

Training Programs for Workers and Supervisors of Type 3 Asbestos Operations

The Training Programs for Workers and Supervisors of Type 3 Asbestos Operations have been finalized. As of November 1, 2007 all workers in Ontario who perform Type 3 Asbestos Abatement work and their Supervisors must be certified as per O.Reg. 278/05 under the Occupational Health and Safety Act. The in-school component is a minimum of 16 hours for a worker plus a minimum of 5.5 hours for a Supervisor. The supervisor must also possess proof of having completed the CSAO “Basics of Supervision” Course or an equivalent.

For Workers and Supervisors with more than 1000 hours of Type 3 experience before November 1, 2007, there is a specific allowance (referred to as Transitional Provision (TP) or Equivalency Recognition (ER)) to simply challenge the Asbestos Worker test. However the worker must have completed an overview of O. Reg. 278/05. It is highly recommended that this refresher training be of the highest quality possible since, if the test is failed (less than 70%), the worker or supervisor has to complete the full training before re-taking the test.

**The following, will answer several of your questions and aid you in locating
Apprenticeship Fields Offices:**

i. Memo to Major Stakeholders involved in Type 3 Asbestos Abatement Work, Sarah VanDuzer,

Date: February 19, 2007

**To: MAJOR STAKEHOLDERS INVOLVED IN TYPE 3 ASBESTOS
ABATEMENT WORK**

From: Sarah VanDuzer, Manager, Standards and Assessment, MTCU

Re: Implementation of the new Asbestos Abatement Programs - Asbestos
Abatement Worker 253W and Asbestos Abatement Supervisor 253S.

This memo is to advise you that the **Asbestos Abatement Worker 253W and
Asbestos Abatement Supervisor 253S** programs were approved by MTCU and
became effective as of February 19, 2007. As of November 1, 2007 all workers in
Ontario who perform Type 3 Asbestos Abatement work and their supervisors must be
certified as per O. Regulation 278/05 under the Occupational Health and Safety Act.
Programs 235W and 253S were developed by the Ministry of Training, Colleges and
Universities (MTCU) in consultation with industry experts from the Asbestos Abatement
sector who are involved in Type 3 work and the Ministry of Labour. Each program
consists of an on-the-job training component, an in-school training component and a
MTCU Test.

To satisfy the requirements under O. Reg 278/05 the Type 3 worker and Type 3
supervisor **must** successfully complete the in-school training component of the
program(s) and pass the MTCU Test(s). Completion of the on-the-job training
component of the program(s) is **not** mandatory.

Please contact a local MTCU field office to obtain copies of the following documents for
your information:

- A copy of the Program Guidelines for 253W which includes flow charts and
information on Transitional Provision and Equivalency Recognition for 235W

- A copy of the Program Guidelines for 253S which includes flow charts and information on Transitional Provision and Equivalency Recognition for 235W,
 - A set of Questions and Answers (Qs and As) for these programs,
- Enclosed is a field office listing for your convenience. Thank you for your commitment to a safe work environment.

Sincerely,

-2-

Sarah VanDuzer

Manager, Standards and Assessment

MTCU - Program Development Unit

Attachments

CC: Asbestos Abatement Training Steering Committee, Asbestos Abatement Sub-Committee,

ii. A list of Local Ministry of Training, Colleges and Universities (MTCU) Apprenticeship Field Offices.

Local Apprenticeship Field Offices – February 12, 2007

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

625 Church Street, 1st Floor

Toronto, Ontario M7A 2B5

Tel: (416) 326-5800 or (416) 326-5775

Fax: (416) 326-5799

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

285 Weber Street North

Waterloo, Ontario N2J 3H8

Tel: (519) 571-6009 or 1-800-265-6180

Fax: (519) 571-6047

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

Ontario Government Building

119 King Street West, 5th Floor

Hamilton, Ontario L8P 4Y7

Tel: (905) 521-7764 or 1-800-668-4479

Fax: (905) 521-7701

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

Roundhouse Centre, 3155 Howard Ave., Suite 200

Windsor, Ontario N8X 4Y8

Tel: (519) 973-1441 or 1-800-663-5609

Fax: (519) 973-1415

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

217 York Street, Suite 201

London, Ontario N6A 5P9

Tel: (519) 675-7788 or 1-800-265-1050

Fax: (519) 675-7795

Ministry of Training, Colleges and Universities

Apprenticeship Client Services

1319 Exmouth Street, Suite 101

Sarnia, Ontario N7S 3Y1

Tel: (519) 542-7705 or 1-800-363-8453

Fax: (519) 542-3391

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
1355 Bank Street, Suite 703
Ottawa, Ontario K1H 8K7
Tel: (613) 731-7100 or 1-877-221-1220
Fax: (613) 731-4160

