







ACTIVITY: Asbestos - Friable - Removal			SWMS No.:1234
SAFE WORK METHOD STATEMENT (SWMS) - Part 1			
Company Name: Asbestos Removal Services	Address: 22 Smith Street Wetherill Park NSW 2167	ABN: 12 159 227 334	
Company Contact: Bob Taylor	Position: Director	Phone No.:02 9892 3370	
Project Details			
Project: Remove pipe insulation		Insert Photo	
Job Address: 395 Guildford Road Guildford NSW 2161			
Job Description: Remove friable asbestos contained in insulation material on 150mm service pipes located on rear upper deck of facility			
This work method statement has been developed in consultation with the work force.		SWMS Approved by <i>Director</i> Bob Taylor	
		Signature:	
		Date:	
SWMS Scope			
This SWMS covers the removal of friable asbestos in the workplace. This SWMS does not cover working in confined spaces, hazardous manual tasks, working at heights, scaffold, elevated work platforms, noise control in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.			
Personal Protective Equipment (PPE) Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.			

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Foot Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection
								Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

High Risk Construction Work	Dangerous Goods / Hazardous Chemicals
<p>This work activity involves the following “High Risk Construction Work”:</p> <ul style="list-style-type: none"> • Involves a risk of a person falling more than 2 metres • Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure • Involves, or is likely to involve, the disturbance of asbestos • Involves structural alterations or repairs that require temporary support to prevent collapse • Is carried out on or near energised electrical installations or services • Is carried out in an area that may have a contaminated or flammable atmosphere. 	<p>Environmental risks may include damage to buildings, plants, soils, waterways and water catchment areas and/or poisoning of people or fauna due to incorrect disposal or run off of Asbestos (or Asbestos Containing Materials) during spills or clean up, and/or liberation of dust containing Asbestos fibres during renovation, encapsulation or cleaning operations.</p> <p>Disposing of asbestos and contaminated personal protective equipment (PPE) All asbestos waste must be contained and labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) and must be disposed of at a site authorised to accept asbestos waste as soon as practicable.</p> <p>All PPE that has been contaminated with asbestos must be sealed in a container before being removed from the asbestos waste area and disposed of at a site authorised to accept asbestos waste. If it is not reasonably practicable to dispose of the PPE clothing then it must be laundered at a laundry equipped to deal with asbestos contaminated clothing. If it is not practicable to launder the clothing, it must be kept in a sealed container until it is reused for asbestos removal purposes.</p> <p>Exposure to Friable Asbestos can lead to serious illness and fatality from mesothelioma, asbestosis and lung cancer. An exposure standard exists for asbestos – being 0.1 fibres per mil of air (in a person’s breathing zone averaged over 8 hours).</p>

Friable asbestos – any asbestos material in a powder form or can be crumbled, pulverised or reduced to a powder by hand pressure when dry. Examples include: pipe lagging, limpet and fire door cores.

Asbestos is the generic term for a number of fibrous silicate minerals. There are two major groups of asbestos:

- The serpentine group contains chrysotile, commonly known as white asbestos
- The amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos), as well as some other less common types, such as tremolite, actinolite and anthophyllite.

Asbestos was commonly mixed with cement to form products such as fibro sheets, pipes and gutters and under floor packing. It was also woven into fabric and used for pipe lagging, boiler insulation and loose roof insulation.

The use of asbestos has been banned in Australia since 31 December 2003.

The Work Health and Safety Regulation 2011 uses the following definitions for asbestos:

- Airborne asbestos - any fibres of asbestos small enough to be made airborne
- Asbestos containing material (ACM) - any material or thing that contains asbestos as part of its design
- Asbestos contaminated dust or debris (ACD) - dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos
- Competent person - a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out an asbestos related task
- Competent person for a clearance inspection - a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:
 - o A certification in relation to the specified VET course for asbestos assessor work, or
 - o A tertiary qualification in OHS, occupational hygiene, science, building, construction or environmental health
- Friable asbestos – any asbestos material in a powder form or can be crumbled, pulverised or reduced to a powder by hand pressure when dry. Examples include: pipe lagging, limpet and fire door cores.
- In situ asbestos - asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos
- Naturally occurring asbestos (NOA) - the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil
- Non friable asbestos - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound such as, asbestos cement (fibro), brakes and vinyl floor tiles
- Respirable asbestos - an asbestos fibre that:
 - o Is less than 3 microns (μm) wide
 - o Is more than 5 microns (μm) long
 - o Has a length to width ratio of more than 3:1.

