ASBESTOS MANAGEMENT PROGRAM
FOR
THE CITY OF HAMILTON

Revised: July 1, 2005
Revised: June 2006
Final: December 2006
## TABLE OF CONTENTS

1.0 Purpose of this Document: ................................................................. 2  
2.0 Definitions........................................................................................ 2  
3.0 Scope of this Program........................................................................ 2  
4.0 Duties and Responsibilities: .............................................................. 3  
   4.1 Asbestos Coordinator: .................................................................... 3  
   4.2 Management: .................................................................................. 3  
   4.3 Health and Safety Committees: ......................................................... 4  
   4.4 Asbestos Contractors: ..................................................................... 4  
5.0 ACM Records..................................................................................... 4  
   5.1 Current Program Activity ................................................................. 4  
   5.2 ACM Record Development.............................................................. 5  
      5.2.1 Condition and Location Survey.................................................. 5  
      5.2.2 Bulk Sampling......................................................................... 5  
      5.2.3 Analytical Laboratory................................................................. 6  
      5.2.4 Documentation and Notification of Results............................... 6  
      5.2.5 Record Retention ..................................................................... 6  
6.0 ACM Inspections................................................................................ 7  
7.0 Notifications..................................................................................... 7  
   7.1 City Workers.................................................................................... 7  
   7.2 Contract Workers ........................................................................... 8  
      7.2.1 Maintenance Activities............................................................. 8  
      7.2.2 Construction Projects............................................................... 8  
   7.3 Tenants / Lessees............................................................................ 8  
8.0 Instruction and Training.................................................................... 9  
9.0 ACM Procedures.............................................................................. 9  
   9.1 Examination of Deteriorating Insulation Containing Asbestos.......... 9  
   9.2 Unexpected Findings of Disturbed ACM......................................... 9  
   9.3 Clean-up, Repair and Maintenance of Insulation Containing Asbestos 10  
   9.4 Inspections of Type 2 and Type 3 Operations................................. 10  
   9.5 Information for Custodial and Maintenance Staff............................ 10  
   9.6 Information for Project Managers and Joint Health and Safety Committee Members 11  
10.0 Forms.............................................................................................. 11  
   Form 1: Letter to Owners.................................................................... 12  
   Form 2: Asbestos Work Order Form.................................................... 16  
   Form 3: Asbestos Location Survey Update Log................................... 13  
   Form 4: Notification to Occupants...................................................... 14  
   Form 5: Planned ACM Work Review.................................................. 15
1.0 Purpose of this Document:

The purpose of this document is to:

1) outline the City of Hamilton’s Asbestos Management Program (“AMP”) as required by Ontario’s Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations (“O.Reg.278/05”);

2) outline the processes required to control occupant, custodial, maintenance, contractor, renovation and demolition activities which may disturb asbestos-containing materials (“ACM”) as per O.Reg.278/05; and

3) outline the processes required to assess and maintain ACM on an ongoing basis.

2.0 Definitions

“ACM” means asbestos-containing material; any material that contains 0.5% or greater asbestos content by dry weight (O.Reg.278/05, s.1).


“AMP” means the City’s Asbestos Management Program.

“Asbestos Coordinator” means the person appointed to coordinate the City’s AMP. See Appendix 1.

“City” means the City of Hamilton.

“Friable” means any material that, when dry, can be crumbled, pulverized or powdered by hand pressure or material that is crumbled, pulverized or powdered (O.Reg.278/05, s.1).

“JHSC” means the Joint Health and Safety Committee.

“Non-friable” means any material that cannot be crumbled, pulverized or powered by hand pressure or material that is not crumbled, pulverized or powered by hand pressure.


“Owner” means the legal owner of a property.

“pre-DAR” means pre-demolition / -alteration / -repair.

“Project” means maintenance or construction work where contractors will be engaged.

“Qualified Asbestos Contractor” means a contractor that has submitted the appropriate documents for review and been approved by the City (see Appendix 1).

