

APPENDIX E

TYPE 1 ASBESTOS WORK PROCEDURES

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These procedures are to be followed by workers and contractors performing the following work at KPDSB buildings.

- Installing or removing ceiling tiles which are an ACM, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled abraded, ground, sanded or vibrated.
- Installing or removing non-friable ACM, other than ceiling tiles, if the material is installed or removed without being broken, cut drilled, abraded, ground, sanded or vibrated.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM if,
 - The material is wetted to control the spread of dust or fibres, and
 - The work is done only by means of non-powered hand-held tools.
- Removing less than one square metre of drywall in which joint-filling compounds that are ACM have been used.

These Type 1 Asbestos Procedures assume the non-friable material can be removed with relatively little loose dry dust released. Generation of debris is permissible as long as the debris can be well wetted before being removed. If the work will release more than a trivial amount of dry loose dust, do not proceed further with work. The Facilities Manager or an assigned representative will determine which of Type 1, 2 or 3 procedures are appropriate.

1. EQUIPMENT

All equipment must be on site before proceeding.

1.1 HEPA Vacuum

Use of a vacuum is optional. Wet cleaning methods may be used in place of a HEPA vacuum. If a vacuum is used, it must be equipped with a high efficiency particulate aerosol (HEPA) filter. The vacuum must only be opened to be cleaned or dislodging of blocked objects in an enclosure following Type 2 procedures. The vacuum exterior should be carefully wet cleaned after each use or after each emptying.

1.2 Respirators

Use of a respirator is mandatory for all Type 1 work. The employer will supply at the workers' request a half face respirator with P100 (HEPA) filters, with training on use and qualitative fit testing. Respirator must be used according to written use procedures provided to worker as per training procedures. Filters must be changed after 16 hours of wear or sooner if breathing resistance increases as filters become damp. No person using a respirator shall have facial hair that affects the seal between respirator and face.

1.3 Protective Clothing

Disposable protective clothing is mandatory for Type 1 work. The employer will supply at the workers request. Disposable clothing and respirator filters are to be disposed of as asbestos waste.

1.4 Other Equipment

The following equipment will also be required to perform the work.

- 6 mil polyethylene to serve as a drop sheet.
- Pump sprayer with misting nozzle or alternative method to wet material.
- Labelled yellow asbestos waste bags (6 mil) - for all asbestos waste, disposable equipment, plastic, etc.
- Small tools and cleaning supplies - e.g. scouring pads, sponges, brushes, buckets, etc.

2. OTHER PROTECTIVE MEASURES

Do not eat, drink or smoke in the work area.

Upon leaving the work area, proceed to the washroom and wash all exposed skin on hands and face.

3. SCHEDULING OF WORK

Schedule work when occupants are absent. If persons are present, do not start work.

If work is required on an emergency basis and the area is occupied, the Facilities Manager or an assigned representative is to advise occupants to vacate area until work is complete and clearance is given to return.

4. PREPARATION

Before disturbing non-friable asbestos materials, cover floor (vinyl tile excepted) and surfaces below work with polyethylene sheeting as appropriate to catch debris.

Wherever dust on a surface is likely to be disturbed, pre-clean and remove using a HEPA vacuum or damp cloth.

5. EXECUTION

5.1 Removal of Vinyl Asbestos Floor Tile

Do not use electric powered scrapers.

Wet material with amended water.

Start removal by wedging a heavy-duty scraper in seam of two adjoining tiles and gradually force edge of one tile up and away from floor. Do not break off pieces of tile, but continue to force balance of tile up.

Continue removal of tiles using hand tools, removing tiles intact wherever possible. When adhesive is spread heavily or is quite hard, it may prove easier to force scraper through tightly adhered areas by striking scraper handle with a hammer using blows of moderate force while maintaining scraper at 25° to 30° angle to floor. When even this technique cannot loosen tile, removal can be simplified by heating tile thoroughly with a hot air gun until heat penetrates through tile and softens the adhesive.

When tiles are removed, place into asbestos waste receptor. Do not break into smaller pieces.

After removal, scrape up adhesive remaining on floor with a hand scraper until only a thin smooth film remains. Where deposits are heavy or difficult to scrape, a hot air gun may be used. Deposit scrapings in the asbestos waste disposal bag. Do not dry scrape surface of adhering pieces of tile. Do not use powered electric scrapers.

On completion of removal, vacuum clean floor with HEPA vacuum or wet mop.

Dispose of the mop head as contaminated waste. Alternatively, store this and other materials that cannot be cleaned in asbestos waste bags until next use (open only inside work area.)

5.2 Installing, Cutting, or Drilling Non-Friable Asbestos Materials

Work using power tools or power equipment must not be performed as Type 1 work.

Where possible wet all materials to be disturbed. If wetting is not possible use Type 2 procedures.

Immediately place waste in asbestos waste container. Clean area frequently during work with HEPA vacuum or by wet methods.

At completion of work, clean drop sheets and dispose of as asbestos waste.

5.3 Removal of Other Non-Friable Asbestos Materials

The Type 1 procedures apply only to materials that can be removed intact, or in sections, without producing a pulverized or powdered waste. This method is most applicable to transite and small quantities of lay-in ceiling tiles.

Wet all material to be disturbed with amended water.

Undo fasteners necessary to remove material. Whenever possible remove asbestos cement panels intact. Break only if unavoidable. If broken, wet freshly exposed edges.

Where sections are adhered to the substrate, wet material and use hand scraping to remove adhering material.

Place removed material into asbestos waste receptor. Clean surrounding surfaces and asbestos work area frequently with HEPA vacuum or with wet methods (i.e. damp cloth disposed of as asbestos waste after cleaning).

Drop sheets shall be cleaned and disposed of as asbestos waste.

5.4 Waste Transport and Disposal

Place waste into asbestos labelled disposal bag, seal with tape, clean the exterior of the bag with a clean cloth, and place into a second clean bag, also to be sealed with tape.

Provide storage area for holding minor amounts of asbestos waste in sealed containers. Garbage containers shall be labelled and assigned exclusively for asbestos waste.

When waste is removed from site, collect the completed waste waybills from the disposal firm. For work performed by a contractor, the contractor will complete and provide to the Facilities Manager copies of a waste manifest. Waste generated by staff will be stored at a secure location until sufficient accumulates for a waste pick-up.