ASBESTOS SAFETY PROGRAM

1.0 PURPOSE
This purpose of this program is to ensure the safety of employees and contractors (persons) who may be exposed to Asbestos-Containing Materials (ACM).

2.0 REGULATORY REFERENCES

3.0 DEFINITIONS
• ACM - Asbestos-Containing Material.
• Aggressive method - Removal or disturbance of building material by sanding, abrading, grinding or other method that breaks, crumbles, or disintegrates intact ACM.
• Amended water - Water to which surfactant (wetting agent) has been added to increase the ability of the liquid to penetrate ACM.
• Asbestos - Includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that has been chemically treated and/or altered.
• Asbestos-containing material (ACM) - Any material containing more than one percent asbestos.
• Authorized person - Any person authorized by the employer and required by work duties to be present in regulated areas.
• **Category I nonfriable asbestos-containing material (ACM)** - Asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than 1 percent asbestos as determined using the method specified in appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy.

• **Category II nonfriable ACM** - Any material, excluding Category I nonfriable ACM, containing more than 1 percent asbestos as determined using the methods specified in appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

• **Class I asbestos work** - Activities involving the removal of TSI and surfacing ACM and PACM.

• **Class II asbestos work** - Activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

• **Class III asbestos work** - Repair and maintenance operations, where "ACM", including TSI and surfacing ACM and PACM, is likely to be disturbed.

• **Class IV asbestos work** - Maintenance and custodial activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II, and III activities.

• **CIH (Certified Industrial Hygienist)** - One certified in the practice of industrial hygiene by the American Board of Industrial Hygiene.

• **Competent person** - A person capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure.

• **Critical barrier** - One or more layers of plastic sealed over all openings into a work area or any other similarly placed physical barrier sufficient to prevent airborne asbestos in a work area from migrating to an adjacent area.

• **Decontamination area** - An enclosed area adjacent and connected to the regulated area and consisting of an equipment room, shower area, and clean room, which is used for the decontamination of workers, materials, and equipment that are contaminated with asbestos.

• **Demolition** - The wrecking or taking out of any load-supporting structural member and any related razing, removing, or stripping of asbestos products.
Disturbance - Activities that disrupt the matrix of ACM, crumble or pulverize ACM, or generate visible debris from ACM.

Employee exposure - Exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.

Equipment room (change room) - A contaminated room located within the decontamination area that is supplied with impermeable bags or containers for the disposal of contaminated protective clothing and equipment.

Fiber - A particulate form of asbestos, 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

Glovebag - Not more than a 60 x 60 inch impervious plastic bag-like enclosure affixed around an asbestos-containing material, with glove-like appendages through which material and tools may be handled.

High-efficiency particulate air (HEPA) filter - A filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.

Homogeneous area - An area of surfacing material or thermal system insulation that is uniform in color and texture.

Intact - The ACM has not crumbled, been pulverized, or otherwise deteriorated so that the asbestos is no longer likely to be bound with its matrix.

OSHA – Occupational Safety and Health Administration.

PACM - Presumed Asbestos-Containing Material.

PPE – Personal Protective Equipment

Program Administrator - The individual responsible for planning, implementing, and evaluating the provisions of this program.

RACM - Regulated Asbestos-Containing Material.

Regulated area - An area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.

Removal - All operations where ACM and/or PACM is taken out or stripped from structures or substrates, and includes demolition operations.
- **Renovation** - The modifying of any existing structure, or portion thereof.
- **Repair** - Overhauling, rebuilding, reconstructing, or reconditioning of structures or substrates, including encapsulation or other repair of ACM or PACM attached to structures or substrates.
- **SDS** - Safety Data Sheet
- **Surfacing material** - Material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).
- **Surfacing ACM** - Surfacing material which contains more than 1% asbestos.
- **TSI** - Thermal System Insulation applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

### 4.0 REQUIREMENTS ➔ DECISION POINT – Customize All Text in Red

### 4.1 RESPONSIBILITIES

A. **Program Administrator.** Enter Position Title is the program administrator and has the authority and responsibility for implementing the provisions of this program and is to:

1. Coordinate asbestos-related matters not directly associated with abatement projects. This includes employee notification efforts, and handling inquiries from employees on potential exposure in the workplace or classroom.
2. Maintain an up-to-date inventory of all known locations of friable and non-friable ACM in XYZ Company buildings.
3. Provide technical assistance in the planning phase of asbestos projects, evaluating credentials of contractors, and developing and implementing site monitoring activities before, during, and after abatement operations.
4. Perform bulk asbestos sampling, and evaluating, recording, and maintaining laboratory results for all surveys that are not associated with a specific abatement project.
5. Record and evaluate laboratory results related to airborne asbestos surveys, including those performed during abatement projects.
6. Provide initial inspection of asbestos abatement project set-up, including the containment barrier, airlock assembly, decontamination facilities, and worker protection program.

