



**KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD**

Asbestos Management Program

Prepared for:

**Kawartha Pine Ridge District
School Board**

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Peterborough, Ontario L9J 7A1

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TABLE OF CONTENTS

1.0 INTRODUCTION..... 1

2.0 SCOPE..... 1

3.0 OBJECTIVE 1

4.0 BACKGROUND INFORMATION AND HEALTH EFFECTS..... 2

5.0 REGULATORY REQUIREMENTS AND KPRDSB POLICIES 2

 5.1 Regulatory Requirements 2

6.0 KPRDSB POLICIES RELATED TO ASBESTOS 2

7.0 ASBESTOS-CONTAINING MATERIALS AT KPRDSB FACILITIES 4

 7.1 Asbestos Assessments 4

 7.2 Reassessment of ACM 4

 7.2.1 Reassessment in Unassessed Areas..... 5

 7.3 Distribution of Assessment and Reassessment Reports 5

8.0 REMEDIAL WORK – DAMAGED MATERIALS..... 5

9.0 REVIEWING REPORTS AND PRE-CONSTRUCTION BULK SAMPLING OF MATERIALS 5

10.0 ABATEMENT – CONSTRUCTION, RENOVATION OR DEMOLITION 6

11.0 NOTIFICATION..... 7

 11.1 Notification to Tenants 7

 11.2 Notification of Contractors 7

 11.3 Notification of Maintenance Personnel 7

 11.4 Notification of Project Managers, Architects and Engineers 8

 11.5 Notification of Authorities Having Jurisdiction 8

12.0 TRAINING REQUIREMENTS 8

13.0 RESPONSE TO DISTURBANCE OF ASBESTOS, PROCEDURES AND CONTACTS 9

14.0 CLASSIFICATION OF ABATEMENT WORK 9

15.0 INSPECTION AND AIR MONITORING OF ASBESTOS WORK 9

 15.1 Visual Inspection..... 9

 15.2 Air Monitoring During Asbestos Work..... 9

 15.3 Type 1 – Inspection and Air Monitoring 10

 15.3.1 Inspection 10

 15.3.2 Air Monitoring 10

 15.4 Type 2 and Glove Bag – Inspection and Air Monitoring 10

 15.4.1 Inspection 10

 15.4.2 Air Monitoring 10

 15.5 Type 3– Inspection and Air Monitoring 10

 15.5.1 Inspection 10

 15.5.2 Air Monitoring 11

16.0 RECORD KEEPING AND DOCUMENTATION RETENTION 11

17.0 HAZARDOUS MATERIALS CONSULTANT QUALIFICATIONS 12

18.0 ABATEMENT CONTRACTOR QUALIFICATIONS 12

19.0 MAINTENANCE AND CUSTODIAL WORK 13



20.0 MAINTENANCE OF THE AMP 13

21.0 ROLES AND RESPONSIBILITIES 13

APPENDICES

GLOSSARY

APPENDIX A Letter of Notification to Tenants Regarding Asbestos in Premises

APPENDIX B Contractor Notification and Acknowledgement Form

APPENDIX C Response to Disturbance of Asbestos

APPENDIX D Classifications of Abatement Work



1.0 INTRODUCTION

Kawartha Pine Ridge District School Board (KPRDSB) is committed to protect the health and safety of workers and occupants. This Asbestos Management Program (AMP) has been developed to meet responsibilities as an employer, and as a building owner to manage operational issues respecting asbestos and to maintain compliance with applicable regulations for disturbance of asbestos-containing materials (ACM) during demolition, renovation, alteration, maintenance, repair or other activities.

2.0 SCOPE

The AMP provides information and procedures for Asbestos Management of all KPRDSB owned or occupied facilities.

The AMP applies to all KPRDSB staff as well as all service providers and contractors performing work in KPRDSB facilities.

The AMP outlines requirements for KPRDSB personnel involved in acquisition of property which may contain ACM. It applies to all categories of property with the exception of vacant lands.

The AMP is a management system to control the disturbance of ACM during demolition, renovation, alteration, maintenance, repair or other activities.

The AMP incorporates the following elements:

- Asbestos Assessments and Reassessments.
- Regulatory Requirements and KPRDSB Policies.
- Roles and Responsibilities.
- Notifications.
- Training Requirements.
- Emergency Reaction and Procedures.
- Record Keeping.
- Contractor Requirements.

3.0 OBJECTIVE

The AMP is a management system primarily intended to identify ACM and control disturbance of ACM by using proper procedures during demolition, renovation, alteration, maintenance, repair or other activities.

The objective in preparing and instituting this AMP is to ensure that known or suspected ACM is managed so that maintenance staff, construction workers, and occupants are safeguarded in accordance with applicable regulations.



4.0 BACKGROUND INFORMATION AND HEALTH EFFECTS

The following is a brief summary of the hazards and health effects from asbestos exposure:

- Occupational exposure to asbestos can cause fatal lung disease.
- Asbestos must become airborne and be inhaled to be hazardous. A physical disturbance or direct contact with ACM is required to cause it to become airborne. The mere presence of asbestos is not hazardous.
- Asbestos may remain in buildings so long as it is in good condition and undisturbed. No Provincial or Federal Regulations require the removal of ACM as long as it is enclosed, encapsulated or managed appropriately and removed prior to building demolition.

5.0 REGULATORY REQUIREMENTS AND KPRDSB POLICIES

5.1 Regulatory Requirements

This AMP was implemented in response to the following legislation in effect as of January 11, 2024.

All building operations, whether performed by KPRDSB, or designate, shall adhere to the requirements outlined in this document and all applicable regulations, guidance documents and acceptable professional standards.

