DOES YOUR WORKPLACE CONTAIN ASBESTOS?

A guide for workplaces containing asbestos

WorkSafe
Travail sécuritaire NB

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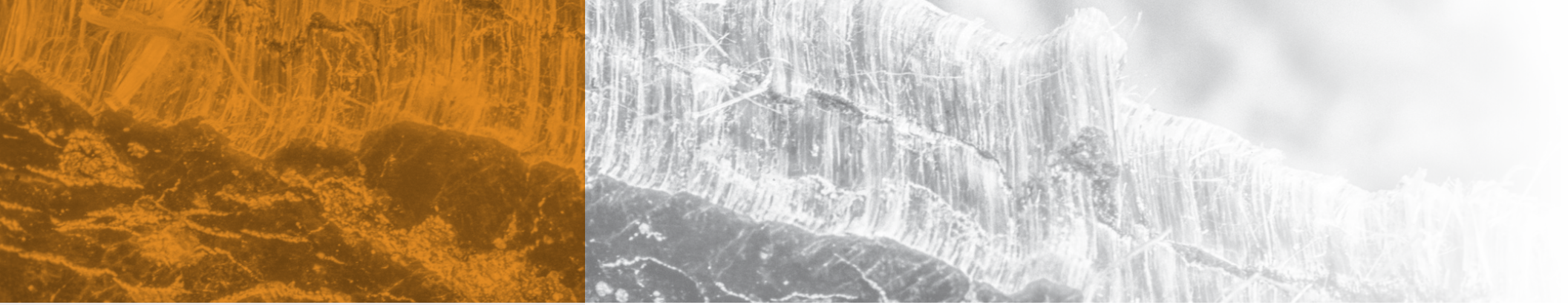


WHAT IS ASBESTOS?

Asbestos is a naturally occurring fibrous mineral found in rocks. Its heat-resistance and insulating properties when combined with other ingredients yielded products which were strong, long-lasting, and fire-resistant. From the 1950s to the 1980s, materials containing asbestos were used in a wide range of manufactured products, and commonly used across industries such as construction and shipbuilding.

Asbestos is a generic name given to six naturally occurring minerals that have common characteristics:

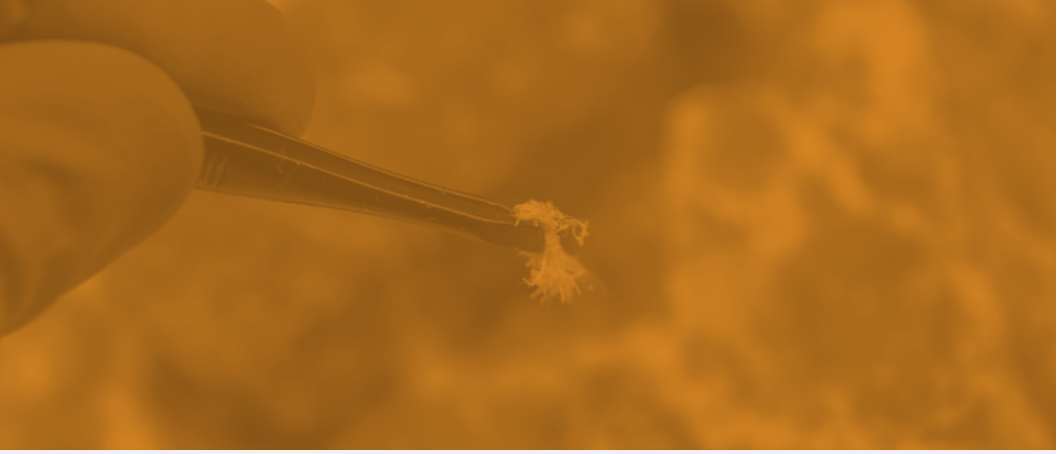
- ***chrysotile***
- ***crocidolite***
- ***amosite***
- ***actinolite***
- ***anthophyllite***
- ***tremolite***

Chrysotile is the most common variety of asbestos. This white-coloured asbestos is soft and flexible and was frequently used in roofing material, such as corrugated asbestos sheeting. It was also used in textiles for safety clothing and fire blankets, and by the motor industry for brake linings and gaskets. It was also used in floorcoverings, toilet tanks and decorative coatings.

Crocidolite is commonly referred to as blue asbestos. It has fibres which are extremely thin and brittle. It is considered a particularly hazardous form of asbestos due to its 'friability', or susceptibility to crumbling if disturbed. This type of asbestos was used in pipe insulation, cement products, spray coatings and even cigarette filters.

Amosite asbestos features thin or needle-like fibres that are easily inhaled if the material is disturbed. This type of asbestos is also known as brown asbestos due to its light brown colour. Amosite asbestos was commonly used for its strength and remarkable heat resistance, leading to its frequent use in ceiling tiles, wall covering, door linings, soffits, and fire protection.

The remaining three types of asbestos were not widely used commercially but can still be found as a contaminant in vermiculate and in talcum powder. Actinolite is also found in natural environments in Canada and exposure could occur when maintaining mining and construction equipment, or active use of this equipment, and during travel on unpaved roadways.



WHY IS ASBESTOS DANGEROUS?

Small asbestos fibres and clumps of asbestos fibres may be released into the air as dust when disturbed or handled. Once airborne these tiny fibres can become trapped in the lungs if inhaled.

