

SAFE WORK INSTRUCTION

Ceiling Space Access with Asbestos-Containing Ceiling Tiles

Section:	Asbestos Management Plan	Issued By:	Environment, Health and Safety
		Issued Date:	2006.01.01
Part:	Safe Work Instruction	Revision Date:	2021.09.27
		Reviewed Date:	2021.09.27
Pages:	3	Revision #:	6
		By:	EHSP / EHS

The following ceiling space access procedure is intended for use when removing/moving known or suspect asbestos-containing ceiling tiles. This procedure is intended to facilitate ceiling space access for inspection/assessment purposes and critical repairs/work.

DEFINITIONS

- **ACM:** Asbestos-Containing Materials
- **HEPA Filter:** A high efficiency particulate air filter rated at 99.97% effective at trapping particulate greater than 3µm in size.
- **HEPA Filtered Vacuum Cleaner:** High powered vacuum equipped with a HEPA Filter. HEPA Vacuums require regular proficiency testing to ensure they are functioning properly.
- **Proficiency Testing:** A quantitative filter challenge completed by a third party to ensure a HEPA filter is properly installed in a vacuum and able to perform at its rated efficiency.
- **Vacuum Attached Tool Cowl:** Vacuum attachment that fits over a tool to ensure all dust generated by the work is captured by the vacuum.

HAZARD COMMUNICATION AND HAZARD ASSESSMENT

University of Calgary Personnel:

Some University of Calgary facilities have ceiling tiles that contain asbestos. A list of buildings with no asbestos-containing building materials can be found in the University Asbestos Management Plan. Prior to completing work in a building that has asbestos-containing materials, a work request for an asbestos assessment must be submitted to the Asbestos Management Group (AMG) through the Archibus System.

All workers must receive training in the applicable SWI from their Supervisor and complete the University online Asbestos Awareness Training.

This SWI requires the use of a fit tested half face respirator equipped with P100 particulate filters (HEPA). Prior completion of respiratory protective equipment fit testing and training, as per the University's Respiratory Protection Program is required.

If the materials that are to be impacted by the scope of work are found to be asbestos-containing, and the scope of work is deemed appropriate by the AMG, the following SWI must be followed for removing/moving ceiling tiles. Scopes of work posing a higher potential for asbestos exposure will be assigned to University of Calgary approved abatement contractors.

Contractor Personnel:

Some University of Calgary facilities have ceiling tiles that contain asbestos. Your University Representative is to provide you with asbestos-related information.

All workers must follow SWI and have completed asbestos awareness training as per their company Health and Safety Program.

This SWI requires the use of a fit tested half face respirator equipped with P100 particulate filters (HEPA). Workers must have completed respirator fit testing and training as per their company Respiratory Protection Program.

REQUIRED TOOLS & EQUIPMENT

- Eye protection
- Fit tested half-face respirator with P100 particulate filters (HEPA)
- Barriers and warning signs
- Disposable coveralls
- Polyethylene drop sheet
- HEPA filtered vacuum cleaner (proficiency tested within the last six months)
- Vacuum attached tool cowl, if applicable
- Damp cloths / wash buckets
 - One set for worker decontamination
 - One set for cleaning t-bar and/or removal of visible dust and debris

AIR MONITORING

Air monitoring will be conducted until sufficient air monitoring data related to these types of work activities have verified that use of this SWI is effective in preventing fibre release. Not adhering to the procedures included in this SWI may present a potential for exposure.

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1. Ensure occupants are not in the work area. Position barriers and warning signs in areas where access needs to be restricted until work is complete. Set up a wash bucket for worker decontamination with clean water and clean rags within the work area for worker and worker respiratory protective equipment cleaning. An additional wash bucket and rags will be used for cleaning/decontaminating the t-bar and any visible dust or debris that may be generated during the work activities.
2. Personal protective equipment must be worn consisting of eye protection, disposable coveralls, and a half-face respirator with P100 particulate filters (HEPA) to perform the work.
3. Place a polyethylene drop sheet below the work area.
4. Gently lift (do NOT force out tile) and slide back into ceiling space if possible. It is recommended that only one tile be removed at a time. If a tile is stuck or cannot be removed without damaging it, try and remove a different tile to gain ceiling access. In the event a ceiling tile is broken in the process (e.g. cannot be re-used), the broken piece of tile and associated debris should be disposed of as asbestos waste. If a stuck tile has to be moved, contact the AMG to arrange for an asbestos abatement contractor to assist by removing the stuck tile. The same applies for reinstallation of the ceiling tile.
5. Wet wipe T-bar with a damp cloth to remove visible dust and debris.

6. Upon completion of work activities:
 - a. Gently re-install the ceiling tile back to the original location.
 - b. Wet wipe/HEPA vacuum the area and polyethylene drop sheet following work activity.
 - c. Ensure the work area is free of visible dust and debris.
7. Dispose of the disposable coveralls, and cleaning rag as regular waste. The drop sheet may be discarded as regular waste or used at the next location. Dispose of any broken ceiling tiles and associated debris as asbestos waste by placing into a sealable container or 6mil polyethylene bag.
8. Before leaving the work area:
 - a. Remove half-face respirator and wipe down using the clean water and rags provided.
 - b. Wash hands, face and any other exposed skin prior leaving the work area.
9. Remove barriers and warning signs from the work area.
10. Sealable containers or 6mil polyethylene bags should be sealed and labeled as follows for disposal as asbestos waste:

CAUTION ASBESTOS WASTE
Keep Sealed
Avoid Making Dust
Breathing Asbestos Fibres May Cause Serious Bodily Harm

TRANSPORT & DISPOSAL

Asbestos waste generated as a result of activities will be disposed of by External Asbestos Abatement Contractors.

***In the event of an accidental disturbance of known or suspect ACM, work should be stopped immediately. Contact AMG or EHS during regular business hours, or Campus Security outside of regular business hours at 403.220.5333.** Information to be provided includes details of the nature of the incident, location, material that was impacted, name, and contact number. Access to the affected area should be restricted and any other workers/occupants in the area asked to leave.