The following regulations and guidelines were in place at the time this AMP was prepared:

1. Asbestos on Construction Projects and in Buildings and Repair Operations, Ontario Regulation 278/05.
2. Designated Substances, Ontario Regulation 490/09.
3. General – Waste Management, Ontario Regulation 347/90.
4. Public Sector Accounting Board (PSAB) section PS 3280 – Asset Retirement Obligations (ARO).

6.0 KPRDSB POLICIES RELATED TO ASBESTOS

KPRDSB is committed to ensuring the health and safety of all staff, service providers, and building occupants. All building operations, whether performed by KPRDSB staff or service providers, shall be performed in adherence to the requirements outlined in this document and Ontario Regulation 278/05: *Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operation* made under the *Occupational Health and Safety Act* and all other applicable regulations.



KPRDSB has established the following policies related to asbestos independent of applicable regulations:

- KPRDSB will opt for removal of damaged ACM as opposed to encapsulation or repair with jacketing (pipe and mechanical insulations) unless removal is not practical.
- When remedial action is undertaken on friable sprayed ACM, KPRDSB will generally opt for removal of the ACM. Encapsulation or encasement will not be undertaken unless removal is not practicable in specific locations.
- When remedial action is undertaken on friable mechanical insulation both removal and repair (re-jacketing or encapsulation of mechanical insulation) will be considered depending on the extent of work required.
- During construction work, KPRDSB will consider proactively removing all asbestos in the construction area regardless of whether or not asbestos is affected by renovation activity.
- At existing leased properties when ACM is discovered during any improvement, addition, renovation, demolition, maintenance, repair of any kind, or at any other time, the Landlord shall promptly remove the ACM from the Premises or the Building if possible within existing lease agreement.
- No KPRDSB staff shall undertake any asbestos operation greater than that which they have been trained for as defined by O. Reg. 278/05.
 - KPRDSB staff with specific training may perform Type 1 work which they are trained to complete.
 - KPRDSB staff with specific training may perform limited Type 2 work which they are trained to complete.
 - All Type 2 (with the exception of the operations noted above), or /Type 3 operations shall be undertaken by an Asbestos Abatement Contractor.

KPRDSB personnel who receive Type 1 asbestos training may perform the following asbestos procedures:

- Removal of ACM vinyl floor tiles and mastic with hand tools.
- Removal of ACM caulking, adhesives, sealants with hand tools.
- Removal of sinks with ACM antisweat coating on underside of sink, with hand tools.
- Lifting/relocating and reinstating same ACM ceiling tiles to access above ceiling, or removing less than 7.5 square meters of ACM ceiling tiles.
- Removal of less than 1 square meter of drywall with ACM drywall joint compound.
- Removing or fastening items to ACM walls and ceilings with hand tool.

KPRDSB personnel who receive Type 2 asbestos training may perform the following:

- Filter and vacuum bag changes on HEPA equipped vacuums used for asbestos work.



- Filter changes on Air Handling Equipment (AHU) within buildings which have asbestos-containing spray-applied fireproofing.

7.0 ASBESTOS-CONTAINING MATERIALS AT KPRDSB FACILITIES

Refer to the individual Asbestos Assessment or subsequent Asbestos Reassessment Reports prepared for the facility. In some cases, Hazardous Building Materials Assessment or Designated Substance Survey Reports have been prepared and these reports include information regarding asbestos and other hazardous materials.

All assessment reports have been or will be, prepared to comply with applicable asbestos regulations.

Asbestos Assessment Reports are key components of this AMP, as the reports define the locations of ACM and Presumed ACM (PACM) present in the facility, the condition of ACM, the friability, the type of asbestos and the approximate quantity.

7.1 Asbestos Assessments

Asbestos Assessments for Kawartha Pine Ridge District School Board facilities have been completed by a Consultant (Qualified Person), in compliance with applicable regulations and acceptable professional standards.

KPRDSB will engage a Consultant (Qualified Person) to perform asbestos assessments for all facilities. The report is to be completed following a methodology compliant with applicable regulations and acceptable professional standards. The report must comment on the condition of the ACM, include recommendations for remedial action, and is to include the risk classification for any abatement required.

In facilities which are leased by KPRDSB and in which KPRDSB is not responsible for maintenance etc., the initial survey and the subsequent reassessments may be the responsibility of the Owner or the tenant based on provincial regulatory requirements.

In leased spaces, copies of the initial asbestos assessment, and any subsequent reassessments, shall be provided by the Owner to KPRDSB, and maintained on Site, or KPRDSB will have an asbestos assessment report prepared and complete subsequent reassessments, limited to the leased space.

7.2 Reassessment of ACM

The reassessment of ACM and PACM will be completed by a Consultant (Qualified Person) and be issued in the form of an electronic report and two hardcopies.



7.2.1 *Reassessment in Unassessed Areas*

Where assessments have been completed in only a portion of the building, all non-sampled materials (including but not limited to ceiling tiles, vinyl floor tiles, vinyl sheet floor, etc.) are to be presumed to contain asbestos, and reassessed during their yearly inspection of the building.

If during any annual or other inspections, materials not previously sampled are found to be damaged (spalling finishes, debris, etc.), samples are to be collected and the material is to be identified as asbestos or non-asbestos. Remedial action and removal procedures are to be decided accordingly if the materials are found to contain asbestos.

7.3 **Distribution of Assessment and Reassessment Reports**

KPRDSB will ensure that each assessment and reassessment report is distributed or accessible to the following:

- Hard copy sent to each facility (it is a regulated requirement and a copy must be available on site) and at the Education Centre.
- KPRDSB JHSC and/or Health and Safety Representative.
- Building Operators, Maintenance Personnel, Custodial Staff.
- Engineers, Architects, or Managers planning or performing work in a KPRDSB Building.
- Outside contractors that could potentially disturb ACM through their work.
- Tenant Representatives.

