


Safe Work Method Statement 001 – Asbestos Sheet Removal (under 200m²)

	Office Location: 35 Jerilderie Street, Jerilderie NSW 2716		Approved by the OH&S Committee	
	Prepared by: Bradley Peach, Director of Environmental Services Date: / /		Committee Chairperson's Name: _____ Signed off: _____ Date: _____	
Description of Activity:	Task: Removal of Asbestos Cement Sheeting (AC Sheets)		Period of Work at this site: from __/__/__ to __/__/__	Work Site/ Project Depot:
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	
Workers to enter site	Potential exposure to asbestos, and various other construction-related hazards	High to Low	<ul style="list-style-type: none"> ▪ All workers on site to have undergone Council Induction procedure and then site induction procedure ▪ All workers on site to hold an appropriate and valid OH&S Induction Training card for the construction industry ▪ All workers on site to be issued with required PPE 	
Providing general work facilities for all workers	Various <ul style="list-style-type: none"> ▪ Lack of amenities for workers ▪ Lack of emergency and first aid facilities ▪ Lack of warning notices 	Moderate to Low	<ul style="list-style-type: none"> ▪ Ensure required amenities are provided (toilets, wash facilities, shed for meal breaks) and all are set up safely and with power and water connected where required ▪ Ensure emergency plans and first aid facilities are in place and first aid kit has been checked for adequate contents ▪ Ensure there are adequate fire extinguishers in the work area and that they have been checked every 6 months in accordance with the Australian Standards ▪ Ensure all warning notices are in place around perimeter boundary ▪ Ensure appropriate decontamination equipment is placed on site in accordance with the type of job – i.e. where only sheeting is to be removed the HEPA industrial vacuum and running water are available 	
Working near public areas	Potential exposure to asbestos, and various other construction-related hazards	High	<ul style="list-style-type: none"> ▪ Isolate the entire site if possible with chain link fencing of at least 1.8m high with a lockable gate to restrict access ▪ If this is not possible, isolate the work area where asbestos work will be undertaken with restricted access barriers extending at least 10 metres from the asbestos work ▪ Provide information to all neighbouring properties about the work being undertaken including what to do if they have any concerns, and how long the project is expected to take ▪ Erect warning signs and keep all gates and access ways locked when possible. 	
Working in and around the work area	Trips over material	Low	<ul style="list-style-type: none"> ▪ Examine pathways and access ways before moving material around the site and remove any obstacles or debris before using equipment ▪ Keep pathways clear of trip hazards ▪ Place rubbish and material in the bins provided 	

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Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:
Working Outdoors	UV Radiation – skin cancers	Moderate - High	<ul style="list-style-type: none"> ▪ Avoid working outdoors during the heat of the day where possible ▪ Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and sunglasses, which conform to Australian Standard 1337. ▪ All workers to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors
Lifting and carrying material or heavy loads	Manual Handling – potential sprains/strains, injuries to back, shoulders, muscles, joints etc.	Moderate	<ul style="list-style-type: none"> ▪ Use wheelbarrows or trolleys to carry materials and tools ▪ Share the load between two or more workers ▪ Reduce the number of sheets or other material that is carried ▪ Only carry what is a comfortable weight and do not overload yourself ▪ Use correct lifting techniques such as lifting from your knees rather than your back
Removal of asbestos sheets	Coming into contact with electrical cables - electrocution	High	<ul style="list-style-type: none"> ▪ Isolate all power to the building where possible – this should be carried out by a competent person at the mains, or main switch board ▪ If it is not possible to isolate all power to the building where asbestos removal is being undertaken, the electrical lines and circuits must be identified and locally isolated by a competent person. If lighting needs to be provided portable lights and generators should be used
Removal of asbestos sheets	Particles of asbestos being dislodged, asbestos particles to the exterior atmosphere where Workers and members of the public may be affected	High to Extreme (long term)	<ul style="list-style-type: none"> ▪ All Workers must NOT use power tools and compressed air to cut, dislodge, remove or clean asbestos sheets ▪ Close all windows and doors on buildings to confine the potential spread of asbestos ▪ If the sheeting has become deteriorated or friable with age and wear it should be sprayed with water or a sealant before removal ▪ Workers to avoid breakage of the sheets when removing. The sheets should also be lowered to the ground and not dropped ▪ Where sheeting is attached by bolts, Workers are to undo the bolts where possible or dampen the area around the bolt and use bolt cutters to remove the head (screws and bolts to be disposed of as asbestos waste) ▪ Where sheeting is attached by nails, Workers are to wet the area around the nail and punch out that area to allow the sheet to be removed in one piece (nails and any sheeting around the nails to be removed of as asbestos waste) ▪ All Workers in the area are to be wearing appropriate PPE. All Workers removing asbestos sheets to be wearing full disposable coveralls, safety goggles, gloves, safety boots and full or half face respirators with P3 dust filter cartridges in place ▪ All workers removing asbestos to use the decontamination facilities on site and remove and/or replace PPE at this stage
Removal of asbestos sheets	Particles of asbestos being dislodged, asbestos particles to the exterior atmosphere where Workers and members of the public may be affected	High to Extreme (long term)	<ul style="list-style-type: none"> ▪ All asbestos residue (particularly on floors and in gutters) is to be wetted down during removal and then vacuumed up using the industrial vacuum with the <i>High Efficiency Particulate Air</i> (HEPA) filter – all vacuum parts to be decontaminated on site and vacuum bags disposed of as asbestos waste

