3. RESPONSIBILITIES UNDER THE AMP

The following sections are intended to provide the reader with insight into the internal workings and responsibilities assigned to various entities under the University’s Asbestos Management Program. As the primary entity responsible for health & safety issues at all University owned or occupied premises, the University’s Environmental Health & Safety Office, and its duly appointed officers, shall have final authority over all matters pertaining to the control and management of asbestos or suspect asbestos-containing materials throughout the University at large. **NOTE:** Any interpretation of the application of the provisions of the AMP shall be consistent with the duties and responsibilities identified in the University Health and Safety Policy #512.

3.1 Environmental Health & Safety

3.1.1 Senior Management

The following tasks and/or duties shall be assigned to the Manager of the University’s Environmental Health & Safety Office.

1. Assume the role of “Senior Asbestos Programs Officer” (SAPO) and as such, be responsible for the overall administration, maintenance and application of the University’s Asbestos Management Program (AMP).

2. Oversee the appointment of an Asbestos Programs Officer (APO) or Officers as required to meet the individual responsibilities assigned to him/her under Paragraph 3.2 below and the collective needs of the University at large.

3. Coordinate the efforts of each APO to ensure a unified approach to the control and management of asbestos is both achieved and maintained throughout the University at large.

4. Oversee all training programs. Where practical, such training sessions may be coordinated through an outside asbestos consulting firm to ensure a uniform approach to the control and management of asbestos is maintained.

5. Commission or otherwise undertake a self-examination of the Asbestos Management Program, once every second year, to measure the effectiveness of the program, the need for additional training, and/or any modifications to the program itself.

3.1.2 Non-specific Duties & Responsibilities

The following tasks and/or duties shall be assigned to the general office of the University’s Environmental Health & Safety Office.
1. Provide each APO with the necessary technical support and resources necessary to effectively manage and execute his/her duties assigned under the University’s AMP.

2. Maintain a centralized record of all documentation required by the AMP and all other relevant information pertaining to the control and administration of asbestos throughout the University at large. Exclude from the above archive, information pertaining to the daily administration of any asbestos activities undertaken from time-to-time and all other items already designated as being kept on file by each APO.

3. In addition to the above referenced originals or hard copies, an electronic copy of the University’s AMP document shall be accessible for viewing via the University’s Intranet.

4. Engage, as required from time-to-time, the services of an outside asbestos consulting firm to assist each APO with the following duties:

   a) Respond to any report of asbestos debris, damage or disturbance. Evaluate conditions encountered and initiate the necessary clean-up, removal or repair as appropriate;

   b) Assist in the review of all maintenance, renovation or construction activities that will or may result in the disturbance of any known or suspect asbestos-containing materials;

   c) Assist in the identification and evaluation of any suspect asbestos-containing materials rendered accessible as a result of both scheduled and unscheduled maintenance, renovations or construction activities; and

   d) The provision of random site inspection and air monitoring services to be performed as part of any scheduled asbestos disturbances undertaken internally by the University’s own maintenance staff.

   e) The provision of awareness and/or procedural training for all University staff whose job requires them to work on or near known or suspect asbestos-containing materials.

   f) The completion of a detailed and comprehensive Asbestos Inventory of all buildings suspect of containing asbestos-containing building materials. Include within the above scope any future acquisitions.

   g) The labelling of all known or suspect asbestos-containing materials in a manner consistent with the requirements set out in Appendix U.

   h) The regular review and evaluation of all remaining asbestos-containing materials once every second year or more frequently as circumstances warrant.

Only those firms having an establish reputation for excellence in the field of asbestos consulting and management shall be considered for work at any property under the control,
occupancy, or administration of the University of Manitoba. In addition, such firms must also be able to demonstrate compliance with the quality control and assurance standards set out in Appendix W.

5. Commission or otherwise conduct respirator training and fit-testing for all staff that may have occasion to make use of a respirator during the completion of any asbestos abatement activities. The frequency and content of such a screening program shall be consistent with current University practice and procedure.

### 3.1.3 Medical Surveillance Program

The following duties shall be assigned to office of the University’s Occupational Health Coordinator.

