Asbestos Management Program

Peterborough, Victoria, Northumberland and Clarington Catholic District School Board Sites

Prepared for:

Peterborough Victoria Northumberland and Clarington Catholic District School Board
1355 Lansdowne Street West
Peterborough, Ontario

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1.0 INTRODUCTION

Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB) 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 at all Peterborough, Victoria, Northumberland and Clarington Catholic District School Board Sites.

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

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

The AMP outlines requirements for PVNCCDSB 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 PVNCCDSB 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 staff, construction workers and occupants are safeguarded in accordance with applicable regulations.

4.0 BACKGROUND INFORMATION AND HEALTH EFFECTS

The following is a very 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.

Examples of potential asbestos-containing building materials are listed in Appendix I; however, should not be considered an exhaustive list.

5.0 REGULATORY REQUIREMENTS AND PVNCCDSB POLICIES

5.1 Regulatory Requirements

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

All building operations, whether performed by PVNCCDSB, or service providers, 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.

6.0 PVNCCDSB POLICIES RELATED TO ASBESTOS

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

- PVNCCDSB will opt for removal of ACM with minor damage as opposed to encapsulation unless removal is not practicable. ACM with major damage must be removed.

- PVNCCDSB will opt for removal of damaged ACM as opposed to repair with jacketing (pipe and mechanical insulations) unless removal is not practicable.
- PVNCCDSB staff shall not undertake any asbestos operations defined as Type 2, or Type 3 by applicable regulations. Properly trained staff are permitted to complete Type 1 asbestos operations.
- All Type 2, or Type 3 operations shall be undertaken by an appropriately trained trade contractor.

7.0 ASBESTOS-CONTAINING MATERIALS AT PVNCCDSB FACILITIES

Refer to the individual Asbestos Assessment or subsequent Asbestos Reassessment Reports prepared for the facility. In some cases, Hazardous 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 Peterborough Victoria Northumberland and Clarington Catholic District School Board facilities have been completed by a Consultant (Qualified Person), in compliance with applicable regulations and acceptable professional standards.

PVNCCDSB 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 entirely leased by PVNCCDSB (e.g. offices) and in which PVNCCDSB 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.

Copies of the initial asbestos assessment, and any subsequent reassessments, shall be provided by the Owner to PVNCCDSB, and maintained on Site, or PVNCCDSB 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 identified in the Asbestos Assessments will be inspected at reasonable intervals, and at minimum annually, a reassessment of all ACM and PACM will be completed with written documentation.

The reassessment of ACM and PACM will be completed by a Consultant (Qualified Person).

7.2.1 Reassessment in Unassessed Areas

Where assessments have unassessed areas within the facility, 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 review of the facility.

If during any annual or other reviews, 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

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

- PVNCCDSB MJHSC and/or Health and Safety Representative.
- Hard copy sent to each facility (it is a regulated requirement and a copy must be available on site).
- Facility Services Staff, Maintenance Personnel, Custodial Staff, and Information and Technology (IT) Staff.
- Project Leads planning or performing work in a PVNCCDSB Building.
- Outside contractors that could potentially disturb ACM through their work.

8.0 REMEDIAL WORK – DAMAGED MATERIALS

PVNCCDSB 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 PVNCCDSB will contact a Consultant to determine applicable asbestos abatement procedures.

PVNCCDSB will employ a trained employee (Type 1 remedial work only) or a qualified contractor to perform the remedial work required (removal of damaged ACM) and a qualified consultant to perform site review and air monitoring as soon as practicable upon receiving the report/notice of damage as outlined in section 15.0.

9.0 REVIEWING REPORTS AND PRE-CONSTRUCTION BULK SAMPLING OF MATERIALS

Prior to performing any work, 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).

Prior to disturbance (removal or renovation), additional assessment must be conducted as well as sampling of materials that may contain asbestos that were not identified in the asbestos assessment report (a regulated requirement). 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, including potentially concealed materials. 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).
- Prior to disturbance of 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, located 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

PVNCCDSB 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.

PVNCCDSB will contract a Consultant to determine applicable asbestos abatement procedures and to develop a scope of work and performance specifications.

PVNCCDSB will employ a contractor to perform asbestos abatement of ACM that ***may***[1] be disturbed by construction, renovation or demolition work using appropriate regulated procedures.

All work done to ACM must be documented using the Asbestos Project Work Record in Appendix D.

11.0 NOTIFICATION

11.1 Notification of Tenants and Lessees

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.

PVNCCDSB will notify all new tenants of the presence of ACM in the space they are occupying. Notification is to be completed prior to occupancy.

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, PVNCCDSB will notify tenants of the presence of asbestos in the space they are occupying.

Sample wording for notification of tenants is located in Appendix A.

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 providing the asbestos or hazardous materials assessment report). Notification will be sent to these parties prior to project or maintenance work (e.g. HVAC, telephone, cable, etc.).

