***`Housing Provider`***

[Year]

**Asbestos Exposure Control Plan**

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# Statement of Purpose and Responsibilities

***`Housing Provider`*** is committed to ensuring the well-being of employees, outside contractors and building occupants and to this end has developed a comprehensive Exposure Control Plan in order to satisfy these needs with regard to asbestos issues.

The single most important factor in developing this Exposure Control Plan (ECP) was to ensure that building residents, Name of Society employees and contract workers do not become inadvertently exposed to asbestos fibres. In addition to implementing an asbestos management program, employers or building owners must ensure that all friable asbestos-containing materials are either removed from the workplace (using procedures similar to those outlined in this manual), encapsulated, or enclosed.

From a responsibility standpoint, this program is made up of two basic components.

 Management and Operation and Maintenance procedures. (Name of Society responsibilities)

 Management Procedures include:

* Co-ordination of work activities that relate to asbestos containing areas.
* Asbestos identification program.
* Inspection and reassessment procedures.
* Program review.

Operations and maintenance procedures include:

* Work procedures.
* Worker awareness training.
* Emergency work procedures.
* Waste management.

Sub-contractor (outside contractors) responsibilities.

Sub-contractors Procedures include:

* Acting on written notification regarding asbestos locations
* Informing employees of asbestos locations.
* Informing Name of Society of scheduled or planned renovations.
* Ensuring all their workers at risk have appropriate training.
* Ensuring work is carried out using appropriate Asbestos Safe Work Procedures as defined by regulation.

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Name & Job Title

Exposure Control Plan Manager

# Introduction

In response to current WCB Regulations, Name of Society concluded that a safeguard policy regarding asbestos exposure control should be established for all its managed properties. This asbestos exposure control plan must address not only the effects that asbestos containing materials will have on the routine maintenance of the buildings, but also the health and safety of the tenants and contractors involved with renovation work, general repairs and maintenance. In addition, a clear procedure for carrying out emergency repair work must be documented to ensure that no worker is accidentally exposed to asbestos fibres.

# Asbestos

Asbestos is a generic term used to describe a group of naturally occurring fibrous minerals divided on the basis of their mineralogical properties into serpentines (“S” shaped) and amphiboles (“needle like”). The most significant health effecting property of asbestos is the presence of long, thin fibres that can be easily separated into small respirable fibres.

Recognising the possible adverse effects of asbestos exposure to occupants and maintenance workers alike, PHS commissioned hazardous materials surveys of all the buildings, including visually inspecting and collecting bulk samples in order to identify asbestos use locations within the buildings. The asbestos hazard assessment survey documents are attached in Appendix A and address not only the extent of those materials but also the potential health hazard their presence creates.

## Potential Health Effects of Asbestos

Asbestos has been recognised as a health hazard for people employed in its production and processing for centuries. However, it was not until the late Nineteenth century, with the onset of the Industrial Revolution, that its use became widespread and it was not until the early part of the Twentieth century that the relationship between the use of asbestos and a variety of health effects became a source of concern to the medical profession.

Since the beginning of this century many serious, debilitating and often fatal diseases have been linked to the respiration of asbestos fibres. Although the mechanism of asbestos related diseases is still not fully understood, it is known that there is normally a long waiting (latency) period between the time of exposure and the occurrence of disease. This latency period can typically be from ten years but can be over forty. Asbestosis, Mesothelioma and Lung Cancer are the diseases most commonly associated with asbestos exposure, although several other diseases have been linked to asbestos exposure.

## Asbestos Use

Asbestos was cheap to mine and has some very useful physical properties. As a result, it has been used in over 3000 different commercial products world-wide. Some of these physical properties include:

* High temperature resistance
* Tensile strength greater than steel
* Good soundproofing properties
* High chemical resistance
* Good electrical insulating properties
* Good mechanical strength

Asbestos was widely used in building construction over many years. Asbestos products are generally classed into two groups: friable and non-friable. Friable materials are those that, when dry, can be crumbled, pulverised or reduced to powder using hand pressure. The use of friable materials in construction is banned today but due to its widespread use in the past, these materials are still present in many buildings today. In order to establish an Exposure Control Plan the possible uses of asbestos must be known.

# Asbestos Containing Materials

Hazardous Material surveys for building name(s) were conducted in insert date if known and are attached as Appendix A. Asbestos containing materials identified are:

List identified asbestos-containing materials here

* Texture coat ceilings
* Drywall Joint Compound
* Vinyl Floor Tile & Sheet Vinyl Flooring
* Window Putty
* Cement Board

These asbestos hazard assessment surveys identify known locations where asbestos has been used, though it is possible some locations may have been missed. If any worker is uncertain of a material being disturbed is asbestos free, refer to the work procedure in Appendix C for bulk sampling and have a sample of the suspect material analysed before undertaking any work. The asbestos surveys are attached to this plan in Appendix A.

The quantities of asbestos found in these properties will have an impact on routine maintenance and renovation work. Regular maintenance activities will become more difficult and more expensive if they involve dealing with asbestos containing materials. Custodial activities can be affected by the presence of asbestos containing materials and debris, as can dealing with emergency repairs.

Planned building renovations and expansions will be influenced by the presence of asbestos containing materials and procedures for any future work of this nature are detailed in the ECP.

# Exposure Control Plan (ECP)

The Exposure Control Plan (ECP) is intended to detect, assess and control any potential health hazard caused by the presence of asbestos identified in the building. The primary focus of the plan is to eliminate accidental worker exposure to asbestos fibres and to ensure the health and safety of both workers and building residents.

An Exposure Control Plan (ECP) explains the work procedures and other controls that will be used to reduce workers’ risk of asbestos exposure. The plan must detail steps to eliminate risk or to control and reduce risk by either:

* Substituting with safer materials, where feasible or
* Using engineering controls, administrative controls, or PPE

## Qualified person:

Strict adherence to the ALARA principle (As low as reasonably achievable) as well as exposure limits and appropriate respiratory and skin protection are essential elements of an exposure control plan. Employers must ensure that qualified persons perform a formal risk assessment to determine which workers may be exposed to asbestos and the extent of any exposure. The risk assessment applies not only to the asbestos itself but also to the methods used to remove or handle it.

A Qualified person is a person who has education, training, and experience in the management and control of asbestos hazards (for more information, see “Who is qualified to deal with asbestos” on page 16 of WorkSafeBC’s publication “Safe Work Practices for Handling Asbestos”)

To accomplish these goals, Name of Society developed the Exposure Control Plan (ECP) outlining specific work procedures, general work practices and training to facilitate the implementation of the ECP.

The ECP includes a detailed inventory and risk assessment of asbestos in the building and the control of those materials.