1. Be responsible for the initial implementation and on-going administration of the medical screening program detailed below.

2. Develop, in consultation with each APO, a list of employees who have requested and/or are required to participate in the following medical screening program. Ensure this list is updated on an annual basis.

Under existing regulation (i.e. Manitoba Reg. 100/88R), medical examinations are not a mandatory requirement for “casual” work involving minor repair or removal (i.e. Type 1 or Type 2 Work). “Casual” being defined by the regulation as any worker or employee who is expected to be exposed to an airborne concentration of asbestos in excess of 0.1 f/ml of air for less than 100 hours per year.

Notwithstanding the above, any employee who is required to work with asbestos on a “casual” basis may at his/her own discretion or initiative, participate in the following medical screening program.

Where an employee is required to or has elected to participate in the following screening program, said examination shall include the following items along with any other test(s) deemed appropriate by the attending physician.

<table>
<thead>
<tr>
<th>Initial or Pre-placement Examination</th>
<th>Bi-Annual Follow-up Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>screening chest radiograph</td>
<td>screening chest radiograph</td>
</tr>
<tr>
<td>lung function test (LFT)</td>
<td>lung function test (LFT)</td>
</tr>
<tr>
<td>medical examination</td>
<td>occupational exposure history</td>
</tr>
<tr>
<td>occupational exposure history</td>
<td>health questionnaire</td>
</tr>
<tr>
<td>health questionnaire</td>
<td></td>
</tr>
</tbody>
</table>

Any employee determined to have 100 cumulative hours exposure or more, in any one year, shall be enrolled and must participate in the above screening process. Bi-annual follow-up examinations shall be scheduled once every two years.
3.2 Asbestos Programs Officer (APO)

The following tasks and/or duties shall be assigned to each Asbestos Programs Officer. Such responsibilities are necessarily limited in scope to the specific building or buildings for which he/she has been assigned.

1. Be responsible for the day-to-day administration, maintenance and management of the University’s Asbestos Management Program. This includes advising workers and supervisors of the requirement to stop activities and take corrective action to remedy unsafe conditions.

2. Maintain a centralized record of all documentation required by the AMP and all other relevant information pertaining to the control and administration of asbestos.

3. Respond to any report of asbestos debris, damage or disturbance. Evaluate conditions encountered and initiate the necessary clean-up, removal or repair as appropriate.

4. Assist individual designers, managers or project coordinators with the evaluation of any maintenance, renovation or construction activities that will, or may result in the disturbance of any suspect or confirmed asbestos-containing building materials.

5. Assist individual designers, managers or project coordinators with the identification and evaluation of any suspect asbestos-containing materials rendered accessible as a result of both scheduled and unscheduled maintenance, renovations or construction activities.

6. Review all “Asbestos Work Requisitions/Permits” to ensure the individual manager or project coordinator in charge of the work has assigned the appropriate risk classification (ie. Low, Moderate or High).

7. Provide final approval of all “Asbestos Work Requisitions/Permits” forwarded to his/her attention by the individual manager or project coordinator assigned to the work.

8. Conduct and/or otherwise allocate to an outside asbestos consulting firm (i.e. Designated Inspection Agency) the task of providing random site inspections and air monitoring services during all scheduled asbestos disturbances undertaken internally by the University’s own maintenance staff. Such services shall be provided at a frequency to ensure compliance with existing regulations and corporate policy as set forth under Section 8 of the AMP document.

9. Ensure a copy of all site inspection reports and corresponding air monitoring data is forwarded to the individual manager or project coordinator assigned to the work on a next day basis.
10. Evaluate on an annual basis or more frequently as required, and in consultation with all managers and/or department heads, the need to hold refresher training for any recently employed workers or staff whose job requires them to work on or near known or suspect asbestos-containing materials.

11. Commission or otherwise undertake to provide awareness and/or procedural training for all University staff whose job requires them to work on or near known or suspect asbestos-containing materials.

