



Human Resources, Health, Safety and
Employee Well-Being

ASBESTOS MANAGEMENT PROGRAM

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INTRODUCTION AND OBJECTIVES

York University (hereafter referred to as “York” or “the university”) is committed to providing a healthy and safe learning and working environment by fostering a culture of shared safety responsibility to reduce occupational injuries and illnesses in the workplace.

The objectives of this program are:

1. Prevention of occupational illness arising from overexposure to airborne asbestos fibres through maintenance of an inventory of asbestos by location, form, and condition; safe work procedures, notification, personal log of workers' exposure, air sampling and waste handling;
2. Prevention of hazardous exposure of members of the York University Community to airborne asbestos fibres through safe work procedures by workers, monitoring, training and the establishment of the emergency response procedure; and

This program is not intended to extinguish rights, remedies and responsibilities under a collective agreement.

SCOPE

This program is intended to include all persons working for York University including but not limited to students, faculty, staff, vendors, contractors, sub-contractors and volunteers.

BACKGROUND

According to Canadian Centre for Occupational Health and Safety (CCOHS), asbestos is the generic name for 6 different naturally-occurring fibrous minerals. A "fibre" is defined as a particle that is more than 5 micrometres (μm) in length and having a length to width ratio of at least 3:1. Many Canadian regulations further add that a fibre of asbestos must also be less than 3 μm wide.

Based on their physical and chemical properties, there are two major groups of asbestos: serpentine and amphibole.

Serpentine: Serpentine fibres are long, flexible and curved. These fibres can be woven together. The main type of serpentine asbestos is chrysotile (white asbestos), which is the main type of asbestos used in manufacturing.

Amphibole: Amphibole fibres are straight and stiff. These fibres are generally brittle and rod- or needle-shaped, which limits their commercial usefulness. There are 5 sub-types of amphibole asbestos, including:

- Crocidolite (blue asbestos)
- Amosite (brown asbestos)
- Actinolite
- Anthophyllite
- Tremolite

Because it has heat-resistant and insulating properties, asbestos was used in a wide range of manufactured products. Before 1990, asbestos was mainly used for insulating buildings and homes against cold weather and noise, and for fireproofing. Asbestos was used by industry, construction, and commercial sectors in products such as:

- Building materials (roofing shingles, roof sealants, ceiling and floor tiles, paper products and felts, house siding, and asbestos-containing cement and plaster products).
- Friction materials (automobile clutch pads, brake linings, pads and shoes, and transmission parts).
- Fire and heat protection wear.
- Industrial furnaces and heating systems.
- Asbestos textiles (fabrics).
- Heat, electrical, and sound insulation or wrappings.
- Insulation for hot and cold areas.
- Packing materials, gaskets, linings, and coatings.
- Reinforcement of plastic products, thermoset and thermoplastic resins.
- Filler in resins, plastics and caulking and in asphalt road surfacing.

Asbestos is a friable material which means that when it is dry, it can be crumbled, pulverized or powdered. Small fibres and clumps of fibres may be released into the air as dust. Inhaling asbestos during its manufacturing or use is the main health concern.

There are no significant health risks if the materials containing asbestos in your home or work are:

- Tightly bound in the original product, and it is in good condition.
- Sealed behind walls and floorboards.
- Isolated in the attic.
- Left undisturbed.

Due to the hazardous nature of asbestos, it is listed as one of 11 designated substances regulated under the Occupational Health and Safety Act. This Program outlines how the University will comply with and implement the requirements of this regulation.

The University has an obligation to inform employees, and others contracted to do work for the University, about any asbestos that may be present in work areas. This includes its location, the forms in which it is found, it's current condition, and how to safely do work that may disturb it.

The health risks associated with asbestos increases with the level and duration of exposure. Carefully conducted removal is an optimal solution, in addition a stringent control program is required to reduce the risk to the community of exposure to airborne asbestos fibres.

DEFINITIONS/ACRONYMS

ACM: Asbestos Containing Materials

Facilities Services: Campus Services and Business Operations

Competent Person (OHS Reg.851) means a person who:

- (a) is qualified because of knowledge, training and experience to organize the work and its performance.
- (b) is familiar with this Act and the regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace.

Employee: All persons working for York University including faculty, staff and volunteers; all workers as defined under the Occupational Health and Safety Act.

ERP: Emergency Response Procedures

Friable: Materials that can be crumbled by hand pressure when dry and become airborne

HEPA: High Efficiency Particulate Air Filter

Healthy workplace: Is one that actively works to: (1) prevent harm to an employee's physical and psychological health and safety and (2) promote physical and psychological well-being.

