CSUEB Procedure for Reporting Potential Asbestos Fiber Exposure.

1. If you think you may have had a POTENTIAL ASBESTOS FIBER EXPOSURE, please immediately report this to your supervisor and Human Resources. The employee needs to fill out the "Employee Report of Work Injury/Illness" form and the Supervisor needs to interview the employee and fill out the "Supervisor's Injury/Illness Incident Report" form. Both of these forms can be downloaded from the CSUEB Human Resources web page.

2. HR will follow the Workers' Comp process and identify the claim as a "Record Only" or "Incident Only." This process will then allow us to begin a paper trail just in case the exposure ever becomes an injury/illness. Contact the Worker's Compensation manager in Human Resources.

3. Environmental Health and Safety will forward a report of the incident, lab results that are done in conjunction with the incident, and any other correspondence relating to the incident to Human Resources. A copy will also be kept in the Environmental Health and Safety office files.

Any question should be directed either to Human Resources or the campus Asbestos Compliance Manager (In EHS).