12. Commission or otherwise complete a detailed and comprehensive Asbestos Inventory of all buildings suspect of containing asbestos-containing building materials. Include within the above scope any future acquisitions.

13. Arrange for an original or hard copy of all initial Asbestos Screening Reports and any subsequent Asbestos Surveys or Updates to be held on file at the following locations:
   - General office of the Physical Plant at each of the University’s primary campuses;
   - At the office of the University’s Senior Asbestos Programs Officer; and
   - With each of the University’s Asbestos Programs Officers.

14. In addition to the above referenced originals or hard copies, each of the University’s initial Asbestos Screening Reports and any subsequent Asbestos Surveys or Updates shall be accessible for viewing via the University’s Intranet.

15. Commission or otherwise complete a regular review and evaluation of all remaining asbestos-containing materials once every second year or more frequently as circumstances warrant.

16. Commission or otherwise undertake, as assisted by the Physical Plant, a program of labelling to identify the presence of all known or suspect asbestos-containing materials in a manner consistent with the requirements set out in Appendix U.

3.3 Physical Plant

3.3.1 Administrative Services

The following tasks and/or duties shall be assigned to the office of the Senior Physical Plant Management in charge at each of the University’s primary campuses.

1. Establish, while in consultation with EHSO, a centralized database of all known or suspect asbestos-containing materials.
2. Update, while in consultation with EHSO, the asbestos inventory for each building as conditions change or as individual “Asbestos Work Reports” are received from the various managers or project coordinators in charge of scheduled maintenance, renovations or construction activities.

3. Ensure, that within the Physical Plant, that all managers, department heads, trade supervisors, maintenance and custodial staff, etc., are informed of the current location of all known or suspect asbestos-containing materials, within the scope of the work area or building for which they are assigned, and are updated as conditions change or as these materials are removed.

4. Ensure all known or suspect asbestos-containing materials are maintained in good condition.

5. Commission or otherwise coordinate the removal or repair of any asbestos-containing materials that have been damaged or are otherwise found to be in a state of disrepair and/or are subject to disturbance as part of any maintenance, renovations or construction activities.

6. Evaluate on an annual basis or more frequently if required, and in consultation with each of the University’s Asbestos Programs Officers, the need to hold awareness and/or procedural training and respirator fit-testing for any recently employed workers or staff whose job requires them to work on or near known or suspect asbestos-containing materials.

7. Engage as required, the services of an outside asbestos consulting firm to assist individual managers or project coordinators with the following duties and responsibilities:

   a) Assist in the review of all maintenance, renovation or construction activities that will or may result in the disturbance of any known or suspect asbestos-containing materials.

   b) Assist in the identification and evaluation of any suspect asbestos-containing materials rendered accessible as a result of both scheduled and unscheduled maintenance, renovations or construction activities.

   c) The provision of daily site inspection and air monitoring services to be performed as part of any scheduled asbestos disturbances. Such services are to be provided at a frequency to ensure compliance with existing regulations and corporate policy as set out under Section 8 of the AMP document.

   d) Assist in the design, coordination, inspection and air monitoring of all Type 3 (Large Scale or High Risk) asbestos abatement activities.
Only those firms having an establish reputation for excellence in the field of asbestos consulting and management shall be considered for work at any property under the control, occupancy or administration of the University of Manitoba. In addition, such firms must also be able to demonstrate compliance with the quality control and assurance standards set out in Appendix W.

8. Arrange for the scheduled cleaning and servicing of the designated “Asbestos Vacuum” made reference to under Appendix V or as otherwise assigned for use by the various Trade Shops or Custodial Services which, when combined, form part of the Physical Plant.

9. Arrange for the disposal of any asbestos-containing waste that may be generated from time-to-time as a result of any asbestos abatement activities undertaken internally by the University’s own maintenance forces.

### 3.3.2 Project Designers

The following tasks and/or duties shall be the responsibility of the head designer assigned to the project by or on behalf of the University.

1. Undertake a detailed review of all projects to establish the potential for asbestos disturbance. In most instances, this will require the engagement of an external consultant to assist in the evaluation process and to perform the required pre-renovation/demolition asbestos survey. This is required to satisfy the University’s regulatory responsibilities and to fully assess the impact any known or suspect asbestos-containing materials may have on the scheduled work.