## Two components of the ECP

* A management system which provides for a periodic reassessment of materials containing asbestos. Routinely scheduled inspections will indicate continuing disturbance or deterioration of friable asbestos; such material shall be removed or addressed in some other manner compliant with the requirements of the prevailing Workers Compensation Board Occupational Health & Safety Regulations. In addition, any proposed building renovation, expansion or demolition project shall incorporate the removal of asbestos containing materials whenever such renovation work impacts on the existing asbestos products.
* The second part of the program is Operations and Maintenance System which controls all routine maintenance, alteration, repair or other work activities which may disturb existing asbestos containing materials.

## Objectives of the Exposure Control Plan

The maintenance of a safe environmental for staff, workers and occupants of the insert society name depends on the establishment of an effective program.

The program requires the following actions:

* The assignment of a ECP Administrator
* Surveys of suspected asbestos containing materials.
* Suitably identify and label all asbestos containing materials.
* Remove or repair materials which have become damaged, are in poor condition or which will be disturbed by building renovations.
* The development and implementation of procedures for building maintenance personnel for those activities which may require the assignment of an experienced asbestos removal contractor to supervise.
* Provision of appropriate training, personal protective equipment (PPE) and appropriate equipment to workers who may come into contact with asbestos containing materials.
* Provision for re-inspection and re-evaluation of all asbestos containing materials on a regular, scheduled basis.
* Co-ordination of Work Activities

Due to the general perception that the general public has regarding asbestos, an important part of the management function will be to provide factual information and reassurance to building occupants, who may feel affected by the presence of asbestos. In addition, the management function should be involved in the selection and overview of outside technical expertise. The following issues will be addressed by the co-ordinating function:

* Maintain an inventory identifying asbestos materials and locations throughout the building.
* Implement a program to identify asbestos materials by labelling.
* Ensure employees and contractors are aware of the Exposure Control Plan.
* Undertake periodic inspections of identified asbestos containing materials.
* Amend the Exposure Control Plan based on the findings of these inspections.
* Investigate complaints by residents or contractors immediately and take immediate action.
* Develop and implement work procedures relating to asbestos removal or enclosure.
* Ensure that work procedures for the handling and disposal of asbestos waste are followed.
* Conduct training seminars in asbestos awareness as required.

## Management

Exposure Control Plan Manager

The ECP Manager for Name of Society buildings is:

Name & Title

Address Line 1

City BC

VXX XXX

Tel: (604) XXX-XXXX Emergency (24 hour): (604) XXX-XXXX

In the event that ECP Manager is unavailable, then the ECP Manager alternate is:

Name & Title

Tel: (604) XXX-XXXX Cell: (604) XXX-XXXX

Overall responsibility and authority for the administration of the ECP has been assigned to the ECP administrator who shall:

* Implement and manage the ECP in a conscientious manner and be qualified through training and experience in the safe handling of asbestos, in accordance with Workers’ Compensation Board of British Columbia requirements.
* Ensure that the location of asbestos containing materials and presence of suspected asbestos containing materials are documented in a written inventory. The condition, friability and accessibility of asbestos containing materials must be assessed to determine the potential for fibre release.
* Inform building occupants and maintenance personnel as well as contracted trades about the presence and location of asbestos containing materials, the tagging and identification system, the hazards of asbestos exposure including safe work procedures that must be followed when working in close proximity to, or contacting, asbestos containing materials.
* Develop and implement a surveillance program to monitor the condition of asbestos containing materials throughout the building. Damaged or deteriorated asbestos containing materials must be promptly removed, enclosed or encapsulated to prevent the release of airborne asbestos fibres. The ECP must be formally re-evaluated at least annually. This will include a reassessment of the potential hazard, remedial action as required and an update of the tagging and identification system.
* Ensure that a “Notice of Project Asbestos” (N.O.P.A.) is sent to the Workers’ Compensation Board of British Columbia prior to performing any work activities involving asbestos containing materials. Detailed site specific work procedures must be submitted. Develop and maintain written work procedures for all service and maintenance activities involving asbestos containing materials
* Monitor and review work performed by maintenance personnel, including contracted trades, to ensure that their work activities are not disturbing asbestos containing materials and that identifying tags are not being inadvertently removed, damaged or painted.
* Communicate with tenants and building occupants to ensure that their work activities are not disturbing asbestos containing materials. Tenants and building occupants must have even minor renovations or maintenance and service work authorised by the ECP Manager.
* Renovations and maintenance activities increase the potential for disturbance of asbestos containing materials. Prior to conducting any renovation or maintenance work, the ECP Manager will review the work to assess the likelihood of asbestos containing materials being disturbed and take the appropriate action to ensure that no asbestos fibres are released. The ECP Manager will ensure that safe work practises will be used in accordance with the WCB of BC regulations and that work is only carried out by suitably trained and qualified personnel.

## Contractors and Maintenance Personnel

Contractors and Maintenance personnel shall include all contracted trades and shall:

* Be made aware of the presence and location of all the asbestos containing materials, the ECP and the tagging and identification system.
* Not be permitted to disturb any asbestos containing materials.
* Be trained in the safe handling of asbestos, if required. All work activities relating to asbestos containing materials will only proceed after being authorised by the ECP Administrator
* Only carry out renovation, routine maintenance or service work which is likely to disturb asbestos containing materials after the work has been quantified and authorised by the ECP Manager.
* Immediately inform the ECP Manager if damage or disturbance of asbestos containing materials occurs during the course of their work.
* Not damage, remove, paint or otherwise interferes with the ECP Identification tags.

## Tenants and Building Occupants

Tenants and other building occupants shall:

* Be made familiar with the presence and location of asbestos containing materials and the ECP, including the labelling and identification system.
* Not disturb asbestos containing materials. This will prevent any asbestos fibres from being released.
* Have all renovation, maintenance or service work authorised by the ECP Manager prior to any work being carried out.
* Not damage, remove or paint any of the ECP Identification labels.
* Immediately inform the ECP Manager if any asbestos containing materials are damaged or disturbed.

## Identification Program

An important part of the Exposure Control Plan is the physical identification of all the asbestos containing materials. To this end, all asbestos containing materials is clearly labelled.

The identification system informs maintenance or outside contractors about the presence of asbestos containing materials since they are the only ones likely to disturb the materials. It is essential that such a system be accompanied by proper training for all contracted workers and maintenance staff.

The labelling system uses small labels located on door frames, marked with a red A.

A sample sheet of the material identification labels is included in Appendix A.

Asbestos containing materials are identified on each label underneath the red circled A. Any labelled material containing asbestos must not be disturbed by maintenance or service personnel, contracted trades, residents or building occupants until the work has been quantified and identified by the ECP Manager. Only suitably trained and qualified personnel familiar with current asbestos safety precautions will be permitted to work on the material.

