



**University of Toronto**  
**TRAINING REQUIREMENTS UNDER THE ASBESTOS CONTROL PROGRAM**  
**Employees and Contractors**  
**April 2005**

Exposure Category	Job Description	Examples of Job Categories	Course Content	U of T Training Modules	Notes
<b>1. U OF T EMPLOYEES</b>					
<b>A</b>	Employee Assigned to Type 1 and/or Type 2 Asbestos Work	<ul style="list-style-type: none"> <li>• Tradesmen (e.g. electricians, plumbers, steamfitters, carpenters, painters, machinists, sheet metal workers, locksmiths)</li> <li>• Operating Engineers</li> <li>• Insulation Technician</li> <li>• Mechanical Technician</li> <li>• Maintenance Technician</li> <li>• Control Technicians/Supervisor</li> <li>• Manager Engineers</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards of asbestos exposure;</li> <li>• Types and locations of asbestos containing materials</li> <li>• Use, care and disposal of protective equipment</li> <li>• Personal hygiene, and</li> <li>• Appropriate work practices and procedures</li> </ul>	<b>Module 1</b> – Asbestos: Evaluating and Controlling the Hazard (1 day) <b>Module 2</b> – Small Scale, Short Duration Asbestos Activities – A Practical Program (1 day) <b>Module 4</b> – Respiratory Protection (0.5 day)	<ul style="list-style-type: none"> <li>• Supervisor to ensure that employee receives full training from Environmental Health and Safety or from an approved external organization</li> <li>• Training to be provided within the first 3 months of employment</li> <li>• Employees can be assigned Type 1 or Type 2 asbestos work after successful completion of all training modules</li> </ul>
<b>B</b>	Employee Assigned to Manage, Oversee, Coordinate or Contract Asbestos Work	<ul style="list-style-type: none"> <li>• Trades Supervisor</li> <li>• Manager, Engineers</li> <li>• Chief Engineer, Steam Plant</li> <li>• Property Managers</li> <li>• Project Managers</li> <li>• Project Coordinators</li> <li>• Construction Coordinators</li> <li>• Design Engineers</li> <li>• Designers</li> <li>• Drafters</li> <li>• Communications Officer</li> <li>• Engineering Technologists</li> <li>• Network Analysts</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards of asbestos exposure;</li> <li>• Types and locations of asbestos containing materials</li> <li>• Use, care and disposal of protective equipment</li> <li>• Personal hygiene, and</li> <li>• Appropriate work practices and procedures</li> </ul>	<b>Module 1</b> – Asbestos: Evaluating and Controlling the Hazard (1 day) <b>Module 3</b> – Managing Asbestos Projects under the Asbestos Control Program (0.5 day) <b>Module 4</b> – Respiratory Protection (0.5 day)	<ul style="list-style-type: none"> <li>• Supervisor to ensure that employee receives full training from Environmental Health and Safety or from an approved external organization</li> <li>• Training to be provided within the first 3 months of employment</li> <li>• Employees can manage, oversee or coordinate asbestos work after successful completion of all training modules</li> </ul>
<b>D</b>	Employee Who May Inadvertently Damage Asbestos-Containing Material in the Course of Their Work	<ul style="list-style-type: none"> <li>• New Trades/Utilities employees awaiting Category A training</li> <li>• Caretaking staff/cleaners</li> <li>• Service workers who move furniture or equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards of asbestos exposure;</li> <li>• Types and locations of asbestos containing materials</li> <li>• Awareness of Control Measures</li> <li>• Procedures when asbestos encountered</li> <li>• Emergency procedures if asbestos disturbed</li> </ul>	<b>Module 6</b> – Asbestos Awareness	<ul style="list-style-type: none"> <li>• Supervisor to ensure that new employee receives asbestos orientation on the first day of employment</li> <li>• Supervisor to ensure that employee receives awareness training from Environmental Health and Safety, or an approved external organization</li> </ul>



