



ARMIDALE SECONDARY COLLEGE  
1155

# ASBESTOS MANAGEMENT PLAN

5 February 2019



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## REVISION REGISTER

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## ACM MANAGEMENT PLAN TRAINING REGISTER

Name	Project Position	Signature	Trained By	Tool box date

# 1 INTRODUCTION

## 1.1 PURPOSE

The management of asbestos containing materials is important to ensure the Asbestos Containing Material (ACM) are not damaged nor deteriorate to such an extent that site workers, public, external contractors or visitors are unnecessarily exposed to airborne asbestos fibres.

The requirements of the contractor site induction and permit to work system will aid in the management of ACM's throughout the site. Any other unexpected finds that are or could be potentially hazardous will follow the same protocol as ACM.

## 1.2 GENERAL PRINCIPLES

The RCC's principles of asbestos management have been adapted from general principles published in the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]. These principles are summarised below:

- ☑ Consideration should be given to the removal of ACM during any renovations, refurbishments or maintenance work in preference to other control measures such as encapsulation, enclosure and sealing.
- ☑ The WHS Regulation requires all ACM within the construction area to be labelled. (Refer 6.3 Labelling)
- ☑ Where ACM is identified or presumed, the locations and type of ACM are to be recorded in the ACM Register located within the Asbestos management plan folder.
- ☑ A risk assessment must be performed on all identified or presumed ACM.
- ☑ Control measures must be established to prevent exposure to airborne asbestos fibres and should take into account the results of risk assessments conducted for the identified or presumed ACM.
- ☑ All workers and contractors on site etc. must be advised of the ACM Register at time of induction, and as requested, permitted access to the register for their review
- ☑ Only competent persons should undertake the identification of ACM.
- ☑ All workers and contractors on site where ACM are present or presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded.
- ☑ Reasonable steps must be taken to identify all possible locations of ACM within the site.
- ☑ Once a risk assessment has been completed and controls established, a SWMS is to be developed and submitted to RCC'S site management team for approval

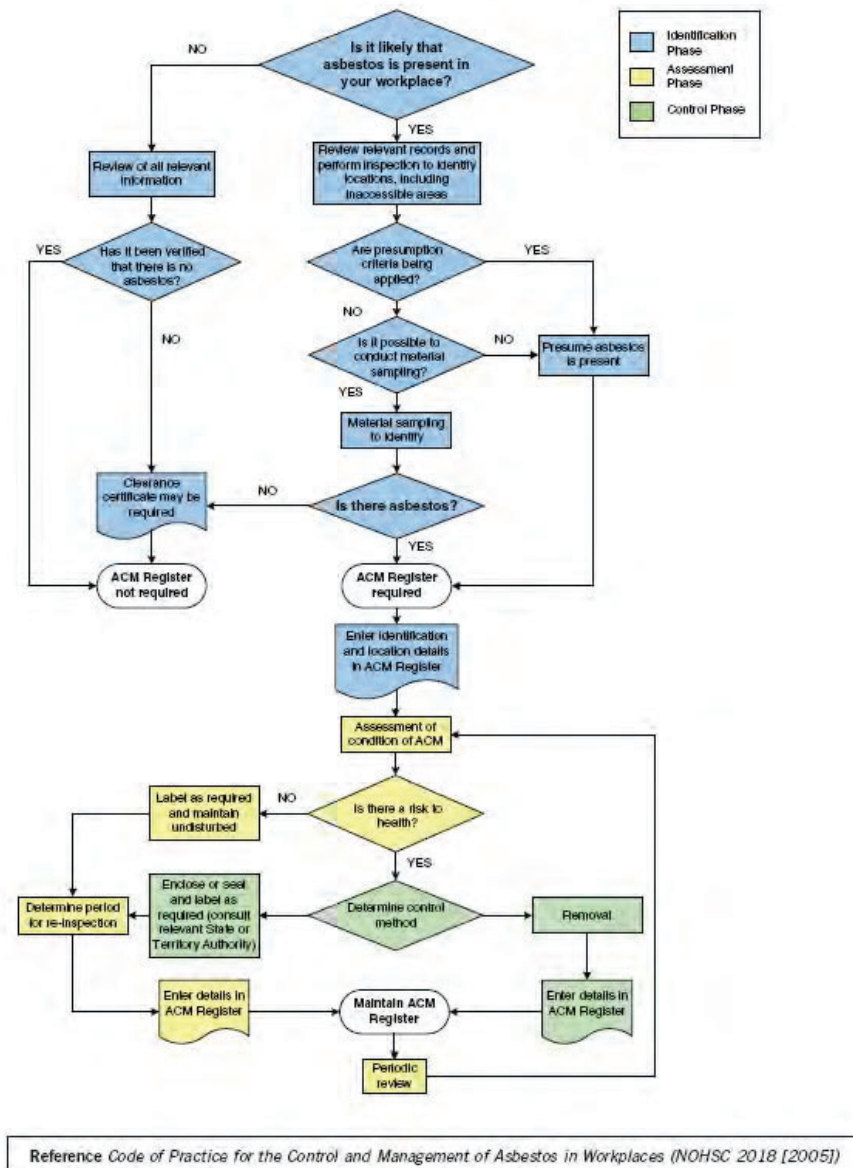


Figure 1: General principles of an asbestos management plan

Source: Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]

