PLAINTIFF'S EXHIBIT CT-111

PLAINTIFF'S EXHIBIT 63

A. E. Fay

Recommended Practices Booklet

November 7, 1968

J. M. Zimmerman

cc: J. N. Duncan
J. P. Hayes

I regret that I will be unable to attend the first meeting of the Asbestos-Cement Products Association, Health & Safety Council, on Thursday, November 14, due to Federal Advisory meetings for the full week in Boston.

As I understand it, one of the items on the agenda will be the proposed booklet that Johns-Manville and the former committee wish to publish. I have completely reviewed the booklet and have made a few recommended changes that may be of use to you at the meeting next week. The major changes I think you will find will be:

COVER SHEET
Title changed from "Recommended Health and Safety Practices" to "Recommended Practices".

CONTENTS - Page 2
Removed section headline "For Health's and Safety's Sake". Changed wording in two of the three recommendations to make items more suggestive for advice to building and construction industries which is the basic purpose of the booklet.

INTRODUCTION - Page 3
Did considerable rewriting in this area to change statements which could be used against the industry in compensation or law suits. Have attempted to take "scare" wording from the booklet.

HOUSEKEEPING - Page 4
Have removed wording such as "excessive airborne dust" and "airborne contamination" -- didn't feel that this wording is necessary.

SHIPPING, HANDLING AND STORAGE - Page 5
Did considerable rewriting on this section -- again removing wording such as "Environmental health problems", "excessive airborne", "excessive dust" and "Environmental health hazards". I think the rewritten sections still maintain the purpose and intent of the booklet, but take out the "scare" portions of the writeup.

FABRICATION AND APPLICATION - Page 6
Much of this section has been rewritten along the lines of previously mentioned items. I feel that again the purpose and intent is still kept as rewritten.

RESPIRATORY EQUIPMENT - Page 7
Very little change here - just removed "Bureau of Mines approved respiratory equipment". Do not feel it is necessary that the U. S. Bureau of Mines be singled out as the only approved equipment that could be used. You are not writing a federal code, you are writing a suggestive booklet for people in the building and construction industries. Even in writing a federal code, the Bureau is not named officially -- we only use the word approved.

In conclusion, I feel that I have not changed the purpose and intent of the original booklet too much. I have tried to keep in mind that it is only a recommended practice for employers and employees in the building and construction industries who are handling and applying Asbestos-Cement products. I do not feel that the Council or the industry should try to write a definite code for the handling of Asbestos-Cement products. This is being done by federal, state and sometimes local governments. The Committee should keep in mind that as recent as September 20, Secretary of Labor Willard Wirtz published in the Federal Register, proposed rules of safety and health standards for federal supply contracts under the Walsh-Healey Public Contracts Act. I realize that this may not apply to contractors in the building and construction industries, but what I am saying is.....this is a guideline that will be followed by other federal, state and local governments in promulgating health and safety standards for all industry.

FHS:rs
Attachment

Director of Safety

36110

CONTENTS

INTRODUCTION.....3

HOUSEKEEPING.....4

SHIPPING, HANDLING AND STORAGE.....5

FABRICATION AND APPLICATION.....6

RESPIRATORY EQUIPMENT.....7

Three major points to keep in mind in the handling and applying of materials containing asbestos:

.....Keep dust to a minimum.

.....Wear approved respirators when exposed to dusts.

.....Maintain good housekeeping at all times.

INTRODUCTION

The discovery and production of hundreds of natural and synthetic material including asbestos-cement products has developed special protection equipment and practices and should be employed by all in the industry.

Manufacturers of asbestos-cement products have for years been taking protective measures to eliminate exposures to the inhalation of dust to its workers.

The handling and application of asbestos-cement products is very diverse and ranges from the installation of a single piece to extensive operations involving cutting and machining by mechanical equipment. While care should always be exercised, special precautions are necessary when dusts are generated as the result of sawing, drilling or other similar operations. Respirators should be worn.