8.0 **REMEDIAL WORK – DAMAGED MATERIALS**

KPRDSB will refer to the asbestos assessment or reassessment reports (as required) to determine if damaged materials are ACM.

If the regulated abatement procedure to be used is not detailed in the recommendations section of the asbestos or hazardous materials report, the KPRDSB will contact a Consultant to determine applicable asbestos abatement procedures.

KPRDSB will employ a qualified worker to perform the remedial work required (removal of damaged ACM) and, if required, a qualified consultant to perform inspection and/or air monitoring as soon as practicable upon receiving the report/notice of damage.

9.0 **REVIEWING REPORTS AND PRE-CONSTRUCTION BULK SAMPLING OF MATERIALS**

Prior to performing any planned work (maintenance or construction), the existing building materials that may be disturbed by the work will be assessed. The asbestos assessment report, or pre-construction



hazardous building materials report, as required by separate provincial legislation, for the building will be reviewed (by the party sourcing or performing the work).

As most existing reports in place are limited to non-intrusive investigations, additional assessment and sampling of materials that may contain asbestos that were not identified in the asbestos assessment report may be required. The survey must be performed by a competent Asbestos Consultant and include destructive or intrusive testing for concealed materials.

Sampling may include the following:

- Flooring materials that may not have been previously sampled. Prior to disturbance of vinyl sheet flooring or vinyl floor tile and the adhesive mastic, collect samples of flooring materials that were not previously sampled/identified (refer to Findings Section of the Asbestos Assessment Report or Hazardous Materials Report).
- Materials presumed to contain asbestos listed in the assessment report, collect samples of materials that were not previously sampled/identified (refer to Asbestos Assessment Report or Hazardous Materials Report).
- Unidentified suspect materials that were not sampled during the initial survey, but which may be present within enclosed areas such as pipe/duct insulations in ceiling spaces, chases or shafts. If such areas will be affected by the work, entry to these areas and sampling of suspect materials shall be performed.
- Other hazardous building materials shall be sampled and analyzed or identified prior to disturbance as required by provincial regulatory requirements. Other hazardous building materials may include lead, mercury, silica, polychlorinated biphenyls, mould, etc.

10.0 ABATEMENT – CONSTRUCTION, RENOVATION OR DEMOLITION

KPRDSB will refer to the asbestos assessment report, hazardous materials report, or bulk sample analytical results (as applicable) to determine if ACM is present which may be disturbed.

KPRDSB will contract a Consultant to determine applicable asbestos abatement procedures. For large projects (i.e., work taking place over a number of days) the consultant will develop a scope of work and/or performance specifications.

KPRDSB will employ a qualified worker to perform asbestos abatement of ACM that *may*¹ be disturbed by construction, renovation or demolition work using appropriate regulated procedures.

¹ Regulations state that ACM that may be disturbed must be removed (or asbestos precautions must be followed) prior to any other work



11.0 NOTIFICATION

11.1 Notification to Tenants

KPRDSB will inform the JHSC of any planned sampling, assessment or abatement work that is to be conducted within the applicable KPRDSB building(s) to ensure that all aspects of committee involvement are complied with.

Tenants must be notified of ACM in their leased space and in common areas of the building that they have access to and may disturb the ACM. This is a regulatory requirement.

KPRDSB will notify all new tenants of the presence of ACM in the space they are occupying. Notification is to be completed prior to occupancy via the tenant lease agreement.

Upon institution of this AMP, and upon completion of asbestos assessments in a recently assessed or recently purchased property, where tenants have not been notified via their lease agreement, KPRDSB will notify tenants of the presence of asbestos in the space they are occupying.

The notification is to be provided by sending a letter to the Tenant Representative. Suggested language to be used to notify Tenants regarding asbestos is present in Appendix A, but should be reviewed by KPRDSB's legal counsel prior to issuing.

KPRDSB will ensure that all tenants provide an emergency contact number (in the event of an accidental disturbance).

11.2 Notification of Contractors

Contractors that perform work which may disturb ACM within the facility must be notified of the presence of asbestos (by being provided the asbestos or hazardous materials assessment report). Notification will be sent to these parties prior to project or maintenance work (e.g. custodial, telephone, cable, etc.).

Prior to performing work, contractors must complete and return the Contractors Notification Package (Appendix B) and KPRDSB will maintain acknowledgement forms from these packages.

11.3 Notification of Maintenance Personnel

KPRDSB will inform their own staff that will perform custodial work, maintenance work or project work of the presence of asbestos in the facility in which they are working. This will be completed by providing access to the AMP, the asbestos assessment report and training.



11.4 Notification of Project Managers, Architects and Engineers

KPRDSB will inform their project managers, architects and engineers of the presence of asbestos in the facility in which they are arranging for or planning work. This will be completed by providing access to the AMP, and the most recent asbestos assessment/hazardous building materials report.

11.5 Notification of Authorities Having Jurisdiction

The Constructor will notify the Authorities Having Jurisdiction, for the following:

- All work classified as a Type 3 operation.
- Glove Bag work greater than 1 square meter of ACM.
- All projects with a value greater than \$50,000, regardless of scope.

12.0 TRAINING REQUIREMENTS

KPRDSB will ensure staff have received appropriate training.

