



Hazardous Materials Reporting and Abatement Requirements

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Purpose

This bulletin outlines the City's reporting requirements pertaining to the salvage and abatement of materials during demolition or renovation work in buildings constructed prior to 1990, or where hazardous materials may be present through various activities or operations in a building.

Background

Parts 5, 6, and 20 of the Occupational Health and Safety Regulation governs the requirements for the management of asbestos and other hazardous materials. Accordingly, the City has implemented procedures intended to safeguard employees, workers, occupants and members of the public in situations where construction related activities may pose a risk of hazardous materials exposure.

Hazardous materials must be identified and managed in accordance with all applicable regulations prior to demolition or renovation work.

WorkSafeBC requires documentation that lists all hazardous materials prior to the demolition of a building or structure. Where applicable, a Notice of Project (NOP) identifying all existing hazardous materials shall be submitted by the property owner to WorkSafeBC prior to commencing any demolition work. For further information, please contact WorkSafeBC at 604-276-3100.

City staff may request proof of compliance to all such requirements prior issuance of permits or inspection services.

Definitions

Qualified Professional (QP) – An individual that has knowledge of the management and control of asbestos hazards through education and training, and has experience in the management and control of asbestos hazards ([OHSR 6.1](#)).

Hazardous Materials – A hazardous substance, or material containing a hazardous substance, including: asbestos-containing material, lead (or other heavy metals) and toxic, flammable or explosive materials ([OHSR 20.112](#)).

Implementation

At the time of building permit submission, the applicant must ensure the following:

- Submit a Hazardous Materials Declaration signed by a Qualified Professional.
- Have a qualified person inspect the site to:
 - Identify any asbestos-containing materials that may be handled, disturbed, or removed.
 - Prepare a Hazardous Materials Inspection Report (HMIR), including the identification and location of these materials.
- Ensure that all asbestos-containing materials are safely contained or removed.
- Submit a Post-Abatement Inspection Report (commonly known as a Clearance Letter) completed by a qualified person confirming that the hazardous materials were safely contained or removed to be completed by a qualified person ([OHSR 20.112](#)).

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- Ensure a copy of the Notice of Project is posted at the worksite before the work activity begins at the worksite and is kept posted for the duration of the project.
- A City Inspector may ask that the HMIR be produced prior to or during an inspections. If it cannot be produced, the Inspector may refuse the inspection and issue a Stop Work Order to ensure his/her safety and the safety of those around.

An incomplete Hazardous Materials Verification Form will not be accepted and may prolong the application review.

Resources

- City of Richmond [Hazardous Material Declaration Form](#)
- WorkSafe BC [Occupational Health and Safety Regulation 20.2.1](#)
- Worksafe BC [Occupational Health and Safety Regulation 20.112](#)
- [Safe Work Practices for Handling Asbestos](#)

For further information or clarifications, please contact the Building Approvals Department at 604-276-4118 or email building@richmond.ca.