HMIS Online: Hazardous Materials Information Online Asbestos Database

HSEWB: Health, Safety and Employee Well Being

JHSC: Joint Health and Safety Committee

MOLTSD: Ministry of Labour, Training and Skills Development

Management Supervisor/Academic Lead: In all cases, a person who has charge of a workplace or authority over a employee.

Non-Friable: Materials that are difficult-to-crumble with hand pressure into dust.

OH&S Act: Occupational Health and Safety Act

PCM: Phase Contrast Microscopy

PPE: Personal Protective Equipment

Prohibited Grounds of Discrimination: [Grounds](#) on which the Ontario Human Rights Code protects employees against discrimination.

TDGA: Transportation of Dangerous Goods Act

TWAEV: Time-Weighted Average Exposure Value

Workplace: The physical location(s) where employees are assigned to perform work or such other university sanctioned activities and where their behaviour may have a subsequent impact on work relationships, environment and/or performance. Incidents that occur by way of electronic communication (e.g. unwelcome phone calls, email or voice mail, and the display of offensive materials) may be considered to have occurred in the Workplace.

ROLES AND RESPONSIBILITIES

Shared Responsibility

All employees have the duty to contribute to workplace health and safety. One of the ways they can contribute to the workplace health and safety is by reporting and where safe to do so implementing corrective action for any hazard they become aware of, or encounter.

Below are additional responsibilities for specific workplace parties relevant to the Asbestos Management Program:

Divisional/Department Head or Delegate (President, Vice-President, Associate/Assistant Vice-President, Executive Director, Dean, Principal, , Senior Executive Officers, Director)

- Lead by example by following the applicable university policie(s) and procedure(s)

- Communicate this policy and program to employees within their Faculty/Department.
- Monitor the effectiveness of this program and applicable procedure(s) on an ongoing basis.
- Identify training needs for employees.
- Address any incidences
- Provide resources (e.g. monetary, personnel) to the department to meet the mandate of this program

Management Supervisor/Academic Lead (i.e. anyone who has individuals reporting to them)

- Lead by example by following the applicable university policie(s) and procedure(s)
- Communicate this policy and program to employees within their Faculty/Department.
- Enforce safe work procedures as required under O.Reg.278/05 to ensure compliance.
- Follow acceptable internal procedures for asbestos related work.
- Classify the type of operations and ensure required procedures are followed.
- Complete work permit (see section VIII) for all asbestos work.
- Identify training needs for employees.
- Provide (organize or coordinate) safety training for employees who work with asbestos.
- Provide PPE where required under this program.
- Arrange for initial and subsequent (every three years) respirator fit testing for workers.
- Ensure workers wear and maintain protective equipment, such as respirators.
- Complete Asbestos Removal Tracking Form where arrangement has been made for the removal of asbestos.
- Maintain worker exposure records as required by O.Reg.278/05.

Local Contact (e.g., Associate Dean, Executive Officer, HRBP/Administrative Officer, Director, HR Advisor, H&S Officer, etc.)

- Ensure they are familiar with the program.
- Assist the Faculty/Department when applicable.

Employee(s)

- Participate in the required training.
- Abide by the requirement of this program and the applicable OHS Act and Regulation(s).

Union(s)

- Provide representation to workers in accordance with the applicable collective agreement and legislative requirements.
- Participate in the annual review of this program through the Joint Health and Safety Committees (JHSC).

JHSCs

- Participate in the review of the Asbestos Management Program
- Receives written notices of a varied measure or procedure on asbestos work
- Review all asbestos related accident/incident reports forwarded by HSEWB
- Worker members to participate at the beginning of occupational hygiene testing to ensure that the test methods are valid

Health, Safety and Employee Well-Being (HSEWB)

- Provide asbestos safety training, upon request from Management Supervisor/Academic Lead
- Perform initial respirator fit testing for workers
- Update York University asbestos inventory as required
- Provide consultation and response (e.g., assessment, testing and providing recommendation) to concerns on asbestos and asbestos incident
- Distribute Asbestos Work Reports to departments that have workers performing asbestos work
- Review the Asbestos Management Program in consultation with the JHSCs once every three years.
- Liaise with the Ontario Ministry of Labour

Person Hiring Contractor(s)/Sub-contractor(s)

- Notify the contractor of the location of asbestos-containing materials, in writing when they may encounter asbestos, as part of the Request for Proposal specification or where tenders are not sought as part of the agreement to perform work.
- Require contractor to follow York University standards regarding all asbestos procedures and comply with Reg. 490/09 and Reg. 278/05.
- Require contractor to ensure no exposure to the York University Community to airborne asbestos.
- Must obtain and complete a Work Notification for HSEWB approval before starting work via Facilities Services Coordinator.
- Ensure that where any inadvertent disturbance of asbestos during the course of work, the Facilities Services Coordinator and HSEWB will be notified immediately.

