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Johns-Manville

BULLETIN

HEALTH SAFETY & ENVIRONMENT DEPARTMENT

NEW EMPLOYEE BOOKLET

On the way to you are copies of the attached booklet, "Before You Begin." This new booklet is designed to be given to every prospective employee, before he or she is hired, who may during the course of their employment be exposed to asbestos or work in an asbestos-using operation. This program will commence on January 1, 1977.

Those of you who returned our original survey form will be sent the amount of copies you specified for your needs. Those plants that did not respond will be sent an estimated amount, and should notify us immediately of exact needs.

PROCEDURE

When a person is considered for employment in an asbestos-using operation, he or she should be given a copy of this booklet before hiring and told to read it and fill out the form at the end. The completed form should be returned to hiring authorities before the new employee's first pay period ends, but it would be advisable to get the completed form before the person actually completes one day of work.

The completed form should be reviewed by the hiring authority. If the person has answered "NO" to any of the first four questions, find out what the person does not understand and explain it to him. When the person has been made to understand, have him check the "YES" answer and put his initials near the check mark. In other words, we want every prospective employee to be honestly able to check "YES" on the first four questions. It will be the responsibility of the hiring authority to make sure every person is able to do just that by explaining anything not understood. Likewise, a check on "YES" for the last question should indicate a need to discuss this booklet with the prospective employee.

Whenever it appears a prospective employee does not understand the material in this booklet, arrangements should be made to give him, before hiring, the standard information booklet titled, "WHAT YOU SHOULD KNOW ABOUT ASBESTOS AND HEALTH," and he should be shown the slide program, "WORKING WITH ASBESTOS" and/or the film with the same title.

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Of course, every new employee should be given the opportunity as part of his normal orientation to receive a copy of "What You Should Know About Asbestos and Health" and to see the slide program and/or film along with the other informational and educational material that has been supplied to asbestos-using operations.

Any prospective employee who refuses to sign the form in this new booklet should not be hired without the approval of your divisional responsibility or the Health, Safety and Environment Department.

Any other employee not presently engaged in an asbestos-using operation who is transferred or otherwise becomes employed in such an operation, also should be given this new booklet and be required to follow the same procedures as new hires.

Completed forms should be kept with the employee's permanent record. The employee will keep the booklet after tearing off the form.

COMMENTS

It had been suggested that this booklet be given to all employees when we first surveyed. While such a distribution would be desirable, it was felt that it would present a variety of problems. All present employees in asbestos-using operations should have been given, on one or more occasions, a copy of the booklet "What You Should Know About Asbestos and Health." In addition, all employees in such operations are required to be shown the slide program, "Working With Asbestos" and/or the film, "Working With Asbestos." Records should have been kept of all employees who received or were exposed to these educational materials and programs so it will not be necessary to have them fill out the form in this new booklet.

This new booklet was designed to fill the gap between the time a person is hired and first exposure to educational material on asbestos and health. It should be considered an addition to our educational program, not a substitute for any of the other material now being used.

PLEASE NOTE: Because of a recent arbitration case ruling we were not able to be as forceful as we would have liked in relation to employees smoking in asbestos-using operations. Instead of stating that employees will not be permitted to smoke, we state that they will be requested not to smoke and urged to quit. We urge you to place a strong and continued emphasis on the dangers of smoking and exposure to asbestos in an attempt to encourage those who do smoke to stop.

If you have any questions, you may relay them through your divisions or through Walt Cooper, Manager of Environmental Communications at Denver headquarters.

Your full cooperation in this important program is necessary.

Paul Kotin, M.D.
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