



## Asbestos Removal JSEA

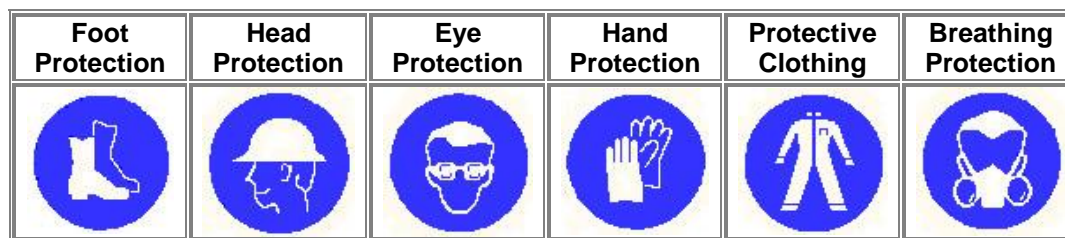


### SAFE WORK METHOD STATEMENT – Part 1

Company Details	
Company Name: <b>NICCON (NT) Pty Ltd trading as Nicholl Constructions</b>	ABN: 97 128 717 733
Contact Name, Position and Phone number:	Cameron Nicholl – Director 04 1880 7591
Address: 4 Griffiths Place, Alice Springs NT 0870	
Project details	
Project: NTG	Area: Alice Springs NT
Job Address: 4 Schwarz Crescent (Bob Gaff House)	
Job Description: 33m2 asbestos vinyl tiles to lounge room	

<b>Activity:</b> Asbestos Removal – Non-Friable					
<b>Relevant workers must be consulted in the development, approval and communication of this SWMS</b>				SWMS Approved by:	
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Name: (Include names of workers who were consulted in relation to this SWMS)	Signature:	Job Title:	Date:	Name:	
				Signature:	
				Date:	
Personnel responsible for monitoring and managing activity:			Overall Risk Rating After Controls	4 Acute	3 High
				2 Moderate	1 Low
<p align="center"><b>ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING</b></p> <ul style="list-style-type: none"> <li>Regular inspections and observations will be conducted by _____ to ensure SWMS is being complied with.</li> <li>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.</li> <li>Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.</li> <li>Amendments must be approved by _____ and communicated to all affected workers before work resumes.</li> <li>SWMS must be made available for inspection or review as required by WHS legislation.</li> <li>Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</li> </ul>					

## Personal Protective Equipment



### Day Operations – Normal Requirements:

Safety footwear, high visibility shirt or vest, hard hat, hand protection (gloves), overalls, breathing protection. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Provide UV sun protection where required, (broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection).

## Safety Notes

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).

### Prohibitions on Asbestos:

- Unlicensed removal of under 10 sq m of ACM does not include friable 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)

### Definitions

**Asbestos Containing Material (ACM)** means any material, object, product or debris that contains asbestos.

**Non-Friable Asbestos** means asbestos-containing material which, when dry, does not become crumbled, pulverised or reduced to powder by hand pressure. Common examples: cement sheeting, ceiling tiles, vinyl tiles.

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating <i>before</i> controls implemented - RA = Risk Rating <i>after</i> controls are implemented.</b>					
<b>Planning</b>	Personal Injury: <ul style="list-style-type: none"> <li>- exposure to asbestos</li> <li>- falls</li> <li>- slips, trips</li> <li>- electric shock</li> </ul> Legislation Breach	<b>4A</b>	Obtain as much information as possible on location and condition of ACM  Obtain a copy of asbestos register for site  Establish: <ul style="list-style-type: none"> <li>- site specific SWMS</li> <li>- safe removal methods</li> <li>- start date</li> <li>- duration</li> <li>- emergency procedures</li> <li>- layout of work area</li> <li>- personal decontamination only or decontamination units</li> <li>- number of decontamination units</li> <li>- location of decontamination units</li> <li>- roles/responsibilities</li> <li>- communication equipment</li> <li>- risk controls for any hazards identified (such as work at heights, electricity)</li> </ul> Notify relevant authorities of start date  Notify near-by premises if required.  Ensure work area is unoccupied during removal process	<b>2M</b>	C Nicholl

