

Appendix II

Work Procedures for Working in Ceiling Space

The following is a set of work procedures to be followed when accessing the ceiling spaces containing asbestos-containing ceiling texture / spray-applied fireproofing. Access into the ceiling space will be classified as a low risk asbestos process. A low risk asbestos process is one in which exposure to the asbestos-containing material is intermittent and infrequent. All access to the ceiling space shall be performed by competent workers trained in low risk asbestos process procedures.

Procedure:

1. Isolate the Work Area

- a. If possible, schedule work for after-hours when the ventilation fans can be switched off. If this is not possible, isolate any HVAC components located within the work area with polyethylene sheeting.
- b. Lay a polyethylene drop sheet immediately below the tile(s) to be removed to contain any dust/debris that may fall during removal / replacement of the ceiling tile(s). Signage shall be placed on all entries into the work enclosure informing of an asbestos process taking place and the danger to health if exposed to asbestos fibres to prevent any unauthorized access by occupants of the building.
- c. Ensure all required tools are within the work enclosure.

2. Personal Protective Equipment (PPE)

- a. Workers shall be provided with a Category III Half-Face Respirators equipped with HEPA cartridges. Workers will be trained in the use of the respirator and fit tested with an irritant smoke.
- b. If work is extensive, it is recommended that disposable coveralls with elasticized hoods be worn during the process. On exiting the work area, the worker shall remove his/her coveralls and dispose of them into a 6-mil yellow asbestos disposal bag. Also, prior to leaving the asbestos process area, ensure that no pieces of visible debris remain on clothing or footwear.
- c. On leaving the asbestos process area the worker will remove his/her respirator and, at the earliest opportunity, wash face and hands.

3. Minimize Fiber Productions

- a. The first ceiling tile to be removed shall be carefully removed. The top side shall be HEPA vacuumed then removed from the ceiling space. The suspended ceiling grid shall also be HEPA vacuumed. If additional tiles are required to be removed, the tops sides shall be HEPA vacuumed from the initial access point and then removed from the ceiling grid. As each subsequent tile is removed, the ceiling grid shall be HEPA vacuumed as well.
- b. Workers shall ensure that any dust/debris generated by the maintenance activity within the ceiling space is cleaned up with the aid of a HEPA vacuum. Any larger pieces of asbestos-containing debris shall be immediately placed into a 6-mil asbestos disposal bag.
- c. Once all maintenance activity has been completed, the area shall again be HEPA vacuumed. All exposed suspended ceiling grid shall also be HEPA vacuumed prior to ceiling tile replacement.
- d. Once the maintenance activity has been completed and the ceiling tiles are back in place, the drop sheet shall be rolled up and placed in a disposal bag and the immediate work area shall be HEPA vacuumed and/or wet mopped to ensure that all debris has been removed from the work area.