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

11.3 Notification of Maintenance, Custodial and IT Personnel

PVNCCDSB will inform their own staff that will perform custodial work, maintenance work, IT 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.

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

11.4 Notification of Project Leads, Architects and Engineers

PVNCCDSB will inform their project leads, 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 Multi-Site Joint Health and Safety Committee

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

PVNCCDSBs project lead, AMP facilitator or project team will notify the MSJHSC prior to any planned asbestos work. All results of air monitoring should be made readily available to MJHSC within 24 hours of receipt.

11.6 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.
- As required by Section 6 of O.Reg. 213/91: Construction Projects.

12.0 TRAINING REQUIREMENTS

For PVNCCDSB employees which will not undertake asbestos abatement work or will not disturb asbestos, training may be limited to awareness/information sessions, where required. Contents of these sessions should be assessed based on pro-active delivery, or response to concerns, and may include a high level discussion on risk, how the AMP is providing regulatory compliance and protecting occupants, and explaining what staff would expect to see during abatement activities.

PVNCCDSB will employ a Consultant to ensure necessary staff have received appropriate training, which will be managed by the Health and Safety Officer.

Role	Training Required	Delivered by:
Teacher, Clerical Staff, etc (PVNCCDSB employees who work in schools with ACM but their job does not involve disturbing it).	Information session/online module	PVNCCDSB

Role	Training Required	Delivered by:
Custodial and IT staff (PVNCCDSB employees who do cleaning activities and/or may encounter ACM in their job)	Asbestos awareness consisting of: • 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.	Consultant
Maintenance and Supervisors (PVNCCDSB employees who can complete Type 1 operations)	• 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. • Risk Classification of Asbestos Work (Type 1, Type 2, Type 3). • Work practice and procedures to be followed for Type 1 operations as outlined in O.Reg. 278/05 and this AMP.	Consultant
People who coordinate work and Project Leads	• 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. • Work practice and procedures to be followed for Type 1 operations as outlined in O.Reg. 278/05 and this AMP. • Risk Classification of Asbestos Work (Type 1, Type 2, Type 3). • Overview of appropriate work practice and procedures to be followed.	Consultant

PVNCCDSB will maintain a record of training of their employees.

PVNCCDSB requires all tenants, service providers, contractors, etc. to provide appropriate training to all workers who perform work in PVNCCDSB Facilities which will, or potentially may, disturb ACM. These documents should be requested and provided prior to start of work.

13.0 RESPONSE TO DISTURBANCE OF ASBESTOS, PROCEDURES AND CONTACTS

PVNCCDSB 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. PVNCCDSB 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 contractor, the Owner/AMP Facilitator/Project Lead and the local Ministry of Labour office. All contractors completing asbestos work are expected to follow this process.

14.0 CLASSIFICATION OF ASBESTOS WORK

Refer to Appendix F for the classification of asbestos work.

15.0 SITE REVIEW AND AIR MONITORING OF ASBESTOS WORK

15.1 Visual Site review

The primary method of ensuring compliance when conducting asbestos removal or abatement work is visual site review of the site and work practices by a Competent Worker or 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, if performed, will be performed as outlined below on PVNCCDSB projects. The MJHSC is to be notified by the Project Lead prior to the project commencing and will be invited to air monitoring if they request to be present, such as in 15.4.2 and 15.5.2. Emergency situations the MJHSC is expected to have access to the results within 24 hours of receipt.

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 to prove competency, 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 as defined in O.Reg. 833/90.

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 – Site review and Air Monitoring

15.3.1 Site review

The Project Lead, or an assigned Competent Worker, will inspect the work upon completion of work to ensure all ACM has been removed and the area adequately cleaned of dust and debris. An outside consultant is not required for this work.

15.3.2 Air Monitoring

Air monitoring is not required.

15.4 Type 2 and Glove Bag – Site review and Air Monitoring

15.4.1 Site review

An outside Consultant will perform daily site reviews throughout the abatement, and inspect the work upon completion of work to ensure all ACM has been removed and the area adequately cleaned of dust and debris. Upon completion of site review and air monitoring by the Consultant, the site isolation will be dismantled.

15.4.2 Air Monitoring

PCM air monitoring will be conducted daily. Air monitoring will be conducted in occupied areas adjacent to the Asbestos Work Area or Glove Bag Work Area during contaminated work.

Post abatement PCM air monitoring will be used for air clearance within the Asbestos Work Areas. A clearance level of less than 0.05 f/cc must be achieved prior to dismantling the enclosure.

15.5 Type 3 – Site review and Air Monitoring

15.5.1 Site review

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

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

16.0 RECORD KEEPING AND DOCUMENTATION RETENTION

PVNCCDSB will keep the following records:

- Asbestos (Hazardous Materials) Assessment Reports (30 years minimum).
- Reassessment Reports (30 years minimum).

- 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 (30 years minimum).
- Emergency response project records.