The majority of KPRDSB employees will not undertake asbestos abatement work or will not disturb asbestos. Therefore, training shall be limited to the following:

- Health effects of asbestos exposure.
- Overview of the existence of applicable regulations and risk classification.
- Identification of common types of ACM.
- Understanding a typical asbestos survey report.
- Their responsibilities under the policies in this AMP and Regulations.

KPRDSB employees which coordinate work in facilities will also receive the following training:

- Risk Classification of Asbestos Work (Type 1, Type 2, Type 3).
- Overview of appropriate work practice and procedures to be followed.

KPRDSB employees which are to undertake Type 1 or 2 asbestos work will receive the following training:

- Training as identified above.
- Training in compliance with Section 19 of O.Reg. 278/05.
- KPRDSB specific work procedures.

KPRDSB will maintain a record of training of their employees.

KPRDSB requires all tenants, service providers, contractors, etc. to provide appropriate training to all workers who perform work in KPRDSB Facilities which will, or potentially may, disturb ACM.



13.0 RESPONSE TO DISTURBANCE OF ASBESTOS, PROCEDURES AND CONTACTS

KPRDSB staff and contractors may encounter fallen material that is suspected or confirmed to contain asbestos or uncover a material that was previously unidentified and is suspected to contain asbestos. KPRDSB staff and contractors shall follow the protocol “Response to Disturbance of Asbestos” in Appendix C.

For tendered work for demolition, alteration or repair of all or part of machinery, equipment, or a building; Upon unexpected discovery/disturbance of a material suspected to contain asbestos, not previously identified in the reports, it is a Regulated requirement to notify the JHSC, the constructor, KPRDSB and the local Ministry of Labour office.

14.0 CLASSIFICATION OF ABATEMENT WORK

Refer to Appendix E for the classification of asbestos work.

15.0 INSPECTION AND AIR MONITORING OF ASBESTOS WORK

15.1 Visual Inspection

The primary method of ensuring compliance when conducting asbestos removal or abatement work is visual inspection of the site and work practices by a Competent Worker or Asbestos Consultant.

15.2 Air Monitoring During Asbestos Work

O. Reg. 278/05 only requires clearance monitoring following Type 3 operations in buildings that will be occupied after the asbestos work.

In Type 2 and Type 3 projects air monitoring is useful to provide proof of compliance with the specified work practices and, will be performed as outlined below on KPRDSB projects.

Air monitoring and analysis during active asbestos removal or abatement will be performed using the NIOSH 7400 method using Phase Contrast Microscopy (PCM). PCM air samples must be submitted for analysis to a laboratory participating in a recognized quality control program such as the AIHA Asbestos Analysts Testing (AAT) Program or the Quality Control Program of the IRSST (the Institut de recherche Robert-Sauvé en santé et en sécurité du travail).

The acceptable limit for samples collected outside the asbestos work area will be 0.05 fibres/cubic centimetre (f/cc). This level has been established as 50% of the current Occupational Exposure Limit (OEL) established by the American Conference of Governmental Industrial Hygienists (ACGIH). In addition, the NIOSH REL (Recommended Exposure Limit), the US OSHA PEL (Permissible Exposure Limit) and the ACGIH TLV (Threshold Limit Values) for asbestos are 0.1 fibres/cc (or mL), including aspect ratio and length requirements.



Accurate determination of a lower concentration may be affected by the presence of low levels of non-asbestos fibrous dust in office or building environments.

15.3 Type 1 – Inspection and Air Monitoring

15.3.1 Inspection

The Project Manager, an assigned Competent Worker, or an outside Asbestos Consultant, will inspect the work upon completion of work to ensure all ACM has been removed and the area adequate cleaned of dust and debris.

15.3.2 Air Monitoring

Air monitoring is not required.

15.4 Type 2 and Glove Bag – Inspection and Air Monitoring

15.4.1 Inspection

An outside Asbestos Consultant will perform daily, not full-time, inspections throughout the abatement, and inspect the work upon completion of work to ensure all ACM has been removed and the area adequate cleaned of dust and debris. Upon completion of inspection and air monitoring by the Consultant, the site isolation may be dismantled. The Project Manager or an assigned Competent Worker may inspect for final cleanliness after the site isolation has been dismantled.

15.4.2 Air Monitoring

PCM air monitoring will be conducted daily. Air monitoring will be conducted in occupied (indoor) areas adjacent to the Asbestos Work Area and in Glove Bag Work Areas during contaminated work.

PCM air monitoring will be used for air clearance within all Asbestos Work Areas, after all required removal and cleaning is complete. A clearance level of less than 0.05 f/cc must be achieved prior to dismantling the asbestos work area and/or enclosure.

15.5 Type 3– Inspection and Air Monitoring

15.5.1 Inspection

An outside Asbestos Consultant will perform full-time inspections throughout the abatement, and inspect the work upon completion of work to ensure all ACM has been removed and the area adequate cleaned of dust and debris. Upon completion of inspection and air monitoring by the Consultant, the site isolation will be dismantled.



The Project Manager or an assigned Competent Worker may inspect for final cleanliness after the site isolation has been dismantled.

15.5.2 Air Monitoring

PCM air monitoring will be conducted on a daily basis. Air monitoring will be conducted at the perimeter of the Asbestos Work Area (in occupied areas adjacent to the Work Area) to ensure no leakage from the enclosure. Air monitoring may be performed within the enclosure to ensure that respirator protection factors are not exceeded.

Clearance air monitoring must be performed within the Asbestos Work Areas. The air sample will be relied upon to allow clean access to the site for the Teardown Inspection. Clearance levels of 0.01 f/cc using PCM method must be achieved prior to dismantling the enclosure. Where PCM samples fail to meet the 0.01 f/cc criteria:

- Contractors may be requested to reclean the Asbestos Work Areas and another round of air sampling will be completed, or;
- Transmission Electron Microscopy (TEM) may be used with a clearance criteria of 0.01 asbestos fibers/cc.

