Asbestos Management Procedure

SEQ-PR-013

Document Revision Control

Document History			
Revision	**Description of Amendments**	**Revised By**	**Date**
4	Update to Haslin's new branding	Jeremy Wallis	01/09/2016
5	Change when the use of SEQ-CL-011, Section 6.2	Jeremy Wallis	1/02/2017
6	Periodic document review	Iain Johnston	20/06/2024
7	Document review	Jake Iskenderian	02/07/2024

Document Approval			
Revision	**Approved By**	**Signature**	**Date**
4	Jeremy Wallis	Jeremy Wallis	01/09/2016
5	Jeremy Wallis	Jeremy Wallis	1/02/2017
6	Tim Kelly	Tim Kelly	09/07/2024

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Table of Contents:

1. Scope

This procedure details the steps to be followed in the event that asbestos management is required on any Haslin Constructions work site.

2. Application

This procedure is applicable to all persons employed by or engaged by Haslin Constructions to perform work on Haslin Constructions sites.

3. References

- NSW WHS Act 2011
- QLD WHS Act 2011
- NSW WHS Regulation 2017
- QLD WHS Regulation 2011
- SafeWork NSW Code of Practice *How to safely remove asbestos*
- SafeWork NSW Code of Practice *How to manage and control asbestos in the workplace*
- WorkSafe QLD Code of Practice *How to safely remove asbestos*
- WorkSafe QLD Code of Practice How to manage and control asbestos in the workplace

4. Definitions

Term	Definition
Asbestos removal control plan (ARCP)	A document that identifies the specific control measures to be used to ensure workers and other people are not at risk during asbestos removal work.
Asbestos containing material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Asbestos contaminated dust (ACD)	Dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.
Asbestos removalist	A person conducting a business or undertaking who carries out asbestos removal work.
Asbestos removal work	Work involving the removal of asbestos or ACM, or Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulation.
Asbestos removal supervisor	A suitably qualified person required to be present during friable asbestos removal work, or where more than one person is undertaking bonded (non-friable) asbestos removal work
Competent Person	In relation to carrying out clearance inspections of asbestos removal areas under WHS Regulation clause 473—a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: – a certification in relation to the specified VET course for asbestos assessor work, or – a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health. For all other purposes—a person who has acquired through training, • qualification or experience, the knowledge and skills to carry out the task.
Friable Asbestos	Material that is in a powder form or that can be crumbled, pulverised or

	reduced to a powder by hand pressure when dry, and contains asbestos.
Hammertech	Haslin Constructions safety management system software
Licenced asbestos assessor (LAA)	A person who holds an asbestos assessor licence. An LAA can perform the following activities: • Carry out air monitoring during friable asbestos removal work. • Carry out clearance inspections following friable asbestos removal work. Issuing of clearance certificates following friable asbestos removal work.
Licenced asbestos removalist	A person conducting a business or undertaking who is licenced under the WHS Regulation to carry out Class A or Class B asbestos removal work.
Non-friable (bonded) asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Procore	Haslin Constructions project management system software
Regulator	NSW – SafeWork NSW QLD – WorkSafe QLD

5. Legal Requirements

- NSW WHS Act 2011
- QLD WHS Act 2011
- NSW WHS Regulation 2017
- QLD WHS Regulation 2011
- SafeWork NSW Code of Practice *How to safely remove asbestos*
- SafeWork NSW Code of Practice *How to manage and control asbestos in the workplace*
- WorkSafe QLD Code of Practice *How to safely remove asbestos*
- WorkSafe QLD Code of Practice How to manage and control asbestos in the workplace Australian Government Asbestos-Cement Water and Sewer Pipe Management Guidelines

6. Procedure

6.1. Asbestos register

An asbestos register is developed by a competent person and/or licenced asbestos assessor (LAA). It is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:

- record any asbestos/ACM/ACD that has been identified or is likely to be present at the workplace, including date, location, type and condition of the asbestos identified.
- state that no asbestos/ACM/ACD has been identified at the workplace if it has not been identified (or assumed) to be present at the workplace and is not likely to be present.

The asbestos register must be maintained and regularly reviewed (every 5 years) to ensure the information in the register is up to date. The register must be revised following asbestos removal work or following the discovery of asbestos/ACM/ACD not previously identified.

