

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

ASBESTOS MANAGEMENT PROGRAM

PROGRAM OVERVIEW

Asbestos is considered a serious health hazard if it becomes airborne and is inhaled. The long-term (chronic) health effects of asbestos exposure may include cancer and lung disease.

A significant amount of chrysotile asbestos is known to exist in the “**above the ceiling**” space in the APA’s Cogswell Tower offices. It was applied to the building’s steel structure at the time of construction, as a means of fireproofing. That asbestos should pose no adverse risk to APA employees if it is undisturbed and is not distributed by the building’s ventilation system.

To ensure the health of building occupants, maintenance workers and contractors, the owner (Halifax Developments) has developed an Asbestos Management Plan for Cogswell Tower. This program is intended to supplement that plan by preventing and controlling disturbances of asbestos within the APA’s offices.

AWARENESS MEASURES

Responsibility to Inform APA Employees:

1. It is the responsibility of the OHS Coordinator to ensure that all APA employees who work in the Cogswell Tower office are advised of this Asbestos Management Program. All employees must be informed of the presence of asbestos material in the “above the ceiling” space and the necessary precautions that must be taken. Employees must be informed of their responsibilities not to disturb ceiling tiles and fixtures and to immediately report all unauthorized/unintended disturbances. A copy of the **fact sheet “The Health Risks of Asbestos”** (Appendix A) shall be provided to each employee.
2. Newly hired employees must be informed of the above and be provided with a copy of the fact sheet as part of the new hire orientation.

Responsibility to Inform Others:

1. All persons who enter APA’s Cogswell Tower offices to perform work to the physical premises, or its contents, must be provided with the **information handout “Caution Asbestos Hazard”** (Appendix B). This includes persons involved with:
 - telephone and other communication services (e.g. Aliant)
 - electrical utilities (e.g. Nova Scotia Power)
 - data cabling and computer repair/support

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

- business machine installation (fax, photocopier, etc)
 - office furniture installation, relocation, or repair
 - servicing of heating, ventilation and air conditioning (HVAC) systems
 - renovations (e.g. electrical, drywall, or painting)
 - temporary office services
 - other work that may disturb ceiling tiles or light fixtures
2. The APA manager who authorizes or arranges the work has the primary responsibility for providing the information handout to each person, for reviewing it with workers (verbally) prior to the start of work, and for keeping accurate records that the review was done. A note in a planner, including the date and the name of the person advised, is the minimum record that must be kept. If the responsible manager will not be available when the work begins, it is his/her responsibility to make alternate arrangements with the OHS Coordinator to ensure that workers are properly advised of the hazards and precautions.

Posting of Caution Signs:

The OHS Coordinator must ensure that signs (such as the “**Caution Asbestos Hazard**” sign in Appendix C) that clearly warn of the hazards are posted:

- on the wall immediately inside the entrance door to the APA main office area and on the reception counter,
- above the bulletin board in the Dispatch Centre,
- above the photocopier,
- in the Dispatch Centre Supervisor’s office (near the server racks)
- in the file storage room, and
- at other locations where there is an increased risk of disturbance

UNAUTHORIZED DISTURBANCES

1. All unauthorized disturbances of ceiling tiles and ceiling fixtures must be reported immediately to the OHS Coordinator or other APA manager.
2. Immediately upon being informed of a disturbance, the OHS Coordinator or other APA manager must inform Halifax Developments.
3. The OHS Coordinator and/or other APA manager must assess the circumstances of each disturbance and take all reasonable steps necessary to prevent or control the exposure of APA employees and others to asbestos. Depending on the nature and extent of the disturbance, those steps may include:
 - the temporary evacuation of all or part of APA’s office area
 - special clean-up procedures by qualified workers
 - the collection and analysis of samples to determine the possible nature and extent of contamination

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

4. The OHS Coordinator and at least one other Workplace Health & Safety Committee Member shall immediately investigate all unauthorized disturbances of ceiling tiles and ceiling fixtures. An APA Occurrence Report must be completed.
5. If there is a likelihood that the health of an employee is or may be endangered by exposure to asbestos, the OHS Coordinator must immediately appoint a qualified person to investigate and produce a report in accordance with sections 10.4 and 10.5 of the Canada Occupational Safety and Health Regulations (COSHRs). The OHS Coordinator should consult with APA's Chief Executive Officer (or delegate) before selecting the qualified person to perform such an investigation. This investigation and the one described in 4. above may be conducted together.

PROCEDURES FOR AUTHORIZED "ABOVE THE CEILING" WORK

All work in APA offices that requires the disturbance of ceiling tiles or fixtures (above the ceiling work) must be authorized by Halifax Developments and performed in accordance with their procedures.

RECORDKEEPING REQUIREMENTS

The OHS Coordinator shall ensure that all records relating to the control of asbestos exposure are kept for at least thirty years from the date they are generated. Those records include:

- New Hire Orientation forms and other records confirming that APA employees were properly advised of the hazards and controls
- Any investigation reports generated by a qualified person in accordance with sections 10.4 and 10.5 of the COSHRs.

REVIEW OF EFFECTIVENESS

1. At least annually, in March, the OHS Coordinator shall arrange to have an independent lab collect a minimum of two air samples in APA's Cogswell Tower offices and analyze them to determine if asbestos is present.
2. At least annually, the APA Workplace Health and Safety Committee (WHSC) shall review the results of air quality and other tests performed by Halifax Developments to evaluate the effectiveness of asbestos controls on the ninth floor and within the appropriate building HVAC sub-system.

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

3. At the April WHSC meeting, the committee shall designate two members (one of which must represent non-management employees) to contact Halifax Developments' Chief Engineer to make arrangements to perform the review described above.
4. Discussion and review of the effectiveness of this Asbestos Management Program and Halifax Developments' asbestos control measures shall be included on the agenda for the May WHSC meeting. The members chosen to conduct the review described above shall submit a brief written report of their observations and recommendations at that May meeting. The OHS Coordinator also shall present the results of the independent air quality tests at that same time.