

Asbestos Awareness - Training Program Standard



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comply with the *Manitoba Workplace Safety and Health Act and Regulation*, as may be amended from time to time.

1. Training Standard Topic

Asbestos Awareness

2. Purpose

The purpose of the Asbestos Awareness Training Program is to provide learners with:

- awareness of the hazards and risks associated with exposure to asbestos
- knowledge of the legislation and additional resources associated with asbestos
- an understanding of the importance of and requirements pertaining to an asbestos inventory and asbestos control plan
- awareness of emergency situations related to asbestos

The training is intended for all individuals who may be working near asbestos-containing materials (hereby referred to as ACMs).

The Asbestos Awareness Training Program Standard outlines minimum requirements for the development and delivery of asbestos awareness training programs in Manitoba. It was developed in consideration of the *Manitoba Workplace Safety and Health Act and Regulation* and *Canada Labour Code Part II*.

Note: This training program standard is not intended for individuals who work with asbestos or do asbestos abatement.

3. Design

The design of the training program must meet the following criteria:

- compliance with adult learning principles:
 1. ensure learners know why they need to learn specific content and its relevance to their workplaces
 2. relate training to learners' own experiences when simulating workplace scenarios
 3. challenge and engage learners using a variety of activities that allow opportunities for participation, feedback and interaction
 4. recognize the limits of attention spans and apply techniques to address the various ways that adults learn
 5. use realistic activities and tools to support the transfer of learning to the workplace
- Use language that is appropriate for all learners;
- Provide content that is accurate and current;
- Include references to legal and technical information;
- Use a variety of technical teaching aids;
- Provide learner materials that follow the principles of instructional writing and good graphic design;
- Be consistent with provincial and federal legal requirements.

4. Delivery

Regardless of the delivery method, all Endorsed Training programs must meet the requirements of this standard, along with ***The Accessibility for Manitobans Act (AMA)***, and the delivery method must be reasonable and practicable to support the learner's ability to attain the applicable learning outcomes.

4.1 Face-to-Face Learning

The following is the maximum ratio of learners to instructor:

- Basic Theory Module: 24:1

The following are the minimum hours for training delivery:

- Basic Theory Module: 3 hours

The timing for delivery of this training program may be extended for various reasons, such as the amount of equipment available for demonstration of learning outcomes, instructor experience and/or the learning needs of the training participants.

4.2 E-Learning and Blended Learning

The eLearning content should be consistent with Manitoba e-Learning Instructional Design Guidelines ([click here to learn more](#)).

- Basic Theory Module

4.3 Distance Learning

Distance learning includes training via a live video link; a plan for interactivity with a qualified instructor should be developed and available.

This type of learning is acceptable for:

- Basic Theory Module

5. Learning Outcomes

Employers will need to supplement any training program that meets the requirements of this training program standard with additional information, instruction and training in workplace-specific policies and procedures and workplace-specific hazards and equipment related to asbestos awareness.

5.1 Basic Theory Module

5.1.1 Legal Requirements

Content includes:

- an overview of the legal framework including rights, duties and responsibilities and legislative requirements pertaining to working near asbestos or ACMs
- an overview of the legislative documents and additional available resources on asbestos and how to access them

At the end of this module, learners will be able to:

- identify parts in the *Manitoba Workplace Safety and Health Act and Regulation* and/or *Canada Labour Code Part II*, as applicable, pertaining to asbestos in the workplace
- explain the legal duties and responsibilities of the employer, supervisor and worker as they relate to asbestos in the workplace
- describe workers' rights as they relate to asbestos in the workplace
- reference and access various resource documents related to asbestos

5.1.2 Asbestos Types, Sources and Use

Content includes:

- an overview of the different types of asbestos encountered in Manitoba and their use in various industry sectors
- an outline of different sources of asbestos or ACMs in the workplace

At the end of this module, learners will be able to:

- explain the different types of asbestos and their use
- identify the different sources of asbestos or ACMs in workplaces

5.1.3 Hazards and Risk of Asbestos Exposures

Content includes:

- an overview of the various hazards of asbestos exposure in workplaces with a focus on various health effects
- an overview of the means and severity of asbestos exposure. including but not limited to. inhalation, dermal and ingestion
- an overview of the additive properties and impact of smoking on the risk of asbestos-related illness

At the end of this module, learners will be able to:

- list and identify various hazards and the associated risk of asbestos exposure
- describe the chronic health effects and various illnesses associated with exposure to asbestos
- explain the impact of asbestos fibers on lung tissue
- explain additive properties as they relate to asbestos
- describe the combined health effects of smoking and asbestos exposure

5.1.4 Asbestos Inventory, Control Plan and Emergency Procedures

Content includes:

- an overview of the importance and requirements of an asbestos inventory, including the key content details, documentation and periodic inspection of an asbestos inventory
- an overview of the importance and requirements of an asbestos control plan, including the key elements, labelling and signage
- an overview of the criteria to determine the condition of ACMs, including steps to take in case of damaged condition
- an overview of emergency situations related to asbestos and the steps to take in various emergency situations when working near ACMs

At the end of this module, learners will be able to:

- describe the steps that must be taken when a site is suspected to contain ACMs
- state the purpose, importance and legal requirements of an asbestos inventory
- recognize the key details that must be included in a well-developed asbestos inventory
- tell the requirements pertaining to documentation of the asbestos inventory
- explain the importance of and requirements pertaining to periodic inspections of ACMs
- state the purpose, importance and legal requirements of an asbestos control plan
- recognize the required elements in an asbestos control plan
- describe the requirements for labels and signage for identification of ACMs
- recognize the condition of ACMs and its relation to the asbestos inventory and control plan
- describe the steps to be taken if ACMs are discovered in damaged condition
- recognize various emergency situations related to asbestos or ACMs
- describe the steps to be taken in the event of an emergency when working near ACMs

6. Resource Material

The Asbestos Awareness Training Program Standard has material requirements for both learners and instructors.

