

Elements of an Asbestos Control Plan

The **objectives** of the asbestos control plan are to:

- prevent release of asbestos fibre by minimizing disturbance or damage of material containing asbestos
- protect the safety and health of workers if an asbestos fibre release occurs in a workplace.

The Operational and Maintenance Program includes:

- a **written asbestos control plan**
- an inventory of all materials containing asbestos
- labelling of all materials containing asbestos
- notifying building occupants
- training all maintenance and custodial staff and any other person required to work with or near materials containing asbestos
- monitoring material containing asbestos
- procedures for renovations involving or near materials containing asbestos
- special clean up procedures following an incident of fibre release

The provincial guideline suggests that a written Asbestos Control Plan should include:

1. **Describe all buildings included in the plan.** If a company has multiple different types of buildings (particularly with different amounts / types of asbestos). It would probably be best to have each building have its own plan (although the plans will be very similar)
2. **Name the designated asbestos program manager.** This a person or contact who is informed about the asbestos in the building and can make decisions regarding any issues that may arise.
3. **Advise who will prepare and maintain an asbestos inventory.** This is often the Asbestos Program Manager but not always. The APM may draw help from maintenance staff or long term workers who are perhaps more familiar with the building. In addition, experience has shown that it is the maintenance of the inventory which is the greater challenge. The inventory must be updated as any ACM is removed over time.
4. **State where the inventory will be stored.** This is often in the office of the Asbestos Program Manager or perhaps a more available spot such as the maintenance shop or boiler room of the building. In large areas, the inventory can be available electronically. It may be helpful to have more than 1 copy in different locations but experience has shown that it is a challenge to keep them synchronized.

5. **Show how building occupants (workers and other workplaces), maintenance staff, external contractors, and others will be informed of the presence of asbestos.** Maintenance staff often have the highest potential exposure to ACM so it is very important that they need to know. If the building is leased, the lease is normally informed and has access to the asbestos inventory (of which a copy should be on site). Often contractors will be informed about any ACM that they will be working on as part of the scope of work and/or tendering of work.
6. **Describe how materials containing asbestos will be labelled or identified.** There is a separate resource on labelling options.
7. **Name staff to be trained in asbestos control procedures.** If your staff are going to be performing repairs – even temporary ones – they should be trained on control procedures.
8. **Provide details about who will provide asbestos control training and when.** A copy of the training package is often kept with the asbestos inventory. Again, if this is accessible to workers, they can refer to it as needed.
9. **Written procedures for repairs, removal or working around asbestos if applicable.** In many cases, all but the simplest repairs are done by outside companies. However, if your staff are going to do removal or repairs, there should be written work procedures. If personal protective equipment is required as part of the safe work procedures, a respiratory protection program and worker training on respirators will be required.
10. **State when and how periodic surveillance will be performed and who will perform it.** In most cases, an inspection is performed by in-house staff. Using the asbestos inventory, inspect the ACM for signs of damage or disturbance and that labelling is still present and legible. In some cases, usually large facilities, this can be contracted out. The inspection should be performed at a minimum of once per year. The first inspection after the formation of the inventory should be in 6 months. If no or minimal damage is found, the inspection period can be increased to 12 months. If significant damage is found in the inspection, the inspection frequency should be reduced.
11. **List who will carry out any repairs needed.** Certain staff – who have received training on how to do repairs safely – should be the ones to carry out any repairs. Many companies use outside asbestos companies on an as-needed basis to perform asbestos repairs.
12. **Describe what repair methods will be used.** This is really part of the training or work to be carried out by the outside asbestos company. Also, the repair method will depend on the material to be repaired and the scope of the damage. At some point, total removal (abatement) should be considered as the cost to remove it may not be much more than the cost to repair it.

13. **Asbestos inventory must be updated** and modified when there is a change. Documentation regarding to encapsulation, repairs or removal should be retained with the inventory document to indicate the work was done and/or done properly.

An Asbestos Control Plan must be implemented, updated to be kept current and continue to be in place until all asbestos-containing material has been removed from the building