


POLICY: <p style="text-align: center;">MOULD REMEDIATION PROCEDURE</p>			Number: WP-45
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Lynn Logan	Classification: Work Procedure	EFFECTIVE: July 1, 2015 Supersedes: April 14, 2008
<p><u>APPLICATION:</u></p> <p>This procedure is the minimum recommended procedure to follow when working in a mould contaminated environment and for small to medium size areas (less than 9 ft²) undergoing mould remediation lasting only one day and there is no friable asbestos in the work area.</p> <p><u>TRAINING:</u></p> <p>Workers involved in mould abatement procedures shall be trained by, or have received other training assessed as sufficient by the Facilities Safety Consultant (OHS) in the following;</p> <ol style="list-style-type: none"> 1. The proper handling of hazardous materials. 2. The proper handling of hazardous moulds and the associated health risks of them as outlined in the adopted "Canadian Federal Guidelines for Mould Remediation". <p><u>PERSONAL PROTECTIVE EQUIPMENT:</u></p> <p>The following are considered the minimum acceptable level of personal protective equipment for workers performing mould abatement at Western University.</p> <ol style="list-style-type: none"> 1. Disposable mask (i.e., N95) for procedures that could create dust. 2. White disposable coveralls with an attached hood. 3. Disposable protective gloves such as nitrile or vinyl. 4. Safety glasses. Goggles if the project involves overhead work. <p><u>OCCUPANT PROTECTION:</u></p> <p>Prior to commencement of the remediation process, the occupants of the area will be notified by the FM project supervisor of the pending work activities and advised that they will need to vacate the area.</p> <ol style="list-style-type: none"> 1. The work area should be vacated and all visibly uncontaminated furniture and equipment should be removed for the duration of the project. 2. Carpeted floors and any uncontaminated furniture or equipment that cannot be removed must be covered with 6 mil poly plastic sheets. 			

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<p><u>MATERIALS AND EQUIPMENT:</u></p> <p>The following equipment is to be used for the remediation project:</p> <ol style="list-style-type: none"> 1. An approved disinfecting cleaning solution freshly mixed with water in a ratio as recommended by the manufacturer (i.e., 10% household bleach solution). 2. HEPA vacuum for cleaning any dry contaminated material. 3. Spraying equipment suitable for the size of the area to be treated. 4. Mops, pails, rags, ladders and other hand tools as needed, specific to mould removal. 5. 6 mil polyethylene plastic waste bags and rolls of duct tape to seal. 6. Portable lighting if necessary. If project area has the potential to become wet then ground fault protection is necessary for all electrical devices being used (lights, power tools). <p><u>PROCEDURES:</u></p> <ol style="list-style-type: none"> 1. Vacate work areas and rooms to be remediated and areas and rooms immediately adjacent to the remediation area. Post work area with appropriate signs such as Authorized Persons Only, Mould Exposure Hazard, Entry Restricted to Persons Wearing Personal Protective Equipment. Only individuals properly trained and protected may enter the work area until the project is completed and affected area properly cleaned up. 2. Don all Personal Protective Equipment (PPE) prior to beginning work in the area and do not remove it until leaving the area. 3. For overhead work, cover floor areas with 6 mil poly or HEPA vacuum the floor after the project. Any furniture or equipment that could not be removed shall be covered at this point. If the work is on a carpeted area it must be covered with plastic sheets. 4. Prepare sufficient disinfectant solution to only last the work day. Unused solution cannot be saved for the next day. 5. Contaminated Materials that cannot be cleaned, such as cellulose ceiling tiles, drywall, and insulation should be misted with cleaning solution, removed, bagged and sealed for disposal. 6. For porous and rough surfaces, HEPA vacuum surfaces to be cleaned. 7. Fixed hard non-porous surfaces with visible evidence of mould shall be wetted by misting with disinfecting solution and damp wiped until all visible mould is removed. Do not soak the materials but keep the area wet for at least 10 minutes before rinsing with water. 8. Thoroughly inspect the remediation area to ensure that all visible mould has been removed. 9. Upon completion of the remediation all equipment shall be damp wiped with rags wetted with the disinfecting cleaning solution or HEPA vacuumed. All disposable equipment such as rags will be bagged as waste. If the floor was not covered it must be wet mopped with disinfecting solution or HEPA vacuumed. Any plastic sheeting must be wetted by misting with disinfecting solution, carefully folded and bagged as waste. Finally all PPE must be removed and cleaned 	

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<p>with disinfected or soap and water, or disposed of as waste.</p> <p>A final inspection of the area shall be performed and any remaining dust or debris found will be HEPA vacuumed.</p> <p><u>FAN COIL UNITS CLEAN UP PROCEDURE:</u></p> <ol style="list-style-type: none"> 1. Follow steps 1 through 5 as above. 2. First use a fan coil cleaning solution such as “Coilclean” to clean the coils, after allowing the Coilclean to dry spray with the disinfecting cleaning solution. Reapply as necessary to keep the coils wet for a minimum of 10 minutes. 3. Use disinfectant soaked rags to thoroughly dampen fan coil covers and pans. These items must also remain wet for at least 10 minutes. 4. Rinse with water. 5. Dry the coils by using oil free compressed air. 6. Follow steps 8 through 10 to finish the work. <p>If excessive powdery, grey or black material is observed on the coils, dismantle them and bring back to the shop for soaking in Endbac cleaning solution.</p> <p><u>DISPOSAL:</u></p> <p>There are no special requirements for disposal of waste generated during this procedure and waste may be disposed of as regular garbage. Any leftover cleaning solution may be poured down the drain.</p> <p><u>MINOR REMOVALS:</u></p> <p>If the work area is very small such as removing a single contaminated ceiling tile or working on an appliance such as a room air conditioner or fridge, the area containment is not required. However, decontamination and PPE as set out in this procedure should still be followed only removing the mould contamination necessary to complete the task at hand. If there is any question on any necessary steps to follow contact the Facilities Safety Consultant (OHS).</p> <p><u>UNEXPECTED CONTACT WITH MOULD:</u></p> <p>If the worker makes unexpected contact with mould they should wash thoroughly at the nearest washroom before continuing with any other work. Contaminated clothing may be vacuumed with HEPA vacuum if available; otherwise, remove contaminated clothing (call for assistance if necessary). Once the worker has cleaned up, this policy shall be followed in completion of their work and the extent of the mould contamination shall be reported to FM Client Services for possible remediation by others.</p>	