The date and version number should be indicated on all resource materials, which include:

- terms and definitions
- job aids, evaluation tools and templates
- copies of the applicable provincial or federal safety legislation
- manufacturers' instructions for equipment
- participant and instructor manuals with copies of activities
- instructor manual and lesson plan

Learner materials will include:

- learning objectives, agenda, training content and evaluation/testing

Instructor materials will include:

- instructional methods, learning activities and lesson plan timing
- detailed instructor manual and lesson plans, including all learning activities and audio-visual resources

7. Learner Evaluation

The training program must include a plan for learner evaluation that meets the requirements below. There must be a variety of evaluation methods available to the instructor and/or evaluator that are appropriate to the learning outcomes.

7.1 Evaluation Methods

The training program will include methods to evaluate whether key concepts have been understood by the learner, using a variety of evaluation methods that are appropriate to the learning outcomes, including:

- open discussion
- group discussion
- questions and answers
- written and/or oral test, where applicable

Evaluation methods must be clearly outlined in the evaluation plan, and the corresponding results must be documented by the evaluator.

7.2 Evaluation of Demonstration Learning Outcomes

- a. Learning outcomes requiring demonstration must be performed satisfactorily in order to successfully complete the Practical Module;
- b. For learners with language, literacy or accommodation needs, alternative evaluation methods may be employed to verify satisfactory demonstration of learning outcomes by the learner. These evaluation methods must be clearly outlined in the evaluation plan, and the corresponding results must be documented by the evaluator.

8. Validation/Refresher Requirements

Learners who have successfully completed an approved training program must periodically refresh their training in order to maintain its validity. This supports learners in maintaining their foundational knowledge and skills.

8.1 Validation/Refresher Requirements

Completion of the Basic Theory Module in accordance with the criteria set out in this standard and the training provider standard is required to confirm a successful training program has been completed.

Training remains valid for a period of three years from the date of successful completion of the Asbestos Awareness Basic Theory Module.

8.2 Refresher Training

A worker's training is re-validated for another three-year period after successfully completing the refresher training of the Asbestos Awareness Basic Theory Module.

Glossary

Asynchronous instruction (ASTD)

A general term used to describe forms of education, instruction and learning that do not occur in the same place or at the same time. It uses resources that facilitate information sharing outside the constraints of time and place among a network of people.

Blended Learning

Describes the practice of using several training delivery mediums in a single training program and typically refers to the combination of classroom instruction and eLearning.

Distance Learning

An educational situation in which the instructor and students are separated by time, location or both. Education or training courses are delivered to remote locations via synchronous or ASTD.

ELearning (Electronic Learning)

A term covering a wide set of applications and processes that includes web-based learning, computer-based learning, virtual classrooms and digital collaboration.

Face-to-Face Training

Usually refers to traditional classroom training in which an instructor teaches a course to a room of training participants. The term is used synonymously with on-site training, classroom training and instructor-led training (slightly modified from ASTD definition).

Minimum Hours for Training Delivery

The timing for instruction of a training program that excludes breaks and lunch:

- 3.5 hours of instruction is equal to a half-day of delivery;
- 7 hours of instruction is equal to a full-day of delivery.

Module

A unit of instruction that can be measured, evaluated for change, assembled to form complete courses or bypassed as a whole, and that is usually intended to teach one or a group of skills or areas of knowledge (slightly modified from ASTD definition).

Evaluator

A person who evaluates learners.

Instructor

A person who delivers training programs.

Qualification

A skill, quality or attribute that makes somebody suitable for a job, activity or task.

*Asbestos Awareness Terms***Abatement**

Procedures to encapsulate, enclose or remove asbestos-containing material.

ACM (Asbestos-Containing Material)

a) a friable material containing 0.1 per cent or greater asbestos

b) a non-friable material containing 1.0 per cent or greater asbestos

c) vermiculite insulation that contains asbestos

Asbestos

A generic name given to a number of commercially significant naturally occurring hydrated mineral silicates. These silicates are incombustible, separate into sub-light microscopic fibers and have a unique crystalline structure. Asbestos may be found as the fibrous form of crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or a mixture containing any of these minerals

Fibre

A particle that is at least five microns long and has a length-to-width ratio equal to or greater than 3:1

Acknowledgements Statement

The Asbestos working group has developed an Asbestos Awareness Training Program Standard that outlines the minimum requirements for program objectives, training requirements and learning outcomes that are designed to educate Manitoba workers on working in compliance.

Please note that while reasonable efforts have been made to ensure the criteria of the Training Program Standard is met, the responsibility resides with employers to ensure compliance with the training requirements under the *Manitoba Workplace Safety and Health Act and Regulation*. In determining what rights or obligations a party may have under the province's

legislation, reference should always be made to the official version of the *WSH Act* and *WSH Regulation*.

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