u>Comments</u>
1. Asbestos – Occupational Health and Safety Act. And Health Promotion	Meet the requirements of Ontario Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations - Mandatory for the Board to implement a Management Plan.	<p>All schools and facilities with asbestos materials shall have an “ASBESTOS REGISTER” maintained in the school office.</p> <p>All activities related to asbestos repairs, abatement and inspections are to be maintained in a chronological order within the binder</p> <p>Supervisors must ensure they take every precaution reasonable for the protection of a worker.</p>	<ul style="list-style-type: none"> • The Head Caretaker is responsible for maintaining the register in good condition – and updated as required – keeping records in a chronological order. • The Area Field Supervisor will periodically review the Asbestos Register for completeness. • The Area Field Supervisor and Head Caretaker will at least annually review the Asbestos Register with the School’s Administrators or JWS and advise them of any activity related to asbestos management at the school or facility/Centre. • The Area Field Supervisor will advise new administrators of the contents of the Asbestos Register. • School Administrators are to advise their staff and their School/Site Safety Committee of the existence of the register and the locations of asbestos that staff may be in close proximity while at the worksite.
2. Communication Process – Risk Communication	Prior to any formal release of information or document (i.e. letters to parents, or media release) it shall be reviewed by a team consisting of representatives from the Director’s Office; Facility Services and School Operations	<p>Facility Services will advise the School’s Administration of any interim or final recommendations that result from an investigation</p> <p>Facility Services staff are prepared to meet with and advise staff, safety committee members and the Parent Council.</p>	<ul style="list-style-type: none"> • Communications process is to be followed where a condition of acoustical plaster, fire proofing, or insulating materials that may contain asbestos is under investigation and may result in restricting access to part of a Board’s facility
3. Concerns or complaints from staff or the public or inspection agency. Or Area Closure	The Halton District School Board’s intent is to provide a school that is safe from exposure to asbestos containing materials (ACM). The Facility Services Department is responsible for meeting that intent	<p><u>All concerns or complaints</u> are to be forwarded to Facility Services, Area Field Supervisor for an <u>immediate investigation.</u></p> <p><u>Areas</u> where suspected <u>damaged asbestos</u> containing materials <u>are exposed shall be closed</u> until remediated by an asbestos abatement contractor or assessed by Facility Services staff</p>	<ul style="list-style-type: none"> • Do not attempt to repair the damaged friable asbestos • Do not cleanup fallen suspected friable asbestos material. This will be done as authorized by the Area Field Supervisor • Close the room or area. An assessment will be done through Facility Services or a Board appointed consultant/contractor. Mark the area with a sign do not enter “Suspected Asbestos” • A report will be provided to the school indicating that repairs have been made – this information is to be shared with staff and placed in the Asbestos Register.

