SAFE WORK INSTRUCTION
Minor Repair of Walls or Ceilings with Asbestos-Containing Drywall Joint Compound or Plaster Finishes

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The following safe work instructions (SWI) are for minor repair, including patching, sanding, and painting on walls and ceilings with asbestos-containing drywall joint compound or plaster finishes. This may include the removal of small areas of asbestos-containing damaged drywall joint compound or plaster prior to repair activities.

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:

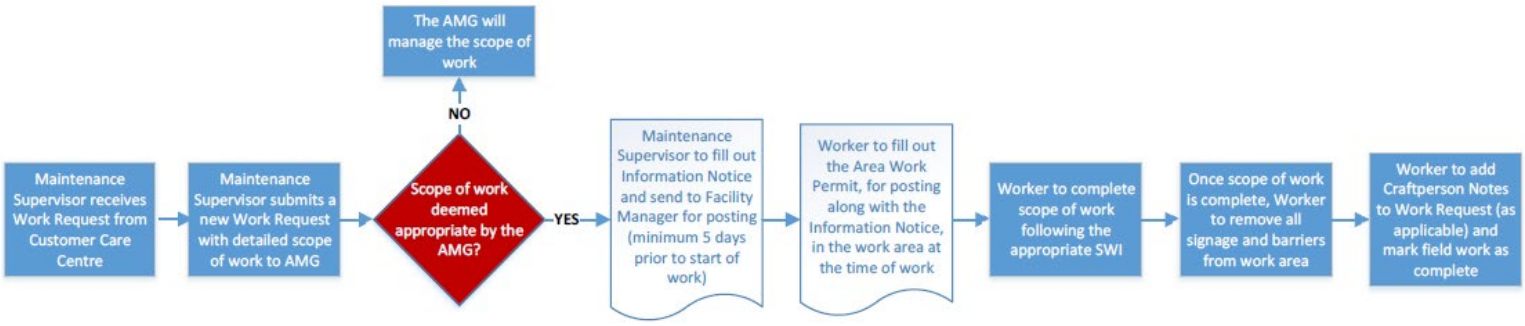
Some University of Calgary facilities have drywall joint compound and plaster finishes that contain asbestos. A list of buildings with no asbestos-containing building materials can be found in the University Asbestos Management Plan. Prior to completing work in a building that has asbestos-containing 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 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 repaired, patched, sanded or painted are found to be asbestos-containing, and the scope of work is deemed appropriate by the AMG, the following SWI must be followed. Scopes of work posing a higher potential for asbestos exposure will be assigned to University of Calgary approved abatement contractors.

If determined by AMG that work can be safely completed by following the SWI, it is the intent of the University to inform building occupants of any type of asbestos-related activities prior to the work being started. Communication to building occupants would come from the Facility Managers and include a NOW (notice of work) sent through University mailman lists. The Facility Manager is required to provide the staff member assigned to complete the work with: an area work permit, a NOW and materials to create the appropriate barrier. These forms are to be posted on entrances leading into the work space by the person completing the work prior to the work being started, and removed once the work is completed.



Contractor Personnel:

Some University of Calgary facilities have building materials which 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
- HEPA filtered vacuum cleaner (proficiency tested within the last six months)
- Vacuum attached tool cowl, as needed
- Damp cloths / wash buckets
    - One set for worker decontamination
    - One set for cleaning and/or removal of visible dust and debris
- Polyethylene drop sheet
- Sandpaper or sand sponges

AIR MONITORING

The University of Calgary has gathered substantial air monitoring data related to these types of work activities and have determined that the use of these procedures is effective in preventing fibre release. Not adhering to the procedures included in this SWI may present a potential for exposure.

SAFE WORK INSTRUCTION

1. Position barriers and warning signs in areas where access needs to be restricted until work is complete. Ensure occupants are not in the immediate work area. 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 and/or removal of visible dust and debris that may be generated during the work activities.

2. Appropriate eye protection, and a half-face respirator with P100 particulate filters (HEPA) must be worn during work activities.

3. Place a polyethylene drop sheet below the work area.

4. Turn on the HEPA vacuum cleaner and attach to tool cowl or hold in the work area for the duration of the work. A secondary worker may be needed to assist.

5. Trim any materials to create a smooth surface directly into the HEPA vacuum.

6. Remove nails, screws, or other materials as required while holding HEPA vacuum beside the screw or nail, or using a vacuum attached tool cowl on the drill during the removal of the screws.

7. Manually patch over small holes or imperfections and allow patching to dry.

8. Once dry, manually light sand patched area and wet wipe with a damp rag. A vacuum attached tool cowl may also be used.

9. Upon completion of repair activities:
    a. Wet wipe/HEPA vacuum the area and polyethylene drop sheet following repair activities to ensure the work area is free of visible dust and debris.
    b. Remove the drop sheet, put away all tools and review the area to ensure the work area is free of visible dust and debris, clean with HEPA vacuum and/or cleaning rag as necessary. Cleaning rags may be discarded as regular waste.
    c. The drop sheet may be discarded as regular waste or used at the next location.

10. Paint as per standard painting protocol.

11. 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. Cleaning rags may be discarded as regular waste.

12. Remove barriers and warning signs from the work area.

*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.