SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

ASBESTOS

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER

ASBESTOS

SHIFT: _____

TIME: _____

DATE: _____

PLACE: _____

WEEKLY SAFETY MEETING

ASBESTOS

Leaders Guide

PROCEDURE REFERENCE:
NONE

MEETING OBJECTIVE:
OSHA's detailed training requirements related to asbestos exposure are designed primarily for those that use asbestos in the manufacturing process. Regardless of the source of exposure, all workers who may be exposed to airborne asbestos at or above permissible exposure limits require extensive training in how to protect themselves through engineering controls, respirators and other PPE, and medical surveillance. But there is an entirely different category of workers – those in custodial or housekeeping-type jobs – who also must receive "asbestos awareness" training even if there is no immediate threat of asbestos exposure. A strong case can be made that any employees who might encounter asbestos-containing material in the course of their jobs should receive asbestos awareness training.

MEETING PREPARATION:
Make a list of any known asbestos sources at your facility.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
Listing of known asbestos sources at your facility
Flip chart and marking pens

MEETING
INTRODUCTION

Serious diseases related to asbestos exposure include lung cancer, asbestosis, and mesothelioma, a cancer involving the lining of bodily organs. Symptoms of asbestos exposure usually do not appear until 20 to 30 years after the exposure. Buildings constructed before 1980 are generally presumed to contain asbestos or asbestos-containing material.

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WEEKLY SAFETY MEETING

ASBESTOS

Leaders Guide

The first point about asbestos is that exposure above the permissible exposure limit can be very dangerous, potentially causing serious diseases, including cancer. The second point is that while there are many items that might contain asbestos – roof shingles, floor tiles, various insulating materials, etc. – these should not automatically be considered hazardous. The main hazard of

asbestos comes from inhaling microscopic asbestos fibers, which are likely to be produced only if asbestos or asbestos containing material is damaged, disturbed, or otherwise no longer intact. Today we are going to cover:

- Health effects of asbestos exposure
- Locations of asbestos or asbestos contained material at our facility
- How to recognize if asbestos containing material is damaged or has deteriorated
- Housekeeping procedures related to asbestos

Question: What is asbestos?

Answer: Asbestos is a naturally occurring mineral fiber that is mined. Types of asbestos fibers include chrysotile, amosite, crocidolite, tremolite, anthophyllite and actinolite.

Question: What types of products use asbestos?

Answer: Common building materials containing asbestos include pipe insulation, fireproofing, flooring materials, wall and ceiling materials, roofing materials, caulks, sealants and mastics.

Question: What are the potential health effects of asbestos exposure?

Answer: Asbestosis: Scarring of the lung.
Lung Cancer: Tumor of the bronchi.
Mesothelioma: Cancer of the lining of the chest or abdomen.

Question: Are the effects of asbestos immediate?

Answer: Latency period for these diseases is typically 20 to 50 years after exposure.

WEEKLY SAFETY MEETING

ASBESTOS

Leaders Guide

Question: **Is there a relationship between asbestos and smoking?**

Answer: Smoking combined with asbestos exposure increases the risk of lung cancer 50 to 90 times.

Question: **Where is asbestos used today?**

Answer: In 2006, U.S. companies consumed 2,000 metric tons of chrysotile asbestos for:

55% - Roofing Products
26% - Coatings
19% - Other (gaskets, friction products)

Question: **Do we have any asbestos at our facility or in the products that we manufacture?**

Answer: (Review the known asbestos sources that you prepared prior to the meeting).

SUMMARY:
For years asbestos was known as the "material of a thousand uses." It was used for insulation, fireproofing and soundproofing offices, homes and theaters around the country, as well as a host of other applications. But in recent years asbestos has been found to cause chronic and often fatal lung diseases, including asbestosis and certain forms of lung cancer.

There are no warning signs that asbestos is causing problems in your body. It doesn't have any acute or short-term symptoms to alert you. In fact, many harmful effects do not appear for 20 years or more.

EMPLOYEE HANDOUT

A. Employee Handout
B. Employee Quiz
C. Employee Puzzle

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WEEKLY SAFETY MEETING

ASBESTOS

Employee Handout

Some workplace hazards have an immediate effect, causing an injury or illness you can't miss. Others, such as asbestos, take many years to do their damage.