Over time these fibres can cause serious inflammation, breathing difficulties and can cause serious health side-effects, such as:

- ***Mesothelioma***
- ***Asbestosis***
- ***Lung cancer***
- ***Other illnesses***

The diseases described above do not respond well to current medical treatment and, as a result, are often fatal.

A person exposed to asbestos may feel no ill effects at the time of exposure. There is a latency period between exposure to asbestos fibres and the development of disease which can range from 15 to 55 years. The asbestos-related diseases workers get today are most often the result of exposures during the mid to late 20th century.

WHERE CAN WE FIND ASBESTOS?

Asbestos comes in all shapes, sizes, and finishes. Having some basic knowledge will help an owner and employer identify asbestos.

It is more common for asbestos to be combined with other components into an asbestos-containing material (ACM). Something is considered to be an ACM if it contains more than 1% or more of asbestos, as determined in a specialized laboratory by using a testing method called Polarized Light Microscopy.

When dry, an ACM is considered friable if it can be crumbled, pulverized, or reduced to powder by hand pressure. If it can't be, it is considered non-friable ACM.

It's possible for non-friable ACM to become friable when subjected to unusual conditions, such as demolishing a building or removing an ACM that has been glued into place. Before the 1990s, asbestos was mainly used for insulating buildings and homes against cold weather and noise. It was also used as pipe and boiler insulation.

The insulation vermiculite used in many commercial and consumer products for well over 50 years is itself not asbestos and has not been shown to pose health problems. However, vermiculite, can be contaminated with asbestos since mineral deposits of the two substances can occur together underground. It may contain tremolite which seen previously is an asbestos type and this can lead to significant exposures in industrial workplaces. Therefore, it is recommended that buildings with vermiculite-based insulation be tested to determine if asbestos is present. If you don't test the material, assume it contains some asbestos. Because of its high heat resistance, asbestos was also widely used to fireproof steel structures. It can be found on beams, columns, trusses, joists, and metal floor decking.

Some sprayed material was also used as a decorative finish and as acoustical insulation on ceilings. The material can be loose, fluffy, and lumpy in texture or, if more gypsum or cement was used, it may be quite hard and durable.

Industry, construction, and commercial sectors have used asbestos in products like:

- Cement and plaster
- Industrial furnaces and heating systems
- Building insulation
- Floor and ceiling tiles
- House siding
- Automobile brake pads
- Vehicle transmission components, such as clutches.

ACMs in buildings can include:

- Vinyl asbestos floor tiles
- Soundproofing ceiling tiles
- Roofing shingles, felt, or siding
- Plaster, including acoustical plaster
- Paint, putty, drywall, caulking, and sealants
- Roofing compounds, like tar paper
- Insulation, including insulation around hot water pipes and tanks.

In the 1970s, the use of ACM in Canada decreased because of increasing concern over the health effects of asbestos. The availability of safer products helped put an end to the use of many ACMs. Furthermore, in 2018, the Canadian government established a ban on asbestos. This made it illegal to import, manufacture, sell, trade, or use products made with the toxic mineral.

But the past use of ACM has left a potentially dangerous hazard in some buildings. The countless tonnes of ACM used over the past 80 years are a risk to workers in the renovation, maintenance, repair, and demolition sectors in the construction industry.

WHEN ARE YOU MOST LIKELY TO BE EXPOSED TO ASBESTOS?

People can be exposed to asbestos when renovation or demolition activities are occurring. Small asbestos fibres can be released into the air during activities such as:

- Disturbing or removing insulation around hot water pipes and tanks
- Removing or disturbing roofing shingles or siding
- Sanding, breaking apart or scraping vinyl asbestos floor tiles
- Breaking apart soundproofing ceiling tiles
- Sanding or disturbing plaster, including acoustical plaster
- Sanding or scraping older surface treatments, such as roofing compounds (including tar paper), spackle, caulk, sealants, paint, putty, or drywall
- Replacing some car parts such as brakes or transmission clutches. If you are an auto mechanic, check with your auto parts supplier to find out if any of the replacement brake pads or transmission parts you are working with contain asbestos.

To limit asbestos exposure, especially in the workplace, precautions and safety practices should be followed. There are no significant health risks if the ACM is:

- Tightly bound in the original product, and it is in good condition
- Sealed behind walls and floorboards
- Isolated in an attic
- Left undisturbed.

OWNER, EMPLOYER, SUPERVISOR, CONTRACTOR, AND EMPLOYEE RESPONSIBILITIES

In the province of New Brunswick, you **must** determine if workplaces contain asbestos.

Asbestos legislation can be found in ***sections 25.3 to 25.5 of the* General Regulation 91-191 *under the* Occupational Health and Safety (OHS) Act.**

When ACMs are determined to contain 1% or more of asbestos, owners, employers and contractors must adopt and follow the "***Code of Practice for Working with Materials Containing Asbestos in New Brunswick***" (CoP).

WorkSafeNB developed this Code of Practice to provide safe handling procedures to minimize exposure to ACM. The Code of Practice also includes training, records keeping, etc.

Visual inspection, and checking of the building's records, may not be adequate to establish the presence of asbestos.

The only true method to identify asbestos is to analyze samples microscopically. When in doubt, it is best to assume the building contains asbestos until proven otherwise. Consequently, the building should be assessed/inspected by a competent person to determine if any ACM is present.