## 2 OBJECTIVES

- Remove all high-risk asbestos items where possible.
- Deliver effective asbestos management work programs.
- Ensure that no one is exposed to airborne asbestos fibres.
- Ensure compliance with this Asbestos Management Plan.
- Ensure the asbestos database and register is accurate.
- Comply with State and Commonwealth legislation.
- Remove asbestos containing items when and where possible

## 3 REGULATORY REQUIREMENTS

This asbestos management plan is consistent with removal, encapsulation, transport, and disposal or otherwise potential disturbance of asbestos containing materials. All these activities shall be performed in accordance with relevant Commonwealth and State Acts, Regulations, Codes of Practice, Advisory Standards and Industry Standards.

### 3.1 STATE LEGISLATIVE REQUIREMENTS – NEW SOUTH WALES

Relevant State legislation includes:

- ☐ Work Health and Safety Act 2011
- ☐ Work Health and Safety Regulation 2011

### 3.2 CODE OF PRACTICE/GUIDES

Key Codes of Practice and Guidance Notes include:

- ☐ Code of Practice for the Management and Control of Asbestos in the Workplaces [NOHSC: 2018 (2005)].
- COP- How to Manage and Control Asbestos in the workplace-Dec 2011
- ☐ COP- How to safely remove asbestos-Dec 2011

### 3.3 RCC REQUIREMENTS

- ☐ Project Managers (PM) /Site Managers (SM) must be notified before asbestos removal work commences.
- ☐ Any new asbestos identified must be explicitly notified to the PM/SM.
- ☐ All Staff and Contractors must comply with this Plan.
- ☐ Tenants and other interested parties must be notified of the asbestos removal work in advance and asbestos awareness training shall be made available to those persons affected by the asbestos work.

## 4 ORGANISATIONAL RESPONSIBILITIES

Person / Party	Responsibility
Construction Manager (CM), Project Manager (PM)	<ul style="list-style-type: none"> <li>Ensure all staff and contractors are aware of and comply with the plan.</li> <li>Project management</li> <li>Identification and bringing to the attention of appropriate staff, any suspect material</li> <li>Ensure all contractors working on asbestos are aware of and meet the requirement of the plan.</li> </ul>
Site Manager (SM) Health Safety and Environmental Coordinator (HSE)	<ul style="list-style-type: none"> <li>Obtain from Subcontractor, copy of WorkCover Notification (Requirement of RCC Asbestos removal permit)</li> <li>Ensure project personnel (including contractors) are inducted</li> <li>Surveying, identification and arranging for sampling of suspected asbestos containing materials by competent persons.</li> <li>Training and awareness</li> <li>Manage the asbestos works program and removal program</li> <li>Respond to incidents</li> <li>Document preparation, recording and filing</li> <li>Manage asbestos inspection contractor</li> </ul>
Contractors (C) and Trades Staff (TS)	<ul style="list-style-type: none"> <li>Not to impact on an ACM without complying with the plan</li> <li>To bring to the attention of the SM/HSE any suspect material</li> <li>Refer to the plan for guidance to identify, manage, and remove asbestos</li> <li>Apply for Asbestos Permit to Work when performing asbestos removal work that requires notification.</li> <li>Undergo RCC Contractor Induction</li> <li>Develop a site specific asbestos removal control plan, SWMS AND Risk Assessment prior to performing the asbestos removal work</li> </ul>

## 5 CONTROL OF ASBESTOS HAZARDS

As part of the asbestos survey or subsequent resurvey, a 'Competent Person' is required to assess the risk posed by the ACM by completing a Risk Assessment; this will determine what, if any, control measures may be required.

Generally, there are four control options available to select:

- ☐ Leave in-situ and manage
- ☐ Seal / encapsulate
- ☐ Enclose / isolate
- Remove

The controls are to be appropriate to the risk of the ACM in question. The following information should be used as a guideline when determining the correct control measure for management of the ACM risks.

If the ACM is friable, and there is a risk to health from exposure, it should be removed.

If the ACM is bonded and in a stable condition, encapsulation may be appropriate if the ACM is unsealed. Encapsulation is not necessarily required if the ACM is unsealed but it does provide another "barrier" to the potential release of asbestos fibre as well as prolonging the lifespan of the material by providing protection against UV and environmental elements etc.

ACM that are bonded, stable and sealed, which are unlikely to be disturbed during normal activities, can be left in-situ and managed, but need to be recorded in the ACM Register.

ACM within the works zone must be removed prior to the commencement of demolition, partial demolition, renovation or refurbishment if they are likely to be disturbed by those works. This is in accordance with the NOHSC Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)].

