



OPERATIONS & FACILITIES COMMITTEE MEETING

October 18, 2016
4:30 p.m.
District Education Office

AGENDA

1. Call to Order
2. Election of Chair
3. Approval of the Agenda
4. Approval of the Minutes – April 26, 2016..... *Page 2*
5. Capital Plan (N.Lowe) *Page 6*
6. Enhancement Plan (N.Lowe).....
7. Enrolment update (N.Lowe)..... *Page 12*
8. Follow up on summer works at Kent, CES, BB (D.Templeton)
9. Custodial Workload information (D.Templeton).....
10. Asbestos Abatement Program (D.Templeton)..... *Page 13*
11. Questions
12. Adjournment

Next Meeting: **December 13, 2016**
 4:30 p.m.
 District Education Office

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING
April 26, 2016**

PRESENT:

Board Representatives:

John Koopman	Chair
Tom Hendrickson	Trustee
Heather Stewin	Trustee
Linda Kerr	Trustee

Committee Representatives:

Diana Savoie	AEC	
Brad Bourel	President	CMAW

District Staff:

Karen Nelson	Superintendent
Natalie Lowe-Zucchet	Secretary-Treasurer
Kevin Bird	Assistant Superintendent
Doug Templeton	Director of Transportation & Facilities
Laurie Bjorge	Recording Secretary

Regrets:

Lisa Mason	Parent Rep	
Leanne Bowcott	AEC	
Peter Flynn	Vice Principal	FCPVPA
Karl Koslowsky	District Vice Principal	FCPVPA
Adrienne Robinson	Teacher	FCTA
Lynne Marvell	President	FCTA

1. Call to Order

The meeting was called to order by the Chair at 4:30 p.m. at Boston Bar Elementary Secondary School library.

2. Approval of Agenda

SAVOIE/HENDRICKSON

THAT the agenda of the Operations and Facilities Committee meeting for April 26, 2016 be approved as presented.

Carried

3. Approval of Previous Minutes – February 23, 2016

HENDRICKSON/SAVOIE

THAT the minutes of the Operations and Facilities Committee meeting held on February 23, 2016 be approved as presented.

Carried

4. Annual Facilities Grant Plan

The Director of Facilities & Transportation reviewed the AFG Plan which has been forwarded to the Ministry. This year the majority of the work will target Kent Elementary and Coquihalla Elementary. LED lighting upgrades should result in approximately a 50% reduction in operating costs. Lighting upgrades should be finished this summer. Interior and exterior painting, flooring, staff room, and office renovation will take place at Coquihalla.

The District board office requires a mechanical upgrade due to failure of the current system. LED lighting upgrades to be done as well.

LED lighting and furnace upgrades to TREC will take place this summer.

The Kent Elementary parking lot and play area upgrade is done. Flooring upgrades and painting will be done at Kent with the surplus from the capital project funds. Lighting upgrades has been done. The common areas will be refreshed.

The benefit of the LED lighting upgrade is to decrease operating expenses. It's beneficial to upgrade now while it's being funded.

5. Routine Capital Plan

The Director of Facilities & Transportation reviewed the school renewal projects that have been submitted for funding.

1. Boston Bar Elementary Secondary - boiler upgrade. Currently the equipment is 60-65% efficient; will improve to approximately 98% efficient with upgrade.
2. Agassiz Elementary Secondary School – mechanical upgrade. Replacement of rooftop units.
3. Agassiz Elementary Secondary School – roofing upgrade.
4. Coquihalla Elementary – LED lighting. This has also been requested through AFG, however, if it funded through capital plan, then it frees up AFG funds.
5. District wide direct digital control systems for all mechanical controls in the district. Will be able to control school atmosphere more efficiently. The Ministry has started funding this in other districts.

6. Boundary/Grade Configuration Update

The Secretary-Treasurer reported that the Board of Education approved the plan to remain with the current grade configuration. Grade 7 students will have the option to attend Silver Creek Elementary or Hope Secondary. The Board will need to reconvene the Boundary Catchment Committee, however, the Board will be discussing at the April 26, 2016 meeting if this

committee structure is what the board is interested in to look at the final boundary catchment for the future.

7. C.E. Barry Legacy Update

The Assistant Superintendent provided a summary of the C.E Barry Legacy Ad Hoc Committee meeting that was held March 17, 2016. This committee was formed as a result of a board motion to name the new expansion of Coquihalla Elementary, the C.E. Barry Learning Annex. The principal of the school presented how her staff have worked hard to bring together a common vision of the two schools combining, and the staff that was brought together. There were suggestions how Mr. Barry would be recognized, such as bench in his name or changing the street name. The Chair wanted to make it clear that it is still named the C.E. Barry Learning Annex. The adhoc committee is trying to find a compromise.

8. Asbestos Abatement Program

The Director of Facilities & Transportation referred to the Asbestos Management Program document and how it demonstrates to WorkSafe BC how the district will manage asbestos containing materials. WorkSafe BC is requiring schools districts to have practices and procedures in place at each school. Any schools built prior to 1980 could contain asbestos. The district hasn't had a very extensive asbestos management program thus far.

