

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Asbestos in Buildings**

Code – **A**

Policy Number: **8.60**

Date Approved: **Sept. 11/91**

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Date Last Revision: **Mar. 11/03**

REFERENCE: Occupational Health & Safety Act, Designated Substance – Asbestos Regulation 837

The purpose of this Policy is to protect County employees from asbestos fibre exposure by:

- ◆ Ensuring all asbestos-containing materials in County Buildings are sealed to prevent any release of fibres and to minimize its disturbance.
- ◆ Monitoring the condition of asbestos containing materials and maintaining them in a good state of repair.

Where asbestos-containing material is present in County buildings:

- (a) The locations will be identified. The records will be maintained in the building.
- (b) All insulating material on pipes and boilers will be treated as asbestos.

The building will be inspected at least annually by a management and an employee representative. Routine Joint Health and Safety Committee inspections will include inspection of known asbestos locations, and reporting of any deteriorating material.

- (c) The Department Head, through their appropriate Committee, will take measures to ensure repair, where periodic inspection reveals deterioration.

- (d) Prior to contracting work that involves disturbance of asbestos:

* A report will be prepared that includes:

- type of asbestos
- drawings, plans & specifications to indicate the asbestos locations.

- * The report will be provided to the contractor doing the work.
 - * The Joint Occupational Health & Safety Committee and the County Human Resources Co-ordinator will be advised.
- (e) Any repair work will be performed only by persons trained in accordance with the Asbestos Regulation 837.
- (f) Asbestos work shall be classified type 1, 2 or 3, and shall be conducted in accordance with the Regulation.
- (g) Records of the locations, any inspections, and repair will be kept on site. Copies of the records and any results of asbestos sampling will be forwarded to the County Human Resources Co-ordinator, and the Joint Occupational Health & Safety Committee.