### 5.1 REMOVAL OF ACM

#### 5.1.1 LICENSED CONTRACTORS

ACM falls into two broad categories (bonded and friable) and the category the ACM falls under will determine how the ACM is removed. If the ACM is classified as friable (e.g. sprayed limpet, pipe lagging, millboard insulation, vinyl sheet floor coverings with asbestos backing material, etc.) it is necessary to engage a contractor who holds a current AS-A class license for friable asbestos removal. The holder of an AS-A licence is also permitted to removed Bonded ACM

If the ACM is classified as bonded ACM (e.g. asbestos cement wall linings, Super Six roof sheeting, vinyl floor tiles, Zelemite electrical boards, etc.) the ACM may be removed by the contractor who holds a current AS-B licence for bonded asbestos removal. The holder of an AS-B licence is not permitted to remove friable ACM.

#### 5.1.2 WORKCOVER – NOTIFICATION

For Bonded ACM, in quantities greater than 10m<sup>2</sup>, requiring a licensed contractor (AS-B) to complete the removal works, a WorkCover Notification is required to be lodged by the Licensed Contractor.

The Notification is required to be lodged a minimum of seven (7) working days prior to starting the removal works. WorkCover will review the application and return the first two pages, stamped with an official WorkCover approval. No works are to proceed prior to the receipt of the Notification.

RCC will require a copy of the WorkCover stamped 'Notification' prior to issuing an RCC Asbestos removal permit.

### 5.1.3 WORKCOVER – PERMIT

For all Friable removal works, regardless of quantity, a suitably licensed contractor (AS-A) must apply to WorkCover for a Permit prior to removal works progressing.

The Permit application is required to be lodged a minimum of seven (7) working days prior to starting the removal works. WorkCover will review the application and return the first two pages stamped with an official WorkCover approval and, issue a separate numbered Permit. No works are to proceed prior to the receipt of the permit.

RCC will require a copy of the WorkCover 'Permit' and the application form prior to issuing an RCC Asbestos removal permit.

### 5.1.4 AIRBORNE FIBRE MONITORING

Airborne fibre monitoring must be conducted during and after the removal of all friable ACM by an independent competent person. For Bonded ACM, air monitoring is conducted as part of the clearance certificate (where required) or as requested by RCC, client or Hygienist. Air monitoring is conducted during the removal works to check the effectiveness of control measures implemented by the contractor (e.g. isolating the removal work area with a sealed, airtight enclosure fitted with negative air generating units, etc.).

Air monitoring is also conducted after the ACM has been completely removed and the work area has passed a satisfactory visual inspection to determine whether the area is safe to reoccupy by unprotected persons.

### 5.1.5 CLEARANCE CERTIFICATES

For all Friable ACM removal works or, as requested by the client or RCC for Bonded works, before an area can be re-occupied post asbestos removal, a clearance inspection must be carried out. The clearance inspection must be undertaken by an independent competent person only and a clearance certificate must be obtained from that competent person. Clearance monitoring is a mandatory requirement for all friable asbestos removal works and is recommended for bonded ACM removal works particularly when the bonded ACM is located internally or near sensitive receptors.

The complete removal of all ACM must be verified with a written clearance certificate which must include details of a satisfactory clearance inspection conducted by the independent competent person. If clearance air monitoring has been conducted, the results of the clearance monitoring must be included as part of the clearance certificate as well.

### 5.1.6 REMEDIATION

All remediation works will be carried out in line with the remediation action plan for the redevelopment works at Armidale High School, Butler Street, Armidale 2350 as prepared by WSP September 2018

### 5.1.7 WASTE

All asbestos waste shall be disposed of at an approved landfill disposal site by licensed contractors, and in accordance with the requirements of The Legislation. Transport and disposal of asbestos waste shall be carried out only in a manner that will prevent the liberation of asbestos fibres in to the atmosphere.

To achieve "final completion" of an asbestos removal activity, RCC require verification that the asbestos waste has been transported and disposed of in accordance with Statelegislative requirements. A copy of the EPA Waste Tracking document is the required documentation for disposal, and a copy of the necessary License for carrying out this removal and disposal is the required documentation for transportation.

## 5.2 RECORD KEEPING

RCC shall maintain detailed records of all activities relating to asbestos works which have been undertaken on site. The records kept should include:

- ☑ Copies of all asbestos survey/audit reports, including updates and amendments. (RCC ACM Registers)
- ☑ Copies of all WorkCover notifications and permits
- ☑ Risk Assessments and SWMS documents.
- ☑ RCC Asbestos removal permits
- ☑ RCC Air Monitoring and Clearance certificate records
- ☑ Records pertaining to the informing of employees/contractors about the presence of asbestos on site, and those employees have been appropriately trained in safe work procedures and practices.
- ☑ Clearance certificates indicating areas are safe to reoccupy after asbestos abatement works; and
- ☑ Airborne fibre monitoring results
- ☑ Previous versions of the asbestos register

All documentation is to be retained in the one file structure under the heading of Asbestos Management. All asbestos related records and documents are to be retained for a period of 30 years.