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
28 Cumberland Street North, 3rd Floor
Thunder Bay, Ontario P7A 4K9
Tel: (807) 345-8888 or 1-800-439-5493
Fax: (807) 768-2536

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
55 Water St. West Suite L-50
Cornwall, Ontario K6J 1A1
Tel: (613) 938-9702 or 1-877-668-6604
Fax: (613) 938-6627

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
Roberta Bondar Place
70 Foster Drive, Suite 150
Sault Ste. Marie, Ontario P6A 6V9
Tel: (705) 945-6815 or 1-800-236-8817
Fax: (705) 945-6818

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
1055 Princess Street, Suite 404
Kingston, Ontario K7L 5T3
Tel: (613) 545-4338 or 1-877-220-2721
Fax: (613) 545-1204

Ministry of Training, Colleges and Universities
Apprenticeship Client Services
450 Notre Dame Avenue
Sudbury, Ontario P3C 5K8
Tel: (705) 564-3030 or 1-800-603-5999
Fax: (705) 564-3033

iii. Questions and Answers for the Asbestos Abatement Worker (AAW) and Asbestos Abatement Supervisor (AAS) Programs, February 9, 2007

1. Question: Why were the Asbestos Abatement Programs developed?

Answer: They were developed to outline the training for Type 3 workers and supervisors in Ontario in order to comply with the requirements of Regulation 278/05 under the Occupational Health and Safety Act (OHSA).

2. Question: When will the Asbestos Abatement Worker (AAW) and Asbestos Abatement Supervisor (AAS) programs take effect?

Answer: The effective date for the programs is February 19, 2007 and certification will be mandatory as of November 1, 2007.

3. Question: Is there a deadline by which existing workers and new workers who perform Type 3 work and their supervisors must be certified under these programs?

Answer: Yes, by November 1, 2007.

4. Question: What are the MTCU training documents and material which are available for these programs?

Answer: A Schedule of Training document will be available for each program -- 253W and 253S. The Schedule of Training outlines the on-the-job and inschool training components of each program and is the property of the employee. In addition to the Schedules of Training there are Program Guidelines for each program. Copies of these documents are available on request from your local MTCU office effective February 19, 2007.

5. Question: Who was involved in the development of these Programs?

Answer: The Asbestos Abatement Training Steering Committee (AATSC) was appointed by MTCU in January 2006 to oversee development of these programs. The Steering Committee was made up of labour and management representatives from Type 3 Asbestos Abatement sector. From the Steering Committee a sub-committee was struck to develop the programs. The Ministry of Labour (MOL) and the Ministry of Training, Colleges and Universities (MTCU) participated on these Committees.

6. Question: Under Regulation 278/05 who is required to obtain MTCU certification in these programs?

Answer: Workers, including construction trades who perform Type 3 asbestos work as defined in Regulation 278/05 under the Occupational Health and Safety Act (OHSA) and their supervisors must be certified in Programs 253W. These Type 3 supervisors must also be certified in 253S.

7. Question: Does the Regulation 278/05 require training in both the MTCU on-the-job and in-school training components of 253W and 253S to obtain MTCU certification?

Answer: No. To satisfy the requirements of O. Reg. 278/05 Type 3 workers and supervisors **must** be trained and certified in the in-school training component of the program approved by MTCU and pass the appropriate MTCU Test(s).

8. Question: Must everyone who enters a Type 3 work area be certified in these programs?

Answer: No. Workers, including construction tradespersons **not** involved in Type 3 operations as per O. Reg 278/05, are not required to be certified in these programs.

Their employers **must** provide them with training and instruction in hazard awareness training:

1. The hazards of asbestos exposure;
2. Personal hygiene and work practices; and
3. The use, cleaning and disposal of respirators and protective clothing as per O. Reg. 278.05 section 19 (1).

Please contact your local MOL office for clarification on who must take this training.