Furthermore, it is critical that bulk sampling of suspected materials in buildings be carried out properly, and that laboratory analyses are performed accurately to determine if ACM is in the building. Sampling must be collected by a competent person and must include the correct number of samples for the room size. More information on sampling can be found in ***section 3.2 of the Code of Practice.***

As a rule, buildings constructed before 1990 may contain ACM. But some construction materials containing asbestos were being used up until 1999. It is therefore necessary for building owners and employers to inspect and carry out bulk sample analyses on these buildings to determine where any ACM is located. Keeping records to document the type, location, and the condition of the ACM will be extremely important, especially before demolishing or altering these buildings.

It should be noted that less than 1% of asbestos is not considered to be ACM, but once ACM is confirmed to be in the building, owners of a place employment, an employer, and a contractor must prepare a written inspection report containing:

- the type and concentration (one percent or more of asbestos).
- drawings, plans and specifications, as appropriate, to show the location of the ACM.
- documentation of the condition of the ACM and any repairs or other corrective action required.

This written report should be made available to all involved before any work is done that may disturb ACM. This should also be communicated to contractors before building renovations or any demolition is undertaken.

The owner and employer will need to decide if they are going to remove, encapsulate the ACM or leave it as is.

If the ACM presents a hazard due to its condition, then it must be repaired or removed. While the ACM remains in the building, owners, employers and contractors must ensure that an ‘’Asbestos Management Program (AMP)” is developed in writing and maintained.

This AMP must be developed in consultation with the joint health and safety committee (JHSC) or health and safety representatives (H&S rep) if they exist in the workplace.

The Asbestos Management Program must also be shared with employees working in the building, including external contractors, who will be renovating or demolishing these buildings. The elements to be included in the AMP are listed in ***section 4 of the Code of Practice.*** A template to help develop this program can be found in **Appendix 1.**

Employers and supervisors must ensure this AMP has been shared with employees and they are following the procedures. Also, if any ACM (or suspected ACM) is damaged, employees must be made aware that any tasks are to be stopped, to not to disturb the ACM, and to immediately report it to their supervisor.

See **Appendix 2** for a summary of responsibilities for owners, employers, contractors, supervisor, employees, JHSCs/ H&S rep, and abatement companies who are hired to remove or encapsulate the ACM.

ACM was also used in the past to build aircrafts, locomotives, railcars, vehicles, and ships. Before performing any work out on these types of workplaces, bulk sampling and testing for ACM must also be completed.

TRADESPEOPLE WORKING IN ANOTHER WORKPLACE

According to the OHS Act, an employer must take every reasonable precaution to ensure the health and safety of employees. Often plumbers, electricians, and carpenters are sent to older buildings to complete tasks. These buildings may contain ACM.

Therefore, these tradespeople should also be educated, instructed and trained on the hazards of asbestos exposure and the possibility of them disturbing ACM while conducting their work on older buildings.

Before undertaking work on these buildings, employers should ask the building owners or workplace employer if there have tested to determine the presence of ACM in the building and if an asbestos management program exists.

Employer must provide the education, instructions and training necessary for tradespeople to be able to identify asbestos. Employees should also be made aware, if they do find asbestos while conducting their tasks, they should immediately stop their work, avoid disturbing the ACM and inform their employer.

