



Asbestos Module

Review Procedure.....	3
Document Control	3
Distribution Record	3
Amendment Record.....	3
References and Applicable Documents	4
References.....	4
Standards and guidelines	4
Terminology.....	4
Abbreviations and Acronyms	4
Definitions	5
1.1 Introduction.....	7
1.2 Asbestos Policy	8
1.3 Working with Asbestos Procedures.....	10
1.3.1 Workers and Contractors.....	10
1.3.2 Asbestos Awareness Training	10
1.3.3 Asbestos Risk Assessment.....	11
1.3.1 Asbestos Surveillance.....	12
1.3.2 Work Practices that may cause exposure to Asbestos.....	12
1.3.3 Safe Work Method Statement (SWMS)	13
1.3.4 Removing Asbestos	13
1.3.5 Clearance Inspection	15
1.3.6 Personal Protective Equipment (PPE).....	15
1.3.7 Biological Health Monitoring	15
1.3.8 Regulator Notification.....	16
1.3.9 Asbestos Incident Management.....	17
1.3.10 Asbestos Risk Assessment Form Guidance Sheet.....	18
1.3.11 Asbestos Risk Assessment Form.....	19
1.3.12 Asbestos Register	25
1.3.13 Asbestos Removal Control Plan.....	26
1.3.14 Health Monitoring Record.....	32



Review Procedure

The Managing Directors will review the policy, procedure and associated forms as required. The review schedule will be directed in response to Organisational and/or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of review. All policies, procedures and associated forms will be reviewed if:

- It is identified that there are changes in the workplace that may affect a policy, procedure or form;
- It is identified that the policy, procedure or form is not effective;
- There are legislative changes that affect the policy, procedure or form;
- There is a serious incident or dangerous occurrence.

All policies, procedures and forms will be reviewed at least annually.

Document Control

This module is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version numbers will be recorded in the distribution record. All versions of this module will have a unique document number and version number. All versions of this module will be kept as a record and noted in the document register.

Distribution Record						
Copy	Issued to	Controlled Copy		Authorised by:	Recipient Signature	Issue Date
		Y	N			
1		<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>			
5		<input type="checkbox"/>	<input type="checkbox"/>			

Amendment Record					ISSUE #: 1
					ISSUE DATE:
Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
3					
4					
5					



References and Applicable Documents

References

Refer to 1. OHS Legislation and Codes of Practice Reference List and copy and paste the references relevant to your Australian State/Territory.

Standards and guidelines

AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

ISO 45001:2018 Occupational Health and Safety Management Systems

Insert any standards or guidelines applicable to your industry.

Terminology

Abbreviations and Acronyms

ACD: Asbestos Contaminated Dust/Debris.

ACM: Asbestos Containing Materials.

ARCP: Asbestos Removal Control Plan.

AS/NZS: Australian Standard/New Zealand Standard.

CEO: Chief Executive Officer.

COP: Code of Practice.

DBYD: Dial Before You Dig.

IR: Inherent Rating.

SDS: Safety Data Sheet.

WHS: Work Health and Safety (also known as OHS).

OHS: Occupational Health and Safety.

PCBU: Person who Conducts a Business or Undertaking.

PPE: Personal Protective Equipment.

RAF: Risk Assessment Form.



RPE: Respiratory Protective Equipment.

RR: Residual Risk-rating.

SWMS: Safe Work Method Statements.

SOP: Safe Operating Procedure.

WHS: Work Health and Safety.

+ *Within Australia and New Zealand combined there are differing Acts and Regulations, with multiple naming conventions. For the purposes of this policy, no specific references will be made to the terms HSW, WHS or OSH (unless referring directly to the Act or Regulation in question) and, will be generally referred to as OHS as per the standard ISO 45001:2018 Occupational Health and Safety Management Systems.*

Definitions

Act: A law (legislation) passed and enacted by a state or territory parliament.

Asbestos Containing Materials (ACM): Any material or thing that, as part of its design, contains asbestos.

Asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.

Asbestos-risk work: Any work that may cause a worker or other person to be exposed to asbestos. This can include removal of asbestos (*any quantity*), cleaning, drilling or any other activity that may cause the disturbance of asbestos and possible release of asbestos fibres.

Code of Practice is a practical guide to achieving the standards of OHS required under legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the relevant OHS Act, in relation to the subject matter of the code.

Contractor: A contractor is any person (other than an Xyz Company Proprietary Limited worker) or a company performing work for, or on behalf of Xyz Company Proprietary Limited.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Employer: An Employer is an individual, a company, body corporate, partnership, unincorporated association, franchising operation or not-for-profit Organisation, in the private or public sector who has one or more employees. Occupational Health and Safety Act 2004: Information for Employers.

Friable asbestos: Material that contains asbestos, that is in a powder form or, that can be crumbled, pulverised or reduced to a powder by hand pressure when dry.

HSR: Elected Health and Safety Representatives with responsibilities and protection under the legislation.



- Attending medical health monitoring where required;
- Incident response procedures;
- Incident notification.



Amendment	Working with Asbestos Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <i>Insert name of person responsible</i>	Approved by: <i>Insert name of management representative</i>	

1.3 Working with Asbestos Procedures

1.3.1 Workers and Contractors

These procedures are applicable to activities conducted by Xyz Company Proprietary Limited personnel and subcontractors that have the potential to be exposed to asbestos while conducting work.

