PLAINTIFF'S EXHIBIT

SWB-304

LEADER'S GUIDE
FIELD ADMINISTRATION
ASBESTOS CONTROL PROGRAM
SNET

SNET CORPORATE SAFETY OFFICE

JUNE 1984

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ASBESTOS CONTROL PROGRAM

SNET

FIELD ADMINISTRATION

The Asbestos Control Training Program is designed to explain the potential chronic health effects associated with working in an asbestos atmosphere, and to instruct employees in the proper procedures to follow when working with asbestos. The Program gives specific instructions on the use of protective clothing and equipment and motivates employees to follow prescribed hygiene procedures.

The video tape portion of the presentation is only one part of the comprehensive training program in the handling of asbestos. It must be augmented by the additional instructions as well as by "hands-on" training to fully prepare the trainee to recognize the potential hazards of asbestos and to handle asbestos in a safe manner.

INSTRUCTIONS

* Select the time and date of the meeting, notify participants and reserve a conference room.

* You are responsible for securing a video tape player. These are usually available locally.

* Before conducting the training session, review all training material that you have been provided with.

* Document Fit/Test - Respiratory Training for each participant (Management/Non-Management).

* Document employee attendance check-off list.

INTRODUCTION

LEADER	ACTION
In recognition that exposure to asbestos fibers can be or is a significant source of risk to American workers, OSHA issued an Emergency Temporary Standard effective November 4, 1983.	READ
It significantly reduced the exposure level that employees can be exposed to over an 8-hour time weighted average and secondly incorporated into the Asbestos Standard the requirement of employee information and training.	
The Emergency Temporary Standard has been stayed by the courts, however, the new proposed standard is also to include a significantly reduced exposure level as well as the requirement of employee information and training.	

PURPOSE

The purpose of today's meeting is therefore to adhere to the, or what will be the requirement of the employee information and training sections of the Asbestos Standard.	READ

BACKGROUND

Today's program is the cumulative work and efforts of SNETs Safety/ Medical staff in association with Methods Groups representatives fro each of the affected field work forces.	READ

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LEADER	ACTION:
We will begin today's program by viewing a videotape presentation on asbestos and related work procedures that are to be followed when working with asbestos. It is general in nature with significantly more detailed information to be covered later in our program.	READ
	Show video tape entitled "Asbestos Wire and Cable Work"
I will now cover a synopsis of the "SNET Asbestos Policy". This will cover or highlight the OSHA STANDARD, Methods of Compliance and Departmental as well as individual responsibilities.	Read Attachment A "SNET Asbestos Policy"
At this point, let me cover briefly the subject of air sampling i.e. Personal and/or environmental that is conducted by Safety Staff Personnel.	Read Attachment B "Air Sampling - Personal and Environmental (Area)
As was shown in the film, exposure to asbestos may increase the risk of 4 serious diseases. I will now cover in greater detail the Medical Aspects of Asbestos.	Read Attachment C "Medical Aspects of Asbestos"
	Read Attachment D "Factors affecting Extent of Asbestos Exposure"
Next on the agenda are the detailed work procedures which will cover customer Guide Lines, Options, Responsibilities, Field Force Guide Lines and Responsibilities.	Read Attachment E General, Customer Responsibilities/ Procedures.

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The video tape seen earlier in the program made references, as you recall to the use of a non-conductive liquid when spraying near electrical wiring or equipment. This was also covered in the detailed work procedures which I just reviewed with you. Let me give you specific information concerning non-conductive liquid, what it is, how to order, etc.

Read Attachment F
Non-Conductive
Liquid

When a "sprayed-on" insulation or substance is unknown, as covered in the work procedure the supervisor or the technician is responsible for obtaining a "bulk" sample. Let me now go into what this is, how to go about it and precautions to follow when obtaining a sample

Read Attachment G
Bulk Asbestos Sample
Collection - Friable
Materials

There are five SNET facilities that have been identified with sprayed-on asbestos insulation, two leased and three owned.