Contractors - Refer to Contracted Services (2).

PART A: PREVENTION AND EDUCATION

Identifying the hazard

The first step to prevention is identification. The truest method of identifying asbestos is by microscopic analysis of samples. In order to determine the type and extent of ACMs in the buildings, a thorough inspection of the buildings and build system was undertaken.

Inspection personnel must be aware of the correct procedures to be utilized to reduce any hazard and to keep inventory of ACM up to date.

HMIS Online asbestos database

York University through the HSEWB office maintains an online asbestos database developed by Pinchin Environmental for all buildings containing asbestos. Buildings prior to the mid 1980's normally contain asbestos and buildings constructed after the mid 1980's do not contain asbestos. This database is referred to as the Hazardous Materials Information System (HMIS) Online database for asbestos.

Written instructions for accessing the database and conducting various types of searches have given to Management Supervisor/Academic Leads and workers involved in disturbing asbestos (e.g. asbestos removal). To access the database users require a password and username. It is important that Management Supervisor/Academic Leads always check the asbestos database before conducting work that could potentially disturb asbestos. In the asbestos database there are different reports available including the assessment reports for each building which provides procedures to follow for various types of asbestos materials.

For more information contact HSEWB at ext. 55491.

Assessing the risk

The MOLTSD uses the following five factors to categorize the asbestos-related activity into one of three types: Type 1, Type 2, or Type 3. Think of Types 1, 2, and 3 as describing low-, medium-, and high-risk work.

The definition for each of these types of operations can be found O. Reg. 278/05. In general, Type 1 Operations involve exposure potential with relatively low risk; Type 2 Operations involve significant exposure potential with some health risks; and Type 3 Operations involve high exposure with high risks (*Refer to Regulation 278/05 and Appendix A for details*).

- 1) Nature of material: Friable products such as fireproofing and thermal insulation can release fibres very easily, whereas non-friable products will generally release

fibres only when they are cut, shaped, otherwise worked with power tools or, deliberately crumbled or pulverized.

- 2) Nature of activity: This can greatly affect the degree of hazard. For example, cutting asbestos cement products with a power tool creates much more dust than scribing and breaking.
- 3) Application of water: Using water to prevent the creation and spread of dust is a practical control in many cases. It is not practical, however, in areas where wetting would create a hazard or cause damage.
- 4) Size of the project or duration of exposure: Asbestos diseases are dose-related: the greater the exposure in duration and/or intensity, the greater the risk.
- 5) Risk to bystanders: The hazards of exposure must be considered for both workers and other people not directly involved in the asbestos project. For instance, handling asbestos outdoors or pre-demolition does not pose the same risk to bystanders as handling it in an occupied building where the dust may recirculate.

Controlling the risk

The third step involves developing and implementing strategies and plans to minimize and control the risks. The goal is to prevent or minimize the release of airborne asbestos fibres.

In general, the control plan addresses:

- Containment of asbestos operations.
- Controlling of the release of asbestos fibres.
- The engineering controls, work practices, hygiene practices, and facilities necessary to control the exposure of an employee to asbestos.
- Providing employees with task-specific work instructions that address both the hazards and the necessary controls.
- Providing, using and maintaining appropriate personal protective equipment and clothing.
- The methods and procedures needed to monitor the concentration of airborne asbestos and the exposure of an employee.
- The methods needed to decontaminate workers clothes, etc.
- The removal and clean up of asbestos waste and related material.

Evaluate the hazard

As part of continuous improvements in the workplace, it is important to determine how well the hazard control(s) are working, examples of evaluation include:

- Talking to the employees about the tasks and its controls.
- Observation of the usage of the controls

- Ensuring ACM in buildings is reassessed at least annually or as otherwise deemed appropriate. The assessment should precede any planned renovations/demolition which may impact these materials

Communication of Asbestos Awareness

1.1 Employee Asbestos Awareness Training

An asbestos communication and awareness strategy primarily includes the training of Management Supervisor/Academic Leads, Facilities Services personnel, and service contractors (employees who participate in the AMP) pertaining to the presence of asbestos at York University buildings. The objective of the awareness training is to inform site personnel of the presence of asbestos since the informed personnel are less likely to disturb or affect ACM. It also serves to provide site-specific information of the potential hazards of asbestos.

