

8.2.7 Work Involving Asbestos

1. Any employee that finds material at a workplace that may contain asbestos, or changes or damage to existing asbestos-containing material, must notify their Supervisor, who in turn will report to Operations for verification of any hazards.
 2. Operations Management will decide if any remediation or removal work is required and how the work will be carried out including internal/external resources, timelines, e.g. summer break.
 3. If work is carried out internally, only trained/qualified employees will be utilized and the following provided as needed:
 - a. Personal respirators with proper hepa filters.
 - b. Protective clothing, full body disposable type coveralls (tyvek).
 - c. Drop sheets of 6 mil polyethylene and waste containers of 16 mil sealable polyethylene clear bags.
 - d. Hepa filtered vacuum
 4. Procedure for safely removing and replacing ceiling tiles containing asbestos:
 - a. Inform room occupants and ask them to leave the room during the procedure.
 - b. Move any adjacent nearby furniture or cover it with drop sheet.
 - c. Vacuum surface of ceiling tile and track with hepa filtered vacuum.
 - d. Carefully remove tile and place in a safe location. Vacuum edges and top of tile and edges of T-bar
 - e. Complete work required in ceiling space, taking care not to disturb surrounding tiles.
 - f. Carefully replace ceiling tile.
 - g. If the ceiling tile containing asbestos is damaged, place in a double polyethylene clear bag, seal the bag, label it asbestos and place it in a secure area for disposal.
 - h. Vacuum area underneath tile including floor, furniture, or drop sheet, including location where ceiling tile was placed.
 5. Procedure for replacing damaged or loose floor tiles containing asbestos:
 - a. Vacuum the loose tile, backing material, and area under the tile with the hepa vacuum – do not scrape or sand area.
 - b. Carefully re-glue the tile in place
 - c. If a floor tile is broken, remove the tile, place it in a double polyethylene clear bag, seal the bag, label it asbestos and place it in a secure area for disposal.
 - d. Replace the broken tile with a non-asbestos tile.
 - e. Do not attempt to remove floor tiles that are not loose.
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6. Procedure for drilling into asbestos containing plaster walls or ceiling:
 - a. Inform room occupants and ask them to leave the room during the procedure.
 - b. Move any adjacent furniture or cover it with drop sheet.
 - c. Start the hepa vacuum and hold the nozzle next to where the hole is to be drilled so that all dust from drilling is captured by the vacuum.
 - d. After drilling, vacuum the drill bit and the hole itself.
 - e. Vacuum the wall and adjacent floor area, furniture and drop sheet.
 - f. Fill the hole immediately with a wall anchor or other fastener.
7. Procedure for pipe insulation removal using glove bag technique:
 - a. Place tools necessary to remove insulation in tool pouch. Wrap the bag around the pipe and close zippers. Seal bag to pipe with cloth straps.
 - b. Arrange insulation in bag to obtain full capacity of bag.
 - c. Insert nozzle of spray pump into bag through valve and wash down pipe and interior of bag. Wet surface of insulation in lower section of bag.
 - d. If bag is to be removed along pipe, loosen straps, move bag, re-seal to pipe using double pull zipper to pass hangers.
 - e. To remove bag after completion of stripping with top section and tools thoroughly. Pull waste container over glove bag before removing from pipe.
 - f. After removal of bag, ensure that pipe is free of all residue. Remove residue with wet cloth.
 - g. Seal exposed surfaces of pipe and ends of insulation with plan-drying sealer to seal in any residue filters.
 - h. Glove bags must be double bagged for disposal in labeled waste bags and must be discarded when full.