



City of St. John's Corporate and Operational Policy

Policy: 03-07-35 Asbestos Awareness Policy

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2009/11/09

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 35 Asbestos Awareness Policy

Purpose

To ensure the risk of exposure to asbestos is minimized.

Policy Statement

To ensure the risk of exposure to asbestos is minimized.

Background:

- The Property Management Division is responsible for the Asbestos Abatement Program in City facilities;
- The Property Management Division shall have all applicable City owned buildings assessed for asbestos and have Asbestos Identification Reports prepared;
- The Asbestos Identification Reports shall identify the type of asbestos, the location of the asbestos within the building and the condition of the asbestos;
- The Asbestos Identification Reports shall be posted in all Property Management maintenance shops;
- Employees shall follow the Asbestos Abatement Regulations, 1998, in the maintenance, handling, removal and disposal of asbestos.

Policy Statement:

- The location of all asbestos material shall be identified and documented for all City owned or occupied buildings. This information will be documented in an

Asbestos Identification Report;

- Safe Work Procedures shall be developed for Employees who work with or near asbestos.

Responsibilities:

Directors shall:

- ensure that the location of asbestos is identified and documented in an Asbestos Identification Report for all City buildings under their department;
- ensure that Employees who may come in contact with asbestos receive asbestos training in accordance with the Asbestos Abatement Regulations, 1998.

Managers shall:

- ensure that Employees comply with the Asbestos Abatement Regulations, 1998;
- ensure that the Asbestos Identification Reports are available to Supervisors and Employees;
- provide Contractors with applicable Asbestos Identification Reports and conduct a pre-job Hazard Assessment meeting to ensure that the Contractor has an acceptable plan to address any identified asbestos.

Supervisors shall:

- ensure that the Asbestos Identification Report is reviewed before work is conducted in buildings which contain asbestos;
- ensure that Employees receive asbestos training in accordance with the Asbestos Abatement Regulations, 1998;
- ensure all applicable Employees are trained in asbestos Safe Work Procedures.

Employees shall:

- complete asbestos awareness training, if applicable;
- review the Asbestos Identification Report before commencing work in buildings which contain asbestos;
- follow asbestos Safe Work Procedures;
- advise the Occupational Health Nurse if there is suspected exposure to asbestos;
- report any undocumented asbestos locations.

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No