



Asbestos Management Program and Asbestos Exposure Control Plan

PURPOSE AND SCOPE

School District 20 is committed to protecting employee's students, contractors, as well as students, parents, volunteers and other members of the public. The Asbestos Management Program and Asbestos Exposure Control Plan (AMP/A CEP) provides information and procedures for the management of Asbestos in School District 20. This AMP/A CEP has been developed to incorporate education, training and safe work procedures to protect individuals from exposure to asbestos containing materials. This applies to all locations owned by School District 20. This document provides guidance and resources to control the disturbance of Asbestos containing materials during demolition, renovations, alternations, maintenance, repair or other activities. We commit to being diligent in our efforts to select the most effective controls, and to ensure that industry best practices, as described in this AMP/A CEP, are followed at our work places.

REGULATORY RESOURCES

- WorkSafeBC, Workers Compensation Act
- WorkSafeBC Occupational Health and Safety Regulations and Guidelines
- Safe Work Practices for Handling Asbestos, WorkSafeBC
- Hazardous Waste Regulation, BC Ministry of Environment
- Transportation of Dangerous Goods Act
- Transportation of Dangerous Goods Regulations

ASBESTOS HEALTH HAZARDS

Asbestos is a naturally occurring material once used widely in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However, when asbestos is inhaled, it can be harmful and lead to:

- **Asbestosis** is a chronic lung disease resulting from prolonged exposure to asbestos fibres. The fibres gradually cause the lung to become scarred and stiff.
- **Lung Cancer** may be caused by fibres in the lung.
- **Mesothelioma** This is a rare but aggressive, malignant form of cancer affecting the lining of the chest and/or abdomen.
- **Pleural Thickening may develop after heavy asbestos exposure.** The lining of the lung pleura thickens and swells, causing a shortness of breath and discomfort in the chest.
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Time lapse before the disease becomes evident may be 20-40 years. Workers who smoke have a 10-15 times greater risk of lung cancer from asbestos exposure than workers who do not smoke. The high strength, flexibility, heat and chemical resistance, and frictional properties of asbestos led to its widespread use in electrical insulation, high strength asbestos cement products, pipe covering, floor tiling and asphalt. A good measure of the hazard posed by asbestos is its friability - the ease with which it can be crumbled or pulverized. Products with "bound" asbestos do not pose a hazard unless they are cut, sawn, ground or sanded.

Occupational Exposure Limit



The 8-hour exposure limit for asbestos established by WorkSafeBC is 0.1 fibres per millilitre of air (f/ml). Asbestos is a confirmed human carcinogen (causes cancer) and has also designated as an “ALARA” substance by WorkSafeBC which means that exposures to Asbestos must be kept to levels that are **As Low As Reasonably Achievable**. This means that every reasonable effort must be taken to further reduce exposures below the 8-hour exposure limit of 0.1 fibres per millilitre of air.

Where shifts are longer than 8 hours, the OEL of 0.1 fibres per millilitre of air must be **reduced** by the factors in the table below:

Types of Asbestos

- **Chrysotile** (white asbestos) is the most commonly used form of asbestos. It is found in 90-95% of Asbestos containing materials. It belongs to the serpentine family. The fibres are curly and comprised of sheets of crystals. Chrysotile is found in products such as: Gaskets, Brake lining, Cement, Joint compound, Insulation, Brake pads.
 - **Amosite** (brown Asbestos) was used in sprayed coatings, heat insulation products and cement products which require greater strength.
 - **Crocidolite** (blue asbestos) is rarely found in BC. It was used prior to 1973 in sprayed coatings on structural steelwork, for fire protection
- *Other ACM found in schools are noted in Section 5.1*

ROLES AND RESPONSIBILITIES

The Employer

The Director of Operations (or designate), in close coordination with the Manager of Health & Safety (or designate), is responsible for:

- Ensuring that Asbestos inventory are completed for all buildings in the district.
- Maintaining the asbestos inventory System as the primary source of asbestos identification in the district.
- Implementing controls to eliminate or reduce exposure to asbestos-containing materials.
- Providing employees with appropriate personal protective equipment.
- Hiring qualified asbestos abatement contractors and environmental consultants for all asbestos work, including capital and maintenance projects that could lead to worker exposure.
- Authorizing contractors to work on building materials at asbestos sites, or denying such permission pending asbestos abatement work.
- Coordinating environmental consultants and hazardous materials contractors, where ACM must be disturbed.
- Communicating asbestos hazards to contractors.
- Ensuring that school-based employees with a potential exposure risk receive education and training on asbestos-containing materials and on the exposure control plan.
- Authorizing contractors to work on building materials at asbestos sites, or denying such permission pending asbestos abatement work.



