

FILE NAME: Raybestos-Manhattan (RBM)

DATE: 0000

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DOCUMENT DESCRIPTION: RBM Booklet for Employees - 'Here is Something You Should Know About Asbestos...'

Cover
(Undated)

**HERE IS
SOMETHING
YOU SHOULD
KNOW ABOUT
ASBESTOS . . .**

Every person employed at Raybestos-Manhattan where asbestos fiber is used should know that breathing asbestos dust can cause certain health problems.

We have taken many steps to protect you from exposure to harmful amounts of asbestos fiber. To make these steps effective, you must follow safe working rules on the job.

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THE HEALTH PROBLEMS CONNECTED WITH EXPOSURE TO ASBESTOS ARE THESE:

- A disease called asbestosis - a scarring of the lung tissue, which when severe, makes it difficult to breath properly.
- Persons who smoke cigarettes and inhale asbestos dust are at a greater risk of developing asbestosis and lung cancer. Studies show that if you smoke cigarettes, asbestos exposure increases your risk of getting lung cancer.
- Persons exposed to certain types of asbestos have a greater risk of developing mesothelioma, a rare cancer of the lining of the chest or abdomen. White (chrysotile) asbestos, which we use in most of our asbestos products, is least likely to cause mesothelioma. We also use small quantities of anthophyllite, a variety of asbestos which has never been shown to cause mesothelioma.

There also is some indication that there might be a greater incidence of cancer of the digestive tract in persons such as insulation workers who may have been exposed to excessive amounts of airborne asbestos in past years.

WARNING: THE SURGEON GENERAL HAS DETERMINED THAT CIGARETTE SMOKING IS DANGEROUS TO YOUR HEALTH

**HERE'S HOW WE PROTECT YOU FROM
ASBESTOS.**

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- Enclosure or isolation of major equipment or machinery likely to generate airborne asbestos fibers.
 - Specially designed local exhaust ventilation systems for operations producing airborne asbestos fibers.
 - Wet or damp processing if feasible.
 - Insistence on good housekeeping.
Insistence on use of vacuum cleaners.
Insistence on immediate repair of damaged bags of asbestos.
 - Development of new processes which are not dusty.
Development of new products which are dust-suppressed.
Development of new products which are shrink-wrapped.

Our NOVATEX® process is the best example of the above.

Be concerned - not alarmed about asbestos related problems. Present day cases of diseases we mentioned are related to working conditions that existed many years ago. As we became aware of the risks, Raybestos-Manhattan began spending considerable sums of money to reduce employee exposure to asbestos fiber by isolation, ventilation, and development of new processes or products. We are confident that as long as employees follow work rules and control equipment is maintained and operated properly, nobody will be exposed to hazardous amounts of asbestos fibers in our operations.

To assure continued control of risk, the company's trained personnel will regularly check asbestos using operations. You are asked to cooperate with these trained employees when they check your work areas.

Government inspections are also made of our facilities to make sure you are not being exposed to hazardous levels of asbestos. The government has set standards that limit how much asbestos you can be exposed to and we have taken steps to abide fully with those regulations and in many instances have achieved levels well below permissible limits.

YOU WILL BE REQUIRED TO DO CERTAIN THINGS ON THE JOB TO HELP US PROTECT YOU. SOME OF THESE ARE:

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1. Do everything you can to prevent creating dust and do not let any asbestos fiber get into the air where it can be inhaled.
 2. Follow the rules about how to perform your job at all times.
 3. In some areas you may be required to wear a respirator or some other form of personal protective equipment. Wear this equipment properly whenever it is necessary and maintain it in good condition.
 4. Do not smoke on the job if you are working with asbestos. You are urged for your general health's sake to quit smoking completely.
 5. To avoid exposing others, do not take any asbestos material home from the plant. Use the facilities provided to change work clothes, and wash before going home.
 6. If equipment is not working correctly, report it to your supervisor immediately.

If you have any problems concerning asbestos and health, ask your supervisor to help you get them solved. He or she will know where to go for an answer. The medical staff in your company will be able to provide answers to your questions about asbestos and health.

You will be able to find out from the Safety Director how to use personal protective equipment and other methods of protecting yourself. Because of the joint efforts of Raybestos-Manhattan and yourself, you will be as safe working for us as in any other occupation or endeavor.

That is the way we want it. We will not take chances with your health and we won't allow you to take chances with it.

REFER TO THIS BOOKLET OFTEN... FOR YOUR HEALTH'S SAKE.

CAUTION

CAUTION — ASBESTOS DUST HAZARD

CONTAINS ASBESTOS FIBERS — AVOID CREATING DUST
BREATHING ASBESTOS DUST MAY CAUSE SERIOUS BODILY HARM

IMPORTANT

Do NOT Breathe Dust
Do NOT Use Air Hose for Cleaning
Do NOT Use Machine Without Dust Collection Equipment
Do Use Vacuum or Wet Cleaning Methods
Do Dispose of Dust in Sealed Container
Do Wear Mask if Unable to Avoid Dust

For Further Information Contact: Environmental Affairs Department, Raybestos-Manhattan, Inc.
TRUMBULL, CONN. 06811

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Breathing Asbestos Dust May

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DO NOT MACHINE WITHOUT DUST COLLECTION EQUIPMENT

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DO WEAR MASK IF UNABLE TO AVOID DUST

For Further Information Contact

Environmental Affairs Department
Raybestos-Manhattan, Inc.
100 Oakview Drive
Trumbull, Connecticut 06611

075-009

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075-008

CAUTION

AVOID CREATING DUST

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R/M WORKPRACTICE INSTRUCTIONS

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For Further Information Contact:

Environmental Affairs Department

Raybestos-Manhattan, Inc.

