

**INSPECTION CHECKLIST - ASBESTOS MANAGEMENT IN SCHOOLS**

1 OHSR#		EXPOSURE CONTROL PLAN	YES	NO
5.54		Is there an asbestos exposure control plan? (ECP must be updated to reflect current asbestos management practices and policies.)	<input type="checkbox"/>	<input type="checkbox"/>
5.54	(2) (a)	A statement of purpose and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (b)	Risk identification?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (b)	Risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (b)	Risk control?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (c)	Education?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (c)	Training?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (d)	Written work procedures?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (e)	Hygiene facilities?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (e)	Decontamination procedures?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (f)	Health monitoring?	<input type="checkbox"/>	<input type="checkbox"/>
	(2) (f)	Documentation?	<input type="checkbox"/>	<input type="checkbox"/>
	(3)	Annual review of plan?	<input type="checkbox"/>	<input type="checkbox"/>
		Administered by a properly trained person?	<input type="checkbox"/>	<input type="checkbox"/>
		Does your ECP include periodic air monitoring and air monitoring during construction work?	<input type="checkbox"/>	<input type="checkbox"/>
2 OHSR#		ASBESTOS MANAGEMENT PROGRAM	YES	NO
		Do you have an AMP? Explains the system to control disturbance of asbestos-containing materials during demolition, renovation, alteration, maintenance, repair or other activities. Provides information and procedures for asbestos management, applies to all staff as well as service providers. Incorporates the following elements: <input type="checkbox"/> Asbestos Assessments and Reassessments. <input type="checkbox"/> Regulatory Requirements and SD Policies. <input type="checkbox"/> Roles and Responsibilities. <input type="checkbox"/> Notifications. <input type="checkbox"/> Training Requirements. <input type="checkbox"/> Emergency Response and Procedures. <input type="checkbox"/> Work Practices (Low Risk, Moderate Risk and Glove Bag work). <input type="checkbox"/> Record Keeping. <input type="checkbox"/> Contractor Requirements.	<input type="checkbox"/>	<input type="checkbox"/>
		If so, how often is it reviewed?		
		When was the date of last review?		
		Who was involved in the review?		
		Where is the AMP stored?		
		How is the AMP communicated to schools?		
		Is the AMP managed individually at individual schools or is it managed through a head office location?		
3 OHSR#		ROLES AND RESPONSIBILITIES	YES	NO
		Who has overall responsibility for the AMP?		
		What is the role of the school district and is there a key person in the district that each school designate goes to for information and direction?		
		If so, who would that designate typically be?		

	What is the role of the superintendent?		
	What is the role of the school custodian?		
	What is the role of the school Principal and Vice Principal?		
<b>4</b>	<b>OHSR #</b>	<b>ASBESTOS INVENTORY</b>	<b>YES</b> <b>NO</b>
6.4(3)	Do you have an asbestos inventory for all of the schools within your school district?	<input type="checkbox"/>	<input type="checkbox"/>
	Is a copy of the inventory at each school within the school district?	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Identified (by signs, labels, or other effective means)?	<input type="checkbox"/>	<input type="checkbox"/>
6.6(1)	Risk assessment is conducted by a qualified person identified in the inventory?	<input type="checkbox"/>	<input type="checkbox"/>
6.6(2)	Risk assessment has been conducted by a qualified person before any demolition, alteration, or repairs may be disturbed?	<input type="checkbox"/>	<input type="checkbox"/>
6.6(3)	Qualified person has assessed and classified the work activity low, moderate, or high risk?	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Controlled (e.g. friable ACM must be controlled by removal, enclosure, or encapsulation)?	<input type="checkbox"/>	<input type="checkbox"/>
	What sampling methodology was used to prepare the inventory?		
	What does the asbestos inventory look like? (ie is it a paper report, online system etc)		
	How often is the ACM in the inventory inspected and assessed? Need to keep inventory current. During monthly inspections? Monthly re-assessment by a properly trained person or consultant? More frequent inspections for areas where frequent maintenance could disturb ACMs, or when reports of disturbed ACM received.		
	Who ensures that the inventory is up to date and who has the responsibility to track any changes such as from renovations or construction? How is this information communicated to the schools within the school district?		
	What are some of the typical materials that have been identified? Note: This may be important as schools tend to historically have been built with large amounts of friable asbestos including spray insulation which can be difficult to control and poses a greater risk of asbestos exposure.		
	What forms of identification are used in this school to identify asbestos locations? (signs, labels, drawings etc)? Using a system of identification other than signage requires a higher standard of education and training to ensure ACMs are not inadvertently compromised.		
	Are there areas in the school that could not be sampled? If so how are they identified?		
<b>5</b>	<b>OHSR #</b>	<b>ASSOCIATED POLICIES AND PROCEDURES</b>	<b>YES</b> <b>NO</b>
	Do workers (e.g. teachers and contractors) have a means of reporting and communicating hazard information?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a written policy/procedure for planned work? How are contractors and vendors notified of ACM's and other hazard?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a written policy/procedure for emergency work?	<input type="checkbox"/>	<input type="checkbox"/>

