

Scope of Work

**(Complete a HAZARDOUS MATERIAL SURVEY
for all buildings/properties prior to developing an
ASBESTOS MANAGEMENT PROGRAM)**

1 Asbestos Management Program

.1 General

- .1 Develop an asbestos management program and all necessary associated documents that will allow the organization to fully implement the program and be in compliance with WorkSafeBC regulations.
- .2 The program should provide clear, concise instructions for the organization and employees to appropriately manage, maintain, and operate with materials containing asbestos. The program is to be developed with staffs roles and responsibilities in mind.
- .3 The development of the program is to incorporate the existing hazardous material survey report(s) and where applicable the asbestos inventory.

.2 Asbestos Management Program

- .1 Develop the program to complement the organization business structure and employees roles and responsibilities. Where applicable the development of the program should also include, but not limited to, the development of the following associated documents:
 - .1 Exposure Control Plan;
 - .2 Risk Assessments;
 - .3 Safe Work Procedures; and
 - .4 Inventory.*
(*if inventory has not been previously developed, one will be required)
- .2 The asbestos management program is to provide clear instructions to employees on how the hazards of having asbestos-containing materials (ACM) in the building are to be managed, maintained and operated.
- .3 When developing the program, arrange to meet and discuss options for what will be included in the program including information for staff on how to work safely with ACMs. The following items should be included in the program:
 - .1 Hazardous material surveys;
 - .2 Asbestos inventory;
 - .3 Potential health effects from exposure;
 - .4 Exposure control plan;
 - .5 Personal protective equipment;
 - .6 Respirator program and fit testing;
 - .7 Notice of Project;
 - .8 Labelling and Identification;
 - .9 Safe work procedures;
 - .10 Training and education;
 - .11 Waste disposal, including the Ministry of Environment BCG #; and

.12 Air Monitoring.

.4 All documentation developed as part of the asbestos management program is to be fully compliant with WorkSafeBCs regulations and guidelines requirements.

.3 Exposure Control Plan (ECP)

.1 Develop clear, concise written exposure control plan for work activities that disturb identified asbestos-containing materials.

.2 The exposure control plan should contain a management component, and an operational & maintenance component. As part of these two components, the ECP should contain, but not be limited to, the following information:

.1 A statement of purpose;

.2 Air sampling;

.3 Building occupant requirements;

.4 Company information;

.5 Coordination of work activities;

.6 Education and training;

.7 Health hazards from exposure;

.8 Identify the ECP manager and contact info;

.9 Notice of Project (NOP);

.10 Personal Protective Equipment;

.11 Risk identification and assessment;

.12 Roles and responsibilities of Employer, Supervisors, and Employees;

.13 Waste disposal of ACM;

.14 Written records, when required; and

.15 Written work procedures;

.4 Risk Assessments

.1 Review and develop a list of employees work activities that either disturb or have the potential to disturb ACM. Once the list is developed, arrange a meeting to review and discuss which work activities can continue or require additional resources to continue working safely.

.2 Where directed by the organization, conduct risk assessments for work activities that will require training, education, tools, equipment and materials for the employee to perform the work safely.

.3 The risk assessments are required for the development of safe work procedures.

.5 Safe Work Procedures

.1 After developing the risk assessment(s), for each individual work activity, develop written work procedures for employees to comply to when disturbing ACM. Where possible, combine work activities to reduce the number of work procedures.

.6 Where required, develop a Hazardous Material Inventory

- .1 Request from the Owner the previous asbestos inventory or the hazardous material survey.
- .2 Obtain, use and fill-in the Owner's inventory template. The template has been designed to allow for flexibility of the data to be input and provide consistency to staff and contractors.
- .3 The inventory is to contain all information necessary for workers to perform work safely, including summary and conclusion statements, and is to comply with WorkSafeBCs requirements.

2 Deliverables

- .1 Submit one (1) hard copy and one (1) digital copy of the asbestos management program and associated documents. The electronic copies should be clearly labelled to identify the document.