

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**Asbestos Management Plan and Procedures**

**SECTION/CODE:**

**Program F – 1**

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**APPROVAL DATE:**

**June 13, 2022**

**SUPERSEDES:**

**March 6, 2017**

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**POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) shall provide a safe and healthy environment. Asbestos is a natural fibre commonly used in the manufacture of building materials. The use of asbestos is generally classified into two groups: friable and non-friable. When dry, a friable material will crumble, pulverize or powder under hand pressure. Friable material may be found in pipe elbows, straight pipe insulation, as well as boiler and valve wrapping. If friable material is disturbed or damaged, fibres will become airborne. Although friable materials are banned as a construction material, they are still present in many buildings. Materials of non-friability/nonfriability include vinyl asbestos tile (VAT), ceiling tile, and transite cement.

Several diseases are associated with exposure to asbestos through the inhalation of fibres. These include asbestosis, mesothelioma, cancer of the lung and other asbestos related cancers. There is typically a latency period of more than ten years after the first exposure to asbestos and the onset of an asbestos related disease (Designated Substances in the Workplace: A Guide to the Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations, Ontario Ministry of Labour, 2005).

**PURPOSE**

The purpose of this plan is to provide information on procedures and accepted work practices in compliance with the current Ontario Regulation 278/05, under the Occupational Health and Safety Act, 1990, Designated Substance Asbestos on Construction Projects and in Building and Repair Operations, July 1, 2010. In order to properly establish this program, staff must be aware of the program and the procedures to follow when conducting maintenance and other work that might disturb asbestos-containing material.

**REFERENCES AND RELATED DOCUMENTS**

1. Emergency Preparedness Plan, Board Policy D-31
2. Occupational Health and Safety Act, 1990 (OHSA)
3. Workplace Hazardous Materials Information System Regulations
4. Industrial Establishments Regulations
5. Education Act and Regulations
6. *Ontario Regulation 278/05 under OHSA, 1990*

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**TERMS AND DEFINITIONS**

1. Friable Asbestos – a material that is friable is one which can be crumbled, pulverized or powdered by hand pressure.
2. Non-friable Asbestos – a material that is non-friable is one in which the asbestos fibres are bound or locked into the product matrix, so that the fibres are not readily released.
3. Detailed Survey for Accessible Asbestos Containing Materials (ACM) - record of all buildings owned and occupied within the school district which contains asbestos materials.
4. Asbestos Management Plan – a plan which sets out the steps required to handle asbestos containing materials.
5. Type I, Type II, Type III Operations - Operations that may expose a worker to asbestos are classified as Type 1, Type 2 and Type 3 operations (see *Ont. Reg. 278/05 under OHSA, 1990*)

**ADMINISTRATIVE PROCEDURES/OPERATING PROCEDURES**

**1. ASSIGNED RESPONSIBILITIES**

**1.1 RESPONSIBILITIES ASSIGNED TO SENIOR MANAGEMENT OF THE PSSBP**

**1.1.1 Detailed Survey for Accessible Asbestos Containing Materials (ACM)**

As part of the Asbestos Management Plan, it is mandatory to prepare and maintain a record of all buildings owned and occupied within the school district which contain asbestos materials. A building record will be established by means of a written report or electronic file with attached floor plans. The report and/or drawings will show the extent and condition of the accessible asbestos containing materials in the building, location of any samples taken, as well as the results of the analysis of the samples taken. A copy of the detailed survey, as well as the Asbestos Management Plan will be kept in the main office of Burkevale Protestant Separate School and at the office of the PSSBP where it will be available for review. It will be used to direct employees or contractors in locating asbestos containing material while they are performing work.

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**1.1.2 Annual Reassessment**

An annual inspection will be conducted by the environmental consultant retained by the PSSBP to update the condition of any accessible asbestos containing materials in the building. A copy of this inspection will be kept by the school and the board office with the Asbestos Management Plan.

**1.1.3 Training Program**

**i) Asbestos Abatement Workers**

Training is to be provided to those workers who are working directly with asbestos containing material in repair/removal operations. The training will be arranged by the environmental consultant retained by the PSSBP and will cover areas as outlined in the Regulation.

**ii) Custodial Staff**

The PSSBP will coordinate training for any new Custodian(s). Those individuals requiring training will be identified by the principal of Burkevale

Protestant Separate School. The training will cover areas as outlined in the Regulation.