<p>4. Custodial and contract cleaners, Project Supervisors, Teachers and Other staff</p>	<p>The Halton District School Board uses approved abatement contractors. Therefore unless otherwise specified no Board staff are to knowingly affect asbestos containing materials – whether friable or non-friable.</p> <p>No teachers or other staff shall wilfully damage or affect asbestos containing materials or insulation that may contain asbestos.</p> <p>No Project Supervisor shall let a contract without considering the Asbestos Management Program and Inventory of ACM within a facility.</p> <p>Caretakers, cleaners and maintenance staff are not to perform asbestos abatement work. They may be required to remove manufactured products containing asbestos such as vinyl asbestos floor tiles and or acoustic ceiling tiles – using Type 1 Operation – however, they should consult with their supervisor on the extent of the work– Only Type 1 abatement – limited may be done by Facility Services staff - see the summary of Type 1, 2, and 3 Operations – they may request and receive an appropriate</p>	<p>Supervisors must be familiar with the Asbestos Register or inventory before their staff or contractors conduct any work that may affect asbestos.</p> <p>The Head Caretaker or school administrator contacts the Area Field Supervisor or JWS Facility Services – Plant Operations to arrange for an abatement contractor to perform repairs</p> <p>Specified wet cleaning methods shall be used to clean floors containing non-friable floor tiles</p> <p>The Head Caretaker and contract cleaning staff are to receive training in asbestos procedures.</p>	<ul style="list-style-type: none"> • All abatement work requires that the abatement contractor complete the Board’s “Asbestos Work Report”. • A copy of the “Asbestos Work Report” must accompany the invoice. • Non-friable asbestos products may be removed using Type 1 Procedures – upon consultation with their Area Field Supervisor – an Asbestos Work Report is to be completed – and submitted to their supervisor – but should be a Type 1 removal & procedures. • A copy of the “Asbestos Work Report” is filed in the Asbestos Register. – this form is found on CHATT – H&S Forms (Must remove the date of birth and SIN number before filing
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	<p>respirator, protective equipment necessary to perform this work.</p> <p>Staff at White Oaks – North and Robert Bateman HS requires specific training due to the presence of fire proofing containing asbestos materials.</p>		
5. Inspection	<p>Inspections will meet or exceed the expectations of the Asbestos in Building Regulation</p>	<p>Quarterly inspection by the Head Caretaker using an approved schematic of the school – which shows the locations of known asbestos materials</p> <p>Annual inspection by the Area Field Supervisor using an approved form</p> <p>Consultants perform above ceiling inspections in facilities where there is pipe and other types of asbestos containing materials above false ceilings or suspended ceilings. They shall follow either Type 1 or 2 Operations based on their expert opinion of the condition of the asbestos-containing material</p>	<ul style="list-style-type: none"> • Any deficiencies shall be reported as well as corrective actions and made available to the School Administrator so they may advise their staff accordingly. • Copies of all inspections and Asbestos Work Reports shall be made available to School Administration • All records shall be filed in the Asbestos Register and at JWS Facility Services.
6. Inventory or Record	<p>There is a requirement to maintain a record or inventory of asbestos containing materials at each site.</p> <p>Supervisors must advise workers of the existence of a potential or actual hazards such as the presence of asbestos at the worksite.</p>	<p>The inventory of Asbestos Containing Materials (ACM) is found in the Asbestos Register.</p> <p>A copy of the inventory shall be provided to a contractor as part of the tendering process for renovations to facilities</p>	<ul style="list-style-type: none"> • A consultant has inspected each school and an inventory prepared. • The inventory will summarize types and locations of asbestos and their condition at the time of the survey. • A Board supervisor in charge of the project shall ensure that specifications contain information regarding asbestos location and inventory at the time of tendering or requesting a proposal. • The inventory is to be updated whenever there is an activity involving the removal – abatement of asbestos

	<p>Contractors and those involved in the maintenance and or projects affecting asbestos must be aware of the inventory</p> <p>Occupiers or “Licensee” – leasing arrangement must be given a copy of the inventory or record that applies to their area.</p>	<p>Suspected ACM shall be tested and where ACM is identified then added to the inventory.</p>	<p>containing materials.</p> <ul style="list-style-type: none"> • Samples taken for testing of suspected ACM is conducted by either Facility Services Supervisory staff or a Consultant or authorized Contractor. • Area Field Supervisors shall ensure that “Occupier” or Licensee” in our building is provided with a copy of the inventory or record that applies to that area of the building.
7. Maintenance - Board Staff	<p>The Halton District School Board uses approved abatement contractors.</p> <p>Caretakers, cleaners and maintenance staff are not to perform asbestos abatement work. See Item no. 4</p>	<p>The Head Caretaker or school administrator contacts the Area Field Supervisor or JWS Facility Services – Plant Operations to arrange for an abatement contractor to perform repairs</p>	<ul style="list-style-type: none"> • All abatement work requires that the abatement contractor complete the Board’s “Asbestos Work Report”. • A copy of the “Asbestos Work Report” must accompany the invoice. • A copy of the “Asbestos Work Report” is filed in the Asbestos Register (removing the SIN and Date of Birth information). • A copy of the Asbestos Work Report must be sent to JWS – Facility Services for their Central files.
8. Notices	<p>Notices shall be give to the following:</p> <ul style="list-style-type: none"> • Contractors • Joint H&S Committee • Ministry of Labou • Occupiers 	<p><u>Occupiers</u>: Shall be given, by the Area Field Supervisor a copy of the inventory/record for the areas they occupy.</p> <p><u>Contractors</u>: Shall be given a copy of the inventory, prior to tendering of a project, by the supervisor responsible for the project</p> <p><u>Joint Health and Safety Committee</u>: Shall be given notice in advance if the Board is seeking a variance in a remediation procedure as stout in the regulations. The notice is to be provided by the supervisor in charge of the project</p>	<ul style="list-style-type: none"> • Notices in order to inform others who access our facilities and may affect the condition of asbestos-containing materials. • <u>Unexpected discoveries of asbestos</u> – during a project must be reported to Facility Services immediately and the Ministry of Labour – Construction Health and Safety Branch – Hamilton (905) 577 - 6221