2. Notwithstanding the above requirement, and for work of a MINOR nature only, the above evaluation process may be completed through the assistance of the APO assigned to the building in which the work is scheduled.

3. Should the above survey identify the need to incorporate as part of the final design, specific asbestos abatement activities; then the services of an external consultant must be retained to assist in the design and preparation of the required asbestos abatement specification sections. Ensure the final Tender Package contains sufficient information to allow contractors to compile an accurate and inclusive bid.

4. Notwithstanding any asbestos removal undertaken to satisfy the project minimum requirements, consideration must also be given to a policy of “Pro-active Removal” of any additional asbestos rendered accessible as part of the work, should the project budget permit.
5. Only those firms having an established reputation for excellence in the field of asbestos consulting and management shall be considered for work at any property under the control, occupancy or administration of the University of Manitoba. In addition, such firms must also be able to demonstrate compliance with the quality control and assurance standards set out in Appendix W.

### 3.3.3 Project Coordinator or Manager

The following tasks and/or duties shall be the responsibility of the individual manager or project coordinator assigned to the work by or on behalf of the University.

1. Undertake a review of all maintenance, renovation or construction activities to assess their potential for asbestos disturbance provided the Project Designer and/or others have not already performed such a review. Ensure the appropriate risk classification is assigned to any work that may or will result in the disturbance of any known or suspect asbestos-containing materials (Low, Moderate or High).

2. Notify all outside contractors or external service personnel (i.e. plumbers, custodial or maintenance firms, telephone service personnel, etc.) whose work has the potential of disturbing known or suspect asbestos-containing materials of their presence and approximate location.

3. Ensure all outside contractors or external service personnel (i.e. plumbing, custodial or maintenance firms, telephone service personnel, etc.) are provided with and complete a Contractor’s Notification & Acknowledgement form as contained in Appendix I where appropriate. Provide a copy of the above documentation to the APO having jurisdiction over the building in which the work is scheduled to be performed.

4. Ensure the APO having jurisdiction is kept informed (in advance) of all major maintenance, renovation or construction activities in sufficient time to assist the individual manager or project coordinator assigned to the work with his/her assessment of the work and any potential for asbestos disturbance.

5. Ensure an Asbestos Work Requisition/Permit is filed with the APO having jurisdiction thereby requesting his/her authorization to proceed with the specified asbestos abatement activities described by the above document. Ensure a signed and duly executed copy of the aforementioned Asbestos Work Requisition/Permits is first obtained from the APO having jurisdiction prior to authorizing the start of any work that will or may result in the disturbance of any known or suspect asbestos-containing materials.
6. Ensure those individuals, offices or departments as listed under Section 10.0 herein, are notified in advance of any scheduled asbestos disturbance.

7. Prior to the commencement of any asbestos-related work, visit the specific office(s) or work area(s) directly impacted by the work and complete the following:

   a) Provide the individual tenant(s) or staff, who normally occupy these areas, with a brief outline or sketch of the upcoming work and steps being taken to ensure a safe work environment is maintained at all times.

   b) Determine what, if any, concerns and/or specific needs such individuals may have.

   c) Determine which, if any, of the above tenant(s) or staff may wish to receive a copy of any asbestos related correspondence (i.e. site inspection reports, air monitoring data, etc.).

8. Commission or otherwise coordinate the removal or repair of any asbestos-containing materials deemed necessary to facilitate the work at hand. In doing so, the individual manager or project coordinator in charge of the work shall keep in mind the University’s policy of “Pro-active Removal” of any asbestos-containing building materials rendered accessible during scheduled maintenance, renovations or construction when and if the project budget permits.

9. If the above work is to be completed internally using the University’s own maintenance staff, ensure the APO responsible for the work is informed in sufficient time to permit him/her to coordinate the necessary inspection and air monitoring services.