Asbestos safety Training provided by HSEWB includes: A half-day theory course for anyone who performs or coordinates asbestos work and a half-day hands-on session for workers performing asbestos removal work

Note: the worker and the coordinator are two different groups. The coordinator may participate in a hands on manner in the removal (e.g. if the coordinator is a zone Management Supervisor/Academic Lead). However, a project coordinator would not since this would be done by a contractor. Coordinators and employees take the same training.

In addition to background information, the course will include:

- an overview of asbestos regulations,
- Asbestos Inventory and York University Management Program,
- the classifications of asbestos-related work,
- the hazard of asbestos exposure,
- the use, care and disposal of personal protective equipment,
- the work practices, procedures and personal protective equipment needed for each type of asbestos work as specified by the regulation,
- sampling and collection,
- building of Type 2 enclosure (hands-on)

Refresher training takes place once every three years by attending a half-day theory course provided by HSEWB.

York University employees do not perform Type 3 operations. Contractors who perform Type 3 removal operations must have successfully completed the Asbestos Abatement Worker Training Program or the Asbestos Abatement Management Supervisor/Academic Lead Program approved by the Ministry of Training, Colleges and Universities.

1.2 Notification

Once ACM have been identified, all employees and building occupants must be informed of the presence of asbestos from an approved message from

Facilities Services and/or HSEWB. This awareness serves to provide basic information of the potential hazards of asbestos within the buildings.

Building occupants are to be notified of the presence of ACMs in the area they are occupying. Notification to be done using a standard form letter or other written method such as email. New occupants to be notified prior to occupancy.

Notifications should include the following information:

- The exact location of the areas found to contain asbestos;
- The condition of the asbestos;
- Health hazards associated with asbestos exposure; and
- Reporting procedures in the event of an uncontrolled release.

Outside contracted personnel who need to enter building to perform maintenance and may work with or around ACM should also be notified. The notification should also identify asbestos hazards in the work area, limitations, type and location of ACM, as well as address any factors that could affect the health and safety of the workers involved with the project.

PART B: PROCEDURES AND PROCESSES

1.0 Asbestos Monitoring Procedure

Once Asbestos-containing Material is identified in an area, it will be regularly monitored by visual inspection based on hazard ratings as established in the asbestos survey. In addition, it will be inspected whenever work is done in the area or when damage is suspected. If necessary, air monitoring will be conducted on an ad hoc basis, using Phase Contrast Microscopy (PCM) as appropriate. In all cases, the relevant JHSC(s) of the area will be advised that testing is to occur. The presence or absence of a member of the committee will not prevent the continuation of the job.

Air monitoring of asbestos may be done when there is reason to believe that:

- a. Asbestos may have been disturbed - e.g. during renovation or repair work,
- b. Asbestos may have been spilled or damaged - e.g. water damage, damage from earthquake, vibration etc.

1. Visual Monitoring Frequency

- b. Upon request whenever a disturbance is suspected, and
- c. Annually

2. Method

a. Visual:

Facilities Services conducts an annual review of the condition of asbestos materials in their zones and produces a list of the asbestos materials that need to be repaired.

Facilities Services will perform annual visual inspection where there are asbestos sprayed fireproofing above the ceiling tiles. Where deterioration or damage of ACM is observed, upon request an occupational hygienist from HSEWB will also inspect and confirm the condition of the area.

The inspection would focus on signs of asbestos damage, deterioration, disturbance in which asbestos fibres may be released. In addition, the inspection will also report on the replacement of asbestos-containing material with non-asbestos-containing material. Where repair is necessary, internal asbestos procedures will be followed. In all cases, the Asbestos Inventory will be updated annually from information provided by Facilities Services.

b. Bulk sample collection:

The minimum number of samples to be collected is shown in Table 1 below (from O.Reg. 278/05, sec. 26 (3)). The number depends on the type of material and the size of the area.

Table 1 – Bulk Material Samples

Item	Type of material	Size of area of homogenous material	material
1	Surfacing material, including without limitation material that is applied to surfaces by spraying, by towelling or otherwise, such as acoustical plaster on ceilings and fireproofing materials on structural members	Less than 90 square metres	3
		90 or more square metres, but less than 450 square metres	5
		450 or more square metres	7
2	Thermal insulation, except as described in item 3	Any size	3

3	Thermal insulation patch	Less than 2 linear metres or 0.5 square metres	1
4	Other material	Any size	3

c. Air Monitoring:

Under the legislation, air sampling is only required for Type III work. Where asbestos air testing is required under the legislation, it will be conducted in accordance with the prescribed methods in the Regulations O.Reg 490/09 and O.Reg.278/05. For details, see Appendix B.