Prohibitions on Asbestos:

- High pressure air or gases must not be used on or near ACM
- High power tools must not be used (unless dust is able to be totally captured and exposure remains half of the exposure standard)
- Unlicensed removal of less than 10 sq m of ACM does not include friable asbestos.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height - Falls on the same level - Objects on ground - Uneven or slippery surface - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Asphyxiation - Electrocution / Electric shock - Explosion / Fire / smoke - Exposure to toxic/hazardous atmosphere - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure:</p> <ul style="list-style-type: none"> - Only trained licensed workers work with ACM. - Training incorporates the relevant units of competencies as required. <p>Training should include:</p> <ul style="list-style-type: none"> - General induction (first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons, codes of conduct for personal interactions, etc.) - Relevant SWMS in place where necessary - Site security requirements - All persons on site have a General Construction Induction Card - Sufficient time for job, number of workers - First aid kit / supplies - Communication devices (check mobile phones, satellite phones or radios will have service in area) - Drinking water, clean up and toilet facilities available. <p>WHS Regulations 2011 clause 461. A licensed asbestos removalist must keep a record of the training undertaken by a worker carrying out licensed asbestos removal work:</p> <ul style="list-style-type: none"> - While the worker is carrying out licensed asbestos removal work, and - For 5 years after the day the worker stopped carrying out licensed asbestos removal work for the removalist. <p>Friable ACM must be removed by a Class A removalist, and the direct relevant workers of the removalist. Direct relevant workers must be trained in:</p> <ul style="list-style-type: none"> - Nature of hazard - Dangers of smoking - Risk controls - Specific work methods - Correct equipment - Decontamination procedures - Waste disposal - Emergency procedures <ul style="list-style-type: none"> - Use, fit, cleaning and maintenance of respiratory protective equipment. <p>NOTE: If this training is undertaken by the Class A removalist, the content of the training must be approved by The Regulator.</p>

		<p>NOTE: It is required that all persons removing friable ACM have a Class A licence.</p> <p>Determine presence of asbestos/ACM:</p> <ul style="list-style-type: none"> - Competent person to identify if asbestos present - Obtain as much information as possible on the location, type and condition of asbestos/ACM - Obtain a copy of the asbestos register for the site - Take notes and photographs for future reference and / or inclusion in asbestos register - If unsure, assume presence of asbestos. <p>Establish:</p> <ul style="list-style-type: none"> - Site specific SWMS - Safe removal methods - Start date - Duration - Emergency procedures - Layout of work area - Designs for air tight enclosure - Number of negative pressure exhaust units - Location of exhaust units (with HEPA filters) - Number of decontamination units - Location of decontamination units - Roles/responsibilities - Communication equipment - Risk controls for any hazards identified (such as work at heights, electricity). <p>DO:</p> <ul style="list-style-type: none"> - Notify relevant authorities of start date - Notify near-by premises if required - Ensure work area is unoccupied during removal process. <table border="1" data-bbox="1014 1066 2040 1118"> <tr> <td data-bbox="1014 1066 1153 1118">RB: 4A</td> <td data-bbox="1153 1066 1921 1118">Person responsible to implement control measures:</td> <td data-bbox="1921 1066 2040 1118">RA: 2M</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 2M
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Job Step: Personal Protective Equipment and cleaning equipment					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos – removal. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Exposure to toxic/hazardous atmosphere. 	<p>Personal Protective Equipment (PPE)</p> <p>Coveralls, Ensure:</p> <ul style="list-style-type: none"> - No pockets/velcro - Good quality (can't be easily torn) - Type 5, Category 3 (protection level) 			