10. If the above work is to be completed externally by forces other than the University’s own maintenance staff, then the services of an outside asbestos consulting firm (i.e. Designated Inspection Agency) shall be retained to provide site inspection and air monitoring services during all scheduled asbestos disturbances. Such services are to be provided at a frequency to ensure compliance with existing regulations and corporate policy as set forth under Section 8 of the AMP document.

   Only those firms having an establish reputation for excellence in the field of asbestos inspection and monitoring shall be considered for work at any property under the control, occupancy or administration of the University of Manitoba. In addition, such firms must also be able to demonstrate compliance with the quality control and assurance standards set out in Appendix W.
11. Ensure a copy of all site inspection reports and any corresponding air monitoring data is forwarded to the APO, assigned to the building in which the work is being performed, and within twenty-four (24) hours of the inspection having been performed.

12. In addition, ensure a copy of the above information is also provided to the following individuals when, or if, requested.

   a) The Dean, Director, Department Head or Manager responsible for the building or work area in which the work is being performed.

   b) The individual tenant(s) or staff member in charge of any office(s) or work area(s) directly impacted by the proposed asbestos work.

13. Notwithstanding the above requirements, a summary of each day’s air sampling results shall be posted on the University’s own internal web page or intranet system as soon as possible.

14. For projects involving two (2) or more days of asbestos-related work, an additional hard copy of all air monitoring data shall be posted on the nearest public notification board on a same-shift basis, and in all instances, within twenty-four (24) hours following sample collection. Signage, confirming that the above referenced test results are available for viewing at the nearest public notification board, complete with directions, shall be posted at varying points along the perimeter of the established work area and immediately adjacent to the main entranceway or decontamination facility.

15. Existing policy requires that all Type 3 (Large Scale or High Risk) asbestos abatement work be contracted-out to an experienced asbestos abatement contractor. Accordingly, no employee of the University shall knowingly be directed to undertake such work.

16. Engage, through the normal tendering process, an outside contractor specialized in asbestos abatement work to assist the University with any low to moderate risk asbestos work that may be required from time-to-time and all Type 3 or high risk removal projects. Ensure adequate information is contained in the Tender Package to satisfy regulatory requirements. Refer to Appendix J for a list of pre-qualified contractors.

17. To the extent in which any previously undiscovered asbestos-containing materials are exposed during scheduled maintenance, renovations or construction activities; the individual manager or project coordinator assigned to the work shall commission or otherwise undertake to label the newly exposed asbestos in a manner consistent with the requirements set out in Appendix U.
18. Oversee all asbestos abatement activities associated with work under his/her control whether undertaken internally or through an outside contractor to the extent necessary to ensure its safe and proper execution.

19. Ensure the individual worker or supervisor in charge of the work files an “Asbestos Work Report” (see Appendix R) with the following individuals:

   a) The office of the APO assigned to the building in which the work was performed.

   b) The office of the Physical Plant at each of the University’s primary campuses.

### 3.4 Deans, Directors, Department Heads and Managers

The following tasks and/or duties shall be assigned to the Dean, Director, Department Head or Manager in charge of each individual departments or faculties.

1. Ensure all staff, under his/her administration, are informed of the current location of known or suspect asbestos-containing materials for which they could reasonably disturb, within the scope of the work area or building in which they are assigned. Ensure such individuals are updated on a regular basis as conditions change or as these materials are removed.

2. Evaluate on an annual basis or more frequently if required, and in consultation with the University’s Senior Asbestos Programs Officer, the following items:

   a) The need to hold awareness and/or procedural training and respirator fit-testing for any workers or staff whose job requires them to work on or near known or suspect asbestos-containing materials.

   b) The need and/or acquisition of any specialty equipment or supplies necessitated by the presence of a confirmed or suspect asbestos-containing material that will or may reasonably have an impact on any individual person or persons under his/her care or supervision.

3. Ensure all staff, under his/her administration, comply with the requirements set out under Sections 3.3.2 and 3.3.3 above, whenever an outside contractor or external service personnel (i.e. plumbers, custodial or maintenance firms, telephone service personnel, etc.) are engaged independent of the Universities Physical Plant.
3.5 Leasing Department

(As yet to be developed)

3.6 Employees

The following responsibilities shall fall to any individual employed by the University and are in addition to those rights and responsibilities assigned to such individuals under the Workplace Safety & Health Act.