Read Attachment H
SNET Buildings-Sprayed-
on asbestos

A procedure has also been established for recordkeeping purposes on non-SNET buildings identified with sprayed-on asbestos.

Read Attachment I
Sprayed-on Insulation
Non-SNET Locations
Asbestos/Non-Asbestos

The disposal of asbestos contaminated equipment and material is extremely important and must be followed.

Read Attachment J
Disposal of Asbestos
Contaminated Equipment
Material

Asbestos Caution Signing is our next topic for review.

Read Attachment K
Asbestos Caution Signs.
Posting Work Area as ar

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Also of interest and a point of information let's review briefly regulatory actions pertaining to asbestos.

Read Attachment L Asbestos-Regulatory Actions.

I will now cover a synopsis of SNET's Respirator Program and requirements

Read Attachment M Respiratory Protection

We will now commence Respirator Training and a qualitative Fit Test.

Show Video Tapes
1. "Respirator Training"
2. "Qualitative Fit Test"

Distribute Respirators Conduct Fit Test with Nebulizer

Document Fit/Test Respirator Training & Route copies as indicated.

I have also for each of you a U. S. Department of Labor pamphlet pertaining to asbestos.

Distribute U. S. Department of Labor pamphlet "Asbestos Worker Health Alert"

That concludes our program for today. Are there any questions?

If unable to answer-record question(s); employee's name, title telephone number or mail code and refer these questions to your Departmental Asbestos Coordinator. Ensure that a reply to the question(s) is made.

ATTACHMENT A

SNET ASBESTOS POLICY

I. Current OSHA Standard - Effective July 1, 1976

- Permissible Exposure Level (PEL) - Exposure level 2 fibers/cc - 8-hour TWA
- Ceiling Concentration (CL) - Exposure level at no time to exceed 10 fibers/cc
- Action Level (AL) - Medical Surveillance - 0.1 fibers/cc for any 7-8 hour TWA

II. Emergency Temporary Standard - Effective November 4, 1983

- Stayed - pending judicial review
- Reduced the PEL to 0.5 fibers/cc

III. Proposed Standard

- Establish PEL to either 0.2 f/cc or 0.5 f/cc

IV. Methods of Compliance - ETS & Proposed Standard

- Exposure limit achieved by combination of:
  - Engineering Controls
  - Work Practices
  - Personal Protective Equipment
- Employee Information and Training
  - Health Effects
  - Relationship/Asbestos and Smoking
  - Nature of Asbestos Work Operations - Steps to minimize exposure
  - Respirator Training
  - Review of OSHA Asbestos Standard

V. Responsibility

A. Safety Department

- Coordinate and audit
- Personal/Environmental Monitoring and Recordkeeping

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B. Medical Department

- Offer Medical Exams as required
- Maintain Records
- Review of Employee Medical History - Respirator

C. Departmental Supervisors

- Ensure initial training - prior to exposure
- Annual training thereafter:
  - Asbestos Awareness
  - Departmental Procedures
  - Requirements - Respiratory Protection
- Document

MONITOR COMPLIANCE

D. Employees - Personal Hygiene and Protective Clothing

- Adhere to Corporate Policy
  - Work Procedures
  - Protective Clothing
  - Respiratory Protection
  - Personal Hygiene
- Appropriate Hygiene Practice:
  - No eating, drinking and smoking
  - No food, beverage or smoking material stored in area
  - Hands, face and forearms washed prior to eating, drinking or smoking
  - Good housekeeping
  - Proper handling and disposing of protective clothing

VI. Procedures

Asbestos known or suspect in work place.