The district will review all sites and will ensure the location of all asbestos at each school is documented. Outside contractors who have done most of the renovation work within the district had taken care of the abatement themselves. Every room will have a list of where the asbestos is contained. Staff will need to have training. The district has not received an order from WorkSafe BC at this point. The Director of Facilities & Transportation has created this documentation for other districts, and will retool it to fit our district.

The Director of Facilities & Transportation discussed the work that is currently being done at Kent Elementary. Some abatement has had to be done. Air quality analysis is done before, during, and after. This is not a requirement of WorkSafe BC, but it is the district doing its due diligence.

9. Kent Elementary School Mechanical Upgrade

The Director of Facilities & Transportation Kent updated the committee that the upgrade is approximately 80% complete at this point. All but two unit ventilators are in place and air conditioning units are in place. Work will extend past the estimated completion date of March 31st, in order to minimize disruption to classrooms. The job will complete in the summer. It has been a large job and has been done in a very cost effective manner. The Ministry fiscal year ends March 31st. The Secretary-Treasurer ensured that the funding was received by March 31st, with the Ministry aware that the job has been extended into the summer.

10. Carbon Neutral Government Newsletter

The Secretary-Treasurer referred to the newsletter in the agenda package. The Ministry has website as well where anyone can see how province is performing. The district accounts clerk

gathers information and enters data into the program which measures how much carbon we are generating. The government reports back on what is owed. The money used to be deposited into a trust and was given out to those applying for it, whether it be profit or non-profit organizations. Now the funds are held strictly for our sector for Carbon Neutral projects.

11. Custodial Training Workshop

A workshop was arranged for staff which consisted of WHMIS training in the morning and Asbestos Awareness workshop in the afternoon. Brad Bourel reported that both sessions were well done and very informative. The committee discussed the procedure for WHMIS information sheets which are available online, however, updated hard copies should be held at each site.

12. Questions

The Director of Facilities & Transportation reported that our district has tested the drinking water for lead content. Lead content was found in parliament buildings six to eight times the legal limit. As a result, the Ministry asked schools to test water. Our district is well under the acceptable levels. The district will test annually. This information will be publicized.

Trustee Hendrickson requested that the grad pictures be put back up on the walls in the Boston Bar Elementary Secondary library.

Next Meeting

Date: Fall 2016

Adjournment

THAT the meeting be adjourned.

Carried

The meeting adjourned at 5:25 p.m.



School Enhancement Program (SEP) - 2016/17 Additional Call-out for Projects

Primary Contact	Name	Phone	Email
	Doug Templeton		
Waste Facility Plan	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)

SCHOOL DISTRICT			FACILITY INFORMATION													PROJECT SCHEDULE			PROJECT COST				SUPPLEMENTAL INFORMATION			
SD #	SD Name	Project Priority	Long Range Facility Plan	Is this a Grouped Project?	Group Project Identifier	Facility Name	Community	Project Type	Primary Driver	Project Description	Project Benefits	Current Annual Operational/Maintenance Costs	Estimated Annual Operational/Maintenance Costs	Estimated Annual Savings (\$)	Savings Rationale	Start Date (mm-yyyy)	End Date (mm-yyyy)	Current Project Phase	School Enhancement Funding	SD Contribution	SD Contribution Funding Source	Total Project Cost	VFA Requirement	VFA Priority	VFA 1-page report attached	Current Consultant Report
78	Fraser-Cascade	1		No		District Wide	Fraser-Cascade	Mechanical Upgrade	System Renewal	DDC Controls upgrade				\$	-	Oct-16	Jan-17	Design				\$	200,000.00			
78	Fraser-Cascade	2		No		Kent Elementary	Fraser-Cascade	Flooring Enhancement	Safety	Flooring replacement classrooms and hallways				\$	-	Oct-16	Jan-17	Design				\$	175,000.00			
78	Fraser-Cascade	3		No		HSS	Fraser-Cascade	Electrical System Upgrade	Energy Savings	Replace with all LED type fixtures entire school				\$	-	Sep-16	Dec-16	Tender-Ready				\$	185,000.00			
78	Fraser-Cascade	4		No		Coquihalla Elementary	Fraser-Cascade	Flooring Enhancement	Safety	Flooring replacement classrooms and hallways				\$	-	Oct-16	Jan-17	Design				\$	185,000.00			
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Submission Date (yyyy-mm-dd)	30/09/2016
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SCHOOL REPLACEMENT Projects - 2017/18 Call for Projects (Five-Year Capital Plan Submission)

Primary Contact	Name	Phone
	Natalie Lowe	604-869-2411

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facility Plan	Yes	2009	Oct 15 2016

[illegible]



EXPANSION Projects - 2017/18 Call for Projects (Five-Year Capital Plan Submission)