“Qualified Asbestos Consultant” means a consultant that possesses the knowledge, experience and credentials to perform asbestos-related work.

3.0 Scope of this Program

The City of Hamilton, under the direction of the Asbestos Coordinator, will manage all ACM within city-owned properties, buildings, structures, and operations, as required by O.Reg.278/05 by:

1. Conducting conditions and location surveys of accessible ACM and pre-DAR surveys of all building materials through the services of qualified asbestos consultants for all buildings and maintaining current copies of such surveys at each location. Where the city leases property from an owner, this program will require the City to obtain a copy of the property owner’s asbestos location survey. (See Form 1)
2. Responding to any problems regarding ACM that may be damaged through normal operations or through normal wear and tear by using the services of qualified asbestos contractors. Responses may include clean up, removal, isolation or containment of the ACM so that it will not pose a potential risk to city workers, guests, and members of the public.

3. Providing training to all city staff that will perform or oversee Type 1, 2, or 3 asbestos operations.

4. Consulting with the appropriate Joint Health and Safety Committee regarding this program including training, remedial work, sampling reports and general information.

4.0 Duties and Responsibilities:

4.1 Asbestos Coordinator:
The Asbestos Coordinator is responsible for coordinating all parts of this Asbestos Management Program, as outlined below. The Asbestos Coordinator shall:

(a) be appointed Project Coordinator for the Facility Management Division of Public Works. (See Appendix 1 for more AMP Contact Information.);

(b) ensure that the City’s Asbestos Management Program is reviewed on an annual basis. Such review shall include all affected stakeholders, in particular the Facility Management Division of Public Works and all respective JHSCs;

(c) review any correspondence or documentation concerning any future amended regulations or procedures concerning asbestos and will distribute such information to the affected Departments. Documentation of such information will be kept on file with the asbestos management control program;

(d) ensure that air monitoring, a procedure for determining the concentration of airborne asbestos in and around the workplace, is conducted for all Type 3 projects;

(e) review drawings and specifications of any proposed project and will manage and coordinate necessary asbestos remediation, removal and/or repair work;

(f) notify building occupants and health and safety committee members/representatives of ongoing asbestos projects;

(g) arrange for all buildings to be inspected on a periodic basis as required by this program. (See Section 6.0);

(h) arrange for all repairs, as directed by the periodic inspections, to be commenced immediately, as required by this program;

(i) ensure that proper specifications are prepared for each major abatement project, that the specifications properly reflect the requirements of the appropriate regulation(s), and that major projects are properly monitored by qualified consultants to ensure compliance with the specifications and the regulations; and

(j) ensure that notices are sent annually to departments reminding department representatives that copies of Form 2 (Asbestos Location Survey Update Log) are to be forwarded to the Asbestos Coordinator.

4.2 Management:
Departments shall notify the Asbestos Coordinator of any planned or proposed renovation, alteration or demolition project that will disturb ACM at least four weeks prior to commencement of the project (See Section 7.2).
Departments shall ensure that all new maintenance, custodial or occupant employees receive the appropriate asbestos awareness training as required by the program (See Section 9.0).

Department GM’s or their designates must be prepared to provide prompt response to unscheduled asbestos related maintenance activities (e.g. leaking pipes; “must-do” work above a ceiling space with asbestos containing material debris; clean-ups involving minor amounts of asbestos containing debris, or any operational activity that may disturb asbestos containing materials).

4.3 Health and Safety Committees:
Joint Health and Safety Committees or Health and Safety representatives shall be:

(a) consulted prior to any asbestos remedial actions involving buildings within their areas of responsibility;

(b) consulted prior to any asbestos sampling or inspections which may be required and shall be given the opportunity to attend at the start of such activities; and

(c) provided with copies of all reports, sampling results and general information regarding any asbestos activity taking place.

4.4 Asbestos Contractors:
Contractors hired to perform asbestos consulting and/or remediation work shall be qualified for such work.

Contractors must provide to the City proof of asbestos training, a valid copy of their WSIB clearance certificate, and a copy of their Occupational Health and Safety Policy Statement and OHS Program.