		<p><u>Ministry of Labour</u>: Notice as required in the regulation by the supervisor or the abatement consultant/contractor.</p> <p><u>Ministry of labour</u> – Construction H&S Branch must be notified of unexpected discoveries of asbestos during the project.</p>	
9. Repairs, renovations and abatement work by contractors or as a result of a project	<p>All Project Supervisors must consider the Asbestos Management Program before tendering or requesting a project that may affect asbestos in a building.</p> <p>All contractors must adhere to the Asbestos in Buildings Regulations.</p> <p>Unexpected discoveries of asbestos during a project must immediately be report to Facility Services and the Ministry of Labour</p>	<p>Approved Contractors are advised by letter of the Board’s expectation regarding Asbestos Management in our facilities.</p> <p>The contractor sign in sheet shall have a summary of asbestos within the building and a referral to the Asbestos Register for more detailed information</p> <p>Projects involving Type 2 and 3 removal will necessitate the use of a consultant appointed by the Board to ensure compliance with the Asbestos Regulations</p>	<ul style="list-style-type: none"> • An inventory of asbestos containing materials shall be provided at the time of a request for proposal or tendering of a contract. • Specific instructions regarding asbestos shall be contained within any request for proposal or tender documents. • An “Asbestos Work Report” shall be completed for each abatement project whether it is Type 1, 2 or 3. • No invoice shall be paid until this “Asbestos Work Report” is submitted to the appropriate Facility Services Supervisor. • Consultants report outlining the scope of work and any site visits, air testing, deficiencies and clearance to reoccupy the school, site or work area shall be made available throughout the project. • Progress reports shall be made and reviewed with the Facility Services Supervisor and School Administration as part of a job site meeting.
10. Specific Procedures	To develop and provide and communicate specific procedures that reduce the risk to health and safety	<p>The following are specific procedures for control of asbestos containing materials:</p> <ul style="list-style-type: none"> • Asbestos Remediation - Access & Cleaning above Suspended Ceilings-Robert Bateman, W.O.S.S. (North Campus) • Respirator protection procedure –are found attached to this program document 	<ul style="list-style-type: none"> • <u>These procedures are also posted on CHATT – H&S – Asbestos or H&S Forms</u>

		<ul style="list-style-type: none"> • Stripping Asbestos Containing Floors (Vinyl Asbestos Tiles) • Type 1, 2, 3 are found attached to this program document 	
11. Staff Awareness	<p>All staff working in schools and facilities shall be aware of the presence of asbestos in their immediate work area and the building</p> <p>Upon receipt of written notice - all staff must be made aware of abatement projects that are taking place in the workplace in order to avoid exposure to this health hazard</p>	<p><u>School Administrators and Area Field Supervisors shall</u> make staff aware of the Asbestos Management Plan for the school or facility.</p> <p>School Administrators and the Area Field Supervisor will make staff aware via a staff meeting arranged by the Principal.</p> <p>Staff awareness may also include distribution of e-mail or floor plan or other documents to ensure that staff are aware of the locations of asbestos within their work area.</p>	<ul style="list-style-type: none"> • <u>Documentation, which includes a signed record that the staff member was made aware of the locations of asbestos within their work areas, must be maintained in the Asbestos Register.</u> • Asbestos Management Program – PowerPoint posted on CHATT Health and Safety or H&S Forms. • Asbestos in School Buildings should be shown at an awareness session to staff that have not previously viewed this Ministry of Labour Video – therefore the School should have records that all staff have viewed the video. The video can be obtained from the school’s librarian or JWS – Media Services Video Library.
12. Training	<p>All Facility Services staff and cleaning contractors are to receive asbestos awareness training.</p> <p>Staff involved in specific procedures (See – “Specific Procedures”) are to follow those procedures</p> <p>School Administration, Facility Services Staff at Robert Bateman and White Oaks – North Campus require specific training related to the presence of fireproofing that contains asbestos materials and the precautions to be followed</p>	<p>Facility Services Supervisors must attend Asbestos Management in Building course through Pinchin and Associates.</p> <p>Facility Services staff must attend training in Asbestos Management.</p> <p>School Administration, Facility Services and Contract Cleaning staff at the aforementioned schools will attend a specific training session</p>	<ul style="list-style-type: none"> • Each Facility Services Supervisor is familiar with the recognition, evaluation and control expectations of the Board and the Asbestos Regulation. • JWS H&S and Facility Services will arrange a training session with the staff and School Administrators at Robert Bateman and White Oaks – North. • The Ontario Ministry of Labour Video – Asbestos in School Buildings is in each school’s library – contact the person responsible for the library collection or contact Media Services at JWS. • CHATT H&S has a folder dedicated to “Asbestos” in our schools