## Inspections

Periodic inspections of all asbestos containing materials are an integral and required part of the Exposure Control Plan. The inspections are intended to document the condition of these materials on an annual basis to determine if they are deteriorating or have become damaged since the previous inspection.

Operations and Maintenance

Procedures for carrying out work involving asbestos containing materials are discussed in Section 3.4.1. Details for informing building occupants and other employees of the overall management program and development of suitable work procedures for work involving asbestos are also included in this section.

Work Procedures

Maintenance workers and contractors may have need to work near or actually disturb asbestos containing materials during the normal course of their work. In order for these workers to proceed in a safe manner, work procedures covering a variety of tasks will be developed by all contracted workers to submit with their N.O.P.A. These procedures will include all work involving:

* Working with non-friable asbestos containing materials.
* Moderate risk work procedures.
* Glovebag removal.
* Waste handling.

Contractors and maintenance workers may be required to perform emergency work in areas where asbestos containing materials are located. In these instances, the nature of the work will not permit compliance with all normal WCB Regulations insofar as notification of the work to be done is required.

## Training

Worker training is a regulated requirement for all individuals that may have cause to come into contact with asbestos containing materials during the normal course of their work. The training for maintenance staff who may inadvertently disturb asbestos containing materials will typically be less involved than that of contracted workers, who will be required to show that they have had the relevant training. Both maintenance and custodial staff will be required to recognise any damaged materials or debris that they may encounter and report their findings immediately to the ECP Manager for action.

All contract employees working in areas containing asbestos containing materials will be informed of the presence of the material and will be responsible for adequately training their workers to deal correctly with the hazard.

The training program will be carried out by a specialist asbestos consultant with expertise in the area and will include:

* An asbestos awareness program, including health effects and elements of risk.
* Training in protective clothing, work procedures and air monitoring.
* An appreciation of current WCB Regulations.
* The use of respirators and their maintenance.
* An awareness of the ECP Plan.

##

## Waste Management

Any asbestos materials accumulated during routine maintenance activities will be stored in a secure, appropriately labelled designated storage area. When the building owner undertakes to remove asbestos containing materials as part of a removal schedule, this will be disposed of along with any other materials removed by a reputable asbestos abatement contractor. All asbestos containing materials will be bagged and labelled and will be disposed of in accordance with current WCB Regulations.

Asbestos waste includes:

* Debris or asbestos containing materials.
* Disposable coveralls and boots used during asbestos work.
* Sponges and other disposable cleaning materials.
* Plastic drop sheets.
* HEPA vacuum bags.

Asbestos waste must be stored in a sealed, lockable container. They must be transported to the disposal facility by a licensed hazardous waste carrier for the Province of British Columbia in accordance with the requirements of the Ministry of the Environment Hazardous Waste Transportation Regulations.

All waste to be loaded into waste containers must be undertaken in accordance with established low risk procedures.

All asbestos waste shall be disposed of in a duly authorised hazardous waste landfill. In order to ship hazardous waste, the Owner must apply to the Ministry of the Environment, Waste Management Branch, for an exclusive waste generator number. This number must accompany all waste generator manifests when material is being shipped for disposal.

It is the responsibility of the Owner to complete the waste manifest for transportation. The owner shall also be required to retain one copy of the manifest.

## Air Monitoring

Where required by OH&S Regulations, appropriate air monitoring will be conducted in accordance with the requirements of Part 6: Substance Specific Requirements for asbestos in the Occupational Health and Safety Regulation, or the specific requirements of the individual building asbestos survey.

**Appendix “A”**

**Asbestos Survey Reports**

**Inventory**

**Asbestos Bulk Sample Analysis Results**





**Appendix “B”**

**Work Procedure: Emergency Clean Up**

**Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is required, the Exposure Control Plan Manager must be informed of the specific nature of the work in order to ensure that current *Hazardous Material Inventories* are consulted and the appropriate *Notice of Procedure Asbestos* is submitted to WorkSafeBC at least 48 hrs prior to this work procedure being used.**

Contact the ECP Manager:

Name & Title

Address Line 1

City BC

VXX XXX

**Tel: (604) XXX-XXXX Emergency (24 hour): (604) XXX-XXXX**

In the event that ECP Manager is unavailable, then the ECP Manager alternate is:

**Name & Title**

**Tel: (604) XXX-XXXX Cell: (604) XXX-XXXX**

The Asbestos Coordinator for this site is:

**First Name, Last Name – Job Title**

**Tel: (604) XXX-XXXX**

The ECP Manager will arrange for the cleanup to be performed in a manner that ensures that safe work practices in accordance with the Workers’ Compensation Board of British Columbia are followed and that the work is carried out by trained and competent personnel. Wherever practical, a specialist asbestos abatement contractor will be contacted to deal with the asbestos.

**Prior to the commencement of asbestos related work activities all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure; in the use and maintenance of respiratory protection and protective clothing; in the safe handling of asbestos materials and work area isolation**

Special precautions will be required in order to minimise the spread of asbestos fibres in the event of an inadvertent disturbance of asbestos containing materials. In the event of a fibre release episode, the following procedures are to be observed.

1. Nobody is to attempt to clean up the asbestos containing materials without prior authorisation from the ECP Manager.
2. Isolate the area from the rest of the building by closing doors and erecting barriers to restrict access to the area.
3. Post signs at all conceivable entrances to the area to prevent personnel not involved in the clean-up operation from inadvertently entering the area.
4. Where practicable all heating, cooling and air conditioning system (HVAC) components that are present within the area, supply or pass through the area must be shut down and isolated. All intake and exhaust vents in the area will be sealed with polyethylene and tape to prevent air movement.

**Emergency Response Kit**

Maintenance workers should prepare an emergency response kit for emergencies involving asbestos containing materials. Typically, the kit will include the following:

* Vacuum equipped with HEPA filter.
* Disposable plastic drop sheets.
* Sponges, buckets and cleaning supplies.
* Asbestos waste disposal bags.
* Duct tape.
* Disposable coveralls and boots.
* Warning signs and barrier tape.
* Other appropriate equipment required in the work area.

**Appendix “C”**

**Work Procedure: Bulk Sample Collection**

The first step towards developing an Exposure Control Plan is to conduct an asbestos hazard assessment. The assessment involves collecting representative bulk samples of materials from all the buildings.

**Risk Level**

Moderate Risk: A work activity, other than a high risk work activity, that involves working with or in proximity to asbestos-containing material that is being cut, sanded, drilled, broken, ground down or otherwise fragmented, or disturbed, where it is necessary to use personal protective equipment or engineering controls to prevent worker exposure to airborne asbestos fibres.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Duct Tape or other similar type.
* Supply of sample bags that can be appropriately labeled and sealed.
* “Caution Asbestos”, signs and barrier tape.
* Spray/misting bottle with soapy water.
* Ladder to reach higher locations safely.
* A sufficient supply of hand tools (e.g. scrapers, wire cutters, brushes, utility knives, hand-saws, mops, rags and sponges required to perform the job).