Emergency responses to an unscheduled asbestos maintenance activity shall be made by the Asbestos Coordinator who will contact a qualified asbestos consultant (if necessary) and qualified / approved asbestos abatement contractor.

Contractors shall comply with the City’s policy document (as appended to RFPs) as well as:

- work in compliance with O.Reg.278/05 as well as this plan;
- supply and provide a waste collection bin of a capacity sufficient to hold all wastes generated by a project;
- ensure that the bin is closed and locked at the conclusion of each work day and prior to removal from the project site, so as to prevent the removal or discharge of waste collection bins;
- store the bin on or near the owner’s premises at a location acceptable to the owner;
- remove and dispose of all project wastes as asbestos waste, properly labeled as “asbestos waste”, in accordance with requirements of the Waste Management Regulation – made under the Environmental Protection Act (R.R.O. 1990, O. Reg. 347); and
- provide to the Asbestos Coordinator a copy of the receipt from the asbestos landfill site.

5.0 ACM Records

5.1 Current Program Activity
An ACM record, as stipulated by section 8(3) of O.Reg.278/05 has been established for each city-owned building. This record has been provided in the form of a written condition and location survey and/or drawings which have been prepared by qualified asbestos consultants.
The records include an assessment of the location and condition of the ACM and the determination of the need for remedial activities. These records are made available to the City’s staff, occupants and contractors.

Appendix 2 contains a listing of the buildings surveyed to date.

5.2 ACM Record Development

5.2.1 Condition and Location Survey

The development of an ACM record involves a detailed visual and physical inspection of the premises (i.e. condition and location survey) by qualified asbestos consultants in order to identify, evaluate, and record information on:

- the presence or absence of ACM for each of the following building components:
  - Floor (identified by type of finish),
  - Ceiling (identified by type of ceiling finish or system),
  - Wall (identified by type of wall construction for each wall in an area),
  - Structure (identified by structural components [i.e. beam, deck, joist, column, etc.]),
  - Piping system (identified by system [i.e. cold water, steam supply, etc.]),
  - Mechanical equipment (i.e. tanks, boilers, gas flue breaching, fan units, etc.),
  - Ductwork (identified by system [i.e. supply, return, exhaust, etc.]), and
  - Other (e.g. ACM’s on electrical equipment, building exterior, sprayed-on insulation, etc.);
- the friability of the material (effective as of November 2007);
- the approximate quantities of such materials;
- the composition, type, and nature of such materials;
- the condition and physical integrity of such materials (including friability, propensity for release, propensity for dispersion) summarized as “good”, “fair”, or “poor”;
- the condition and adequacy of existing containment systems (e.g. false ceilings, encapsulation, enclosures);
- reference numbers for bulk samples collected at the location;
- results of laboratory analysis (including the type and dry weight of identified asbestos); and
- prioritized recommendations for remedial work

The ACM records will be updated on a yearly basis or as required by changes to building inventories. As of November 2007, ACM records must, for each location of material, identify whether it is friable or non-friable.

5.2.2 Bulk Sampling

Bulk samples collected from materials in the City’s buildings shall be collected as follows:

1. As required by the Act, the JHSC worker representative for the area must be advised of sampling and be provided the opportunity to be present at the start of sampling.
2. Where possible, wet material prior to sample collection in order to minimize the potential for fibre release. Appropriate measures (such as use of respiratory equipment, coveralls, gloves, and restricting access of the area) shall be taken to protect the health and safety of the sampler.

3. Collect the bulk sample using clean (dust free) extraction tools and place it in a clean polyethylene collection bag.

4. Penetrate all the way through the material to the substrate so that all layers of the material are collected. A sample of sufficient size shall be collected in order to provide 5 to 10 grams of material.

5. Collect a sufficient number of samples in accordance with Table 1 of O.Reg.278/05. Tools are to be cleaned after each sample.

6. Once extracted, samples are to be immediately labeled and logged.

7. Where the materials within a zone are non-homogeneous (i.e. several types of material), samples are to be collected for each type of material.