Appendix 1

Asbestos Control Procedures Type 1, 2, & 3 Operations

(Refer to Asbestos Register for more detailed information on “TYPE 1, 2, & 3 Operations”)

The following summary sheet is meant to assist staff in recognizing whether Board staff and Contractors are complying with O.Reg.278/05 and Proposed Amendments Regulation respecting Asbestos on Construction Projects and in Building Repair Operation:

It applies to Board Staff conducting Type 1 Operations and Type 2 Operations at Robert Bateman and White Oaks – North Campus. Other staff may request respiratory protection in performing Type 1 Operations. All other Type Operations will only be approved in consultation with our Consultant and the Facilities Services – Contact Your Area Field Supervisor. Facility Services is responsible for enforcing these procedures: At any time an employee may request an approved respirator – the procedures for the selection use and care are found in this summary.

Respirator Supplier	Respirator Type	Care, Cautions and Maintenance
Acklands Grainger – via Purchasing or JWS – H&S	3M 6200/ Small/Medium or Large – Must be Fit Tested for appropriate size by our Consultant. Cartridges 3M 2091/07000 - P100 Cartridge	<p>Instructions are provided with the package – respirator – they must not be used for oxygen deficient atmospheres (i.e. confined spaces) – nor are they suitable for spray painting or organic vapours (i.e. paint fumes – which requires a “Chemical Organic Vapour Filter). Each employee requesting a respirator will be issued one for his or her personal use. They are only to be used for dust and particulate. DO NOT WEAR IF YOU HAVE A BEARD OR LONG FACIAL HAIR. YOU WILL NOT GET A GOOD SEAL ON THE FACE.</p> <p>Inspection:</p> <ol style="list-style-type: none"> 1. Check face piece for cracks, tears and dirt – be sure the face piece is not distorted 2. Examine the exhalation valves for signs of distortion 3. Make sure the elastic straps have good elasticity 4. Examine all plastic parts for signs of cracking or fatiguing 5. Remove exhalation valve cover and examine inhalation valve and valve seat for signs of dirt, distortion, cracking – reinstate the valve cover. <p>Cleaning:</p> <ol style="list-style-type: none"> 1. Remove the cartridges 2. After each use – using a mild detergent – dish liquid – rinse and dry 3. Do not use solvents to clean the respirator <p>Storage:</p> <ol style="list-style-type: none"> 1. In the zip lock bag provided or a new zip lock bag – to avoid contamination – dirt etc.

Protective clothing shall be provided as follows:

Clothing supplier	Clothing Type	Care, Cautions and Disposal
Acklands Grainger – Via Purchasing or JWS H&S	Tyvek Coverall with hood and boots	As per the regulation the clothing must be cleaned (continue to wear your respirator) using a vacuum equipped with a HEPA filter or wet wiping. The coveralls are to be subsequently disposed, mark them or rip them, of as asbestos waste – they are not to be reused.

