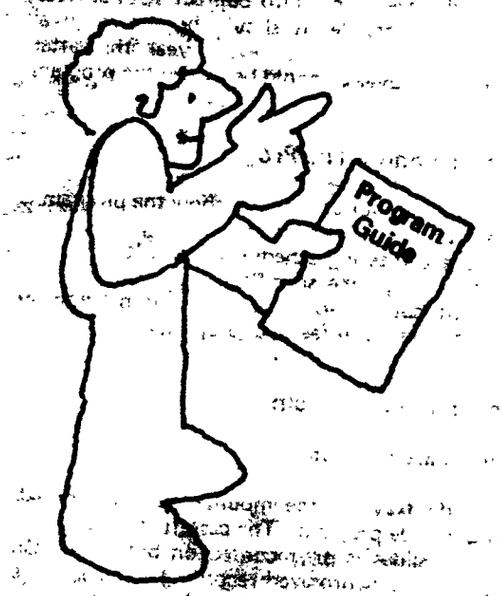
Program Guide

Working With Asbestos



Cassette/Slide Presentation

Johns-Manville

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Working With Asbestos

This instructional program on the occupational health risks associated with exposure to asbestos fiber is designed for viewing by every employee who may come into contact with asbestos during his or her employment with Johns-Manville.

This pamphlet will give supervisors some guidelines on how to effectively use this slide program.

How Often Do You Show The Program?

This program should be shown to every employee who might ever come into contact with asbestos as soon as possible. It should be shown to all employees at least once every year thereafter. All new employees should be shown the program.

When To Show The Program

The most appropriate time to show the program is at regularly scheduled Safety Meetings. If you do not have a meeting scheduled soon, it is a good idea to arrange one specifically to show this program. Of course, you may show the program at any other time you feel is appropriate.

Showing The Program

Synchronized Operation

The slide tray can be mounted on any Kodak Carousel slide projector. The cassette tape supplied with the slides is pre-recorded on both sides. On Side 1 is a synchronized recording designed to be used on automatic slide-advancing cassette playback units such as the Audio-Mate 500 and Singer Caramate. When using this type of equipment, make sure it is connected to the remote control socket on the projector. Rewind the cassette tape to start, and focus the projector on the J-M logo which begins the slide program. Then press the "Play" button and the program will run automatically.

The tape will stop automatically at the end of the program. At this time, the tape unit "Stop" button should be pressed and the tape can then be rewound by pressing the "Rewind" button and holding it until it stops.

Manual Operation

Side 2 of the cassette tape has the same program, but with an audible signal that will cue an operator to advance the slides at the proper time. Side 2 is designed to be used with a Kodak Carousel projector and any tape player of good quality.

An audible "Beep" will sound whenever the operator should manually advance to the next slide. Set up the projector and equipment as previously noted--focusing on the J-M logo slide and rewinding the cassette in the tape recorder to the beginning. The first "Beep" will sound after the J-M logo slide.

Localizing The Program

Supervisors may want to adapt this program to their own facilities. The program is designed to make this easy. A full script of the program is provided with the slides so that it may be given "live" by a supervisor.

You may want to substitute some slides in the program with photographs of equipment or operations common to your facility. This also is encouraged.

Reminders

- Store the cassette tape in the plastic box to prevent damage.
- Store both tape and slide carousel in the same place to avoid misplacing either one. Store in a cool, dry place.

What Else Should You Do?

1. **Respirator Demonstration**

   It is advisable to follow the program with a demonstration on the selection, use and maintenance of respiratory protective equipment that might be used by employees in your facility. Every employee should be encouraged to try on a respirator so that he or she knows how to use it in an emergency. In addition, a demonstration on how to obtain

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and use other protective equipment such as gloves, clothing, and headgear is advisable.

2. Literature

Every employee viewing the program should be asked whether he or she has received a copy of the booklet, **What You Should Know About Asbestos and Health.** Any employee who has not received a copy should be given one.

Additional literature, such as the pamphlet: **Recommended Safety Practices for Handling Asbestos Fiber** also should be available for employees.

3. Industrial Hygiene Report

When available, employees should be briefed on the latest industrial hygiene survey of airborne asbestos fiber levels in your facility. This can be a statement noting how many work stations are under or above present limits permitted by the government. It should be noted what is being done to correct situations where work stations are above permitted limits.

Remember:

This program may stimulate questions from employees. Therefore it is advised that a member of management be present to answer questions any time this program is shown to employees. If questions are raised that the supervisor cannot answer, they should be written down and forwarded to the Health, Safety and Environment Department in Denver. Include the name of the employee asking the question or the name of someone to whom the answer can be addressed.

If You Have A Problem

If you have any difficulty with the slides or cassette tape, contact **Walter A. Cooper** in the Health, Safety and Environment Department at Denver (303/770-1000, Ext. 2969). Any questions related to showing this program also should be referred to Walt.

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