

**University of Toronto
Asbestos Management Program
PROCEDURAL CHECKLIST FOR TYPE 1 ASBESTOS ACTIVITIES**

Project Description:	Date Work Conducted:
-----------------------------	-----------------------------

Completed by: (Name and Dept)
--

NOTIFICATION/AWARENESS:

- | | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Pre-construction report conducted (for tenders or contracted work). |
| <input type="checkbox"/> | 2. | Workers have all received appropriate asbestos instruction and training. |

PERSONAL PROTECTIVE EQUIPMENT:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Washing facilities for hands and face provided and used by workers. |
| <input type="checkbox"/> | 2. | Use of personal protection clothing and respirators, as appropriate (recommended for overhead work):
Disposable Tyvek coveralls with footwear and hood
Minimum of half-mask respirator with HEPA (P100) filter. Qualitative fit testing prior to starting work. |

PREPARATION OF WORK AREA:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Work area isolated from adjoining areas to prevent spread of dust by means of:
- Work area enclosed by walls, or
- Tape barriers at least 30 feet away to restrict access to work area
- Polyethylene drop sheets for dust control, extended at least 3 feet beyond line of work |
| <input type="checkbox"/> | 2. | Signs posted warning of asbestos dust hazard (optional). |

WORK PRACTICES:

- | | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Visible dust removed from work area or surfaces of non-friable ACM by HEPA vacuuming or damp-wiping.
Note: Compressed air not used |
| <input type="checkbox"/> | 2. | Amended water used for dust control. |
| <input type="checkbox"/> | 3. | No smoking, eating, drinking or chewing in asbestos work areas. |
| <input type="checkbox"/> | 4. | Work area cleaned up of dust, debris and waste at regular intervals. Waste materials placed into asbestos waste bags as work progresses. |
| <input type="checkbox"/> | 5. | Washing facilities for hands and face provided near to work area and used by workers. |

UPON COMPLETION OF WORK:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | HEPA vacuum and wet clean all surfaces in work area, and all reusable tools and equipment, before leaving enclosure/work area. |
| <input type="checkbox"/> | 2. | HEPA vacuum exposed skin, protective clothing, respirator, shoes and hair.
Wash face and hands with water.
Proceed to nearest washroom to wash hands and face, and to clean respirator. |
| <input type="checkbox"/> | 3. | Non-reusable materials, including polyethylene, tape and cleaning cloths carefully bagged as asbestos waste. |

WASTE TRANSPORT AND DISPOSAL:

**University of Toronto
Asbestos Management Program
PROCEDURAL CHECKLIST FOR TYPE 1 ASBESTOS ACTIVITIES**

- 1. Asbestos waste double bagged in yellow asbestos polyethylene waste bags (6 mil) identified as such. Outer bag sealed with duct tape, and HEPA vacuumed or damp wiped on the external surface.
- 2. At completion of work, all tools, equipment and personal protection cleaned by HEPA vacuum or wet methods
- 3. Asbestos waste disposed of in designated dump-container (1 Spadina Crescent., key maintained through Trades Tool Crib). External contractors arrange for own disposal.

Type 1 operations include:

- 1. Installing or removing ceiling tiles that are ACM, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- 2. Installing or removing non-friable ACM, other than ceiling tiles, if the material is installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- 3. Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM if,
 - i. the material is wetted to control the spread of dust or fibres, and
 - ii. the work is done only by means of non-powered hand-held tools.
- 4. Removing less than one square metre of drywall in which joint-filling compounds that are ACM have been used.

ACM: Asbestos-containing material

Note: For work involving more than 1000 square feet of vinyl asbestos floor tiles as per item 2 and 3, use Type 2 procedures.

Applies to the removal of cement board products that cannot be removed intact (without breaking into smaller pieces), or in sections, without producing a pulverized or powdered waste with hand-held non-powered tools.

**University of Toronto
Asbestos Management Program
PROCEDURAL CHECKLIST FOR TYPE 2 ASBESTOS ACTIVITIES**

Project Description:

Date Work Conducted:

**Completed by:
(Name and Dept)**

NOTIFICATION/AWARENESS:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Pre tendering/work-authorization report provided |
| <input type="checkbox"/> | 2. | Appropriate work procedures provided |
| <input type="checkbox"/> | 3. | Notification and/or consultation with Environmental Health and Safety (F&S) |
| <input type="checkbox"/> | 4. | Notification and description of project sent to various parties (e.g. F&S groups, JHSC) |
| <input type="checkbox"/> | 5. | Notification of project to Ministry of Labour
if glove bag removal where more than one square metre of friable ACM removed |
| <input type="checkbox"/> | 6. | Asbestos workers have all received appropriate instruction and training : |
| <input type="checkbox"/> | 7. | Competent person to conduct work inspections |