Primary Contact	Name	Phone
	Natalie Lowe	604-869-2411

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facility Plan	Yes	2009	oct 15 2016

[illegible]



Carbon Neutral Capital Program (CNCP) - 2017/18 Call for Projects

Primary Contact	Name	Phone	Email
	Natalie Lowe	604-869-2411	nlowe@ed78.bc.ca

Long Range Facility Plan	Is It Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
	Yes	2009	oct 15 2016

SCHOOL DISTRICT			PROJECT IDENTIFICATION							PROJECT COST			PROJECT SCHEDULE			ENERGY COST SAVINGS			ENERGY AND EMISSION REDUCTIONS										SUPPLEMENTAL INFORMATION										
SD#	SD Name	Long Range Facility Plan	Project Priority	Facility Name	Project Type	Project Description	Project Benefits	CNCP Funding	SD Contribution	Other Funding	Total Project Cost	Start Date (month-year)	End Date (month-year)	Current Phase	Annual Fuel Cost Savings	Annual Electricity Cost Savings	Total Cost Savings	2016 Smart Tool Emissions (TCO2e)	Fuel Type	Annual Fuel Usage Reduction (GJ)	Annual Avoided Emissions (TCO2e)	Electricity Supplier	Annual Electricity Usage Reduction (kWh)	Annual Avoided Emissions (TCO2e)	Total Annual Avoided Emissions (TCO2e)	Annual Emissions Reduction from 2016	Annual Avoided Carbon Offsets	Payback Period (years)	Energy Study Attached	Energy Study (yyyy-mm-dd)	Mechanical Study Attached	Mechanical Study (yyyy-mm-dd)	VFA Requirement	VFA Priority	VFA 1-page report attached	Technology Industry Proven	Technology Previously Used by SD		
78	Fraser-Cascade	11-20 Years	1	AESS	HVAC	RTU and Boiler upgrade	Life cycle replacement, energy efficiency	\$ 300,000	\$ 30,000		\$ 330,000	Dec-16	Mar-16		\$ 0	\$ 0			07: Natural Gas						-	-	0%	\$ -	1650000			Yes	8/30/2016			Yes	Short Term	No	Yes
78	Fraser-Cascade	6-10 Years	2	maintenance	Electric Vehicle	replace gas auto	reduce carbon footprint	\$ 40,000			\$ 40,000	Dec-16	Mar-16		\$ -	\$ -									-	-	0%	\$ -	0										
Total								\$ 340,000	\$ 30,000	\$ -	\$ 370,000					\$ 0	\$ -		-		-	-	-	-	-	-	0%	\$ -	0										



School Enhancement Program (SEP) - 2017/18 Call for Projects

	Name	Phone	Email
Primary Contact	Natalie Lowe	604-869-2411	nlowe@sd78.bc.ca

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facility Plan	Yes	2009	oct 15 2016

SCHOOL DISTRICT				FACILITY INFORMATION														PROJECT SCHEDULE			PROJECT COST					SUPPLEMENTAL INFORMATION			
SD #	SD Name	Project Priority	Long Range Facility Plan	Is this a Grouped Project?	Group Project Identifier	Facility Name	Community	Project Type	Primary Driver	Phase 2 of a project from 16/17	Project Description	Project Benefits	Current Annual Operational/Maintenance Costs	Estimated Annual Operational/Maintenance Costs	Estimated Annual Savings (\$)	Savings Rationale	Start Date (mm-yyyy)	End Date (mm-yyyy)	Current Project Phase	School Enhancement Funding	SD Contribution	SD Contribution Funding Source	Total Project Cost	IF PHASED PROJECT: Total Cost (2017/18)	IF PHASED PROJECT: Total Cost (2018/19)	VFA Requirement	VFA Priority	VFA 1-page report attached	Current Consultant Report
78	Fraser-Cascade	1	Over 20 Years	Yes		BBE, SCE,AESS,HHE,HSS,CogE	Boston Bar, Agassiz, Hope	Mechanical Upgrade	Energy Savings		DDC installation and upgrade	control and efficiency			\$ -	25% reduction	Oct-16	Mar-16		\$ 200,000			#####						
78	Fraser-Cascade	2	Over 20 Years			HSS	Hope	Lighting Upgrade	System Renewal		life cycle replacement with LED and controls	control and efficiency			\$ -	40% reduction	Oct-16	Feb-16		\$ 185,000			#####						
78	Fraser-Cascade	3	Over 20 Years			CogE	Hope	Lighting Upgrade	System Renewal		life cycle replacement with LED and controls	control and efficiency			\$ -	40% reduction				\$ 105,000			#####						
78	Fraser-Cascade	4	11-20 Years			AESS	Agassiz	Roof Repairs or Replacement	System Renewal		partial roofing replacement	life cycle Building envelope			\$ -					\$ 350,000	\$ 35,000		#####						
78	Fraser-Cascade	5	11-20 Years			AESS	Agassiz	Lighting Upgrade	System Renewal		partial lighting upgrade	control and efficiency			\$ -	40% reduction	Dec-16	Mar-16		\$ 150,000			#####						
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SCHOOL DISTRICT # 78 (FRASER-CASCADE)