The Manager of Safety and Wellness/Asbestos Management Program coordinator (or designate), in close coordination with the Director of Facilities (or designate), is responsible for:

- Appointing a Coordinator (Qualified Person) to administer and monitor the Asbestos Management Program.
- Annually reviewing the Asbestos management program and exposure control plan and update as appropriate.
- Ensuring that District employees with a potential exposure risk receive education and training on asbestos-containing materials and on the exposure control plan.
- Ensuring that records are maintained.
- Ensuring that school-based employees with a potential exposure risk receive education and training on asbestos-containing materials and on the exposure control plan.
- Arranging for annual inspections of asbestos containing materials, and ensuring that damaged ACM identified in these inspections is cleaned up, encapsulated or removed.
- Conducting risk identification and assessment of employee's potential exposure to asbestos.
- Communicating the nature of all asbestos work to the site Administrator/manager/supervisor.
- Ensuring that a WorkSafeBC Notice of Project (NOP) and asbestos risk assessment are posted within timelines that comply with WorkSafeBC Regulations for all asbestos work.
- Aiding in interpreting the information in the asbestos binder to District Facilities staff
- Report exposures to WorkSafe BC and investigate all exposures.
- Conducting risk identification and assessment of employee's potential exposure to asbestos.
- Communicating the nature of all asbestos work to the site administrator/manager/supervisor.
- Communicate concerns with the Director of Operations

Supervisors are responsible for:

- Ensuring the health and safety of employees under their direct supervision by providing information, instruction, training and supervision necessary to carry out work safely for themselves and others at the workplace.
- Following the written Safe Work Procedures contained in Appendix "B" of this Asbestos Management Program.
- Prohibiting work that disturbs building materials at asbestos-containing sites without prior approval of the Asbestos Management Program Coordinator (Director of Operations).
- Ensuring that employees with a potential exposure risk follow safe work practices in accordance with the written Safe Work Procedures contained in Appendix "B" of this Asbestos Management Program.
- Reporting and investigating exposure incidents with the Manager of Safety and Wellness.
- Sharing the information about asbestos work at the site with the site Health & Safety Committee and with staff as part of the regular Health & Safety items on staff meeting agendas.

Employees are responsible for:

- Following the written work procedures included in or referenced in this program document.



- Attending and participating in education or training opportunities regarding asbestos and this district's Asbestos Management Program.
- Reporting all signs of damaged/disturbed asbestos-containing materials.

Site-Based Health & Safety Committees are responsible for

- Monitoring the condition of asbestos-containing material during formal planned workplace health and safety inspections. (NOTE: the committees do not have primary responsibility for asbestos inspection).
- Bringing deficiencies noted during these inspections to the attention of supervisors for immediate attention.
- Consulting with employees and the employer on issues related to asbestos.

RISK IDENTIFICATION, ASSESSMENTS AND CONTROLS

- (a) A qualified person must conduct the ACM in the inventory before the materials are disturbed, repaired or removed. The Risk Assessment is to determine the risk to the employees who may come in to contact with Asbestos Containing Material. This includes determining the condition of the ACM and classifying the level or risk for the work activities.
- (b) Asbestos-Containing Materials Risk Assessment and Hazardous Material Inventories have been completed by Peak Environmental, and updated in 2017 for the following locations:
 - McClean Annex
 - Waneta Maintenance Complex
 - Fruitvale
 - JL Webster
 - Glenmerry
 - RSS
 - SHSS
 - JL Crowe
 - Kinnaird Elementary
 - Twin Rivers
 - Castlegar Primary
 - Warfield Shop
 - Kootenay Columbia Learning Center-Castlegar
 - Kootenay Columbia Learning Center-Trail
 - Robson Elementary

