1. **ASBESTOS:**

   Any employee suspecting the presence of asbestos at a job site must contact a supervisor immediately. The supervisor, in turn, will contact the OCC Safety Department. No employee should come in contact with the suspected substance until it has been tested and confirmed safe by the OCC Safety Department.

   Do not remove asbestos from a job site or dispose of it unless directed by the OCC Safety Department. Do not bring bags containing asbestos into your shop. Refer to the Occupational Safety and Health Manual for disposal of asbestos – O&M program for asbestos. See your supervisor/foreman for details.

   Complete the “ASBESTOS WORK” form on the following page before proceeding with work and insure that the approved form is posted in the immediate area of work.

---

**Approved By:**

<table>
<thead>
<tr>
<th>Greg Weigle</th>
<th>Mark Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Facilities Officer</td>
<td>Facilities Operations director</td>
</tr>
<tr>
<td>Engineering and Facilities</td>
<td>Engineering and Facilities</td>
</tr>
</tbody>
</table>

**Effective Date:**

January 1, 2006
ASBESTOS WORK

DATE:_________________________________

LOCATION:___________________________ BUILDING: __________________________

CONTACT SAFETY SUPERVISOR ABOUT WORK:    ____________AM ___________ PM

ASBESTOS WORKER: _______________________________________________________

START TIME & DATE: ______________________________________________________

COMPLETION TIME & DATE: _________________________________________________

MATERIALS USED: _________________________________________________________

________________________________________________________________________

COMMENTS: _____________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SUPERVISOR APPROVAL: ____________________________________________________

APPROVED BY ENVIROMENTAL QUALITY SUPERVISOR: _________________________