

**>> USER-END PROCESS**

**Asbestos Incident Response Protocol**

**In case of an incident involving asbestos (see non-exhaustive list below), follow these steps. If you are not sure, err on the side of caution.**

- Water infiltration, damage, floods
- Issues with ceiling tiles (collapsed, damaged, cracked, wet, missing)
- Visible damages or openings within ceilings and walls not present before
- Presence of debris or degraded construction materials (incl. abnormal presence of dust)
- Discovery or disturbance of suspected asbestos-containing materials
- Any construction or maintenance activity that may not be following asbestos-related procedures such as:
  - Worker without proper personal protective equipment in asbestos zone
  - Individual with personal protective equipment works or circulates outside the asbestos zone
  - Asbestos enclosure compromised (polyethylene plastic detached or torn)
  - Package labeled "asbestos" or yellow waste bag is found

**1. Protect yourself first, e.g., leave the immediate area and go to a safe location.**  
**2. Protect others, e.g., keep everyone out of the area.**  
**3. Contain the issue if you can, e.g., close the door.**  
**4. Report the situation to the Facilities Call Centre**  
514-398-4555

**Facilities Centre Call will provide first-line support by 1) asking you key questions to assess the situation, 2) determining the appropriate response level, and 3) giving you first-level instructions.**  
*See below the back-end process for information.*

**HIGH-LEVEL DESCRIPTION OF BACKEND PROCESSES AND ASSOCIATED OPERATING PROCEDURES:**

- First-level assessment and response by FCC/SOC using *Asbestos Incident Triage Checklist (IN DEVELOPMENT)*
- Information shared between SOC and FCC as per *Security Services SOP on Maintenance Deficiencies (ACTIVE)*
- Assessment and mitigation response by Building Services as per *First-on-Location SOP (DRAFT FOR REVIEW)*
- Remediation work by lead trade assigned to work (trades, cleaners, etc.) as per *SOP on How to Work Safely under Asbestos Conditions (DRAFT FOR REVIEW)*, currently as per the *Directive to Proceed with Caution with Asbestos-Related Work (ACTIVE)*
- Validation of remediation work by EHS before authorizing re-entry
- For all incidents not requiring an IMT/EOC structure, communications with Building Directors managed by FCC using email templates (UNDER REVIEW). FCC communications relayed to building users by Building Directors
- Escalation processes defined

PROCESSES IN GREY are not currently implemented/fully implemented. They will gradually be implemented starting January 2024 as the different stakeholders are trained on the new process.

**IMPACT ASSESSMENT:**

- Determine perimeter of incident
- Determine if incident is evolving or not
- Determine asbestos risk level using the registry
- Determine criticality of area in support of academic, research, administrative activities (i.e., understand what area is used for)
- Determine impact of area closure on activities
- Determine potential duration of area closure

**<< BACKEND PROCESSES**

