

## **Hazardous Materials Written Confirmation Requirements (Clearance Document)**

To ensure the safety of Regional District staff and others that may be required to enter buildings under renovation or where renovations have already been completed, written confirmation that it is safe to enter the building will be required.

In accordance with WorkSafeBC Occupational Health and Safety Regulation 20.112(4) all employers responsible for work being carried out on the worksite where the demolition or the renovation of a building or structure is taking place, and the owner, must ensure that the following documentation is available at the worksite.

1. Written report of inspection (Hazardous Materials Survey Report) - Occupational Health and Safety Regulation subsection 20.112(3)(e)
2. Written report of inspection (Hazardous Materials Survey Report) - after written confirmation is provided and a person discovers materials that may be hazardous - Occupational Health and Safety Regulation subsection 20.112(6)(e)
3. Written confirmation (Clearance document or post abatement inspection report) - Occupational Health and Safety Regulation subsection 20.112(8)
  - **The agent or owner must provide the written confirmation to the RDN Building Department prior to booking an inspection.**

A written confirmation (Clearance document) submitted to the RDN to confirm the safe containment or removal of hazardous materials in accordance with WorkSafeBC Occupational Health and Safety Regulation **must** be prepared by a qualified person and contain the following information:

### **1. Identification of the subject property**

The legal address as printed on a current state of title, and a civic address if one is assigned.

### **2. Date of inspection**

Date the clearance inspection was conducted.

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### 3. Abatement Contractor

Name of the abatement contractor or firm who performed to work.

### 4. Scope of Work

A description of the scope of work that was performed, including what was removed and when.

### 5. Credentials

A statement that the clearance inspection was conducted by a qualified person.

### 6. Hazardous Materials Identified

A qualified person must identify the type of hazardous materials.

### 7. Location of Hazardous Materials Identified

A qualified person must identify the location of hazardous materials.

### 8. Conclusion


I (*insert name of author of report*) confirm that I am a qualified person being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof.

(*insert name of author of report*) confirm that the hazardous materials identified in this report and in accordance with WorkSafeBC Occupational Health and Safety Regulation 20.112(2) or 20.112(6) are safely contained or removed and that it is safe to enter the worksite.

This report has been prepared as required by WorkSafe BC Occupational Health and Safety Regulation 20.112(8) and at the expense of (*insert name of owner*). (*insert name of author of report*) has not acted for or as agent of the Regional District of Nanaimo in the preparation of this report.

#### For more information, please contact:

Building Inspection Services  
Regional District of Nanaimo

 250-390-6530

 [building@rdn.bc.ca](mailto:building@rdn.bc.ca)

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