



Accidental Asbestos Release

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 1.1

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Upon identifying an accidental asbestos release or the discovery of a substance that is believed to contain asbestos materials, all staff and contractors will:

1. Stop any activity that may have caused the release and conduct an assessment of how much material was released.
2. Report the release to their City of Prince Albert supervisor.
3. Conduct a hazard assessment to determine the appropriate PPE for the circumstances and then obtain and wear the required PPE identified in the assessment. This could include hard hat, safety boots, safety glasses, respirator, gloves, and paper coveralls.
4. Prohibit any non-essential personnel from entering the area. This could include using barricades, warning tape, closing and locking doors, placing signs in the area identifying the issue and indicating no admittance permitted, sealing the area with plastic or any other method appropriate in the circumstances. Each situation and location could require different exclusion methods. Staff should be guided by "What can I do to keep people out of this area while not disturbing the material."
5. In consultation with the supervisor, determine if any additional prevention is required to prevent the material from releasing fibres into the air. This could include placing a damp rag over the material, spritzing the material with water or sealing the areas or its venting to prevent material from being drawn into the ventilation system or otherwise spreading. If the material cannot be prevented from dispersing throughout the facility, or portion thereof, that area/facility should be evacuated using routes that keep people away from the spill.

6. The supervisor will contact building maintenance to arrange for an asbestos contractor to attend to the site and appropriately remove the spilled asbestos. For very small spills, staff may perform the clean-up only if they are appropriately trained and equipped for this specialized process. In all instances, the waste asbestos will be disposed of at the City of Prince Albert landfill in double bagged yellow asbestos labelled bags. This material will be hauled to the landfill on the same day it is collected. It will not be hauled in the passenger compartment of a vehicle and will be secured to prevent it from blowing out of the vehicle.
7. The Coordinator Health Safety and Environment will be immediately advised by the supervisor of the incident.
8. Any staff that may be affected by the release will be notified so that they are aware of the situation and do not inadvertently enter restricted areas.
9. Upon removal of the asbestos, a determination will be made if air quality monitoring is required prior to allowing people to enter the area. Typically, this will be decided based on recommendations from the Asbestos abatement staff used for the clean-up.
10. Once the area is appropriately cleaned and deemed safe, then the signage or other restrictions imposed will be removed and staff, contractors, or visitors will be advised that the area is safe again.

An appropriate investigation will be conducted into the incident. Remedial action(s) will be identified and implemented to prevent a further incident. This investigation will follow the requirements of the Incident Management Safety Administrative Policy and associated procedures.