8. After sample collection, extraction points shall be closed using suitable sealant and duct tape and the area marked with the sample identification number.

A sample record for bulk samples shall be made at the time of collection and contain the following information:

- a description of the material by location and type (e.g. ceiling tile, duct insulation, wall plaster, etc.; and
- characteristics of the material (colour, texture, etc.).

5.2.3 Analytical Laboratory

The laboratory selected for analysis of bulk samples must be accredited by the National Institute of Standards and Technology (NIST) or the National Voluntary Laboratory Accreditation Program (NVLAP) and perform the analysis in accordance with O.Reg.278/05.

5.2.4 Documentation and Notification of Results

Once the condition and location survey and analysis are completed and the bulk sampling results reviewed by the Asbestos Coordinator, the resultant ACM Record shall be distributed to the appropriate Departments and JHSCs.

The ACM record shall include the elements listed in Section 5.2.1 as well as the following:

- plan or schedule providing sample location;
- plan showing location of all sprayed fireproofing, insulation or texture coat as well as any major mechanical equipment with asbestos;
- summary of materials requiring remedial action; and
- note of all materials not sampled in the survey.

5.2.5 Record Retention

(1) Departmental level:

A building file of the appropriate ACM Record shall be retained at each of the City’s buildings. The file shall be identified at the workplace as being bound in a “red binder”. As the Record is updated / maintained, the Asbestos Coordinator will distribute copies as required to the building / facility,
In addition to the facility’s ACM Record, an Asbestos Update Log will be maintained and distributed by the Asbestos Coordinator to reflect changes in the location survey (see Form 2). Notations in the log are to include:

- Changes in the location survey due to remedial actions;
- Inspection and required repairs.

Documentation of remedial actions to be included in specific building location files.

(2) Central file:

The Asbestos Coordinator will maintain a central file of all City of Hamilton ACM Records. Departments are to provide the Asbestos Coordinator with a copy of their asbestos location survey update log (Form 2) at least once every 12 months or when it is updated. Where no updates have been recorded, the facility shall submit Form 2 and Form 3 with indications of such.

6.0 ACM Inspections

Inspection of the condition of asbestos containing material shall be conducted by a qualified consultant at reasonable intervals, at a minimum rate of once every year. The Asbestos Coordinator shall maintain documentation of these inspections in the form of a report issued by the consultant. This document shall be retained with the Central copy of the ACM Record.

Periodic inspections will be conducted by properly trained, qualified asbestos personnel, to ensure that the initial asbestos location survey is maintained up to date and current. The inspection report will compose part of the asbestos location survey update log and be used to update departmental and central files.

The format of the inspection will be determined from the original inspection survey.

The inspection will be strictly visual to assess the condition of friable asbestos materials. Changes in accessibility and condition will be noted and appropriate remedial actions recommended.

7.0 Notifications

Any worker that will work with ACM, materials to be treated as ACM or in close proximity to such materials shall be provided the information contained in the ACM Record.

(O.Reg.278/05, s.9)

7.1 City Workers

Supervisors and/or the Project Managers (responsible for the project being undertaken) shall distribute copies of the applicable ACM Record to affected parties as required.

If a facility is found to contain ACM, the Asbestos Coordinator will notify building occupants in writing (Form 2). The notice will confirm the presence of asbestos in the building, emergency response protocols for suspect contamination situations, and the appropriate Municipal Department contact who will provide additional information, should the need arise.

All City workers who work in proximity to and may disturb asbestos containing materials are to be notified of the presence of asbestos. In addition, workers are to be notified by their supervisors of any work to be conducted in proximity to their work area that may disturb friable asbestos material. The Asbestos Coordinator is responsible for the initial notification to supervision in the vicinity of the work.
7.2 Contract Workers

7.2.1 Maintenance Activities
Where planned maintenance activities have the potential to disturb ACM, the project manager shall review the appropriate ACM Record, assess the probability that the work activity is likely to disturb the ACM and determine the appropriate control measures.