## 5.3 LABELLING

Current State and Territory legislation specify the requirements for some form of labelling in buildings. [NOHSC: 2018(2005)] states all in-situ ACM's should be labelled where practicable. The words 'should' and 'practicable' in the Code of Practice allow some flexibility in the approach to labelling. Similar flexibility is allowed under State and Territory workplace health and safety legislation.

RCC has advised that individual labelling of ACM is to be determined by a Competent Person usually nominated by the client however may not be necessary in every instance.

All friable and high risk asbestos situations, as well as any location containing ACM's where regular maintenance or repair work is likely to be carried must be labelled.

In locations where ACM has been identified within close proximity to the work area, but not required to be removed or disturbed, should be labelled or sign posted warning of 'Asbestos containing material, do not disturb' or in wording similar.

Ref: WHS Regulation, Chapter 8, Asbestos- Clause 469

An asbestos removalist must ensure that:

- a) Signs alerting persons to the presence of asbestos are placed to indicate where the asbestos removal work is being carried out, and
- b) Barricades are erected to delineate the asbestos removal area.

## 5.4 WARNING SIGNS

All site areas which are known or suspected to contain ACM's shall have a warning sign at every main entry into the area indicating that an asbestos register exists for the site and a point of contact must be contacted before undertaking any works.

The warning sign must be clearly visible from all directions leading onto the area.

## 5.5 SAFE WORK PRACTICES

Prior to commencing any works on RCC sites, such as demolition, refurbishment, maintenance or installation of new equipment, the asbestos register must be consulted to determine if any ACM are present which may be disturbed. This ACM must be removed before commencement of the work. If unknown materials, or undocumented materials suspected of containing asbestos are encountered during building works, stop work and follow the Incident response procedures shown in figure 7.0.

If a project is likely to impinge upon ACM the principal contractor (RCC) must assess the requirement for a licensed asbestos removalist to perform the asbestos removal work. A WorkCover permit / Notification may be required as part of an RCC, Asbestos Permit to work, prior to the asbestos removal work commencing.

### 5.5.1 MAINTENANCE PROCEDURES

Maintenance tasks that may impact on ACM are to be performed under controlled conditions to prevent the distribution of airborne asbestos fibres. [NOHSC: 2018(2005)] has procedures for certain maintenance tasks and these must be followed. These maintenance tasks include:

- ☐ The drilling of asbestos containing materials
- ☐ Sealing, painting, coating of asbestos cement products
- ☐ Cleaning leaf litter from the gutters of asbestos cement roofs
- ☐ Replacing cabling in asbestos cement conduits or boxes
- ☐ Working on electrical mounting boards (switchboards) containing asbestos

### 5.5.2 TOOLS AND EQUIPMENT

Tools and equipment to be used for asbestos removal jobs are required to minimise the generation of airborne asbestos fibres. High-speed abrasive power or pneumatic tools such as angle grinders, sander, saws and high speed drills must never be used. Hand tools are preferred over power tools.

At the end of the removal work, all tools should be:

- ☐ Decontaminated (i.e. fully dismantled and cleaned under controlled conditions as described in the Code, or
- ☐ Disposed of in sealed containers similar to that for disposal of the ACM waste product.

Vacuum cleaners used for asbestos cleaning must comply with:

- ☐ AS 3544-1988 (Industrial Vacuum Cleaners for Particulates Hazardous to Health) and
- ☐ AS4260-1997 High Efficiency Particulate Air Filters (HEPA) - Classification, construction and performance.

### 5.5.3 RCC ASBESTOS REMOVAL PERMIT

An RCC Asbestos Removal Permit form must be completed for any work on ACM.

