

Dundas Street Centre United Church Policy Manual

Section: Facilities

Title: **Asbestos Management**

Policy #: D-04

Approved\Amended: June 14, 2014, Mar. 14, 2015, Feb. 10, 2018

Referral Committee: Trustees

1. Purpose

As part of the ongoing review of church assets, facilities, policies and procedures at DSCUC, consideration was given for the potential presence of asbestos materials in the building considering that the common usage of such materials over the life of the building may be a potential risk. The Unified Board provided direction to ensure compliance with all workplace legislation and Health and Safety requirements relating to Asbestos Management.

2. Background

Dundas Street Centre United Church (DSCUC) building has served the church community at Dundas and Maitland for many years. Built in 1895 it has undergone many renovations, expansions and upgrades in its long history. Over the many years construction materials and techniques, building standards and government regulations have changed to ensure a safe and secure building and working environment that will continue to serve the community for many more years.

3. Procedure

Through a consulting engineers report certain areas of the building were identified as potential sources of asbestos materials. A subsequent Asbestos Management Plan (AMP) has been developed for the mitigation of risk associated with the presence of asbestos materials within the building. Mitigation of threats was implemented in a two phase approach based on the Asbestos Inventory as follows:

- Phase I - take remedial action to remove asbestos from those areas which have been classified as requiring immediate removal and;
- Phase II – as part of the AMP implement procedures, identify any remaining locations listed in the Asbestos Inventory that do not requiring specific mitigation within the building as required under the regulations. These specific areas shall be subject to the requirements and responsibilities outlined in the AMP. All staff, volunteers and contractors working in the building shall be required to be familiar with the guidance contained in the plan including: knowledge of the location of the risk and; those procedures required to mitigate the risk to personal injury.

4. Responsibilities

The Chair of the Property committee will ensure that all staff and contractors working within the building are familiar with the Asbestos Inventory and Asbestos Procedures, the location of the inventory and the location and condition of asbestos within their work area. Any contravention of this policy or the Asbestos Management Plan requirements must be brought to the immediate attention of the Chair of Property.

5. Communication

A master copy of the Asbestos Management Plan and Inventory will be kept in the office and made available to staff and contractors as needed.

Any Provincial regulatory updates, revisions to the AMP and\or the current asbestos inventory must be reviewed by the board. These changes are to be included in the board minutes and action plans established to ensure compliance.

Updates\revisions will be also be included and posted with the complete AMP as follows:

- The Master copy is to be located in the church office
- One copy is to be located on the bulletin board in the Sunday school auditorium
- One copy will be kept by the custodian
- One copy will be kept by the Chair of Property