Duke University - Facilities Management Department  
Environmental Safety and Health Program

ASBESTOS SAFETY PROGRAM

<table>
<thead>
<tr>
<th>Area: All FMD Organizations</th>
<th>Date Effective: 28 March 2011</th>
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</thead>
<tbody>
<tr>
<td>Issue No.: 1</td>
<td>Revision: 0</td>
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</table>

Revision History

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<thead>
<tr>
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<th>Description</th>
<th>Effective Date</th>
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A. Purpose
1. To identify, define, and manage asbestos containing materials in the Duke University workplace. That is, to ensure FMD employees are able to recognize, identify, and understand the various types, uses, and hazards associated with asbestos and know when reporting is required.

B. Scope
1. This program applies to all FMD employees and contractors working for FMD. Refer to Reference 1 for specific details on the Duke Asbestos Abatement Program (information sheet), to Reference 2 for a synopsis about Managing Asbestos at Duke (self help guide), and to Reference 3 for detailed information about Asbestos Management at Duke.
2. Asbestos-containing materials have been installed in many of the buildings at Duke. The most common use is in thermal insulation on steam and water pipes, floor tiles, and acoustical plaster. As it stands now, if a building was built before 1981, there is a good chance that it was built with asbestos-containing materials.

C. Policy
1. FMD will take all reasonable measures to provide a safe workplace. All FMD operations must be performed in a manner, which will prevent any undesirable effects to FMD and/or Duke employees, assets, the local community, and the environment. The provisions of this program and all applicable standards will be followed to ensure the safety of personnel performing service or maintenance activities to equipment, machines, or systems. Failure to follow the requirements of the Asbestos Safety Program will be cause for disciplinary action.

D. Definitions
1. **Abatement.** Asbestos abatement includes all actions to control any hazards posed by the presence of asbestos-containing materials. These actions my include removal, enclosure, or encapsulation of the materials.
2. **Asbestos.** Includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, and actinolite asbestos, and any of these minerals that have been chemically treated and/or
3. **Asbestos Containing Materials.** Means any materials containing more than 1% asbestos.
4. **Competent Person.** Means one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them. In addition, for Class I and Class II work who is specially trained in a training course which meets the criteria of EPA's Model Accreditation Plan (40 CFR 763) for supervisor, or its equivalent and, for Class III and Class IV work, who is trained in a manner consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(2).
5. **Employee Exposure.** Exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.
6. **Friable asbestos material.** Means any material containing more than 1 percent asbestos as determined using Polarized Light Microscopy that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.
7. **Nonfriable asbestos-containing material.** Means any material containing more than 1 percent asbestos as determined using the method specified in appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
8. **Regulated asbestos-containing material (RACM).** Means (a) Friable asbestos material, (b) Category I nonfriable ACM that has become friable, (c) Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or (d) Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations regulated by this subpart.

E. Responsibilities
1. OESO will:
   a. Inspect the area to determine if asbestos-containing material is present and issue a report.
ASBESTOS SAFETY PROGRAM

Area: All FMD Organizations  Date Effective: 28 March 2011
Issue No.: 1  Revision: 0  Page 2 of 2

b. If asbestos abatement is necessary, ensure that it is performed in compliance with state and federal regulations by the abatement contractor.

2. FMD will:
   a. Request an asbestos inspection from OESO by calling them in advance of construction or maintenance work being performed in any pre-1981 building where suspected asbestos-containing materials may be disturbed or any time there is a question about whether or not a building material contains asbestos.
   b. When damaged or exposed non-friable asbestos (like resilient flooring tiles) is discovered or is suspected, employees will contact their supervisor or the FMD Safety Manager so that arrangements can be made to repair or remove the material as soon as possible.
   c. When damaged or exposed friable asbestos (like thermal insulation) is discovered or is suspected, isolate the area and notify OESO immediately. The damaged asbestos will need to be removed, repaired, or encapsulated so that it is no longer a hazard.
   d. Contract out asbestos abatement work to OESO-approved asbestos abatement contractors. Contract out abatement air monitoring work, when determined to be necessary by OESO, to OESO-approved air monitoring (industrial hygiene) consultants. Contractors and consultants will be hired by the project manager/shop supervisor. During normal work hours, employees may call the Occupational Hygiene & Safety (OHS) Division at 684-5996 or the main OESO number, 684-2794. For an after-hours event, the employees may call the Duke Police Department at 684-2444 and report a "hazardous materials incident." The Duke Police will contact the OESO After-Hours Responder who will initiate a response. OESO will respond to evaluate the situation and conduct air monitoring, if necessary. The maintenance departments have an abatement contractor for emergencies/urgent needs.

Additionally, Reference 3 can be utilized as a further source for both definitions and responsibilities.

F. Training
1. Identified employees who will or have the potential to work in/around areas that contain asbestos and supervisors or project managers of those employees or contractors working with/near asbestos will be required to take the classroom training course titled "Asbestos Orientation" given monthly by OESO. Thereafter, employees will be required to take the asbestos refresher training course annually. That course is located online at the OESO website.
2. Documentation of this training will be collected and maintained by OESO.

G. References

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