 THOMPSON RIVERS UNIVERSITY Occupational Health & Safety	Number:	OH&S 9.24.1
	Revision Date:	10/06/2014
	SWP – Removing Vinyl Asbestos Floor Tiles	

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1. PURPOSE


1.1. To provide direction and instruction on the equipment required and procedures to remove vinyl asbestos containing floor tiles in a safe manner following Work Safe BC regulations.

2. SCOPE





2.1. Save Work Procedures for all Facilities, Maintenance and Contractors in the safe procedures of the removal of Vinyl Asbestos Floor Tile.

3. PRECAUTIONS

POTENTIAL HEALTH & SAFETY HAZARDS

HAZARD		TO PROTECT YOURSELF
Exposure to asbestos fibers		Wearing all approved PPE for the task as well as using the appropriate equipment.

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 masks and full mask respirators 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 and cleanup of vinyl asbestos floor tile following moderate risk work 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

5.2 Workers

Workers are to ensure that they are aware of the proper procedures of the removal of vinyl asbestos containing floor tiles procedures. As well the worker must ensure they use all the required personal protective equipment for the task and have completed fit testing

7. ASSOCIATED DOCUMENTATION

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

8. REQUIRED EQUIPMENT

- Personal Protective Equipment
- Vacuum cleaner equipped with HEPA filter (DOP) certified within last year)
- Drop sheet – 6 mil
- Waste disposal bags – 6 mil
- Duct tape
- Scrapper, shovel or trowel
- Water sprayer
- Bucket and water
- Wipes

9. Moderate Risk 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) Eating, drinking and smoking is prohibited in the work area
- 4) Proper hazard signage and barriers must be put into place around work area.
- 5) Set up a decontamination station for the clean-up process after work has been completed.
- 6) All equipment and personal protective equipment must be assembled outside the work area.
- 7) Workers are to don all their protective equipment prior to starting the work. (gloves, Tyvek suits, boots, eyewear, respirators)
- 8) Wet handling techniques must be used to control dust on the surface of the vinyl floor tiles
- 9) Spray the area where the tiles are to be removed with water to control the dust
- 10) Remove the floor tiles by wedging a heavy duty scrapper into the seam of the two adjoin tiles and gradually force the edge of one tile up and away from the floor, while being careful not to break off pieces of the tile.
- 11) Continue to removal of the tiles using the scraper, shovel or trowel, removing tiles intact wherever possible. Ensure the tiles and work area is continuously wetted to reduce any possibility of asbestos dust.
- 12) Where tiles are tightly adhered to the floor it may be necessary to force a scraper at the edge and use a hammer to strike the scraper handle using moderate force while maintaining the scraper at a 25 to 30 degree angle to the floor. If the tile still cannot be removed, heat the tile thoroughly with a hot air gun until heat penetrates through the tile and softens the underlying adhesive.
- 13) Tiles that are removed are to be placed into double –bagged 6 mil poly bags. Avoid any unnecessary breakage of these tiles during packaging as asbestos could be released.
- 14) After removal of all floor tiles, scrape up remaining adhesive from the floor with a hand scraper until only the thin smooth film remains. Where deposits are heavy or difficult to scrape, a hot air gun may be used. Deposit scrapings into the double bagged 6 mil bags as this adhesive may contain asbestos as well. Do not dry scrape the surface of the adhering and pieced of tile

- 15) Upon completion of the removal of all floor tiles and adhesive in the work area, vacuum the floor or wet mop to remove any dust and debris that is left behind. Dry sweeping is **prohibited** as it will stir up the dust and create a hazard.
- 16) 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.
- 17) Remove PPE used and any wipes and place into the waste bags. Respirator is to be worn to the end after leaving work area.
- 18) Using the bucket of water, wipe down any tools used. As well workers are to wash their hands and arms and boots as well as their respirators.
- 19) All equipment will be removed from the area.
- 20) Proceed with dismantling of the barricades and signage once waste bags have been moved out of work area. Workers can now remove their respirators and place tape over the canisters to prevent further contamination.
- 21) Asbestos waste bags will be put into the chemical storage building and then disposed of with the regular hazardous waste pickup.
- 22) All completed documentation is then submitted to the Asbestos Control Coordinator and Health and Safety Department

10. RECORDS/VERIFICATION OF UNDERSTANDING

- 10.1. All forms and records from the procedure must be filed through WorkSafeBC and the TRU Health and Safety Department.
- 10.2. Verification of Understanding
 - 10.2.1. TRU Health and 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.
 - 10.2.2. TRU Health and Safety Department will maintain all records associated with asbestos training for workers who will be working near or with asbestos containing materials

11. SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
2	10/06/2014	revision	OHS Officer