ASBESTOS NOTIFICATION TO EMPLOYEES
(REVISED 6/96) **2591**

The purpose of this section is to help agencies, managers, and supervisors meet their responsibilities as employers.

State agencies needing information about the existence of asbestos in DGS buildings should contact the Building Manager. The Division of the State Architect will advise agencies in other state-owned buildings. The Office of Real Estate and Design Services will advise departments in leased space when they have knowledge of the presence of asbestos in the building.

The agency contacts for information relating to asbestos notification to employees are Dan Hood, Division of the State Architect, and Steve Savage, Office of Real Estate and Design Services. For further information contact Marilee Courtright, Office of Buildings and Grounds. (See SAM Section 0030 for contact telephone numbers.)

Statutory Authority

Health and Safety Code Section 25915 et seq., mandates asbestos notification to employees.

Major Policies

The Division of the State Architect has conducted surveys in state-owned buildings for the presence, location, and condition of asbestos. Additional inspections may have been conducted by other agencies. Reinspections may be conducted by the Division of the State Architect, or may be required to be performed by the occupying state agency pursuant to the Asbestos Hazard Emergency Response Act (AHERA).

State agencies that occupy buildings constructed prior to 1979, and know of the presence of asbestos materials in the building, are required to provide written notification to employees working in the building. Notices are required within 15 days of knowledge and shall then be made annually to all employees.

The head of the state agency is responsible for Asbestos Notification to Employees. It is suggested that the Departmental Asbestos Coordinator be designated by the agency head to carry out this duty.

The state agency that operates or controls the building must deliver a copy of the notification to other departments with employees working in the building. New employees, agencies new to the building, or contractors shall be provided notice within 15 days of commencing work in the building.

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Written notice shall include the following information:

1. A description or list of the contents of any survey conducted to determine asbestos-related conditions within the building, and where and when the results of the survey are available.

2. Specific locations identified by the survey or known to the agency where asbestos materials are present.

3. General procedures and handling restrictions to minimize disturbance and exposure to asbestos. Indicate where information can be found when detailed handling instructions are necessary.

4. Results of any bulk sampling analysis or air monitoring conducted for or by the agency, and information describing where the specific data are available.

5. Potential health risks or impacts that may result from exposure to asbestos in the building.

If any construction, maintenance, or remodeling is conducted in an area of the building where there is the potential for employees to come into contact with, or to release or disturb, asbestos materials, the state agency, or agent of the owner responsible for the asbestos-related work will be required to post that area with a clear and conspicuous warning. See 2591 Illustration.

All existing asbestos survey and monitoring data, specific to the building, shall be made available to the employees or their representatives upon request. This information shall be kept within the building and be available at times convenient and accessible to employees, and their representatives, for review and photocopying.

WARNING SIGN

DANGER ASBESTOS

CANCER AND LUNG DISEASE HAZARD

DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT

The words on signs should be in block letters at least one inch in height with principal strokes of letters of not less than 1/4 inch wide.

Letters should be of such color and design as to be in strong contrast to the background of the sign. Signs should be posted at a sufficient distance from the asbestos work area that employees may read the signs and take necessary precautions before entering the area marked by the signs.