Once the clearance air testing is satisfactory and within 24 hours after the clearance air testing results are received,

- a. The Owner and the Employer shall post a copy of the results in a conspicuous place or places,
 - i. At the workplace, and
 - ii. If the building contains other workplaces, in a common area of the building; and
- b. A copy shall be provided to the JHSC or the health and safety representative, if any, for the workplace and for the building.

16.0 RECORD KEEPING AND DOCUMENTATION RETENTION

KPRDSB will keep the following records:

- Training certificates for KPRDSB employees trained to perform asbestos procedures as defined in Section 6.0.
- Asbestos Assessment and Reassessment, and/or Hazardous Building Materials or Designated Substance Assessment Reports.
- Tenant Notification Letters and dates posted or transmitted.
- Contractor Notification Packages and Acknowledgement Forms.



- Asbestos Project Work Records.
- Consultant Asbestos Abatement Completion Reports (including Daily Inspection and Air Monitoring Reports).
- Bulk sample analytical results from any sampling.
- Emergency response project records.

17.0 HAZARDOUS MATERIALS CONSULTANT QUALIFICATIONS

Consultants employed by KPRDSB for asbestos work are to meet the following minimum requirements:

- Display competency in asbestos consulting (be the “competent person” required in applicable regulations).
- Maintain a health and safety management system that meets provincial standards.
- Maintain a Comprehensive General Liability Policy, with a minimum of \$5,000,000 in coverage.
- Maintain an Errors and Omissions Policy, with a minimum of \$5,000,000.
- Maintain an Automobile or Fleet Policy, and Non-Owned Automobile Policy with a minimum of \$2,000,000 in coverage.
- Maintain valid provincial worker’s compensation coverage (e.g. Workplace Safety and Insurance Board in Ontario).
- Accredited to analyze PCM air samples or use an accredited laboratory.

18.0 ABATEMENT CONTRACTOR QUALIFICATIONS

Contractors employed by KPRDSB are to meet the following minimum requirements:

- Maintain a Comprehensive General Liability Policy, provided on an “occurrence” basis, for a minimum of \$5,000,000 in coverage.
- Maintain an Asbestos Liability or Contractors Pollution Liability Policy, provided on an “occurrence” basis, with a minimum of \$5,000,000 in coverage.
- Maintain an Automobile or Fleet Policy, and Non-owned Automobile Policy with a minimum of \$2,000,000 in coverage.
- Maintain valid provincial worker’s compensation coverage (e.g. Workplace Safety and Insurance Board in Ontario).



- All supervisors and workers performing abatement work are to be trained in the procedures being used, health effects or asbestos, applicable personal hygiene procedures, personal protection equipment used and respirator care.
- Workers are to be trained as per the requirements of provincial regulations in the province the contractor is working within. In Ontario, all workers and supervisors are to have their MTCU training certification to perform Type 3 work.
- All workers are to be fit tested for respirators.
- Maintain a health and safety management system that meets provincial standards.

19.0 MAINTENANCE AND CUSTODIAL WORK

KPRDSB personnel and contracted custodial staff will not:

- Sweep/vacuum in areas of damaged ACM.
- Sweep/vacuum/remove ACM or PACM debris.
- Disturb ACM.
- Remove ACM.

KPRDSB will employ an abatement contractor to perform these tasks.

KPRDSB staff that are appropriately trained may perform specific tasks which they are trained to complete (listed in section 6.0).

Alternately, KPRDSB will employ the appropriately trained contractors if there is other work to be completed that will disturb ACM (e.g. installing electrical equipment through an asbestos-containing plaster wall).

20.0 MAINTENANCE OF THE AMP

This AMP is to be re-evaluated, and possibly revised, each time there is a substantial change to any relevant provincial regulation, or policy change. This AMP must be reviewed at least annually and updated as necessary.

21.0 ROLES AND RESPONSIBILITIES

This section defines the roles and responsibilities of KPRDSB personnel instituting this AMP and provide effective management of ACM at their facilities.

The AMP Facilitator has the primary responsibility to administer the AMP and ensure it is instituted and effective.



The following table summarizes the responsibilities of KPRDSB personnel:

Reference No.	Responsibility/Task	AMP Section Reference	AMP Facilitator	Facility Manager	Project Team	KPRDSB Staff	Consultant
1	Maintenance of the AMP	20.0	X				
2	Employ a Consultant to prepare Asbestos Assessment Reports for any facility where one is not available/prepared	7.1	X	X			
3	Employ a Consultant to prepare Asbestos Assessment Reports in newly purchased facilities	7.1	X	X			
4	Employ a Consultant to reassess facilities where ACM has been confirmed	7.2	X	X			
5	Distribute Asbestos Assessment and Reassessment Reports	7.3	X				
6	Upon receiving assessment and reassessment reports, employ a contractor to perform remedial abatement work to remove damaged ACM. Use applicable provincial procedures	8.0	X	X			
7	As required, prior to performing remedial work, engage a Consultant to perform inspection and air monitoring	15.0	X	X	X	X	
8	Ensure that an intrusive pre-construction assessment for ACM is performed prior to any renovation, alteration or demolition	9.0		X	X	X	X
9	Conduct bulk sampling of suspect materials that have not been sampled or presume the materials to be an ACM	9.0		X	X	X	X
10	Employ a Consultant (as applicable) to prepare a scope of work prior to large scale abatement as part of construction, renovation or demolition.	10.0		X	X		
11	Amend leases to provide notification to new tenants informing them of ACM within their space, and instruction for them not to disturb ACM	11.1	X	X			