The Asbestos Cement Products Association recommends the following practices for handling and applying asbestos-cement products in the building and construction industries. Contractors and applicators are urged to study these recommended practices carefully and to see that they are observed by all workers handling asbestos-cement materials. It is in best interest of both employer and employee to see that all safety regulations and practices are strictly observed and enforced.

36113

RECOMMENDED
PRACTICES

FOR HANDLING
AND APPLYING
ASBESTOS-CEMENT
PRODUCTS IN
THE BUILDING
AND CONSTRUCTION
INDUSTRIES

Prepared by
ASBESTOS CEMENT PRODUCTS ASSOCIATION

36111

HOUSEKEEPING

An organized housekeeping program should be maintained in all areas and on all operations at all times.

A major source of dust is from loose materials, scrap and debris distributed throughout the job area and disintegrated by trampling on, running over, etc. Much of it can be eliminated by exercising simple good housekeeping practices.

Specific standards and practices designed for providing safe, clean and orderly working conditions should be defined.

Efficient supervisory control, planning of systematic cleaning plus day to day follow-up are the basic requirements for dust control and injury prevention.

SHIPPING, HANDLING AND STORAGE

Under normal conditions, unit load handling and storage of asbestos-cement products including roofing and siding shingles, flat and corrugated sheets, asbestos-cement pipe, etc. should present no problems if the safety practices and regulations are observed and enforced.

When handling individual pieces of flat and corrugated asbestos sheets, care should be taken when placing one sheet on top of the other to avoid creating dust and breakage.

If breakage of asbestos-cement products occurs, broken pieces of material should be cleaned up and disposed of to avoid disintegration by trampling on, running over, etc.

Handling and storage of bags containing asbestos fiber, cements, etc. present no problem, providing bags are unopened and not broken. Open or broken bags should be repacked, resealed or discarded to prevent dust distribution throughout working areas. Spillage should be cleaned up immediately.

FABRICATION AND APPLICATION

When moving asbestos-cement products to and from the fabrication site, individual pieces of material should be handled with care to avoid breakage and dust.

Fabrication of asbestos-cement products involving cutting, drilling, sawing, etc., should be done in a manner that will minimise dust. The use of proper methods, tools and equipment will contribute considerably toward dust abatement.

When cutting, drilling, sawing, etc. on a repeated basis with power equipment, mechanical dust collecting systems adequately designed to remove dust from the source should be used.

In confined spaces lacking exhaust equipment respirators should be worn.

Never exhaust equipment or areas into other work areas.

Provide waste containers at all fabrication and application areas. Dispose of unusable material immediately. Keep floors and surfaces clean. Dust and small particles created during fabrication and application should be cleaned up. Vacuum equipment is recommended for this cleaning. If vacuum equipment cannot be used, wet down waste material before sweeping and shoveling. Respirators should be worn during all clean-up operations.

RESPIRATORY EQUIPMENT

Only approved respiratory equipment is recommended for use. The efficiency and effectiveness of this equipment is dependent upon proper care, cleaning and maintenance. A systematic procedure should be established to insure that this is done.

List of approved respiratory equipment can be obtained from:

U. S. of America Standards Institute
10 East 40th St.
New York, N.Y. 10016

American Industrial Hygiene Association
11125 Provost
Detroit, Michigan 48227

U. S. Department of the Interior
Bureau of Mines
Nineteenth and E Streets, N.W.
Washington, D. C.

38117

Recommended Practices

For Fabricating, Handling and Applying Asbestos-Cement Products in the Building and Construction Industries

011790
THE KOPY KORNER
21164
5X4

HEALTH & SAFETY COUNCIL —
ASBESTOS CEMENT PRODUCTS
ASSOCIATION

011791

21765

INTRODUCTION 3

HOUSEKEEPING 4

SHIPPING, HANDLING AND STORAGE 5

FABRICATION, AND APPLICATION 6

RESPIRATORY EQUIPMENT 7

SUMMARY 7

Asbestos-cement products, in place and under normal use, present no known health risk to the user or general public.