17.0 HAZARDOUS MATERIALS CONSULTANT QUALIFICATIONS

Consultants employed by PVNCCDSB 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 PVNCCDSB 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 of 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 (now Ministry of Labour, Immigration, Training and Skills Development) 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, CUSTODIAL AND INFORMATION TECHNOLOGY WORK

Contracted non-asbestos workers will never:

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

PVNCCDSB personnel (except in cases of approved Type 1 work) will not:

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

PVNCCDSB will employ an abatement contractor to perform these tasks.

Alternately, PVNCCDSB will employ the appropriately trained trade contractor 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 provincial regulation, or policy change. This AMP must be reviewed every three years and updated as necessary.

21.0 ROLES AND RESPONSIBILITIES

This section defines the roles and responsibilities of PVNCCDSB personnel instituting this AMP and providing 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 those impacted by the PVNCCDSB AMP:

Reference No.	Responsibility/Task	AMP Section Reference	H&S Officer	AMP Facilitator	Project Lead	Project Team	Manager – Purchasing Planning and Facilities	PVNCCDSB Staff	Consultant
1	Employ a Consultant to prepare Asbestos Assessment Reports for any facility where one is not available/prepared	7.1		X					
2	Employ a Consultant to prepare Asbestos Assessment Reports in newly purchased facilities	7.1		X					
3	Employ a Consultant to reassess facilities where ACM has been confirmed	7.2		X					
4	Annual reassessment in unassessed areas	7.2		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					

Reference No.	Responsibility/Task	AMP Section Reference	H&S Officer	AMP Facilitator	Project Lead	Project Team	Manager – Purchasing Planning and Facilities	PVNCCDSB Staff	Consultant
7	Ensure that an intrusive pre-construction assessment for ACM is performed prior to any renovation, alteration or demolition	9.0			X	X			
8	Conduct bulk sampling of suspect materials that have not been sampled or presume the materials to be an ACM	9.0			X	X			
9	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			
10	Amend leases to provide notification to new tenants informing them of ACM within their space, and instructing them not to disturb ACM	11.1					X		
11	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	11.2					X		
12	Provide contractors working in PVNCCDSB facilities the most current asbestos (re)assessment report and notification via Appendix B	11.2			X	X			
13	Provide Maintenance, Custodial and IT Personnel with the most current asbestos (re)assessment report	11.3		X	X				
14	Ensure all Project Leads, 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			

Reference No.	Responsibility/Task	AMP Section Reference	H&S Officer	AMP Facilitator	Project Lead	Project Team	Manager – Purchasing Planning and Facilities	PVNCCDSB Staff	Consultant
15	As necessary notify the MJHSC of asbestos air monitoring and results of testing.	11.5		X	X	X			
16	Employ a Consultant to train PVNCCDSB personnel	12.0	X						
17	Identify staff that require asbestos training	12.0		X	X	X			
18	Response to an uncontrolled spill or disturbance of asbestos following emergency procedures in Appendix C	13.0		X	X	X			
19	Report any unplanned disturbance to ACM or damage to ACM	13.0	X	X	X	X		X	
20	Where required, prior to performing remedial work, engage a Consultant to perform inspection and air monitoring	15.0			X	X			
21	Ensure clearance air testing results are posted at the workplace, and a copy is provided to the MJHSC within 24 hours of result receival.	15.5 .2			X				
22	Ensure retention of all records as required by this program (excepting contractor package acknowledgement)	16.0		X					
23	Keep records of contractor package acknowledgement (Appendix B) for each project (contractors to submit via email and keep record)	16.0			X	X			
24	Ensure Consultants meet the required qualifications	17.0	X	X	X	X			

Reference No.	Responsibility/Task	AMP Section Reference	H&S Officer	AMP Facilitator	Project Lead	Project Team	Manager – Purchasing Planning and Facilities	PVNCCDSB Staff	Consultant
25	Ensure contractors meet the required qualifications	18.0			X	X			X
26	Ensure non-asbestos maintenance, custodial and IT work is performed so that it does not disturb ACM and unnecessary disturbance of ACM is avoided	19.0			X			X	
27	Maintenance of the AMP document	20.0	X						
28	Implementing of the AMP	20.0		X					

GLOSSARY

ACGIH	American Conference of Governmental Industrial Hygienists
Amended Water	Water with wetting agent added for purpose of reducing surface tension to allow thorough wetting of ACM.
AMP Facilitator	The personnel implementing the asbestos management program as named in the contact page.
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, • 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.
Consultant	A person or company providing professional opinion, and/or subject matter expert, meeting the qualification requirements of Section 17 of this AMP.
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.
Full-time	In relation to site reviews, the consultant would be present on site for the entire duration of the contractor's work activities where ACM are being disturbed, including during removal, cleaning, and potentially site isolation construction and dismantling in close proximity to ACM.