In case of an emergency, refer to the Emergency Response Plan (ERP): Appendix I: Asbestos Incident.

2.0 General Asbestos Work Procedure at York University (including work permit)

Note: For maintenance Management Supervisor/Academic Leads refer to Facilities Services Standard Operating Procedures to follow whenever taking on work in area designated to have asbestos and/or an actual asbestos removal project for Type 1 and 2 work (Type 3 work is done by contracted services).

Every effort will be made to conduct asbestos removal work while employees are not in the building. The procedure herein is to be followed for all asbestos related work at York University:

- a. Work involving potential exposure to asbestos is identified and classified (see pg. 15) by Facilities Services Management Supervisor/Academic Leads.
- b. A work permit is prepared by Facilities Services - includes the proposed method of work procedure and details regarding locations, work to be done, quantity, dates etc. (Appendix VI - Work Permit for Asbestos Related Work --- Sample). Along with the work permit Facilities Services completes updates on the observation report or the tracking form (see Appendix II for details).
- c. Facilities Services forwards the work permit and observation report or tracking form to HSEWB for approval at least 24 hours prior to the anticipated start of work unless construction projects affect building occupants in which case the "Renovation and Construction Guide for Managers" should be followed i.e., 10 days advance notice.
- d. HSEWB alters as necessary, approves, signs and attaches checklist. HSEWB will later update the HMIS Online Asbestos Database from observation report or tracking form provided by the Facilities Services Management Supervisor/Academic Lead.

- e. The work permit is returned to Facilities Services. White copy is retained by HSEWB.
- f. Facilities Services notifies the area manager of the proposed work. The form as shown in Appendix VIII - Notification of Project Approval/Implementation Form will be used if occupants are affected.
- g. Facilities Services does work as described in the Work Permit following correct approved procedures.
- h. Checklist (See appendix IV) completed during work procedure and retained by Facilities Services.
- i. Exposure time of worker(s) involved in Type 2 work is entered into Facilities Services log and is used to later complete the Asbestos Work Reports when requested by HSEWB for submission to the MOL (see page 19: Asbestos Workers – Exposure Report).

2.0 Reporting Procedure for Unexpected Discovery of Asbestos

As per Regulation 278/05 (Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations), sec. 7 (5), for any unexpected discovery of friable asbestos material during any work, the employer or constructor shall forthwith report the discovery, orally and in writing to the MOL inspector nearest the workplace.

- A. Employee/contractor reports discovery to Management Supervisor/Academic Lead or project coordinator or trades Management Supervisor/Academic Lead.
- B. Management Supervisor/Academic Lead stops any work that will disturb the friable material.
- C. Management Supervisor/Academic Lead makes arrangement for the collection of the bulk samples and delivers them to HSEWB for analysis.
- D. Management Supervisor/Academic Lead arranges for clean up and disposal of the waste (see section 4) of the work site by treating any friable material **as though it contained asbestos** and follows the appropriate asbestos procedure.
- E. HSEWB reports the analysis report of the bulk sample to the Management Supervisor/Academic Lead.
- F. If the sample contains asbestos,
 - a. the Management Supervisor/Academic Lead forthwith notifies verbally,
 - a member of the respective JHSC(s), if York University employees are involved with work,
 - Ministry of Labour
Construction Program
5001 Yonge Street, Suite 1600
Toronto, Ontario
M7A 0A3

Attention: Program Assistant
Phone: 647-777-5005, Fax: 647-777-5012

- b. provide a written report to the Ministry containing the information as required under O. Reg. 278/05, sec 8 (2)(a) to (f). Send copy to HSEWB and respective JHSC for inclusion in the file.
- c. Management Supervisor/Academic Lead and HSEWB retain copies of the verbal and the written report.

G. HSEWB and Management Supervisor/Academic Lead will revise the work classification where required in accordance with O.Reg. 278/05.

4.0 Asbestos Clean Up and Disposal

A. Area Clean Up:

Prompt clean up must be conducted at the completion of asbestos related work, or to fallen/disturbed asbestos-containing material.

