



## RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	<b>Business Managers</b>
Date:	March 2013
From:	Gwendolyn Arps ☐ Risk Control Consultant Direct Line: 920-431-6265 e-mail: <a href="mailto:gwendolyn.arps@aon.com">gwendolyn.arps@aon.com</a> Tammy C. Basten, Facilities and Properties Director, <a href="mailto:tbasten@gbdioc.org">tbasten@gbdioc.org</a>
Re:	<b>Asbestos Best Practices</b>

Asbestos is the name given to a group of naturally occurring minerals that are resistant to heat and corrosion. Asbestos has been used in products, such as insulation for pipes (steam lines for example), floor tiles and other building materials. Asbestos is well recognized as a health hazard and its use is now highly regulated by both OSHA and EPA. Asbestos fibers are too small to be seen with the naked eye. Breathing asbestos fibers can cause a buildup of scar-like tissue in the lungs and result in loss of lung function that often progresses to disability and death. Asbestos also causes cancer of the lung and other diseases such as mesothelioma. The guidelines and resources below will help you protect employees and volunteers against this potentially fatal health hazard.

First you need to determine if your facility has any asbestos containing material (ACM). If it does, then there are several requirements that need to be followed:

- All schools need to be in compliance with the Asbestos Hazard Emergency Response Act (AHERA).
  - <http://www.epa.gov/asbestos/schools.html>
  - The Wisconsin AHEAR specialist is Dave Schmitt. Dave can be reached at 715-836-6688
- Schools need to do visual inspections every 6 months for those area identified in the asbestos plan. No specific training is required for the inspections, but it would be important to have them be able to identify any changes to the Asbestos Containing Building Materials (ACBM). They need to have heightened awareness, but not to the level of someone who may disturb the asbestos.
- For anyone working with ACM or around it such as maintenance and custodians they will need 2 hour awareness training including (see OSHA and State of Wisconsin websites)
  - Information regarding asbestos and its various forms and uses
  - Information on health effects
  - Locations of ACBM identified throughout each school building they work
  - Recognition of damage, deterioration and delamination of ACBM
  - Name and # of the person designated to carry out general local education agency responsibilities and the management plan.
- For those who disturb the ACBM they will need 14 hours of additional training on the following:
  - Proper handling methods
  - Appendices A, C, and D of the subpart
  - Hands on training in respiratory protection.
- Requirements for reporting of asbestos containing material (ACM) are different for each agency. For employee exposure, OSHA requires specific medical reports, training, etc.
  - [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=9995](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9995)



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- The state requires that a certified inspector review the ACM every 3 years. However, annually, the form below needs to be completed and sent in to the fax number listed on the form:
  - <http://www.dhs.wisconsin.gov/forms/F0/F00047.pdf>
- The Wisconsin Department of Health Services has several resources that should help answer additional questions. **They have specific training presentations** / PowerPoints that could be also be useful.
  - <http://www.dhs.wisconsin.gov/asbestos/>
- The EPA has created a document that answers the top 20 frequently asked questions about asbestos
  - <http://www.epa.gov/asbestos/pdf/asbestosfaq.pdf>

If you think you have potentially asbestos containing material, stop any work you are doing, including buffing the floors, and make sure your volunteers and employees are safe before moving forward.

**The source of this information is OSHA, EPA, and Wisconsin of Health Services.**

If you believe that you may have an issue please contact the CMG's claim department. Attached the most current Incident Report Form for all claim reports to CMG.

# Incident Report Form 2012-2013

## *Property / Liability / Auto / Crime*

Parish/School: (Name & Complete Mailing Address)		Phone:	
		Fax:	
		E-mail:	
Contact:		Title:	
Date/Time of Incident:		Specific Location:	
Injured Party: Name/Address/Age: (include parent or guardian name if a minor)			
Phone Number:		Alternate Number:	
Injured Party: Parishioner <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor <input type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/> Please check the most applicable description as it relates to the incident.			
Medical or First Aid Offered? Yes <input type="checkbox"/> No <input type="checkbox"/>		Accepted or Refused	Transported by Ambulance:
Description of Accident or Damage:			
Were Photographs Taken? – Suggested for property losses over \$5,000, vehicle accidents and liability claims that may have premises factors involved:			
Public Authority Contacted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Authority:		Incident Report Number:
Auto Claim Information:	Vehicle Involved - Year:		Make/Model:
Witnesses: Name/Address/Phone:			
Additional Comments/Information: (If additional space is required, please use reverse side or an additional page)			
Date:		Completed By:	
<p>Please complete and report immediately with as much information as available at the time of loss. Submit this report directly to Kathy Mussman and Katie Cox at Catholic Mutual Group. Preference for submission: E-mail: <a href="mailto:kmussman@catholicmutual.org">kmussman@catholicmutual.org</a> &amp; <a href="mailto:kcox@catholicmutual.org">kcox@catholicmutual.org</a> or Fax: 402-551-9138 or Phone: 800-228-6108 Also submit a <b>copy</b> to Aon Risk Solutions: Laura Erdmann: <a href="mailto:laura.erdmann@aon.com">laura.erdmann@aon.com</a> or fax 920-431-6352.</p> <p style="text-align: center;"><b>RETAIN A COPY IN YOUR PERMANENT FILE</b></p>			