**All tools should be of a type to disturb the minimum amount of asbestos fibre when being used.**

* A sufficient supply of single use disposable respirator cleaning towelettes.
* Approved asbestos encapsulate complete with current MSDS sheets.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedures must also be used to minimize exposure to airborne asbestos.

* A half-face respirator equipped with HEPA (P-100) cartridges or N95 face mask.
* Sufficient supply of appropriately sized disposable gloves, either latex or nitrile, to be worn when collected samples as necessary.
* Appropriately sized, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles and be handled and disposed of as asbestos containing material would be.
* Protective eyewear
* Hardhat or any other PPE deemed necessary for the work being performed.

**Sample Analysis**

Samples are to be submitted to a qualified laboratory for analysis to determine if the material is asbestos containing. Laboratories shall perform the analysis of the samples in accordance with WorkSafeBC regulation and guidelines.

**SAFE WORK PROCEDURE**

The following steps are the components of the bulk sample survey conducted for the premises. These procedures are also to be used to collect additional samples for specific projects or additional sampling, should they be required.

**Preparation of Work Area**

* All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.
* To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.
* All persons working in the immediate area of the sampling will be informed as to the nature of the work being carried out and suitable precautions will be taken to prevent them from being exposed to airborne asbestos fibres.
* The material should be sampled when the area is not in use. Only persons needed for sampling should be present in the immediate area.
* Ensure appropriate PPE necessary to perform the sampling

**Collecting Sample for Analysis**

* The use of a respirator during sampling is normally required, since significant amounts of airborne fibres can be generated during sampling of deteriorating materials. Put on and fit-check your respirator.
* Put on disposable Tyvek coveralls and booties, where deemed necessary. The coveralls should be placed over the respirators straps for proper coverage and decontamination.
* Where necessary place the polyethylene drop sheet on the floor beneath the location where the sample will be collected. Purpose is to reduce contamination of the surrounding area from collecting the sample and to ease clean-up of the work area.
* The material to be sampled must be sprayed with a light mist of water to prevent fibre release during sampling and the material must not be disturbed any more than absolutely necessary.
* Use the hand tools in a safe manner to collect the desired sample, minimizing disturbance of the material and collecting the minimum necessary for laboratory analysis.
* A representative sample shall be taken from within the suspect material by penetrating the entire depth of the material. One sample should be taken from each different floor or area of material of different appearance. Mechanical insulation must be sampled on all straight runs, elbows and fittings on piping as well as from tanks, vessels and furnaces.
* Place the collected sample in a new, clean sample bag and seal it to prevent exposure to potential asbestos dust and fibres. After performing the clean-up the bag should be properly labelled.
* Use duct tape or other effective means to properly seal the building materials where the sample was collected from to prevent exposure from the damage material.

**Clean-up of Work Area**

* If dust or pieces of material break off during sampling, the contaminated area must be cleaned up with a vacuum cleaner equipped with a High Efficiency Particulate Aerosol (HEPA) Filter or by wet wiping. Small amounts of material must be placed in plastic Ziploc bags, labelled, sealed and disposed of as asbestos waste, using the approved waste disposal procedure.
* Decontaminate each hand tool after collecting a sample to prevent cross-contamination between samples and to keep other tools clean. Use the respiratory disposable cleaning towelette to wipe the tools.
* If worn, properly remove disposable coveralls, hood/hat and boots/booties, and gloves and place them in designated waste bag for proper disposal.
* Clean respirator as necessary for decontamination before removing mask.
* Label each sample bag with the collection details to identify the sample. This could include the sample #, location, material being sampled, date, etc. This will later be used to complete the laboratories chain of custody form.
* Place all contaminated cleaning materials in a designated waste bag for proper disposal.

**Note for the Asbestos Management Program**

**Documentation of Sample Results**

The results (whether positive or negative for asbestos containing) shall be documented in a readily accessible format and shall be available to building maintenance staff, contractors and any workers likely to come into contact with asbestos containing materials during the course of their work. The report shall include:

* A list of all materials containing asbestos.
* Comprehensive results of bulk sample analysis.
* Description by room number or location of all sample locations.
* A list of materials requiring prompt removal due to severe deterioration.
* A list of materials requiring minor removal or repair due to slight deterioration.

The hazard assessment report will be in the charge of the ECP Manager, who will inform all workers likely to disturb any friable materials that they contain asbestos. This will permit them to use appropriate procedures to protect both themselves and other building occupants from the release of any airborne asbestos fibres.

**Visual Re-Evaluation**

All friable materials identified in the survey shall be re-examined visually on an annual basis. The re-inspection shall be performed by either the same person who carried out the initial survey or by a technical expert. Further bulk samples will not be needed, but the re-evaluation must encompass all factors originally noted and should concentrate on any signs of deterioration, delamination or disturbance by maintenance staff, renovation or occupant activity. In the event of disturbance of friable material by water leak, structural failure or other unforeseen occurrence, all friable asbestos in the area shall be re-evaluated promptly.

Any recommendations made as a result of these annual inspections will include details regarding the nature, priority and extent of any corrective actions.

Common corrective actions are:

* Encapsulation of damaged or exposed materials.
* Encasement of damaged materials.
* Removal of damaged or exposed materials.

It is essential that maintenance procedures and contracts include information regarding the presence of asbestos containing materials. Consideration should be given to the need for protection of maintenance and service workers that may be affected by work as well as the safety of building occupants.

**Appendix “D”**

**Safe Work Procedures**

Low-risk Procedures

* 01 Maintaining asbestos containing floor tiles
* 02 Removing One asbestos containing floor tile
* 03 Installing a Screw, Nail, or Hanger on Drywall that contains Painted Asbestos-containing Filler
* 04 Repairs to Drywall with Asbestos Containing Filler
* 05 Moving Bagged and Sealed Asbestos Waste
* 06 Removal/Fastening of Switch Cover Plates

Moderate Risk Procedures

* 07 Drilling of Asbestos-Containing Walls and Ceiling
* 08 Patching of Asbestos-Containing Drywall
* 09 Cutting of Asbestos-Containing Walls or Ceilings
* 10 Patch Repair and Clean-up of Friable Asbestos Containing Mechanical Insulation or Insulating Cements
* 11 Removal of Asbestos-Containing Ceiling Tiles
* 12 Removal of Asbestos-Containing Floor Tiles
* 13 Removal of Asbestos-Containing Paper and Fibreboard

14 Clean-up of Minor Amounts of Asbestos Containing Matter

The work is considered low risk for exposure however the maintenance of asbestos-containing floor tiles must be performed very carefully in order to avoid causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe maintenance of asbestos-containing floor tiles.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Approved floor sealed, strippers, and wax to complete the work.