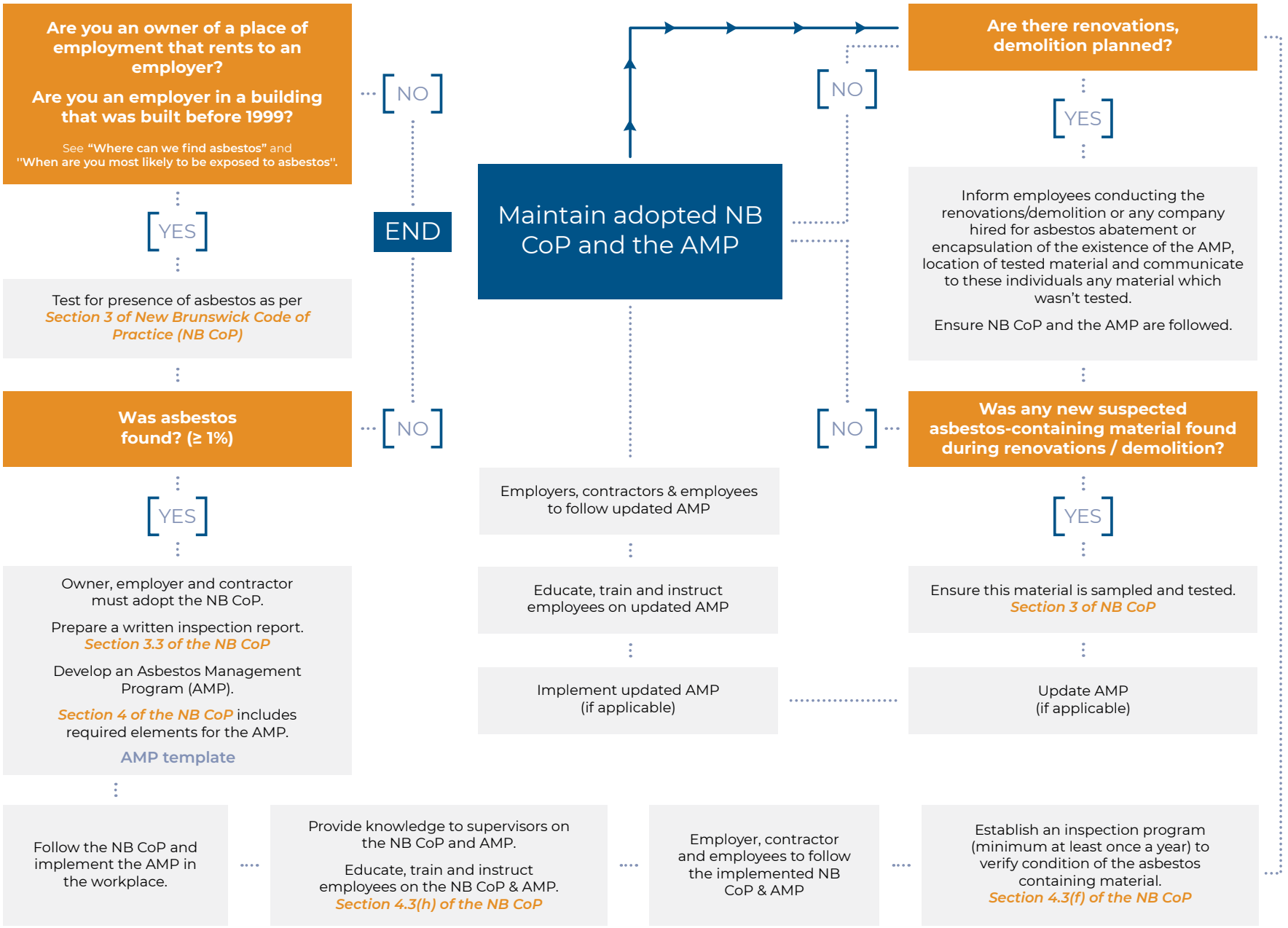
EDUCATION, TRAINING, AND INSTRUCTION

Education, training, and instruction must be done for every employee in the building who is likely to work closely with and may disturb the ACM. ***Sections 4.3(g) & (h) of the CoP*** contain the topics that must be provided to these employees.

Employees working in low, moderate, or high-risk operations must also be educated, instructed, and trained according to sections 4.3(g) & (h).
In addition, they should receive training on the use, cleaning and disposal of respirators and protective clothing, ***per section 8 of the CoP. Sections 45 to 47 of the General Regulation 91-191*** contains provisions for respirators.

WorkSafeNB's **Developing a Code of Practice for Respiratory Protective Equipment** includes education and training requirements for users.

SUMMARY OF STEPS TO TAKE IF ACM IS SUSPECTED TO BE IN A BUILDING:



FINDING A QUALIFIED CONTRACTOR TO TEST, REMOVE OR ENCAPSULATE ASBESTOS-CONTAINING MATERIAL

It may not always be necessary for an owner or employer to hire another company for asbestos testing or removal. Most often they will hire a professional contractor who is familiar with these tasks.

A worker already employed with the company who meets the competency requirements as defined in the *General Regulation 91-191*, could execute these tasks.

WorkSafeNB does not maintain a list of qualified contractors for asbestos testing or removal. Owners and employers must be diligent and ask the right questions before hiring a contractor and must ensure they are qualified in the asbestos work they will be completing. Sample questions an owner or employer can ask include:

- Is the contractor familiar with the regulations and CoP for working with asbestos in New Brunswick?
- Will they, for each sample collected, determine the type of asbestos and composition of asbestos in the sample? (An owner or employer can ask to see a sample of their reports.) The key is to see the number of samples collected and if it adheres to ***section 3.2 of the CoP.***
    - If the answer to either of these questions is no, then not only is the contractor failing to comply with regulations, but they may not be competent to undertake the work.
- Do they have contracts with third parties to do the sampling and only do the removal part if asbestos is confirmed?
- Where will the samples be analyzed? Is this laboratory accredited to do asbestos testing?
- Does the contractor have a respirator CoP to protect employees?

REMOVAL OF THE ASBESTOS-CONTAINING MATERIAL

The potential for employee exposure to airborne asbestos fibres, and the risks involved, will vary depending on the condition of the ACM and type of work that will be done. Thus, asbestos related work has been classified under three different classes: low, moderate and high risk.

These all depend on the degree of risk of exposure, and the controls required to keep the exposure as low as possible.

Tasks or operations considered to be low risk of asbestos exposure can be found in ***section 5.1 of the CoP.*** Moderate and high-risk operations can be found in ***section 6.1 & 7.1 of the CoP,*** respectively.

Depending on the level of risk the employer must ensure employees follow the procedures according to the risk.

- **Low-risk procedures -** ***section 5.2 of the CoP***
- **Moderate-risk procedures -** ***section 6.2 of the CoP***
- **High-risk procedures -** ***section 7.2 of the CoP***

EMERGENCY PLAN FOR HIGH-RISK PROCEDURES [1]

For high-risk procedures, an emergency plan must be in place for each individual jobsite and employees must be informed of the procedures to follow.

Employees must be trained on how to respond in the event of an emergency. There must be a means of communication between workers inside the enclosure and persons outside the enclosure (two-way radios, cell phones, etc.) The employer must determine the method of communication and set out in the emergency plan.

