



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Asbestos Management	824
Directional Policy	
800- Healthy Schools and Workplaces	

Title of Administrative Procedure:

Asbestos Management

Date Approved:

February 6, 2024

Projected Review Date:

2029

Directional Policy Alignment:

The Asbestos Management Administrative Procedure aligns with Directional Policy 800-Healthy Schools and Workplaces, which outlines a commitment to respond to legislative requirements under the Occupational Health and Safety Act. The Asbestos Management Administrative Procedure ensures the establishment and maintenance of an Asbestos Management Program (AMP) for PVNCCDSB, compliant with the Ontario Occupational Health and Safety Act and associated regulations.

Alignment with Multi-Year Strategic Plan:

The Asbestos Management Administrative Procedure (AP) aligns directly with PVNCCDSB’s vision to establish a culture of well-being. By ensuring the establishment and maintenance of an AMP which outlines clear protocols and procedures for asbestos management within PVNCCDSB facilities, we are practicing our pillar of *Being Well*. This administrative procedure (AP) also addresses our priority of *Valuing Relationships* by ensuring staff and contractors are equipped with prescriptive measures that will

reduce health risks and asbestos exposure for themselves as well as staff, students, and other building occupants.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

PVNCCDSB requires an AMP to maintain the safe operation of facilities. The AMP is a management system developed to meet responsibilities as an employer and a building owner to manage operational issues respecting asbestos, and to maintain compliance with applicable regulations for disturbance of ACM during demolition, renovation, alteration, maintenance, repair, or other activities.

While exposure to asbestos fibres can result in serious health effects, the presence of asbestos containing materials (ACM) in a building does not necessarily constitute a health hazard. ACM that are in good and fair condition, undisturbed and managed, are not likely to release fibres into the air and are therefore unlikely to pose a health hazard to building occupants.

PVNCCDSB is committed to ensuring a safe working and learning environment. PVNCCDSB continues to retain a third party to conduct assessments of PVNCCDSB owned sites, to identify and monitor ACM at each site. An AMP has been developed specifically for PVNCCDSB. The AMP supplements this administrative procedure.

The AMP provides detailed information, procedures, and responsibilities for asbestos management at all PVNCCDSB owned or occupied sites. It applies to all PVNCCDSB staff as well as service providers and contractors performing work in PVNCCDSB facilities.

The AMP outlines requirements for 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 incorporates the following elements:

- Asbestos assessments and reassessments
- Regulatory requirements and PVNCCDSB practices related to ACM
- Roles and responsibilities
- Notifications
- Training requirements
- Emergency reaction and procedures
- Record keeping
- Contractor requirements

The AMP is maintained by the Health and Safety Officer and can be found as an appendix to this AP.

Responsibilities:**The Board of Trustees is responsible for:**

- Ensuring alignment of this administrative procedure with the Healthy Schools and Workplaces Directional Policy.
- Reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.
- Ensuring review of this administrative procedure at regular intervals.

The Superintendent of Human Resource Services is responsible for:

- Facilitating review of the Asbestos Management Program in consultation with the school boards Multi-Site Joint Health and Safety Committee and Health and Safety Officer.

Superintendents are responsible for:

- Supporting principals and other staff for whom they have supervisory responsibility with the implementation of and compliance with the procedures and requirements under this administrative procedure and the AMP.

The Health and Safety Officer is responsible for:

- Development and maintenance of the AMP, ensuring it continues to meet all legislative requirements.
- Regular review of the AMP in consultation with the school boards Multi-Site Joint Health and Safety Committee and AMP Facilitator.
- Sourcing and arranging for delivery and tracking of asbestos training in accordance with the AMP.

The Manager of Purchasing, Planning, and Facilities Administration:

- Compliance with the responsibilities in this AP regarding PVNCCDSB Managers and Supervisors whose employees conduct Type 1 operations or who engage contractors to perform building maintenance, repairs or construction.
- Ensuring communication of asbestos in a premises to all lessees and tenants of PVNCCDSB facilities, including amending/drafting of leases, to provide notification of ACM within their spaces and instruction to not disturb ACM.

The Manager of Facility Services is responsible for:

- Assigning staff resources to perform the role and functions of the AMP Facilitator as prescribed in the AMP.