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.
MSJHSC	Multi-Site Joint Occupational Health and Safety Committee.
MOL/MLITSD	Ministry of Labour, now Ministry of Labour, Immigration, Training and Skills Development
Presumed Asbestos-Containing Material(s) PACM	A material that is presumed to contain 0.5% or more asbestos content, based on historical knowledge that the material has contained asbestos, where sampling has not occurred.
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).
Project Lead	Internal managers and supervisors whose staff conduct Type 1 operations or who engage contractors to perform building maintenance repairs and/or construction.
Project Team	Comprised of the Project Lead and contract supervisors undertaking the project (e.g.,. IT Support Staff organizing IT upgrade projects involving disturbances to building materials), and would include architects and engineers engaged by the PVNCCDSB.
PVNCCDSB Staff	Workers employed by PVNCCDSB.
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 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 (presumed or confirmed) within the building at [address], Ontario. Client 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 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 and the AMP are available for review on site.

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 have 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) 748-4861 ext. 1287

APPENDIX B

Contractor Notification and Acknowledgement Form

CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT FORM

PVNCCDSB has identified the presence of various asbestos-containing materials (ACM) at Site Address, City, Province. An asbestos inventory report showing the locations and amounts of these materials is available for viewing from the AMP Facilitator and/or Project Lead.

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 and/or Project Lead must be notified of the following:

- Any removal, repair or disturbance of any ACM or PACM.
- Ceiling entry which may disturb sprayed-fireproofing or pipe insulation, or ACM debris on the ceiling.
- 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 PVNCCDSB's AMP and shall not disturb ACM without using proper procedures in accordance with the provincial regulations and guidelines, and this AMP, including prior notification to the AMP Facilitator and/or Project Lead so Joint Health and Safety can be notified prior to the start of work. All asbestos waste will be packaged, transported and disposed of in accordance with applicable regulations.

Notification of Asbestos Abatement

All Contractors and PVNCCDSB 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 PVNCCDSB employees who perform work, including telephone, computer cabling suppliers, electrical and mechanical contractors, etc., at PVNCCDSB facilities, where asbestos-containing spray-applied insulation is present above ceilings are to be notified that Type 2 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, Project Lead.

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, prior to commencing Type 3 abatement, Glove Bag abatement or any project that requires Notification per Section 6 of O.Reg. 213/91: Construction Projects.
- 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 Constructor who will notify the project specific safety rep, an inspector at the nearest MOL office, the Owner who shall ensure notification of the MJHSC for the workplace.

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

Building (Address): _____

Project: _____

Contractor: _____

Name and Title: _____

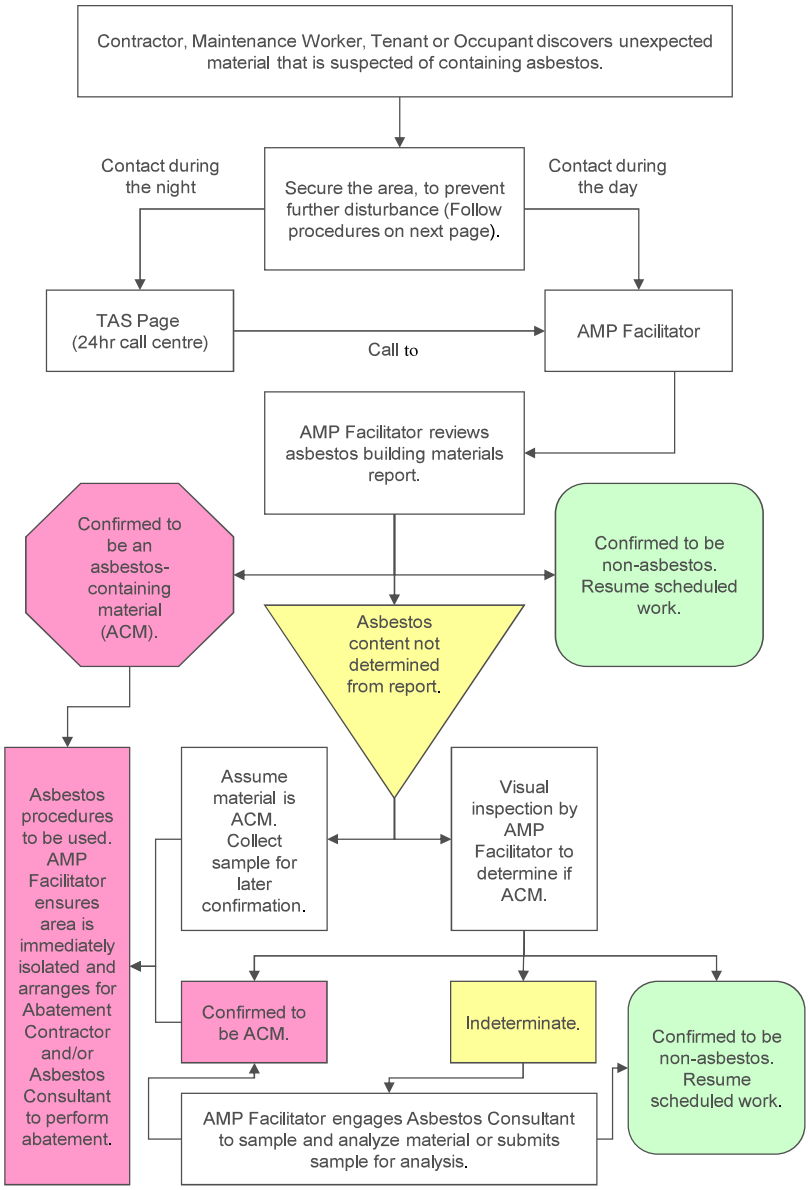
Signature: _____

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 (NON-CONTRACTED WORK)