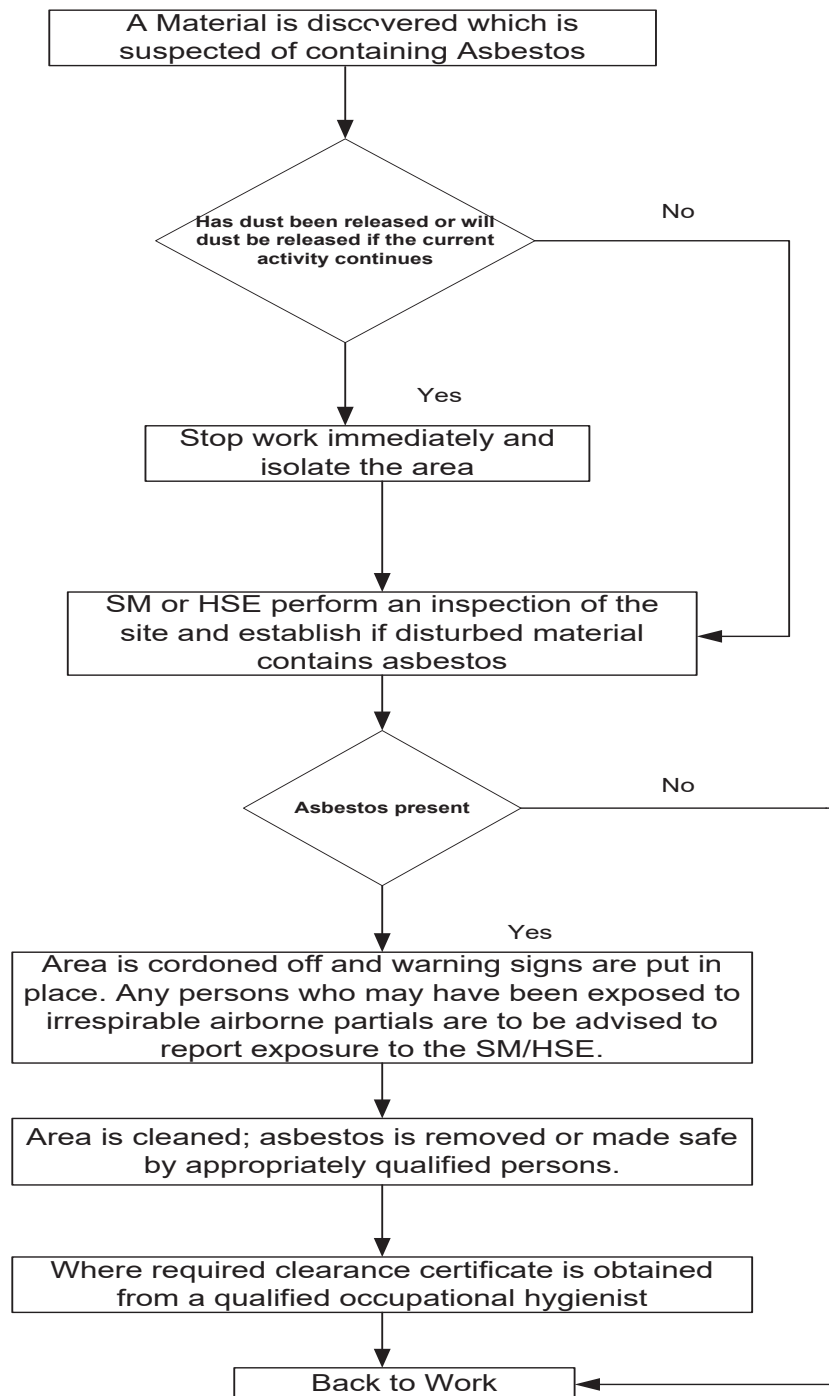
Before being issued with an Asbestos Removal Permit, individuals will be required to peruse the RCC Asbestos Management Plan and the Asbestos Register. Where practicable, contractors should be made aware of the requirements of the plan prior to tendering to ensure they allow for such requirements when quoting.

The Asbestos Removal Permit is designed to ensure appropriate work practices are employed when working with ACM. The Asbestos Removal Permit will document what ACM's are to be removed, encapsulated or otherwise protected, prior to the contracted works proceeding. The Asbestos Removal Permit will also check other requirements such as the need for barricading and airborne fibre monitoring.

The Demolisher or asbestos removal contractor will be responsible to ensure that their workers are aware of their responsibilities and abide by the requirements of the permit.

RCC's Site Manager or HSE Coordinator shall be advised immediately of any incidents of non-compliance with the RCC Asbestos Management plan or the Code.

## 6 INCIDENT RESPONSE FLOW CHART



## 7 DOCUMENTATION REQUIREMENTS

### 7.1 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER FORM 21.1A

The RCC ACM register will be generated where no report has been received from the client or when additional ACM items have been identified but not listed in previous reports.

The RCC ACM register and the clients ACM report will be monitored and signed off where required, when ACM works are completed.

Supporting information that should be included in the register is:

- ☑ Register of ACM items
- ☑ Register of items which were samples but found to contain no asbestos
- ☑ Certificates of analysis
- ☑ Photos
- ☑ Floor plans with asbestos containing items marked up

### 7.2 ASBESTOS REMOVAL PERMIT FORM 21.1B

The RCC Asbestos removal permit is required to be completed prior to any ACM removal / remedial works.

The requirements for supporting documentation are listed within the permit.

### 7.3 ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING & CLEARANCE CERTIFICATE RECORD FORM 21.1C (NOTE: 1 FORM PER ACTIVITY / ITEM)

Asbestos Containing Material (ACM) Air Monitoring & Clearance Certificate Record is used to collate all associated documentation involved in the identification, removal, remediation, transport and disposal of logged ACM.

## 8 TRAINING

### 8.1 ASBESTOS AWARENESS TRAINING

Asbestos awareness training provides participants with a general overview of asbestos including history and background; asbestos types and properties; common asbestos situations; health effects; risk in perspective and management of asbestos. Conducted by RCC person, NSW region training conducted by MBA or other ATO accredited company mandatory for NSW Workers.