**1.1.4 Notification of Damaged ACM**

Any concerns regarding damaged/deteriorated asbestos materials are to be directed to the PSSBP to be forwarded immediately to the environmental consulting firm retained by the PSSBP. The environmental consulting firm will evaluate the condition of the material and arrange for cleanup and repair/removal as appropriate.

**1.1.5 Maintenance of the Asbestos Management Plan**

A copy of the Detailed Survey, Intrusive Inspection, the Annual Reassessment, as well as any repair/removal reports must be maintained at the school in the main office (within the asbestos binder), as well as at the office of the PSSBP. Any consultant/contractor or maintenance reports involving repair or removal must be kept on file at the PSSBP and noted in the Asbestos Survey.

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**1.1.6 School Notification**

It is the responsibility of the PSSBP or the environmental consulting firm to notify the school Principal prior to any asbestos repair/removal projects under the PSSBP's control. Note: If the school Principal is not available for notification (i.e. summer hours), then the Head Custodian will be notified.

**1.1.7 Type III Operations**

The PSSBP will retain the services of an environmental consulting firm to oversee all Type III Asbestos removal projects. Work will be completed as per the applicable regulation and under the direction of the environmental consultant trained in the field.

**1.1.8 Intrusive Inspection for Construction Purposes**

In the event of renovation or demolition of a building, it is the responsibility of the PSSBP to arrange for an intrusive inspection to non-accessible areas when necessary.

**i) Type III Operations School Notification**

It is the responsibility of the PSSBP or the environmental consulting firm to verbally notify the school Principal prior to any asbestos repair/removal projects under the control of the PSSBP. Note: If the Principal is not available for notification (i.e. summer hours), then notification will take place through the Head Custodian.

**1.2 RESPONSIBILITIES ASSIGNED TO THE ENVIRONMENTAL CONSULTING FIRM RETAINED BY THE PSSBP**

**1.2.1 Asbestos Abatement Workers**

Type I and Type II operations (as outlined in the Regulation) will be performed as deemed suitable by the environmental consulting firm retained by the PSSBP. All repair/removal operations will be documented and kept on file at the PSSBP and recorded in the Asbestos Survey. All asbestos removal shall be performed in accordance with the Regulation. Board employees will not engage in asbestos work.

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**1.2.2 Asbestos Work Report**

All persons involved in Type II and Type III operations are required by the Ministry of Labour to produce an Asbestos Work Report "Form 1". This will be the responsibility of the environmental consulting firm retained by the PSSBP.

**1.2.3 Custodial Staff and Contractors**

Custodial staff and contractors will be supplied with all documentation involving the location of all friable and nonfriable asbestos, in chance of contact with or disturbance of the material. Notification to contractors will be supplied by a written statement on Purchase Order or Tender agreement.

Note: Custodial staff/Contractors must immediately cease work if they come across asbestos that must be disturbed or removed. Work may only resume after approval from the PSSBP through the environmental consulting firm retained by the PSSBP.

**1.2.4 Transportation and Disposal**

The environmental consulting firm retained by the PSSBP will arrange for proper disposal of asbestos waste as per the asbestos waste regulation made under the Environmental Protection Act.

**1.3 RESPONSIBILITIES ASSIGNED TO SCHOOL PRINCIPAL**

**1.3.1 Contractor Notification**

Ensure the trades persons and/or contractors review the Detailed Survey with the Head Custodian prior to undertaking any work. The environmental consulting firm must be contacted where there is a report of asbestos as noted in the Survey.

**1.3.2 Staff Notification**

It is the responsibility of the Principal to notify staff of the Asbestos Management Plan and Detailed Survey. These documents are available for review in the school's main office. The principal will notify staff of the time and location of any asbestos work operation. Copies of the floor plan showing the location of asbestos containing materials will be given to staff at the beginning of each school year.

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**1.4 BULK SAMPLES**

Representative bulk samples will be taken by the environmental consulting firm retained by the PSSBP to determine if a suspect material contains asbestos. Analysis will determine if the material does or does not contain asbestos, the type, and the concentration. The number of samples taken shall be in accordance with TABLE 1 BULK MATERIAL SAMPLES of the Regulation.