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 PVNCCDSB 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 presumed to contain asbestos, the AMP Facilitator is to contract an Asbestos Abatement Contractor to clean-up contaminated area (.
- At their option, the AMP Facilitator may decide to 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 Multisite Joint Occupational Health and Safety Committee of the results of air monitoring or testing.
- Enable ventilation systems after air monitoring or clean up of ACM.

WORK PROCEDURES – EMERGENCY CLEAN UP

PVNCCDSB workers trained in worker Type 1 procedures can complete Type 1 clean-up on any PVNCCDSB site. All Type 2 or Type 3 procedures are to be provided by the Asbestos Abatement Contractor.

APPENDIX D

Asbestos Project Work Record

ASBESTOS PROJECT WORK RECORD

Building: _____
(Building Address or Name)

Date: _____
(Today's Date)

Project Number: _____
(PVNCCDSB Project Number or Purchase Order Number)

Project Lead: _____
(PVNCCDSB Project Lead)

Project Type:

☐ Emergency ☐ Planned Project

☐ Type 1 ☐ Type 2 ☐ Glove Bag ☐ Type 3\High Risk

Area of Work: _____
(Room Name, Number, Floor etc.)

_____

Description: _____
(Brief description of abatement, material, system, etc.)

_____

Tenant: _____
(Tenant name if any, department or group)

Project Start Date: _____
(Mobilization date)

Project End Date: _____
(After dismantling/clean-up)

Contractor: _____
(Contracting firm or employee)

Telephone: _____
(Contractor or employee telephone)

Consultant: _____
(Name of consulting firm/contact if any)

Telephone: _____
(Consultant telephone)

Pre-Construction Assessment for asbestos-containing material (ACM) performed and report provided to Contractor?

☐ Yes ☐ No (Explain) _____

Air Sampling during abatement?

☐ Yes ☐ No

Clearance Air Monitoring performed after abatement?

☐ Yes ☐ No

Air Monitoring results to Joint Occupational Health and Safety Committee (if applicable)?

☐ Yes ☐ No

Asbestos Survey Updated to Reflect Changes in ACM Inventory?

☐ Yes ☐ No, no changes to ACM inventory resulted

☐ No, to forward copies to Consultant prior to next re-assessment

Asbestos waste removed from site and disposed of?

☐ Yes, ACM waste documentation attached ☐ No, ACM waste not generated

☐ No, ACM waste remains on site for later disposal

Append the following information relating to asbestos abatement to this work record, if applicable, and file Asbestos Work Record and attachments with Asbestos Management Program. Check where attached.

Submittals including Insurance	☐ Yes	☐ No
Waste Documentation	☐ Yes	☐ No
Specifications, Change Orders, Drawings	☐ Yes	☐ No
Consultant Site review Reports	☐ Yes	☐ No
Air Monitoring Results	☐ Yes	☐ No
Analytical Certificates	☐ Yes	☐ No
Provincial Regulatory reports	☐ Yes	☐ No
Additional Correspondence	☐ Yes	☐ No

APPENDIX E

Type 1 Worker Activities Approved to be Completed by Trained PVNCCDSB Staff

TYPE 1 ASBESTOS WORK PROCEDURES:

Personal Protection

Protect all personnel at all times when possibility of disturbance of ACM exists:

- Provide non-powered half-face respirators with P100 high efficiency (HEPA) cartridge filters when requested by personnel.
    - Personnel must possess a current fit testing for the respirator issued, and;
    - Follow PVNCCDSB admin procedure regarding respiratory protection.
- When requested by personnel, provide protective clothing.
- If/when applicable, wear hard hats, safety shoes and other personal protective equipment required by applicable construction safety regulations.

Inspections

The Project Manager, or an assigned Competent Worker, will inspect the work upon completion of work to ensure all ACM has been removed and the area adequately cleaned of dust and debris. An outside consultant is not required for this work.

Site Preparation (General)

1. Remove stored or non-fixed items from the work area including but not limited to equipment, furniture, etc.
2. Remove visible dust and friable material from all surfaces in the work area including those to be worked on, using HEPA Vacuums or wet wiping.
3. Install one layer of polyethylene sheeting on walls, floors, finishes, millwork, electrical equipment, equipment and furnishings remaining.
4. Install polyethylene drop sheets below areas of work.
5. Install polyethylene sheeting on openings in walls and floors (as required) and seal.
6. Provide amended water for wetting ACM, and adequate method of wetting (garden sprayers, airless sprayers, etc).

