

SAFE WORK INSTRUCTION

Working in Proximity to Known or Suspect Asbestos-Containing Materials

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The following safe work instructions (SWI) are for work activities in proximity to known or suspect asbestos-containing materials (ACM).

DEFINITIONS

- **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.

HAZARD COMMUNICATION AND HAZARD ASSESSMENT

University of Calgary Personnel:

Some University of Calgary facilities have building materials which contain asbestos. A list of buildings with no asbestos-containing building materials can be found in the 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 may require 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.

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 may require 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

- Fit tested half-face respirator with P100 particulate filters (HEPA), if applicable
- Coveralls, if applicable
- HEPA filtered vacuum cleaner (proficiency tested within the last six months), if applicable
- Spray bottle, if applicable
- Damp cloths / wash buckets, if applicable
 - One set for worker decontamination
 - One set for cleaning and/or removal of visible dust and debris

SAFE WORK INSTRUCTION

Close proximity means being able to physically touch or potentially disturb ACM.

1. Visually inspect the work area to ensure no materials known or suspected to contain asbestos are damaged. If damaged known or suspect ACM are identified, stop work and contact the AMG at asbestos@ucalgary.ca or Environment, Health and Safety (EHS) at 403.220.6345 to initiate an assessment.
2. If environmental conditions are high in airborne particulate matter (e.g. ceiling spaces, crawl spaces, maintenance areas, etc.), coveralls and a half-face respirator with P100 particulate filters (HEPA) should be used. Strive to minimize dust levels and disturbance by HEPA vacuuming or wiping up any suspect ACM debris and misting the air and/or material to be impacted.
3. If no damaged materials are identified, proceed with the required work. Exercise caution at all times when working in close proximity to ACM. Immediately HEPA vacuum up any debris generated by the work.
4. Once work is completed, inspect the work area and ensure the area is free of visible dust and debris.
5. If a half-face respirator is required, a wash station should be setup near the work area. The wash station will include a bucket of clean water and clean rags for workers to wipe down their respirator and any exposed skin (i.e. face, hands, etc.) prior to leaving the work area. Cleaning rags may be disposed of as regular waste.

***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.