1. Be familiar with all duties and responsibilities assigned to him/her under the terms of the University’s Asbestos Management Program.

2. Be familiar with the location of any asbestos-containing materials known to be present within the specific work area or building for which he or she is assigned and would reasonably be expected to encounter or disturb (whether intentional or not) during the normal execution of their duties.

3. Upon discovery of any unidentified asbestos-containing materials or products suspect of containing asbestos, secure the area, suspend all activities that may disturb such materials and immediately notify his/her supervisor. Do not proceed with work in the area until it has been determined if the material in question contains asbestos and authorization to proceed has been granted by his/her supervisor.

4. Should a worker be exposed to, or encounter, a spill of asbestos or a suspect asbestos-containing material, he/she shall respond to the incident as detailed in Appendix O.

5. Report any damage to existing asbestos-containing materials to his/her own supervisor. Refer to the form provided for this purpose in Appendix Y for additional information and instruction.

6. Existing policy requires that all Type 3 (Large Scale or High Risk) asbestos abatement work be contracted-out to an experienced asbestos abatement contractor. Accordingly, no employee of the University shall undertake such work.

7. Execute all work in compliance with the University’s Asbestos Management Program.
3.7 **Workplace Health & Safety Advisory Committee**

The following responsibilities shall be assigned to the corresponding Workplace Health & Safety Advisory Committee and are in addition to those rights and responsibilities assigned under the Workplace Safety & Health Act.

1. Participate in a review of the Asbestos Management Program, which is to take place once every second year.

2. May take part in or participate in any hazard investigations or assessments undertaken from time-to-time including, but not limited to, any regularly scheduled asbestos survey updates.

3. Ensure any future or existing work practices or procedures developed in consultation with the Workplace Health & Safety Advisory Committee meet or exceed the minimum requirements set out in the following AMP document.

3.8 **Contractors**

The following responsibilities fall upon any contractor whose work will or may result in the disturbance of any asbestos-containing or contaminated materials or surfaces.

1. Be familiar with all duties and responsibilities assigned to his/her firm under the terms of the University’s Asbestos Management Program.

2. Execute all work in compliance with the University’s Asbestos Management Program.

3. Before commencing work, ensure all employees and supervisory staff, under his/her control, have been informed of the presence and approximate location of all known or suspect asbestos-containing materials that are subject to disturbance (whether intentional or not).

4. Upon discovery of any unidentified asbestos or suspect asbestos-containing materials, secure the area, suspend all activities that may disturb such materials and immediately notify the Project Coordinator or Manager assigned to the work by the University. Do not proceed with work in the area until it has been determined if the material in question contains asbestos and written authorization to proceed has been obtained from the Project Coordinator or Manager.

5. File with the Project Coordinator or Manager, a signed and duly executed copy of the Contractor’s Notification & Acknowledgement form provided under Appendix I.

6. Perform work in such a manner as to avoid the disturbance of any asbestos-containing materials other than those materials specifically contracted to remove, repair, encapsulate or enclose.
7. Prior to proceeding with any asbestos disturbance (i.e. removal, clean-up or repair) ensure a signed and duly executed Asbestos Work Requisition/Permit (see Appendix Q) is obtained from the Project Coordinator or Manager.

8. Ensure all work that may disturb any asbestos-containing or contaminated surfaces is completed in accordance with current regulatory requirements and while following prescribed asbestos procedures as detailed under Appendix K-N as attached to the end of this document.

9. Provide the Project Coordinator or Manager with a copy of all executed Asbestos Waste Transportation Manifests verifying the safe and proper disposal of all asbestos waste generated. Refer to the form provided in Appendix T at the end of this document for additional information and requirements.

10. Ensure the individual worker or supervisor in charge of the work files an “Asbestos Work Report” (see Appendix R) with the Project Coordinator or Manager.

END OF SECTION