Maintenance of Abatement Work Area

1. Inspect polyethylene sheeting and ensure it is effectively sealed and taped. Repair damage and remedy defects immediately.
2. Maintain Abatement Work Area in tidy condition.

Asbestos Removal - General

1. Do not use powered tools or non-hand held tools.
2. Do not use compressed air to clean or remove dust or debris.
3. Do not break, cut, drill, abrade, grind, sand or vibrate ACM if it cannot be wetted. Type 2 procedures would be required if the material cannot be wetted due to hazard or damage.
4. Wet ACM prior to work and keep ACM wet throughout the removal process.
5. Frequently and at regular intervals during the work, clean up dust and waste using HEPA vacuums and/or wet sweeping or mopping.
6. Frequently and at regular intervals, place all waste in asbestos waste containers.
7. Immediately upon completion of work, clean area with HEPA vacuum and/or wet sweeping or mopping.

Asbestos Removal - Vinyl Asbestos Tile

1. Wedge a heavy duty scraper in seam of two adjoining tiles and gradually force edge of one tile up and away from floor. Do not break off pieces of tile, but continue to force balance of tile up.
2. Place tile, without breaking into smaller pieces, into Asbestos Waste Container.
3. Force scraper through tightly adhered areas by striking scraper handle with a hammer.
4. Heat tile thoroughly with a hot air gun until heat penetrates through tile and softens adhesive in areas where scraper will not remove tile.
5. Scrape up adhesive remaining on floor with a hand scraper until only a thin smooth film remains.
6. Use a hot air gun where deposits are heavy or difficult to scrape.
7. Deposit scrapings into asbestos waste disposal bag.
8. HEPA vacuum floor on completion of work in area.

Asbestos Removal – Mastic

1. Use long handled scraper/blade to scrape mastic to a thin filament. Place waste into an asbestos waste container, or HEPA vacuum the debris.
2. Mop or power wash concrete floor slab with clean water. Let dry.

Asbestos Removal - Ceiling tiles (less than 7.5 square metres)

1. Slightly lift first tile, HEPA vacuum the ceiling grid the perimeter of tile.

2. Lift tile vertically, and while keeping level, slide tile over to adjacent tile.
3. HEPA vacuum back of all tiles within reach.
4. Mist surface of ceiling tiles with amended water.
5. Remove ceiling tiles intact. Do not break or pulverize.
6. Place directly into asbestos waste container.
7. HEPA vacuum grid and area below ceiling.

Asbestos Removal - Drywall with Asbestos Drywall Joint Compound (less than 1 square metre)

1. Protect drywall around area to be removed by covering with polyethylene and taping seams to wall.
2. Mist surface of drywall and drywall joint compound.
3. Cut drywall and remove using non-powered hand-held tools. Place directly into a 6 mil polyethylene bag.
4. HEPA vacuum floor and Abatement Work Area.

Asbestos Removal - Removal of Other Non-Friable Asbestos Materials

1. Wet all material to be disturbed.
2. Undo fasteners if necessary to remove material.
3. Break material only if unavoidable, and wet material if broken during work.
4. Use only non-powered hand-held tools to remove ACM.
5. Scrape to remove material adhered to substrate.
6. Place removed ACM directly into an asbestos waste container.

Abatement Work Area Dismantling

1. Wash or HEPA vacuum equipment and tools used in contaminated Abatement Work Area to remove all asbestos contamination, or place in Asbestos Waste Containers prior to being removed from Abatement Work Area.
2. Place tools and equipment used in contaminated work site but not cleaned in polyethylene bags prior to removal from Abatement Work Area.
3. Clean polyethylene sheeting and drop sheets with HEPA vacuum or wet cleaning methods at completion of work.
4. Wet drop sheets and polyethylene sheeting.

5. Carefully roll polyethylene sheeting and drop sheets toward the centre. As polyethylene is rolled away, immediately remove visible debris beneath with a HEPA vacuum.
6. Remove remaining polyethylene sheeting and tape.
7. Place polyethylene sheeting, drop sheets, tape, disposal clothing and other contaminated waste in asbestos waste containers, wet wipe and place in second asbestos waste container.

Worker Decontamination

1. After completion of site dismantling, workers must wash hands and face.

Waste and Material Handling

Removal of waste containers and decontaminated tools and materials from the Abatement Work Area shall be performed as follows:

- Remove any visible contamination from the surface of non-porous or cleanable waste being removed from the Abatement Work Area. If the item can be cleaned, remove it from the site as clean waste.
- Place waste or item into an Asbestos labelled waste bag and seal closed.
- Wet wipe outside of Waste Container.
- Within Abatement Work Area, place in second asbestos labelled waste bag or 6-mil clear polyethylene bag. Seal closed.
- Remove waste containers and transport to appropriate bin.
- Remove waste from site and dispose in accordance with O.Reg 347/90.