Asbestos is a naturally occurring mineral used for fireproofing and many other applications. It is mined from rock in the form of a fiber that can be spun or woven into fabric and other products. Its many qualities led to widespread use before the serious health effects were common knowledge. Asbestos doesn't burn. It's flexible, strong, resistant to chemical damage, an insulator against heat and inexpensive.

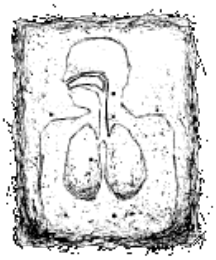
Historians say asbestos was used first about 4,500 years ago in bricks and pottery. Its first application as a fire retardant was about 2,500 years ago. The first historical indication of asbestos-related lung disease was in the first century AD among slaves weaving the material into robes and burial garments.

By the late1800s asbestos was being used widely for roofing, pipe covering, insulation and textiles. After the Second World War, the amount of asbestos used and the diversity of products took a jump. Although asbestos has since been banned for many uses, it remains present in older construction, fireproofing and insulation products. It causes no harm as long as it is contained, but if it is disturbed or disintegrating; asbestos can cause chronic and fatal lung disease.

That's why you need to know something about asbestos, particularly if you work in construction, maintenance or demolition. Off-the-job renovation of houses, antiques or vehicles can also put you at risk.

Asbestos usually is mixed with other materials. For example, some floor tiles contain a small amount of asbestos. The mineral can be found in sprayed fireproofing, sprayed insulation, fire doors, pipe and boiler wrap, building insulation in walls and ceilings, cementing compounds used in plumbing, older shingles and siding, brake linings and clutch pedals.

When asbestos or asbestos-containing products break apart, they release tiny fibers that can be breathed in. These fibers lodge in the lung where they set off serious illness.



Asbestosis is a chronic respiratory condition. The inhaled fibers irritate the lung tissues and cause scarring. Symptoms include shortness of breath and a crackling sound in the lungs when inhaling. The disease is disabling and usually fatal. Workers who have renovated or demolished buildings containing asbestos may be at risk.

Lung cancer is the cause of most deaths from asbestos exposure. Mining, milling, manufacturing and use of asbestos and asbestos products puts the worker at risk. Symptoms include a cough, change in breathing and shortness of breath. Smoking in combination with asbestos exposure increases risk of lung cancer.

Mesothelioma is a rare form of cancer, usually occurring in the thin membrane lining of the lungs, chest or abdomen. It is almost always linked to asbestos exposure. At risk are miners and textile workers.

Operations such as the following release asbestos fibers from asbestos-containing materials:

Drilling, grinding, buffing, cutting, sawing, striking

To protect yourself from exposure, you need to know where asbestos is likely to be found. If you suspect the presence of asbestos, call a qualified, licensed contractor instead of attempting to replace a fallen ceiling tile or crumbled insulation. Isolate the area in the meantime to prevent others from possible exposure to asbestos.

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WEEKLY SAFETY MEETING

ASBESTOS

Meeting Sign-In Sheet

MEETING DATE: _____ **LOCATION:** _____

SHIFT: _____ **CONTENTS OF MEETING:** ☐ Handout ☐ Video ☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

	NAME (Print)	SIGNATURE		NAME (Print)	SIGNATURE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

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WEEKLY SAFETY MEETING

ASBESTOS AWARENESS
Employee Quiz

How much do you know about asbestos awareness? Select the best response to the following statements.

1. Asbestos fibers are so small that they can only be seen with a microscope?
   True or False

2. Asbestos is known for which of these qualities?
   a. Fireproof
   b. Lightweight
   c. Absorbs sound
   d. All of the above

3. Asbestos fibers are 50 times more hazardous for people who smoke?
   True or False

4. Asbestos can be found in some floor and ceiling tiles.
   True or False

5. Asbestos can often be found in which of these areas, especially in older buildings?
   a. Utility rooms
   b. Kitchens
   c. Basements
   d. All of the above

6. A slight deterioration of Asbestos-Containing Insulation will usually not result in a release of fibers?
   True or False

7. It is very important to wash your hands and face after coming into contact with Asbestos-Containing materials?
   True or False

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WEEKLY SAFETY MEETING

ASBESTOS AWARENESS

Employee Puzzle

P D A N G E R O U S Y D J Z I
H Y Y U D S R E B I F D T D A
H J O K S E S A E S I D I R G
M H A Z A R D S A Q O R Q E S
E L U N G C A N C E R Q G D W
S I W E I N S U L A T I O N I
O A S B E S T O S I S K K G R
T F S P Z U S M O T P M Y S P
H Q X E R U S O P X E U O B X
E O I K M I K A W C V A F L B
L U S K T S S E N E R A W A K
I L D H P K N S O T S E B S A
O S V R I L X V X K I X X D G
M M D R G E N G K T V T T I R
A A G F K C K L F D F N W Q T