### 8.2 ASBESTOS REMOVAL TRAINING

This course is typically provided by an external registered training organisation (RTO) to personnel who intend to remove bonded ACM, pre-requisite for obtaining a Work Cover recognised licence

## APPENDIX 1 – 21.11 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER

[illegible]

## APPENDIX 2 – 21.11A ASBESTOS REMOVAL PERMIT

Project Name:		Company Performing Work:	
Contractors Contact:		Position:	
Location of works:			
Description of Work:			
RCC Asbestos Register – Item Identification number:			
Asbestos Type			
Bonded Less than 10m <sup>2</sup> <input type="checkbox"/>		No License or Permit / Application required	
Bonded Greater than 10m <sup>2</sup> <input type="checkbox"/>		Copy of WorkCover Stamped, Notification to be obtained from contractor prior to start.	
AS-B Lic. No: _____			
Fiable <input type="checkbox"/>		Copy of WorkCover stamped, Permit No: _____	
AS-A Lic. No: _____		WorkCover Permit No: _____	
Permit begins		Permit expires	
Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm
Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm
Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm	Date: / / Time: am/pm
RCC Emergency Contact information			
Name of RCC Contact:		Tel: ( )	
Authorisation by company representative			
The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work.			
RCC Representative Name:		Position:	
Signature:		Signature:	
Work area has been inspected prior to works proceeding	Yes	N/A	Contractor has read the requirements of the RCC, ACM Management plan
Risk Assessment completed			Disposal method established
Will the area be occupied during the works			Air conditioning / Mechanical ventilation isolated:
Is it necessary to vacate the building during the works			Electrical isolated (Written confirmation from Electrician required)
SWMS reviewed by RCC			Signage / Barricades in place
Air monitoring required			Clearance certificate required
Weekly Review of Permit			
Week 1		Week 2	Week 3
Week 4			
Signature and position of person issuing the permit:			
Signature of the person conducting the Work:			

## APPENDIX 3 – 21.11B ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING AND CLEARANCE CERTIFICATE RECORD

Project Name:		Project Number :	
Clearance Certificate location / item details			
RCC ACM Register No: (Refer to ACM register)	Item description, type & Location (Wall sheeting, Bonded)	Removed Yes      No	Date removed
Air Monitoring Results			
Monitoring Unit ID;	Sample location	Start time (24hour)	Finish time (24 Hour)
Completion sign off by competent person			
Copy of final clearance certificate attached <input type="checkbox"/>		Copy of waste transport receipt attached <input type="checkbox"/>	
Copy of waste disposal dockets attached <input type="checkbox"/>		Copy of ACM work permit attached <input type="checkbox"/>	
Name:	Position:	Signature:	Date:

In all Friable removal works and in other cases where requested by RCC or the client, a clearance certificate may be required post completion of ACM removal works. Clearance certificates may require air monitoring to be conducted during the removal process. All monitoring records are to be maintained and kept for a period of 30 years post completion. Separate form required for each location.

## APPENDIX 4 – 40.3 SAFE WORK METHOD STATEMENT: REMOVAL OF BONDED ASBESTOS SCATTERED AT RANDOM

[PCBU Contractor Name, contact details]		Principal Contractor (PC) [Name, contact details]	
Works Manager: Contact Phone:		Date SWMS provided to PC:	Revision No:
Work activity/trade:		Project Name::	
HIGH RISK CONSTRUCTION WORK: HRCW	Risk of a person falling more than 2 metres (Note: in some jurisdictions this is 3 metres)	Work on a telecommunication tower	Demolition of load-bearing structure
	Likely to involve disturbing asbestos	Temporary load-bearing support for structural alterations or	Work in or near a confined space
	Work in or near a shaft or trench deeper than 1.5 m or a tunnel	Use of explosives	Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work
Person responsible for ensuring compliance with		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	

How will the SWMS control measures be		Reviewer's signature:	
Review date:	Possible Hazards	Control Measures	
Procedure (in steps): Break the job down into steps. Each of the steps should accomplish some major tasks and be logical	Situation with potential to harm – injury, illness, damage, environmental impact Eg. loss of control of plant	What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE	
Isolation / protection of Asbestos containing material (ACM)	Disturbance of ACM Incorrect removal	Isolate identified material by removing workers form the area and barricading off minimum radius of 5 metres – Danger tape. Warning signage to be placed at the barrier to area warning of ACM Restrict access to one entry point ONLY Asbestos register to be updated in accordance with ACM Register. Initiate RCC ACM works permit process	
Establish works area / removal area	Unauthorised entry to areas	Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress. Identify area for removal site i.e. the isolated region around the works, identify with danger tape & signage warning of restricted access ACM removal works in progress.	
Protection of surrounding areas / adjoining structures	Adjoining areas contaminated by removal process	Prior to any removal: Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls) Isolation / lock out of mechanical ventilation required prior to starting	
Sealing of ACM prior to removal	Disturbance of ACM Water run off Electrical outlets i.e. switches, lights, outlets, alarms etc.	Ensure all electrical items are isolated from supply. Ensure all Any drains within the area to be protected. PPE as identified above. Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent. Ensure surface is saturated but minimise run off Ensure ACM is saturated through it's full depth prior to removal / disturbing. Spray all accessible voids where dust may exist	
Removal process	Damage to sheets	Determine methodology for removal Remove any loose sections prior to	