9. Question: How can Type 3 asbestos workers and supervisors become certified by MTCU for these programs?

Answer: Their employer or joint local union/employer training committee must apply to MTCU for signing authority. When approved with MTCU signing authority, the signing authority must register company employees to the program. The signing authority must submit the required MTCU paperwork to confirm they have successfully completed the in-school training component and passed the MTCU Test. Based on receipt of the Schedule of Training document signed off by the signing authority, MTCU will issue a Certificate of Completion (C of C) to the worker or supervisor. A copy of the employee's MTCU Test result from the Test Administrator showing a pass must be submitted.

10. Question: Will MTCU issue a Certificate of Completion (C of C) for the on-the-job component of the Asbestos Abatement Programs?

Answer: No.

11. Question: Will a worker or supervisor's Certificate of Completion expire?

Answer: No.

12. Question: Who will be eligible for signing authority for the Asbestos Abatement Worker and Asbestos Abatement Supervisor programs?

Answer: Employers engaged in Type 3 Asbestos work and joint local union/employer training committees made up of employers and unions involved in Type 3 work. Signing authority will allow them to train and certify their Type 3 workers and supervisors under programs 253W and 253S.

13. Question: Is signing authority required for each Asbestos Abatement program?

Answer: Yes, signing authority is required for each program.

14. Question: How long does it take to complete the signing authority application process with MTCU?

Answer: It may take from 2-4 weeks depending on the volume being processed by the local office.

15. Question: Can someone whose employer or joint local union/employer training committee does not have MTCU signing authority for 253W or 253S obtain MTCU certification?

Answer: No.

16. Question: Is there an MTCU fee for training and certification of these programs?

Answer: No. MTCU has decided not to charge a registration fee at this time.

17. Question: Must all Type 3 asbestos workers and supervisors be certified in the MTCU Asbestos Abatement Worker Program?

Answer: Yes, new and experienced Type 3 asbestos workers and supervisors must obtain certification in 253W by November 1, 2007. In addition Type 3 supervisors must be certified in 253S by November 1, 2007.

18. Question: Must every Type 3 Asbestos Abatement company have a supervisor who is certified in the Asbestos Abatement Supervisor program 253S?

Answer: Every supervisor of a worker involved in a Type 3 operation is required to be certified in Program 253S.

19. Question: Are there prerequisites for the Asbestos Abatement Worker program?

Answer: No.

20. Question: Are there prerequisites for the Asbestos Abatement Supervisor Program?

Answer: Yes, they are: 1. Certification in the MTCU Asbestos Abatement Worker Program 253W and, 2. Proof of completion of the CSAO Basics of Supervision Course or equivalent as per the Program Guidelines.

21. Question: Who can provide training for the in-school component of these programs?

Answer: A trainer, assigned by the signing authority, who satisfies the Trainer Qualification and Criteria Requirements as per the Program Guidelines. For a list of available external 3rd trainers you may contact your local apprenticeship office.

22. Question: Where can a trainer get a copy of the MTCU approved in-school Curriculum for Program 253W and 253S?

Answer: The Curriculum for each program is found in Section C of the Schedule of Training document for the program. A copy of the Schedule of Training is available from the local apprenticeship office.

23. Question: How long is the in-school training component for 253W and 253S?

Answer: The in-school training component for 253W is a minimum of **16** hours. For 253S it is **5.5** hours. These are minimum hours assuming a class of no more than 15 participants. Duration may be longer if English is a second language for participants.

24. Question: Who can write the Test(s) and where will the Test(s) be available?

Answer: Only candidates registered with MTCU in 253W or 253S will be allowed to write the Test. They must have successfully completed the in-school training component or have been deemed to have met the program Transitional Provision or Equivalency Recognition requirements for 253W or 253A by the signing authority. The Tests will be administered across the province by Community Colleges approved by MTCU to administer these Tests. For a list of Test Administrators please contact your local apprenticeship office. There will be a fee to write the Test(s) which might vary from College. Please contact the Test Administration Centre where you plan to write the Test for their fee information.

25. Question: What types of tests are being offered for Programs 253W and 253S?

Answer: The Test for 253W and 253S are multiple choice Tests. The pass mark for each is 70%. As reference materials Test Administrators will provide each candidate for the 253W test with a copy of O. Reg 278/05 and a copy of the Designated Substances in the Workplace: A Guide to the Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations when it becomes available. Candidates for 253S will in addition receive a copy of the Occupational Health and Safety Act (OSHA).

26. Question: If I need to take a reader to assist me in writing the test can I do so?

Answer: Yes, readers, interpreters and translators are allowed. Please contact the Community College where you plan to write the Test(s) ahead of time for information on their accommodation policy.