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Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:
Removing asbestos sheeting from roofs	Falls through the roof (fragile material) or falls off the edges of the roof	High	<ul style="list-style-type: none"> ▪ Remove sheeting from below the roof using elevated work platforms such as scissor lifts or portable scaffolds where possible ▪ Where this is not possible, engineered walkways of at least 450mm wide will be laid ▪ Guard rails will be provided around roof perimeter ▪ Safety Harnesses will be worn by workers on top of the roof. These will be used in accordance with the Australian Standards AS/NZS 1891 “Industrial fall arrest systems and devices
Removing asbestos sheeting from roofs	Manual Handling, Sheets dropping from roof level	Moderate	<ul style="list-style-type: none"> ▪ Lift sheeting from roof battens carefully to avoid inadvertent breakage ▪ Load the sheets on to a lifting device such as a scissor lift or mobile scaffold and lower them carefully to the ground level ▪ Large sheets should be carried by two or more workers ▪ Do not lift off roof sheets on very windy days
Removal of asbestos from site	Asbestos particles to the exterior atmosphere where Workers and members of the public may be affected	Priority 1	<ul style="list-style-type: none"> ▪ Select an area where the asbestos sheeting can be placed so it will not be in the way of the work being carried out and will not be damaged ▪ Stack the asbestos on polyethylene sheeting, wrapped and sealed into appropriate bundles for disposal ▪ Broken sheeting and associated waste (including contaminated clothing) should be placed directly into bins that have been lined with polyethylene sheeting or placed in heavy duty, 0.2mm thick labelled plastic bags. The bags will be no larger than 1200mm by 900mm. ▪ Bags and sheeting will be sealed for removal ▪ All tools and equipment used in the removal area will be vacuumed with a HEPA filtered vacuum prior to leaving the site ▪ Trucks removing the asbestos will be approved by the EPA or associated local authority ▪ Asbestos waste will be removed to an approved site for asbestos removal
Bringing material on site in a vehicle	Collisions with other workers or pedestrians	Priority 1	<ul style="list-style-type: none"> ▪ Ensure speed does not exceed allocated limits on site or safe speed around site (generally 10km per hour) ▪ Drive only in designated access routes ▪ Make sure there are barriers and safe access routes for pedestrians and workers supervising pedestrian access routes if heavy equipment is moving in and out of the work site across a pedestrian access point ▪ Drivers to ensure that they are not using mobile phones, eating or engaged in other distracting tasks whilst driving
			<ul style="list-style-type: none"> ▪