Supervisor, prior to starting job, shall:

- Review departmental asbestos safety procedures
  - IF PROCEDURES CANNOT BE FOLLOWED, CONTACT THE CORPORATE SAFETY OFFICE

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ATTACHMENT B

AIR SAMPLING

PERSONAL AND ENVIRONMENTAL (AREA)

Collection Method - Analytical Results

- Air drawn through membrane filter
- Battery powered sampling pump
- Sample to laboratory - assess exposure
- Fibers sized/counted - phase - contrast microscope - 400 - 450x magnification
- Concentration calculated - divide number of fibers by volume of air pulled through pump

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ATTACHMENT C

MEDICAL ASPECTS OF ASBESTOS

AS WAS SHOWN IN THE FILMS, EXPOSURE TO ASBESTOS MAY INCREASE THE RISK OF 4 SERIOUS DISEASES:

1. ASBESTOSIS
2. LUNG CANCER
3. MESOTHELIOMA
4. OTHER CANCERS

ASBESTOSIS IS A CHRONIC DISEASE OF THE LUNGS. A MINIMUM OF 10 YEARS OF EXPOSURE IS USUALLY REQUIRED FOR DISEASE TO DEVELOP. THE TYPE OF ASBESTOS FIBER AND THE SIZE IS IMPORTANT, ALSO THE MORE EXPOSURE THE GREATER THE RISK OF DEVELOPING DISEASE. MESOTHELIOMAS ARE TUMORS ASSOCIATED WITH ASBESTOS EXPOSURE THAT AFFECT THE LINING OF THE LUNGS OR THE ABDOMEN. DEVELOPMENT OF THIS DISEASE CAN OCCUR FROM ONLY 1-2 YEARS OR LESS OF EXPOSURE, BUT THE ILLNESS DOES NOT SHOW UP UNTIL 20-25 YEARS AFTER THE EXPOSURE. THERE IS NO ASSOCIATION WITH SMOKING.

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LUNG CANCER RISK IS INCREASED IN THE ASBESTOS-EXPOSED WORKER. THERE IS A MINIMUM OF 15-20 YEARS BETWEEN FIRST EXPOSURE AND DEVELOPMENT OF DISEASE. IF YOU WORK WITH ASBESTOS AND SMOKE YOU INCREASE YOUR RISK 5 TIMES MORE THAN IF YOU JUST SMOKE. AN EXPOSED SMOKER IS 30-90 TIMES MORE LIKELY TO DEVELOP LUNG CANCER THAN NONEXPOSED, NONSMOKERS.

STUDIES ALSO INDICATE A LINK BETWEEN ASBESTOS EXPOSURE AND INCREASED OCCURRENCE OF CANCERS OF ESOPHAGUS, STOMACH, COLON, AND RECTUM.

THE MAJOR METHODS OF PREVENTION OF ANY OF THE ABOVE ILLNESSES ARE:

1. TO USE ALL PROTECTIVE EQUIPMENT, WORK PRACTICES, AND SAFETY PROCEDURES PROVIDED:

2. IF YOU SMOKE CIGARETTES, STOP;

3. DO NOT EAT, DRINK, OR SMOKE ON THE JOB WHERE ASBESTOS IS PRESENT.

ATTACHMENT D

FACTORS AFFECTING EXTENT OF ASBESTOS EXPOSURE

1. PERCENT ASBESTOS
2. FRIABILITY OF SPRAYED-ON MATERIAL
3. PROXIMITY OF WORK TO MATERIAL
4. DURATION OF WORK
5. USE OF HUNG CEILING AS RETURN AIR PLENUM
6. TYPE OF WORK BEING PERFORMED
7. OTHER WORK OPERATIONS IN AREA

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I. General

1.01 - This practice contains the policies, responsibilities and procedures for Telephone Company employees working in areas with sprayed on asbestos.

1.02 - Whenever this section is reissued the reason for reissue will be listed in this paragraph.

1.03 - Field supervisors at times are faced with a need to know whether a material in the work place is asbestos and if it represents a health hazard. The following procedures will help make these determinations with minimal delay.

Customer Responsibilities

2.00 - All employers have an obligation under law to provide and maintain a safe healthful work place based on provisions of the Occupational Safety and Health Act (OSHA).

2.01 - When work is to be performed and where exposed asbestos is present, alternate ways of performing the work must be considered to avoid exposure.

