

Antelope Valley Community College District

Asbestos and Lead Safety Program

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §§5208 and 5198; applicable §§1529 and 1532.1; 8 CCR §3203
Scope	Facilities-controlled assessment, maintenance, renovation, demolition, and contractor coordination
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Contractor-Centered Policy

Facilities is the only AVCCD department authorized to coordinate work involving known or suspect asbestos-containing or lead-containing material. Regulated disturbance and abatement are assigned to appropriately qualified and licensed contractors unless AVCCD affirmatively establishes every employee-protection requirement for a defined in-house task.

Roles and Responsibilities

Role	Responsibility
Facilities	Maintain surveys and records; screen projects; control access; select and coordinate consultants and contractors; communicate hazards.
Risk Management	Support exposure assessment, employee medical coordination, incident response, records, and regulatory review.
Departments/employees	Do not disturb suspect materials; report damage through the work-order process.
Contractors/consultants	Provide qualifications, assessments, plans, notifications, monitoring, clearance, waste records, and required employee protections.

2. Pre-Work Review and Hazard Communication

- Known surveys, lead assessments, building records, and abatement documents are maintained and consulted before maintenance, renovation, or demolition.
- Materials are treated as known or presumed hazardous based on records, labeling, and building age until evaluated by qualified personnel.
- No employee drills, cuts, sands, grinds, demolishes, disturbs, or removes suspect material without Facilities authorization.
- Facilities communicates known hazards and work restrictions to affected employees, occupants, and contractors before work.
- Damaged suspect material is isolated and reported; employees do not collect samples or clean debris unless trained and authorized.

3. Regulated Work and Exposure Response

- Sampling, negative exposure assessments, air monitoring, regulated-area design, abatement, clearance, and waste handling are performed by qualified parties.
- AVCCD employees may perform only work for which training, authorization, exposure assessment, medical surveillance, respiratory protection, PPE, hygiene, and work practices have been documented.
- Unexpected disturbance requires stop work, area isolation, immediate Facilities and Risk Management notification, and qualified evaluation.
- Potential employee exposure is handled through the injury-reporting process and appropriate occupational medical evaluation.

Training

- Facilities receives hazard-awareness training appropriate to potential contact and assignment.
- Employees performing regulated work, if ever authorized, receive the task- and class-specific training required by the applicable standard.
- Other employees receive awareness sufficient to recognize and report damaged or suspect material without disturbing it.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Building Material Record

Field	Entry
Building/area	
Material	
Asbestos/lead status	
Survey/sample reference	
Condition	
Restrictions/labeling	
Last review	

B. Project Hazard Review

Field	Entry
Project/location	
Planned disturbance	
Records reviewed	
Sampling needed/result	
Contractor qualifications	
Controls/notifications	
Facilities approval	

C. Unexpected Disturbance Report

Field	Entry
Date/location	
Material/activity	
Work stopped/area isolated	
Persons potentially exposed	
Facilities/Risk notified	
Consultant response	
Corrective action	