(MSDS sheets should be available for workers)

* Variable speed floor machine.
* Supply of low-abrasive floor pads.
* Wet-Vac filtration vacuum system..
* Scrapers, mop, bucket, rags, sponges or other equipment required to perform the job.

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon.

* Gloves.
* Protective eyewear.
* Anti-slip, oil resistant footwear.
* Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.

**Floor Stripping Operations**

* When stripping floors becomes necessary, the machine used for stripping the finish should be equipped with the least-abrasive pad as possible (black pads are usually the most-abrasive and the white pads the least-abrasive). Consult with your floor tile and floor finish product manufacturer for recommendations on which pad to use on a particular floor covering. Incorporate the manufacturer's recommendations into your floor maintenance work procedures.
* The machine used to remove the wax or finish coat should be run at a low rate of speed (i.e., ranging between 175-300 rpm) during the stripping operation. There is a direct correlation between machine speeds and the release of asbestos fibers from asbestos containing floor coverings. The higher the machine speed the greater the probability of asbestos fibre release.
* Never perform dry stripping. Always strip floors while wet. Do not operate a floor machine with an abrasive pad on unwaxed or unfinished floor containing-asbestos materials. Consult with floor tile and floor finish product manufacturers concerning specific or unique problem(s) on the maintenance of your floors.
* After stripping and before application of a high solids floor finish, the floor should be thoroughly cleaned, while wet, preferably with a Wet-Vac HEPA filtration vacuum system.

**Finishing of Vinyl Asbestos Floor Coverings**

* Prior to applying a finish coat to a vinyl asbestos floor covering, apply 2 to 3 coats of sealer.
* Continue to finish the floor with a high percentage solids finish. It is an industry recommendation to apply several thin coats of a high percentage solid finish to obtain a good sealing of the floor's surface, thereby minimizing the release of asbestos fibers during finishing work.

**Spray-Buffing Floors**

* When spray-buffing floors, always operate the floor machine at the lowest rates of speed possible and equip the floor machine with the least abrasive pad as possible. A recent EPA study indicated that spray-buffing with high-speed floor machines resulted in significantly higher airborne asbestos fibre concentrations than spray buffing with low speed machines.

**Burnishing Floors**

* When dry-burnishing floors, always operate the floor machine at the lowest rate of speed possible to accomplish the task (i.e., 1200-1750 rpm's), and equip the floor machine with the least abrasive pad as possible.

**Cleaning After Stripping & Sealing Floors**

* After stripping a floor and applying a new coat of sealer and finish, use a wet mop for routine cleaning whenever possible. When dry mopping, a petroleum-based mop treatment is not recommended for use.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered low risk for exposure however the maintenance of asbestos-containing floor tiles must be performed very carefully in order to avoid causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe maintenance of asbestos-containing floor tiles.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Non-powered hand tools, example scrapers, wire cutters, brushes, utility knifes, mops, rags and sponges required to perform the job.

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* HEPA filter equipped vacuum (Optional).
* Spray/misting bottle with amended water (soapy water), or single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon.

* Gloves.
* Protective eyewear.
* Anti-slip, oil resistant footwear.
* Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Establish a work area warning people to only enter the work area if authorized and remove people from the immediate area until the tile and floor are properly cleaned-up.

**Tile Removal**

* The asbestos-containing tile and any adjacent tiles must be handled with extreme caution **in order to not disturb and create friable asbestos material**. (Friable means material that is crumbled or powdered or can be crumbled or powdered by hand pressure.) The work area should be thoroughly wetted with amended water prior to and during the procedure, by performing misting, to control airborne fibre concentration
* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used. The tile should be removed in its entirety.
* Carefully remove floor tile using hand tools only. Once removed, place the tile in the asbestos waste receptor. Once all the waste is in the receptor, or the receptor is full, seal the receptor to prevent release of fibres. This container does not need to be labelled as it will be placed into a second labelled receptor.

**Clean-up of Work Area**

* After completion of the work, the workers will clean up dust and debris using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly.
* All materials contaminated with asbestos will be placed in sealed, impermeable, labeled disposal bags. All waste bags must be doubled with 6mil yellow or tagged ‘Asbestos Waste’.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* At the work area boundary, place the waste receptor from the work area in to a second receptor in its entirety. Twist the open end of the second bag and seal the first bag into the second.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered low risk for exposure however the installation of a fastener or hanger on walls must be performed very carefully in order to avoid causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe maintenance of asbestos-containing walls.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Hand tools necessary to perform the job.

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* Drill – manual or powered, if powered set at the lowest speed possible with screwdriver bit.
* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Spray/misting bottle with amended water (soapy water), or single use disposable respirator cleaning towelettes for cleaning tools.
* HEPA filter equipped vacuum (Optional).

**PPE Required**

PPE is only a supplemental line of protection and should not be solely relied upon.

* Gloves.
* Protective eyewear.
* Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Before you start drilling into any wall you must make sure that you are not about to make contact with electrical wiring or pipes.
* Establish a work area warning people to only enter the work area if authorized and remove people from the immediate area until the fastener or hanger is installed and area cleaned-up.

**Fastener Installation**

* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used.

**Do not drill into the wall to insert a wall plug. This will release asbestos fibre into the atmosphere.**

* If necessary, place the drop sheet under the work area to protect the flooring and catch any debris that might be released.
* Take the item that you are going to attach and select the position that you want it to be fixed. Mark on the wall the centre of screw hole.
* Double-check that you do not have any electrical wires or pipes in the wall where you want to drill
* Using a hammer and a nail punch, make a small indent in the centre of the hole where you are going to drill. This will help prevent the drill bit from slipping.
* Place the drill bit in the indent at 90 degrees to the wall. If your drill has a spirit level on it then you can use this to make sure you are at the correct angle.
* Gently press the switch trigger on the drill, making sure that you keep the drill as straight as possible. Gently increase the pressure on the trigger, while gently pushing the drill bit into the wall. Continue pushing until the fastener is firmly attached to the wall.

**Clean-up of Work Area**

* After completion of the work, the workers will clean up dust, and debris from walls, ceiling and floors using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Wash any tool and equipment with soap and water or use the cleaning towelettes.
* Visually inspect the area to make sure that it has been cleaned properly.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered low risk for exposure however the maintenance of drywall walls and ceiling must be performed very carefully in order to avoid causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe maintenance of asbestos-containing floor tiles.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Hand tools necessary to perform the job.