The following is a brief summary of the ACM present in these locations:

- Exterior peg board soffit
- Furnishings
- Electrical insulation
- Vermiculite
- Roofing materials
- Window putty



- Drywall taping compound
- Cement board
- Sanitary pipe joint packing materials
- Segmented boiler packing materials
- Pipe flange gaskets
- Mastic undercoating
- Exterior Stucco
- Mechanical duct Mastic
- Plaster
- Vinyl Flooring
- Mastic pucks on Ceiling tiles
- Incandescent light pads
- Glass motor block
- Woven vibration dampener

c) All Asbestos Containing Materials are/have been labeled in the doorways to identify containing materials.

d) Ongoing Assessments and Inspections:

- The binder of the asbestos containing materials (ACM) is reviewed annually.
- The District Asbestos Coordinator and/or an independent consultant will perform all inspections required. A report provided to the Operations Department/ Manager of Safety and Wellness. Inspection checklists (Appendix C) are provided for the inspection of the ACM of each site. These must be completed and filed with the Manager of Safety and Wellness by August 31 each year.
- The report includes details about the condition of the materials, their friability, accessibility, likelihood of damage and potential for fibre release. If needed, subsequent repair or removal will be coordinated by the Director of Operations.
- If damaged ACM is discovered during the inspection, the Supervisor/Principal or Maintenance employee will follow the safe work procedure *Asbestos Release* (Appendix B), and immediately notify the District Asbestos Coordinator.
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RISK CONTROL

WorkSafeBC has classified asbestos as an ALARA substance; therefore, exposure to asbestos must be reduced to levels as low as reasonably achievable. The Asbestos Program Administrator will ensure the means of controlling exposures to asbestos by applying a hierarchy of control technologies: elimination; substitution; engineering; administrative; and PPE.

- a) All asbestos work will be conducted by qualified contractors who have agreed, in writing, to comply with all applicable WSBC Regulations, except for the low risk work that occurs when employees work adjacent to undisturbed ACM.
- b) Any work project that involves disturbing any building materials in an asbestos-containing school will require additional sampling for asbestos by the qualified consultant before the work can proceed, unless:



- i) previous sampling indicates that the material is Asbestos Containing,
 - ii) the material is too new to contain asbestos,
 - iii) the material could not reasonably be expected to contain asbestos, e.g. wood or drilling into a steel beam.
- c) If the sampling indicates that the material is not ACM, the work may proceed in the usual manner. If the sampling confirms the presence of asbestos, Then it must be reported immediately and a risk assessment conducted by a qualified person must occur
- d) No one may cut, drill into, mount items onto, remove or otherwise disturb asbestos containing materials without following all the work procedures required by WorkSafeBC. All asbestos containing sites must keep the Hazardous Materials/Asbestos Binder readily available in the main office and provide access to any employee who wishes to view it. Should an employee require more information they should contact the manager of safety and wellness.
- e) If the binder information indicates that the drywall-taping compound sampled in one area contains asbestos, all rooms that were dry walled in the same wing/area of the building where the sample was taken are to be assumed to have drywall-taping compound that contains asbestos. The same principle holds for sampling on other materials, such as ceiling tiles, vinyl sheet flooring, etc.
- f) Prior to allowing any vendor or contract service provider to do any work that disturbs or potentially disturbs any building materials that potentially contain asbestos at any of these sites contact the District Asbestos Coordinator/Director of Operations. They either will grant permission to allow the contractor or vendor to proceed or will arrange for sampling of the material in question to determine if it contains asbestos. If it is ACM, District Asbestos Coordinator/Safety and Wellness manager (or their designate) will coordinate all WorkSafeBC approved measures to eliminate the risk of releasing asbestos fibres into the air. Without exception, the contractor may not make their own arrangements for identification or removal of asbestos containing materials.

EDUCATION AND TRAINING

The District Asbestos Coordinator/Director of Operations will have the following training and qualifications:

- familiarity with the hazards and precautions required for handling and working around asbestos and asbestos-containing materials,
- thorough knowledge and understanding of the components of the AECF,
- Hold their CRSP, other equivalent designation, or Experience and education acceptable to the board.

