The following procedures shall be adhered to in the event that any asbestos or suspect asbestos-containing materials are encountered, damaged or are otherwise disturbed during routine maintenance, construction, etc.:

1. Suspend all activities at risk of disturbing the material in question.

2. Immediately notify his/her supervisor who in turn shall notify the Asbestos Programs Office and arrange for an emergency assessment of the area and the material in question.

3. Where practical, or where such actions will not interfere with established emergency or fire routes, isolate the area in question by closing and locking all perimeter exits. As an alternative, workers shall establish a tape or rope barricade c/w necessary signage at all points of entry.

4. If working alone, ensure the site is secured as detailed above before leaving the area to notify his/her supervisor.

5. Occupants in the immediate vicinity of the work area shall be instructed to vacate the area.

6. Shutdown or otherwise isolate ventilation systems to or from the affected area.

7. Should the individual worker(s) engaged in the work, at the time the suspect material was first encountered, feel he/she may have been exposed to asbestos, they shall remain in the area until such time as the attending Asbestos Programs Officer can provide the necessary instruction concerning the decontamination of any clothing, etc. In most instances, it is not necessary to dispose of the clothing in question, but rather to simply launder it.

8. Upon his/her attendance to the site, the Asbestos Programs Officer shall determine if the material in question contains asbestos, the extent of any contamination (if any) and the desired course of action. If necessary, the Asbestos Programs Officer shall collect a sample of the material (debris) in question and have it submitted for analysis at a laboratory that meets or exceeds the requirements set out in Appendix F.

9. Should the material (debris) in question be determined to be asbestos, the affected area shall be cleaned-up while following the appropriate asbestos precautions (i.e. Type 1, 2 or 3) as prescribed by the Asbestos Programs Officer.

10. Do not resume work in the area until it has been determined if the material in question contains asbestos, the required clean-up (if necessary) has been completed, and authorization to return to work has been granted by his/her supervisor.

11. Where requested by the attending Asbestos Programs Officer, the individual worker(s) engaged in the work shall file an incident report detailing events leading up to, and immediately following, the discovery of the suspect material in question.

In case of any emergency maintenance work, work shall proceed as set out in Appendix “P” – Procedures for Emergency Work.