1.3.2 Asbestos Awareness Training

All workers engaged to remove or assess asbestos will be trained and possess the relevant regulatory approved licence:

Licence Type	Permitted activities
Class A	Can remove any amount or quantity of asbestos, including: <ul style="list-style-type: none"> • Any amount of friable asbestos; • Any amount of non-friable asbestos; • Any amount of Asbestos Contaminated Dust/Debris (ACD).
Class B	Can remove: <ul style="list-style-type: none"> • Any amount of non-friable asbestos; • ACD associated with the removal of non-friable asbestos.
No License required	Can remove: <ul style="list-style-type: none"> • Up to 10 m2 of non-friable asbestos; • ACD that is: <ul style="list-style-type: none"> ○ Only associated with the removal of less than 10 m2 of non-friable asbestos; ○ Asbestos Containing Material (ACM) not associated with the removal of friable or non-friable asbestos and is only a minor contamination.
Asbestos Assessor	<ul style="list-style-type: none"> • Air monitoring for Class A asbestos removal work; • Clearance inspections for Class A asbestos removal work issuing clearance certificates in relation to Class A asbestos removal work; • Identifying asbestos.



1.3.5 Clearance Inspection

On completion of any licensed asbestos removal work an independent licensed asbestos assessor will carry out a clearance inspection of the asbestos removal area and surrounding area to verify that the area is safe for normal use This can include:

- A visual inspection and / or;
- Air monitoring if necessary.

1.3.6 Personal Protective Equipment (PPE)

Where asbestos-risk work is undertaken all workers must wear Personal Protective equipment. All equipment used for the removal of asbestos should be inspected before starting the work, after any repairs and at least once every seven days when it is continually being used.

- PPE must be a suitable size, fit and reasonably comfortable for worker to wear and maintained in good working order;
- Disposable coveralls should be used to prevent the contamination of clothing and footwear;
- Disposable coveralls need to be of a suitable standard to prevent penetration of asbestos fibres;
- Respirators, ensure:
 - Half-face filter respirator fitted with a Class P1 or P2 filter cartridge, or a Class P1 or P2 disposable respirator must be worn during removal and clean up (must be clean before use);
 - Fits well and seals correctly on clean shaven face;
 - If a beard is worn, ensure powered air-purifying respirators fitted with P2 or P3 filters are worn;
 - Respirators are left on after the task until protective clothing has been removed;
 - **Disposable dust masks are not to be worn as they do not provide sufficient protection;**
- Gloves:
 - Single-use gloves are worn;
 - Gloves should be disposed of as asbestos waste;
- Seal contaminated PPE that is likely to be contaminated before removing it from the asbestos process area. Where it can be:
 - Disposed of it at a suitable waste treatment facility;
 - Laundered and decontaminated or, placed in a sealed container until re-used.

1.3.7 Biological Health Monitoring

Where a worker is at an ongoing risk of exposure to asbestos due to licensed asbestos removal or, work other than licensed asbestos removal, health monitoring will be undertaken. Examples of work that may lead to asbestos exposure include:

- Licensed removal work;
- Any ongoing unlicensed removal work;
- Regular maintenance or other work that involves contact with asbestos.



1.3.11 Asbestos Risk Assessment Form

ASBESTOS RISK ASSESSMENT FORM - Part 1

ACTIVITY:	RAF #:	PROJECT NAME:
COMPANY NAME:	ABN:	PROJECT ADDRESS:
COMPANY ADDRESS:	JOB DESCRIPTION:	
COMPANY CONTACT:	PHONE #:	

NOTE: RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS RISK ASSESSMENT

NAME OF ASSESSOR	SIGNATURE:	JOB TITLE:	DATE:
NAMES OF PEOPLE CONSULTED WITH DURING DEVELOPMENT OF THIS RISK ASSESSMENT	SIGNATURE/S:	JOB TITLE:	DATE:
PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH RISK ASSESSMENT	SIGNATURE:	JOB TITLE:	DATE:
RISK ASSESSMENT APPROVED BY	SIGNATURE:	JOB TITLE:	DATE:

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FULL-FACE RESPIRATORS (P3)	HALF-FACE RESPIRATORS (P1 / P2 / DISPOSABLE / CARTRIDGE)	FULL-FACE RESPIRATORS (AIR-LINE)	DISPOSABLE HALF-FACE RESPIRATOR	EYE PROTECTION	FACE PROTECTION	DISPOSABLE HAND PROTECTION	PROTECTIVE CLOTHING	SUN PROTECTION	FALL ARREST
									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)



5.0 REMOVAL

<u>Air Monitoring</u>	Air Monitoring Company:	Air Sample Unit No.:
	Contact person:	Contact Phone No.:
<u>Waste Storage & Disposal Program</u>	Will the asbestos waste be held onsite for more than one day? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	How will the asbestos waste be secured?	
	Waste Disposal Depot: EPA Transfer Licence #: Waste quantity (kg):	
	<input type="checkbox"/> Double bagged/twisted/taped <input type="checkbox"/> Double lined waste skips <input type="checkbox"/> Other (specify):	
<u>Removal Method</u>	<input type="checkbox"/> Wet	Details:
	<input type="checkbox"/> Dry	
<u>Equipment</u>	Hand Tools - Details:	
	Power Tools - Details:	
	Spray Equip. <input type="checkbox"/> Low pressure trigger <input type="checkbox"/> Hand Pump <input type="checkbox"/> Other (specify):	
	Vacuum Equip. complies with AS/NZS 60335.2.69? <input type="checkbox"/> Yes <input type="checkbox"/> No Id. No.	
	All equipment used in the asbestos removal are inspected before all removal work and inspected and cleaned following all removal work: <input type="checkbox"/> Yes <input type="checkbox"/> No Inspected by:	
<u>Enclosures</u>	The work area requires a complete enclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decontamination unit in place	
	<input type="checkbox"/> Smoke test to be conducted (by whom): <input type="checkbox"/> Negative air units (number):	