



## Asbestos Inspections & Disturbance

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Approved by: Jim Toye, City Manager

Signature:  Procedure No: 1.4

Effective: August 16, 2018 Replaces: February 22, 2016

1. **Inspection:**

All areas that have been identified as containing asbestos will be inspected at least annually to ensure that the asbestos remains sealed. The annual inspection will be coordinated by the maintenance department.

If circumstances dictate, additional inspections will be conducted. These added inspections would typically be a result of a number of incidents in one year of asbestos being found spilled or otherwise damaged in one or more facilities. The added inspections will be conducted by the department that has control over the facilities' day-to-day operations. If during these inspections damage or missing identifying marks are identified, the maintenance department will be contacted for necessary repairs. These inspections will continue until a permanent solution(s) to the cause of the release has been determined and implemented.

2. **Block Wall Drilling Procedure:**

During regular facility maintenance, it may be necessary to drill small holes into a block wall that contains asbestos. The same process can be used for sampling and for other drilling activities. Typically, this process will be conducted by an asbestos contractor, but there may be situations in which staff may be involved in the process. Staff will not be involved in any other process involving asbestos without a written safe work procedure or consultation with the Coordinator-Health, Safety and Environment.

- a. Consult the asbestos listing to determine if asbestos may be present in the block wall(s) that will be drilled into.
- b. Ensure that you are wearing appropriate personal Protective Equipment including hard hat, safety boots, and safety glasses.
- c. Isolate the work area using barrier tape and signs. Only personnel that are required for the procedure should be present or allowed into the area.

- d. Tape a Ziploc bag immediately below the area to be drilled to catch any material that will be dislodged. The bag needs to be taped in a manner that it catches and contains all materials. The top of the bag will need to be open enough to catch all the dust material from the drilling process.
- e. Lay a drop sheet if drilling in multiple locations as an added precaution.
- f. Select the size of drill bit to be used. (Max ½ inch)
- g. If conducting sampling, ensure that the drill location is between the webs of the block.
- h. Drill the hole above the middle of the bag.
- i. As soon as the drill bit breaks through the block, STOP drilling.
- j. If sampling, slowly pull your drill bit in and out of the hole and collect any material dislodged in the sample bag. When a sufficient sample is collected, remove the bag from the wall, seal it, and label it with the location that it was obtained from. Place a new bag under the hole.
- k. If conducting other maintenance, place your wall anchor into the hole and secure.
- l. Seal the hole to ensure no further material can leak out.
- m. Clean up the remainder of the area including any tools in contact with asbestos. If asbestos was encountered, a damp process must be used for clean-up. No vacuums without HEPA filtration or sweeping permitted. All material encountered must be placed in a bag and a second bag placed over the first one (double bagged). The outer bag must be labelled as asbestos and must be yellow in colour.
- n. Contact the landfill and advise them that you have a quantity of asbestos waste for disposal.
- o. Arrange for the material to be hauled to the landfill. Sealed double bags are not to be carried within the passenger compartment of a vehicle and precautions must be taken to ensure that the bag will not blow out of the back of the vehicle. All Asbestos waste must be hauled to the landfill on the same day it is generated.
- p. Haul all material - not part of a sample - to the landfill and follow directions from the landfill attendants on where this material can be disposed of.