Reference No.	Responsibility/Task	AMP Section Reference	AMP Facilitator	Facility Manager	Project Team	KPRDSB Staff	Consultant
12	Provide existing tenants at the outset of this AMP, or tenants in newly purchased facilities, a letter notifying the lessee of ACM within their space, and instruction not to disturb the ACM	11.1	X	X			
13	Ensure all Project Managers, Architects, Engineers and others arranging for, or planning, work in the Facility are provided with the most current asbestos (re)assessment report	11.4	X	X	X	X	
14	Provide contractors working in KPRDSB facilities the most current asbestos (re)assessment report and notification via the Contractor Information Package	11.2		X	X	X	
15	Ensure training of KPRDSB personnel is completed	12.0	X				
16	Response to an uncontrolled spill or disturbance of asbestos following emergency procedures in Appendix C	13.0	X	X	X	X	
17	Keep all records as required by this program (excepting contractor package acknowledgement)	20.0	X				
18	Keep records of contractor package acknowledgement for each project (contractors to submit via email and keep record)	16.0		X	X	X	
19	Ensure Consultants meet the required qualifications	17.0	X	X	X		
20	Ensure contractors meet the required qualifications	18.0		X	X	X	X
21	Ensure maintenance and custodial work is performed so that it does not disturb ACM and unnecessary disturbance of ACM is avoided	19.0				X	
22	Report any unplanned disturbance to ACM or damage to ACM	13.0	X	X	X	X	



Reference No.	Responsibility/Task	AMP Section Reference	AMP Facilitator	Facility Manager	Project Team	KPRDSB Staff	Consultant
23	Employ a Consultant to perform inspections and air monitoring	15.0		X	X		
24	Annual reassessment in unassessed areas	7.2	X	X		X	

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Master Template for Asbestos Management Program, HAZ, ON Only, October 28, 2019

GLOSSARY



Amended Water	Water with wetting agent added for purpose of reducing surface tension to allow thorough wetting of ACM.
Asbestos-Containing Material(s) (ACM)	A material that contains 0.5% or more asbestos as measured by U.S. Environmental Protection Agency Test Method EPA/600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials, June, 1993.
Asbestos	Any of the following fibrous silicates: Actinolite; Amosite; Anthophyllite; Chrysotile; Crocidolite; Tremolite.
Asbestos Work Area	Area where work is being performed which will or may disturb ACM including overspray and fallen material or settled dust that may contain asbestos.
Competent Worker	In relation to specific work, means a worker who, <ul style="list-style-type: none">• is qualified because of knowledge, training and experience to perform the work• is familiar with the Act and with the provisions of the regulations that apply to the work, and• has knowledge of all potential or actual danger to health or safety in the work.
Encapsulation	The application of a liquid sealant to asbestos-containing materials; the sealant may penetrate and harden the material (penetrants) or cover the surface with a protective coating (bridging sealants). Also called encasement. This is generally not advisable.
Enclosure	Enclosure of ACM means the construction of solid enclosure (walls, ceiling, bulkhead etc.) around ACM, or An Enclosure means the site isolation including hoarding walls, polyethylene sheeting and seals that isolates an Asbestos Work Area.
Friable Material	Material that: when dry, can be crumbled, pulverized or powdered by hand pressure, or is crumbled, pulverized or powdered.
Glove Bag Removal	A method of removing friable insulation from a piping system using a prefabricated bag which isolates the section of insulation being removed. This is a Type 2 Procedure.
HEPA Filter	High Efficiency Particulate Aerosol filter that is at least 99.97 percent efficient in collecting a 0.3 micrometre aerosol.
HEPA Filtered Negative Pressure Unit:	Portable air handling unit which extracts air directly from the Asbestos Work Area and discharges the air to the exterior of the building after passing through a HEPA filter.
JHSC	Joint Health and Safety Committee.
MECP	Ministry of Environment, Conservation and Parks.



MLTSD	Ministry of Labour, Training and Skills Development.
Phase Contrast Microscopy (PCM)	A method which uses an optical microscope to determine airborne fibres, normally in an occupational setting. Results are presented as a number of fibres per cubic centimetre (f/cc). The method of analysis is based on the US National Institute for Occupational Safety and Health (NIOSH) Manual of Analytical Methods, Method 7400, issue 2, Asbestos and Other Fibres by PCM (August 15, 1994).
Transmission Electron Microscopy (TEM)	A method which uses an electron microscope to determine airborne asbestos fibres. Results are presented in fibres per cubic centimetre of air (f/cc). The method of analysis is The U.S. National Institute of Occupational Safety and Health (NIOSH) Manual of Analytical Methods, Method 7402, Issue 2: Asbestos by TEM (Aug 15, 1994).
Type 1, 2 and 3 Procedures	Procedures defined under Ontario Ministry of Labour Regulation 278/05. The specific operations and their classification into these procedures are described under the Classification of Work Section.
US EPA	United States Environmental Protection Agency.

APPENDIX A

Letter of Notification to Tenants Regarding Asbestos in Premises



LETTER OF NOTIFICATION TO TENANTS REGARDING ASBESTOS IN PREMISES

The following wording should be utilized in communicating the presence of asbestos to a tenant or lessee.

To Tenant Management Representative

This letter is being provided as notification of the presence of asbestos within the building at _____ . KPRDSB has recently had an asbestos assessment performed of the entire building and has established a program to manage all asbestos in a safe and prudent fashion. O.Reg. 278/05 requires notification of the building's tenants of the location of such material, as well as, notification of workers who may work in close proximity to the material and who may disturb it.