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<b>Personnel</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Non-Friable ACM can be removed by a Class A or B removalist, and the direct employees of the removalist.  Direct employees must be trained in: <ul style="list-style-type: none"> <li>- nature of hazard</li> <li>- dangers of smoking</li> <li>- risk controls</li> <li>- specific work methods</li> <li>- correct equipment</li> <li>- decontamination procedures</li> <li>- waste disposal</li> <li>- emergency procedures</li> <li>- use, fit, cleaning and maintenance of respiratory protective equipment</li> </ul> Note: If this training is undertaken by the licensed removalist, the content of the training must be approved by State Authority.  Note: Non-friable ACM can be removed without a license for the following: <ul style="list-style-type: none"> <li>- less than 10 square metres</li> <li>- less than 1 hour over 7 day period</li> </ul> Keep a logbook for cumulative unlicensed ACM removal tasks to ensure persons undertaking removal do not exceed 1 hour in any 7 day period.	<b>2M</b>	C Nicholl

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<b>Personal Protective Equipment (PPE)</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Coveralls ensure: <ul style="list-style-type: none"> <li>- no pockets/velcro</li> <li>- good quality (can't be easily torn)</li> <li>- Type 5, Category 3 (protection level)</li> <li>- 1 size bigger to prevent ripping</li> <li>- cuffs sealed with duct tape</li> <li>- leg cuffs are not tucked into boots</li> <li>- hood is worn over respirator straps</li> </ul> Gloves ensure: <ul style="list-style-type: none"> <li>- disposable (single use)</li> <li>- if latex – use low protein powder free</li> <li>- dispose of as asbestos waste</li> <li>- wash hands and fingernails after work</li> </ul> Footwear ensure: <ul style="list-style-type: none"> <li>- laceless safety boots or gumboots</li> <li>- remain in dirty decontamination area</li> <li>- stored upside down when not in use</li> <li>- are not used for non-asbestos work</li> <li>-</li> </ul> Respiratory Protection ensure: <ul style="list-style-type: none"> <li>- persons are deemed medically fit to wear</li> <li>- issued to individuals</li> <li>- fit testing is conducted by competent person</li> <li>- complete facial seal (no facial hair)</li> </ul> Do not leave respirators in asbestos-contaminated area when not in use. Do not leave hanging around neck.	<b>2M</b>	C Nicholl

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<b>PPE Continued</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Ensure respiratory equipment is regularly cleaned, maintained and records kept.  Inspect all parts before and after use. Including: - filters - seals - valves  Ensure filter and respirator are compatible.  Replace filters if damaged, when resistance increases and as per manufacturer's instructions.  Seek advice from competent person for required level of protection. Examples:  Inspection – P1 or P2 half face (can be either disposable or cartridge) Sample removal – P1 or P2 half face (can be either disposable or cartridge) Removal of asbestos sheeting etc: P1 or P2 half face (can be either disposable or cartridge)	<b>2M</b>	C Nicholl
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 Signature:

Date:

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Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating <i>before</i> controls implemented - RA = Risk Rating <i>after</i> controls are implemented.</b>					
<b>Tools and Equipment</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Tools for removal should be chosen to prevent generation of fibres (such as scrapers, chisels, bolt cutters or screw drivers).  Do not use brooms or high powered tools.  After use, decontaminate tools/equipment, place in sealed, labelled containers and only use for asbestos work.  Ensure vacuum cleaners: - are wet/dry industrial (not domestic) - have High Efficiency Particulate Air (HEPA) filters  Ensure contents are emptied in safe manner and disposed of as asbestos waste.  Clean vacuum by vacuuming visible dust and wipe using damp clothes. Store in labelled, impervious container and only use for asbestos work.	<b>2M</b>	C Nicholl
<b>Set-up</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Barricade area to prevent persons entering site.. This should remain until clearance certificate has been issued  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.	<b>2M</b>	C Nicholl

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<b>Set-up Continued</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Inspect coveralls and other protective equipment. If damaged, do not use.  Wear respiratory protection. Conduct fit check  Remove all unnecessary items from area.  Cover fixtures/furnishing etc with plastic  Assess need for personal decontamination or decontamination units. Base assessment on following: - condition of ACM - difficulty in performing removal - likely air contamination - availability of cleaning facilities - duration of task - size of task (e.g. small removal jobs only – such as domestic cladding or unlicensed, less than 10m <sup>2</sup> )  Personal Decontamination: - establish isolated area - ensure cleaning facilities adequate (running water, soap) - restrict access to area for duration - clean daily	<b>2M</b>	C Nicholl