		<ul style="list-style-type: none"> - 1 size bigger to prevent ripping - Cuffs sealed with duct tape - Leg cuffs are not tucked into boots - Hood is worn over respirator straps. <p>Gloves, Ensure:</p> <ul style="list-style-type: none"> - Disposable (single use) - If latex – use low protein powder free - Dispose of as asbestos waste. <p>Ensure: Wash hands and fingernails after work and before eating, drinking or smoking.</p> <p>Footwear, Ensure:</p> <ul style="list-style-type: none"> - Laceless safety boots or gumboots - Remain in dirty decontamination area - Stored upside down when not in use - Are not used for non-asbestos work. <p>Respiratory Protection, Ensure:</p> <ul style="list-style-type: none"> - Persons are deemed medically fit to wear - Issued to individuals - Fit testing is conducted by competent person - Complete facial seal (no facial hair) - Suitable for job. <p>Note: Continuous flow positive pressure respirators should be provided for persons with beards/stubble. Use correctly- fitting air-supply hoods for persons who need prescriptions glasses.</p> <p>Do not:</p> <ul style="list-style-type: none"> - Leave respirators in asbestos contaminated area when not in use - Leave hanging around neck. <p>Ensure:</p> <ul style="list-style-type: none"> - Respiratory equipment is regularly cleaned, maintained and records kept - Filter and respirator are compatible - Inspect all parts before and after use. <p>Replace filters if damaged, when resistance increases and as per manufacturer’s instructions.</p> <p>For Airline respirators:</p> <ul style="list-style-type: none"> - Incorporate back-up filter - Provide manifold if several persons are working in area to prevent tangling.
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		<p>Ensure air intake location is suitable to provide clean air.</p> <p>Seek advice from competent person for required level of protection.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Inspection – P1 or P2 half face - Sample removal – P3 full-face - Stripping (wet and dry) – Full suit or hood, positive pressure demand continuous flow airline with P3 backup. <p>Tools and Equipment. Choose tools for removal to prevent generation of fibres (such as scrapers, chisels, bolt cutters or screwdrivers).</p> <p>PROHIBITED TOOLS AND EQUIPMENT: Tools and equipment that generate dust must not be used on asbestos. These include:</p> <ul style="list-style-type: none"> - Use brooms or high-powered tools. High-speed abrasive power and pneumatic tools, for example angle grinders, sanders, saws and high-speed drills - Brooms and brushes (unless brushes are used for sealing) - High-pressure water spray, jets, power or similar tools and instruments on asbestos in the workplace - Compressed air. <p>After use, decontaminate tools/equipment, place in sealed, labelled containers and only use for asbestos work. Ensure vacuum cleaners:</p> <ul style="list-style-type: none"> - Are wet/dry industrial (not domestic) - Have High Efficiency Particulate Air (HEPA) filters - Contents are emptied in safe manner and disposed of as asbestos waste. <p>Note: Clean vacuum by vacuuming visible dust and wipe using damp clothes. Store in labelled, impervious container and only use for asbestos work.</p> <table border="1" data-bbox="1016 1058 2027 1109"> <tr> <td>RB: 4A</td> <td>Person responsible to implement control measures:</td> <td>RA: 3H</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 3H
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Job Step: Set up					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height - Falls on the same level - Objects on ground - Uneven or slippery surface 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Trip, slip, fall on same level 	<p>Barricade area to prevent persons entering site. This should remain until clearance certificate has been issued.</p> <p>Place caution signs in prominent locations (E.g. entry to site, entry/exit to removal area). Signs should state, "Do not enter – Asbestos" or similar.</p> <p>Inspect coveralls and other protective equipment. If damaged, do not use. Wear respiratory protection. Conduct fit check.</p>			