APPENDIX F

Classifications of Asbestos Work

CLASSIFICATIONS OF ASBESTOS WORK

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

Type 1 (Low Risk)

- installation or removal of ACM ceiling tiles (less than 7.5 m²) 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 (Moderate Risk)

- 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;
- removal or disturbance of one square metre or less of friable ACM;
- 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 m^2 or more if the work is done without damaging the tiles;
- breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM using non-powered hand-held tools if the material is not wetted;
- Removing 1m^2 or greater of drywall with ACM joint filling compounds were used.
- cleaning or removing filters used in air handling equipment in a building that has sprayed ACM fireproofing;
- breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM using power tools that are attached to dust-collecting devices equipped with HEPA filters.
- glove bag removals of ACM insulation.
- 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 (High Risk)

- 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 fireproofing;
- 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 all or part of a building in which was built during a time asbestos products were manufactured, unless the asbestos was cleaned up and removed before March 16, 1986.

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

APPENDIX G

Stripping Wax and Buffing Asbestos-containing Vinyl Floor Tile Work Procedure

STRIPPING WAX AND BUFFING ASBESTOS-CONTAINING VINYL FLOOR TILES

Where Vinyl Asbestos Floor Tiles (VFT) have been identified as confirmed or presumed ACM in the Designated Substance Report for your facility, review the following steps prior to any floor treatment.

VFT are designated as non-friable, meaning that the asbestos- containing material cannot be easily crumbled, pulverized, or powdered by hand pressure. The material is held together such that the asbestos fibres are encapsulated and not readily released during normal conditions. Dry buffing of wax from these tiles with an abrasive pad can grind the asbestos from the tiles, releasing the fibres into the air. To minimize the likelihood of a release, follow the following recommendations:

- Prior to work, review current Designated Substance report to identify locations and condition of VFT. No work should proceed on VFT in POOR or FAIR condition. Work may only be completed on tiles in GOOD condition.
- Inspect the condition of the floor for any changes/ damage. Put in a work order for any loose/ damaged tiles and cease work. Custodial staff are not to repair, remove or cut VFT.
- Strip floors as infrequently as possible (once or twice/ year as needed).
- Strip floors while wet - DO NOT perform dry stripping/ dry buffing. Prior to operating the buffer, an emulsion of chemical stripper and water is to be applied to the floor with a mop to soften the wax or finish coat and help control any potential release of fibres.
- Select the least abrasive pad. Operate the buffer at low speeds only (175 - 300 RPM). If variable speeds are available, the buffer is to be set at the lowest speed. No ultra high-speed burnishing.
- Do not over strip/ over buff the floor. Stop buffing when the old surface coat is removed. Over buffing can damage the VFT and cause accidental or unintentional release of asbestos fibres. Do not operate a floor machine with an abrasive pad on unwaxed or unfinished VFT.
- After stripping, and before application of the new wax, the floor should be thoroughly cleaned while wet.

APPENDIX H

List of Schools with Completed Surveys

ASBESTOS-CONTAINING SITES

School #	School Name	Address	City (Ontario)
102	St. Joseph Catholic Elementary School	405 Duoro 4th Line	Douro-Dummer
103	St. Catherine Catholic Elementary School	1575 Glenforest Boulevard	Peterborough
104	St. Matin Catholic Elementary School	531 Ennis Road	Ennismore
105	St. Paul Catholic Elementary School	2 Grant Avenue	Lakefield
106	Immaculate Conception Catholic Elementary School	76 Robinson Street	Peterborough
108	St. Alphonsus Catholic Elementary School	875 St. Mary's Street	Peterborough
109	St. Anne Catholic Elementary School	240 Bellevue Street	Peterborough
110	St. John Catholic Elementary School	746 Park Street South	Peterborough
111	St. Patrick Catholic Elementary School	300 Otonabee Drive	Peterborough
112	St. Paul Catholic Elementary School	1101 Hilliard Street	Peterborough
114	St. Francis of Assisi Catholic Elementary School	1774 Rudell Road	Newcastle
115	St John Paul II Catholic Elementary School	130 Orchard Park Road	Lindsay
116	Mother Teresa Catholic Elementary School	78 Glenabbey Drive	Courtice
117	St. Teresa Catholic Elementary School	1525 Fairmount Boulevard	Peterborough
118	St. Paul Catholic Elementary School	55 Oak Street	Norwood
119	St. Joseph Catholic Elementary School	90 Parkway Crescent	Bowmanville
120	St. Mary Catholic Elementary School	29 Centre Street	Campbellford
121	St. Joseph Catholic Elementary School	919 D'Arcy Street North	Cobourg
122	St. Dominic Catholic Elementary School	320 Mary Street West	Lindsay
123	St. Micheal Catholic Elementary School	23 University Avenue West	Cobourg
124	St. Mary Catholic Elementary School	103B Lyle Street	Grafton
126	St. Anthony Catholic Elementary School	74 Toronto Road	Port Hope
127	Monsignor Leo Cleary Catholic Elementary School	3820 Courtice Road	Courtice
130	St. Luke Catholic Elementary School	335 St. Lukes Road	Downeyville
131	St. Mary Catholic Elementary School	16 St. Lawrence Street	Lindsay
132	St. Elizabeth Catholic Elementary School	610 Longworth Avenue	Bowmanville
133	Notre Dame Catholic Elementary School	760 Burnham Street	Cobourg