ENROLMENT
SEPTEMBER 30, 2016
PRELIMINARY 1701

SCHOOL	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12	SU	GA	INTERN.	HS	HEAD CNT	FTE TOTAL	1701 FTE
ACE									1	4	4	4	4					17	17	
AGASSIZ								43	48	51	51	47	53					293	307.125	
BOSTON BAR	4	1	5	6	4	6	7	4	4	4	0	3	4					52	50.5	
COQUIHALLA	52	47	52	59	58	49	60										3	377	377	
FRASER CASCADE CE (ACE)												1	8					9	2.625	
FRASER CASCADE CE (TREC)												3	6					9		
HARRISON	20	8	15	18	12	10	21											104	104	
HOPE SECONDARY								57	59	68	70	49	55			1	1	359	357	
KENT	42	30	55	44	40	40	47									1	1	299	298	
SILVER CREEK	11	17	15	19	13	19	12	14										120	120	
TREC									2	10	17	24	3					56	56	
TOTAL:	129	103	142	146	127	124	147	118	114	137	142	131	133	0	0	2	5	1695	1689.250	0.000

K - TOTAL= 129TOTAL GRADES 1 - 7= 907TOTAL GRADES 8 - 12 = 657

SCHOOL DISTRICT No. 78
(FRASER CASCADE)

ASBESTOS MANAGEMENT PROGRAM

SEPTEMBER 2016

1. PURPOSE/BACKGROUND

The purpose of this document is to illustrate how the School District No. 78 (Fraser Cascade), manages asbestos containing materials in buildings under its control, occupancy, or administration in order to ensure a safe environment for employees, students, visitors and contractors.

Over the next 10 years (2016-2026), the School District plans to abate all asbestos containing materials from all School District schools, however until such time schools with asbestos will be managed as per this Asbestos Management Program.

2. POLICY

The School District is committed to ensuring that asbestos containing materials in buildings owned, operated, and controlled by the School District are managed and controlled to protect the health and well-being of workers, contractors, and the community. **School District employees are not permitted to engage in work with asbestos containing materials.**

3. SCOPE

This plan pertains to all buildings owned and operated the School District.

4. MANDATE

Occupational Health and Safety Regulations Part 6. School District Occupational Safety Policy.

5. ROLES AND RESPONSIBILITIES

All employees, including contractors and consultants who carry out work for the School District have responsibilities to ensuring safe handling and control of asbestos containing materials.

5.1. Qualified Persons

Qualified Persons for the purpose of the School District are consultants with education, training and experience in dealing with asbestos containing materials. Such persons may also be able to provide documentation justifying their credentials.

Qualified Persons will:

- Conduct risk assessment and classify work activities of asbestos containing materials.
- Provide recommendations and interpretation to the School District on emergency procedures, work activities, frequency of inspections and other related asbestos concerns.
- Establish the exposure control plan depending on the work that is required in accordance with the Occupational Health and Safety Regulations.

5.2. Director of Facilities, Facility/Maintenance Department

The Director of Facilities/Maintenance will:

- Administer the Asbestos Management Program and also be known as the Hazmat Administrator and/or assign a qualified designate
- Monitor compliance with the Asbestos Management Program
- Review the Asbestos Management Program annually
- Ensure a Project Supervisor is assigned to each job
- Be the key contact or assign a qualified person to work with the Qualified Persons/Consultants and ensure the School District carries out the required recommendations from the Qualified Persons/Consultants

5.3. Maintenance Forman, Facilities/Maintenance Department

The Maintenance Forman, Facilities/Maintenance Department will:

- Ensure that a **Project Safety Review Form** of all maintenance, repair, demolition, and renovation or construction activity is conducted to verify that asbestos-containing materials will not be disturbed by such activities.
- Ensure that a copy of the **Project Review Safety Form** other applicable project related documents are kept on the project site prior to the start of the project or work
- Ensure that employees, contractors and consultants are informed about the location of asbestos containing material prior to beginning any activities in the area.
- Ensure that all personnel work in compliance with the Asbestos Management Program.
- Ensure that all personnel who will work in proximity to asbestos-containing materials are trained to identify & report potential asbestos hazards.
- Consult with the District Occupational Safety Officer as needed to plan all asbestos remediation activities.

5.4. Director and Site Administrators

Director and Site Administrators will:

- Ensure that all departmental personnel are familiar with the Asbestos Management Program.
- Ensure that departmental personnel are familiar with the presence of asbestos containing materials in their work area.
- Ensure that occupants are notified of scheduled asbestos-related work in their workplace.
- Report the presence of any damaged material, located within departmental space, which is believed to contain asbestos to the Hazmat Administrator.
- Ensure that all employees undergo Asbestos Awareness Training

5.5. Employees

Employees will:

- Be familiar with the Asbestos Management Program.
- Contact their Supervisor if they are unsure of the presence of asbestos-containing materials in their work area.
- Work in compliance with the Asbestos Management Program.
- Do not disturb any asbestos containing materials.
- Notify a supervisor to report the presence of any damaged material believed to contain asbestos.