<ul style="list-style-type: none"> - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements 	<p>causing bruises, sprains, strains, fractures</p> <ul style="list-style-type: none"> - Asphyxiation - Electrocutation / Electric shock - Explosion / Fire / smoke - Exposure to toxic/hazardous atmosphere - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder 	<p>Remove all unnecessary items from area. Construct enclosure (bubble) as per ARCP. Ensure:</p> <ul style="list-style-type: none"> - All vents, windows, air conditioning units are closed and covered - All pipes, conduits that pass out of bubble are sealed adequately - Air tight and negative air pressure of approximately 12pa is provided (more than 1 exhaust unit may be required). Ensure connected to RCD and unit is “in test”. - Heavy duty (at least) 200 micron) plastic is used - Adequate lighting is provided (use clear plastic panels). Avoid using lighting inside bubble as this can raise temperatures. - All joints have at least 300mm overlap and are sealed with doubled sided tape and duct tape - Floor is of adequate strength to prevent penetration (such as woven plastic) - Provide air locks (double set of overlapping plastic) at entry/exit point - Double wrap and double tape any non-mobile items that need to remain in removal area - Conduct visual inspection of bubble. <p>Obtain services of an independent, ASBESTOS ASSESOR to inspect bubble. If leaks detected, repair and re-test.</p> <p>ASBESTOS ASSESSOR should conduct regular inspection/testing during removal process. If leaks detected, cease work and repair/re-test.</p> <p>Decontamination Units, attach to bubble. Should include:</p> <ul style="list-style-type: none"> - Dirty - Clean - Clean changing. <p>Separate units by air locks (double plastic or spring loaded doors). Provide filters for water run-off (5 micron capture capability).</p> <p>Ensure sufficient units (6 relevant workers per unit)</p> <p>Develop procedures to separate males/females if required Note: Where decontamination units cannot be attached to bubble, provide:</p> <ul style="list-style-type: none"> - Double coveralls (partial decontamination at removal site) - Methods to disconnect airline - Barricades/signage for travel path
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		<ul style="list-style-type: none"> - Air monitoring along travel path - Isolate change areas. 			
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Job Step: Pre- start Operation					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls on the same level - Objects on ground - Uneven or slippery surface 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Exposure to toxic/hazardous atmosphere. 	<p>Hearing protection, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - It is suitable for the type of working environment and the work tasks - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition. <p>Prior to any licensed asbestos removal work being carried out at a workplace, the licensed asbestos removalist must inform the person with management or control of the workplace about the work and the date it is to commence.</p> <p>The licensed asbestos removalist must then ensure the following persons are told that the asbestos removal work is to be carried out and when the work is to commence:</p> <ul style="list-style-type: none"> - The person's workers and any other persons at the workplace - The person who commissioned the asbestos removal work - Anyone conducting a business or undertaking at or in the vicinity of the workplace - Anyone occupying premises in the immediate vicinity of the workplace. <p>Before commencing the licensed asbestos removal work, the licensed asbestos removalist must obtain a copy of the asbestos register for the workplace from the person with management or control of the workplace. This provision does not apply if the work is being carried out at a domestic premise.</p> <p>Barricades are to be erected to delineate the asbestos area in compliance with the site plan.</p> <p>Ensure access to the asbestos removal area is limited to the following people:</p> <ul style="list-style-type: none"> - Workers who are engaged to carry out the removal work - Other people who are associated with the removal work - People who are allowed under the WHS Regulations or another law to be in the asbestos removal area (for example, inspector, emergency service workers). 			
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Job Step: Removal of Asbestos					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. 	<p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions 			