Before any high-risk work begins, employees must know:

- The location of emergency equipment including fire extinguishers, first aid kits, spill kits, and jobsite fire alarms.
- The emergency exit routes (clearly marked), where to find the map to the nearest hospital, the emergency phone numbers and the material safety data sheets.
- The names of the H&S rep and first aid providers.

A serious injury or life-threatening hazard is a more immediate health concern than short-term asbestos exposure. Therefore, standard protective measures may be temporarily suspended if they would result in an immediate threat to life. If performing CPR, the respirator should be removed from an ill or injured employee since breathing through a respirator can place extra stress on the heart.

The ill or injured employee should be removed from the contaminated area to the clean room, unless the employee has sustained a head, neck, or back injury. Moving the employee minimizes exposing emergency response personnel and their equipment to asbestos. Non-injured employees responding to the ill or injured employee must decide if there is time to decontaminate the employee. When first aid, ambulance, or emergency personnel must enter the contaminated area they must be:

- warned of the hazard
- provided with appropriate personal protective equipment
- told how to use the protective equipment,
- told about the limitations of the protective equipment.

[1] Asbestos Controls for Construction, Renovation, and Demolition

NOTIFICATION OF THE EXISTENCE OF ASBESTOS-CONTAINING MATERIAL

Once asbestos is determined to be in the workplace an AMP must be developed for the place of employment. This AMP must be shared with employees working in proximity to, or anyone who will be renovating or doing demolition. Although it does not need to be submitted to WorkSafeNB, the AMP must be provided to any health and safety officer upon request.

For high-risk projects, the contractor or the employer are required to notify WorkSafeNB at least 10 days before starting the project. In addition, if any emergency high-risk work is required, WorkSafeNB must be notified immediately. Details to be included during notification can be found in ***section 9(c) of the CoP.***

DISPOSAL & TRANSPORTATION OF ASBESTOS-CONTAINING MATERIAL IN NB

The Code of Practice for Working with Materials Containing Asbestos in New Brunswick (*Regulation 91-191 under the New Brunswick Occupational Health and Safety Act*) includes the handling and disposal of ACMs in New Brunswick.

Asbestos waste is defined by "New Brunswick Department of Environment and Local Government (NBDELG) - **Disposal of Friable Asbestos Guideline (April 2014)".**

As friable asbestos waste can become airborne and inhaled, extreme care must be taken during the removal, transportation, and disposal of this material.

Asbestos waste must be disposed of in accordance with the "Disposal Guideline" at an approved New Brunswick regional solid waste landfill. Tightly bound, non-friable asbestos waste does not require special disposal considerations in New Brunswick.

Following these instructions will keep you compliant with our provincial environmental legislation.

More information on asbestos waste disposal can be found on GNB's **Department of Environment and Local Government.** Furthermore, transporting asbestos waste material is regulated by the Transportation of Dangerous Goods Act and is enforced by the **Department of Justice and Public Safety of NB.**

APPENDIX 1

AMP TEMPLATE

ASBESTOS MANAGEMENT PROGRAM (AMP) TEMPLATE

When materials in a building is determined to contain 1% or more of asbestos, an **"Asbestos Management Program"** (AMP) must be developed.

This template is provided as a guideline to help employers, contractors and owners meet their obligations for the AMP to be consistent with those established by the Code of Practice for Working with Materials Containing Asbestos in New Brunswick (General Regulation 91-191).

The program must include (but is not limited to) the condition and location of all asbestos-containing material (ACM), whether the material is friable or non-friable. The AMP must be communicated to all who may be working with, or in proximity to, any ACM. This includes any contractors who may be working in the building or may be removing or encapsulating the ACM.

The AMP must be **updated and maintained** for as long as there is ACM present in the workplace. This would include an inspection of the ACM at least once per year. The AMP must also be developed in consultation with the workplace's JHSC (if any), or the H&S rep (if any).

*Sections referenced in this AMP template can be found in *A Code of Practice for Working with Materials Containing Asbestos in New Brunswick* (CoP).

DATE OF AMP	VERSION	COMMENTS	APPROVED BY

PART 1 – RECORDS, COMMUNICATION, EDUCATION, INSTRUCTION, AND TRAINING

RECORDS & DOCUMENTATION OF THE ACM *DRAWINGS, PLANS AND SPECIFICATIONS MUST BE ATTACHED TO SHOW THE LOCATION OF THE ACM ***(SECTION 3.3 OF THE COP)***			
Location (Details)	Type of material containing asbestos (wall, floors, insulation, piping, etc.)	Type of asbestos	Percentage of asbestos (results from laboratory ≥ 1 %)

COMMUNICATION

Owners, employers, and contractors must develop an identification system for the ACM. *(Section 4.3(e) of the CoP)*

Identification system used to identify the ACM. (Colour coding, labels, placards or other)	

Notify in writing anyone who may be at, or adjacent to, the location of the ACM. *(Section 4.3(d) of the CoP)*

Communication includes:	Location of the ACM ☐ Warning to not to disturb the ACM ☐ Steps to take if they disturb ACM ☐ Steps to take if any other unidentified, suspected ACM is found ☐
Written communication was provided by:	Email ☐ Printed Letter ☐ Posted in the building ☐ If posted, location(s): _____

Communication was sent by: (individual) _____ Date (dd/mm/year): _____

List of individuals or departments receiving communication: _____

Is this communication procedure included in the new employee orientation? Yes ☐ or No ☐ If not, how will this be communicated?