6.2. Unplanned discovery of asbestos

In the event that asbestos not previously identified (which is not part of the contract scope of works) is discovered on a Haslin Constructions work site, the following steps are to be followed:

- Cease works in the area immediately and report the suspected asbestos find to the Haslin Site Manager;
- The Site Manager is to notify the Haslin Project Manager, Safety Manager, and/or Environmental Manager, of the discovery;

- Establish an exclusion zone and restrict access into the area, install signage stating "Danger Do Not Enter" to prevent access by any person;
- The applicable Client is to be contacted and made aware of the discovery;
- The Haslin Site Manager is to log the discovery of suspect asbestos in the applicable project Procore workspace Observations tool;
- A competent person or LAA is to be engaged to sample and assess if the material discovered contains asbestos.

6.3. Asbestos removal

In the event that friable asbestos has been discovered, a Class A removalist must be engaged to carry out removal. A Class A removalist can remove any amount or quantity of asbestos or ACM, including:

- any amount of friable asbestos or ACM
- any amount of ACD
- any amount of non-friable asbestos or ACM

In the event that non-friable asbestos has been discovered, a Class B removalist must be engaged to carry out removal. A Class B removalist can remove:

- any amount of non-friable asbestos or ACM
- any amount of ACD associated with the removal of non-friable asbestos or ACM

If less than 10m^2 of non-friable asbestos has been discovered and requires removal, a licenced asbestos removalist is not required. A non-licenced person can remove:

- up to 10 m^2 of non-friable asbestos or ACM
- ACD that is:
    - associated with the removal of less than 10 m2 of non-friable asbestos or ACM
    - not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

6.4. Removal of non-friable asbestos (up to 10m^2)

Where a small quantity (up to 10m^2) of non-friable asbestos (e.g. broken asbestos pipe) requires removal, it must be carried out in compliance with relevant legislation. The following process is to be followed:

Preparation:

- A Safe Work Method Statement/Risk Assessment is to be prepared for the removal of the asbestos;
- Verify the work area is still delineated by the exclusion fencing erected at the time of discovery;
- Personal protective equipment (PPE) to be worn during the removal of asbestos is:
    - Disposable coveralls
    - Boots covers or rubber gumboots
    - Safety glasses
    - Rubber gloves
    - Minimum P2 mask (workers must be clean shaven and fit tested).

Gather equipment and supplies:

- Asbestos waste bags and plastic sheeting (200microns thickness)
- Wet wipes, and a low-pressure water spray bottle
- Tools.

Set up the work area:

- Place plastic sheet down at the work area to prevent contamination
- Display warning signs to keep unauthorised personnel away.

Wear PPE:

- Don disposable coveralls, boot covers, gloves, safety goggles, and a P2 respirator
- Ensure all PPE fits properly and is free of damage.

Removal of asbestos:

- Wet down the asbestos using a low-pressure spray to dampen the asbestos material to minimise the release of fibres
- Carefully remove asbestos material avoiding further breakage or abrasion
- Keep the material wet during removal to further reduce fibre release
- Do not use power tools which can increase the risk of fibre release.

Handle asbestos waste properly:

- Place removed asbestos directly onto wetted down black plastic, wrap and seal with duct tape
- Double-bag the asbestos waste and seal the bags with tape
- Avoid overfilling bags to prevent ruptures.

Clean Up

- Decontaminate tools and surfaces
- Use wet wipes to clean tools and surfaces
- Do not use dry sweeping or vacuuming which can disperse asbestos fibres.

Decontaminate yourself:

- Spray down coveralls, glasses and gloves
- Carefully remove PPE to avoid spreading fibres
- Dispose of disposable PPE in asbestos waste bags
- Wash hands and face thoroughly with soap and water after removing PPE
- Spray glasses and work boots with water, wipe with a damp rag and place rag into the asbestos waste bag.

Disposal:

- Seal all asbestos waste bags securely
- Label bags with the appropriate asbestos warning labels
- Transport the sealed asbestos waste bags to a licenced asbestos disposal facility
- Follow local regulations for asbestos waste disposal.

6.5. Removal of non-friable asbestos (more than 10m^2)

Where a large quantity (more than 10m^2) of non-friable asbestos (e.g. asbestos containing fibre cement sheet fragments in soil) requires removal, a Class B removalist is to be engaged to carry out the removal.

- An independent competent person or LAA must be appointed.
- The competent person/LAA shall advise Haslin Constructions on the type of asbestos found and the required removal method;
- A licenced asbestos removalist (e.g. Class B) is to be engaged to remove the asbestos and make the affected area safe;
- An asbestos removal control plan (ARCP) must be prepared by the licenced asbestos removalist;
- The licenced asbestos removalist is to notify the applicable State or Territory Regulator prior to commencing asbestos removal activities, in accordance with required timeframes;
- The licenced asbestos removalist is to carry out removal works under supervision of the competent person/LAA.