All Operations' (Maintenance) staff will be trained in the specifics of the School District's AECF, and in the specific work procedures, they are expected to follow. New staff members will be trained at the earliest possible training session.



All other employees will have access to this document and the Asbestos Inventory. This will be located in the main office area of each location, or a similar location that is familiar to all employees. All employees will be educated on where the documents and Asbestos Inventory is located.

Employees not members of the Operations Department will be provided with information regarding the hazards of asbestos, the locations of asbestos-containing materials at their site, the necessary precautions to avoid exposure to friable asbestos, and the procedure for reporting concerns about asbestos-containing material. Education sessions will be in the form of information provided to the Site Asbestos Coordinator (Supervisor) by the District Asbestos Coordinator for presentation at a staff meeting. The sessions will be scheduled as near as possible to the start of the school year and will be part of the Start up safety package.

WRITTEN WORK PROCEDURES

The District provides the following asbestos-related work procedure to all employees. It is included in the new hire orientation, and is reviewed in the Safety Start up training in September of each year.

Documentation

The Manager of Safety and wellness will keep all related documentation for the required duration.

- a) Asbestos Containing Material (ACM) Surveys/Inventories/Analytical
- b) ACM Risk Assessments
- c) ACM inspections
- d) Training records
- e) Notice of Project Asbestos (NOPA)
- f) Air monitoring Results
- g) Clearance letters
- h) Investigations related to exposure
- i) Safe Work Practices and Procedures

REVIEW

The Asbestos Management Coordinator will ensure that an annual review of the Asbestos Management Program takes place in consultation with school district representatives including the District Health and Safety Committee.

APPENDIX 1

Glossary

Amended water	<i>Water with a wetting agent added for reducing surface tension to allow thorough wetting of ACM.</i>
Asbestos Inventory or Survey	<i>A written report that locates and describes, as far as reasonably practicable, the amount, condition, accessibility and so on of all asbestos containing materials in a building or structure or where demolition or</i>

	<i>renovations or demolition must be more detailed than an occupied building survey and include ACM that are hidden or in inaccessible areas.</i>
Asbestos Containing Material (ACM)	<p><i>a. A manufactured article or other material, other than vermiculite insulation, that would be determined to contain at least 0.5% asbestos if tested in accordance with a WorkSafeBC-approved method.</i></p> <p><i>b. Vermiculite insulation that would be determined to contain any asbestos if tested in accordance with a WorkSafeBC-approved method.</i></p>
Containment	<i>An isolation system designed to effectively contain asbestos fibre within a designated work area where asbestos-containing material is handled, removed, encapsulated or enclosed, and includes a glove bag.</i>
Decontamination	<i>An area designed to allow a person to enter and leave a containment without spreading asbestos fibre or waste material beyond the designated work area.</i>
Designated Work area	<i>An area for work with asbestos-containing material which is restricted to access by authorized persons by warning signs and by barricades, enclosures or other means of isolation, with due regard for the level of risk.</i>
Encapsulation	<i>Treatment of an asbestos-containing material or surface with a sealant which penetrates the material and binds the fibres together.</i>
Enclosure	<i>Isolation of asbestos-containing material from adjacent occupied areas in a building by physical barriers such as gyproc, plywood, or metal sheeting, to prevent the release of airborne asbestos fibres into these areas.</i>
Friable Material	<i>Asbestos-containing material that is crumbled or powdered or can be crumbled or powdered by hand pressure</i>
High risk work	<i>A work activity that involves working with or in proximity to asbestos-containing material if a high level of control is necessary in respect of that activity to prevent exposure of a worker to airborne asbestos fibre.</i>
Low risk Work	<p><i>A work activity that involves working with or in proximity to asbestos-containing material if, at the time the work activity is being carried out, both of the following apply:</i></p> <p><i>(a) the asbestos-containing material is not being</i></p> <p><i>(i) cut, sanded, drilled, broken, ground down or otherwise fragmented,</i></p> <p><i>(ii) disturbed such that the asbestos-containing material may release airborne asbestos fibre.</i></p>

