

# Burns Industrial Equipment Asbestos Exposure Safety Program

Effective Date: November 1, 2018  
Revision #: 1

# OSHA

## Reference Standard

Occupational Safety and Health Standards:  
29 CFR 1910.1001, Subpart Z Asbestos  
29 CFR 1910.1200

## Purpose

This program establishes minimum requirements and guidelines to minimize harmful employee exposure to materials containing asbestos in the workplace. **Burns Industrial Equipment employee are not permitted to work in area that asbestos containing materials (ACM) are being disturbed and removed.** This is an awareness program.

## Scope

This procedure applies to all company employees, contractors and vendors performing work on company property and all other individuals who are visiting or have business with Burns Industrial Equipment.

## Responsibilities

Management is responsible for the development and periodic review of this program as well as appropriate employee training.  
Management and supervisors are responsible for the enforcement of this program.  
Employees must comply with all procedures outlined in this policy.  
Contractors and vendors must comply with all procedures outlined in this policy.

## Definitions

**Asbestos:** a mineral used commercially because of its desired insulating properties. In this program asbestos includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos and any of these minerals that has been treated or altered chemically.

**Asbestos-Containing Material (ACM):** any material containing more than 1 percent asbestos.

**Presumed Asbestos-Containing Material (PACM):** thermal system insulation and surfacing material found in buildings constructed before 1980.

**Permissible Exposure Limit (PEL):** the legal limit of asbestos exposure an individual can have. PELs include the EL and the time-weighted average (TWA) limit.

**Excursion Limit (EL):** the maximum exposure that an individual may have to airborne concentrations of asbestos over a sampling period. OSHA prescribes an EL of 1.0 fiber per cubic centimeter of air (1 f/cc) as averaged over 30 minutes.

**Time-Weighted Average (TWA) Limit:** a limit set on the average exposure to a

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contaminant or condition over a period. OSHA has established a TWA limit of 0.1 fibers per cubic centimeter of air during an eight-hour day.

**Regulated Area:** an area established to demarcate where airborne concentrations of asbestos exceed or are reasonably expected to exceed the PEL.

**Surfacing Material:** a material that is sprayed, troweled-on or otherwise applied to a surface for acoustical, fireproofing and other insulation purposes. Some examples include acoustical plaster on ceilings and fireproofing materials.

**Thermal System Insulation (TSI):** a material used to control heat transfer or prevent condensation on pipes, fittings, boilers, breeching, tanks, ducts or other structural components.

## Program Application

This program applies to all incidences in which employees interact with asbestos in any form, except for asbestos in the construction work and shipbuilding industries because OSHA has issued specific regulations and guidelines for these industries.

When working on multi-contractor worksites, Burns employees shall be protected from exposure.

## Procedures

### Initial Monitoring

Burns Industrial Equipment employee will be made aware of the possible ACM in the area by the host employer / general contractor. Before operations start, asbestos-related operation, Burns Industrial Equipment will assess the operation's potential to generate airborne fibers. The host employer / contractor will provide an initial monitoring must be performed for every employee who is or is reasonable expected to be exposed to airborne concentrations at or above the PEL, unless reliable and objective:

- Monitoring (conducted after March 31, 1992) suggests that exposure levels for the operation do not exceed the PEL; or
- Data indicates that the operation will not release airborne asbestos concentrations at or above the PEL.

### Periodic Monitoring

If initial monitoring shows that exposure levels are at or above the PEL, Burns Industrial Equipment will conduct periodic monitoring at least every six months. If initial monitoring shows that exposure is below the PEL, continued monitoring is not required.

However, monitoring must be reinstated whenever there is a change in production, process, equipment control, work practices or personnel that may result in new or additional exposure levels at or above the PEL.

Whenever monitoring takes place, employees must be informed of the results. This information must be distributed to the employees in writing within 15 days through individual notifications or by posting it in an accessible location.

### Regulated Areas

A regulated area must be established when airborne concentrations of asbestos exceed the PEL. Once a regulated area is created, practical engineering controls and safeguard policies must be established to reduce employee exposure. These controls and safeguard policies may include:

- Allowing only authorized personnel to enter a regulated area;
- Prohibiting smoking, eating, drinking, chewing tobacco or gum; and
- Supplying all persons entering the area with adequate respirators and protective

clothing.

### **Hazard Communications**

Burns Industrial Equipment will comply with all requirements of the 2012 Hazard Communication Standard (HazCom 2012) for asbestos (29 CFR 1910.1200). Each employee will be trained in the HazCom 2012 and have access to labels and safety data sheets on asbestos containers. Burns Industrial Equipment will exercise due diligence in informing employees about the presence and location of ACMs and PACMs.