- Know the emergency procedures in the event asbestos containing materials are unintentionally disturbed.

5.6. Project Supervisor/Manager & Contractor Supervisor

Contractor Supervisors & Project Managers will:

- Ensure that a **Project Safety Review Form** of all maintenance, repair, demolition, and renovation or construction activity is conducted to verify that asbestos-containing materials will not be disturbed by such activities.
- Ensure that copies of applicable Hazardous Materials Surveys and Project Review Safety Form are kept on the project site prior to the start of the project or work.
- Ensure that all contract work is carried out in compliance with WorkSafe BC Regulations governing Asbestos Management Program.
- Ensure that all employees under their supervision are informed about the location of asbestos containing material in their work area.
- Ensure that all employees under their supervision refrain from disturbing asbestos containing material.
- Ensure that all employees under their supervision who will be working in proximity to asbestos containing materials are trained to identify & report potential asbestos hazards.
- Stop work immediately and notify the Hazmat Administrator of the discovery of a previously unidentified source of asbestos-containing material.

5.7. District Occupational Safety Officer

District Occupational Safety Officer will:

- Provide information and support to the Hazmat Administrator, Maintenance Manager and/or Supervisors ensuring the asbestos containing materials, Act and Regulations are complied with
- Providing training and education as necessary
- Monitor compliance with the Asbestos Management Program.

6. ASBESTOS SURVEY INVENTORY

The Facilities/Maintenance Department keeps an inventory of any known and suspected locations of asbestos containing materials and will maintain this inventory as part of the Asbestos Management Program. The inventory consists of surveys conducted by qualified consultants who assessed and classified the condition of the asbestos containing materials.

6.1. Inventory Update

The inventory will be updated on an ongoing basis to reflect changes due to asbestos remediation activity or discoveries of previously unknown sources of asbestos-containing materials.

The Hazmat Administrator will ensure the data base is update via reports from consultants and contractors.

6.2. Inventory Reference Prior to Work

The inventory must be referenced by the Hazmat Administrator and/or the Director of Facilities/Maintenance prior to the commencement of any installation, maintenance, repair, and renovation or construction activities to determine whether any of these activities will take place in the vicinity of known asbestos containing materials. The **Project Safety Review Form** must be completed.

The Hazmat Administrator may contact the District Occupational Safety Officer and/or Qualified Persons to interpret the information in the survey reports and provide further recommendations as needed.

The inventory must be made available to all employees who may work in close proximity to asbestos-containing materials and to all building occupants.

6.3. Inventory Reference Prior and During Work

A copy of the asbestos survey including any other applicable documents such as other Hazardous Materials Surveys and the **Project Safety Review Form** must be kept on the project site for employee reference.

7. IDENTIFICATION OF ASBESTOS CONTAINING MATERIALS

7.1. Condition of Asbestos Containing Materials

If at any time, any employee observes asbestos containing material to be in poor condition, they are to immediately report this to their Supervisor or the Hazmat Administrator.

7.2. Project Initiation

Prior to **any work**, which includes sanding, drilling, screwing, renovations, repairs, demolition and construction on School District property, the Project Supervisor will carry out the following preliminary steps:

- Verify the scope of work.
- Complete the **Project Safety Review Form**.
- Conduct a site visit and review the door jam label.
- Refer to the Hazardous Material Database or Report Inventory to determine what hazardous materials may be encountered.

7.2.1. No Asbestos Containing Material in work area

If the Hazardous Materials Database or Report Inventory indicates there is NO asbestos containing materials in the planned work area, after sign off by the Maintenance Manager or Director of Facilities/Maintenance, work may proceed.

The Project Supervisor will meet with the employees to share a copy of the inventory report indicating NO asbestos containing materials are in the work area

The Project Supervisor will post a copy of the relevant inventory report and the Project Safety Review Form at the inside entrance to the work area

7.2.2. Asbestos Containing Material in work area or reports unclear

If the Hazardous Materials Database or Report Inventory indicate there is or it is unknown if there is asbestos containing material in the work area, the Project Supervisor must ensure that Qualified Persons/Consultants are consulted to discuss the scope of work, risk assessment and recommend an appropriate course of action prior to commencement of other work.

8. LABELLING

There is currently a labelling system being used for all elementary and middle schools which indicates whether there is the presence of asbestos in each classroom. The labels can be found located in the door jams.

Despite the labelling systems, prior to projects conducted on School District property, the reports must be used to verify the existence of asbestos containing materials.

New Westminster Secondary School will have general information stickers posted in each door jams to alert employees to contact the Facilities/Maintenance Department prior to any work is to be carried out in the school.