School #	School Name	Address	City (Ontario)
134	Monsignor O'Donoghue Catholic Elementary School	2400 Marsdale Drive	Peterborough
135	Good Shepherd Catholic Elementary School	20 Farmington Drive	Courtice
137	Holy Family Catholic Elementary School	125 Aspen Springs Drive	Bowmanville
251	Holy Cross Secondary School	1355 Lansdowne Street West	Peterborough
253	St. Peter Secondary School	730 Medical Drive	Peterborough
254	St. Thomas Aquinas Secondary School	260 Angeline Street West	Lindsay
255	Holy Trinity Catholic Secondary School	2260 Courtice Road	Courtice
256	St. Mary Secondary School	1050 Birchwood Trail	Cobourg
257	St. Stephen Secondary School	300 Scugog Street	Bowmanville
601	P.L. Roach Education Centre and Plant Department	1355 Lansdowne Street West	Peterborough

APPENDIX I

List of Building Materials that can Contain Asbestos

EXAMPLES OF ASBESTOS CONTAINING BUILDING MATERIALS

The following are types of materials that could be present in your building that are historically known to contain asbestos but is not limited to (this list is meant to be used as a guide and does not include all potential ACM):

- Sprayed-on or Trowel-Applied Fireproofing
- Sprayed-on or Trowel-Applied Acoustical Treatments
- Sprayed-on or Trowel-Applied Decorative Treatments
- Sprayed-on or Trowel-Applied Thermal Insulation
- Blown-in Insulation
- Pipe Insulation, runs and fittings (elbows, joints, valves, hangers, etc)
- Joint compounds on pipe straights
- Duct insulation (interior and exterior)
- Duct mastics
- Duct-work taping
- Vibrational dampening cloths
- Boiler Block
- Boiler Wearing Surfaces
- Pipe Gaskets
- Drywall joint compound
- Skim coats
- Wallboard
- Various fiberboards
- Asphalt tile
- Vinyl floor tile
- Vinyl sheet flooring
- Mastics (including carpet, baseboard, floor tile, etc)
- Asbestos cement materials (wallboards, insulation for panels, electrical panel partitions, exterior decorative panels, rainwater leaders, soffits, fascia, chalkboards, walls, behind radiators, laboratory benches, fumehoods, etc)
- Ceiling tiles (Lay-in, glue-on (and associated mastics) and concealed spline tiles
- Plaster
- Roofing Materials
- Caulking
- Putties
- Tar
- Fire doors
- Cooling towers
- Electrical cloth
- Elevator equipment pannels
- Levelling compound
- Stair treads
- Floor coatings
- Sink Mastic
- Chalkboard/blackboard/mirror, etc adhesives
- Firestopping
- Thermal Paper Products
- Terrazzo
- Ceramic Tile Thinset

CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT FORM

PVNCCDSB has identified the presence of various asbestos-containing materials (ACM) at Site Address, City, Province. An asbestos inventory report showing the locations and amounts of these materials is available for viewing from the AMP Facilitator and/or Project Lead.

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 and/or Project Lead must be notified of the following:

- Any removal, repair or disturbance of any ACM or PACM.
- Ceiling entry which may disturb sprayed-fireproofing or pipe insulation, or ACM debris on the ceiling.
- 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 PVNCCDSB's AMP and shall not disturb ACM without using proper procedures in accordance with the provincial regulations and guidelines, and this AMP, including prior notification to the AMP Facilitator and/or Project Lead so Joint Health and Safety can be notified prior to the start of work. All asbestos waste will be packaged, transported and disposed of in accordance with applicable regulations.

Notification of Asbestos Abatement

All Contractors and PVNCCDSB 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 PVNCCDSB employees who perform work, including telephone, computer cabling suppliers, electrical and mechanical contractors, etc., at PVNCCDSB facilities, where asbestos-containing spray-applied insulation is present above ceilings are to be notified that Type 2 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, Project Lead.

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, prior to commencing Type 3 abatement, Glove Bag abatement or any project that requires Notification per Section 6 of O.Reg. 213/91: Construction Projects.
- 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 Constructor who will notify the project specific safety rep, an inspector at the nearest MOL office, the Owner who shall ensure notification of the MJHSC for the workplace.

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

Building (Address): _____

Project: _____

Contractor: _____

Name and Title: _____

Signature: _____

Date: _____