**Asbestos Operations and Maintenance Program**

**for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.0 POLICY**

( company name ) is committed to providing a safe and healthy workplace for our employees. This Asbestos Operations and Maintenance Program has been developed to eliminate and control hazards associated with asbestos-containing materials located at our site.

**2.0 RESPONSIBILITY**

( representative ) is responsible for the overall implementation and maintenance of this policy. Will also ensure that affected employees are trained in asbestos hazards and their responsibilities to control those hazards.

**3.0 IDENTIFICATION OF ASBESTOS-CONTAINING MATERIALS**

The following presumed to be Asbestos Containing Materials have been identified at the ( company name ), ( address ). Suspect building materials installed before 1970 are presumed to contain asbestos until proven not to contain asbestos by laboratory testing. Laboratory testing is not required if the building owner will handle and treat all presumed materials as if they contain asbestos. The building owner may arrange for testing at any time to prove/disprove that the presumed material contains asbestos.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Location** | **% Asbestos** | **Condition** | **Policy** |
| **Hard-packed elbow pipe insulation** | Laundry | Not tested. Presumed to Contain Asbestos. | Good Condition. | Do Not Disturb. If removal is desired, removal must be conducted by an Asbestos Contractor. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9x9 vinyl floor tile** | Basement Hall | Not tested. Presumed to Contain Asbestos. | Good Condition. | Keep in place.  Use buffing, stripping, and refinishing procedures that minimize contact of pads with asbestos dust. |
|  |  |  |  |  |

**4.0 WARNING LABELS**

The OSHA Asbestos standard (29 CFR 1926.1101) requires that building occupants are notified of the presence of asbestos-containing materials so that the materials are not disturbed or handled in a manner that could generate or release asbestos dust.

This will be achieved by placing signs on friable (can be crumbled by hand pressure) asbestos-containing materials. The following label will be attached to all hard-packed thermal insulation. Pipe insulation will be labeled periodically, and in areas where maintenance is likely. A label should be attached to each elbow:

**DANGER.**

**Contains Asbestos Fibers**

**Avoid Creating Dust**

**Cancer and Lung Disease Hazard**

**5.0 MAINTENANCE ACTIVITIES**

Maintenance activities should be restricted so that asbestos-containing materials are not handled in a manner that could release asbestos fibers.

**5.1 Vinyl Floor Tile:** Buffing and waxing should be conducted in a manner that avoids penetrating the top layer of the tile so that asbestos fibers are not released. No cutting of asbestos-containing tiles is permitted. The US EPA has published safe work practices for buffing, waxing, and other housekeeping activities on 9x9 asbestos floor tile. OSHA has these guidelines:

* Sanding of asbestos floor tile is prohibited.
* Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods.
* Burnishing or dry buffing may be performed only on tiles that have sufficient finish so that the pad cannot contact the asbestos-containing material.

**5.2 Hard-packed Elbow Insulation:** If the insulation requires removal, an asbestos abatement contractor should be hired to conduct the removal. NOTE: Building maintenance personnel cannot conduct insulation repair, or clean-up of small quantities of asbestos debris unless they have completed a 24-hour worker O&M training course.

**5.3 Spills and Releases:** If any asbestos-containing material becomes damaged so that fibers may have been released, contact an asbestos abatement contractor to remove the remaining material and to remove any contamination on adjacent surfaces.

NOTE: Building maintenance personnel cannot conduct this type of spill clean-up unless they have completed a 24-hour worker training course.

**6.0 HIRING OUTSIDE CONTRACTORS**

**6.1 General Building Work**: (representative’s name) is responsible for notifying contractors that visit the building of the location of asbestos-containing materials in their work area. Contractors will be instructed not to damage asbestos-containing materials, to avoid the accidental release of asbestos fibers into the area. Scope: electricians, plumbers, carpenters, fire protection, HVAC, flooring contractor, painting contractors, etc.

**6.2 Building Renovation:** (representative’s name) is responsible for evaluating plans for future building renovations to determine if asbestos-containing materials may be involved. If asbestos materials may be damaged during renovation activities, then an Asbestos Abatement Contractor will be hired to remove the asbestos material before renovation work begins in that area.

**6.2 Asbestos Work**: (representatives name) is responsible for coordinating the hiring of outside contractors for work with asbestos-containing materials at this facility. The contractor will be informed of:

* Location of the asbestos-containing materials.
* Condition of the material
* Percent asbestos (if laboratory testing has been conducted);
* The companys lock-out/tag-out requirements to eliminate active or stored energy, including electrical, hydraulic, pneumatic, moving parts, or any other energy sources in the space.

Before being awarded the work, the contractor will be asked to provide:

* Copy of work policies and procedures;
* List of equipment they will use to ensure elimination or control of dust hazards, (ie. HEPA-filtered vacuum; glove bags; HEPA-filtered ventilation units, air monitoring equipment for asbestos dust; worker respirators)
* Copy of the contractor’s license;
* Copy of worker training certificates and Abatement Worker Licenses.
* The Contractor will be requested to file all required notifications to the state OSHA office and the state Department of Environmental Protection. The contractor should provide copies to the building owner before work begins.

**7.0 TRAINING FOR BUILDING PERSONNEL**

Training must be provided to each employee who may handle or potentially handle asbestos-containing materials. In this facility, all Maintenance staff and all Housekeeping staff will receive asbestos awareness training. **The training allows workers to safely work near asbestos-containing materials**. **It does not authorize workers to remove asbestos.** Training is annual, and should include at a minimum:

* Health effects of asbestos;
* Locations of known asbestos materials (have been tested); and location of presumed asbestos materials (not tested, but assumed to contain asbestos due to visual appearance and year installed before 1970).
* Recognition of damage and deterioration;
* Requirements for housekeeping without creating dust;
* Proper response to events that release dust;

**8.0 SITE INSPECTION**

(Name) will be responsible for conducting a site walk through every six months to assess and evaluate the condition of all known asbestos-containing materials, and all presumed to contain asbestos materials. The inspection should note the condition, and whether any asbestos dust is likely/not likely to occur. If dust might be released due to poor condition, an asbestos contractor should be hired to either repair or remove the material.