9. CONTROL

When asbestos containing materials are identified, the Project Supervisor will ensure that Qualified Persons/Consultants are contacted to conduct a risk assessment and the best option for control which may include removal, enclosure or encapsulation.

10. INSPECTION

The Project Supervisor will consult with Qualified Persons/Consultants regarding the following:

- An appropriate inspection schedule for identified asbestos containing materials.
- Criteria to report the condition of asbestos containing materials (i.e. poor or good)
- Method of documenting informal and formal inspections for asbestos containing materials.

It is the responsibility of the Director of Facilities/Maintenance to ensure that qualified persons are conducting formal inspections of already identified asbestos-containing materials as per the asbestos surveys every **two years**.

Written records of the inspections will be maintained by the Facilities/Maintenance Department and copies provided to the District Occupational Safety Officer.

The school Joint Health and Safety Committee members will also be provided with basic training to evaluate the general condition of asbestos containing materials which may be reported on the site Joint Health and Safety Committee inspections annually.

11. PROCEDURES – EMERGENCY PROCEDURES FOR UNINTENTIONAL RELEASE OF ASBESTOS CONTAINING MATERIALS

In the event that material(s) believed to contain asbestos is unintentionally disturbed, the procedure detailed below must be followed:

- The employee must immediately stop all work activity in the area to avoid further disturbance of the material.
- The employee must isolate the area to prevent other person(s) entering the area by any or all of the following:
 - evacuating persons including students, visitors or other workers from the area
 - closing and locking the door
 - putting a notice in the area.
- The employee must notify the Site Administrator and the Hazmat Administrator of the incident.
- The Site Administrator or the Hazmat Administrator will call personnel to shutdown the air handling system in the area and contact the Occupational Health and Safety Officer.
- **The Hazmat Administrator will ensure that the Qualified Person/Consultants are contacted to determine the magnitude of the disturbance and conduct a risk assessment. At this point, WorkSafe BC may also be notified based on the advisement and risk assessment of the Qualified Persons/Consultants.**
- The Qualified Person/Consultant will advise on the best method of corrective action and the Hazmat Administrator will ensure the recommendations are carried out.
- The employee will fill out the Employee Incident Report and Supervisor will complete the Supervisor's Investigation Report. to determine why the disturbance occurred and what corrective action must be initiated to prevent reoccurrence.
- Once the area has been successfully cleaned, a visual inspection and, if necessary, air clearance sampling will be conducted to determine whether the area is safe for re-entry and continuation of normal operations.

TABLE1: Emergency Contractor List – This list will be updated as needed.

	Contractor Name	Emergency 24 hour Phone Number
1	Sure Hazmat and Testing	604 724-2341
2	Enviro-Vac Hazmat Group	604 594-7490
3	Actes Environmental	604 990-4258
4	Quantum Environmental Group	604 270-7388

12. TRAINING

The School District will provide a level of training to employees sufficient to ensure a knowledge and understanding of the dangers of asbestos, the means of identifying asbestos in School District buildings, and, if necessary, the required asbestos written safe work procedures for working on, or around, asbestos. The appropriate level of training for each group of employees will be determined by the School District.

12.1. Asbestos Awareness Orientation for General Employees

Employees not expected to disturb asbestos materials (for example custodial staff, and teachers), will be provided with an awareness orientation session including an introduction to asbestos, the dangers of asbestos, emergency requirements, and an introduction to the AIP.

12.2. Asbestos Awareness for Maintenance and Custodial Staff

Employees who may encounter ACM during routine maintenance work but are not expected to conduct work that disturbs these materials will receive an asbestos awareness session including an introduction to asbestos, the dangers of asbestos, emergency requirements, an introduction to the AIP, instruction on the appropriate response to the discovery of ACM, and emergency response measures for the accidental release of asbestos fibres.

12.3. Asbestos Awareness for Supervisors

In addition to requiring an awareness orientation session, supervisors will also receive training in the management of project work that requires the disturbance of ACM.

12.4. Asbestos Training Records

Training records for employees participating in Asbestos Awareness training will be maintained by the Hazmat Administrator and a copy will be disturbed to Occupational Health and Safety.

13. DOCUMENTATION

The Hazmat Administrator will maintain, for a minimum period of 10 years, the following records

- A copy of each original Asbestos Building Survey Report containing an inventory of all surveyed materials, and asbestos bulk sample analysis reports;
- A copy of all Project Safety Review forms;
- A copy of all documentation regarding asbestos removal activities including air monitoring reports by consultants;

- A copy of any additional asbestos bulk sample analysis reports for samples collected in School District buildings.

The Hazmat Administrator will maintain, for a minimum period of three years, the following records:

- Records of damaged materials and corrective actions;
- Copies of all documentation submitted to WorkSafeBC under the requirements for a NOP;
- Records of training provided to School District employees.

The Hazmat Administrator will ensure the computer database with all relevant information for each building for as long as asbestos containing materials remains in the building.