The clean up procedure includes:

While continuing wearing PPE,

- 1. Wet clean (e.g. by damp mopping or water mist spraying) inside of enclosure and contaminated area.
- 2. HEPA vacuum or wet wipes footwear, clothing, ladder etc. before leaving enclosure and work area,

B. Personnel Clean Up:

- 1. Hands and face to be wiped with wet towelling. Dispose of used towel as asbestos waste.
- 2. Remove protective clothing and dispose of the clothing as asbestos waste (refer to Disposal procedure below).
- 3. Respirator must be washed, wiped dry and inspected after each use.

C. Asbestos Waste Disposal Procedure:

	ACTION	RESPONSIBLE
1.	Dispose of all single use items as Asbestos Waste in six-ml polyethylene pre-labelled* (see below) bags available in Facilities Services Stores	Workers performing asbestos work

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2.	Seal bags with tape.	Workers performing asbestos work
3.	Clean the outside of the disposal bag. Insert into a second pre-labelled* bag.	Workers performing asbestos work
4.	Loads waste onto truck and transports to dumpster located at Central Utilities Building or Glendon Parking Lot	Workers performing asbestos work
5.	Asbestos waste placed into dumpster and retained until dumpster is full.	Facilities Services
6.	When dumpster is full, contact licensed hauler to remove.	Grounds & Vehicles
7.	Complete shipping document (Section I) in duplicate (Appendix XI- Shipping Document for External Disposal of Asbestos Waste)	Grounds & Vehicles
8.	Distribute document to: Carrier and File	Grounds & Vehicles
9.	Retain file copies for 2 years.	Facilities Services / Grounds & Vehicles
<p>*Pre-labelled asbestos bags have the following wording:</p> <p style="text-align: center;">CONTAINS ASBESTOS FIBRES Avoid Creating Dust and Spillage Asbestos May be Harmful To Your Health Wear Approved Protective Equipment</p> <p style="text-align: center;">The words must be displayed in large, easily legible letters. Transportation and Disposal: (Ref. EPA R.R.O. Reg.347 s.17)</p>		

5.0 Asbestos Workers - Exposure Report

In reference to sec.16 of O. Reg. 278/05, a worker performing a Type 2 (Type 3 is not done by York University employees) operation must complete an asbestos work report (Appendix VII - Asbestos Work Report Form) at least annually and immediately upon the termination of the employment. The report is to be sent by HSEWB to the Provincial Physician of Ontario.

The procedure for completing and sending the Asbestos Work Report Form is as follows:

- i Management Supervisor/Academic Leads are required to keep a log of asbestos exposure hours for workers starting January 01, of each year, and for new employees, as soon as they become exposed (Employees will not be required to do asbestos work until they have been properly trained).
- ii at the end of the year, HSEWB emails the form to the Management Supervisor/Academic Leads. The Management Supervisor/Academic Leads are to distribute the form and assist the workers in completing the form. Any departing employees (after January 01, of the year) will be required to prepare and submit a report prior to ending their work relationship.
- iii the completed forms will be sent to HSEWB.
- iv HSEWB will fax a copy to the Provincial Physician at the Ministry of Labour and keep a copy on file, which is available to the worker upon request. The Management Supervisor/Academic Lead provides a copy to the worker.
- v. The Provincial Physician at the Ministry of Labour maintains an ***Asbestos Workers Register***, which is updated with information on ***Asbestos Work Report Forms***.

On the recommendation of the Provincial Physician at the Ministry of Labour, a worker who is listed in the Asbestos Workers Register may volunteer to undergo a prescribed medical examination (Section 4(1) of Regulation 278/05).

PERSON PROTECTIVE EQUIPMENT

1. Respirator

- i Selection:
 - Respirators must be certified by the U.S. National Institute for Occupational Safety and Health (NIOSH) or the British Standards Institution.
 - Types of respirators (Table 2, O.Reg. 278/05):
 - Type 1 work: a non-powered, air purifying half-piece respirator.
 - Type 2 work: non-powered half-face, air purifying or full face piece respirator. Full face piece respirator required when entering ceiling space with sprayed on

asbestos and if cutting friable materials (while dry) with a power tool equipped with a HEPA filter.

