Johns-Manville

Internal Correspondence

To: OSHA Letter Distribution List

Date: November 7, 1973

From: W. B. Reitze

Copies:

Subject: OSHA LETTER NO. 23

DISTRIBUTION OF EMPLOYEE HEALTH BOOKLET

The attached booklet, "What Every Employee Should Know About Asbestos," has been prepared under the direction of the Environmental Affairs Department. All J-M plants in the United States using asbestos are being sent a generous quantity for distribution to their employees. (All other plants will receive five copies).

Every employee who works with asbestos or in a situation where airborne exposures to asbestos could result should receive a copy of this booklet as soon as possible after they are received.

We have a legal obligation under OSHA to fully inform employees regarding possible health problems they may encounter when handling various substances in the work place. This booklet is aimed at partially fulfilling our obligation to employees handling asbestos or asbestos-containing products.

The method of distribution is left to the discretion of plant managers. However, it would be desirable and appropriate to make the booklet the subject of a regular plant safety meeting or talk. Furthermore, it would be helpful if each foreman conducted a short review of the booklet's contents when giving copies to his workers.

Plants requiring additional copies of this booklet may order them through this office; sales locations may order them from their marketing people. All other requests should be made to the Environmental Affairs Department, in care of Walt Cooper (Greenwood Plaza, 4-North, extension 2969).

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