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<b>Set-up Continued</b>	Personal Injury: <ul style="list-style-type: none"> <li>- exposure to asbestos</li> </ul> Legislation Breach	<b>4A</b>	Decontamination Units: Should include: <ul style="list-style-type: none"> <li>- dirty</li> <li>- clean</li> <li>- clean changing</li> </ul> Separate units by air locks (double plastic or spring loaded doors). Provide filters for water run-off (5 micron capture capability).  Ensure sufficient units (6 employees per unit)  Develop procedures to separate males/females if required	<b>2M</b>	C Nicholl
<b>Operation</b>	Personal Injury: <ul style="list-style-type: none"> <li>- exposure to asbestos</li> <li>- falls</li> <li>- slips, trips</li> <li>- electric shock</li> </ul> Legislation Breach	<b>4A</b>	Enter removal site as follows: Changing area <ul style="list-style-type: none"> <li>- put on clean protective clothing</li> </ul> Clean area <ul style="list-style-type: none"> <li>- put on respirator. Conduct fit check</li> </ul> Dirty Area <ul style="list-style-type: none"> <li>- put on additional PPE, footwear</li> <li>- connect air line</li> </ul> Follow specified work methods  Where possible, ensure wet methods are used (low pressure, fine water spray). Minimise run-off.	<b>2M</b>	C Nicholl

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<b>Operation (continued)</b>	Personal Injury: <ul style="list-style-type: none"> <li>- exposure to asbestos</li> <li>- falls</li> <li>- slips, trips</li> <li>- electric shock</li> </ul> Legislation Breach	<b>4A</b>	PVC emulsion (wetting agents) can be used.  If water cannot be used (e.g. electrical equipment), enclose area with plastic and use HEPA vacuum. Assess suitability of chosen respiratory protection and modify if required.  Ensure regular clean-up, housekeeping to avoid slips, trips, falls.  Remove small sections and place in labelled waste bags.  Exit the removal area as follows:  Use HEPA vacuum to remove visible dust  Dirty Area <ul style="list-style-type: none"> <li>- remove shoes (store upside down)</li> <li>- disconnect airline</li> <li>- shower whilst wearing PPE and clothing</li> <li>- leave on respirator and remove all clothing</li> <li>- place in labelled bins (waste or laundry)</li> </ul>	<b>2M</b>	C Nicholl

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating <i>before</i> controls implemented - RA = Risk Rating <i>after</i> controls are implemented.</b>					
<b>Operation Continued</b>	Personal Injury: <ul style="list-style-type: none"> <li>- exposure to asbestos</li> <li>- falls</li> <li>- slips, trips</li> <li>- electric shock</li> </ul> Legislation Breach	<b>4A</b>	Clean Area <ul style="list-style-type: none"> <li>- shower and remove respirator</li> <li>- wash respirator thoroughly</li> <li>- wash face, head, hands and fingernails thoroughly</li> <li>- store respirator in labelled container</li> </ul> Clean Changing <ul style="list-style-type: none"> <li>- use a clean towel to dry off</li> <li>- change into normal clothes</li> <li>- do not re-enter the clean/dirty areas.</li> </ul> All clothing must be kept wet, placed in impermeable, labelled containers (or labelled double bagged) and taken to appropriate laundry facility.  For Personal Decontamination; <ul style="list-style-type: none"> <li>- wipe coveralls, shoes, eye protection with damp cloth</li> <li>- wipe respirator with damp cloth – but do not remove.</li> <li>- Remove coveralls, shoes and any other PPE</li> <li>- Remove respirator</li> <li>- Wash face and hands with soapy water. Pay attention to under the fingernails.</li> <li>-</li> </ul> Dispose of clothes as asbestos waste  No not re-soak clothes after use as this will contaminate the water.	<b>2M</b>	C Nicholl

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<b>Clean up</b>	Personal Injury: - exposure to asbestos  Legislation Breach	<b>4A</b>	Ensure all ACM is disposed of.  Clean area using damp cloth to wipe down walls, ledges, fixtures, furnishings etc.  On completion: - competent person must deem area clean  All tools and equipment should be decontaminated and stored appropriately  Hygienist should conduct air monitoring and, if satisfactory, they should issue a clearance certificate.  Waste Ensure: <ul style="list-style-type: none"> <li>- all drums/bins are in good condition and able to be sealed air tight</li> <li>- lined with plastic (200 micron thick)</li> <li>- labelled "Danger – Asbestos – No not break seal (or similar)</li> <li>- inspect bins/drums if re-using</li> <li>- if using skip, double bag and label.</li> </ul> Check with State and Local Authority for approved disposal instructions and locations.	<b>2M</b>	C Nicholl

#### References:

Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011  
 WorkSafe Victoria – Compliance Code – Removing Asbestos in Workplaces  
 Safe Work Australia (2011) – How to Safely Remove Asbestos  
 Safe Work Australia (2011) – How to Manage and Control Asbestos in the Workplace

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## SAFE WORK METHOD STATEMENT – Part 2