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Spray/misting bottle with amended water (soapy water), or single use disposable respirator cleaning towelettes for cleaning tools.
* HEPA filter equipped vacuum (Optional).

**PPE Required**

PPE is only a supplemental line of protection and should not be solely relied upon.

* Gloves.
* Protective eyewear.
* Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Establish a work area warning people to only enter the work area if authorized and remove people from the immediate area until the filler is applied and the area is properly cleaned-up.

**Fastener Installation**

* The asbestos-containing drywall surface must be handled with extreme caution in order to not disturb and create friable asbestos material. (Friable means material that is crumbled or powdered or can be crumbled or powdered by hand pressure.)
* Carefully apply new filler material onto painted drywall and once dry, lightly sand making sure that there is no contact with the asbestos containing mud beneath the paint or damaged areas.
* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used.

**Clean-up of Work Area**

* After completion of the work, the workers will clean up dust, and debris from walls, ceiling and floors using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered low risk for exposure however moving properly bagged and sealed waste must be performed carefully in order to avoid breaking the bags and causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe handling of asbestos waste.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

None required for this work procedure.

**PPE Required**

* If necessary, gloves.
* Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.

**Prior to Removal**

* Prior to removing the waste, to ensure that asbestos waste is safe to handle the material must already be doubled bagged in poly bags at least 0.15 mm (0.006 in. or 6mil) thick and labeled or tagged as “ASBESTOS”.

**Transportation**

* Ensure that the Bags are not punctured during handling and transportation to the disposal site. Make prior arrangements with the appropriate authorities to deliver asbestos waste to assigned dump sites
* Inform transport drivers of precautions they must take. Transport vehicles may be required to display signs or placards specifying the nature of the cargo (see the Transport of Dangerous Goods Act).
* Ensure that disposal sites conform to provincial and municipal requirements. Check with the regional office of the British Columbia Ministry of Environment.
* If waste bags were stored on-site, after removing the waste bags visually inspect the area for debris. If any is observed, follow work procedures for cleaning up minor amounts of asbestos waste.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered low risk for exposure however the removal of switch cover plates on asbestos-containing walls must be performed carefully in order to avoid causing asbestos fibres to become airborne. These work procedures are intended to provide direction for the safe removal of the switch cover plates.

Important Information: Prior to the commencement of any asbestos related work activity, all personnel, including foreman and supervisors, must have received adequate instruction and training in the hazards of asbestos exposure and the locations of the materials.

**Risk Level**

Low Risk: A work activity that involves working with or in proximity to asbestos-containing material, if the material is not being: cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed in such a way that asbestos fibres may be released.

**Notice of Project**

The Notice of Project for Asbestos (NOPA) notification is not required for this work procedure so long as the work being performed does not involve disturbing the floor tile as identified above.

**Equipment**

* Screwdriver with appropriate screw head.

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* HEPA filter equipped vacuum (Optional).

**Personal Protective Equipment (PPE) Required**

Any other PPE deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.

**Faceplate Removal/Fastening**

* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used. The face plate should be removed carefully.
* If debris is observed behind the faceplate, use the HEPA equipped vacuum to remove the debris before continuing with the work.
* Remove/Install faceplate as required.

**Clean-up of Work Area**

* After completion of the work, the workers will clean up dust and debris using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, disturbing asbestos-containing walls, floors and ceiling must be performed carefully to protect workers and other people from airborne asbestos fibres. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Drill – manual or powered, if powered set at the lowest speed possible with drill bit, or hole cutter for holes greater than 20 mm diameter.
* Approved asbestos encapsulate complete with current MSDS sheets.
* Ladder or scaffolding to safely reach higher locations.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Protective eyewear.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* For ceiling work, it is recommended to set up a quick and easy containment area using 6mil poly barrier.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* If any heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Drilling of Asbestos Containing Wall and Ceiling**

* The asbestos-containing filler on wall and ceiling surfaces **must be drilled with caution in order to disturb and create the minimum amount of friable asbestos material.** (Friable means material that is crumbled or powdered or can be crumbled or powdered by hand pressure.)
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* The location of holes to be drilled should be misted using misting bottle to wet any asbestos debris during procedure and minimize dust while drilling the hole.
* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used.
* Drill the hole with the hose of a HEPA equipped vacuum cleaner located as close as possible to the location of the proposed hole(s). In this manner, the release of airborne asbestos fibres will be minimized. If using a variable speed drill, it must be set to low.
* Install ‘hollow wall anchors’ (or other inserts or mounting hardware) as necessary and seal the disturbed wall or ceiling area with an approved encapsulating sealant.
* If applicable, any asbestos containing waste will be placed into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, disturbing asbestos-containing walls and ceiling must be performed carefully to protect workers and other people from airborne asbestos fibres. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Approved asbestos encapsulate complete with current MSDS sheets.
* Ladder or scaffolding to safely reach higher locations.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Protective eyewear.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* For ceiling work, it is recommended to set up a quick and easy containment area using 6mil poly barrier.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Patching of Asbestos Containing Drywall**

* The asbestos-containing wall and ceiling surfaces **should be handled with care in order to disturb and create the minimum amount of friable asbestos material**. (Friable means material that is crumbled or powdered or can be crumbled or powdered by hand pressure.)
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* When patching the drywall use the misting bottle to prevent asbestos fibre exposure during the procedure.
* Carefully patch small areas at a time using hand tools only. Once repairs are complete, seal the disturbed wall or ceiling area with encapsulating sealant.
* Apply new drywall board and filler in a manner as to minimize disturbing the asbestos-containing filler on the wall or ceiling.
* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used. Avoid scraping or tool edges cutting into the filler.
* If applicable, any asbestos containing waste will be placed into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, cutting asbestos-containing walls or ceiling must be performed carefully to protect workers and other people from airborne asbestos fibres. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Approved asbestos encapsulate complete with current MSDS sheets.
* Ladder or scaffolding to safely reach higher locations.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Protective eyewear.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* For ceiling work, it is recommended to set up a quick and easy containment area using 6mil poly barrier.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Cutting of Asbestos Containing Floors, Walls and Ceilings**