The Haslin nominated competent person/LAA must approve the ARCP submitted by the selected licenced asbestos removalist, prior to asbestos removal activities commencing.

6.6. Removal of friable asbestos

Where friable asbestos requires removal, it must be carried out in compliance with relevant legislation. The following process is to be followed:

- An independent LAA must be appointed.
- The LAA shall advise Haslin Constructions on the type of asbestos found and the required removal method;
- A Class A removalist is to be engaged to remove the asbestos and make the affected area safe;
- An ARCP must be prepared by the Class A removalist;

- The Class A removalist is to notify the applicable State or Territory Regulator prior to commencing asbestos removal activities, in accordance with required timeframes;
- The Class A removalist is to carry out removal works under supervision of the LAA.

The Haslin nominated LAA must approve the ARCP submitted by the selected Class A removalist, prior to asbestos removal activities commencing.

6.7. Air Monitoring

Control monitoring must be conducted immediately before and during Class A asbestos removal work, including prior to dismantling an enclosure and for the purposes of the clearance inspection. Control monitoring during friable asbestos removal must be carried out by an independent LAA.

Results of the control monitoring must be communicated and given to following people:

- workers at the workplace
- health and safety representatives for the workplace
- PCBUs at the workplace, and
- other people at the workplace.

Before the commencement of air monitoring, the asbestos assessor must provide Haslin Constructions with current calibration certificates for all instruments that will be used for asbestos monitoring activities.
Following the completion of asbestos removal work, clearance certificates must be provided to Haslin.
Calibration certificates and clearance certificates shall be provided to the relevant Client upon request.

6.8. Clearance inspections

Following the completion of licenced asbestos removal, a clearance inspection must be carried out and clearance certificate must be issued prior to reoccupying the area.

- Following non-friable asbestos removal greater than 10m2 (work carried out by a Class B licenced removalist), an independent competent person, or LAA, must carry out the clearance inspection and complete the clearance certificate once they are satisfied that the area is safe to reoccupy.
- Following friable asbestos removal (work carried out by a Class A licenced asbestos removalist), an independent LAA must carry out the clearance inspection and complete the clearance certificate once they are satisfied that the area is safe to reoccupy.

6.9. Discovery of Asbestos Services Unable to be Removed

Where a suspect asbestos service that is unable to be removed is discovered on a work site the following steps are to be followed:

- Work in the vicinity of the suspect asbestos service is to cease immediately and the area evacuated;
- An exclusion zone is to be established around the area to prevent access by any person;
- The Haslin Safety Manager and Client are to be contacted and made aware of the discovery;
- Where possible, identify the services owner and make them aware of the discovery;
- The project Safety Coordinator is to create a discovery of suspect asbestos incident in the Procore workspace Observations tool;
- A competent person or LAA is to be engaged to sample and assess if the material discovered contains asbestos;
- If the material contains asbestos, a risk assessment and SWMS are to be completed, in consultation with the competent person/LAA detailing:
    - Hazard identification – what risk does working near the service pose to workers
    - Risk assessment – how likely is it that asbestos fibres could be released by conducting work near the service, how close to the service does the work need to be to complete the task with no or minimal risk
    - Risk controls – what measures can be implemented to ensure asbestos is not disturbed or released by conducting the works, including appropriate PPE/RPE
    - Review of control measures – review the controls implemented for effectiveness
- Implement controls to prevent disturbance of the asbestos service and the release of fibres;

- Where the service is required to remain in use, reinstate the surrounding ground to a satisfactory state without disturbance to the asbestos service.

6.10. Health Monitoring

Health monitoring must be provided to a worker if they are at risk of exposure to asbestos when carrying out:

- licenced asbestos removal work
- other ongoing (unlicenced) asbestos removal work, or
- asbestos-related work.

For health monitoring requirements, refer to SEQ-PR-021 Health Surveillance Procedure

7. Documentation

All documentation relating to the discovery, identification and management of asbestos, including air monitoring and clearance inspection certificates, are to be stored within the applicable project workspace in Procore.

8. Training

All employees are required to complete asbestos awareness training.

Periodic asbestos toolbox talk meetings are to be conducted to reinforce asbestos safety and proper reporting procedures.

9. Relevant Forms and Checklist

SEQ-FM-001 Hazard Reporting Form (Procore Observations tool)

SEQ-WI-033 Unexpected Finds Process

SEQ-PR-021 Health Surveillance Procedure Rev7