<ul style="list-style-type: none"> - Falls on the same level - Objects on ground - Uneven or slippery surface - Work at height above 2 metres - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements 	<ul style="list-style-type: none"> - Falling from height causing serious injury or death - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Asphyxiation - Electrocutation / Electric shock - Explosion / Fire / smoke - Exposure to toxic/hazardous atmosphere - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder 	<ul style="list-style-type: none"> - Use mechanical lifting aids when possible - Use two or more people for lifting & moving heavy / awkward equipment - Regular breaks. <p>Ensure:</p> <ul style="list-style-type: none"> - The asbestos removal area is enclosed to prevent the release of respirable asbestos fibres - Negative pressure is used, provided the enclosure being used has been tested for leaks - The wet method of asbestos removal is used - The asbestos removal work area does not commence until the air monitoring is started by an independent licensed asbestos assessor, provided the enclosure has been tested for leaks - Air monitoring is undertaken during the asbestos removal work at times decided by the independent licensed assessor undertaking the monitoring - Any glove bag used to enclose the asbestos removal area is dismantled and disposed of safely. - Do not overload asbestos waste bags, no more than 50% full then goose necked - Continuous vacuuming work area to minimize asbestos dust/fibres - Asbestos wetted down prior to and during removal. <p>Enter removal site as follows:</p> <p>Changing area</p> <ul style="list-style-type: none"> - Put on clean protective clothing. <p>Clean area</p> <ul style="list-style-type: none"> - Put on respirator. Conduct fit check. <p>Dirty Area</p> <ul style="list-style-type: none"> - Put on additional PPE, footwear - Connect airline if required <p>Follow specified work methods:</p> <p>If airline fails, exit bubble using normal decontamination process (the back-up P3 respirator will provide sufficient protection for exit).</p> <p>Where possible, ensure wet methods are used (fine water spray). Minimise run-off.</p> <p>Ensure regular clean-up, housekeeping to avoid slips, trips, falls.</p> <p>Remove small sections and place in labelled waste bags.</p> <p>Ensure 1 person is outside of bubble at all times to liaise with supervisors, etc and prevent unauthorised entry.</p>
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		<p>If high temperatures in bubble, ensure regular rest breaks.</p> <p>Exit the removal area as follows: Use vacuum inside bubble to remove visible dust.</p> <p>Dirty Area:</p> <ul style="list-style-type: none"> - Remove shoes (store upside down) - Disconnect airline - Shower whilst wearing PPE and clothing - Leave on respirator and remove all clothing - Place in labelled bins (waste or laundry). <p>Clean Area:</p> <ul style="list-style-type: none"> - Shower and remove respirator - Wash respirator thoroughly - Wash face, head, hands and fingernails thoroughly - Store respirator in labelled container. <p>Clean Changing:</p> <ul style="list-style-type: none"> - Use a clean towel to dry off - Change into normal clothes - Do not re-enter the clean/dirty areas. <p>All clothing must be kept wet, placed in impermeable, labelled containers (or labelled double bagged) and taken to appropriate laundry facility.</p> <p>Waste containment, disposal and clearance must be carried out in accordance with the WHS Regulations 2011 and the relevant Code of Practice</p> <table border="1" data-bbox="1014 1058 2042 1102"> <tr> <td>RB: 4A</td> <td>Person responsible to implement control measures:</td> <td>RA: 3H</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 3H
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Job Step: Clean up					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - exposure - Falls from a height - Falls on the same level - Objects on ground - Uneven or slippery surface 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Trip, slip, fall on same level 	<p>On completion:</p> <ul style="list-style-type: none"> - Competent person must deem area clean - Area to be sprayed with tinted PVA (including all plastic used) - All tools and equipment should be decontaminated and stored appropriately. <p>Asbestos Assessor should conduct air monitoring and, if satisfactory, they should issue a clearance certificate.</p>			