27. Question: How many times can an employee attempt the Test after successfully completing the in-school training component?

Answer: Twice. After two unsuccessful attempts the employee must take the inschool training component for the program again and re-attempt the Test.

28. Question: What are Transitional Provision (TP) and an Equivalency Recognition (ER)?

Answer: These are means by which qualified Type 3 workers and supervisors can challenge the 253W and 253S Program Test(s) without having to take the in-school training component. This TP or EQ employee is allowed one attempt at the Test. If they fail the Test they must take the MTCU approved in-school training and then successfully complete **and** pass the Test.

29. Question: Does someone applying under the Transitional Provision (TP) or Equivalency Recognition (ER) have to be registered by their Signing Authority with MTCU?

Answer: Yes, the signing authority must register employees who have satisfied the transitional provision or equivalency recognition requirements with MTCU before they take the Test.

30. Question: How can a signing authority for the Asbestos Abatement Worker or Asbestos Abatement Supervisor program(s) register an employee who has satisfied the transitional provisions or equivalency recognition requirements with MTCU?

Answer: The signing authority must register this employee in the same way as other employees to program 253W or 253S. At the end of the process when the Schedule of Training document is submitted it must be signed off by the signing authority confirming that:

1. The employee satisfied the Transitional Provisions or the Equivalency Recognition requirements and provided the required documented proof.

31. Question: Where can the Form 1 be obtained and who is entitled to have a copy of it?

Answer: The Form 1 is required under Regulation 278/05 and is available from MOL offices and from the Occupational Health and Safety Branch of MOL at 655 Bay St. Toronto 1-800-268-8013. The Form 1 a triplicate document - 1 copy is for MOL, 1 is for the worker and the other for the employer.

32. Question: If a worker wants to know how many hours he/she has accumulated on previously submitted Form 1s can that information be requested from MOL?

Answer: Yes, if a worker wants to know how many hours he/she has accumulated send a written and signed request to the address on the Form 1.

33. Question: Must the Signing Authority submit a copy of the documentation the employee used to satisfy Transitional Provision (TP) or Equivalency Recognition (ER) to MTCU?

Answer: No. However the signing authority should retain copies of the documentation used to satisfy TP or ER in their file.

34. Question: Who is responsible to ensure that the employee meets the prerequisites and requirements for Program 253W or 253S?

Answer: The signing authority must ensure the employee being registered to program 253W or 253S meets the prerequisites and program requirements. When submitting the Schedule of Training the signing authority must record:

1. If the employee meets program prerequisites as per the Program Guidelines.
2. If the employee meets each of the TP or EQ requirements specified in the Transitional Provision and Equivalency Recognition for MTCU Asbestos Programs.

35. Question: Is there an expiry date for the Transitional Provisions?

Answer: Yes, the transitional provisions will be available to experienced Ontario workers and supervisors until November 1, 2008.

36. Question: Is there an expiry date for the Equivalency Recognition?

Answer: No, there is no expiry date for equivalency recognition.

In addition to these documents there are other documents which you must obtain from the local MTCU office or fill out with MTCU assistance. Remember you, as the employer (or a joint local union/employer training committee), must be a Signing Authority before the new worker training begins (and this approval as Signing Authority may take up to 4 weeks). These additional documents are:

- * Signing Authority Application Form (to be completed with MTCU field staff).
- Guidelines for the Asbestos Abatement Worker (AAW) Program 253W and the Schedule of Training for this course.
- Guidelines for the Asbestos Abatement Supervisor (AAS) Program 253S and the Schedule of Training for this course.
- Contractors have to obtain these documents and follow the information (particularly the flow charts). It is very important that all Contractors begin the Signing Authority Application soon, as there will be very little time to complete the whole process by November 1, 2007. There is effectively 6 months for every Type 3 worker and supervisor to pass the MTCU examinations once the program is rolled out fully.

Training Courses for Type 3 Asbestos Workers and Supervisors

- * *Worker Refresher (for workers with > 1,000 hours Type 3 experience by Nov 1, 2007)*
- * *Supervisor Refresher (for supervisors with > 1,000 hrs Type 3 experience by Nov 1, 2007)*
- * *Worker - 2 Day (for workers with < 1,000 hours Type 3 experience by Nov 1, 2007)*
- *Supervisor - 1 Day (for supervisors with < 1,000 hours Type 3 experience by Nov 1, 2007)*

John Swart