TYPE 1 – (excerpt from the Regulation). 1. Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area less than 7.5 metres and are installed or removed without being broken, cut, drilled abraded, ground, sanded or vibrated; 2. Installing or removing non-friable asbestos-containing material, other than ceiling tiles, if the material is installed or removed without being broken, cut, drilled abraded, ground, sanded or vibrated; 3. Breaking cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if, the material is wetted to control the spread of dust or fibres, and the work is done only by means of non-powered hand-held tools; 4. Removing less than one square meter of drywall in which joint-filling compounds that are asbestos-containing material have been used.

The following is required for the execution of a Type 1 Operation (See Appendix 2)

1. Before beginning work, visible dust shall be removed with a damp cloth or a vacuum equipped with a HEPA filter equipped vacuum, from any surface in the work area, including the thing to be worked on, if the dust on that surface is likely to be disturbed
2. The spread of asbestos dust from the work area shall be controlled by measures appropriate to the work to be done including the use of a drop sheet of polyethylene or other suitable material that is impervious to asbestos.
3. In the case of an operation mentioned in paragraph 4 of subsection 12 (2), the material shall be wetted before and kept wet during the work to control the spread of dust or fibres, unless wetting would create hazard or cause damage.
4. A wetting agent shall be added to water that is to be used to control the spread of dust and fibres.
5. Frequently and at regular intervals during the work and immediately upon completion
6. Dust and waste is to be cleaned up and removed using a HEPA equipped vacuum, or damp mopping or wet sweeping and placed in a container –dust tight, suitable for the type of waste; impervious to asbestos; identified as asbestos waste
7. Drop sheets will be disposed of as asbestos waste using the yellow asbestos waste bag – they shall be damp wiped or wetted – then folded into the yellow waste bag
8. After the work is completed polyethylene sheeting and similar materials used for barriers and enclosures shall not be reused, but shall be wetted and placed in a container as described above (section 5)
9. After the work is completed, barriers and portable enclosures that will be reused shall be cleaned, by using a vacuum equipped with a HEPA filter or by damp wiping, as soon as practicable after paragraphs 5 and 7 have been complied with.
10. Barriers and portable enclosures shall not be reused unless they are rigid and can be cleaned thoroughly.
11. Compressed air shall not be used to cleanup and remove dust from any surface.
12. Eating, drinking, chewing or smoking shall not be permitted in the work area.
13. If a worker requests that the employer provide a respirator to be used by the worker, the employer shall provide the worker with a NIOSH approved respirator in accordance with Table @ and the worker shall wear and use the respirator.
14. If the worker requests that the employer provide protective clothing to be used by the worker the employer shall provide the worker with the protective clothing described: shall be made of material that does not readily retain or permit penetration of asbestos fibres, shall consist of a head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent asbestos fibres from reaching the garments and skin under the protective clothing; shall include suitable footwear; and shall be repaired or replaced if torn
15. A worker who is provided with protective clothing shall, before leaving the work area, decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing. Protective clothing shall not be reused – it is to be disposed of as asbestos waste.
16. Facilities for washing hands and face shall be made available to workers and shall be used by every worker when leaving the work area.

TYPE 2 – (excerpt from the Regulation) 1. Removing all or part of a false ceiling to obtain access to a work area, if asbestos-containing material is likely to be lying on the surface of the false ceiling; 2 The removal or disturbance of one square meter or less of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of machinery or equipment or a building, aircraft, locomotive, railway car, vehicle or ship; 3. Enclosing friable asbestos-containing material; 4 Applying tape or a sealant or other covering to pipe or boiler insulation that is asbestos containing material; 5 Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area 7.5 metres or more and are installed or removed without being broken, cut or drilled, abraded, sanded or vibrated; 6. Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if, the material is not wetted to control the spread of dust or fibres, and the work is done only by means of non-powered hand-held tools; 7 Removing one square metre or more of drywall in which joint compounds that are asbestos-containing materials have been used; 8 Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if the work is done by means of power tools that are attached to a dust collecting devices equipped with HEPA filters; 9 Removing insulation that is asbestos containing material from pipe, duct or similar structure using a glove bag; 10 Cleaning or removing filters used in air handling equipment in a building that has sprayed fire proofing that is asbestos-containing material; 11 An operation that, is not mentioned in any paragraph 1-10, may expose a worker to asbestos, and is not classified as a Type 1 or Type 3 operation.

