

<b>Potential Exposure and Release Management</b>	S.O.P. 8B		Page 1 of 4
	10/01	Rev. 1	
	Review Date:		
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Approved By:			
STANDARD OPERATING PROCEDURE			

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### I. SCOPE AND PURPOSE

- A. To outline the proper steps to be followed whenever an actual/potential asbestos exposure incident occurs.
- B. The purpose of this S.O.P. is to guide Company employees through the process of dealing with incidents that *may* have exposed personnel to asbestos containing materials.
- C. This procedure is to be strictly adhered to regardless of whether the potential exposure was a result of our activities or from other contractor/owner personnel.

### II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 5F, Respiratory Protection
- B. S.O.P. 5G, Hazard Communication
- C. S.O.P. 8A, Asbestos Abatement
- D. Asbestos and Lead Awareness Field Training Module

### III. PERSONNEL RESPONSIBILITY

- A. Supervisor
  - 1. Prior to start of work, positively identify/establish the presence or absence of asbestos in all materials in our workplace that are exposed or may be disturbed.
  - 2. Stay aware of any incidents that occur that may expose personnel, either employed by the Company and/or employed by others, to asbestos.
  - 3. Train site employees on the contents of this S.O.P. and the importance of recognizing and reporting potential and/or existing conditions that may

result in exposure to asbestos containing materials.

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4. Immediately stop work and clear all Company employees from the affected area. Contact your Project Manager and the Safety Director immediately upon learning of any potential asbestos exposure related incident.
  5. Secure and require the use of HEPA filtered respirators for all Company employees during the time between potential exposure and final decontamination. Offer same to supervisor/management of other contractor/owner personnel involved.
  6. Directly oversee, in conjunction with Safety Management, the implementation of this S.O.P. in response to any potential or existing asbestos exposure related incident.
- B. Employee
1. Understand and comply with the contents of this S.O .P.
  2. Avoid/prevent disturbance of any materials that may contain asbestos.
  3. Immediately report, to direct supervisor, any condition that may/has resulted in exposure to asbestos.

#### IV. SAMPLING

- A. Bulk Sampling
1. An immediate priority will be placed on arranging for the sampling of suspect materials to determine the presence/absence of asbestos.
  2. Trained and protected personnel should collect bulk-samples of the suspect material, and arrange for analysis using Polarized Light Microscopy at a NVLAP certified facility.
  3. All materials will be assumed to contain asbestos until proven otherwise, as outlined in section V. of this S.O.P.
- B. Air Monitoring
1. Where feasible, air monitoring should be conducted.
  2. Trained personnel should collect samples so as to determine the level of airborne fibers present.
  3. Sampling should be initiated as early in the incident as possible and should continue through final decontamination of affected personnel.

#### V. DOCUMENTATION

- A. It is **CRITICAL** that every aspect of any potential asbestos exposure incident be thoroughly documented. Even incidents that seem very small in scope and severity must be documented. Copies of all documentation are to be maintained onsite and then forwarded to Project Management for inclusion in the permanent job file. In addition copies shall be forwarded to the Safety Department.
- B. At a minimum, Attachment 8B.1a, "Potential Asbestos Exposure Fact-Sheet" will be completed and distributed as outlined above. Additionally, all correspondence, test results, investigations, etc. will be collected and distributed as outlined above.

## **VI. EXPOSURE AVOIDANCE**

- A. Asbestos has been found in over 3,000 commercially developed products. **Some** of the most commonly encountered products, that may contain asbestos we work around, include insulation, mastics/muds, felt-type jacketing, transite, insulating fabrics (heat-tracing tapes), refractory bricks and castables, gaskets and valve packings. **If adequately covered (not exposed), in good condition and left undisturbed, these materials pose no significant concerns.**
- B. Project Supervision must identify these and other suspect materials prior to mobilizing to a Jobsite, determine the extent to which these materials are or might become disturbed by us or by others, and ascertain whether or not asbestos is present in these materials. Approved methods of determining asbestos content include
1. Obtaining documentation that the materials were previously sampled and analyzed by a laboratory.
  2. Obtaining positive identification/information that the materials were recently installed **AND** determined to be asbestos-free upon installation.
  3. Having the materials sampled and analyzed for asbestos content.
- C. All suspect materials must be presumed to contain asbestos if none of the above can be accomplished. Remedial/preventative measures must be taken, by qualified asbestos abatement personnel, whenever asbestos is identified and/or whenever reliable identification is not possible as described above.
- D. Company employees will also remain aware of the activities of other contract/owner employees. Concerns over any activity or pre-existing conditions that could result in asbestos exposure must be brought to the attention of Project Management immediately. It will be Project Management's responsibility to follow proper protocols to inform client/owner representatives, and to ensure that the elements of this S.O.P. are implemented.

## **VII. PERSONNEL DECONTAMINATION**

- A. Company Employees
1. All Company employees that may have been exposed to asbestos will be immediately removed from the affected work area and segregated from contact with all other personnel.
  2. Care will be taken to ensure that spread of the suspect materials does not occur to other previously unaffected plant/building areas as a result of decontamination efforts.
  3. Decontamination of these affected employees will begin immediately.
- B. The preferred method of decontamination will be to follow standard asbestos abatement personnel decontamination procedures, found in S.O.P. 8A, Asbestos Abatement. However necessary steps will be taken if decontamination facilities are not available. The following options, as feasible, will be utilized to achieve decontamination:

1. Construct temporary staging/decontamination area using polyethylene.

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2. Use vacuums equipped with HEPA filters to remove gross debris from employee.
3. Collect **ALL** articles of clothing (underwear, boots, etc.) and PPE.
4. Place in separate impermeable bags labeled with the affected employees name and social security number and hold in a secure area pending investigation by Company Safety Department.
5. Use potable water for employees to wash/bathe and consult owner-personnel on collection/disposition of water used during decontamination.
6. Provide clean temporary clothing as needed.

## **VIII. CLIENT/PUBLIC RELATIONS**

### A. Client Notification/Coordination

1. Project Supervision, Management and the Safety Director will work together to ensure that all proper client representatives receive initial notification **AND** subsequent status reports. It is recommended that a meeting be convened as soon as possible and as approved by client/owner with Company, client, other contractor and owner representatives to share background information and discuss subsequent steps to be taken. It is critical to remain aware that the "owner" controls the physical property where a potential incident occurred, and should be constantly informed/consulted.

### B. Public Relations

1. All employees are to be instructed to limit discussion of any incident to officially designated Company, client and/or owner representatives only. Under no circumstances will Company employees discuss any incident with members of the media or others not approved by Company Management.

## **IX. MEDICAL TREATMENT**

### A. Company Employees

1. All Company employees will be required to receive a baseline physical examination within 30 days of any incident that involved potential exposure to **known** asbestos containing materials. The exam will consist of a chest x-ray and pulmonary function test at a minimum. Results of all exams will be maintained in the personnel files and incident files.

### B. Non-Company Employees

1. Baseline exams as outlined above will be offered to other personnel, at Company expense, if potential exposure to known asbestos containing materials was a result of our operations. Exams can be conducted at a facility we have arranged, or at a medical facility chosen by the individual. However, the scope of Company sponsored exams will be limited to those items outlined above unless otherwise noted by Company Management.