- Type 3 work (not done by York University employees)

ii Use:

- Respirator should be assigned to a worker for the worker's exclusive use.
- The Management Supervisor/Academic Lead assigns the respirator to the worker.
- [Fit Testing](#):
 - Initial respirator must be fit tested by HSEWB using qualitative (irritant smoke) or quantitative (fit tester) before use and every two years thereafter. The details of the fit testing recorded by HSEWB
 - Workers must be trained by HSEWB on the procedure of seal check testing using the positive pressure test and the negative pressure test. A worker must demonstrate competence using this method. It will be used during subsequent uses of the respirator.

iii Care and Maintenance:

- HSEWB trains workers on the method of cleaning of respirators.
- Any damaged or deteriorated parts must be replaced prior to being used by a worker.
- Respirators must be cleaned after use on each shift by the workers.
- When the respirator is not in use, a worker must store it at a clean and sanitary location (e.g. in the clip-logged plastic bag provided by the manufacturer).
- If there are physical changes in the employee's face or if leakage is suspected, HSEWB will perform the fit testing on request.
- Cartridges should be changed when breathing resistance becomes excessive or if the cartridge shows any sign of physical damage, or annually when Worker Exposure Report is submitted.

iv Responsibility:

It is the responsibility of the Management Supervisor/Academic Lead to ensure training on the care, maintenance and fit testing of

respirators is provided. It is the responsibility of the worker to perform fit tests and care as trained.

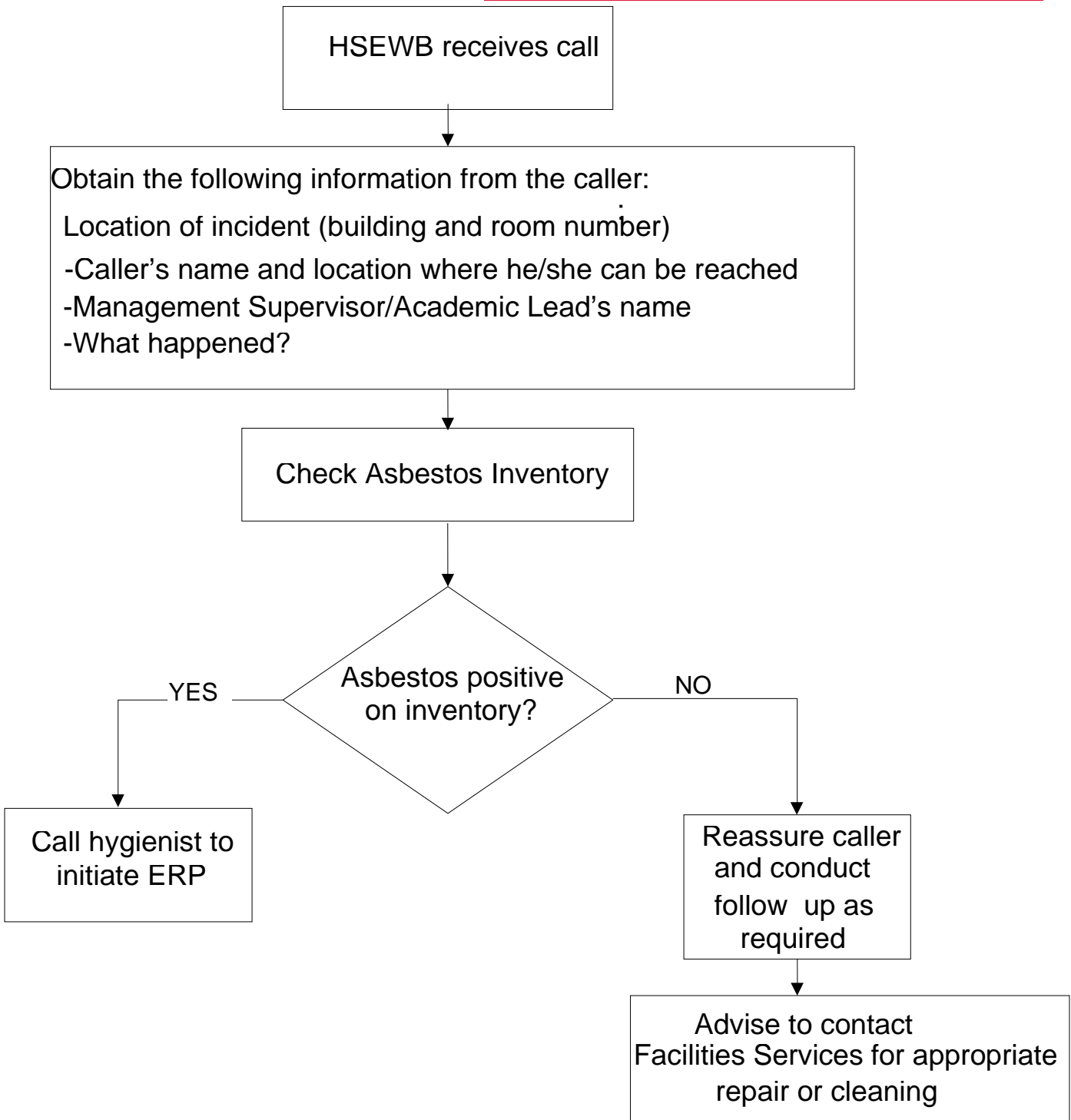
2. Protective Clothing

Disposable Tvx coverall (with hood) must be worn when performing Type 2 (Type 3 is not performed by York Employees) Operations. It is optional for Type 1, but must be provided upon worker's request.