©1970 ACPA

The discovery and production of hundreds of natural and synthetic materials including asbestos-cement products has in some instances prompted the need for special protective equipment and practices that should be employed by all in the industry where dust is created.

Manufacturers of asbestos-cement products have for years been taking protective measures to eliminate exposure of their workers to the inhalation of dust.

The fabricating, handling and applying of asbestos-cement products are diverse and range from the installation of a single piece to extensive operations involving cutting and machining by mechanical equipment. While care should always be exercised, special precautions are necessary when dusts in excess of federal, state or provincial allowable threshold limits are generated as the result of sawing, drilling or other operations. Respirators should be worn.

The following practices are recommended for fabricating, handling and applying asbestos-cement products in the building and construction industries. Contractors and applicators are urged to study these recommended practices carefully and to see that they are observed by all workers. It is in the best interest of both employer and employee to see that these recommended practices are strictly observed.

011792

21766

21~~67~~

011793

1. An organized housekeeping program should be maintained in all areas and on all operations at all times.

2. A major source of dust is from loose materials, scrap and debris distributed throughout the job area which are disintegrated by being trampled upon, run over, etc. Much of such dust can be eliminated by exercising simple good housekeeping practices.

3. Specific standards and practices designed for providing safe, clean and orderly working conditions should be defined.

4. Efficient supervisory control, planning of systematic cleaning plus day-to-day follow-up are the basic requirements for environmental control and injury prevention.

Storage

1. Under normal conditions, unit load handling and storage of asbestos-cement products present no environmental problems.

2. When handling individual pieces of flat and corrugated asbestos-cement sheets, care should be taken when placing one sheet on top of the other to avoid creating breakage and dust.

3. If breakage of asbestos-cement products occurs, broken pieces of material should be cleaned up and disposed of to avoid disintegration by then being trampled upon, run over, etc.

4. Handling and storage of bags containing asbestos fiber, cements, etc., present no problem providing that bags are unopened and not broken. Open or broken bags should be repacked, resealed or discarded to prevent dust distribution. Spillage should be cleaned up immediately.

011794 21~~68~~

011795

1. When moving asbestos-cement products to and from the fabrication site, individual pieces of materials should be handled with care to avoid breakage and dust.

2. Fabrication of asbestos-cement products involving cutting, drilling, sawing, etc., should be done in a manner that will minimize dust. The use of proper methods, tools and equipment is essential.

3. When cutting, drilling, sawing, etc., on a repeated basis with power equipment, mechanical dust collecting systems adequately designed to remove dust from the source should be used.

4. Fabrication of asbestos-cement products in confined spaces requires adequate mechanical dust collecting systems designed to collect dust at the source. Where these systems are impracticable, approved respirators should be worn.

5. Provide waste containers at all fabrication and application areas. Dispose of unusable material. Keep floors and surfaces clean. Vacuum cleaning equipment is recommended to remove dust and small particles. If vacuum equipment is impracticable, wet down waste material before sweeping and shoveling. Respirators should be worn during clean-up operations.

21169

Respiratory Equipment

Only U. S. Bureau of Mines approved respiratory equipment is recommended for use. The efficiency and effectiveness of this equipment is dependent upon proper care, cleaning and maintenance. A systematic procedure should be established to insure that this is done.

A list of approved respiratory equipment can be obtained from:

American Industrial Hygiene Association
14125 Prevost
Detroit, Michigan 48227

U. S. Department of the Interior
Bureau of Mines
Nineteenth and E Streets, N.W.
Washington, D. C. 20240

011796

21170

Summary

Three major points to keep in mind in the fabricating, handling and applying of asbestos-cement products.

. . . Keep dust to a minimum.

. . . Wear U. S. Bureau of Mines approved respirators when exposed to dusts above federal, state or provincial allowable threshold limits.

. . . Maintain good housekeeping at all times.