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<p>EPA Requirements</p>	
<p><u>Collection and Storage</u> Asbestos fibre and dust waste</p>	<ul style="list-style-type: none"> • The waste must be covered to prevent the emission of any dust. • The waste must be collected and stored in impermeable bags, which must: <ul style="list-style-type: none"> ▪ be made of heavy-duty low-density polyethylene at least 0.2 mm thick, at least 1.2 m high and 0.9 m wide ▪ be sealed by a wire tie—contain no more than 25 kg of waste ▪ be marked with ‘CAUTION ASBESTOS’ in letters that are not less than 40 mm in size and that comply with Australian Standard AS 1319—Safety Signs for the Occupational Environment.
<p><u>Collection and Storage</u> Any type of asbestos waste</p>	<p>If the waste is stored in sealed bags:</p> <ul style="list-style-type: none"> • the bag must be kept in a leak-proof container used only for the purposes of storing asbestos waste • the container must be marked with ‘DANGER—ASBESTOS WASTE ONLY—AVOID CREATING DUST’ in letters that are not less than 50 mm in size and that comply with Australian Standard AS 1319—Safety Signs for the Occupational Environment • the container must have a close-fitting cover to prevent any spillage or dispersal of the waste. • the waste must be stored in a secure area, which will prevent entry by unauthorised persons and minimise the risk of environmental harm. • the waste must, if practicable, be stored separately from other types of waste.
<p><u>Collection and Storage</u> Stabilised asbestos waste in bonded matrix</p>	<p>If the waste is stored in sealed bags, it must:</p> <ul style="list-style-type: none"> • if practicable, be wetted to prevent dust emissions (but the wetting process must not cause any dust to be emitted or any polluted water to be discharged) • be kept covered at all times.
<p><u>Transport</u> Any type of asbestos waste</p>	<ul style="list-style-type: none"> • The waste must be transported in covered leak-proof vehicles. • The vehicle must be cleaned to remove all residual asbestos waste before leaving the disposal site.
<p><u>Transport</u> Stabilised asbestos waste in bonded matrix</p>	<ul style="list-style-type: none"> • If the waste is not contained in sealed bags, it must be wetted before it is transported.
<p><u>Disposal</u> Any type of asbestos waste</p>	<ul style="list-style-type: none"> • The waste must be disposed of only at a landfill site that may lawfully receive the waste. • The waste must be disposed of only by burial. • Before disposal, arrangements must be made with the occupier of the landfill to ensure that the waste is initially covered to a depth of at least 0.5 m and finally to a depth of at least 1 m below the surface (for stabilised asbestos waste in bonded matrix) or 3 m (for asbestos fibre and dust waste). • The waste must be buried to the initial depth beneath the planned final land surface of the landfill site on the same day it is received at the landfill site. • The waste must be unloaded at the landfill without creating dust. • The waste must not be compacted before it is covered. • The waste must not come in contact with earthmoving equipment at any time. • The waste must not be used in any road-making material

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Training Required to Complete Activity:		Codes of Practice, Legislation, Standards which apply to this Activity:
OH&S Induction (General, Work Activity & Site Specific) Asbestos Awareness Manual Handling Awareness & Application Training in operating plant & equipment used	Training Details are located on: Project file: <input type="checkbox"/> tick box L&D Training Data Base <input type="checkbox"/> tick box Other (specify) <input type="checkbox"/> tick box (L&D Database includes Trainers' qualifications)	NSW OH&S ACT 2000 & REGULATIONS 2001 Your Guide to Working with Asbestos (WorkCover NSW) NOHSC CODE OF PRACTICE for the Safe Removal of Asbestos 2002 WorkCover Health & Safety Notes – Short Guide to Working with Asbestos Protection of the Environment Operations (Waste) Regulation 1996 – EPA Guide to the control of Asbestos Hazards in Buildings & Structures [NOHSC: 3002] AS/NZS 1715 Selection, use and maintenance of respiratory protective devices AS/NZS 2919 Industrial Clothing. AS/NZS 2210.1 Occupational protective footwear – Guide to selection, care and use. AS/NZS 2161.1 Occupational protective gloves – Selection, use and maintenance AS/NZS 1319—Safety Signs for the Occupational Environment.

List Plant/Equipment/Personal Protective Equipment required for this activity		List Equipment Maintenance Checks required for this Activity:	Engineering Certificates/Permits/Approvals required for this Activity (Eg. Road closures, utilities shutdown, Work Cover notification, demolition licence).	
<ul style="list-style-type: none"> • Work vehicle/s • Backhoe/Front End Loader • Access to water supply • Container of water for wetting pipe • Protective Overalls Disposable • Dust mask – P2 disposable • Rag for covering AC pipe 	<ul style="list-style-type: none"> • Plastic Bags & Ties/Tags • Hose's for water supply • Gloves, PVC/Nitrile • Safety glasses • Safety footwear • Protective uniform 	<input type="checkbox"/> Plant Safety Checklist (visual & recorded) <input type="checkbox"/> Check First Aid Kit (visual) <input type="checkbox"/> Check all tools and PPE for serviceability (visual) <input type="checkbox"/> Fire Extinguisher/s checked (visual inspection of tags)	Type	Reference/Document

Person(s) Responsible for Supervising/Inspecting Work:

Person(s) Responsible for Supervising the work, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools

NB List of Qualifications/experience is held on local files

Name: _____ Position: _____ Signature: _____

Name: _____ Position: _____ Signature: _____

All workers listed below have read and understood this Safe Work Method Statement and have agreed to abide by the controls listed within it

Print Name	Position & Qualifications (relavant to the task)	Signatures