

- Notify the Regulator within 5 days
- Obtain and review the asbestos register
- Ensure removalist have a Class B license
- Complete an Asbestos Removal Control Plan (ARCP)
- Ensure a nominated supervisor is accessible at all times (within 20 minutes)
- Establish where the removal area will be and move all items out of the area or cover them with 200 micron plastic sheeting if they could be contaminated during the removal work
- Identify and isolate the removal area with appropriately placed durable signs and barricades (temporary fencing, bollards, tape, rope or plastic sheeting)
- Put on personal protective equipment (PPE), including disposable coveralls with hood, boots and respirator
- Ensure respiratory protection for the task. Seek advice from a competent person (such as a hygienist) if required
- Clean the removal area of any debris prior to removing fixed or installed asbestos cement products and place drop sheets in areas where debris and dust is likely to fall.
- Ensure the minimum numbers of people are present
- If possible, remove the asbestos cement products whole. If some sections have been damaged prior to removal, these may be strengthened by applying duct tape
- Identify the method in which the asbestos cement product is held in place, then use a method that would minimise airborne dust generation in removing the product. Examples include:
 - Fasteners: dampen then carefully remove using a chisel
 - Bolts: dampen then use bolt cutters (or an oxy torch) – do not use an angle grinder
 - Screws: dampen then carefully unscrew with a screwdriver
 - Nails: dampen then carefully lever the panel or punch through if absolutely

- Avoid breaking the asbestos cement products. If breakage is absolutely necessary to remove/dislodge the product, dampen the material and minimise breakage
- Remove the asbestos cement product wet/damp by applying a fine water spray unless this creates an electrical risk.
- Once removed from its fixed/installed position, spray the back of the product with a fine water spray.
- Frequent application of a fine water spray may be required depending on circumstances (e.g. a very hot day) but be careful not to create a slip hazard)
- If the system of removal involves walking on the roof to remove roof sheeting spray the asbestos cement roof sheeting with a PVA solution prior to removal.
- Ensure the PVA is dry before removing it so as to avoid a slip hazard.
- Once removed, spray the back (underside) of the asbestos cement with either a fine water spray or the PVA solution
- If asbestos cement is to be lowered to the ground, ensure method used will minimise generation of airborne dust – don't use chutes, ramps or similar gravity dependent devices. Examples of appropriate lowering methods include:
 - by hand – over short distances
 - using scissor lifts or similar devices
 - using scaffolds
- Check for debris in fasteners, bolts, etc. and remove with either a HEPA-fitted industrial vacuum cleaner or damp rags.
- Clean the removal area with either a HEPA-fitted industrial vacuum cleaner or damp rags.
- Clean the equipment used for removing the asbestos cement products with either a HEPA-fitted industrial vacuum cleaner or damp rags
- Dispose of all damp rags, plastic sheeting (used to cover items in the removal area) and drop sheets as asbestos waste
- Ensure all waste is double wrapped/bagged in 200 micron plastic. The following methods would be appropriate depending on the type of asbestos waste being packaged:

- Plastic waste bags (half-filled)
- Plastic sheeting wrapped and taped around an individual or a manageable (small) number of asbestos cement products – ensure the exterior of the plastic is cleaned
- Double lining a waste bin/skip with plastic sheeting
- Ensure waste containers are clearly labelled with an appropriate warning sign indicating asbestos waste
- Once all removed asbestos cement products, associated debris, used rags and waste have been placed in waste containers and all tools have been cleaned, begin the personal decontamination process
- Carry out personal decontamination in a designated area away from the main removal area and near the boundary of the barricaded area. The method of personal decontamination may vary.
 - Where the area to be removed is greater than the size of an average domestic house or where considerable dust will be generated, use of a full decontamination unit would be appropriate.
- Ensure all waste bags are goose-necked, the exterior cleaned then double bagged and all waste containers are sealed
- Place all waste containers in a secure storage facility or transport vehicle for disposal
- Obtain a clearance certificate from an independent person
- Transport the waste in accordance with EPA requirements
- Dispose of the waste bags and containers at a site licensed by the EPA to accept waste asbestos