<ul style="list-style-type: none"> - Confined Space - Work at height above 2 metres - Work outdoors - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>causing bruises, sprains, strains, fractures</p> <ul style="list-style-type: none"> - Electrocution / Electric shock - Explosion / Fire / smoke - Exposure to toxic/hazardous atmosphere - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. 	<p>Only dismantle bubble after clearance certificate has been issued.</p> <p>Waste, Ensure:</p> <ul style="list-style-type: none"> - All drums/bins are in good condition and able to be sealed air tight - Lined with plastic (200 micron thick) - Labelled "Danger – Asbestos – No not break seal (or similar) - Inspect bins/drums if re-using - If using skip, double bag and label. <p>Waste to be sent to Eastern Creek EPA approved asbestos waste disposal.</p> <p>Air monitoring must be conducted before and during Class A asbestos removal work. Air monitoring must be carried out as part of the clearance inspection, for instance at the conclusion of the asbestos removal work.</p> <p>The enclosure must not be dismantled until the results are received from:</p> <ul style="list-style-type: none"> - the licensed asbestos assessor who undertook the air monitoring <p>The results must show that the respirable asbestos fibre level is below 0.01 fibres/ml.</p> <p>The enclosure must be decontaminated prior to dismantling it to minimise, so far as is reasonably practicable, the release of respirable asbestos fibres. The asbestos supervisor of the removal of the friable asbestos must obtain a clearance certificate from the licensed asbestos assessor after the enclosure has been dismantled, prior to handing site back to owner/occupier</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">RB: 4A</td> <td style="width: 60%;">Person responsible to implement control measures:</td> <td style="width: 25%;">RA: 3H</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 3H
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Job Step: Maintenance					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - exposure - Falls on the same level - Objects on ground - Uneven or slippery surface - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons.</p> <p>After the asbestos removal work is completed, tools must be decontaminated.</p> <p>All equipment used for the removal of asbestos should be inspected before the commencement of the asbestos removal work, after any repairs and at least once every seven days when it is continually being used.</p> <p>A register with the details of these inspections, the state of the equipment and any repair details should be maintained.</p> <p>Asbestos vacuum cleaners should comply with the Class H requirements in Australian Standard AS/NZS 60335.2.69 <i>Industrial vacuum cleaners</i> or its equivalent. Asbestos vacuum cleaners should not be used on wet materials or surfaces. Attachments with brushes should not be used as they are difficult to decontaminate.</p> <p>Filters for these vacuum cleaners should conform to the requirements of AS 4260-1997 <i>High efficiency particulate air (HEPA) filters – Classification, construction and performance</i> or its equivalent.</p>			

		<p>Ensure:</p> <ul style="list-style-type: none"> - Ladders are maintained in good working order - Safety harnesses are inspected after each use - Inspect tools and equipment (including condition of electrical leads). If any damage detected, attach "Do not use" tag and take item out of use until repairs can be made - Wash hands after use and before eating, drinking or smoking - Used containers that may still contain contaminated material: <ul style="list-style-type: none"> o Do not cut or drill containers o Return to supplier, or contact local waste authority for correct disposal. <p>Ensure all equipment undergoes regular maintenance as required by manufacturer.</p> <p>When equipment is being taken out of service for maintenance:</p> <ul style="list-style-type: none"> - Shut off and isolate the power supply - Power supply is clearly labelled/tagged "do not use". <p>Ensure regular documented condition inspections (including: cuts or "kinks" to cords / leads and or other safety related controls).</p>	<table border="1"> <tr> <td data-bbox="1010 746 1153 799">RB: 3H</td> <td data-bbox="1153 746 1924 799">Person responsible to implement control measures:</td> <td data-bbox="1924 746 2049 799">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Emergency Procedures / Emergency Response

Emergency Response: Call **000** immediately then administer first aid to injured person/s, refer to emergency plan.
 Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Develop site-specific rescue procedures/SWMS.
 Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Person/s responsible to implement and follow emergency procedures and control measures:

In case of personal injury:

- Cease operations
- Shut off any equipment,
- Obtain first aid or medical aid for injured persons.
- Call 000 for serious injury
- Report all incidents/near misses.

Incident if exposed to asbestos through uncontrolled release: Ensure:

- Shut down all operations move away from area
- Do not attempt to clean asbestos from area until extent of release determined
- Seal off area to prevent access until clean up initiated
- Decontaminate self
- Seek medical attention.