	<p><i>(b) it is not necessary to use personal protective equipment or engineering controls in respect of that activity to prevent exposure of a worker to airborne asbestos fibre.</i></p>
<p>Moderate risk Work</p>	<p><i>A work activity, other than a high risk work activity, that involves working with or in proximity to asbestos-containing material if, at the time the work activity is being carried out, one or both of the following apply:</i></p> <p><i>(a) the asbestos-containing material is being</i></p> <ul style="list-style-type: none"> <i>(i) cut, sanded, drilled, broken, ground down or otherwise fragmented,</i> <i>(ii) disturbed such that the asbestos-containing material may release airborne asbestos fibre.</i> <p><i>(b) it is necessary to use personal protective equipment or engineering controls, or both, in respect of that activity to prevent exposure of a worker to airborne asbestos fibre.</i></p>
<p>Qualified Person</p>	<p><i>A person who</i></p> <p><i>(a) has knowledge of the management and control of asbestos hazards through education and training, and</i></p> <p><i>(b) has experience in the management and control of asbestos hazards.</i></p> <ul style="list-style-type: none"> <i>• G/L Certified industrial hygienist (CIH), registered occupational hygienist (ROH), certified safety professional (CSP), Canadian registered safety professional (CRSP), or professional engineer (P. Eng.), provided that the holders of these qualifications have experience in the recognition, evaluation, and control of asbestos hazards</i> <i>• A combination of experience and education/training, as described below. Note that education and training, without extensive related experience, is not sufficient.</i>
<p>HEPA Filter</p>	<p><i>In reference to air filtration, a high efficiency particulate air filter meeting the specifications of a nuclear grade filter, providing a 99.97% filtration efficiency at a 0.3 micrometre particle size.</i></p>
<p>Supervisor</p>	<p><i>A person who instructs, directs and controls workers in the performance of their duties.</i></p>
<p>Practicable</p>	<p><i>Defined in the regulation as “that which is reasonable capable of being done”.</i></p>



APPENDIX 2

SAFE WORK PROCEDURES

A qualified person through a proper risk assessment must determine the level of risk.

WORKING IN AREAS KNOWN OR SUSPECTED TO CONTAIN

ASBESTOS CONTAINING MATERIAL

Purpose:

School District 20 has identified all known areas which contain asbestos. All areas identified are marked as asbestos containing material. If these materials remain undisturbed the asbestos presents no hazard to workers. It is possible that workers may encounter areas which contain asbestos which have not already been identified. In the event a worker encounters an area where he/she suspects previously unidentified asbestos may be present he/she shall stop any work which might disturb the asbestos and inform their supervisor of the possibility of the presence of asbestos containing material. The Asbestos Coordinator, who will be responsible for ensuring an adequate assessment is made to determine if the area in question does or does not contain asbestos. If the material is identified as containing asbestos the person supervising the work to be performed will be responsible for ensuring a professional certified asbestos abatement contractor is contacted for remediation and removal of asbestos.

SCOPE:

School District employees may be required to work in areas which have compounds containing small amounts of asbestos. Primarily, this involves work in some of the older buildings which may contain caulking compounds, drywall mud, etc., which may contain small quantities of asbestos. The risk of potential exposure above the permissible concentration allowed by WSBC Regulation is minimal, given the amount of asbestos contained in such compounds. These procedures are designed to ensure that no employee is knowingly exposed to the hazards associated with asbestos.

Areas containing asbestos have been identified in all District buildings. A Hazardous Materials Binder has been developed and placed in every school.

NOTE:

The Asbestos/ Hazardous Materials Binder located at each site should be consulted **PRIOR** to work being conducted in an area where asbestos may be suspected. For example: repairing ceiling tiles, drywall walls, floor tile etc.