14. REFERENCES

WorkSafe BC, Safe Practices for Handling Asbestos

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/asbestos.pdf

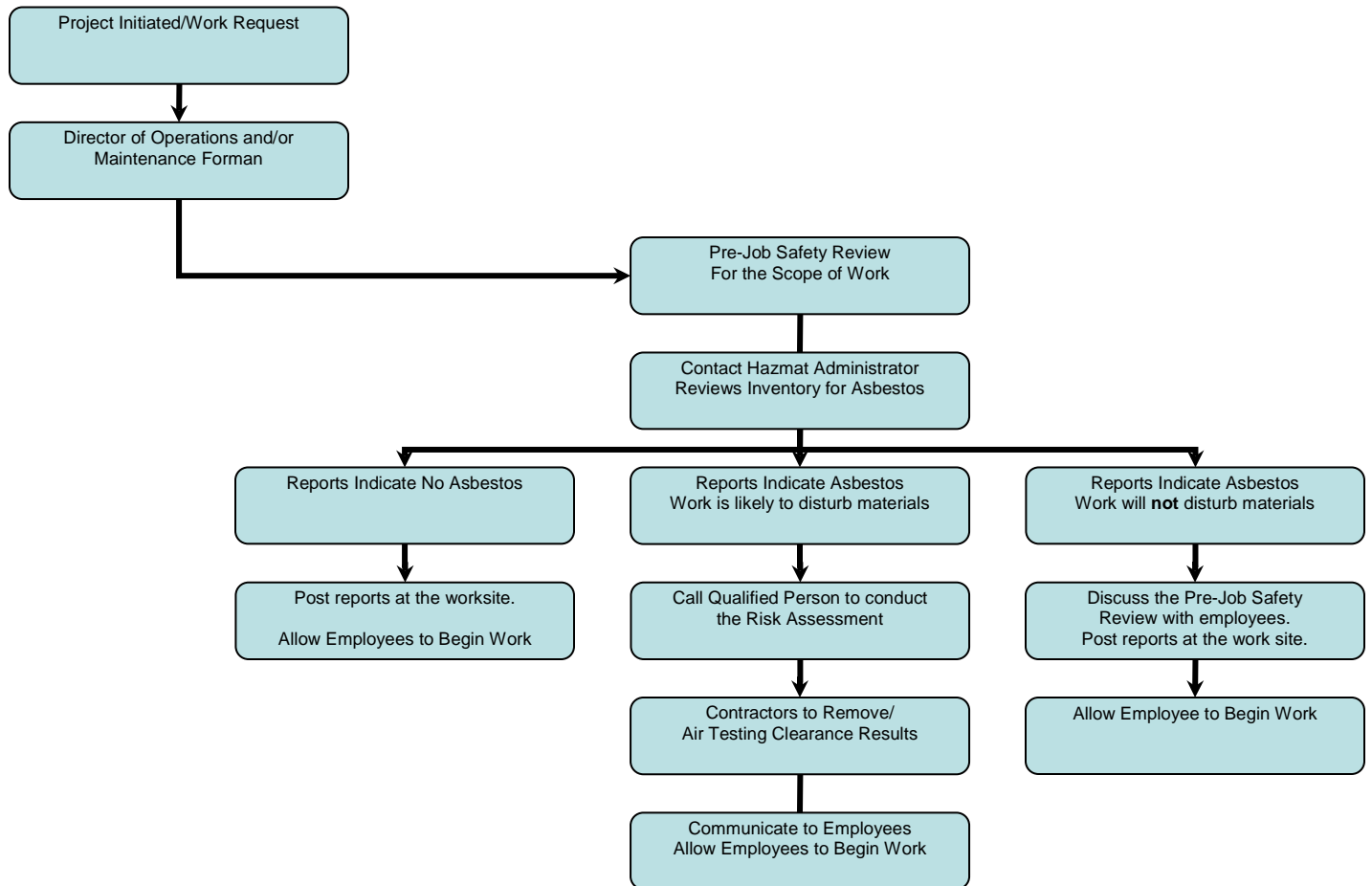
WorkSafe BC Guidelines Part 6 Substance Specific Requirements - Asbestos

