

Date

Name
Title
Contractor
Address

Re: Notification of Asbestos-Containing Materials in **(Project Name)**

Dear **(Name)**

Loyalist College is required by Ontario Regulation 278/05, Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations, to notify those who may perform work with or in close proximity to asbestos-containing materials and who may disturb them, about the location of the such materials, whether the materials are friable or non-friable and in the case of sprayed-on friable material, the type of asbestos. Only those who have been provided with appropriate training to perform such work will be permitted to do so. As a matter of general information, the following activities may result in the disturbance of asbestos-containing materials:

- removal or repair of asbestos-containing mechanical insulation or sprayed fireproofing
- ceiling entry which may disturb intact or fallen pipe insulation or sprayed fireproofing
- any other operation which may generate airborne asbestos from friable asbestos
- any removal, cutting or other disturbance of non-friable asbestos-containing material

More specifically the proposed work will involve:

(Provide brief specifics of the possible involvement of asbestos-containing materials in the performance of the proposed work. Include type of material, location, friability and condition and in the case of sprayed-on fire proofing, the type of asbestos. Maps of the project area highlight ACM may add clarity.)

It is expected that the following safety measures are taken:

- 1) Inform your employees of the presence of asbestos-containing materials in relevant project areas and ensure they have been provided with appropriate training to perform the job safely.
- 2) When your employee's activities are in proximity to asbestos-containing materials, ensure employees are aware of precautions to be taken to prevent disturbance of or damage to such materials to ensure no exposure to the Loyalist College community.
- 3) If your employees discover any suspected asbestos-containing materials that have not been identified on the Loyalist College asbestos inventory, observe asbestos-containing materials that are damaged or deteriorated or inadvertently disturb asbestos-containing materials during the course of their work these must be immediately reported to Loyalist Facilities Services for prompt corrective action.
- 4) Ensure applicable safe work procedures are followed as outlined in the Loyalist College Asbestos Program or OHSA- O. Reg 278/05 "Asbestos on Construction Projects and in Buildings and Repair Operations".

Should you have any questions or concerns regarding asbestos on the project, please contact the Procurement Manager at (613) 969-1913 Ext 2211 or amitchell@loyalistic.on.ca . Please return the attached acknowledgement to Procurement purchase@loyalistic.on.ca as part of the RFX/Standing Order process.

Yours sincerely,

Manager of Procurement

CONTRACTOR ACKNOWLEDGEMENT

I acknowledge that the following measures will be taken:

- 1) Employees will be informed of the presence of asbestos-containing materials where they will be working
- 2) Employees will receive appropriate training to perform the job safely.
- 3) Employees will be made aware of precautions to be taken to prevent disturbance of or damage to asbestos-containing materials when their activities are in proximity to such materials.
- 4) Employees will be informed that if they discover any suspected asbestos-containing materials that have not been identified on the inventory or asbestos-containing materials that are damaged or deteriorated (e.g. broken pipe insulation, damaged ceiling tiles), or if they inadvertently disturb asbestos-containing materials that these events must be immediately reported to Loyalist College's Facilities Services for prompt corrective action.
- 5) Employees will follow safe work procedures as outlined in the Loyalist College Asbestos Program or OHS- O. Reg 278/05 "Asbestos on Construction Projects and in Buildings and Repair Operations".

Contractor:
Company Representative:
Signed:
Date:

<p align="center">RETURN SIGNED FORM to Procurement Services (Audrey Mitchell) in 3H22 or by e-mail to purchase@loyalistc.on.ca</p>
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