If the maintenance activity is likely to disturb ACM, the project manager shall complete the “Planned ACM Work Review Form” (Form 4) and forward a copy to the Asbestos Coordinator. Work must not proceed until proper remedial action is evaluated and approved by the Asbestos Coordinator.

Approved work actions will be issued to the contractor via the “Asbestos Work Order Form” (Form 5) and the details of the work recorded on the “ALS Update Log” (Form 2) once completed. Copies of Form 2 must be provided to the relevant parties and a duplicate copy filed in the ACM Record.

7.2.2 Construction Projects
The scope of work for construction projects planned for buildings where an ACM Record has been established or where ACM is suspected to be present shall be reviewed by the Asbestos Coordinator at least four weeks prior to the tender of documents.

The project manager shall complete and forward a “Planned ACM Work Review Form” (Form 4) to the Asbestos Coordinator who will then determine the need for a pre-demolition / -alteration / -repair survey (pre-DAR), potential for exposure to occupants and the appropriate protective measures. In the case of major renovation or demolition work, the pre-DAR survey should include but is not limited to evasive and exploratory bulk sampling of all building materials including inaccessible areas of the structure.

The pre-DAR survey shall detail:
- the location of ACM (i.e. using drawings, plans and specifications as appropriate);
- the condition and friability of the material; and
- where the presence of asbestos has not confirmed, that the work shall be performed in accordance with O.Reg.278/05.

Contractors who are preparing to bid on projects are to be notified by the Asbestos Coordinator regarding the presence of any asbestos material(s) in the vicinity of the proposed project as per section 5(2) of O.Reg.278/05.

The Asbestos Coordinator is also responsible for the initial notification to the supervisor(s) in the vicinity of the work being carried out by the contractors.

The Asbestos Coordinator shall also arrange for inspections to be conducted, as follows:
- Prior to the start of the project;
- At a reasonable interval during the project; and,
- At the completion of the project.

The Asbestos Coordinator will maintain documentation of these inspections.

7.3 Tenants / Lessees
The Asbestos Coordinator is also responsible to notify, in writing, any tenants or lessees who may be working at or adjacent to the location of friable asbestos (Form 3). Any queries arising from notification can be directed to the Asbestos Coordinator and dealt with individually or jointly.
8.0 Instruction and Training

Training is an important component of the City’s AMP. Appropriate notification and training will ensure that staff and occupants will have a better understanding of the potential risks associated with asbestos. The prevention of unnecessary exposure through appropriate precautions will be included in the training of staff working in the close proximity to asbestos containing materials. Asbestos training will be conducted on an on-going basis to ensure that new staff is aware of the potential hazards and appropriate precautions.

As the City’s staff will not be required to remove, repair or clean up asbestos-containing materials, only asbestos awareness training will be provided.

Custodial and Maintenance staff will receive asbestos awareness information about situations to avoid during the course of their duties. All new staff shall receive asbestos awareness training within one month of employment; all existing staff shall receive asbestos awareness training every three years.

Staff administering the Asbestos Management Program shall receive training on all the aspects of the Program, emergency procedures and asbestos awareness information.

To validate compliance with the asbestos regulation regarding training, a record of all training sessions will be maintained. This record shall include:

- the training location and date;
- a curriculum or description of the training delivered;
- names of persons attending; and
- the name and qualifications of the instructor.

Workers shall be expected to demonstrate that they have understood the training.

The City of Hamilton, as a rule, contracts building inspections to qualified external consultants. Should the City of Hamilton chose, at any time, to conduct such building inspections by internal staff, such staff will require additional training, to ensure that inspections are completed properly and in compliance with applicable legislation.

9.0 ACM Procedures

9.1 Examination of Deteriorating Insulation Containing Asbestos

Where material or debris is found and suspected of containing asbestos, the City will arrange to have the material examined and/or tested to establish whether the material does, in fact, contain asbestos. A database of bulk sampling data is to be maintained by the Asbestos Coordinator.