15. PROGRAM REVIEW

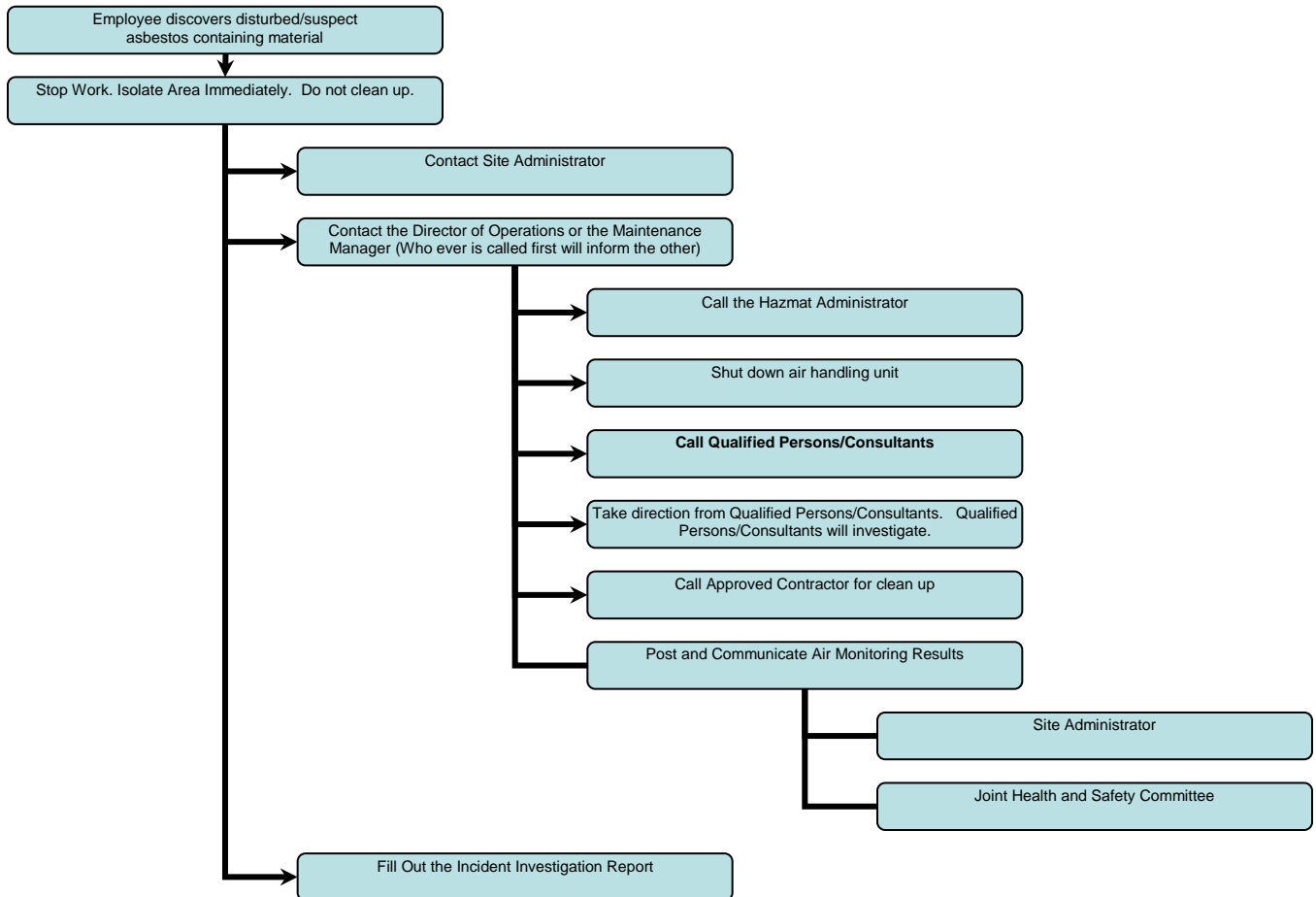
The Asbestos Management Program will be reviewed annually by the Hazmat Administrator and the JHSC.

_____	_____	_____	_____
JHSC REP	DATE	DOUG TEMPLETON, MANAGEMENT	DATE

WORK REQUEST PROCESS – ASBESTOS MANAGEMENT PROGRAM



EMERGENCY PROCEDURES – UNINTENTIONAL DISTURBANCE OF ASBESTOS CONTAINING MATERIALS



1. The assigned Project Supervisor must complete and review this form with the employee/contractor prior to the start of the project or work.
2. By signing this form, the employee and supervisor have both acknowledged the hazards and control methods.
3. Upon reviewing this form with the employee/contractor, this form must be posted at the project worksite along with any applicable hazardous materials surveys and reports.
4. Upon job completion, this form must be returned to the Facilities/Maintenance Department for filing.

Date:	Time:	W.O. #
Project Supervisor's Name:		
Project Title:		
Detail the scope of work:		
The Hazardous Materials Database/Inventory been reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate what hazardous and or/hazardous materials will be encountered. (i.e. asbestos)		
Note: if no reports are available to determine if hazardous materials exist, no work is to proceed until a survey is completed. Attach copies of the report.		
Personal Protective Equipment (PPE) required?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:		
Attach a copy of the safe work procedures. Ensure procedures are reviewed/provided to employee/contractor. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee/Contractor assigned :	Title:	
Employee/Contractor's or Supervisor's comments:		
Project supervisor's Signature:	Date signed:	
Employee/Contractor Signature:	Date signed:	
Reviewed by the Maintenance Forman or Director of Facilities:	Date signed:	
Review with the Site Administrator:	Date signed:	
Post a copy of this form, survey results, safe work procedures and the NOP (if applicable) at the worksite.		