LOW RISK WORK ACTIVITIES



Examples:

- Installing a screw, nail or hanger to painted asbestos containing joint compound
- Sanding newly applied, non- asbestos joint compound over painted containing drywall joint compound
- Replace a single asbestos containing vinyl floor tile without breaking the tile
- Moving asbestos containing waste material that has been cleaned and double bagged.
- Removing asbestos putty from around a penetration (communication cable, electric wiring, piping)

Refer to *Safe work practices for handling Asbestos* (WorkSafeBC current version)

Personnel involved in such activities should have some knowledge of the hazards of asbestos and the location of the materials. A risk assessment must be completed based on the condition, type, friability and other variables. Supervisors must clearly identify all locations of asbestos containing materials, and ensure that all workers have been instructed in any work procedure restrictions needed to prevent contact with asbestos-containing materials.

All personnel must be instructed on these procedures, of the hazards of asbestos exposure, types of tools and PPE equipment used, respirator use, safe work procedures, work area entry and exit procedures and all safety measures associated with asbestos abatement. Daily hazard assessments, and communication meetings must be conducted to ensure changes, emergency procedures and other scopes of work are addressed. Should there be any changes or worker notices damage to material, they must stop and report to the Manager of Safety and Wellness.

1. Clearly delineate the work area with signs and/or barrier tape to identify the asbestos hazard and prevent unauthorized personnel from entering the work area. If inside a room place the banner tape at all access points to maintain critical barriers.
2. Ensure HEPA Vacuum and spray bottle with water is on hand.

MODERATE RISK ABATEMENT PROCEDURE

FOR SAMPLING POTENTIAL ACM

All personnel must be instructed on these procedures, of the hazards of asbestos exposure, types of tools and PPE equipment used, respirator use, safe work procedures, work area entry and exit procedures and all safety measures associated with asbestos abatement. Daily hazard assessments, and communication meetings must be conducted to ensure changes, emergency procedures and other scopes of work are addressed.

3. Clearly delineate the work area with signs and/or barrier tape to identify the asbestos hazard and prevent unauthorized personnel from entering the work area. If inside a room place the banner tape at all access points to maintain critical barriers.



4. Set up a wash station for the workers to decontaminate and to prevent cross contamination and exposure. This must be set up at the entrance/exit of the work area comprising of a bucket of clean water, soap, sponge/rags, and towels. Ensure there is a 6mil poly bag by the exit for contaminated equipment.
5. Ensure all electrical hazards and other hazards are identified and documented prior to commencing work.
6. Don all PPE: fiber-resistant disposable coveralls (replace if torn) with hood, elastic cuffs and disposable foot coverings or lace-less steel toed boots; hard hat; safety glasses, respiratory protection. All workers are to have current fit-tests, trained for their half masks (P100s) and be clean shaven.
7. Inspect all tools, equipment and bags/waste containers, and place inside decontamination (decon) area
8. Set up drop poly where necessary. The potential ACM samples will be placed into ziplock bags, sealed and labeled.
9. Clean up the work area by misting down the entire work area. Inspect area to ensure that no further hazards have been created.
10. Once all of the debris is removed, lightly mist the work space, HEPA vacuum and wet wipe all surfaces and final clean the area. All other hazards (nails, screws, sharps) must be removed to protect the safety of all workers.
11. Clean hand tools with a HEPA-filtered vacuum and wet-wipe.
12. Decontamination: Workers must ensure that all PPE is cleaned with HEPA vacuum or wet cloth to prevent exposure to self or other workers. Do not remove respirator until the very last step of the decontamination process - don't forget to seal filters. Coveralls, gloves, etc. must be disposed of as asbestos waste. Boots and hardhat must be cleaned thoroughly or placed in a bag labeled "Asbestos Contaminated PPE".

Refer to the current WorkSafeBC "Safe work Practices for Handling Asbestos" to verify the number of samples needed for each type of material.

EMERGENCY/ACCIDENTAL RELEASE OF ACM

In the event of an accidental release of material, which is known, or suspected to, contain asbestos the following work procedure will apply:

ADMINISTRATOR(S) AT THE SCHOOL

There may be a time where there is damage at the school or a disturbance of asbestos containing material in the walls, ceiling tiles, or flooring. In the event of such a disturbance the Administrator, or their designate, will:

- ✓ Consult the Asbestos/Hazardous Materials Binder or online database to see if the area has been identified as containing asbestos material.
- ✓ Immediately contact Operations.
- ✓ Notify staff and students to stay out of the damaged area.



