



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
OFFENDER MANUAL

REVISION DATE  
1/8/20

PAGE NUMBER  
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NUMBER  
**DOC 890.095**

**POLICY**

TITLE

**ASBESTOS PROGRAM**

**REVIEW/REVISION HISTORY:**

Effective: 10/28/08  
 Revised: 11/22/10  
 Revised: 5/18/15  
 Revised: 6/13/16  
 Revised: 1/8/20

**SUMMARY OF REVISION/REVIEW:**

Policy statement I., Directive III.A., and III.A.1. - Updated terminology  
 Added I.B.2. that the designated competent person will ensure DOC 16-364 Pre-Maintenance Work Asbestos Assessment Tool is completed prior to work in buildings to avoid possible asbestos exposure


**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

12/4/19

\_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [WAC 296-62](#); [WAC 296-65](#); [WAC 296-155-012](#); [WAC 296-802](#); [Facility Contract Safety Plans Development Guide](#)

**POLICY:**

- I. The Department has established an Asbestos Program to provide protection for employees, contract staff, and individuals under the Department's jurisdiction from the risks associated with exposure to asbestos.
- II. The Asbestos Program will be implemented to reduce employee exposure to or below the Permissible Exposure Limit by means of engineering and work practice controls per WAC 296-62-07713(1), and by the use of Personal Protective Equipment and respiratory protection where required.
  - A. When a material is suspected as an Asbestos Containing Material (ACM), it will be treated as Presumed Asbestos Containing Material (PACM) until it can be tested and proven otherwise.

**DIRECTIVE:**

- I. Responsibilities
  - A. In facilities and/or job sites where there is known or suspected ACM, the Appointing Authority will designate a competent person to manage and monitor the facility Asbestos Program. The designee will meet the qualifications of a competent person per WAC 296-62-07703.
  - B. The designated competent person will ensure:
    1. Only Asbestos Hazard Emergency Response Act (AHERA) certified inspectors conduct sampling per WAC 296-62-07721.
    2. DOC 16-364 Pre-Maintenance Work Asbestos Assessment Tool is completed prior to work in buildings to avoid possible asbestos exposure.
    3. Periodic review and updating of the facility Asbestos Program as necessary.
    4. Compliance with recordkeeping requirements per WAC 296-62-07727.
    5. Proper signage is posted per WAC 296-62-07721.

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## II. General Requirements


- A. When asbestos is suspected for a project, the designated competent person will ensure a good faith inspection is conducted by an AHERA Inspector to determine the presence of any known or suspected asbestos. All required testing of air and samples will be documented.
1. A Facility Project Safety Plan will be completed per the Facility Contract Safety Plans Development Guide.
  2. Contact with Capital Programs should be initiated for:
    - a. Projects involving asbestos removal,
    - b. Renovation where exposure to airborne asbestos may result, and
    - c. Maintenance and repairs where asbestos is present.
  3. In Field Offices, coordination will be made through the Leased Facilities Planning and Operations Manager for Capital Programs to determine who is responsible for sampling and asbestos abatement compliance.
- B. If unknown and suspected ACM is encountered during a project, work will stop immediately and the designated competent person will contact an AHERA Inspector to sample and test the suspected ACM. If it is determined that the suspected material is ACM, an asbestos certified contractor will be brought in to complete the work.

## III. Suspected Exposure

- A. Employees, contract staff, or incarcerated individuals that have a suspected one-time exposure to PACM will immediately notify their supervisor, who will ensure DOC 03-133 Accident/Injury Report is completed.
1. Health Services will follow up with individuals, and employees/contract staff may follow up with their primary care physician.

## IV. Training

- A. Workers in facilities where ACM or PACM exists will be provided training consistent with WAC 296-62-07722. All training will be documented.
1. Workers in buildings containing ACM or PACM will be provided a Department approved local Asbestos Awareness training.
  2. Maintenance and custodial/janitorial workers involved in non-project Class IV asbestos work where they may “contact but not disturb” ACM or PACM

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will be provided the 2 hour Asbestos Class IV Awareness training annually.

V. Recordkeeping

A. The designated competent person will ensure the following documentation is maintained:

1. Site records and plans identifying all known and suspected ACMs.
2. Completed encapsulation and/or abatement project records.
3. Certifications of all buildings/sites that have been cleared of all asbestos.
4. If the facility provides fleet repair, records on the number of clutches and pairs of brakes that are inspected, disassembled, or repaired per week and the facility's compliance with WAC 296-62-07745.

**DEFINITIONS:**

Word/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 03-133 Accident/Injury Report](#)
- [DOC 16-364 Pre-Maintenance Work Asbestos Assessment Tool](#)