* The asbestos-containing wall and ceiling surfaces **must be cut and handled with caution in order to disturb and create the minimum amount of friable asbestos material**. (Friable means material that is crumbled or powdered or can be crumbled or powdered by hand pressure.)
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* Using the misting bottle, wet the cutting area to prevent asbestos fibre exposure during the procedure.
* Use all tools in a manner as to disturb the minimum amount of asbestos fibre when being used. Avoid scraping or tool edges cutting into the filler. Power tools are not to be utilized unless they have been fitted with a HEPA filtered dust collector.
* Cut with the hose of a HEPA equipped vacuum cleaner located as close as possible to the location of the cutting. In this manner, the release of airborne asbestos fibres will be minimized.
* Seal remaining disturbed wall or ceiling edges with an approved encapsulating sealant
* Carefully patch small areas at a time using hand tools only. Once repairs are complete, seal the disturbed wall or ceiling area with encapsulating sealant.
* Apply new drywall board and filler in a manner as to minimize disturbing the asbestos-containing filler on the wall or ceiling.
* If applicable, any asbestos containing waste will be placed into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, repairing and clean-up of friable asbestos containing mechanical insulation and insulating cements must be performed carefully to protect workers and other people from airborne asbestos fibres as it is a friable material. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Approved asbestos encapsulate complete with current MSDS sheets.
* Ladder or scaffolding to safely reach higher locations.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Protective eyewear.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* For elevated work, it is recommended to set up a quick and easy containment area using 6mil poly barrier.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Patch and Repair of Asbestos Containing Mechanical Insulation**

* Prior to repairing the insulation, clean-up dust and debris in the work area by HEPA vacuum or damp mopping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Care must be taken when working near friable materials to avoid creating airborne asbestos fibres.
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* Using the misting bottle, wet the cutting area to prevent asbestos fibre exposure during the procedure.
* Damaged or exposed asbestos containing mechanical insulation will be enclosed with an approved asbestos encapsulate, in a manner which will serve to prevent the future release of asbestos fibers.
* If applying new canvas wrap, apply encapsulate to one side of the new canvas wrap before installing to the pipe. Once the new canvas wrap is applied, apply additional encapsulate to the outside of the canvas wrap.
* If applicable, any asbestos containing waste will be placed into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, removal of asbestos-containing ceiling tile must be performed carefully to protect workers and other people from airborne asbestos fibres as it is a friable material. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Ladder or scaffolding to safely reach higher locations.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Appropriate footwear.
* A full face respirator or Powered Air Purifying Respirators (PAPR) equipped with HEPA (P-100) cartridges. If removing just a few tiles, a half face respirator is acceptable and protective eyewear must be worn.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* It is recommended to set up a quick and easy containment area using 6mil poly barrier.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* Erect scaffolding or place ladder in the work area so that it is ready to use. Equipment should be in good working condition, free of defects, and when in use, level with the floor.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Removal of Asbestos-Containing Ceiling Tiles**

* Prior to repairing the insulation, clean-up dust and debris in the work area by HEPA vacuum or damp mopping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Care must be taken when working near friable materials to avoid creating airborne asbestos fibres.
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* Gently lift the ceiling tile(s) out of the T-bar grid and place it directly into a disposal bag. Use a HEPA vacuum to remove damaged, loose asbestos-containing ceiling tile materials from the suspended T-Bar ceiling grid and all related horizontal surfaces, including any light fixture, T-Bar grid and other remaining ceiling tiles left in place.
* When removing the ceiling tile use the misting bottle to prevent asbestos fibre exposure during the procedure.
* Place all ceiling tile and asbestos containing waste into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, removal of asbestos-containing floor tile must be performed cautiously to protect workers and other people from airborne asbestos fibres. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Protective eyewear.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* Use disposable Polyethylene drop sheets to cover furniture, appliances, fixtures, or whatever remains in or near the work area that needs to be isolated.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Removal of Asbestos-Containing Floor Tiles**

* Prior to repairing the insulation, clean-up dust and debris in the work area by HEPA vacuum or damp mopping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* Floor tiles are easiest to remove when they are wetted and allowed to sit in a wet condition for considerable period of time as the adhesive releases from the substrate.

**Warning: Due not flood floor and cause water damage to building or floors below.**

* Remove floor tiles be prying loose or or remove utilizing hand tools only. No power tools or mechanical floor scrapers shall be used.
* While removing the floor tiles use the misting bottle to prevent asbestos fibre exposure and dust to be developed during the procedure.
* Try to avoid breaking the tiles during the removal process as fibres will be released when the tiles are broken. Where floor tiles are present under carpeting, the removal of the carpet may also pull-up the tiles. If this occurs, the carpet should be cut into strips using a carpet knife, and rolled up with the tiles. Both the carpeting and tiles will be considered asbestos waste.
* Place all floor tile and asbestos containing waste into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, removal of asbestos-containing paper and fibreboard must be performed carefully to protect workers and other people from airborne asbestos fibres as it is a friable material. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Ladder or scaffolding to safely reach higher locations if necessary.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* Approved asbestos encapsulate complete with current MSDS sheets
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (Hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are to remain in the work area. Bare non-permeable floors need not be covered.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Removal of Asbestos-Containing Paper and Fibreboard**

* Prior to repairing the insulation, clean-up dust and debris in the work area by HEPA vacuum or damp mopping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Care must be taken when working near friable materials to avoid creating airborne asbestos fibres.
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* Gently remove the paper and fibreboard, maintaining the material in a damp condition. Place material directly into a disposal bag.
* The HEPA vacuum shall be in continuous use where the material is being removed. Periodically remove dust and debris in the work area.
* Place the paper and fibreboard, and other asbestos containing waste into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.
* HEPA vacuum or damp wipe all surfaces from which the paper and/or fibreboard has been removed and clean the surfaces.
* Apply asbestos encapsulate to the cleaned surfaces where the material was removed.

**Clean-up of Work Area**

* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Visually inspect the area to make sure that it has been cleaned properly. Clearance air sampling is not normally required.
* Drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.

**Emergency Containing Procedures**

Special precautions will be required in order to minimize the spread of asbestos fibers in the event of an inadvertent disturbance or deterioration of asbestos containing materials. In the event of a fiber release incident the following procedures are to be observed:

* Do not attempt to clean-up the asbestos containing material unless you are appropriately trained and have the necessary equipment and tools for following the moderate-risk work procedures for cleanup of minor amounts of asbestos material.
* Isolate the area from the rest of the building and other occupants by closing doors and/or creating barriers to restrict access.
* Post warning signs at all conceivable entrances to the area to prevent unprotected personnel from inadvertently entering the area.
* Where applicable, all heating, cooling and air conditioning systems (HVAC) components that are in, supply, or pass through the area must be shut down or isolated. All intake and exhaust vents in the area should be sealed with polyethylene and tape.

The work is considered moderate risk for exposure, removal of asbestos-containing paper and fibreboard must be performed carefully to protect workers and other people from airborne asbestos fibres as it is a friable material. These work procedures are intended to provide direction for the safe removal and disposal of asbestos materials.

**Important Information**

Prior to any work where the disturbing, patching or minor repair of asbestos-containing materials is requited, the exposure control plan manager is to be informed of the specific work activities to ensure that asbestos inventories are consulted and the appropriate Notice of Project is submitted to WorkSafeBC.