If no alternative is acceptable, the customer will be responsible for:

a - Opening of ceiling tiles.

NOTE: See General Exchange Tariff Part II, Section 3, Sheet 1 & 4.

b - Vacuum the ceiling tiles along the general area of the intended cable/wire run. The customer should be reminded that special High Efficiency Particulate Air (HEPA) filter vacuums should be used when cleaning up asbestos.

NOTE: A HEPA filter has a retention efficiency to absolute standards of 99.97% at 0.3 microns.

c - Closing of ceiling tiles.

d - Clean up of the work area (fallen debris from hung ceilings) etc.

e - The customer has an obligation to its employees under the (OSHA) act to protect them or remove them from the area that the Telephone Company will be working.

2.02 - Customer has the option of:

. Customer Provided Premise Wire

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- Customer Time and Material plus Premium Over Time (POT) if job has to be worked beyond normal hours.

Note

If non-acceptance or compliance of these responsibilities by a customer is encountered, refer to your asbestos coordinator within your Staff Methods group, who in turn will call the Corporate Safety Office if necessary, for assistance. The Supervisor of the Technician must notify the Control Supervisor of the non-acceptance and that the due date may be in jeopardy.

Field Responsibilities/Procedures

3.00 - If work is to be performed where exposed asbestos is present, the following procedures must be followed.

3.01 - A presurvey should be made of the route of the planned cable/wire run(s). Prepare Job Field Survey or Field Job Plan Report (Attachment 1). Use the Environmental or Safety section to evaluate environmental hazards. Alternate ways of performing the work must be considered.

3.02 - Where sprayed-on insulating substance is present, contact the building owner or his agent, (this includes company owned or leased buildings or facilities) and determine if the substance is asbestos. If it is not asbestos, work can be performed following standard safety precautions.

3.03 - When the substance is unknown, the supervisor or the technician is responsible for obtaining a "bulk" sample for analysis by Safety department (see Attachment 2). The "bulk" sample and a copy of the Job Field Survey or Field Job Plan Report shall be sent to the Corporate Safety Office. The Supervisor or technician will notify the Dispatch or Control Supervisor of the job status.

3.04 - Prior to starting the job, the supervisor of the technician should determine whether the sprayed-on material has fallen onto the hung ceiling along the planned wire/cable route.

3.05 - Work can be performed by following the steps outlined below while waiting for results of the analysis.

3.06 - If the sprayed on substance is asbestos or unknown the cable/wire should be placed in the following manner.

3.07 - Certain small areas, such as places where a beam clamp must be placed, may be worked safely if the insulating material is sprayed with water.

3.08 - When spraying near electrical wiring or equipment non-conductive liquid will be used. Contact Corporate Safety Office if non-conductive liquid is required.

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RESPIRATORY PROTECTION

SYNOPSIS - OSHA STANDARD

- Written operating procedures
- Selection on the basis of hazard
- User trained - use and limitations
- Assigned for individual personal use
- Non-disposable type - cleaned and disinfected
- Stored - clean/sanitary location
- Routinely inspected
- Appropriate surveillance - work area
- Continued evaluation of Program
- Medical clearance
- Approved respirators only

RESPIRATORY PROTECTION

EMPLOYEE RESPONSIBILITY

- Use respirator as instructed
- Guard against damage
- Leave work area immediately if the respirator fails to provide proper protection
- Report any respirator malfunction tc supervisor

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RESPIRATORY PROTECTION

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RESPIRATORY PROTECTION

PRECAUTIONS

1. Distinct Limitations

   - Do not reduce hazard in atmosphere
   - Inadequate protection - exposure

2. Not Worn When Conditions Prevent a Good Face Seal

   - Growth of beard
   - Sideburns
   - Projection of temple pieces on glasses projected under facepiece
   - Scars, hollow temples, unusual facial configuration

3. Contact Lenses Prohibited

4. Absence of One of Both Dentures

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