_____

EDUCATION, INSTRUCTION AND TRAINING

Education, instruction, and training must be provided for every employee in the workplace who is likely to work in close proximity to and may disturb the ACM. *(Section 4.3(g) & (h) of the CoP)*

Topics to be included in education, instruction, and training	
☐ Location(s) of the ACM	☐ Use, care, and maintenance of required protective equipment, including personal protective equipment and clothing. This should include the Code of Practice for respirators.
☐ Hazards of asbestos exposures	☐ Work practices and procedures to be used in doing the work as prescribed by the A Code of Practice for Working with Materials Containing Asbestos in New Brunswick.
☐ Not to disturb ACM	☐ Disposal procedures for asbestos contaminated materials
☐ If ACM, or suspected ACM, is disturbed, employees must immediately stop the work and notify their supervisor	☐ Personal hygiene
☐ If ACM or suspected ACM is reported to the supervisor, the supervisor will inform their employer.	☐ Other (please specify):

Signature: _____ Printed Name: _____ Date: _____

PART 2 - ACM REMAINS IN THE BUILDING
(IF ACM DOES NOT REMAIN IN BUILDING, CONTINUE TO PART 3)

INSPECTION PROGRAM

A written inspection report and an inspection program (minimum once a year) must be developed This is to verify the condition of the ACM. *(Section 3.3 & 4.3(f) of the CoP)*

Date of the inspection	Location of the ACM *(dated photographs included)	Condition of the ACM *(dated photographs from every inspection included)	Is there a need to have it removed or encapsulated?	If previous answer is no, follow-up date for re-evaluation	In previous answer is yes, date for repair or removal	Individual responsible for follow-up

SAFE WORK PROCEDURES

Where it has been determined that the material will continue to deteriorate, safe work procedures must be established for the repairing, sealing, removing, or permanently enclosing the ACM. *(Section 4.3(b) of the CoP)*

Safe work procedure has been established? Yes ☐ or No ☐ Date: _____

Procedure title (number if applicable) _____

Safe work procedure has been communicated to employees who will be working with or in proximity to the ACM? Yes ☐ or No ☐ Date: _____

PART 3 – ASBESTOS-CONTAINING MATERIAL IS TO BE REMOVED OR ENCAPSULATED

A qualified company will be hired to remove or encapsulate the ACM? Yes ☐ or No ☐

YES	NO, WORK WILL BE DONE IN-HOUSE
Proof of competency has been received. Yes ☐ or No ☐ Name of ACM abatement company: _____ Date of planned removal or encapsulation: _____	Are employee(s) doing to the work competent? Yes ☐ or No ☐

Records of ACM have been made available to the contractor and/or employees removing/encapsulating the ACM? Yes ☐ or No ☐
(This would include type and specific locations of known ACM)

Removal classification (low risk, moderate risk, or high risk): _____
(Sections of CoP to determine classification: low risk operations 5.1, moderate risk operations 6.1 & high-risk operations 7.1)

For high-risk projects and emergency high-risk work, has WorkSafeNB been notified? Yes ☐ or No ☐

Name of the individual who contacted or will be contacting WorkSafeNB: _____ Date WorkSafeNB has been notified: _____

Records were sent to the following individual(s) or department(s) at WorkSafeNB:

Name: _____ Date: _____

Name: _____ Date: _____

Safe work procedures (as required in sections 5, 6 and 7 of the CoP) are to be followed by all, and damaged ACM must be removed from the building. ***(Section 4.3(a) of the CoP)***

Date completed: _____

If new suspected ACM is discovered during renovations or demolition of a building, bulk sample the suspected materials and send to laboratory for analysis.
** If asbestos ≥1% is confirmed by laboratory, update PART 1 & 2 of the AMP with any new information.

Date new bulk sample was sent for analysis: _____ Completed? Yes ☐ or No ☐

	SIGNATURE	TITLE	DATE
Owner, employer, or contractor who prepared this AMP			
JHSC Co-chairs or H&S rep			

APPENDIX 2

SUMMARY OF RESPONSIBILITIES

A. OWNERS OF A PLACE OF EMPLOYMENT:

1. Ensure building is assessed by a competent person to determine the presence of ACM.
2. If ACM is suspected to be in the building, carry out bulk sample analysis.
3. Have the bulk sample analyzed in a specialized laboratory.
4. Once asbestos ≥1% is confirmed by laboratory:

a. Adopt NB Code of Practice (CoP)
b. Prepare an inspection report in writing containing:

- the type and concentration of asbestos
- drawings, plans and specifications, as appropriate, to show the location of the ACM; and,
- documentation of the condition of the ACM and any repairs or other corrective action required.

c. Decide if the ACM is to be removed or will be maintained in the building
d. If ACM is to be removed, adherence to the CoP for working with asbestos must be followed

e. As long as an ACM is present in the building:

- Develop and maintain the "Asbestos Management Program"
- Inform any employers whose workplace is in the building of the existence and location of ACM
- Communicate to any contractors who is required to do work in the building, of the existence and locations of ACM and provide a copy of the AMP. This would include maintenance people
- Ensure any contractor doing work in the building is trained in safe work procedures for activities that may require contact with ACM, including the proper selection, use and care of required personal protective equipment (including respirators). **CoP for respirators.**
- Ensure inspections are conducted at least once per year. Checking for signs of damage that could result in a release of asbestos fibres is extremely important. If there is damage, decisions will need to be done in having it removed or encapsulated
- Maintain written records of sampling and any written communication provided to tenants; and,
- Maintain written inspection reports including the condition of the ACM.