Type 2 Operations:

1. The work area shall be identified by clearly visible signs warning of an asbestos dust hazard
2. Signs required by paragraph 1 shall be posted in sufficient numbers to warn of the hazard and shall state in large clearly visible letters that; there is an asbestos dust hazard, and access to the work area is restricted to persons wearing protective clothing and equipment.
3. A wetting agent shall be added to the water that is to be used to control the spread of dust and fibres.
4. Eating, drinking, chewing or smoking shall not be permitted in the work area
5. Containers for dust and waste shall be: dust tight; suitable for the waste; impervious to asbestos; identified as asbestos waster; cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before being removed from the work area; removed from the workplace frequently and at regular intervals
6. Frequently and at regular intervals during the doing of the work and immediately Ion completion of the work: dust and waste shall be cleaned up and removed using a vacuum equipped with a HEPA filter or by damp mopping or wet sweeping, and placed in a container as described in section 5.; drop sheets shall be wetted and placed in a container as described in paragraph 5.
7. Drop sheets shall not be reused
8. After work is completed, polyethylene sheeting and similar materials used for barriers and enclosures shall not be reused, but shall be wetted and placed in a similar container as described in paragraph 5
9. After the work is completed, barriers and portable enclosures that will be reused shall be cleaned, by using a HEPA vacuum or by damp wiping as soon as practicable after paragraphs 6 and 8 have been complied with.

10. Barriers and portable enclosures shall not be reused unless they are rigid and can be cleaned thoroughly
11. The employer s shall provide every worker who will enter the work area with a NIOSH approved respirator in accordance the regulation and the worker shall wear the respirator
12. Protective clothing –shall be provided by the employer and worn by every worker who enters the work area, and the protective clothing: shall be made of a material that does not readily retain nor permit penetration of asbestos fibres; shall consist of head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent asbestos fibres from reaching the garments and skin under the protective clothing; shall include suitable footwear; shall be replaced if torn
13. Compressed shall not be used to clean up and remove dust from any surface
14. Only persons wearing protective clothing and equipment shall enter a work area where there is an asbestos dust hazard

Additional Procedures:

1. If the situation involves any of the conditions set out above defining “Type 2 Operation” then the friable material that is likely to be disturbed shall be cleaned up and removed by using a vacuum equipped with a HEPA filter when access to the work area is obtained
2. Before commencing work that is likely to disturb friable asbestos-containing material that is crumbled pulverized or powdered and that is lying on any surface, the friable material shall be cleaned up and removed by damp wiping or by using a vacuum equipped with a HEPA filter.
3. Friable asbestos containing-material that is not crumbled, pulverized or powdered and that may be disturbed or removed during the work shall be thoroughly wetted before the work and kept wet during the work, unless wetting will create a hazard or cause damage
4. Subject to paragraph 5, the spread of dust from the work area shall be controlled by measures appropriate for the work to be done, including the use of drop sheets of polyethylene or other impervious material.
5. If the operation is one mentioned in paragraph section 1 or 2 of the above detail of a Type 2 Operation and is carried on indoors, the spread of dust from one work area to another shall be prevented, if practicable, by: using an enclosure of polyethylene or other suitable materials impervious to asbestos, if the work area is not enclosed by wall; disabling the mechanical ventilation system; sealing the ventilation system to and from the work area
6. Before leaving the work area, a worker shall: decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter or by damp wiping, before removing the protective clothing; and the protective clothing shall not be reused and must be disposed of in a prescribed container.
7. Facilities for washing of hands and face shall be made available to workers and shall be used by every worker when leaving the work area.

Additional Precautions for Using Glove Bag Operations: Must be followed in consultation with the Site Supervisor and Consultant and in accordance with the Regulation. The specifics are not covered and no Board staff are to engage in this Type 2 Operation.

The Asbestos waste shall be stored and disposed of as follows:

Waste storage and Disposal

1. Place waste into asbestos labelled bag, seal with tape, clean the bag, and place into a second clean bag, also sealed with tape.
2. Provide storage area for minor amounts of asbestos waste
3. Waste removed from the site must be treated as HAZARDOUS WASTE and only approved waste haulers and MOE manifests shall be allowed to remove the Material.

