APPLICATION:

This work procedure shall be used only in an area where asbestos exists above the ceiling where all of the following criteria are present:

a) Access to the ceiling space is for inspection, adjustment or other purposes where no disruption of intact asbestos or fall-off is anticipated.

b) Fall-off material of unknown quantity may be on the upper surface of the tile.

c) If the work is in a corridor, it is done after hours when traffic is minimal.

PREPARATION OF WORK:

1. Schedule work when other occupants of the area are absent, or arrange for them to be relocated.

2. Remove and/or protect furnishings and other surfaces which would be difficult to clean.

3. Cover carpeting, if present, with a sheet of 6 mil. plastic at least 12 feet square, centred under the tile to be removed. Tape the plastic sheeting to prevent slippage and ease cleanup with a vacuum.

4. On hard-surface floors (vinyl tile, terrazzo, etc.) plastic sheeting may be used on the floor as above to avoid cleaning of the floor.

5. Post an asbestos warning sign at all entrances to the room in which the procedure is being used.

6. If the work is being done in a corridor, affix signs to each side of the access ladder, and demarcate the work area using a yellow tape across the corridor at least 8 feet from tile being removed.

7. Discourage unnecessary pedestrian traffic in the area.

8. Post a copy of this work procedure on one side of the access ladder.

WORK PROTECTION:

1. All workers within the work area to be dressed in disposable coveralls with head cover and approved respiratory protection. Respiratory protection must be used in accordance with the respirator policy.

WORK PROCEDURES:

1. Remove or push the tile aside carefully, minimizing the quantity of dust and other material
from the top surface of the tile being released into the room or corridor.

2. Vacuum tile supports in the area of the removed/relocated tile.

3. Vacuum the dust from cable impeding access to the ceiling space before moving it aside.

4. After completion of the inspection/adjustment carefully replace the removed/relocated tile to its original position.

CLEANUP PRACTICES:

1. Vacuum all ladder surfaces, beginning at the top of the ladder and proceeding downwards.

2. If, by accident, a piece of asbestos is dislodged and falls to the floor, it must be cleaned up with a vacuum if possible. If it is too large for this, it shall be thoroughly wetted using amended water and a spray bottle, and carefully placed in a 6 mil. of polyethylene bag.

3. Vacuum the floor area at least 12 feet square centred under the tile removed.

4. Decontaminate shoes and protective clothing by using a vacuum or by damp wiping.

5. When protective clothing or drop sheets are to be disposed of, they shall be decontaminated as above and placed in 6 mil. polyethylene bags.

6. All material for disposal to be double bagged in 6 mil. polyethylene bags, with one yellow and one clear bag sealed separately, and taken to the Support Services Building for ultimate disposal.

7. Workers shall thoroughly wash hands and face at the nearest washroom when work is complete.

GENERAL PRECAUTIONS:

1. A wetting agent shall be added to water required to be used by this work procedure to improve its capability to control the spread of asbestos dust.

2. Vacuum cleaners referred to in this work procedure are special asbestos vacuums equipped with High Efficiency Particulate Air filters.

3. No eating, drinking, or smoking is allowed in the work area.

4. Compressed air shall not be used to clean up or remove asbestos from any surface.