

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Work Instructions For Working With Lead Containing Paint	<i>Policy Sponsor</i> : Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2016
	<i>Responsible Unit:</i> Trading Service	<i>Revisions:</i> January 2018

Known Hazards

- Inhalation of dust from lead containing paints or coatings
- Ingestion of dust from lead containing paints or coatings
- Inhalation of fumes containing lead
- Unintentional transfer of lead from contaminated areas to non-contaminated areas
- Poor hygiene practices

Job Specific Training Requirements

- Proper use of Respirators
- Proper use of other required personal protective equipment
- Lead Exposure Control Program For The Removal of Lead Containing Paint and Coatings
- WHMIS training relevant to lead

Applicable Regulations / Standards / Procedures

Personal Protective Equipment Requirements

- Safety footwear
- Safety glasses and/or face shield
- Close fitting protective clothing
- Safety / work gloves
- Respiratory Protection

Safe Work Instructions

Job steps are listed in the order in which they must be completed. Key activities follow each step. Key steps and the associated activities must be followed in the order presented to achieve maximum efficiency in safety, production, quality and overall loss prevention.

NOTE: If the work to be performed is required due to something other than normal deterioration, determine what caused the problem and make necessary repairs before repairing the damaged paint surface.

Preparations for Indoor Work

- Inform any occupants of the area where work will be performed that they will have to vacate their work area while the work is performed.

- Inform occupants that they will have to stay out of the area until a final clean-up has been completed.
- If the area to be worked on is in a small room and the dust cannot be contained by misting or with a HEPA vacuum remove drapes, curtains, rugs and furniture from the room and store until work is complete.
- If the area to be worked on is in a small part of a large open space and dust or scrapings cannot be contained by misting or with a HEPA vacuum remove all drapes, curtains, rugs and furniture within 3 to 4 meters of the work surface and cover items beyond this defined area with plastic sheeting.
- Cover any large items within 3 to 4 meters of the work area that cannot be moved out of the area with plastic sheeting.
- Place plastic sheeting on the floor extending 3 to 4 meters from the work area and tape down to baseboards and along edges on the floor.
- Where ever staples will be used to secure sheeting in place, re-enforce corners and edges of the plastic sheeting with duct tape.
- If a considerable amount of dust will be generated consider using full or partial enclosures around the work area.
- Use rope, warning tape, etc. as a warning barrier to prevent access to the work area by non-authorized employees or other persons.
- Post warning signs at the entrance(s) to work areas or at barriers that read as follows:

Lead Dust Hazard
Access by Authorized Employee Only
Respirators Must Be Worn

- Make sure that all required tools are available at the worksite before starting the job and that they remain at the site to avoid possible contamination of the surrounding area by having to step off the sheeting to get tools.
- To avoid tracking dust off the plastic sheeting ensure that employees:
 - wear non-skid shoe covers that will be removed each time an employees steps off the contaminated sheeting or drop cloth; or,

- wipe the tops and bottoms of footwear with damp paper towel each time they step off the protective sheeting; or,
 - step from the protective sheeting on to a “sticky pad” and wipe down tops of footwear with damp paper towels; or,
 - remove contaminated footwear every time you step off the protective sheeting and put on clean footwear.
- Ensure that contaminated paper towels used for cleaning footwear, etc. are disposed of in plastic bags after use and that “sticky pads” are disposed of at the end of each day or more often if necessary.
 - Dispose of bags of contaminated items by following Dalhousie University approved disposal procedures.
 - If the work will generate a large amount of dust ensure that adequate control measures are developed to prevent dust from spreading to non work areas.
 - If removing paint on a large number of removable items such as doors, window sashes or mouldings consider setting up a dust room. (This room could be off site.)
 - If a dust room is used as a staging area outside of a contaminated work area ensure that it is completely isolated from the surrounding area.

Preparations for Outdoor Work

- If working at ground level, or at some height above ground level, spread protective plastic sheeting on the ground to a distance of at least 3.0 meters (10.0 ft). Covering the ground with sheeting prevents contamination of the ground by lead based dust and/or paint chips.)
- Extend protective sheeting out further than 3.0 meters if necessary due to the amount of dust being generated and if space permits you to do so.
- If working above ground level (i.e. “at height”) and a considerable amount of dust will be generated use the follow additional procedures, in addition to covering the ground, to prevent dust from drifting or being blown into adjacent areas:
 - create an enclosure around the work area.
 - hang plastic sheeting or fibreglass drop clothes around the enclosure

- ensure that all seams are taped shut and that access points are designed to prevent the escape of contaminated dust.
- All windows and doors within 6.0 meters (20.0 ft) of the work area are to be closed and kept closed while work is performed.
- If windows and doors adjoin areas occupied by employees, or others, seal them with protective sheeting if contaminated air can get inside.
- If a doorway must be used for regular access and egress, or as an emergency exit, take measures to protect anyone using the doorway.
- Always follow the Safe Work Instructions for Ladders if ladders are used to access work areas.
 - Cut slits in the plastic sheeting covering the ground to allow the feet of the ladder to be placed directing, and firmly, on the ground.
 - Make sure the ladder is tied off to maintain stability.

General Procedures

- If scraping or re-finishing an area where lead paint or coatings have very likely been used do the following:
 - Wet down or mist areas that must be scraped.
 - If necessary fill cracks etc. with appropriate compound.
 - Use wet sandpaper for sanding rough areas.
 - Wipe down walls or mouldings surrounding the work area to clean up any dust that may contain lead.
 - If a liquid coating or some other encapsulating material is used to repair or stabilize an area always follow the manufacturer's instructions for preparation and application.
- If using a chemical stripper always follow the manufacturer's instructions for application and clean-up.
- Prepare safe work instructions for large jobs involving working with lead containing paints and coatings.