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**2. EXTERNAL CONTRACTORS**

**For a given job, a Property or Project Manager/Coordinator must:**

- **Scope the Job:**
  - Ensure that a given job is properly scoped to determine the type of asbestos work, if any, to be conducted and the required level of asbestos training. Job scoping may be accomplished by using a competent internal or external consultant.
- **Provide the following to the Contractor:**
  - Job Scope and Specifications
  - U of T Asbestos Policy and Program
  - Inventory Data (appropriate sections of the asbestos inventory showing the presence and location of asbestos materials in the work area)
  - Asbestos Standard Operating Procedures (SOPs) for the specific asbestos job, including emergency procedures
- **Obtain Proof of Training from the Contractor:**
  - Signed documentation (e.g. signed certificate or attendance sheet) of each worker's asbestos training showing:
    - Delivery by a competent person at EHS or an approved/recognized organization
    - Level of training (in keeping with the level of asbestos work) successfully completed by the worker
    - Date of training within the past 18 months or more recently if required by U of T
- **Obtain Acknowledgement of Compliance from the Contractor:**
  - Written acknowledgement that contractor will comply with asbestos regulations and the Asbestos Control Program, and that failure to comply will result in disciplinary actions (sec 8.2, Asb. Control Program)
- **Provide Notification of Type 2 and Type 3 Jobs**
  - Manager, Environmental Hazards and Safety, F&S
  - Director, Property Management & Maintenance
  - Director, Utilities & Building Operations
  - Director, Environmental Health and Safety
  - Co-chairs, Trades/Utilities Joint Health and Safety Committee
  - Co-chairs, Local Joint Health and Safety Committee

Exposure Category	Description	Application	Training Requirements
A	Asbestos Abatement Contractor Assigned to Type 1, 2 or 3 Asbestos Work	<ul style="list-style-type: none"> <li>• Applies to contractors who are brought in specifically to conduct asbestos abatement procedures (i.e. repair, encapsulation, enclosure or removal of asbestos-containing materials)</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of training that individual workers have received asbestos training on:           <ul style="list-style-type: none"> <li>• Hazards of asbestos exposure;</li> <li>• Use, care and disposal of protective equipment</li> <li>• Entry/exit from work areas</li> <li>• Use of showers (for type 3 work)</li> <li>• All aspects of Type 2 and/or Type 3 work and protective measures</li> </ul> </li> <li>• Proof of training that onsite supervisor has received the above through a designated asbestos course of at least 2 days duration</li> </ul>



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**2. EXTERNAL CONTRACTORS (cont'd)**

Exposure Category	Description	Application	Training Requirements
<b>A</b>	Contractor Assigned to Type 1 and Type 2 Asbestos Work	<ul style="list-style-type: none"><li>• Applies to contractors who need to conduct Type 1 or Type 2 asbestos work in the course of their work</li><li>• Applies to contractors working in F&amp;S Utility Rooms with Asbestos Containing Dust, who <b>are required</b> to conduct Type 2 asbestos work to clean the dust in the work area</li></ul>	Proof of training that individual workers have received full asbestos training from a recognized organization, to include: <ul style="list-style-type: none"><li>• Hazards of asbestos exposure;</li><li>• Types and locations of asbestos containing materials</li><li>• Use, care and disposal of protective equipment</li><li>• Personal hygiene, and</li><li>• Appropriate work practices and procedures</li></ul>
<b>D</b>	Contractor Assigned to Non-Asbestos Work Who May Inadvertently Damage Asbestos-Containing Material in the Course of Work	<ul style="list-style-type: none"><li>• Applies to contractors who are not hired to conduct asbestos work, but who work in and around asbestos-containing materials and may accidentally disturb the material</li><li>• Applies to contractors working in F&amp;S Utility Rooms with Asbestos Containing Dust, who <b>are not required</b> to clean the dust in the work area (i.e. where Type 2 cleanup of dust in the local work area has already been conducted by other qualified worker)</li><li>• Applies to contractors working in "Clean" Utility Rooms (i.e. do not contain asbestos in the dust)</li></ul>	Proof of training that individual workers have received asbestos awareness training from a recognized organization, to include: <ul style="list-style-type: none"><li>• Hazards of asbestos exposure;</li><li>• Types and locations of asbestos containing materials</li><li>• Awareness of control measures</li><li>• Procedures when asbestos encountered</li><li>• Emergency procedures in case asbestos is disturbed</li></ul>