Lead Work Plan

A Lead Work Plan is required when lead exposure is assumed or known to be at or above 10 µg/m3TWA8e of lead in air.

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| Department       | Location (building, room)       |
| Description of Work       |
| Type and Quantity of Lead Containing Material (LCM)       |
|       % of lead in material(s)  | Sample Source: [ ]  RMO[ ]  Consultant      [ ]  Other       |

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| Project schedule | Expected start date       | Expected completion date       |

* **Workers must review and sign this Lead Work Plan prior to starting work. Workers must understand this plan and be trained in lead work practices and the systems and equipment that will be used.**
* **Address other hazards relevant to the work by following specific program requirements for those hazards.**
* **Post this Lead Work Plan at the worksite for the duration of work activities.**
* **If any of the project conditions change, revise the work plan to address the changes.**

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| **1. Tools and equipment used that will disturb LCM (check all that apply)** |
| [ ]  | Paint scraper | [ ]  | Rotohammer with HEPA vacuum dust attachment |
| [ ]  | Hand trowel | [ ]  | Power saw |
| [ ]  | Pry bars | [ ]  | Grinder |
| [ ]  | Hammer | [ ]  | Drill |
| [ ]  | Pressure washer (1000 to 1500 psi) | [ ]  | Wire brush |
| [ ]  | Scraper  | [ ]  | Mechanical lifting device |
| [ ]  | Soldering Iron | [ ]  | Other:       |
| [ ]  | Welding equipment | [ ]  | Other:       |
| [ ]  | Torch | [ ]  | Other:       |
| **2. Precautions for warning and protecting building occupants or others** |
| [ ]  | Post lead warning sign(s) around worksite perimeter | [ ]  | Review any SDS of chemical used with employees prior to start of project and provide copy on the job site |
| [ ]  | Close off work area to public | [ ]  | Other:       |
| [ ]  | Notify building coordinator of work schedule and provide copy of Lead Work PlanName: Date/Time | [ ]  | Other:       |
| **3. Safe work procedures (include controls and work practices to minimize employee exposures)** |
| [ ]  | Interior locations: Erect a sealed containment structure to isolate lead contaminated materials from entering occupied areas when working inside. Provide negative air exhaust ventilation with HEPA filters. | [ ]  | Use local exhaust ventilation when cutting, soldering, torching or welding lead containing materials. |
| [ ]  | Exterior Location: Tape plastic sheeting below work area to catch debris and prevent from contaminating equipment, soil or entering storm or sanitary sewer conveyance systems. | [ ]  | Wipe off walls with damp rags |