MAINTENANCE STAFF

- ✓ wet down the debris with water or wet cloths
- ✓ Close door of classroom or tape off hallway etc.
- ✓ Post signage which clearly indicates that the area or material may contain asbestos and therefore **DO NOT ENTER**.
- ✓ Contact the Director of Operations/ Manager of Safety and Wellness

OPERATIONS STAFF

Upon receiving notification of a possible release of asbestos containing material at a school or work site you will:

- ✓ Consult the Hazardous Materials Binder at the school to see if the area has been identified as containing asbestos material.
- ✓ Immediately contact an Operations Supervisor, or Manager, or the Director of Operations
- ✓ Attend to the site to ensure it has been made as safe as possible prior to the arrival of the external contractor for asbestos abatement.
- ✓ Follow the procedures below.

Low risk work activities:

Examples:

- Installing a screw, nail or hanger to painted asbestos containing joint compound
- Sanding newly applied, non- asbestos joint compound over painted containing drywall joint compound
- Replace a single asbestos containing vinyl floor tile without breaking the tile
- Moving asbestos containing waste material that has been cleaned and double bagged.
- Removing asbestos putty from around a penetration (communication cable, electric wiring, piping)

Refer to *Safe work practices for handling Asbestos* (WorkSafeBC current version)

Personnel involved in such activities should have some knowledge of the hazards of asbestos and the location of the materials. A risk assessment must be completed based on the condition, type, friability and other variables. Supervisors must clearly identify all locations of asbestos containing materials, and ensure that all workers have been instructed in any work procedure restrictions needed to prevent contact with asbestos-containing materials.

Set up Work area

1. Clearly delineate the work area with signs and/or barrier tape to identify the asbestos hazard and prevent unauthorized personnel from entering the work area.
2. Set up a wash station for the workers to decontaminate and to prevent cross contamination and exposure. This must be set up at the entrance/exit of the work area comprising of a bucket of clean water, soap, sponge/rags, and towels. Ensure there is a 6mil poly bag by the exit for contaminated equipment.
3. Any air return or other HVAC opening in the area will be sealed to prevent introduction of asbestos into the ventilation system.
4. The workers involved shall ensure adequate personal protective clothing is available and used. This includes, but is not limited to, half face respirators with P100 cartridges current fit



tested, disposable or cotton overalls, eye protection, any other personal protective equipment appropriate to the work being performed and hazards encountered.

WORKING PROCEDURE:

5. Once all the debris is removed, lightly mist the area with amended water, HEPA vacuum and wet wipe all surfaces and final clean the area. All other hazards (nails, screws, sharps) must be removed to protect the safety of all workers.
6. Clean hand tools with a HEPA-filtered vacuum (seal hose ends with duct tape) and wet-wipe. Small tools that cannot be cleaned (like wire brushes) are to be disposed of as asbestos waste and double bagged before removal. Large tools that cannot be adequately cleaned are to be bagged and labelled as an asbestos contaminated tool, then transported to the next work zone or warehouse in double clear bags with asbestos labels until needed on the next project.

DECONTAMINATION:

7. Workers must ensure that all PPE is cleaned with HEPA vacuum or wet cloth to prevent exposure to self or other workers. Do not remove respirator until the very last step of the decontamination process - don't forget to seal filters. Coveralls, gloves, etc. must be disposed of as asbestos waste. Boots and hardhat must be cleaned thoroughly or placed in a bag labeled "Asbestos Contaminated PPE".

If, at any time during the process, you have concerns about the procedures, stop work immediately and request information from your supervisor, Director of Operations or Manger of Safety and Wellness.



APPENDIX 3

ANNUAL ASSESSMENT INSPECTION

This form must be completed on annual basis and should be kept on file for future reference.

School: Inspected By:			Date:	
Room or location	Material	Condition of material	Accessibility	Action required
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action



		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action



		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action
		Good, Mild damage, Moderate damage, Severe damage	Enclosed, Inaccessible, Accessible- low activity Accessible- high activity	Repair, Removal, Inspect in __ Months, No action