The following are required of a Type 3 operation:

TYPE 3 Operations (excerpt from the Regulation)- – The removal or disturbance or more than one square metre of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of a building, aircraft, ship...any machinery or equipment; 2. The spray application of a sealant to friable asbestos-containing material; 3. Cleaning or removing air handling equipment, including rigid ducting but not including filters, in a building that has sprayed fireproofing that is asbestos containing; 3 Cleaning or removing air handling equipment, including rigid ducting but not including filters, in a building that has sprayed fireproofing that is asbestos containing; 4 Repairing or demolishing all or part of a kiln, metallurgical furnace or similar structure that is made of refractory materials that are asbestos containing; 5 Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos containing materials, if done by means of power tools that are not attached to a vacuum with a HEPA filter; 6 Repairing, altering or demolishing all or part of any building in which asbestos is or was used in the manufacture of products (Not applicable); 7 Work done on ceiling tiles, drywall or friable asbestos is classified according to total area on which the work is done consecutively in a room or enclosed area even if the work is divided into smaller job.

TYPE 3 OPERATIONS ARE PERFORMED BY ASBESTOS ABATEMENT CONTRACTORS UNDER THE SUPERVISION OF A BOARD APPOINTED CONSULTANT – A SCOPE OF WORK DETAILING THE PROJECT IS PROVIDED TO THE SCHOOL OR SITE – NOTICE MUST BE GIVEN TO THE MINISTRY OF LABOUR – STAFF MUST BE ADVISED OF THE PROJECT TO AVOID INTERFERRING OR POTENTIALLY BEING EXPOSED.

1. Supplies identified can be ordered from the West Maintenance Depot at (905) 335- 3663
2. For information or regarding any concerns contact the appropriate Field Supervisor or Facility Services or JWS – Facility Services (905) 335 - 3663
3. For further information also contact JWS – Health & Safety Ext. 3222 or 3221 or refer to the Asbestos Register

Asbestos Dust Hazard

**Access to the Work Area is
Restricted to Persons Wearing
Protective Clothing and
Equipment**

APPENDIX 3

Halton District School Board

September 28, 2005

FACILITY SERVICES

ASBESTOS MANAGEMENT PROGRAM SUPPLEMENT

The **new** Regulation 278/05 pertaining to Asbestos Containing Materials (ACM) under the Occupational Health & Safety Act will be in effect on November 1st, 2005. The HDSB has an established Asbestos Management Plan, which for the most part is already meeting the requirements of the new regulation **but** there are several areas that from this day on will require additional precautionary steps to be taken.

Please note the Continuing and New Procedures that must be followed:

Continue: The HDSB must notify individuals (e.g. – contractors) about the Asbestos Containing Materials (ACM) in the school. This information is available in the School's Asbestos Register (e.g. – ACM survey for rooms & areas / Floor plan showing the ACM locations). The Facility Services Dept. will achieve this by: i) Work contracts that go out for tender will provide written notification and ii) the Trades Contractors (mechanical, plumbing, electrical, etc) who regularly service our schools – will when they sign-in (Service Contractor Sign-in Log) have to check off that they have reviewed the school's Asbestos Register.

New: Type 1 Operations (procedure for installing or removal of **non-friable** ACM) **must** be followed when:

- 1) The installation or removal of less than 7.5 square metres (approx: 10 – 2 X 4ft lay-in tiles) of asbestos containing ceiling tile – ensuring that the tiles are not damaged.
- 2) Breaking, cutting, drilling, abrading, grinding, sanding or vibrating **non-friable** ACM other than ceiling tile (e.g. – floor tile) using a non-powered hand held tool and wetting of materials to provide dust control.
- 3) The removal of less than 1 square metre of drywall with asbestos containing joint filling material.