Our Consultant inspected all areas of the building and made recommendations, where necessary, for removal or repair of asbestos. All such work [has been completed/will be completed shortly] with appropriate inspection and supervision. All asbestos remaining is subject to the Asbestos Management Program (AMP) as required by Provincial Regulations and our own due diligence. A copy of the assessment report is available at each KPRDSB building and the AMP is available for review at the Board Office, 1994 Fisher Drive, Peterborough, Ontario.

The continuing presence of the remaining asbestos does not pose a risk of exposure to your employees as long as it remains under this management program. Staff that may disturb these materials has been given appropriate training and are aware of its presence. If you are planning maintenance or renovation work please notify the AMP Facilitator who will determine if the planned work will affect the asbestos in any way and provide information regarding necessary work practices and obligations to maintain a safe and healthy environment for Occupants and Contractors.

Please ensure that your Staff are aware of the above information. If you have any concerns please contact the AMP Facilitator at (705) 742-9773 x2142 or (705) 933-9736.

APPENDIX B
Contractor Notification and Acknowledgement Form



CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT FORM

KPRDSB has identified the presence of various asbestos-containing materials (ACM) in the Building at _____ . An asbestos inventory report showing the locations and amounts of these materials is available for viewing from the AMP Facilitator.

The disturbance of ACM is to be undertaken by Abatement Contractors that maintain the appropriate insurance coverage and meet the requirements set out in the Asbestos Management Program (AMP).

The following activities may disturb asbestos materials. The AMP Facilitator must be notified of the following:

- Any removal, repair or disturbance of any ACM.
- Ceiling entry which may disturb sprayed-fireproofing or pipe insulation.
- Any other operation which may generate airborne asbestos from friable asbestos.
- The disturbance of any material excluded from the building's asbestos assessment report.
- Discovery of any material excluded from the survey.

Declaration by Contractor

The Contractor and their sub-contractors shall follow the work procedures as specified by KPRDSB's AMP and shall not disturb ACM without using proper procedures in accordance the provincial regulations and guidelines, and this AMP, including prior notification to the AMP Facilitator. All asbestos waste will be packaged, transported and disposed of in accordance with applicable regulations.

Notification of Asbestos Abatement

All Contractors and KPRDSB employees who perform work at facilities where ACM is present must be notified of the presence of the ACM if their work may bring them into contact, or close proximity to, the ACM. This notification may include custodial, security, telephone, computer cabling suppliers, mechanical maintenance contractors, etc. This notification shall be performed by the Facility Manager.

All contractors and KPRDSB employees who perform work, including telephone, computer cabling suppliers, electrical and mechanical contractors, etc., at KPRDSB facilities, where asbestos-containing spray-applied insulation is present above ceilings are to be notified that Type 2/Moderate Risk Procedures may be required for any entry to, or work within the ceiling space, determined by condition of material, scope of work, and potential for disturbance of the material. This notification shall be performed by the AMP Facilitator.



Contractors are to:

- Notify orally and in writing, an inspector at the office of the Ontario Ministry of Labour nearest the project site (Notice of Project), as per Regulation 278/05.
- Notify municipal Landfill site as per provincial regulations.
- Inform all sub trades of the presence of ACM identified in the contract documents.
- If suspect ACM not identified in the contract documents are discovered during the course of the work, the Contractors are to stop all work which might disturb the suspect ACM. The contractor is to notify orally and in writing the Consultant, Constructor, an inspector at the nearest MLTSD office, the Owner and the AMP Facilitator for the workplace.

By signing below, the Contractor acknowledges they have received, read and understand the requirements of KPRDSB's AMP.

