 THOMPSON RIVERS UNIVERSITY Occupational Health & Safety	Number:	OH&S 9.26.1
	Revision Date:	10/07/2014
	Procedure for changing an asbestos vacuum filter	

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1. PURPOSE

1.1. To provide direction and instruction on the equipment required and procedures to change an asbestos vacuum filter in a safe manner following WorkSafeBC regulations.


2. SCOPE

2.1. Save Work Procedures for all Facilities, Maintenance and Contractors in the safe procedures of the changing of an asbestos vacuum filter.





2.2.

3. PRECAUTIONS

POTENTIAL HEALTH & SAFETY HAZARDS

HAZARD		TO PROTECT YOURSELF
EXPOSURE		Understand the chemical(s) you are working in the vicinity of. Consult the MSDS and wear the appropriate PPE.

4. PERSONAL PROTECTIVE EQUIPMENT

	Safety glasses must be worn at all times in work area!
	Tyvek suits or other protective suits that are fiber impermeable must be worn to protect workers clothing. Suits must have hoods and elastic at legs and wrists.
	Rubber boots or booties must be worn in work area. Shoes must be fully enclosed, no open toe shoes.
	Latex/Nitrile gloves must be worn at all times while working with or around asbestos



Half mask or full mask respirator with HEPA filters must be worn when working with asbestos containing materials. Workers must be fit tested prior to performing any asbestos work, this is done through TRU Safety department

5. OBJECTIVE

5.1 Removal of a used asbestos vacuum filter and replacing with a new one along with cleanup of area under moderate risk procedures.

6. RESPONSIBILITIES

6.1. Supervisors

Are responsible for ensuring that all workers have the proper personal protective equipment and respirator fit testing along with adequate training prior to carrying out this asbestos removal procedure. Supervisors are also to ensure that all the appropriate paperwork and NOPA have been filed with WorkSafeBC and the Asbestos Control Coordinator and TRU Health and Safety prior to commencement on work activity.

6.2 Workers

Workers are to ensure that they are aware of the proper procedures of the removal of pipe lagging containing asbestos and glove-bag procedures. As well the worker must ensure they use all the required personal protective equipment for the task.

7. ASSOCIATED DOCUMENTATION

<u>Doc. Number</u>	<u>Doc. Title</u>
	TRU Asbestos Work Permit
	Notice of Project Asbestos (submit thru WorkSafeBC)
	Safe Work Procedures (submit thru WorkSafeBC)

8. INTRODUCTION:

8.1 An asbestos vacuum is one designed specifically for the use in asbestos cleanup and abatement. The changing of the used vacuum filter bag must be done under moderate risk conditions and procedures to ensure that no asbestos fibres and dust is allowed to enter the air. For this reason strict procedures outline the process of this task.

9. EQUIPMENT:

9.1 Equipment required for this task area as follows:

- a. Vacuum cleaner fitted with a HEPA filter;
- b. Respirator equipped with HEPA filter cartridge;
- c. Safety glasses;
- d. Disposal coveralls (Tyvek) with hood and elastic at wrists and legs;
- e. Disposable gloves;
- f. Rubber boots or booties;
- g. Polyethylene drop sheet having a minimum 6 mil thickness;
- h. 6mil thick asbestos disposal bags;
- i. Spray bottle with water or wetting agent to wet asbestos;
- j. Disposable wipes
- k. Duct tape or tape having similar or better strength;
- l. Utility knife with retractable blade;
- m. Warning signs and barrier tape
- n. Replacement vacuum bag

11. WORK PROCEDURES

1. Prior to work commencing, all associated documentation must be completed and filed with Work Safe BC 24 hours prior to work proceeding. Work cannot commence until receiving OK from Work Safe BC;
2. Prior to the start of any work involving asbestos any personnel working in the immediate area will be informed of the nature of the work and that suitable precautions will be made to ensure that they are not exposed to asbestos fibers. Only workers wearing all the approved protective equipment are allowed within the work area;
3. Select an area to work in which does not have high pedestrian traffic or which is exposed to air movement or drafts;
4. Post warning signs and barrier tape that indicates the asbestos hazard and the requirement for protective clothing for anyone entering the exclusion zone;
5. Set up a decontamination station for the clean-up process after work has been completed;
6. Lay down a plastic drop sheet within the work area to prevent the spread of asbestos dust to other areas;

7. Place vacuum onto plastic sheet along with replacement filter bag;
8. Ensure all required equipment is located in work area before sealing off;
9. All required personal protective equipment must be put on prior to entering work area;
10. Disassemble the vacuum to expose the used filter bag;
11. Carefully remove the filter bag and place into one of the 6 mil bags;
12. Replace with a new filter bag and put vacuum cleaner back together;
13. Using water and wipes, wipe down the vacuum cleaner to remove any asbestos dust from the outside of the unit;
14. Place all wipes, used vacuum bag and other materials used into the 6 mil bag for disposal;
15. Using the vacuum, vacuum up any dust from the drop sheet and area around to ensure no dust is remaining;
16. Place drop sheet carefully into the 6 mil bag;
17. Any tools used will be washed down and decontaminated before removal of work area;
18. All waste is placed into the 6 mil poly bags, using the vacuum to remove all air in the bag then sealed with duct tape and wipe the outside of the bag. This bag is then placed in a second yellow poly bag with asbestos labelling, have all air removed and end sealed, folded over double and sealed again with duct tape. Bags will be wiped down with clean water prior to leaving work area;
19. Workers will then wipe down their PPE with a wipe and water before they remove their Tyvek suits, gloves, booties and place them into another poly bag and double seal the opening;
20. The hose end of the vacuum will be cleaned and sealed with duct tape to ensure no release of asbestos from the vacuum or vacuum hose;
21. While wearing respirator:
 - a. Thoroughly wash hands and arms and dry with wipes and place in bag;

- b. Wash the outside of the respirator to remove any dust that may have accumulated, place wipes into bag;
- c. Remove respirator and place duct tape over outside of cartridge to prevent any further contamination.

22 All equipment will be removed from the area;

23 Remove barricades and return the work area to normal;

24 Asbestos waste bags will be put into the chemical storage building and then disposed of with the regular hazardous waste pickup;

25 All completed documentation is then submitted to the Asbestos Control Coordinator and Health and Safety Department;

13 RECORDS/VERIFICATION OF UNDERSTANDING

- 13.1 Copies of all documentation are to be sent to the Asbestos Control coordinator and the TRU Safety department for filing and records of procedures.
- 13.2 TRU Safety Department will maintain all records with regards to workers respirator fit testing and also ensure all workers are current in their training and respirator fit testing.
- 13.3 TRU Safety Department will maintain all records associated with asbestos training for workers who will be working near or with asbestos containing materials

SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
	10/07/2014	NEW	OHS Officer