



APPENDIX B

Guide for Reducing Exposure to Asbestos

Purpose: Your building(s) may contain materials that contain asbestos fiber that could be released into the air when disturbed. The "WKU Known Asbestos Location List" shall be consulted to determine the asbestos locations in your building(s). Breathing asbestos fibers is dangerous; Western Kentucky University (WKU) provides AHERA 2-Hour Asbestos Awareness training to avoid these exposures. *This fact sheet and guideline tells how to reduce exposure to asbestos fibers while working, please follow it exactly.*

NOTE!

All asbestos related clean-up, by university workers, shall have written authorization from the WKU Asbestos Program Coordinator prior to the anticipated work activity.

Protecting you from Asbestos: Some of the buildings materials in University owned and operated buildings contain *friable* asbestos. *Friable* asbestos-containing materials crumble easily and release fibers into the air. Breathing these fibers could cause cancer and other diseases. The more asbestos you breathe, the greater your chances are of getting a disease. You can take precautions that will reduce or eliminate the risk of being exposed to asbestos. If directed to do so, these "*Recommended Work Practices*" and "*Wet Methods*" shall be used when cleaning near asbestos containing materials with visible dust or debris present in all properties owned or maintained by Western Kentucky University:

- ☑ *Ask your supervisor where asbestos-containing materials are in your building(s), refer to the most recent WKU Known Asbestos Location List, or directly consult with the University Asbestos Program Coordinator. Do not touch or disturb friable asbestos-containing materials. If you must handle non-friable asbestos-containing materials, first lightly spray it with amended water. Wet asbestos-containing materials will not release as many fibers.*
- ☑ *Even if *friable* asbestos-containing materials are not disturbed, they could release asbestos fibers, which will fall slowly to the floor. If you are cleaning in areas that contain these materials, do not use a dry broom, it will stir the fibers into the air. Do not use a vacuum cleaner unless it is equipped with a High Efficiency Particulate Air (HEPA) filter. The fibers can pass through an ordinary vacuum cleaner and out into the room.*
- ☑ *When cleaning in areas that contain friable asbestos-containing materials use dampened mops and dust cloths, never dry sweep, dry mop, or dry dust.*
- ☑ *Dampened mops and dust cloths will hold the fibers much better than dry mops and dust cloths, and will reduce the number of fibers put back into the air. It is best to use mops with disposable heads and to throw away the mop head after use. Otherwise, fibers will be released as the mop dries. Use either lightly dampened mops and cloths or vacuum with a High Efficiency Particulate Air (HEPA) filter to clean areas where wet mopping cannot be used, such as carpeting or hardwood floors.*
- ☑ *Clean table and chairs in the area with damp cloths. Do not dust with brushes or with dry cloths, and do not vacuum. Place debris, used mop heads and cloths in a pre-labeled asbestos disposal bag while they are still wet. Seal the bag and give to your supervisor for disposal in a regulatory compliant method.*

Note: *All clean-up of presumed or confirmed asbestos-containing materials, dust and/or debris in all properties owned or maintained by WKU shall be reported by the workers designated Departmental*

Asbestos Coordinator to the WKU Asbestos Program Coordinator (APC) who shall provide approval prior to the clean-up. Qualified trained workers who comply with the WKU Asbestos Operations and Maintenance Program shall only perform asbestos related clean-up activities. The WKU APC or a person designated by the APC shall have oversight of all clean-up actions in all properties owned or maintained by WKU.



A list of important points to remember:

- **Do not handle or disturb friable asbestos-containing materials.**
- If you must handle *non-friable* asbestos-containing materials, wet them first.
- If asbestos must be disturbed (for example, to repair a light), see your supervisor before starting work for approval. If the determination is to proceed follow these work practices:
 - Make sure, only persons who are necessary for the job are in the area and they are fully trained for the anticipated asbestos disturbance.
 - Place a plastic drop cloth below the work area.
 - Spray asbestos-containing materials with water before you disturb it.
 - After the job, clean all the ladders and tools you used with a wet cloth.
 - Roll up the drop cloth carefully; put it in a pre-labeled asbestos disposal bag.
 - Clean the floor below the work area with a wet mop.
 - Put the mop head and the cloth used to clean the ladders in the disposal bag while they are still wet, seal the bag, and give it to your supervisor for disposal in a regulatory compliant method.

If you desire additional asbestos information, please ask your supervisor, your designated Departmental Asbestos Coordinator, or the Western Kentucky University Asbestos Program Coordinator at the Environment, Health and Safety Department, Asbestos Management Office, Park Street House, Bowling Green, Ky., 42101-1046, 745-2236.

⚠ Warning!

The completion of Asbestos Awareness Training allows you to safely clean-up asbestos dust and debris, it does not authorize you to disturb asbestos containing material (ACM) by such tasks as drilling, sanding, cutting, chipping, or otherwise handling an ACM that is not intact or will not be kept intact.

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