100 Oakview Drive

Trumbull, Connecticut 06611

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For Further Information Contact: Environmental Affairs Department, Raybestos-Manhattan, Inc.
TRUMBULL, CONN. 06611

September 26, 1979

The following materials are available for distribution to Raybestos-Manhattan customers, their employees or to others interested in the subject.

1. AIA/NA Work Practices Booklet "Fabrication and Use of Asbestos Friction Materials".
2. Raybestos-Manhattan booklet "Here is Something You Should Know About Asbestos".
3. Recommended procedures for controlling asbestos dust during brake servicing (an extract from friction material catalog).
4. Key steps in acquiring an asbestos dust system.
5. List of firms offering dust control system design and construction services.
6. List of suppliers of protective equipment and industrial vacuum cleaners suitable for cleaning up asbestos dust.
7. List of laboratories and consultants offering asbestos fiber monitoring services.
8. Asbestos and Water.
9. Asbestos in the Atmosphere.
10. Report of the Advisory Committee on Asbestos Cancers to the Director of International Agency for Research on Cancer.
11. Excerpts from Asbestos Industry Response to OSHA on Proposed Revision to Asbestos Standard.
12. Order blank for materials available from the Asbestos Information Association/North America. Note that this includes some items listed above.

Work practice instructions have been included in every shipment of Raybestos-Manhattan friction materials for several years. These are very similar to NIOSH recommended procedures for asbestos brake and clutch servicing issued in preliminary form in July 1977. A copy is attached.

RECOMMENDED PROCEDURES FOR REDUCING ASBESTOS DUST DURING BRAKE SERVICING

Because studies have indicated that exposure to excessive amounts of asbestos dust may be a potential health hazard, OSHA has set maximum limits of levels of airborne asbestos dust to which workers may be exposed. Since most automotive friction materials normally contain a sizable amount of asbestos, it is important that people who handle brake linings and clutch facings understand the nature of the problem and know the precautions to be taken.

1. Areas where brake work is done should be set aside if possible, and entrances should be posted with an asbestos exposure sign as follows:

**Asbestos
Dust Hazard
Avoid Breathing Dust
Wear Assigned Protective Equipment
Do Not Remain in Area Unless Your Work
Requires It
Breathing Asbestos Dust May Be Hazardous
To Your Health**

2. The amount of asbestos in the dust from brake lining wear is normally at an extremely low level because of chemical breakdown during use, and if machining of friction material does not take place, simple procedures will minimize exposure. During brake servicing, the mechanic should wear an air purifying respirator, either a throwaway or one with replaceable particulate filter(s), as approved by the mining Enforcement and Safety Administration or NIOSH. It should be worn during all procedures starting with the removal of the wheels and including reassembly.
3. During disassembly, all parts should be carefully placed on the floor to minimize the possibility of creating airborne dust. Dust should first be cleaned from the brake drums, brake backing plates and brake assemblies using an industrial type vacuum cleaner equipped with a high efficiency filter system. After vacuum cleaning, any remaining dust should be removed by using a rag soaked in water and wrung until nearly dry. Under no circumstances should compressed air or dry brushing be used for cleaning.
4. Of extreme importance are the precautions which must be taken during machining of friction material. This is the operation in brake servicing when exposure to asbestos dust is at its highest. In addition

to the approved respirator, there must be local exhaust ventilation such that the worker exposures are maintained at least below the 1976 OSHA asbestos standards. If there is any question as to the efficiency of asbestos dust removal by the machine, the manufacturer should be contacted.

5. Industrial vacuum cleaner bags containing asbestos dust and cloths used for wiping brake assemblies should be sealed in plastic bags and labeled with the following warning label printed in letters of sufficient size and contrast to be readily visible and legible:

**Caution
Contains Asbestos Fibers
Avoid Breathing Dust
Breathing Asbestos Dust May Cause Serious
Bodily Harm**

All asbestos waste should be disposed of in accordance with the OSHA asbestos regulation. During removal of vacuum bags, an approved respirator, as described in (2) above should be worn.

6. All floor cleaning in areas where brakes are repaired should be done with the high efficiency industrial vacuum cleaner as described in (3) above. Under no circumstances should dry sweeping take place. Grinding (arc) machines should also be cleaned with such a vacuum cleaner and any remaining dust wiped with a damp cloth. An approved respirator, as described previously should be used during this cleaning.
7. Although adherence to the above procedures should minimize any contamination of work clothing, it is necessary that the appropriate sections of the OSHA regulations on asbestos be followed when ceiling levels on asbestos dust exceed current standards. This could involve special clothing, change rooms, etc. At the very least the work clothes should not be taken home but should remain at work for industrial laundering.
8. Proper hygiene practices will help minimize exposure to asbestos dust. Wash thoroughly before eating and do not eat in the work area. Remember, smoking is harmful to the health, and smoking coupled with breathing asbestos dust is extremely dangerous.

CAUTION: DO NOT BREATHE ASBESTOS DUST