

<b>Policy Name:</b>	Asbestos Management Policy
<b>Originating/Responsible Department:</b>	Office of Risk Management
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	2006
<b>Last Updated:</b>	March 2022
<b>Mandatory Revision date:</b>	March 2027
<b>Contact:</b>	Executive Director, Office of Risk Management

**Policy:**

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. The University strives to promote a strong and sustainable culture of a safe and healthy workplace and learning environment that will facilitate the awareness of risk, the prevention of injury and illness, in an environment free from violence and harassment.

Asbestos is a fibrous, silicate mineral that was commonly added to building materials such as insulation, fireproofing, plaster and tiles to improve the thermal and acoustical properties of these products. Asbestos presents a health hazard when asbestos-containing material is disturbed or removed so as to cause asbestos fibres to become airborne. Inhalation of these airborne fibres can lead to serious respiratory health problems.

The Asbestos Management Policy and Program is in place to prevent exposure to harmful levels of asbestos fibres.

**Purpose:**

The purpose of this Policy is to establish the requirements to ensure that an effective Asbestos Management Program is implemented in order to achieve the following objectives:

- Provide a safe and healthy campus environment.
- Prevent exposure to harmful levels of asbestos fibres associated with the uncontrolled or unintentional disturbance of asbestos-containing materials.
- Communicate the strategy to reduce the presence of asbestos and asbestos containing materials in existing university infrastructure
- Educate the campus community on asbestos and asbestos containing materials
- Comply with regulatory requirements.

**Scope:**

This policy applies to all employees, contractors and students of Carleton University, as well as to all building occupants and visitors who may contact or disturb asbestos-containing materials in University owned buildings.

## **Procedure:**

An Asbestos Management Program that is in compliance with Ontario Regulation 278/05 "*Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations*" will be maintained and implemented to prevent exposure to harmful levels of asbestos fibres associated with the uncontrolled or unintentional disturbance of asbestos-containing materials in University-owned or managed buildings. The Asbestos Management Program addresses all maintenance, repair, alteration and installation activities which may disturb asbestos containing materials.

Prior to any erection, alteration, repair, dismantling, demolition, structural maintenance, painting, boring, drilling, blasting, concreting, installation of any machinery, or any other destructive activities within a building the following steps must be completed:

1. All requests for alterations, repairs, maintenance or physical changes to university facilities must be submitted to Facilities Management and Planning in accordance with the Alteration, Repair and Maintenance of University Buildings and Outdoor Space policy.
2. A review will be conducted to ensure there will be no disturbance of asbestos containing materials.
3. Any activity that could disturb asbestos must be completed in accordance with the Regulation, best practices and the Asbestos Management Program.
4. Employees and contractors must work in compliance with the Asbestos Management Program and in accord with the Ontario Regulations.

## **Roles and Responsibilities:**

### University Members

- 1) All members of the university community are responsible for complying with all applicable legislated requirements and University policies and procedures to ensure there are no unintended exposures to Asbestos Containing Materials.

### The Office of Risk Management

- 1) Is responsible for the policy and program development, auditing the process to ensure compliance and safety are maintained, developing and managing asbestos awareness training, and adhering to Legislation, standards and best practices for managing asbestos in the workplace.
- 2) In addition, Environmental Health and Safety in the Office of Risk Management is responsible to ensure an accurate and up-to-date inventory of known or suspected asbestos containing materials, administer the respiratory protection program and medical surveillance when required, and provide technical expertise and ensure required communications to all stakeholders.

### Facilities Management and Planning

- 1) Is responsible to ensure all maintenance, renovation, repair and construction activity complies with the Regulations, policy and Asbestos Management program.
- 2) Must ensure that a pre-job review of all such activities is conducted and verify that asbestos containing materials (ACM) will not be disturbed by those activities. In the case where asbestos

will or could be disturbed by these activities, adequate control and or remediation measures must be implemented prior to beginning the activity.

- 3) Must ensure that staff, contractors and consultants are informed about the location of known or suspected ACM prior to beginning any activities in the space.
- 4) Must Ensure that all personnel work in compliance with the Asbestos Management Program and that all personnel who perform work that disturbs ACM materials, or spaces in close proximity to ACM are trained. The training will include the obligation to identify and report any potential asbestos hazards. Ensure that inspection of ACM materials is performed on an ongoing basis.
- 5) Is responsible to communicate to occupants as required under the regulations
- 6) Must ensure that Environmental Health and Safety in the Office of Risk Management is informed regarding identified hazards, removals, repair or other changes prior to the actions taking place.

All other stakeholder groups such as Information Technology Services, Learning Services, the Science and Technology Centre, and ancillary services such as Housing and Athletics that might initiate activities such as all maintenance, renovation, repair and construction activity or other activity that could penetrate walls, floors or other similar spaces are required to comply with the above.

**Contacts:**

Executive Director, Office of Risk Management  
Assistant Vice-President (Facilities Management and Planning)  
Director (Environmental Health and Safety)  
Director, Operations and Maintenance  
Director, Project Planning, Design and Construction

**Related Policies:**

Environmental Health and Safety  
Risk Management  
Hazard Reporting  
Alteration, Repair and Maintenance of University Buildings and Outdoor Space