

Category: 400
Number: 412

Subject: **ASBESTOS MANAGEMENT POLICY**

1. PURPOSE: The purpose of this policy is to:
 - 1.1 Formulate a specific written County Policy and Procedures regarding Asbestos management.
 - 1.2 Assure that asbestos in County Buildings is managed and controlled in compliance with all applicable State and Federal guidelines.
 - 1.3 Authorize the drafting of detailed operating policies and procedures outlining responsibilities of the various County Officials.
 - 1.4 Provide for appropriate training for staff who may be exposed to asbestos.
 - 1.5 Communicate to County Officials, Department Heads, Employees and the Public, the formal County Policy and Procedures on Asbestos Management.
2. AUTHORITY: Saginaw County Board of Commissioners.
3. APPLICATION: This policy shall apply to all County Officials, Departments, Agencies and Personnel of Saginaw County.
4. RESPONSIBILITY: The Controller/CAO through oversight of the Facilities Management Division shall be responsible for the implementation and administration of this policy.
5. DEFINITION(S): NONE
6. POLICY:
 - 6.1 Asbestos Management
 - 6.1.1 It shall be the policy of Saginaw County to manage asbestos in County Buildings so that the health and safety of employees and visitors who come into contact with County owned or leased buildings and/or equipment with asbestos are protected to the fullest extent possible and practical. Federal OSHA and State OSHA laws have very strict laws and guidelines which must be strictly adhered to with respect to Asbestos Management.

6.2 Procedures

- 6.2.1 All buildings purchased on behalf of Saginaw County shall include an inspection by qualified personnel to determine first if asbestos is located within the building and if so, in what quantities. A written report shall be furnished to the Controller's Office, including test results of all suspicious materials, prior to finalizing the building purchase. The Controller shall advise the Board of Commissioners if asbestos levels exceed recommended levels and if the County should purchase the building.
- 6.2.2 All proposed remodeling and construction projects for any County building shall include an inspection by an asbestos contractor prior to beginning the project to determine if an asbestos problem exists, and if found, what abatement measure should be undertaken. If asbestos is discovered, a written plan for the abatement and estimated costs shall be furnished to the Controller's Office prior to beginning construction. If the General Contractor or any subcontractor(s) encounter or suspect the presence of asbestos during construction, the contractor shall notify the County as soon as practically possible. The County shall be responsible for testing and, if necessary, removing materials in question. The Controller shall advise the Board of Commissioners of the cost, source of funding and advisability of proceeding.
- 6.2.3 The employee, manager or other personnel shall immediately report any suspicious materials thought to be asbestos to the Saginaw County Maintenance Department Director. If the employee or supervisor is uncertain as to the materials that are present, the Maintenance Department Director must also be contacted.
- 6.2.4 Identification of asbestos fiber and/or suspect materials will be determined only by qualified, trained individuals in a full report prepared and sent to the Controller's Office. The Maintenance Department will then make a report with recommendations as to how to proceed.
- 6.2.5 If necessary, suspect materials will be tested by an outside test firm. Tests may include material samples, air monitoring samples or a combination of both. (Tests can be conducted on site and results obtained within a few hours.)
- 6.2.6 When asbestos levels exceed recommended OSHA levels or a potential hazard exists, the County Controller, or in his absence, the Deputy County Controller must be informed immediately so that they can advise qualified personnel of the best way to evacuate personnel and secure the hazardous area. The Controller shall notify the Chairman of the Saginaw County Board of Commissioners if this situation exists and take appropriate action to protect the County.

- 6.2.7 The Maintenance Department Director will act immediately to secure the area and will promptly notify the appropriate personnel that a potentially hazardous situation exists. The area will be posted as required by law with a WARNING LABEL and the posting will remain at the entrance of the restricted area until clearance has been granted. Locks and/or keys will be changed, as required, so that no employee except for authorized employees will have access to the area.
- 6.2.8 If asbestos clean up is necessary, it will be performed by trained, certified County personnel or contractors. Certified County personnel can be utilized to clean up small scale/short duration problems. Any asbestos abatement beyond these general parameters, as defined by OSHA, falls into a different classification and the clean up must be handled by a licensed Asbestos Abatement Contractor. There are no exceptions to this rule under the law.
- 6.2.9 Air Monitoring will be performed prior to, midway and upon completion of all abatement/construction projects in County owned or leased buildings.

6.3 General

- 6.3.1 This Policy has been devised to protect the health and safety of County personnel and the public to comply with Federal and State laws concerning asbestos abatement and to minimize County liability. It is imperative that asbestos concerns be dealt with promptly and in accordance with this procedure so that unnecessary problems or panic are avoided. All release of information concerning potential asbestos problems in Saginaw County shall be handled through the Controller's Office or the Board of Commissioners as appropriate. No other County employee is authorized to release information.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999