

APPENDIX J

LETTER OF NOTIFICATION REGARDING ASBESTOS IN PREMISES

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The following wording should be utilized in communicating the presence of asbestos to Building Occupants.

To JOHSC and Building Occupants

This letter is being provided as notification of the presence of asbestos within the building at [address], Ontario. KPDSB has recently had an asbestos survey performed of the entire building and have established a program to manage all asbestos in a safe and prudent fashion. O.Reg. 278/05 requires notification of the building's tenants of the location of such material, as well as, notification of workers who may work in close proximity to the material and who may disturb it.

Our consultant inspected all areas of the building and made recommendations, where necessary, for removal or repair of asbestos. All such work [has been completed/will be completed shortly] with appropriate inspection and supervision. All asbestos remaining is subject to the Asbestos Management Program as required by Provincial Regulations and our own due diligence. A copy of the survey and Asbestos Management Program are available for review at the Facilities Manager's Office (Kim Carlson) located within the Education Centre at 100 First Avenue West, Kenora, Ontario.

The continuing presence of the remaining asbestos does not pose a risk of exposure to your employees as long as it remains under this management program. Staff that may disturb these materials has been given appropriate training and are aware of its presence. If you are planning maintenance or renovation work please notify the Facilities Manager who will determine if the planned work will affect the asbestos in any way and provide information regarding necessary work practices and obligations to maintain a safe and healthy environment for your staff and contractors.

Please ensure that your staff and sub-contractors are aware of the above information. If you have any concerns please contact the facility manager's office at (807) 468-5571.