ASBESTOS
ASBESTOSIS
AWARENESS
DANGEROUS
DISEASES
EXPOSURE
FIBERS
HAZARDS
INSULATION
LUNG CANCER
MESOTHELIOMA
SYMPTOMS

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ASBESTOS AWARENESS

Employee Quiz Answers

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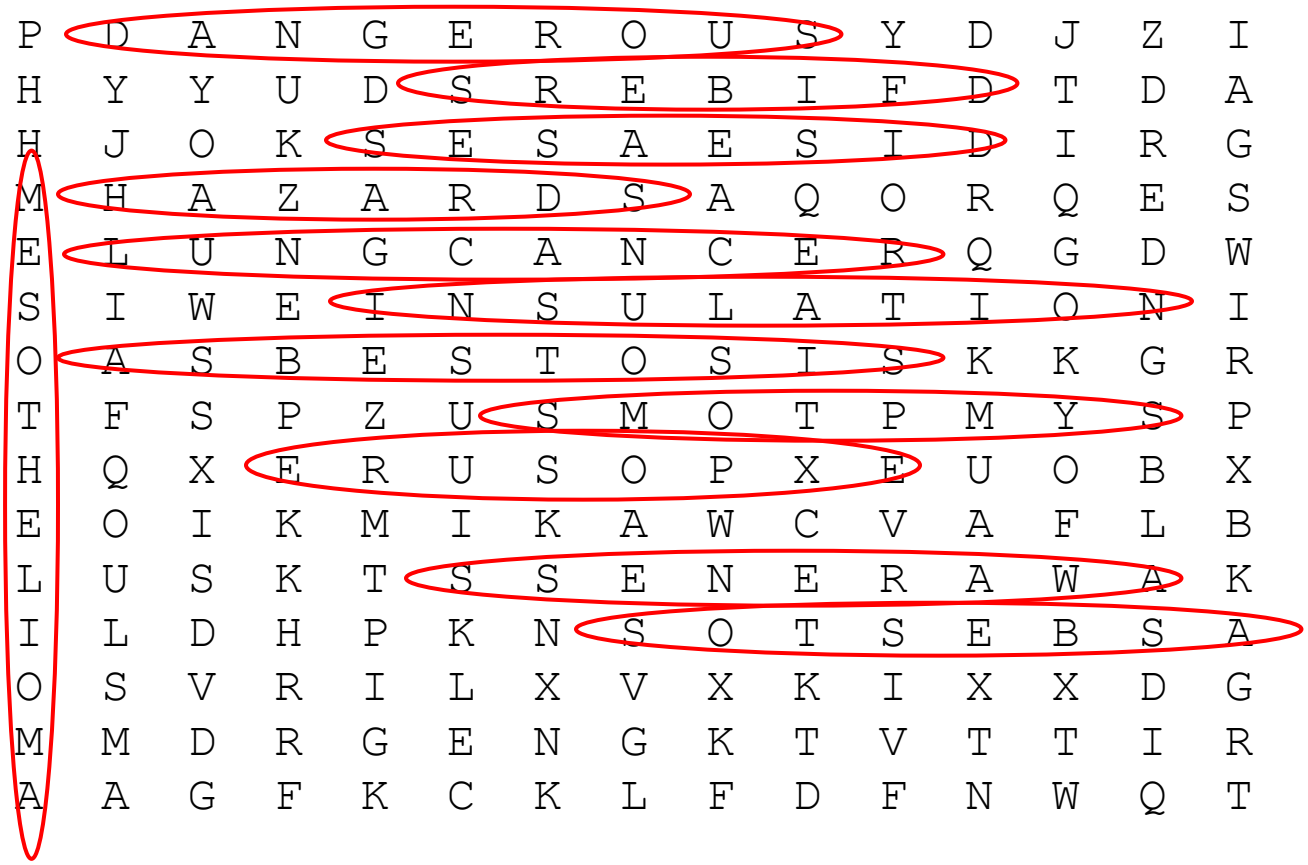
Employee Puzzle Answers



ASBESTOS
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AWARENESS
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SYMPTOMS