B. EMPLOYER AND CONTRACTOR:

1. Ensure workplace is assessed by a competent person to determine the presence of ACM
2. If ACM is suspected to be in the workplace, carry out bulk sample analysis
3. Have the bulk sample analyzed in a specialized laboratory
4. Once asbestos ≥1% is confirmed by laboratory:
   - ***a.*** Adopt NB CoP
   - ***b.*** Prepare an inspection report in writing containing:
     - the type and concentration of asbestos
     - drawings, plans and specifications, as appropriate, to show the location of the ACM
     - documentation of the condition of the ACM and any repairs or other corrective action required.
   - ***c.*** Decide if the ACM is to be removed or will be maintained in the workplace
   - ***d.*** If ACM is to be removed, adherence to the CoP for working with asbestos must be followed
   - ***e.*** So long as an ACM is present in the workplace:
     - If an AMP has not been developed by the owner of the place of employment, ensure one is developed and maintained. If the AMP is to be developed by the employer it shall be done in consultation with the JHSC or H&S rep (if applicable)
     - The AMP should be part of the H&S program (where applicable)
     - Educate, inform, and instruct any employee whose workplace is in the building of:
       - the existence and location of ACM
       - potential hazards of asbestos exposure and not to disturb the ACM
       - identification system used in the workplace for ACM
       - safe work practices and procedures that must be followed to minimize the risk associated with the presence of ACM in the workplace
       - reporting procedures to be followed if ACM or suspected ACM is damaged; and,
       - safe work procedures (including reporting) in the event of new suspected ACM are discovered.
     - Communicate to any contractors who is required to do work in the workplace, the existence and locations of ACM, and provide a copy of the AMP. This would include maintenance people
     - Ensure employees and contractors follow the guidance in CoP and AMP
     - Ensure any contractor doing work in the building is trained in safe work procedures for activities that may require contact with the ACM, including the proper selection, use and care of required personal protective equipment (including respirators); **CoP for respirators.**
     - Ensure inspections are conducted at least once per year as per the AMP. Checking for signs of damage that could result in a release of asbestos fibres is extremely important. If there is damage, decisions will need to be done in having it removed or encapsulated
     - Maintain written records of sampling, any written communication and training; and
     - Maintain written inspection reports including the condition of the ACM.

C. SUPERVISOR:

- ***a.*** Share the “Asbestos Management Program” with employees
- ***b.*** Ensure employees are trained and follow procedures to minimize the risk associated with the presence of asbestos in the workplace and in accordance with the NB CoP; and,
- ***c.*** Ensure employees understand the procedure to be followed if ACM or suspected ACM is damaged. This includes the requirement to report any damage to their supervisor.

D. EMPLOYEE:

- ***a.*** Follow the “Asbestos Management Program”
- ***b.*** Follow any instruction, education or training provided by your employer about asbestos, and use any equipment that is required (including personal protective equipment)
- ***c.*** Follow procedures to minimize the risk associated with the presence of asbestos in the workplace; and,
- ***d.*** Report any hazards to your employer or supervisor and if they find ACM in the workplace, they should immediately stop their tasks and inform their supervisor.

E. JHSC & H&S REPRESENTATIVE:

- ***a.*** Consult with employer to develop the “Asbestos Management Program.

F. ABATEMENT COMPANIES HIRED BY THE EMPLOYER TO REMOVE OR ENCAPSULATE THE ACM:

- ***a.*** Obtain from building owner or employer the written inspection report which contains:
  - the type and percent of asbestos
  - drawings, plans and specifications, showing the location of the ACM
  - condition of the ACM and any repairs or other corrective action required.
- ***b.*** Obtain from building owner or employer a copy of the “Asbestos Management Program”
- ***c.*** Ensure their employees are educated, instructed and trained on working with asbestos
- ***d.*** Ensure all procedures according to the risk of being exposed to asbestos are being followed
- ***e.*** Ensure ACM is disposed adequately.

