



# Safety Administrative Policy

## Asbestos

**Prepared by:** Gordon Hood, Coordinator Health, Safety and Environment

**Approved by:** Jim Toye, City Manager

**Signature:**  **Policy No:** 1

**Effective:** August 16, 2018 **Replaces:** February 22, 2016

### **Policy:**

The City of Prince Albert recognizes that a number of facilities contain asbestos. In order to protect staff, contractors, and visitors to these facilities, a consistent inspection, identification, and maintenance program is required.

### **Purpose:**

The purpose of this policy is to ensure that staff, contractors, and visitors are not exposed to airborne asbestos fibres in City-owned facilities and to ensure compliance with the Saskatchewan Employment Act and Part XXIII of the Occupational Health and Safety Regulations, 1996.

### **Scope:**

This policy applies to all City of Prince Albert employees as well as contractors performing work on behalf of the City of Prince Albert.

### **Responsibility:**

#### **Department Heads:**

- Develop a process to ensure that asbestos containing materials are identified and employees or contractors are aware of its location.
- Ensure that all identified asbestos containing materials are inspected at least annually.
- Ensure that a list of all asbestos containing materials within City facilities is maintained and updated as changes occur.
- Ensure that processes are developed to ensure that any damage to asbestos is appropriately repaired or the asbestos is removed.
- Ensure that during renovations or repairs to existing City facilities that asbestos removal is considered.
- Ensure that processes are implemented that allow any employee that may have been exposed to asbestos fibres to be provided with a complete copy of the investigation report for that incident and allowed to participate in an asbestos medical surveillance program during work time.

**Managers:**

- Provide information to employees during orientation regarding the location, how it is identified, and procedures for asbestos in areas where they are likely to be required to perform work and keep staff informed of any asbestos related incidents that may affect them.
- Ensure that any asbestos related incident is immediately reported to the Coordinator-Health Safety and Environment.
- Allow any staff member, during work time, to attend medical surveillance program appointments if an investigation indicates that the staff member may have been exposed.
- Ensure that employees who are involved in asbestos processes are appropriately trained and that the training is documented.
- Ensure that work processes do not damage, allow fibres to become airborne, or spill any asbestos containing products.
- Ensure that inspections are conducted as frequently as circumstances dictate, in facilities under their control, to ensure that asbestos is not released.

**Maintenance Department:**

- Coordinate the identification of asbestos containing materials in all City owned facilities.
- Maintain an up-to-date listing of asbestos containing materials including the location, type, and how it is identified. This listing is to be readily accessible to managers.
- Coordinate the annual inspection of all asbestos containing products within City facilities.
- Coordinate any required maintenance of asbestos containing material.
- Maintain records of all asbestos related information.
- Coordinate the voluntary publication of facilities that contain asbestos in the Provincial Government registry.
- Ensure that all asbestos locations are identified by either a direct asbestos warning label, a placard placed in close proximity to the asbestos or a map showing presence and location of asbestos.
- Ensure that contractors performing work in City facilities are provided with information on the presence of asbestos and the expectations, should it be encountered in the course of their work.
- Ensure that if any high-risk asbestos processes are going to be performed that Labour Relations and Workplace Safety (LRWS), Occupational Health and Safety Division is notified at least 14 days prior to the start of the process.

**Sanitation Manager:**

- Ensure that work processes are developed at the landfill for the appropriate disposal of asbestos containing materials.
- Ensure that no friable asbestos waste is accepted at the landfill unless it is contained in an appropriately sealed and labelled containment that meets standards.
- Maintain a map of all asbestos disposal sites at the landfill with up-to-date copies available through Public Works drafting unit.

**Manager of Capital Projects:**

- Ensure that contractors performing work in City facilities are provided with information on the presence of asbestos and the expectations, should it be encountered in the course of their work.
- Provide the maintenance department with appropriate information whenever projects will affect asbestos containing facilities. This information should include the asbestos-removal process, the facility affected, the amount of waste asbestos, copies of any notifications required and where the asbestos waste was disposed.
- Ensure that if any high-risk asbestos processes are going to be performed that Labour Relations and Workplace Safety (LRWS), Occupational Health and Safety Division is notified at least 14 days prior to the start of the process.

**Coordinator Health, Safety and Environment:**

- Ensure that an investigation is conducted on all incidents involving the possible release of asbestos.
- Provide any worker that may have been exposed to friable asbestos with a copy of the investigation report and advise them of the voluntary program for medical surveillance.
- Assist City departments in reviewing asbestos procedures to ensure they are compliant with OHS legislation.

**Definitions:**

**Asbestos:** the fibrous form of crocidolite, amosite, chrysotile, anthophyllite, tremolite, or a mixture containing any of these materials.

**Friable Asbestos:** asbestos material that when dry is or can be crumbled, pulverized, or powdered by hand pressure.

**Waste Asbestos:** asbestos containing materials that will no longer be used for the originally intended purpose.

**High Risk Asbestos Process:** any process that involves asbestos and is contained in the listing of high-risk processes, Part A of Table 5 of the Occupational Health and Safety Regulations as amended from time to time.

**References and Related Statements of Policy and Procedure:**

The Saskatchewan Employment Act  
The Occupational Health and Safety Regulations, 1996  
The Environmental Management and Protection Act, 2010  
The Waste Dangerous Goods Regulations