

**DIOCESE OF ROCKFORD
ASBESTOS IN SCHOOLS GUIDELINES**

1) All Inspections, re-inspections, and abatement projects of your premises, including but not limited to removal, handling, repair, and clean-up of floor tiles, ceiling tiles, wall board, plaster, boiler insulation, pipe insulation, and any other materials containing asbestos shall be performed **only** by a trained, licensed, accredited person(s). You may not handle Asbestos-Containing Building Materials yourself. The pastor, principal, nor any maintenance/custodial employee shall not engage in any activity that will result in the disturbance of any asbestos-containing building material.

2) All maintenance/custodial staff are required to undergo a minimum two hours of AHERA training. There are **two steps** included in this **training**. **Viewing the “Asbestos Awareness” informational video** is the first step...(see the onsite DVD).*** Secondly, the training must include the **individual’s reviewing and understanding the Asbestos Management Plan**. This makes the awareness training “Site Specific.”

All newly hired maintenance/custodial employees must receive this training within 60 days of the individual’s hire date. Current maintenance/custodial employees must receive this training no later than June 15, 2009. Pastors and Principals are not required to undergo the training, but are encouraged to undergo this training. Attendance of maintenance/custodial staff at the training shall be documented in the Asbestos Management Plan with a copy sent to Brian Heinkel at the Diocesan Administration Building. The “Attendance Form” is enclosed.

*****Video is now available online in both English and Spanish at:
<http://www.rockforddiocese.org/asbestosawareness>**

3) The school shall in writing notify all parents, teachers, and employee organizations of any response actions planned or in progress, such as, for example, abatements, fiber release episodes, etc. Such notification must be documented in the Asbestos Management Plan, with a copy sent to Brian Heinkel at the Diocesan Administration Building.

4) The school shall in writing notify all parents, teachers, and employee organizations annually that the Asbestos Management Plan is available for inspection. A copy of this annual notification is enclosed. This notice must be documented in the Asbestos Management Plan. Also enclosed is the “Request to Inspect Form.”

5) Short term workers, outside contractors, and third party vendors, including but not limited to telephone repair workers, utility workers, mechanics etc., shall be presented the Asbestos Management Plan for review and are required to sign-off that no asbestos will be disturbed in the course of work or repair. This sign-off form is enclosed. It must be documented in the Asbestos Management Plan.

In the event that asbestos will be disturbed the work must not commence, or, in the case of work that has commenced, shall not continue, until the asbestos situation is rectified in accordance with Federal and State guidelines. This means you must contact Brian Heinkel immediately upon discovery that asbestos has been disturbed or potentially will be disturbed by a non-licensed individual.

6) Warning labels must be displayed in all maintenance and mechanical areas where asbestos is present. Examples of where to place the labels include on boiler insulation, pipe insulation, fittings, joints, and on doorways entering such areas. These labels are enclosed.

7) Every six months all areas identified in the Asbestos Management Plan shall be visually inspected and recorded with the name, date, and any changes or non changes in the condition of the materials noted. This inspection can be performed internally by a 2-HR AHERA documented trained employee. He or she is required to complete the "6-Month Asbestos Periodic Surveillance" form, with a copy sent to Brian Heinkel. This form is enclosed. The completed form must be documented in Asbestos Management Plan. The Pastor and Principal are jointly responsible for ensuring this inspection occurs.

8) Every 3 years a re-inspection shall be conducted by an outside licensed inspector. A report with his or her findings will be generated and shall be included in the Asbestos Management Plan.

9) The Asbestos Management Plan and its records must be maintained and continually updated and remain in the office of the Principal at all times for easy accessibility. The Pastor and Principal are jointly responsible for maintaining the Asbestos management Plan and for ensuring that updates are documented in the Asbestos management Plan. Brian Heinkel is always available to assist you with any questions you have.

10) Remember: Document Everything having to do with asbestos and place it in the Asbestos Management Plan.

11) Signed LEA- Designated Person form must be located in School's Asbestos Management Plan.