A sample checklist for the abatement company can be found in **Appendix 3**

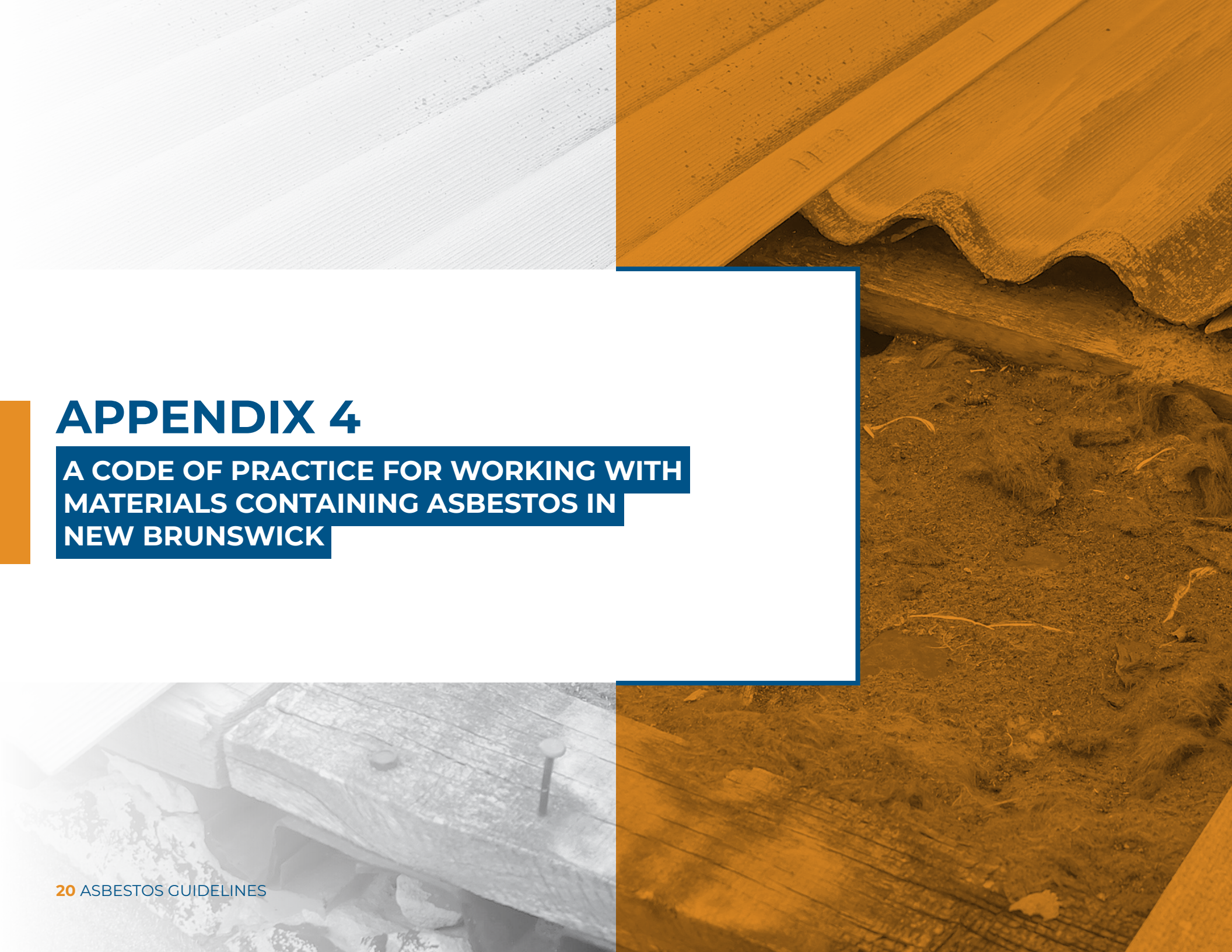
APPENDIX 3

CHECKLIST FOR REMOVING OR ENCAPSULATING ASBESTOS-CONTAINING MATERIAL

A COPY OF THE "ASBESTOS MANAGEMENT PROGRAM" WAS RECEIVED? THIS INCLUDES (BUT IS NOT LIMITED TO)		
• Records which include the type, percent and condition of ACM in the workplace • Specific location(s) of the ACM • The identification system used to properly identify locations of the ACM	• The condition of the ACM according to the inspection(s) • Removal classification (low risk, moderate risk, or high risk)	Yes ☐ or No ☐ DATE RECEIVED:

	ELEMENTS TO BE INCLUDED IN IN THE EDUCATION, INSTRUCTION, AND TRAINING	DATE COMPLETED
Employees who will be removing the ACM will be educated, trained, and instructed. ***(Section 4.3(h) & 8 of the CoP)***	The hazards of asbestos exposure.	
	The use, care, and maintenance of required protective equipment, including personal protective equipment and clothing.	
	The work practices and procedures.	
	The disposal procedures for asbestos contaminated materials.	
	Personal hygiene.	
	Selection, care, use, maintenance and fitting of respirators established as per section 45 to 47 of General Regulation 91-191.	

		PROCEDURES	DATE COMPLETED
Ensure safe work procedures are followed to ensure the damaged ACM is cleaned up and removed from the building. *(Section 4.3(a) of the CoP)*			
Ensure respirators worn by employees, comply with the provisions of section 45 to 47 of Regulation 91-191. *(Section 4.4 of the CoP)*			
Specific to risks		Low-risk procedures *(Section 5.2 of the CoP)*	
		Moderate-risk procedures *(Section 6.2 of the CoP)*	
	High-risk procedures	Emergency procedures *(Section 7.2.0 of the CoP)*	
		Preparation procedures *(Section 7.2.1 of the CoP)*	
		Removal procedures *(Section 7.2.2 of the CoP)*	
		Clean up of removal area *(Section 7.2.3 of the CoP)*	
		Clearance Sampling *(Section 7.2.4 of the CoP)*	
		Encapsulation *(Section 7.2.5 of the CoP)*	
Newly suspected ACM, which was found and will not be removed, has been communicated to appropriate individuals.			
Notification of high-risk projects to WorkSafeNB (immediately for emergency high-risk work or 10 days for high-risk project) *(Section 9 of the CoP)*			



APPENDIX 4

A CODE OF PRACTICE FOR WORKING WITH MATERIALS CONTAINING ASBESTOS IN NEW BRUNSWICK