



### Asbestos Awareness Program

#### Scope

This policy applies to the college community in general and Facilities Management specifically. The policy applies to all asbestos building materials (ACM) and presumed asbestos building materials (PACM). This includes but is not limited to sheet good and tile flooring, ceiling tile, plaster, and insulation.

#### Purpose

The purpose of this policy is to protect the college community from the adverse effects of asbestos. The policy is also intended to provide an Asbestos Awareness Program in accordance with CFR 1910:1001.

#### Process

1. Installed asbestos containing materials including TSI (Thermal Insulation Systems) and asphalt and vinyl flooring installed prior to 1980 will be presumed ACM or PACM.
2. The College will use available information regarding the presence, location and quantity of ACM/PACM in college buildings. Where no information is available regarding the presence of ACM/PACM, College employees will assume material appearing to be ACM/PACM is ACM/PACM.
3. Employees must be informed of the presence and locations of ACM and PACM.
4. Records must be maintained of all information pursuant to the presence, location and quantity of ACM/PACM. These records must be maintained for the duration of ownership and must be transferred to successive owners.
5. Employees who perform housekeeping activities in areas which contain ACM and/or PACM will be informed of the presence and location of the material.
6. At the entrances to mechanical rooms in which employees can be expected to enter and which contain ACM and/or PACM, signs shall be posted on the inside of the doors to inform employees.
7. An Asbestos Awareness Program will be provided for employees that perform housekeeping operations annually.

#### Elements of the Asbestos Awareness Program

1. Health effects of asbestos
2. Locations of ACM and/or PACM materials
3. Recognition of damaged or deteriorated ACM and/or PACM materials
4. Requirements of the standard relating to housekeeping operations
5. Proper response to a fiber release episode
6. Inform employees of the availability of self help smoking cessation programs such as NIH publication #89-1647

#### Care of Asbestos Containing Flooring Material

1. Sanding of asbestos containing flooring material is prohibited.
2. Stripping of floor finishes shall be done using low abrasion pads at speeds lower than 300 rpm and using wet methods.
3. Burnishing or dry buffing may be performed only on asbestos-containing flooring which has sufficient finish so that the pad cannot contact the asbestos-containing material.
4. Vacuuming in areas that contain ACM and/or PACM shall be accomplished using a HEPA vacuum.

#### Work Practices for Automotive Brake and Clutch Inspection, Disassembly, Repair, and Assembly

1. A spray bottle capable of delivering a fine mist of amended water shall be used to first thoroughly wet the brake and clutch parts. Brake and clutch components will then be wiped clean with a cloth.
2. The cloth will be placed in an impermeable container labeled in accordance with 1910:1001(j) and disposed in accordance with 1910:1001(k).
3. The use of dry brushing or compressed air is prohibited.

#### Responsibilities

1. Facilities Management
  - a. Inform the college community of its presence via verbal communications, signs or labels



- b. Maintain records of all information pursuant to the presence, location, and quantity of ACM materials
  - c. Develop a program for working appropriately with brake and clutch assemblies
  - d. Store and dispose of asbestos contaminated materials appropriately
2. Human Resources
- a. Ensure an Asbestos Awareness Program is conducted annually for Facilities Management employees
  - b. Maintain training records

### **Evaluation**

The Safety Committee shall be responsible for evaluating this policy annually.

### **Document History**

Created: 5/2005

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