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Training Program

January 26, 1982

To: Industrial Hygiene Mailing List
Training Managers

Subject: Asbestos Handling and Disposal Training Program

All hourly and salaried employees who may come in contact with asbestos or asbestos contaminated products must be trained in proper Goodyear Tire and Governmental procedures for the handling and disposal of asbestos. Corporate Industrial Hygiene and Manufacturing Training have prepared a 20 minute slide/sound presentation for this purpose. Please see that each affected employee participates in the program. Also, all new employees that will be working in these areas must participate.

For your information and clarification, Standard Practice Letter #81-82, OSHA Standard CFR 1910.1001 (Asbestos) and a copy of Dr C A Johnson's February 5, 1979 letter on medical surveillance are attached.

After each participant completes the Asbestos Handling and Disposal Program, and before he/she resumes job duties, a check sheet must be completed. It is the responsibility of the trainer to have each participant complete the accompanying checklist which applies. This checklist reveals whether or not participants learned the proper procedures for handling and disposing of asbestos.

If the participant cannot complete the checklist satisfactorily, the training program should be repeated until the participant can be certified. Participants who are certified may resume job duties.

Manager *J L Holtshouser*
Corporate Industrial Hygiene

J L Holtshouser
JVP/pb

Attachments

GTR 000068

CHECKLIST FOR PLANT HOURLY EMPLOYEE

Each employee who is involved with, or actually performs the job duty of removing old insulation during plant projects, must complete the following checklist. Indicate at the right the letter which represents the employee responsible for the job duties shown.

A - Worker

B - Supervision/Management

C - Safety Supervisor

<u>Job Duties</u>	<u>Employee Responsible</u>
1. Rope off or barricade area of work and other areas which could be contaminated.	_____
2. Clear area of employees <u>NOT</u> involved with removal of material.	_____
3. Line up drums and/or plastic bags for scrap.	_____
4. Seal bag or drum which contains scrap.	_____
5. Place warning label on drum or bag.	_____
6. During removal _____ should wear protective equipment, such as coveralls, respirator, gloves, etc.	_____
7. During removal, the material is to be wetted down to keep fibers from contaminating other areas.	_____
8. Place all material and floor sweepings in bag or drum.	_____
9. After the job is completed, place clothing, coveralls, and gloves in separate bag for laundry.	_____

Employee Responsible

10. If disposable coveralls are used, place them in drums or bag of scrap.

11. Seal clothing bag and place label on bag.

CHECKLIST FOR GOODYEAR STORE EMPLOYEES

Please fill in the blanks using the letter which represents the employee responsible.

A - Store Manager

B - Store Employee

Goodyear Store Personnel

Employee Responsible

1. Instruct employees that the approved procedure for cleaning brake backing plates and brake drums are with:
 - a. Wet shop cloth
 - b. Brake assembly washer
2. Compressed air is NOT used to "blow out" brake assemblies.
3. Insure all employees to read and sign DM Letter #80-161.

Employee Responsible

4. Provide impermeable bag or container for placement "scrap" packaging. (Note: Some states, e.g. Ohio, require a metal drum or rigid container.) _____

5. After bag or drums are filled and sealed, labels must be signed and affixed to drum. _____

6. Waste contractor approved for asbestos disposal can be contacted and drums removed. _____

C. Duties During Removal of Material

1. All employees working in affected area should be provided:

Coveralls _____

Gloves _____

Hat Covering _____

(*)Approved Respiratory Protection _____

(*) - Where employees are required to wear negative pressure respirators, medical surveillance is required.

2. Make sure all material to be removed be thoroughly wetted down before stripping. _____

3. Make sure after removal material is placed in a plastic bag in a fiber pack or drum (leak tight container). _____

4. Lid is sealed and warning label is applied. _____

5. Label is signed by appropriate _____ personnel. _____

Employee Responsible

6. After job is completed, or at the end of the work shift, insure that worker's clothing (coveralls and gloves) are placed in an impermeable bag and sealed. _____
7. Clothing bag has appropriate label applied warning clothing has been contaminated with asbestos. _____
8. Clothing can be sent to laundry. If disposable clothing is used, place garment in scrap drum along with material for disposal. _____
9. Pre-placement exams for:

Chest x-ray _____

Pulmonary function _____
10. Transfer

Same as pre-placement _____
11. Periodic - Annually

For employees engaged in occupations exposed to airborne asbestos concentrations. _____
12. Termination

Same as pre-placement. Exam should be done 30 days before or after termination. _____

CHECKLIST FOR SALARIED EMPLOYEE

All salaried employees who are responsible for Plant Engineering, Safety, Hygiene, EPA and/or Supervision of workers who may be exposed to asbestos must complete this checklist.

Indicate at the right the letter which represents the employee responsible for the job operations shown.

- A - Plant Engineer
- B - Safety Manager
- C - Plant Industrial Hygienist
- D - Worker Supervisor
- E - Plant Physician

OPERATION

Employee Responsible

A. Duties Before Demolition and Renovation

1. Pipe coverings and other insulation materials are tested for asbestos content before project begins. _____
2. When an area is larger than 160 sq feet or 260 linear feet of insulation, Corporate Environmental Engineering must be contacted 20 days prior to work. _____
3. Review notification procedure to EPA for removal of material. _____

B. Duties Before Job is Started

1. Must rope off or barricade area of work and other areas which could be contaminated. _____
2. Clear area of employees NOT involved with removal. _____
3. Place warning signs at main access routes around work area. _____