The Type 1 Operation to follow when handling Asbestos Containing Ceiling Tile:

- 1) Review the Asbestos Register and if at all possible the operation should take place during an unoccupied time.
- 2) Set up a barrier (e.g. – signage / securing the door, etc) to prevent individuals from entering the immediate area.
- 3) If required, clear the surface area below the ceiling tile and vacuum (using the designated HEPA filter vacuum cleaner) or use a dampened paper towel (cloth or sponge) to remove the visible dust from the surface area below the ceiling tile.
- 4) Lay down on the floor a polyethylene clear plastic sheet (3 times the size of the ceiling tile(s) to be removed). Used to control the spread of dust and fibres.
- 5) Safely position your ladder (maximum length of 10 ft) under the ceiling tile.
- 6) If the ceiling tile is damaged (e.g. – cracked / hole) – climb the ladder and dampen the damaged area using a spray bottle containing Neutral Disinfectant. This will control the possible spread of dust and fibres.
- 7) Climb the ladder and lift up and move the ceiling tile to the side.
- 8) Climb higher to be able to either safely vacuum (HEPA) or damp wipe (paper towel & Neutral Disinfectant) the top of the ceiling tile and the T-bar surface.
- 9) Take down the ceiling tile and intact – place it in the designated yellow asbestos waste polyethylene bag.
- 10) Install the new ceiling tile
- 11) If required vacuum or damp wipe the surface area just beyond the laid out clear plastic sheet
- 12) With a dampened paper towel wipe clean the vacuum cleaner and hose & cover the end of the nozzle with duct tape.
- 13) Using the Neutral Disinfectant spray bottle - lightly spray the surface of the clear plastic sheet. Then carefully fold it in and then place it in the asbestos waste bag. If required spot wipe the floor.
- 14) Place the used paper towel in the asbestos waste bag and duct tape the end closed. Then place the waste bag in a clear polyethylene plastic bag and duct tape it closed.
- 15) Store the Asbestos waste bag and the designated HEPA vacuum cleaner in a designated (unoccupied) space. The Facility Services Dept. will make the proper arrangements to have the Asbestos waste bag removed and when required the designated HEPA vacuum cleaner emptied and cleaned.

- 16) **If** a staff member requests that the Facility Services Dept. provide a respirator, an air purifying half-mask respirator with a N-100, R-100 or P-100 particulate filter will be provided. **If** a staff member requests that the Facility Services Dept. provide protective clothing, then appropriate head, full body and footwear will be provided. (For procedures see: Asbestos Register – HDSB – Facility Services Asbestos Management Plan – Type 1 Operations).

Note:

It is recommended that the Type 1 Operation be followed even when replacing **non-asbestos containing** ceiling tile. The difference being that the specific materials (e.g. – designated yellow asbestos waste polyethylene bag) are not required and generally the materials (e.g. – polyethylene clear plastic sheet) can be cleaned and reused.

New: Type 2 Operations (For procedures see: Asbestos Register – HDSB – Facility Services Asbestos Management Plan) are to be followed when:

- 1) Access to a work area is above a false ceiling (e.g. – lay in ceiling tile) and asbestos containing material (ACM) is likely to be present on the surface of the ceiling.

The following schools are to take special care in this regard:

Robert Bateman H.S. / White Oaks H.S. – North Campus / Aldershot H.S. / Georgetown D.H.S. / Oakwood P.S. /

Dr. Best P.S. / Glenview P.S. / Tecumseh P.S. / Montclair P.S. / Pineland P.S. / Chisholm P.S.

- 2) Application of tape, sealant or other covering to asbestos containing thermal insulation.
- 3) Install or remove over 7.5 square metres of ceiling tile
- 4) Breaking, cutting, drilling, abrading, grinding, sanding or vibrating **non-friable** ACM using power tools attached to a HEPA filter equipped dust collection device.
- 5) Breaking, cutting, drilling, abrading, grinding, sanding or vibrating **non-friable** ACM using non – powered hand held tools **but** not wetting the materials to provide dust control.
- 6) Removal and cleaning of air handling unit filters in a building with asbestos containing fireproofing.
- 7) Removal of 1 square metre or more of drywall with asbestos containing joint filling material.

Special Note: Only those Facility Services Staff Members and Contractor representatives who have had specific Type 2 Operations training and are equipped with the required equipment and materials will be authorized to perform Type 2 ACM procedures.

Type 3 Operations: (For procedures see: Asbestos Register – HDSB – Facility Services Asbestos Management Plan)

Qualified Asbestos Abatement Contractors will only perform type 3 Operations.