All personnel, including foreman and supervisors, must have received adequate education and training in the hazards and controls required to perform the work and prevent asbestos exposure.

**Risk Level**

Moderate Risk: A work activity that involves asbestos-containing material being cut, sanded, drilled, broken, ground down, or otherwise fragmented or disturbed such that the asbestos-containing material may release airborne asbestos fibres.

**Notice of Project**

Submit the Notice of Project for Asbestos (NOPA) to WorkSafeBC a minimum of **48 hours** prior to the work starting. WorkSafeBC will require a copy of the hazardous material report and work procedures to be included with the NOPA submission.

If this is part of an emergency clean-up or repair, perform the work immediately to keep the work place safe and file the NOPA on the next business day.

A copy of the NOA, exposure control plan, and work procedures must be available at the work site at all times while the asbestos abatement activities are in progress.

**Equipment**

A sufficient amount of the following items must be available prior to commencing this procedure.

* Disposable Polyethylene drop sheeting (minimum thickness 6-mil, [0.15mm]).
* Acceptable asbestos waste receptors consisting of two separate, impermeable container’s (e.g. two 6-mil (0.15mm) thick polyethylene disposal bags). The outer container will bear a pre-printed, or be tagged “Asbestos Waste”.
* Hand tools necessary to perform the job (i.e. scrapers, wire cutters, utility knives, hand/drywall saws, rags, sponges, etc).

**All tools required to perform the work should be used in a manner to not disturb the asbestos.**

* “Caution Asbestos”, signs and barrier tape.
* Duct Tape
* Ladder or scaffolding to safely reach higher locations if necessary.
* Spray/misting bottle with amended water (soapy water).
* HEPA filter equipped vacuum.
* Soap and water for decontamination
* Approved asbestos encapsulate, if necessary, complete with current MSDS sheets
* If desired, single use disposable respirator cleaning towelettes for cleaning tools.

**Personal Protective Equipment (PPE) Required**

PPE is only a supplemental line of protection and should not be solely relied upon. The controls covered in the safe work procedure must also be used to minimize airborne asbestos exposure.

* Appropriate, impermeable, full-body coveralls, hood/hat and boots/booties. Coveralls must be designed to fit snugly at the neck, wrists and ankles.
* Appropriate footwear.
* A full or half face respirator equipped with HEPA (P-100) cartridges.

All personnel must be trained in the maintenance, use and limitations of their respirators. Personnel are required to be fit tested on their respirators and must perform positive and negative field fit-tests each time a respirator is worn, prior to its use.

To satisfy Sect 8.39(2) of the OHS Regulation, a worker required to wear a respirator which requires an effective seal with the face for proper functioning must be clean shaven where the respirator seals with the face.

* Any other PPE (protective eyewear, hardhat, gloves, etc.) deemed necessary for the work being performed.

**SAFE WORK PROCEDURE**

The following steps are components for performing the work safely.

**Preparation of Work Area**

* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures.
* Prior to the commencement of any work, a wash-up station will be established at the perimeter of the work area. The wash-up station will consist of a receptacle of water, soap, sponges and towels, to allow worker(s) to decontaminate upon exit from the work area.
* Clearly mark the boundary of the work area by placement of appropriate warning signs and or barricades warning people to only enter the work area if authorized. Asbestos warning signs are to be posted sufficiently far enough away from all approaches to the work area to permit workers to read the signs and take the necessary protective measures.
* Use disposable Polyethylene drop sheets to cover carpets, stationary objects, and any other fixtures that are in the work area. Bare non-permeable floors need not be covered.
* If any heating, venting, and air conditioning systems (HVAC) components that are in, supply, or pass through the area, if practicable they must be shut down or isolated. All Intake and exhaust vents in the area should be sealed with polyethylene and tape.
* All worker(s) and authorized visitors must, prior to entering the work area, must put on half face air purifying respirators and clean disposable coveralls with integral head covering and foot covering.
* Identify any other hazards or risks that may in the area. If any other hazards are identified, take steps to remove or eliminate the risk or hazard, or reduce the risk or control the hazard through the use of other safe work procedures (i.e. lockout, fall protection).

**WARNING: Prior to the start of any work, ensure any persons in the immediate area are informed of the nature of the work and suitable precautions are used to ensure that they are not exposed to asbestos fibers.**

**Clean-up of Asbestos-Containing Materials**

* Use a misting bottle to wet the asbestos debris and immediate area around the debris to dampen any dust and prevent airborne asbestos fibres.
* Cover any electrical components with duct tape or polyethylene sheeting to protect against misting.
* If necessary, use drop sheets to isolate the area while the debris and material is being cleaned and corrected.
* Frequently during the work and immediately after completion of the work, the workers will clean up dust, and debris from the walls, ceiling and floor using a HEPA filter equipped vacuum or by damp wiping.

**Do not use compressed air or dry sweeping to clean up or remove dust from any surface.**

* Care must be taken when working near friable materials to avoid creating airborne asbestos fibres.
* Place any debris or material as asbestos containing waste into 6mil poly bags and set aside. Once all waste is placed in the bag, seal it to prevent release of fibres by twisting the open end and duct taping the bag closed. This bag does not need to be labelled as it will be placed into a second labelled bag.
* If necessary, apply asbestos encapsulate to the cleaned surfaces where the material was damaged and/or removed.

**Clean-up of Work Area**

* Any drop sheets will be treated as asbestos waste and will be wetted and folded to contain dust and then placed into 6mil poly bags and set aside.
* Thoroughly wash all tools and equipment with soap and water or use the cleaning towelettes.
* Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. All disposable clothing must be left in the work area and subsequently will be disposed of as contaminated waste.
* At the work area boundary, place the waste bag from the work area in to a second waste bag in its entirety. Twist the open end of the second bag and seal the first bag into the second. This bag must be labelled or tagged ‘Asbestos Waste’.
* Before removing their respirator, workers will immediately wash hands, exposed portions of their face, and the exterior of their respirator, taking care not to wet the HEPA filter medium. After decontaminating properly, workers will then exit the work area. When the respirator is removed the rest of their face will be washed. Duct tape will be used to completely seal the inlet side of the respirator HEPA filters, or if the filters are clogged or wet they will be disposed of as asbestos contaminated waste.
* Remove double-bagged and sealed waste from the work area and transfer to the designated asbestos holding area for eventual transport and disposal at an approved hazardous materials landfill site.
* Small amounts of appropriately bagged asbestos containing materials may be stored on sites in a secure and labeled container. Arrangements will then be made to have this container transported to, and disposed of, at an approved landfill site, in accordance with BC Ministry of Environment, Lands and Parks regulations, and Transportation of Dangerous Goods (TDG) Legislation. The transporter of the waste may require the Owner’s BCG# which is provided by the Ministry of Environment.