PERSONAL PROTECTIVE EQUIPMENT:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Use of personal protection clothing:
- Disposable Tyvek coveralls with hood and footwear |
| <input type="checkbox"/> | 2. | Use of respiratory protection (minimum):
- Half-mask or full facepiece with powered air-purifying unit OR non-powered full facepiece for contaminated ceiling entry/use of HEPA filtered power tools on non-friable ACM
- Non-powered half-mask respirator for all other Type 2 work
- All respirators equipped with HEPA (P100) filters
- Qualitative fit testing prior to starting work |

PREPARATION OF WORK AREA:

- | | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Work area isolated from adjoining areas to prevent spread of dust by means of:
- Work area enclosed by walls for contaminated ceiling entry or removal of friable materials, or
- Tape barriers at least 30 feet away to restrict access to work area
- Polyethylene drop sheets for dust control, extended at least 3 feet beyond line of work |
| <input type="checkbox"/> | 2. | Mechanical ventilation systems, vents and diffusers serving work area disabled and sealed off. |
| <input type="checkbox"/> | 3. | Signs posted warning of asbestos dust hazard |

WORK PRACTICES:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Pre-clean area - Visible dust and any friable material containing asbestos on surfaces removed from work area by HEPA vacuuming or damp-wiping. Note: Compressed air not used |
| <input type="checkbox"/> | 2. | Amended water used for dust control. Wetting of all ACM to be disturbed. |
| <input type="checkbox"/> | 3. | No smoking, eating, drinking or chewing in asbestos work areas |

**University of Toronto
Asbestos Management Program
PROCEDURAL CHECKLIST FOR TYPE 2 ASBESTOS ACTIVITIES**

<input type="checkbox"/>	4.	Work area regularly cleaned up of waste, dust and debris. Waste materials placed into waste bags as work progresses.
<input type="checkbox"/>	5.	Washing facilities for hands and face provided near to work area and used by workers
UPON COMPLETION OF WORK:		
<input type="checkbox"/>	1.	HEPA vacuum and wet clean all surfaces in work area, and all reusable tools and equipment, before leaving enclosure/work area.
<input type="checkbox"/>	2.	HEPA vacuum exposed skin, protective clothing, respirator, shoes and hair. - Wet wipe face and hands with water - Proceed to nearest washroom to wash hands and face, and to clean respirator.
<input type="checkbox"/>	3.	Non-reusable materials, including polyethylene, tape and cleaning cloths carefully bagged as asbestos waste.
<input type="checkbox"/>	4.	Use of sealant (where appropriate).
WASTE TRANSPORT AND DISPOSAL:		
<input type="checkbox"/>	1.	Asbestos waste double bagged in yellow asbestos polyethylene waste bags (6 mil) identified as such. Both bags sealed with duct tape, and HEPA vacuumed or damp wiped on the external surface.
<input type="checkbox"/>	2.	At completion of work, all surfaces inside enclosure, including: - tools, equipment and personal protection cleaned by HEPA vacuum or wet methods
<input type="checkbox"/>	3.	Asbestos waste disposed of in designated dump-container (1 Spadina Crescent, key maintained through Trades Tool Crib). External contractors arrange for own disposal.

Type 2 operations include:

1. Removing all or part of a false ceiling to obtain access to a work area, if ACM is likely to be lying on the surface of the false ceiling.
2. Removing or disturbing one square metre or less of friable ACM during repair, alteration, maintenance or demolition.
3. Enclosing friable asbestos-containing material.
4. Applying tape or a sealant or other covering to pipe or boiler insulation that is ACM.
5. Installing or removing ceiling tiles that are ACM, if the tiles cover an area of 7.5 square metres or more and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
6. Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM if,
 - i. the material is not wetted to control the spread of dust or fibres, and
 - ii. the work is done only by means of non-powered hand-held tools.
7. Removing one square metre or more of drywall in which joint filling compounds that are ACM have been used.
8. Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM if the work is done by means of power tools that are attached to dust-collecting devices equipped with HEPA filters.
9. Removing insulation that is ACM from a pipe, duct or similar structure using a glove bag.
10. Cleaning or removing filters used in air handling equipment in a building that has sprayed fireproofing that is ACM.
11. Other operations that may expose a worker to asbestos, and is not classified as a Type 1 or Type 3 operation.

ACM: Asbestos-containing material