



Safe Work Practice (SWP)

Name of Task: Working with Asbestos (Class 1 Activity)	
Department/Unit: Maintenance, All staff who may work with Asbestos	
Personal Protective Equipment or other required equipment or other safety considerations: Respirators suitable for asbestos handling, Gloves and protective clothing depending on the task to be performed. Appropriate hearing and eye protection. Materials as outlined in the SWP.	
Hazards: Exposure to asbestos fibers, injury specific to the task being performed	
Required Training	Class 1 asbestos abatement training. Equipment specific training depending on the tools being used.
Steps to be taken to complete task safely:	
1	For the purposes of this <i>SWP</i> , operations under Class 1 are: <ul style="list-style-type: none">a) the installation or removal of manufactured products containing asbestos, including products such as vinyl or acoustic tiles, gaskets, seals, packing, friction products, or asbestos cement products.b) the cutting, drilling or shaping of a product mentioned in paragraph (a) by the use of hand operated tools or low speed electric drills.c) the use of power tools having a dust collection device equipped with a HEPA filter to cut, grind, or abrade a product mentioned in paragraph (a).d) the removal of drywall where asbestos joint-filling compounds have been used.e) the opening of ceiling tiles (asbestos containing) for inspection purposes.f) the clean-up of small quantities of friable asbestos debris that has detached from insulation.
2	Before beginning Class 1 operations work, visible dust is removed with a damp cloth or a vacuum equipped with a HEPA filter, from any surface in the work area, including the surface to be worked on, if the dust on that surface is likely to be disturbed or damaged.
3	The spread of asbestos dust from the immediate work area is controlled by measures appropriate to the work to be done, including the use of drop sheets of polyethylene or other suitable material.
4	In the case of an operation mentioned in Section 1 (b), (c) or (d), the product is to be wetted, unless wetting creates a hazard or causes damage.
5	Frequently and at regular intervals during the work and immediately upon completion of the work: <ul style="list-style-type: none">a) dust and waste containing asbestos is to be cleaned up and removed using a vacuum equipped with a HEPA filter, or by damp mopping.b) (ii) drop sheets that will be re-used are cleaned using a vacuum equipped with a HEPA filter or by damp wiping.
6	Compressed air hoses are not used to disperse the dust.
7	NIOSH-approved disposable respirators suitable for asbestos are made available for the use of employees.
8	Waste material is discarded according to the requirements of the New Brunswick Department of the Environment.
9	Waste material is transported in accordance with the <i>Transportation of Dangerous Goods Act</i> .
10	NOTE: Asbestos materials are not to be disturbed unless the area has been properly prepared and all staff in the area have been notified and are properly protected.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

11	CAUTION: ASBESTOS FIBER CAN CAUSE LONG TERM HEALTH DAMAGE, ALL ASBESTOS MUST BE HANDLED WITH PROPER CARE. EMPLOYEES WHO ARE NOT PROPERLY TRAINED ARE NOT TO DISTURB KNOWN ASBESTOS
12	An individual SWP may be developed for specific Class 1 asbestos activities where the frequency of use and/or the nature of the activity makes more detailed steps appropriate.
13	This SWP is not to be used as a guide for any activities which fall under a Class 2 or Class 3 activity.
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date: ROM Committee January 11, 2018	Approved by: Kris Kierstead, Facilities & Ancillary Services
Last Reviewed / Revised by and Date: January 11, 2018	Note: This task will be monitored periodically to ensure compliance and effectiveness.