- Assigning staff resources to perform the role and functions of the AMP Facilitator Back-Up as prescribed in the AMP.
- Identifying departmental staff requiring, and ensuring currency of, training in accordance with the AMP.
- Allocating required resources to implement and support the AMP.
- Compliance with the responsibilities in this AP regarding PVNCCDSB Managers and Supervisors whose staff conduct Type 1 operations or who engage contractors to perform building maintenance, repairs or construction.

Managers and Supervisors whose staff conduct Type 1 operations or who engage contractors to perform building maintenance, repairs or construction:

- Performing the role and functions of the Project Lead as prescribed in the AMP.
- Ensuring staff, for whom they have supervisory responsibility, have access to asbestos assessments, the AMP, and are adequately trained to implement the provisions of the AMP.
- Identifying departmental staff requiring, and ensuring currency of, training in accordance with the AMP.
- Reviewing all available asbestos related documentation for PVNCCDSB owned/operated buildings.
- Maintaining records in accordance with requirements of the AMP.
- Completing AMP training to coordinate work in facilities.

Principals and Vice-Principals, Managers and Supervisors are responsible for:

- Reviewing the annual asbestos assessments/reassessments for their facility in conjunction with their school Worksite Safety Inspection Committee.
- Ensuring their staff receive information regarding the locations of ACM in their facility, the location where asbestos assessments can be accessed, and that ACM is not to be disturbed except by qualified maintenance staff or contractors. Staff should NOT be making changes to their workspaces on their own (e.g. drilling holes to hang pictures, boards, monitor arms, or installing equipment).
- Identifying and coordinating any work that may result in disturbance of ACM, such as work involving demolition, renovation, alteration, maintenance, repair in facilities known or suspected to have ACM, through the Facility Services or Information Technology department.

Staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure.
- Adherence to this administrative procedure and associated AMP.
- Completing assigned training related to this administrative procedure and the associated AMP.
- **NOT** disturbing or damaging ACM unless approved and trained to complete Type 1 operations in accordance with the AMP. Staff should NOT be making changes

to their workspaces on their own (e.g. drilling holes to hang pictures, boards, monitor arms, or installing equipment).

- Performing **ONLY** Type 1 operations when approved and trained PVNCCDSB staff perform asbestos operations.
- Reporting damaged ACM to their supervisor.

The Multi-Site Joint Health and Safety Committee (MJHSC) is responsible for:

- Participating in consultation regarding the AMP.
- Receipt and review of information regarding ACM in accordance with the requirements of the AMP.

Contractors are responsible for:

- Adherence to the AMP.

Progress Indicators:

- Completion of annual asbestos assessments/ reassessments, distribution to each facility, and posting to the staff intranet of annual asbestos assessments/ reassessments, to be readily accessed by facilities services maintenance and custodial staff, information technology staff, and the MJHSC.
- Management of asbestos containing materials and presumed asbestos containing materials in accordance with the AMP.
- Notification to building tenants and lessee's regarding the presence and location of ACM, in accordance with legislative requirements.
- Notification to workers who may work in close proximity to ACM and who may disturb them, in accordance with legislative requirements.
- Documented contractor notification and acknowledgement forms regarding the requirements of the AMP.

Definitions:

Asbestos - Any of the following fibrous silicates: Actinolite; Amosite; Crocidolite; Anthophyllite; Chrysotile; Crocidolite; Tremolite.

Asbestos Containing Materials (ACM) - materials that contain 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.

For the purposes of this AP, the term ACM also includes Presumed Asbestos Containing Materials (PACM): a material that is presumed to contain 0.5% or more asbestos content, based on historical knowledge that a material has contained asbestos, where sampling has not occurred.

Asbestos Management Program (AMP) - the Asbestos Management Program is a PVNCCDSB specific program, maintained by the Health and Safety Officer and administered by the AMP Facilitator in the facility services department.

Asbestos Management Program (AMP) Facilitator - the personnel administering the asbestos management program, as identified within the AMP.

Type 1 Operations – asbestos operations as described in Ontario Regulation 278/05 Section 12(2).

References:

- PVNCCDSB Asbestos Management Program
- [O. Reg. 278/05- Asbestos in Construction Projects and in Buildings and Repair Operations](#)
- [O. Reg 490/09- Designated Substances](#)