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| [ ]  | Provide portable tools with dust collection shrouds and connect to vacuum systems with HEPA filtration. | [ ]  | Use shaving cream or sponge method when drilling into building materials |
| [ ]  | HEPA Vacuum (do not use compressed air) | [ ]  | Rotate workers to reduce exposure time  |
| [ ]  | Wet mist debris before collection | [ ]  | Other:       |
| [ ]  | For pressure washing, place catch mat below work area and seal all storm drains. Cover vegetation as much as possible. | [ ]  | Other:       |
| **4. Personal Protective Equipment**  |
| [ ]  | Respirator Type:      Cartridge:       | [ ]  | Safety glasses/goggles  |
| [ ]  | Coveralls | [ ]  | Disposable hood  |
| [ ]  | Shoe covers | [ ]  | Other:        |
| [ ]  | Gloves  | [ ]  | Other:       |
| **5. Air Monitoring** |
| [ ]  | Arrange air monitoring with EH&S | [ ]  | Previous air monitoring has shown that employee exposures are below the AL for this work |
| [ ]  | Personal Exposure | [ ]  | Clearance Sampling |
| [ ]  | Area Monitoring | [ ]  | Other:       |
| [ ]  | Air monitoring results       | [ ]  | Other:       |
| **6. Employee(s) trained to work under this plan** |
| **Name (print)** | **Current Training** (within last year) |
|       | [ ]  | Lead awareness | [ ]  | Lead worker | [ ]  | Respiratory protection |
|       | [ ]  | Lead awareness | [ ]  | Lead worker | [ ]  | Respiratory protection |
|       | [ ]  | Lead awareness | [ ]  | Lead worker | [ ]  | Respiratory protection |
|       | [ ]  | Lead awareness | [ ]  | Lead worker | [ ]  | Respiratory protection |
|       | [ ]  | Lead awareness | [ ]  | Lead worker | [ ]  | Respiratory protection |
| **7. Clean up procedures** |
| [ ]  | HEPA vacuum | [ ]  | Remove contaminated clothing/PPE before exiting worksite. |
| [ ]  | Clean equipment with soap and water or other effective cleaning agent | [ ]  | HEPA vacuum any debris from plastic, roll plastic and tape ends closed and seal in 6 mil plastic bags. |
| [ ]  | Clean and disinfect respirator | [ ]  | Tape ends of HEPA vacuum hoses when not in use. Return to designated storage room when finished. |
| [ ]  | Remove all disposable contaminated clothing and package for waste disposal | [ ]  | Conduct surface sampling for lead using recommended surface contamination limit of:        μg/ft2 |
| [ ]  | Wash hands and face with soap and water before exiting work area. | [ ]  | Other:       |
| [ ]  | Remove all contaminated clothing/PPE before leaving containment. Place in double sealed bags and label. | [ ]  | Other:       |
| **8. Disposal** |
| [ ]  |  Attach waste disposal instructions provided by EH&S Environmental Programs (contact: chmwaste@uw.edu ) | [ ]  | Recycle lead materials as follows:        |
| [ ]  | Label containers/bags with hazardous waste labels. | [ ]  | Other:       |
| [ ]  | Complete and submit an [Online Chemical Waste Collection request](https://depts.washington.edu/ehas/pubcookie/prod/mychemwaste/index.php)  | [ ]  | Other:       |

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| **9. Work plan approval(s): By signing below, I certify that all required precautions including, but not limited to, wearing of proper protective equipment and clothing, participation in a medical surveillance program if necessary, and following the procedures referenced above will be followed during this project. These employees have received appropriate training in the tasks to be performed and understand the risks associated with working with lead-containing material.** |

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| **Name of project manager, supervisor, or lead** | **Signature**  | **Date**  |

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|       |       |       |
| **10. Reviewed by Competent Person\* (name)** |  |
|       |       |       |

\*Project manager, supervisor, or lead may also be the Competent Person, if they meet the definition of a Competent Person.

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| **11. Employee(s) have reviewed and understand the work under this lead work plan** |
| **Name (print)** | **Signature**  | **Date**  |
|       |       |       |
|       |       |       |
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**THIS WORK PLAN MUST BE AVAILABLE AT THE JOB SITE.**

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Instructions for filling out the Lead Work Plan

Complete top part of form:

* What lead work is planned? Removing lead paint, repairing/replacing lead flashing, moving lead bricks, encapsulating lead weights, other?
* What type and quantity of LCM? Paint, pipe, sheeting, bricks, weights, other? How much in sq. ft., linear feet, number, other? Percent in paint, 99.9% solid lead, lead alloy (check Safety Data Sheet)?

Complete all sections of the form, add items where needed:

1. Tools and equipment that will disturb LCM
2. Precaution for warning and protecting building occupants or others
3. Preparation and work procedures
4. Personal Protective Equipment
5. Air Monitoring *Do you need air monitoring? Who does it?*
6. Employee Training
7. Clean up Procedures
8. Waste Disposal
9. Project manager, supervisor or lead signs the work plan *Before the work*
10. Competent person signs the work plan*Before the work*
11. Employees read/understand/sign work plan *Before the work*

After work is completed:

* If work done through Regulated Materials Office (RMO), send completed form to:

**Regulated Materials Office**

**Email:** **asbestos@uw.edu** **Fax: 206-221-7079 Box 354285**

* RMO will retain Lead Work Plans for at least 6 years.
* In other departments, retain Lead Work Plan for at least 6 years in the department.

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