	Do you have a procedure for contracting qualified persons for emergency work?	<input type="checkbox"/>	<input type="checkbox"/>
	Are policies and procedures developed by the district?	<input type="checkbox"/>	<input type="checkbox"/>
	Are there site specific policies and procedures for the different schools?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a clear procedure on what to do if there is an accidental disturbance or spill of asbestos (ask school to describe this procedure)?	<input type="checkbox"/>	<input type="checkbox"/>
	Who is responsible to address any spills or disturbance?		
	<b>EMERGENCY AND PLANNED WORK</b>	<b>YES</b>	<b>NO</b>
20.112	Do you have Hazardous Materials Surveys on-site at various schools where work is being conducted? HMS is used in conjunction with the asbestos inventory for the assessment process. Work must stop when materials to be disturbed have not been identified in HMS. New material must be assessed and incorporated into asbestos inventory. Clearance Letters?	<input type="checkbox"/>	<input type="checkbox"/>
	When are Hazardous Materials Surveys typically done?		
	Who is responsible for emergency and planned work?		
	Is emergency work restricted to work that poses a hazard to workers and/or damage to property? (i.e. not a result of poor planning or scheduling issues).	<input type="checkbox"/>	<input type="checkbox"/>
	Are AMP administrators aware of the limitations on the asbestos inventory in regards to using it to identify asbestos prior to planned work?	<input type="checkbox"/>	<input type="checkbox"/>
	Is additional sampling conducted prior initiating planned work?	<input type="checkbox"/>	<input type="checkbox"/>
	Is emergency and/or planned work conducted by qualified asbestos contractors?	<input type="checkbox"/>	<input type="checkbox"/>
	What is the typical procedure (step-by-step) for conducting planned asbestos work?		
	Who is responsible for completing and submitting NOPAs and Safe Work Procedures to WorkSafeBC?		
	Who is responsible for the communication to teachers in the school where the work is being conducted?		
7	<b>INSTRUCTION AND AWARENESS Knowledge of asbestos containing materials on school premises as well as each workers roles and responsibilities pertaining to asbestos. Opportunity to re-invest knowledge in these positions? Elements of refresher training could include:</b> <ul style="list-style-type: none"> <li>- The existence of the employer asbestos ECP</li> <li>- The existence, location and access to the building asbestos inventory.</li> <li>- Inspections of areas of the building containing asbestos materials</li> <li>- The ubiquitous nature of asbestos containing materials and importance of encapsulation.</li> <li>- Reporting procedures for concerns pertaining to damaged building components (e.g. walls and flooring)</li> <li>- Associated roles and responsibilities in the ECP.</li> </ul>	YES	NO

Tell me about the instruction and training that is provided to the following workers:			
6.11	1. Superintendants		
	2. Principals and Vice Principals?		
	3. Custodians		
	4. Regular full-time teachers		
	5. Substitute teachers		
	6. Teaching assistants		
	7. Student teachers		
6.11	Have workers been instructed in the following?	<input type="checkbox"/>	<input type="checkbox"/>
	The hazards of asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
	The means of identifying? Are workers aware of the location of the inventory and ECP?	<input type="checkbox"/>	<input type="checkbox"/>
	The work procedures to be followed? Note: This will depend on whether or not the worker is a teacher, custodian, or contractor.	<input type="checkbox"/>	<input type="checkbox"/>
	The correct use and required PPE and the operation of required engineering controls? Relevant for maintenance workers and contractors.	<input type="checkbox"/>	<input type="checkbox"/>
	The designated asbestos administrator for this school and what to do if they have questions or require info on asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
	What to do if a spill or disturbance is encountered according to policy and procedure and who and where to report it to?	<input type="checkbox"/>	<input type="checkbox"/>
	The purpose and significance of any health monitoring? Relevant for maintenance workers and contractors.	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>OHSR #</b>	YES	NO
	<b>COORDINATION OF CONTRACTORS (Formal process for interacting with external contractors? Eg. Inspecting contractors on a regular basis to ensure their scope of work doesn't effect HAZMAT, including them in tailgate meetings, reviewing NOPAs, WP's, ECP's)</b>		
20.3	Has someone been designated to coordinate construction projects and contractors?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the person above been instructed and trained in the asbestos requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	If the person above is different that the person responsible for management of the asbestos program, have these people communicated and coordinated with each other?	<input type="checkbox"/>	<input type="checkbox"/>
	Are steps in place to ensure that only qualified contractors are hired to conduct asbestos work?	<input type="checkbox"/>	<input type="checkbox"/>

		Do you have a copy of your contractor's ECP and procedures for ACM?	<input type="checkbox"/>	<input type="checkbox"/>
		Have you reviewed your contractor's ECP and procedures for ACM to ensure they are compliant?	<input type="checkbox"/>	<input type="checkbox"/>
		Has a qualified person conducted a hazardous materials inspection (HMI) for the construction project?	<input type="checkbox"/>	<input type="checkbox"/>
		Have a copy of the asbestos inventory and HMI results been provided to contractors?	<input type="checkbox"/>	<input type="checkbox"/>
		Is a copy of the asbestos inventory and/or HMI readily available at the workplace where the demolition/renovation is occurring?	<input type="checkbox"/>	<input type="checkbox"/>
		Is a qualified person involved with conducting the required risk assessments for the asbestos abatement work? (e.g. is the work appropriately assessed as low, moderate, or high risk work?)	<input type="checkbox"/>	<input type="checkbox"/>
		If monitoring is required, is a qualified person involved with conducting the monitoring during asbestos projects?	<input type="checkbox"/>	<input type="checkbox"/>
		Has the school board held any pre-job meetings with the contractors involved with the project?	<input type="checkbox"/>	<input type="checkbox"/>
		How do you ensure that all contractors who perform work at the school do not accidentally disturb asbestos?		
		How are contractors made aware of the asbestos management plan and inventory prior to performing work and who is responsible to give this info to contractors?		
		Who coordinates all regular contractor work and how is this done?		
		Who coordinates asbestos contractors and how is it ensured that all WSBC requirements are met (NOPA, Part 6 requirements for handling asbestos etc)?		
		When projects involve multiple contractors is a prime contractor designated by the district to ensure all health and safety is coordinated?		

