

Topic:	Asbestos Management in Board Facilities
Effective:	January 2016
Cross-References:	Asbestos Management Plan (AMP); Individual Asbestos Register for each building; Occupational Health and Safety Act, Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations, O.Reg. 278/05
Revision Date:	January 2019, January 2021
Review Date:	January 2024
Responsibility:	Executive Officer of Facility Services

INTENDED PURPOSE:

The Halton District School Board (HDSB) requires an Asbestos Management Program to maintain safe and healthy operation of facilities. The Asbestos Management Program will include an Asbestos Register at each facility owned by the Board where asbestos-containing materials (ACM) have been identified. In addition, the Board will maintain an Asbestos Management Plan that details the procedure, expectations, roles and responsibilities regarding maintaining and updating the asbestos register, periodic inspections, providing notification to workers and building occupants, training and management of construction and maintenance activities.

The HDSB Asbestos Management Program is set out in this Asbestos Management in Facilities Administrative Procedure, and in the Asbestos Management Plan (AMP), which supplements the Administrative Procedure.

The objectives of the Asbestos Management Program are as follows:

- to provide a safe and healthy operation of facilities that have asbestos-containing materials in the building;
- to comply with the requirements prescribed under O.Reg. 278/05 – Designated Substance – Asbestos on Construction Project and in Buildings and Repair Operations made under the Ontario Occupational Health and Safety Act; and
- to achieve compliance with this Program by all employees and contracted personnel.

The basic elements of the Asbestos Management Program include the following:

- maintaining and updating the Asbestos Register for all buildings, built prior to the mid-1980's, where asbestos-containing materials have been identified in the building;
- periodic inspections of asbestos-containing materials (ACM);
- written notification to workers, occupiers and employers of the information in the Asbestos Register;
- information and instruction; and
- management of construction projects and maintenance activities.

The AMP identifies the role and responsibilities of various personnel that both work in the building and undertake facility-related work in the building, procedures regarding maintenance and updating of the Asbestos Register, including inventory and reassessment management, as well as repair and maintenance procedures, asbestos work classifications, training and education.

The [Asbestos Management Plan](#) can be found on the HDSB website, on the Facility Services [web page](#). In addition, a digital copy of the Asbestos Register (survey) for each applicable school is also available under the Facility Services department web page.

The Asbestos Register will include the following:

1. Asbestos Survey Plan
2. Asbestos Inventory
3. A copy of the AMP

The detailed procedures set out in the Asbestos Management Plan (AMP) must be followed to reduce the health risk of asbestos exposure to staff, students and other occupants of the building.

PROCEDURES

1. Overall Expectations:

- a. All schools and facilities that have been identified with asbestos-containing materials shall have a copy of the Asbestos Register and the Asbestos Management Plan in the school office;
- b. The Manager, Facility Maintenance and Renewal is responsible for maintaining and updating the Asbestos Register;
- c. Department and Project Supervisors, who are managing a construction or maintenance project in a building or buildings, identified with ACMs, are responsible to implement and enforce the requirements of the Asbestos Management Program for all work initiated by their department and provide notification to School Administrators of any projects that may impact ACMs in the facility;
- d. In coordination with the Board's Purchasing department and procurement procedures, the Project Supervisor, Area Supervisor and/or Department Manager will ensure contractors have been provided with information regarding the location of ACMs and that prior to awarding work, will have obtained proof of appropriate asbestos training for all contractor staff;
- e. No work that may impact ACMs will occur while the room or space is occupied by students, staff or other building occupants;
- f. Contractors are required to sign the Contractor Log Book, which will be located in the school's main office during the school day upon each visit to the school;
- g. When the main school office is closed, contractors are to sign the Contractor Log Book, which will be available in the Custodian's office;
- h. Head caretakers are responsible to review the Asbestos Register for their school annually with the School's Administrators, **and when a new Administrator is placed during the school year**;
- i. School Administrators are to communicate information regarding a Notice of Project and a Project Completion report with staff;
- j. HDSB Maintenance staff who have received the appropriate training may perform Type 1 removal of asbestos-containing vinyl floor tiles or ceiling tiles;
- k. All HDSB staff are responsible for viewing the mandatory Asbestos Awareness Training annually, available on-line through *myHDSB*;

The Asbestos Management Plan provides detailed requirements and expectations for Type 1, 2 and 3 operations in accordance with the asbestos-related work classified in O. Reg. 278/05. The AMP also provides Standard Operating Procedures for Type 1 activities, clean-up of fallen ACMs, personal protective equipment and above ceiling entry in buildings with asbestos-sprayed fireproofing.

Departments which may contract construction projects or maintenance work shall engage a qualified consultant to oversee Type 2 and Type 3 asbestos abatement work and retain an approved abatement contractor to perform Type 2 or Type 3, and certain Type 1 asbestos abatement work, as detailed in the AMP.