


POLICY: O REGULATION 278/05 TYPE 2 OPERATIONS			NUMBER: WP-11
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Lynn Logan	CLASSIFICATION: Work Procedure	EFFECTIVE: July 1, 2015
			SUPERSEDES: June 15, 2006

APPLICATION:

This work procedure shall be used in the following circumstances:

1. **Removing all or part of a false ceiling** to obtain access to a work area, if Asbestos-Containing Material (**ACM**) is likely to be lying on the surface of the false ceiling.
2. The **minor removal**, or minor disturbance, of friable ACM ($\leq 1 \text{ m}^2$)
3. **Enclosure of friable ACM**
4. **Applying tape** or sealant to pipe or boiler insulation that is ACM
5. **Installing or removing ceiling tiles ($\geq 7.5 \text{ m}^2$)** if the tiles can be installed or removed without being broken, cut, abraded, ground, sanded or vibrated.
6. **Breaking, cutting, drilling, abrading, grinding, sanding**, or vibrating non-friable ACM if the material is **not wetted** and, and the work is done only by non-powered hand-held tools.
7. **Removing $\geq 1 \text{ m}^2$ of drywall** where joint filler compounds have been used.
8. **Breaking, cutting, drilling, abrading, grinding, sanding**, or vibrating non-friable ACM if the work is done by means of **power tools attached to a HEPA** dust collector.
9. Removing ACM pipe or duct insulation or similar structure using a **glove bag**.
10. **Cleaning or removing filters used in air handling equipment** in a building that has fireproofing ACM (see WP- 57).
11. **Working in close proximity to friable asbestos** where the asbestos is likely to be disturbed during the performance of the work.
12. Application of any covering or sealant to pipe or other thermal insulation containing asbestos.
13. Any operation that is not classified as Type 1 or Type 3 operation, but may expose a worker to asbestos.

It is the responsibility of the worker involved to decide if the work he/she is doing is in agreement with the above criteria for this work procedure. If any doubt exists, the worker shall refer the matter to his/her supervisor for a decision.

NOTIFICATION OF OCCUPANTS:

All occupants of the work area, or the room in which the enclosure is to be erected, must be notified that work involving the possible disturbance of friable asbestos is necessary, what kind of work is being done, and the length of time the enclosure would be required. If the work will require less than

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four hours of disruption, the onus of notification belongs to the worker. For longer periods, the worker's supervisor will arrange a more formal notification.

PREPARATION OF WORK AREA:

1. Shut down, and isolate, all ventilation serving the work area. Seal all ventilation openings with plastic.
2. Remove all furnishings and equipment from the work area where practical. This should include anything that the occupants may wish to use during the work period. Where this is not practical, cover with 6 mil. polyethylene and seal.
3. Erect a portable enclosure to seal the work area using 6 mil. polyethylene sheeting. Entrance to the enclosure shall be through a double overlapping flap of 6 mil. polyethylene. Both carpeted and hard surface floors require a single layer of 6 mil. polyethylene sealed to the enclosure.
4. Post applicable warning signs, available from the Tool Crib, at the entrance(s) to the work area, and directly on the flap door of the portable enclosures.

WORKER PROTECTION:

1. All individuals entering the enclosure must wear approved respirators and disposable coveralls with head cover.
2. Disposable coveralls and work boots shall be HEPA vacuumed, or wet wiped, before leaving the enclosure.
3. After leaving the enclosure, individuals shall thoroughly wash their hands and face, at the nearest washroom.

WORK PROCEDURE:

1. All tiles removed from the ceiling shall be HEPA vacuumed and covered with plastic.
2. Any friable asbestos lying in the area of the work, and which may be disturbed during the work, shall be cleaned up by HEPA vacuuming or wet wiping before commencing any work.
3. If any asbestos is to be removed, it shall be thoroughly wetted with amended water before removal.
4. Exposed edges of asbestos, resulting from removal, shall be sealed with an approved spray adhesive made for this specific purpose.
5. Frequently, and at regular intervals during the work, dust and waste containing asbestos in the work area shall be cleaned up by wet wiping and placed in 6 mil. polyethylene bags, or shall be cleaned up by HEPA vacuuming (after large pieces of asbestos and/or materials containing asbestos are picked up).

CLEANUP:

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<ol style="list-style-type: none"> 1. At regular intervals during the work, and upon completion, asbestos-containing dust and bagged waste shall be cleaned up using a HEPA filtered vacuum, or by wet wiping. 2. All tools and equipment used inside the enclosure shall be HEPA vacuumed before removal. 3. The complete floor area shall be HEPA vacuumed before the removal of the enclosure. 4. All material for disposal shall be placed in approved, labelled bags, which shall be HEPA vacuumed or wet wiped before removal from the work area. Waste shall be doubled bagged, with one yellow and one clear bag. Each bag shall be sealed separately. 5. Plastic sheeting shall be wetted before removal and disposal. Rigid and portable enclosures to be reused shall be thoroughly cleaned by HEPA vacuuming or wet-wiping. 6. When protective clothing is to be disposed of, it shall be decontaminated, as above, and double bagged in 6 mil. polyethylene bags (yellow and clear bags) that are sealed separately. 7. All material for disposal is to be sealed in 6 mil. bags, labelled to indicate contents, and taken to the Services Building for holding until ultimate disposal. 	
<p><u>GENERAL PRECAUTIONS:</u></p>	
<ol style="list-style-type: none"> 1. A wetting agent shall be added to the water required to be used by this work procedure to improve its capability to control the spread of asbestos dust. 2. No eating, drinking, chewing, or smoking is allowed in the work area. 3. Compressed air shall not be used to clean up, or remove asbestos, from any surface. 	
<p><u>DEFINITIONS:</u></p>	
<p>False Ceiling.....</p>	<p>Any suspended ceiling, all of, or part of, which is removable. (Includes access openings to non-removable ceilings.)</p>
<p>Friable Asbestos</p>	<p>Asbestos containing material that can be crumbled, pulverized, or powdered, including that which has been crumbled, pulverized, or powdered.</p>
<p>Ventilation.....</p>	<p>All air-handling systems moving air into, or out of, or within the work area.</p>
<p>Isolation.....</p>	<p>Sealing off of a duct to prevent airflow into, or out of, the work area.</p>
<p>Amended Water.....</p>	<p>Water to which a wetting agent has been added to improve its capability to control the spread of dust.</p>
<p>HEPA Vacuum.....</p>	<p>A vacuum cleaner equipped with a High Efficiency Particulate Air filter to trap very small asbestos particles.</p>