9.2 Unexpected Findings of Disturbed ACM

Building occupants may encounter fallen material which may be suspected of containing asbestos. In these cases it is important that contact of all occupants to the suspect material be minimized by isolating the area and contacting the area supervisor.

The following procedures are to be followed in the event of suspected contamination. This information will also be included in the written notification to occupants in buildings surveyed for asbestos containing materials.

Where in a building it is apparent that ACM or suspected ACM has fallen and is being disturbed so that exposure to the asbestos containing material is likely to occur, it is a requirement under Ont. Reg. 838/90 to have the material examined to establish whether the material contains asbestos. If this occurs, use the following “Hands-off Procedure”:

- Page 9 of 20 -
1. Do not clean up, cover, move or contact the suspect material. Cease work in the area and notify your supervisor. Supervisors are to notify the department head, Asbestos Coordinator and JHSC worker representative.

2. The area will be isolated. If it is not possible to safely isolate the area, notify the workers in the area to not to enter. If possible, the doors should be locked and/or other appropriate measures taken to prevent entry.

3. The ventilation system to the affected area shall be shut down.

4. The department head, Asbestos Coordinator, and JHSC worker member shall meet to discuss an appropriate plan of action.

9.3 Clean-up, Repair and Maintenance of Insulation Containing Asbestos
Where disturbed ACM is identified, the City’s staff will not be required to remove, repair or clean up the material. The City, through the Asbestos Coordinator, will contract qualified asbestos-removal contractors, to have the disturbed material cleaned up and remediated in accordance with O.Reg.278/05.

9.4 Inspections of Type 2 and Type 3 Operations
Type 2 and 3 operations must be supervised by on-site asbestos consultants hired through the Asbestos Coordinator.

Pre-work inspections, forced air clearance sampling and post-work inspections shall be conducted by the Asbestos Consultant for all Type 2 and 3 operations. The number of clearance samples for Type 2 operations shall be established by the Asbestos Coordinator and Consultant; clearance samples for Type 3 operations shall be in accordance with O.Reg.278/05. Clearance air sampling results are to be provided to the Asbestos Coordinator and the JHSC prior to any re-occupancy of the area.

9.5 Information for Custodial and Maintenance Staff
Custodial and maintenance staff may encounter material which may be suspected of containing asbestos. The required emergency response, as outlined below, must be followed.

In addition some cleaning and routine custodial activities may also potentially disturb asbestos-containing materials. In such instances the following steps should be followed:

I. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes or boilers:
   - Do not drill holes in asbestos materials.
   - Do not handle plants or anything else hanging from false ceilings containing asbestos materials or false ceilings enclosing asbestos materials above.
   - Do not pin or hang pictures on walls covered with asbestos materials.
   - Do not sand asbestos floor tiles or backing material.
   - Make sure floor wax machines and washing machines are operating properly and not gouging floor tiles or sheeting.

II. Asbestos fibers can be released when asbestos materials are disturbed:
   - Do not damage asbestos materials while moving furniture, etc.
   - Do not disturb asbestos materials when replacing light bulbs, etc.
   - Do not allow curtain drapes or dividers to damage asbestos materials.

III. Remember, if you contact suspect asbestos containing material in your work area:
Do not touch or cover up, or clean the suspect material.
Notify your supervisor immediately

“WHEN IN DOUBT USE THE HANDS OFF PROCEDURE”

9.6 Information for Project Managers and Joint Health and Safety Committee Members
Project Managers and Members of Joint Health and Safety Committees must become familiar with this program and apply all aspects of the Asbestos Control Program with respect to any maintenance, construction or related activity.

10.0 Forms

Form 1: Letter to Owners
Form 2: Asbestos Location Survey Update Log
Form 3: Notification to Occupants
Form 4: Planned ACM Work Review Form
Form 5: Asbestos Work Order Form
Deer Sir / Madam,

As the Coordinator of the Asbestos Management Control Program for the City of Hamilton, I am contacting you to request information regarding your facility as it pertains to the environmental health and safety of employees of the City of Hamilton.