	General disturbance Manual handling	<p>removing fixed sheets. Ensure all disturbed areas remain saturated, re-apply dampening method as required. Avoid breaking sheets where possible. Should sheets continually break, reassess method of removal. Support sheets prior to removing fixings Where possible, remove nails / fixings or punch nail heads through sheeting. 2 person lifts for heavy or awkward materials. PPE as specified above.</p>
Packaging waste	Packages become loose and tear Materials spill onto ground Manual handling	<p><b>For small pieces</b>, ACM to be packaged into man-handleable packages, enclosed in heavy duty 200 micron plastic. (Bag or wrap) Where possibility of tearing is identified 2 layers may be required. Bags to be labelled with appropriate warnings similar to 'Caution Asbestos' or Asbestos within, do not open bag. Where bags are used, opening to be twisted and folded over and fixed with tape or other means. <b>For larger sections</b>, skips may be used but must be in good condition. Skip is to be lined in 2 layers of 200 micron plastic. ACM must be kept wet. Once skip is full, it's contents must be sealed with the plastic sheeting.</p>
Clean up	Adjoining areas contaminated by removal process Manual handling	<p>Ensure all disturbed areas remain saturated, re-apply dampening method as required. Start from the top and work down cleaning ledges, sills &amp; high flat areas that ACM can settle. Remove any loose items. Start cleaning and removing plastic from furthest workpoint from exit working towards the exit point. The use of an Asbestos vacuum is permitted for dry decontamination cleaning. All waste to be disposed of in Same way to ACM. (Lined bin, plastic bag 200 micron) All PPE to remain on till area is decontaminated. Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag. All disposable PPE to be placed in Asbestos waste bag and not re-used.</p>
Disposal of waste	Incorrect disposal of waste	Materials to be disposed of at registered waste management facility,

		capable of receiving Hazardous waste. Receipts of waste disposal to be collected and recorded in Asbestos register.
Other items as identified		



<b>Project: (List Project Name)</b>		<b>Signed by Senior Management Company Rep.</b>	
<b>Contractor:</b> Richard Crookes Constructions. Lvl 3. 4 Broadcast Wav. Artarmon NSW 2064		<b>Signature: (Who has reviewed the SWMS)</b>	
<b>Description of Work:</b> SWMS - Removal of BONDED Asbestos containing material ONLY (ACM) quantity less than 10 square metres		<b>Title: (Your title)</b>	
<b>(Non licensed - Minor works)</b>		<b>Date: (Date reviewed prior to release)</b>	

<b>Potential Environmental Impacts:</b> Air (odour, dust, fumes) <input checked="" type="checkbox"/> Spills to ground <input checked="" type="checkbox"/> Noise <input type="checkbox"/> Soil Erosion <input type="checkbox"/> Vibration <input type="checkbox"/> Contamination/Haz materials <input checked="" type="checkbox"/> Spills to drains/waterways <input checked="" type="checkbox"/> Traffic / community <input type="checkbox"/> Flora <input type="checkbox"/> Fauna <input type="checkbox"/> Waste: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>Safety Equipment</b> Fire extinguishers <input type="checkbox"/> Barricades <input checked="" type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Ladders/mobile scaffold <input type="checkbox"/> Traffic control <input type="checkbox"/> Welding screens <input type="checkbox"/> Dust extraction <input type="checkbox"/> Emergency response <input type="checkbox"/>	<b>Permits</b> Hot Work <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Tag out / Lock out <input type="checkbox"/> Formwork stripping <input type="checkbox"/> Fall Arrest Systems <input type="checkbox"/> Scaffold <input type="checkbox"/> Other: RCC Asbestos Permit to Work <input type="checkbox"/>	<b>Personal Protective Equipment (PPE)</b> Hard Hat <input checked="" type="checkbox"/> High Vis. Clothing <input type="checkbox"/> Steep capped boots <input checked="" type="checkbox"/> Face Shield/Welding Shield <input type="checkbox"/> Safety Glasses <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Hearing Protection <input type="checkbox"/> Fall Protection/Harness <input type="checkbox"/> Other Task Specific: Face mask - Type 2 Cartridge, Disposable overalls (Non - Velcro type). <input type="checkbox"/>
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Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
Break the job down into steps. Each of the steps should accomplish some major tasks and be logical	Situation with potential to harm – injury, illness, damage, environmental impact Eg. loss of control of plant	List Eg. Damage to plant, buildings etc. injury or death, spills	Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3	What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE	Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3	
Isolation / protection of Asbestos	Disturbance of ACM	Dust inhalation	1	Isolate identified material by removing	3	HSE

