

October 29, 1982

PROCEDURE

ASBESTOS CONTROL

10. RECORDS

- A. Medical records of persons working in asbestos airborne environment are maintained by the Chambers Works Medical Section.
- B. Environmental and personnel monitoring records are maintained by the Environmental Control Division.
- C. Where airborne dust originating from asbestos or asbestos impregnated materials is possible in a work area, that area shall be designated a "Limited Access Area" during the course of the work activity and subsequent cleanup period. Each "Limited Access Area" has a controlled Entry/Exit location where a sign In/Out log sheet is used to record the names and times of persons entering/exiting the area. The log sheet (Attachment "D") will be controlled by the Area/Craft senior supervisor or his designate of the work group performing the work. If more than one craft is involved then each group is responsible for their own work group. The Supervisor Mechanical of the work group will usually maintain the sign In/Out log.

The Area or Craft performing the work activity where the potential for exposure exists shall contact the OHC (3861 or 3863) for a contact code number for the work area. Give area, building, location, craft, and person requesting the number. All work that is performed in a specific work area (same job) will carry the same contact code. The contact code is used on the sign In/Out log sheet to identify the specific exposure. The log sheets shall be sent to the OHC, Mechanical Training Center.

Information regarding asbestos exposure will be included in the I.H.S. reports, I.H.S. 60180A and I.H.S. 60380A. When the I.H.S. report shows initial employee asbestos exposure, then that employee shall be placed in the Medical Surveillance Program for asbestos exposure. It is then the responsibility of the employee's supervision to schedule for the employee's annual (12 month) physical exam. Supervision must, when scheduling, specify that the exam is for an "Annual (Asbestos Control)" on the Request for Medical Service Form (MU-2042-R-6). If, after a period of one year following the last exposure and subsequent physical exam, no additional exposure occurs, the employee is placed on the inactive file (I.H.S. 60580A). An annual physical exam or screening for asbestos exposure is required while an employee is on the inactive file.

- D. All records are maintained for at least 40 years.

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