EMERGENCY RESPONSE PROCEDURE

In case of an emergency, such as when asbestos is damaged or spilled from vibration, water damage, impact etc., **Call HSEWB at 736-5491 or Security Control at 33333**

As soon as HSEWB receives the call, the "Asbestos Incident Emergency Response Procedure" (Appendix 1) will be activated.



CONTRACTED SERVICES

1. York will disclose the presence of asbestos to any contractor who may disturb or come in contact with it in the course of their work. Where this is the case, the University will request their asbestos program and training records

York University uses contracted services for Type 3 Operations.

2. All contractors working at York University,
 - (a) will be notified of the location of asbestos-containing materials, in writing, where they may encounter asbestos, as part of the Request For Proposal specification or where tenders are not sought as part of the agreement to perform work;
 - (b) will be required to follow all procedures as outlined in the Designated Substances (O.Reg. 490/09) and the Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations - made under the OH&S Act (Ontario Regulation 278/05);
 - (c) will be required to ensure no exposure to the York University Community to airborne asbestos;
 - (d) must comply with York University standards regarding all asbestos procedures, and
 - (e) must produce a work plan for Type 3 Operation regarding the procedure, type, location and date of operation. A copy of this report must be provided to HSEWB prior to start of work.
 - (f) The contractor must produce a certificate indicating that every worker and Management Supervisor/Academic Lead involved in a Type 3 operation has successfully completed the Asbestos Abatement Worker Training Program approved by the Ministry of Training, Colleges and Universities. O. Reg. 278/05, s. 20.
3. Facilities Services or contractors must notify the MOL, Construction Health and Safety Branch, of all Type 3 Operations.

REPRISAL

This program prohibits reprisals against employees who exercise their rights or bring forward concerns pertaining to their health and safety. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including termination from employment.

Reprisal includes:

- Any act of retaliation that occurs because an employee has complained or provided information about an incident or concern;
- Intentionally pressuring a person to ignore or not report an incident or concern; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation.

NON-COMPLIANCE

Any employee who violates this program, and/or management staff who fail to take action when advised of a violation, will be subject to appropriate disciplinary action, up to and including termination of employment.

Disciplinary action will also be taking if a complaint is found to have been made fraudulently and with malicious intent.

RECORD KEEPING

Follow the established procedure within the area.

REVIEWED BY

The York University Asbestos Management Program shall be reviewed once every three years in consultation with the JHSC, Area HSOs and other partners as appropriate.

This program was reviewed by the following parties/areas:

- Joint Health and Safety Committees
- Area Health and Safety Officers
- Facilities Services

REFERENCES

Ontario Occupational Health and Safety Act.

Ontario Asbestos Regulation 278/05.

Ontario Industrial Establishments Regulation (O.Reg.851).

CSA Standard Z94.4-02 - "Selection, Use and Care of Respirators"

CCOHS - Asbestos - Control Strategies for Workplaces

Infrastructure Health and Safety Association - Asbestos Controls for Construction, Renovation and Demolition

Safe Work Practices for Handling Asbestos, Worksafe BC

APPENDICES

Appendix A: [Asbestos related work procedure](#)

Appendix B: [Asbestos air sampling procedure](#)

Appendix 1: [Asbestos incident – emergency response](#)

Appendix 2: [HSEWB asbestos response kit contents](#)

Appendix 3: [Checklists for asbestos work procedure checklist for type I asbestos work procedure](#)

Appendix 4: [Glove bag procedure – \(Sec. 17, O.Reg. 2780/05\)](#)

Appendix 5: [York University Work Permit/Notification Sample](#)

Appendix 6: [Asbestos Work Report Sample](#)

Appendix 7: [Sample notification of project approval and implementation form](#)

Appendix 8: [Information about Asbestos](#)

Appendix 9: [Signage](#)

Appendix 10: [Shipping document for external disposal of asbestos waste](#)

Appendix 11: [Request for asbestos sample analysis](#)

Appendix 12: [Facilities Services Procedure for providing updates to HSEWB for asbestos removal](#)

Appendix 13: [Asbestos Removal Tracking Form](#)