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
containing material (ACM)	Incorrect removal	Long term health effects Cross contamination Whole of site closure		workers form the area and barricading off minimum radius of 5 metres – Danger tape. Warning signage to be placed at the barrier to area warning of ACM Restrict access to one entry point ONLY Asbestos register to be updated in accordance with ACM Register. Initiate RCC ACM works permit process		SM
Establish works area / removal area	Unauthorised entry to areas	Workers exposed to ACM	2	Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress. Identify area for removal site i.e. the isolated region around the works, identify with danger tape & signage warning of restricted access ACM removal works in progress.	3	SM, HSE Competent Person
Protection of surrounding areas / adjoining structures	Adjoining areas contaminated by removal process	Workers exposed to ACM	1	Prior to any removal: Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls) Isolation / lock out of mechanical ventilation required prior to starting	3	Competent Person
Sealing of ACM prior to removal	Disturbance of ACM	Cross contamination	2	Ensure all electrical items are isolated	3	Competent

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
	Water run off Electrical outlets i.e. switches, lights, outlets, alarms etc.	to other areas Electrocution Explosion Slips / falls		from supply. Ensure any drains within the area are protected. PPE as identified above. Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent. Ensure all exposed surfaces (where exposed) are saturated but minimise run off, prior to removal / disturbing. Ensure ACM is saturated (where exposed), prior to removal / disturbing. Spray all accessible voids where dust may exist		Person
Removal process	Damage to sheets General disturbance Manual handling	Workers exposed to ACM Dust generation Cross contamination to other areas Strains / cuts	1	Determine methodology for removal Remove any loose sections prior to removing fixed sheets. Ensure all disturbed areas remain saturated, re-apply dampening method as required. Avoid breaking sheets where possible. Should sheets continually break, reassess method of removal. Support sheets prior to removing fixings Where possible, remove nails / fixings or punch nail heads through sheeting. 2 person lifts for heavy or awkward	3	Competent Person

Risk Scores: 1 = Immediately Stop work until controls in place, 2 = High priority controls in place as soon as practicable, 3 = Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
Packaging waste	Packages become loose and tear Materials spill onto ground Manual handling	Workers exposed to ACM Dust generation Whole of site closure Environmental damage Strains / cuts	1	materials. PPE as specified above. <b>For small pieces</b> , ACM to be packaged into man handle-able packages, enclosed in heavy duty 200 micron plastic. All asbestos waste must be double bagged or wrapped in 2 layers of 0.2mm plastic Bags to be labelled with appropriate warnings similar to 'Caution Asbestos' or Asbestos within, do not open bag. Where bags are used, opening to be twisted and folded over and fixed with tape or other means.	3	Competent Person
Clean up	Adjoining areas contaminated by removal process Manual handling	Workers exposed to ACM Dust generation Environmental damage Strains	1	Ensure all disturbed areas remain saturated, re-apply dampening method as required. Start from the top and work down cleaning ledges, sills & high flat areas that ACM can settle. Remove any loose items. Start cleaning and removing plastic from furthest work point from exit working towards the exit point. The use of an Asbestos vacuum is permitted for dry decontamination cleaning. All waste to be disposed of in Same	3	SM HSE Competent Person

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3=Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
				<p>way to ACM. (Lined bin, plastic bag 200 micron)</p> <p>All PPE to remain on till area is decontaminated.</p> <p>Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag.</p> <p>All disposable PPE to be placed in Asbestos waste bag and not re-used.</p>		
Disposal of waste	Incorrect disposal of waste	<p>Environmental contamination</p> <p>Environmental fines imposed</p> <p>People exposed</p> <p>Commercial disgrace</p>	1	<p>Materials to be disposed of at registered waste management facility, capable of receiving Hazardous waste.</p> <p>Receipts of waste disposal to be collected and recorded in Asbestos register.</p>	3	SM
Other items as identified						

Details of Site Supervisory staff		
Name:	Qualification:	Certificates of Competence / WorkCover Approvals required:

Training Required to Complete Work
General WHS Induction Training
Work activity training – (Asbestos awareness training)
SWMS Training
Manual Handling training
Personal protective equipment
Other: RCC Asbestos Management Plan

Plant & Equipment: (Log books to be supplied)

Codes of Practice, Legislation, etc. applicable :
<p>Act: Work Health &amp; Safety Act 2011 Protection of the Environment Operations Act 1997</p> <p>Regulation: Work Health &amp; Safety Regulation 2011</p> <p>Codes of Practice: COP For the safe removal of Asbestos [NOHSC:2002(2005)] COP- How do manage and control asbestos in the workplace-Dec 2011 COP- How to safely remove asbestos- Dec 2011</p>
Hygienists report, if submitted.

Project

Company

I/We the undersigned, employees of \_\_\_\_\_, declare that I/we have attended "Work Activity Training" in the tasks to be performed on this project and have had an opportunity to participate in the development/ review of the SWMS. We acknowledge that all work will be performed in the manner described within the Safe Work Method Statement.

[illegible]



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