### **Warning Signs**

Warning signs must be posted at the entrance and perimeter of each regulated area so that employees are notified of the hazard and take necessary precautions before entering the area. Warning signs will include the following warnings:

- DANGER;
- ASBESTOS;
- CANCER AND LUNG DISEASE;
- HAZARD;
- AUTHORIZED PERSONNEL ONLY; and
- RESPIRATORS AND PROTECTIVE CLOTHING ARE REQUIRED IN THIS AREA (when applicable).

**Beginning June 1, 2016**, the warning signs must include the following warnings:

- DANGER;
- ASBESTOS;
- MAY CAUSE CANCER;
- CAUSES DAMAGE TO LUNGS;
- AUTHORIZED PERSONNEL ONLY; and
- WEAR RESPIRATORY PROTECTION AND PROTECTIVE CLOTHING IN THIS AREA (when applicable).

Burns Industrial Equipment will ensure that employees working in and next to regulated areas understand the warning signs using, when necessary, foreign language translations, pictographs and graphics.

### **Warning Labels**

Warning labels will be affixed to all materials and products containing asbestos fibers or to their containers. Warning labels will include the following information:

- DANGER;
- CONTAINS ASBESTOS FIBERS;
- AVOID CREATING DUST; and
- CANCER AND LUNG DISEASE HAZARD.

**Beginning June 1, 2015**, in addition to complying with the HazCom 2012, warning labels must include the following information:

- DANGER;
- CONTAINS ASBESTOS FIBERS;
- MAY CAUSE CANCER;
- CAUSES DAMAGE TO LUNGS;
- DO NOT BREATHE DUST; and
- AVOID CREATING DUST.

### **Control Methods**

Whenever possible use the following methods to reduce exposure levels below the PEL:

- Design, construct, install and maintain local exhaust ventilation and dust collection systems;
- Provide a local exhaust ventilation system for all hand-operated and power-operated tools, including: saws, scorers, abrasive wheels and drills that produce or release

- asbestos fibers;
- Handle, mix, apply, remove, cut, score or work with asbestos in a wet state to prevent exposure;
- Do *not* remove cement, mortar, coating, grout, plaster or similar ACMs from bags, cartons or other containers without wetting, enclosing or ventilating the containers;
- Do *not* sand asbestos-containing floors;
- Do *not* use compressed air to remove asbestos or ACMs, unless the tool is used in conjunction with a ventilation system designed to capture the dust cloud created by it;
- Use a negative pressure enclosure/HEPA1 vacuum system or a low-pressure/wet cleaning method during automotive brake and clutch inspection, disassembly, repair and assembly. An equivalent method also can be used if it can be shown that the method being used achieves the required exposure reductions; and
- Always try and keep ACMs intact to limit the amount of asbestos dust and fibers released into the air.

Wear respirators and protective clothing if these methods fail to bring exposures levels below the PEL. Do *not* use employee rotation to comply with the PEL. When asbestos exposure exceeds the PEL, Burns Industrial Equipment will establish and implement a written program to reduce employee asbestos exposure below the PEL. The program will use engineering methods, work practice controls and respiratory protections to reach its objectives.

### **Respiratory Protection**

Select, provide and use respirators in asbestos exposure areas when:

- Installing or implementing engineering and work practice controls;
- Performing repair work and maintenance activities that make implementing engineering and work practice controls impracticable;
- Engineering and work practice controls are insufficient to reduce exposure to or below the PEL; or
- An emergency arises or develops.

Burns Industrial Equipment will ensure that all respirators issued to its employees fit properly and exhibit minimum face piece leakage. Burns Industrial Equipment will also perform quantitative or qualitative fit tests for each employee wearing negative-pressure respirators at the time of their initial fitting and at least every six months thereafter.

### **Protective Clothing**

Burns Industrial Equipment will provide and require the use of protective clothing (coveralls or similar whole-body clothing, head coverings, gloves, vented goggles, face shields and foot coverings) for any employee exposed to airborne concentrations of asbestos at or above the PEL.

In an effort to prevent airborne asbestos fibers outside regulated areas, protective clothing must be removed in designated changing rooms and placed in sealable, labeled containers. Contaminated clothing will be transported in sealed impermeable bags or other closed, impermeable containers and labeled according to the HazCom.

At least weekly, Burns Industrial Equipment will clean, launder, repair or replace protective clothing and equipment to maintain its effectiveness. Asbestos cannot be removed from protective clothing by blowing or shaking. Contaminated clothing must be laundered without releasing airborne asbestos fibers at or above the PEL. Any person who launders or cleans asbestos-contaminated protective clothing or equipment will be informed of the potentially harmful effects of asbestos exposure.

### **Hygiene Facilities and Practices**

Burns Industrial Equipment will provide clean changing rooms, shower facilities and lunchrooms for employees who work in areas with an airborne asbestos exposure at or

above the PEL. Employees who work in areas with an airborne asbestos exposure at or above the PEL must not leave the workplace wearing any clothing or equipment that might have been contaminated during their work shift.