7. Provide technical assistance to the project manager as requested prior to and during asbestos abatement projects.

8. Provide asbestos hazard awareness training to employees who may encounter asbestos hazards in the workplace.

9. Provide training and consultation on the use of personal protective equipment and clothing to employees.

10. Coordinate the medical surveillance of asbestos exposed employees.

11. Ensure that asbestos abatement contractors notify the appropriate local regulatory agencies, e.g. EPA.

B. Managers/Supervisors are to:

1. Coordinate with the Program Administrator on the funds and the administration of contracts for asbestos abatement projects.

2. Develop removal and re-insulation specifications for asbestos abatement contracts.

3. Act as the XYZ Company project manager for asbestos abatement contracts.

4. Solicit technical assistance from a competent person, such as a Certified Industrial Hygienist (CIH), in regards to specification development, the planning phase of asbestos projects, and evaluating the credentials of prospective contractors.

5. Ensure employees who perform asbestos abatement are properly trained and use all required PPE.

6. Transmit records of laboratory results related to airborne asbestos surveys, including those performed during abatement projects, to the Program Manager or a competent person, for evaluation and retention.

7. Coordinate with the Program Manager in maintaining a comprehensive operations and maintenance program that provides for locating, identifying, maintaining and/or abating friable and non-friable asbestos-containing material.
C. **Employees** are to:

1. Understand the hazards and precautionary procedures for asbestos abatement;
2. Attend required asbestos safety training; and
3. Wear required PPE in accordance the SDS instructions and safety training.

### 4.2 ASBESTOS INSPECTION AND INVENTORY RESPONSIBILITY

A. **XYZ Company** is to determine the presence, location, and quantity of ACM and or PACM in all company facilities. This determination shall be primarily accomplished through inspections and bulk sample analysis of all building materials installed prior to 1981.

B. Suspect building material (installed prior to 1981 that could contain asbestos or that in the opinion of a competent person could contain asbestos) shall be considered and treated as ACM unless it is determined to be non-ACM through sample analysis, building records, or other methods.

C. Bulk sample collection will be performed by those who have completed an accredited asbestos inspector training course and are licensed for asbestos collection.

D. All bulk samples will be analyzed at laboratories accredited by the American Industrial Hygiene Association (AIHA) and National Voluntary Laboratory Accreditation Program (NVLAP) for asbestos analysis. Once completed, the asbestos inventory will be made available to the Program Administrator.

### 4.3 REQUIREMENT FOR COMMUNICATION OF ASBESTOS HAZARDS

A. Before any asbestos work is to begin, the Program Administrator is to determine the presence, location, and quantity of ACM or PACM and notify the following individuals of its presence, location, and quantity:

1. Prospective employers applying or bidding for work in areas containing such material;
2. **XYZ Company** employees who will work in or adjacent to areas containing such material;
3. Contractor employees who will be performing work in or adjacent to areas containing such materials;
4. Tenants who will occupy areas containing such materials.

B. When ACM or PACM is discovered on a worksite or in a workplace, company managers/supervisors are to convey information concerning the presence, location, and quantity of such newly discovered material to the Program Administrator as soon as feasible.

C. If asbestos is accidentally disturbed and could present a hazard to employees or building occupants, those who disturbed or discovered the material are to immediately contact the Program Administrator so that appropriate precautions can be implemented.

4.4 AIR MONITORING REQUIREMENTS

A. Air sampling is to be conducted for *XYZ Company* employees engaged in asbestos work who has the potential to be exposed to asbestos concentrations above the Permissible Exposure Limit (PEL). This exposure determination, as well as the actual air sampling will be performed by a Certified Industrial Hygienist (CIH).

B. Air monitoring will be conducted in accordance with National Institute for Occupational Safety and Health (NIOSH) or other nationally recognized methods. Sample analysis is to be performed at laboratories accredited by AIHA for asbestos analysis.

C. *XYZ Company* shall notify affected employees of monitoring results as soon as possible following receipt of laboratory results.
4.5 REQUIREMENTS FOR CLASS IV ASBESTOS WORK

Class IV asbestos work consists of maintenance or custodial activities during which XYZ Company employees contact but do not disturb ACM or cleanup waste and debris resulting from Class I through III activities.

Class IV work includes the following additional requirements:

When asbestos containing roofing material is removed, it shall not be dropped or thrown to the ground, but shall be hand carried to the ground or lowered to the ground in a covered, dust-tight chute. Such material must be removed no later than the end of the work shift.

4.6 WASTE REMOVAL REQUIREMENTS

A. ACM waste shall be collected and disposed of in sealed, labeled, impermeable bags or other containers.
B. Asbestos abatement contractors are to dispose of the asbestos waste in accordance with all federal, state, and local regulations.
C. The Program Administrator is to ensure that asbestos waste from XYZ Company facilities is disposed of properly.