Building (Address): _____

Project: _____

Contractor: _____

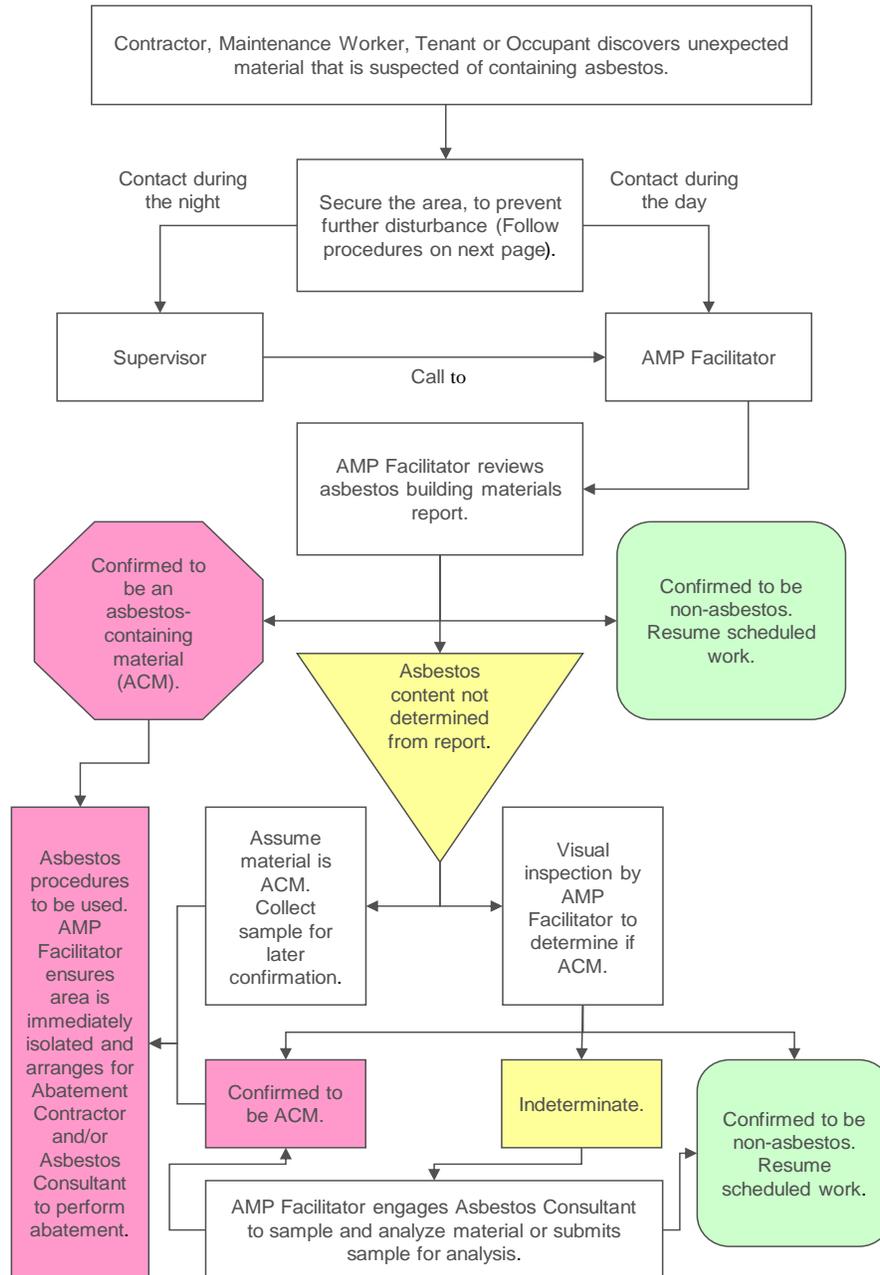
Name and Title: _____

Signature: _____

Date: _____

APPENDIX C
Response to Disturbance of Asbestos

EMERGENCY RESPONSES AND NOTIFICATION IN THE EVENT OF ASBESTOS-SUSPECT MATERIAL DISCOVERED DURING MAINTENANCE OR CONTRACTED WORK OR REPORTED BY OCCUPANT/TENANT





EMERGENCY REACTION IN THE EVENT OF SUSPECTED ASBESTOS SPILL

If asbestos-containing materials or suspect materials have been disturbed improperly, follow these directions:

- Do not clean up, cover, move or contact asbestos-containing or suspect material. Cease work in the area and do not resume work that risks disturbing the suspect material. Workers are to leave the area and the KPRDSB AMP Facilitator is to be notified immediately.
- Isolate the area by locking doors if this can be done without blocking emergency or fire routes.
- If it is not possible to safely isolate the area, the AMP Facilitator will notify appropriate persons not to enter the area. If possible, post security to prevent unnecessary access.
- The AMP Facilitator will arrange to shut down ventilation systems to the affected area including supply, return and exhaust.
- The AMP Facilitator will determine if asbestos is contained in the debris. If material cannot be confirmed asbestos-free by records or appearance, follow procedures below.
- The AMP Facilitator will contact an Asbestos Consultant to sample the material, or identify the material visually.
- If the material is confirmed or assumed to contain asbestos, the AMP Facilitator is to contract an Asbestos Abatement Contractor to clean-up contaminated area.
- The AMP Facilitator will employ an Asbestos Consultant to perform air monitoring and consulting, prior to, during, and/or after clean-up to determine airborne fibre concentrations prior to, and during, the work and to ensure airborne fibre levels are within acceptable limits to re-occupy the space. The AMP Facilitator must notify the Joint Health and Safety Committee of the results of air monitoring or testing.
- Enable ventilation systems after air monitoring or clean up of ACM.

APPENDIX D
Classifications of Abatement Work



CLASSIFICATIONS OF ABATEMENT WORK

A summary of the asbestos work classifications for Ontario is as follows:

Type 1

- installation or removal of less than 7.5 square meters of ACM ceiling tiles without damage*;
- installation or removal of non-friable ACM, other than ceiling tiles, without damage*;
- damaging* non-friable ACM that is wetted and where the work is done using non-powered hand-held tools; and,
- removal of less than one square metre of drywall where ACM joint-filling compounds were used.

Type 2

- the removal of all or part of a false ceiling to access a work area, if ACM is likely to be lying on the surface of the false ceiling;
- enclosure of friable ACM;
- application of tape, a sealant or other covering to pipe or boiler insulation that is ACM;
- installing or removing ACM ceiling tiles that cover an area of 7.5 m² or more if the work is done without damaging the tiles;
- damaging non-friable ACM using non-powered hand-held tools if the material is not wetted;
- cleaning or removing filters used in air handling equipment in a building that has sprayed ACM insulation;
- removal or disturbance of one square metre or less of friable ACM;
- glove bag removals of ACM insulation; and
- Work that may expose a worker to asbestos and that is not classified as a Type 1 or Type 3 operation, is also to be classified as a Type 2 operation.

Type 3

- removal or disturbance of more than one square metre of friable ACM;
- spray application of a sealant to friable ACM;
- cleaning or removal of air-handling equipment, including rigid ducting but not including filters, in a building that has sprayed ACM insulation;



- repair, alteration or demolition of a kiln or furnace made, in part, of refractory materials that are ACM;
- Use of power tools not attached to dust-collecting devices with HEPA filters on non-friable ACM; and,
- repair, alteration or demolition of a building in which asbestos products were manufactured, unless the asbestos was cleaned up and removed before March 16, 1986.

* **damage** includes breakage, cutting, abrading, grinding, sanding, and vibration.