Formal Training, Licenses required for workers undertaking this task:	Duties of workers undertaking this task:	Training in the following safe work procedures/ SWMS / training modules is required: (All workers to be trained in relevant procedures.)
<ul style="list-style-type: none"> <li>White Card (CPCCOHS1001A)</li> <li>Remove non-friable asbestos (CPCCDE3014A)</li> <li><b>PLUS: -</b></li> <li>Conduct Asbestos Assessment Associated with Removal (CPCCBC5014A) <b>AND / OR</b></li> <li>Supervise Asbestos Removal (CPCCBC4051A)</li> </ul>	Site Supervisor: C Nicholl Operators/Removers: Clean-up Crew:	<ul style="list-style-type: none"> <li>Site-specific inductions</li> <li>Training in this SWMS</li> <li>Nature of hazards / risks</li> <li>Emergency procedures</li> </ul>
Details of Supervisory Arrangements for workers undertaking this task:	Details of regulatory permits/licenses, Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice:
<ul style="list-style-type: none"> <li>Competent supervisor for job</li> <li>Direct on-site supervision</li> <li>Remote site – communication systems/ schedule</li> <li>Audits</li> <li>Spot Checks, etc</li> <li>Reporting systems</li> </ul>	<ul style="list-style-type: none"> <li>Staff to have appropriate training and / or licences through NT Worksafe</li> <li>Task / Project registered with NT Worksafe</li> <li>PPE to comply with relevant Australian Standards</li> </ul>	<ul style="list-style-type: none"> <li>Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011</li> <li>WorkSafe Victoria – Compliance Code – Removing Asbestos in Workplaces</li> <li>NOHSC:2018 – Code of Practice for Management and Control of Asbestos in Workplaces</li> </ul>
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details for plant / equipment used on job (Include cranes, forklifts, electrical equipment etc.)	
<ul style="list-style-type: none"> <li>Asbestos Vacuum Cleaner</li> <li>Pump Sprayer</li> <li>PVA Sprayers</li> <li>Plastic Sheeting and Asbestos rated Bags</li> <li>Vinyl Tile Remover</li> </ul>	As per manufacturer's recommendations. Electrical tested/tagged every 3 months.	

### Part 3- SIGN OFF

This SWMS has been developed in consultation and cooperation with workers and relevant 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 safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	PCBU
C Nicholl	<ul style="list-style-type: none"> <li>White Card (CPCCOHS1001A)</li> <li>Conduct Asbestos Assessment Associated with Removal (CPCCBC5014A)</li> <li>Supervise Asbestos Removal (CPCCBC4051A)</li> <li>Remove non-friable asbestos (CPCCDE3014A)</li> <li>Friable removal course Class A (CPCCDE3015A)</li> </ul>				
J Clifton	<ul style="list-style-type: none"> <li>White Card (CPCCOHS1001A)</li> <li>Supervise Asbestos Removal (CPCCBC4051A)</li> <li>Remove non-friable asbestos (CPCCDE3014A)</li> <li>Friable removal course Class A (CPCCDE3015A)</li> </ul>				
C Nicho	<ul style="list-style-type: none"> <li>White Card (CPCCOHS1001A)</li> <li>Remove non-friable asbestos (CPCCDE3014A)</li> </ul>				

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

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Signature:

Date:

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## Part 4- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Criteria	Description
<b>Almost certain</b>	Expected in most circumstances.	Effect is a common result
<b>Likely</b>	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened
<b>Possible</b>	Might occur at some time	Effect could occur at the site or I've heard of it happening
<b>Unlikely</b>	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
<b>Rare</b>	May occur only in exceptional circumstances	Effect is practically impossible.

### Step 3 Determine the risk score

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost certain</b>	3 High	3 High	4 Acute	4 Acute	4 Acute
<b>Likely</b>	2 Medium	3 High	3 High	4 Acute	4 Acute
<b>Possible</b>	1 Low	2 Medium	3 High	4 Acute	4 Acute
<b>Unlikely</b>	1 Low	1 Low	2 Medium	3 High	4 Acute
<b>Rare</b>	1 Low	1 Low	2 Medium	3 High	3 High

### Step 2 Determine Consequence - What will be the expected effect?

Level of Effect	Example of each level
<b>Insignificant/Acceptable</b>	No effect – or so minor that effect is acceptable
<b>Minor</b>	First aid treatment only; spillage contained at site.
<b>Moderate</b>	Medical treatment; spillage contained but with outside help.
<b>Major</b>	Extensive injuries; loss of production
<b>Catastrophic</b>	Death; toxic release of chemicals

### 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
<b>4 A: Acute</b>	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
<b>3 H: High</b>	Highest management decision is required urgently.
<b>2 M: Moderate</b>	Follow management instructions.
<b>1 L: Low</b>	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.