4.7 NON-CONSTRUCTION ASBESTOS ACTIVITIES

A. This section only applies to those who are engaged in asbestos brake and/or clutch repair or custodial employees whose housekeeping or cleaning duties entail exposure to asbestos containing material. The Program Administrator is to assess the exposures of such employees exposed to asbestos in non-construction activities to determine if any are exposed above the PELs. If any employees are exposed at or above the PELs, then an air monitoring program, respiratory protection program, and several additional controls are to be implemented.
B. XYZ Company employees engaged in ACM brake and/or clutch repair shall receive asbestos training.
C. XYZ Company employees who perform housekeeping duties in areas that contain ACM or PACM the following requirements are to be followed:
1. Employees shall receive asbestos hazard communication training. They shall be informed of the presence and location of ACM and PACM in their work areas, and steps they can take to minimize disturbing the asbestos.

2. Sanding of ACM floor tile is prohibited.

3. Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods.

4. Dry buffing may be performed only on ACM flooring which has sufficient finish so that the pad cannot contact the ACM.

5. ACM that is visibly dusty or deteriorated shall not be dusted, swept dry, or vacuumed without using a HEPA filter.

4.8 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

A. Since XYZ Company personnel do not perform Class I, II, or III asbestos work, it is not expected that respirator use will be required.

B. Contractor employees who perform abatement work at XYZ Company facilities will be responsible for their own respiratory protection programs and personal protective equipment.

C. Should it become necessary for XYZ Company employees to wear respirators for asbestos concerns, the applicable portions of the company’s Respiratory Protection Program are to be followed.

4.9 SIGNS AND LABEL REQUIREMENTS

A. Signs shall also be posted at the entrance(s) to mechanical rooms or other such areas which XYZ Company employees can be expected to enter and which contain thermal system insulation or surfacing ACM or PACM. These signs shall identify the material which is present, its location, and appropriate work practices to be followed to avoid asbestos disturbance.

B. Labels shall be affixed to all products containing asbestos and to all containers of ACM waste. This does not apply to asbestos fibers that have been modified by a bonding agent or coating provided that the asbestos manufacturer demonstrates that no fibers in excess of the PEL will be released during any reasonably foreseeable use or handling.
C. Asbestos warning signs, as noted above, may be used in lieu of labels so long as they convey the information required for labeling. Such signs and labels shall be attached in areas where they will clearly be noticed by employees who are likely to be exposed, such as at the entrance to mechanical rooms/areas.

4.10 TRAINING AND INSTRUCTION

**XYZ Company** employees are to be trained and instructed as follows:

1. When engaged in Class IV asbestos work.
2. Prior to the initial assignment and at least annually thereafter.
3. Training for Class IV workers is to be asbestos awareness training.

4.11 NOTIFICATION TO REGULATORY AGENCIES

A. Prior to any demolition or renovation project, **XYZ Company** is to determine the total quantity of RACM that will be disturbed or removed during the project.

B. The Program Administrator is to ensure that proper notifications are sent (by the Program Administrator or by the Asbestos Abatement Contractor) to the State’s Division of Air Quality if at least 80 linear meters (260 linear feet) on pipes or at least 15 square meters (160 square feet) on other facility components, or at least 1 cubic meter (35 cubic feet) of facility components where the length or area could not be measured previously, are stripped, removed, dislodged, cut, drilled, or similarly disturbed.

C. The following information is to be included in the notification:

1. An indication of whether the notice is the original or a revised notification.
2. Name, address, and telephone number of both the facility owner and operator and the asbestos removal contractor owner or operator.
3. Type of operation: demolition or renovation.
4. Description of the facility or affected part of the facility including the size (square meters (square feet) and number of floors), age, and present and prior use of the facility.
5. Procedure, including analytical methods, employed to detect the presence of RACM and Category I and Category II nonfriable ACM.
6. Estimate of the approximate amount of RACM to be removed from the facility in terms of length of pipe in linear meters (linear feet), surface area in square meters (square feet) on other facility components, or volume in cubic meters (cubic feet) if off the facility components. Also, estimate the approximate amount of Category I and Category II nonfriable ACM in the affected part of the facility that will not be removed before demolition.

7. Location and street address (including building number or name and floor or room number, if appropriate), city, county, and state, of the facility being demolished or renovated.

8. Scheduled starting and completion dates of demolition or renovation.

9. Scheduled starting and completion dates of asbestos removal work (or any other activity, such as site preparation that would break up, dislodge, or similarly disturb asbestos material) in a demolition or renovation; planned renovation operations involving individual nonscheduled operations shall only include the calendar year included from January 1 to December 31 as the beginning and ending dates of the report period.

10. Description of planned demolition or renovation work to be performed and method(s) to be employed, including demolition or renovation techniques to be used and description of affected facility components.

11. Description of work practices and engineering controls to be used to comply with the requirements of this subpart, including asbestos removal and waste-handling emission control procedures.

12. Name and location of the waste disposal site where the asbestos-containing waste material will be deposited.

13. A certification that at least one person trained as required by the National Emission Standard for Hazardous Air Pollutants will supervise the stripping and removal described by this notification.

14. Description of procedures to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized, or reduced to powder.

15. Name, address, and telephone number of the waste transporter.
5.0 PROGRAM CHECKLIST
Self-Audit Checklist for Designated Persons

6.0 RELATED PROGRAM
Personal Protective Equipment Program

7.0 PROGRAM REVISION RECORD

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