

ASBESTOS MANAGEMENT PLAN CHECKLIST

PURPOSE: To determine if an asbestos management plan exists.

FOR USE BY: A designated Association person (Joint Health Safety Committee member, executive or appointed member).

***Please forward a copy to Laura Lozanski, Occupational Health and Safety Officer, CAUT (fax 613-820-7244)**

University _____

Address _____

Name of Building _____

Administration Contact _____

Phone Number _____

Date _____

Is asbestos present in your building?

- A survey/inspection has been planned for (date) _____
- A survey/inspection has been done to find materials that might have asbestos in them.
- An expert has checked and confirmed whether or not the materials have asbestos in them.
- It has been assumed that unknown materials contain asbestos.
- A copy of the report has been given to the JHSC.

Is there a record and schematic which clearly shows where asbestos is and it's condition?

- A complete record.
- A schematic.
- A listing of all asbestos materials and their condition.
- A listing will be done when survey/inspection completed.
- JHSC has a copy.
- Meets provincial/federal regulations.

Managing asbestos in your building

- The JHSC has worked jointly with the employer in implementing an Asbestos Management Plan.
- Badly damaged asbestos has been removed.
- Badly damaged asbestos has been sealed.
- Undamaged asbestos labeled or colour coded.
- Designated person controls maintenance work.
- Building and maintenance workers notified of asbestos presence when working.
- An appropriate hazard alert system for all staff, students and visitors.
- Sealing of asbestos work area.
- Asbestos is checked annually for deterioration or damage.
- Appropriate disposal method meets provincial/federal regulations.

Hazard Alert System

- Workers informed where asbestos is located.
- Workers informed of condition of asbestos.
- Workers are given a schematic of identified asbestos locations.
- Workers are told the building may contain asbestos and should treat the material as if it does.
- Workers, internally, are given proper training.
- Workers, externally, are given proper training.
- University insists on proof of training by external contractors.

Control Mechanism

- Methods to control exposure and hazards are periodically reviewed.
- Spot checks to ensure workers are getting accurate information and working safely.
- Changes in the building are dealt with promptly.
- Changes in the condition of the asbestos are dealt with promptly.
- Mechanism for anyone in the building to inform the Asbestos Management Team of a possible problem with asbestos.
- Timelines for issues to be acknowledged and corrected.
- Direct link with JHSC regarding access to reports on status of asbestos, renovations or removal.

Under your provincial/federal legislation, you have a right to know about workplace hazards. Under your provincial/federal legislation, there must be an Asbestos Management Plan.