

Policy 702.5

SAFETY AND SECURITY

702.5

Asbestos Control

It is the policy of Kimball Public Schools to follow the AHERA regulations concerning the inventory and management of asbestos containing material within its buildings.

The district will implement the rules of AHERA and will provide the necessary funding to undertake the required response actions. The district will appoint and train, as necessary, a designated person as required by regulation and this person will be responsible for the management of all asbestos related activities.

Notification will be submitted to all employees, parents and guardians and made known to the public in general that there is an asbestos management plan for each building under the governance of the district and this plan may be reviewed upon request or copied and provided to interested parties at the cost of reproduction. Record of this notification shall be maintained by the district.

Administrative Guidelines

Program Manager

A program manager will be designated by the Board and as such shall have responsibility and authority in those departments and areas of district programming necessary to assure that the covenants of AHERA are followed and appropriate public health and hygiene is observed in all areas that may relate to asbestos and safeguarding the health of building occupants.

Although the program manager is authorized to execute the program related to asbestos according to federal regulations; the district shall indemnify the manager against any criminal or civil actions, administrative or investigative and against all attorney fees, judgment, fines and amounts paid in settlement actually and reasonably incurred by such individual provided he/she acted in good faith and in a manner reasonably believed to be in the best interest of the district and had no reasonable cause to believe that any of his/her actions was unlawful in the event of any criminal complaint and provide all further indemnity as provided in Section 79-4 R. R. S. NEB. subject to all conditions thereof.

Remodeling and Renovation

Friable and nonfriable asbestos-containing material will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a reason to replace asbestos it will be replaced with non-asbestos bearing material following approved procedures and using certified personnel.

Any project within the district designated for renovation/remodeling will be referred for review and signed approval to the office of the asbestos program manager. It will be the manager's responsibility to review construction specifications and plans and establish guidelines wherein, should these activities potentially cause or promote contamination, appropriate procedures can be readily followed to preclude contamination.

Shut Down and Immediate Response

The asbestos program manager will have the authority to immediately shut down a building area at any time and initiate engineering controls to safeguard health and safety of building occupants, should emergency asbestos exposure episodes require such response in the opinion of the asbestos program manager.

Staff Training

All new buildings and grounds employees will participate in a two-hour training to orient them to the existence of asbestos in the buildings to which they are attached and to address appropriate concerns relative to direct contact with asbestos. This training must occur within 60 days; however, it would be preferable to conduct the training within 30 days. These individuals will not be authorized to touch, amend or in any other pattern, directly respond to asbestos bearing building products.

Priority and Maintenance of Records

Based upon regulatory concerns and potential civil litigation, there shall be a priority for rapid and thorough clerical response toward development and maintenance of records relating to the following activities:

- all asbestos related training.
- all renovation, remodeling or demolition that may involve asbestos.
- all asbestos abatement activities, including operations and maintenance, encapsulation, encasement and removal.
- all disposal manifests and records of disposed asbestos evolving from building material controlled by the district.
- all notifications to parents/guardians, employees and students regarding the presence of asbestos.
- all art procedures which may involve asbestos contact.

The asbestos program manager will review all activities that may involve direct contact with asbestos bearing materials.

Specification Safeguards During Asbestos Oriented Abatement

All specifications for removal, encapsulation, encasement or extraordinary operations and maintenance programming involving asbestos will be developed in a specification format suggested

by the National Institute of Building Sciences (NIBS) or other organization with appropriate background or experience in hazardous waste specification development, and approved by the asbestos program manager. Federally certified project designers will be used in developing all projects.

Response Action Schedule

All activities and dates suggested within the ongoing asbestos management plan will be complied with unless a formal determination is made in writing that sections of the plan should be changed. Major changes will be communicated to parents/guardians and employees for review and will be made available to the public.

New or Newly Acquired Property

Before a new or newly acquired building is utilized for any purpose within the district, there will be formal written assurance by the asbestos program manager that appropriate public health and compliance procedures have occurred relative to the building.

Ongoing Inspections

There shall be a visual inspection every six months of all asbestos-bearing or assumed to be asbestos-bearing materials in each building. In addition, federally certified inspectors will inspect the building in their entirety on a three-year basis, completing appropriate forms and reports as required under AHERA. Following episodic water damage, those areas denoted in the plan as susceptible to water damage will be inspected.

Response to Damaged Materials

If during a periodic surveillance check or in any other situations a building employee finds damaged asbestos bearing material, the incident will be reported to the asbestos program manager, or designee, who will:

- consider emergency response activities (isolate area, etc.).
- Repair the damaged areas.
- Remove the damaged material if, due to technological factors, it is not feasible to repair the damage.
- Maintain all asbestos bearing material in an intact state and undamaged condition.
- Record all activities relating to asbestos exposure.

Respirator Guidelines

The Board has adopted the following guidelines for the respiratory protection program in the school.

The following guidelines are designed to help reduce employee exposures against occupational

dusts, fumes, gases, and vapors. The primary objective is to prevent excessive exposure to these contaminants. Where feasible, exposure to contaminants will be eliminated by engineering controls (Example: general and local ventilation, enclosure or isolation, and substitution of a less hazardous process or material). When effective engineering controls are not feasible, use of personal respiratory protective equipment may be required to achieve this goal.

The district will provide the proper respiratory equipment, at the district's expense, to meet the needs of all properly trained personnel. The school's designated person will have the responsibility to determine the proper equipment. The employees involved will be provided with approved training and instructions on all respiratory equipment they will use.

The school's designated person will have the responsibility to determine what specific operations and applications require the use of the proper respiratory equipment.

Operations and maintenance supervisors and/or the designated person are responsible for insuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. They are also responsible for insuring that their subordinates comply with all facets of the respiratory program, including respirator inspections and maintenance.

It is the responsibility of the employee to have an awareness of the respiratory protection requirements for their work areas (as explained by the designated person). Employees are also responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operably condition.

Pre-employment physical examinations by a doctor designated by the district are conducted on all employees who will become operations and maintenance personnel to assure that they are in an adequate healthy condition (physically able to perform their work and can use respiratory equipment). Forms for this physical are available at the administrative office. A questionnaire, available at the district administrative office, will be completed and filed with the designated person prior to the physical examination.

Respirators are selected and approved by the designated person. The selection is based upon the physical and chemical properties of their contaminants and the concentration level likely to be encountered by the employee. The designated person will make a respirator available immediately to each employee who is placed as a new hire in a job that requires respiratory protection. Replacement respirator filters, prefilters, and necessary replacement parts will be made available and are required.

Employees required to wear a respirator must be fitted properly and tested for a face seal prior to use of the respirator in a contaminated area. The fit testing will be accomplished for all affected employees once every six months.

Qualitative fit testing is acceptable as a reliable method to check the face to respirator seal. The

district will utilize banana oil or saccharine test agents. Irritant smoke will not be used.

The following points should be considered for respirator inspection and maintenance.

1. The wearer of a respirator will inspect it monthly. Inspection and maintenance information will be recorded by the designated person.
2. Whenever in use, respirators will be cleaned on a daily basis, according to the manufacturer's instructions, by the employee.
3. Respirators will be stored in a suitable container away from excessive heat, sunlight, or areas of contamination.
4. Respirators will be marked or stored in such a manner to assure that they are worn only by the assigned employee.

Adopted: February 8, 1999

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