Changing rooms will be equipped with two separate lockers or storage facilities. Locker sets will be separated to prevent exposing an employee's personal items and clothes to contaminated protective work clothing and equipment.

Employees working in areas with an airborne asbestos exposure at or above the PEL must shower at the end of their shift. Shower facilities will provide body soap or other cleansing agents, hot and cold water, individual clean towels and meet other applicable OSHA requirements.

Lunchroom facilities will have a positive pressure, use a filtered air supply and be readily accessible to employees. Employees working in areas with airborne asbestos exposure at or above the PEL must wash their hands and faces before eating, drinking or smoking. In addition, employees must *not* enter the lunchroom area with contaminated clothing or equipment. To remove asbestos-containing dust and fibers from clothing and equipment use a vacuum or another approved method to prevent dust and fibers from becoming airborne.

All employees must refrain from smoking in asbestos-exposed work.

### **Housekeeping**

All surfaces must be kept, as much as possible, free of any asbestos-containing waste and debris. Any ACM spill or release must be cleaned as soon as possible. When cleaning ACMs remember to avoid using methods that could reintroduce asbestos into the workplace and:

- Do *not* use compressed air on an asbestos-contaminated surface;
- Whenever possible use a wet cleaning method or a HEPA-filtered vacuum to clean asbestos-containing waste and debris;
- Use shoveling, dry sweeping and dry cleanup methods only when wet cleaning or vacuuming with HEPA-filtered equipment is not feasible; and
- Collect, recycle and dispose of asbestos-containing waste, scrap, debris, bags, containers and asbestos contaminated equipment and clothing in sealed, impermeable bags or closed impermeable containers.

### **Employee Information and Training**

All employees who are exposed or are reasonably expected to be exposed to asbestos levels at or above the PEL must receive training prior to or at the time of their initial work assignment. Additional training will take place at least annually thereafter.

Burns Industrial Equipment will develop and provide this required training at no cost to its employees. At a minimum the training will cover:

- Practical ways to recognize asbestos exposure;
- The adverse health effects of asbestos exposure;
- The combined effect of smoking and asbestos exposure on lung cancer;
- The quantity, location, manner of use, release, and storage of asbestos, and the specific nature of operations that could result in exposure to asbestos;
- The engineering controls and work practices implemented to protect employees from asbestos exposure at or above the PEL, including:
  - Asbestos work policies;
  - Emergency procedures;
  - Cleanup procedures; and
  - Required personal protective equipment (PPE);
- The purpose, proper use, fitting instructions and limitations of respirators and protective clothing (if appropriate);
- The medical surveillance program requirements;
- The contents of the applicable OSHA standard (29 CFR 1910.1001, Subpart Z and

- its appendices);
- OSHA sign posting and chemical labeling regulations; and
- The meaning of the required sign and label legends.

Burns Industrial Equipment will make available to all affected employees a copy of the OSHA asbestos standard (including its appendices) free of charge. Burns Industrial Equipment will also provide all employees the name, address and phone number of any public health organization that provides smoke-cessation information, materials or programs.

### **Medical Examinations**

Burns Industrial Equipment will institute a medical surveillance program for employees who are exposed to asbestos at or above the PEL. All examinations and procedures will be performed by a licensed physician at no cost to the employee. Employees can receive a medical examination before the start of any occupational asbestos exposure. Thereafter, medical examinations will be available annually or within 30 days of employment termination.

### **Recordkeeping**

Burns Industrial Equipment will keep records of:

- Employee asbestos exposure reports. These reports must be kept for up to 30 years and contain:
  - The date of exposure measurements;
  - Information regarding the operation that is being monitored;
  - A description of the sampling and analytical methods used (and evidence of their accuracy);
  - The number, duration and results of the samples taken;
  - The type of respiratory protective devices worn (if any); and
  - The name, social security number and exposure level of the employees whose exposure are represented in the report;
- Any exemption from an OSHA requirement and the objective data that reasonably supports the exemption. Exemption records must be maintained for the duration of the exemption and contain:
  - A description of the product that qualifies for an exemption; and
  - Any data relevant to the operations, materials, processing or employee exposures covered by the exemption;
- Medical surveillance records. These records must be maintained for the duration of employment plus 30 years thereafter and contain:
  - The name and social security number of the employees who are being monitored;
  - The monitoring physician's notes and written opinion for monitored employees;
  - Any employee medical complaints related to asbestos exposure; and
  - A copy of the information provided to the physician; and
- Individual employee training records. These records must be maintained for every employee for the duration of his or her employment and up to one year after the employment relationship ends.

Employees, their designated representatives and OSHA can request to examine and copy employee exposure and medical records.

### **Revision History Record:**

<b>Revision Number</b>	<b>Section</b>	<b>Revised By</b>	<b>Description</b>
0	NA	NA	Original document.