Ontario’s Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations (O.Reg.278/05) states that:

- Building owners who know or ought reasonably know that asbestos-containing material has been used in a building for any purpose related to the building (including insulation, fireproofing and ceiling tiles) must retain a record containing the location of such materials, indication of whether it is friable or non-friable, and in the case of friable sprayed-on materials the type of asbestos; and

- Building owners must give any other person who is an occupier of the building written notice of any information in the record that relates to the area occupied by the person.

Since the City leases space from you we will require the above quoted information. Please provide this notice in writing for the following location(s) currently leased / rented by the ___________________________(included specific Department Name)__________________ Dept. of the City of Hamilton.

The notice should indicate the absence or presence of any asbestos-containing materials at the above location(s), its condition and the likelihood of exposure or contact by any of our employees.

Should you have any questions regarding the above, please contact Mr. Tom Briatico at (905) 546-2424 extension 7042.

Your cooperation in this regard is anticipated.
**Form 2: Asbestos Location Survey Update Log**

**ASBESTOS LOCATION SURVEY UPDATE LOG**

Building Name: _______________________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXACT LOCATION OF WORK</th>
<th>REQUIRED CHANGES TO THE LOCATION SURVEY</th>
<th>WORK ORDER #</th>
<th>PERFORMED BY (Tradeperson’s Name, Company)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE: ______________________________________________________________________

DEPARTMENT: ____________________________________________________________________

Form 3: Notification to Occupants

Dear Occupant(s),

As the Coordinator of the Asbestos Management Control Program for the City of Hamilton, I am writing to inform you that as a result of building inspections, asbestos-containing materials have been identified in your facility.

Asbestos is a naturally-occurring material that was added into a number of building and insulation products. It has been established that breathing in asbestos fibres may cause disease, however, products that have bound or enclosed these fibres (i.e. floor tiles, concrete paneling) do not readily release respirable fibres and as such are not of concern unless they are damaged or broken.

The City of Hamilton has an Asbestos Management Program that ensures that asbestos-containing materials are identified, repaired or removed (as necessary) and inspected at reasonable intervals to ensure its good condition. The program and the building inventory is accessible to any worker – please ask your supervisor should you wish to view these documents.

We encourage all workers to be aware of their surroundings and report any damage identified.

**Should you encounter suspect material that has been disturbed,** do not clean up, cover, move or contact the material. Cease work in the area, isolate it and notify workers in the area not to enter. Notify your supervisor immediately. Your supervisor will notify the Department head, Asbestos Coordinator and Joint Health and Safety Committee.

If you would like more information on the City's Asbestos Management Program, please contact your Supervisor.

Tom Briatico
City of Hamilton, Asbestos Coordinator
Form 4: Planned ACM Work Review Form

Date:

Project Manager (name, phone number):

Details of Proposed Work

Building:

Location:

Planned Work (describe):

Anticipated Start Date:

Affected ACM (describe):

To Be Completed By The Asbestos Coordinator:

☐ Pre-DAR Survey Completed
☐ Type 1 Asbestos Work Operation
☐ Type 2 Asbestos Work Operation
☐ Type 3 Asbestos Work Operation
Form 5: Asbestos Work Order Form

ASBESTOS WORK ORDER

PART 1:
To be completed by the Department Head / Supervisor requesting asbestos-related work.

BUILDING: ________________________________________________________________

SPECIFIC LOCATION: _______________________________________________________

ASBESTOS WORK (Describe):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

REQUESTED BY: ___________ DATE: ___________ WORK ORDER #: ______

PART 2:
To be completed by the contractor.

DATE: ________________________

DEPARTMENT OR CONTRACTOR: ___________________________________________

COMPLETED BY: __________________________________________________________

WORK PERFORMED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Appendix 1 – Pre-qualified Asbestos Contractors
Appendix 2 – AMP Contacts

Asbestos Coordinator:
Tom Briatico, 330 Wentworth Street North, (905) 546-2424 ext.7042
Appendix 3 – Buildings with ACM Records (as of 2002)