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<ul style="list-style-type: none"> - TAFE or other recognised training organization Friable Asbestos - Construction Induction Card (or equivalent) - Emergency procedures – emergency response - PPE 		<ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS.	
<ul style="list-style-type: none"> - SafeWork NSW Permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Example: HEPA Vacuum (Make & Model)</p>	<ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ Construction Work ○ First Aid in the Workplace ○ Managing the Risk of Falls at Workplaces ○ Managing the Risk of Plant in the Workplace ○ Managing Noise and Preventing Hearing Loss in the Workplace ○ How to Manage Work Health and Safety Risks ○ Hazardous Manual Tasks ○ Managing Risks of Hazardous Chemicals ○ Managing Electrical Risks in the Workplace ○ Managing the Work Environment and Facilities ○ WHS Consultation, Cooperation & Coordination • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia <ul style="list-style-type: none"> ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 ○ Codes of Practice: • Australian Standards: <ul style="list-style-type: none"> ○ AS/NZS1269: 2005 Occupational noise management ○ AS/NZS 4501:2008 (set) Occupational Protective Clothing ○ AS4024.1: 1996 Safeguarding of machinery - General principles ○ AS 4024.1:2006 Safety of machinery ○ AS 4260-1997 High efficiency particulate air (HEPA) filters - Classification, construction ○ AS/NZS 1576.1:2010 Scaffolding – General requirements ○ AS.1892.5: 2000 Portable Ladders – selection, safe use and care ○ AS 1319:1994 Safety Signs for Occupational Environment ○ AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment ○ AS/NZS 1716:2003 Respiratory protective devices ○ AS 1891 (set) Industrial Safety Belts and Harness ○ AS/NZS 2210.1:2010 Safety, protective and occupational footwear - Guide to selection, care and use ○ AS/NZS 4994.1:2009 Temporary Edge Protection - General requirements ○ AS 2550.10:2006 Cranes, hoists and winches - safe use - mobile elevating work platforms ○ AS 3640:2004 Workplace atmospheres - Method for sampling and gravimetric determination of inhalable dust ○ AS/NZS 60335.2 Industrial vacuum cleaners 	

DOCUMENT NO: 10010	VERSION NO: 2	ACTIVITY: Asbestos – Friable - Removal	AUTHORISED BY:	REVIEW NO:	DATE:
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Reference Documents

Safe Work Australia (2011): *Code of Practice: Managing the risk of falls at workplaces*
 Safe Work Australia (2011): *Code of Practice: How to Safely Remove Asbestos*
 Safe Work Australia (2011): *Code of Practice: How to Manage and Control Asbestos in the Workplace*
 WorkSafe Victoria (2008): Compliance Code: *Removing Asbestos in Workplaces*
 WorkSafe Victoria (2008): *Asbestos A handbook for workplaces*
 Safe Work Australia (2013): *Guidance on the interpretation of workplace exposure standards for airborne contaminants*
 World Health Organisation: *"Dust - Definition and Concepts"*

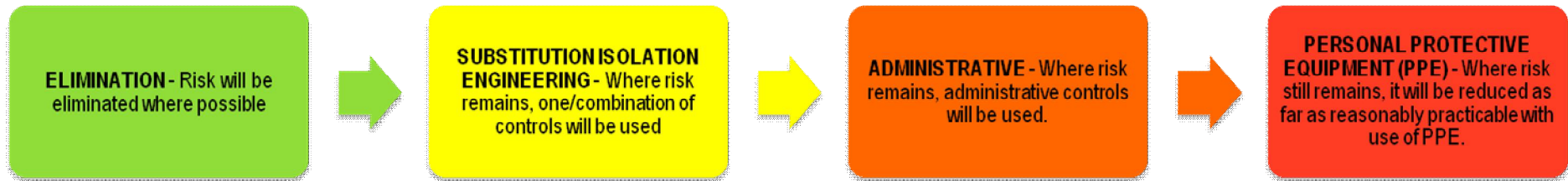
SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High		4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU/ Supervisor

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
 References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		
What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence	
What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3: Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.