PART A: SWMS SUMMARY

Project Name:	Project Alliance Agreement (PAA) and nbn™ Projects National		
Scope of Works:	National		
Job Address:	Multiple – Various sites per day. Asbestos management, removal and transportation	**Company Name:**	ISG Management Pty Ltd T/A Tandem Management
Activity:	Customer Access Network (CAN) and nbn™ Network	**ABN:**	83 142 916 970
Approved By:	Angus Woodhill/ Daniel Hill		

Type of Work Permit Required: (indicate by ticking box)	Personal Protective Equipment (PPE) Requirements: (indicate by ticking box)	Special Tools or Equipment Required (Consider such things as gas detection, ventilation fans, lighting, high pressure water blaster etc.)
☐ Confined Spaces ☐ Hot Work ☐ Night Work (excludes emergency work) Other: _____	☒ Safety footwear i.e. lace less, toe protected boots with a defined heel or toe protected (i.e. steel capped Gumboots) ☒ High visible clothing ☒ Safety glasses ☒ Disposable Gloves ☒ Safety Helmet if required ☒ Shaving cream/Gel i.e. hair gel, hand washing gel, no water required ☒ P2 Disposable half face particulate respirators or half face particulate filter respirators ☒ Disposable coveralls – prefer hi vis colour. Cat 3 type 5 or equivalent ☒ Broad brim hat ☒ Sunscreen	☒ Wooden Handled Crowbar ☒ Wooden handle shovel ☒ Small mallet/ballpein hammer ☒ Asbestos Disposal Bags. Clear 1200 x 900mm, 200 micron (µm) thick ☒ Plastic sheeting (Plastic Sheeting requirements are defined in Tandem's Soil Management Procedure (TDM-HSE-PAA-PRO-0271) ☒ Gas Detector. 4 sensor ☒ Seal Breaker ☒ Pit key ☒ Guards, T-Top bollards ☒ Mesh or barrier tape ☒ Duct tape ☒ Safety cones ☒ Asbestos warning signage, waterproof/industrial ☒ Ample supply of water and dispersal method ☒ Secured Asbestos container for PPE ☒ Shade Protection Structure – Optional

Potential Environmental Hazards (indicate by marking box)	Hazardous Materials (List any hazardous materials to be used and attach a SDS)	Fire/Emergency Equipment Requirements (Consider fire extinguishers, rescue gear, etc.)
☒ Air Pollution (dust, fumes) ☐ Spills to water ☒ Spills to ground ☐ Noise Pollution ☐ Hazard to Flora or Fauna ☒ Unlawful Waste Disposal	**Telstra supplied material** **Nil** **Subcontractor supplied material** **Nil**	☐ Confined space retrieval harness, rope and tripod. Certified Personnel only ☒ Fire extinguisher ☒ Sharps Kit ☒ Spill kit as prescribed ☒ First aid kit

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High Risk Work Involved in this Activity?		
☒ Risk of falls – from one level to another	☐ Work on a telecommunications tower	☐ Demolition of load-bearing structure
☒ Likely to involve disturbing asbestos	☐ Temporary load-bearing support structures	☐ Work in confined spaces
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work in or near a drowning risk	☐ Work on or near pressurised gas pipes or mains
☐ Work in or near shaft or trench with an excavated depth greater than 1.5m or in a tunnel	☐ Work on or near energised electrical installations or services	☐ Work in an area with contaminated or flammable atmosphere
☐ Work with tilt up or pre-cast concrete	☒ Work in an area with movement of powered mobile plant	☐ Work in or areas with artificial extremes of temperature
☒ Work on, in or adjacent to road, rail, shipping or other major traffic corridor		☐ Other [please specify on your Daily JSEA]:

RISK RATING MATRIX	Effect	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood of recurrence		Report only – No First Aid or treatment required, near miss, no major impact on the environment	Incident in which first aid, treatment required. On-site environmental discharge/release and immediately contained (minor spill)	Lost time injury or medical treatment injury. Environmental impact – On-site release contained with external assistance i.e. emergency services	Extensive injury – permanent part disability. Environmental impact – Off site release with major impact on the environment	Potential death, permanent disability or major structural failure/damage. Major environmental damage. Off-site release with significant impact on the environment
Almost certain	Could happen at any time (frequently)	Medium (5)	Medium (10)	High (15)	Extreme (20)	Extreme (25)
Likely	Could happen sometime	Low (4)	Medium (9)	Medium (14)	High (19)	Extreme (24)
Possible	Could happen occasionally	Low (3)	Low (8)	Medium (13)	High (18)	Extreme (23)
Unlikely	May occur only in exceptional circumstances	Low (2)	Low (7)	Low (12)	Medium (17)	High (22)
Rare	Could happen but probably never will	Low (1)	Low (6)	Low (11)	Medium (16)	Medium (21)

Risk Control Action	Construction HSE	Other	Risk Control Action	Construction HSE	Other
(E) Extreme	Work activity cannot proceed	Immediate Action Required	(M) Medium	SWMS required or controls documented by one competent in risk management	Generally Implement a Simple Control (e.g. Manage by Exception)
(H) High	Task pre start (where more than one worker is onsite) and/or JSEA required plus SWMS	Senior Management Attention Required	(L) Low	Control optional – except where Regulatory, Region, Client or Australian Standard apply	Control optional - except where Regulatory, Region, Client or Australian Standards apply.

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
1.0	**Preparing the Asbestos Work – Asbestos Cement Material (ACM)**					
1.1	Soil Assessment	Environmental Contamination	E 23	**For Telstra projects** Telstra will conduct a desktop assessment for Preliminary Soil Screening (PSS) for all ground breaking activities. Soil will be classified into: Class 1 (Likely contaminated soils are present); Class 2 (Unlikely contaminated soils are present, but surrounding land uses are identified as potential sources of contamination); or Class 3 soil (Inert soil - uncontaminated) Soil classification will be located under 'Project View' on ground breaking activity Work Orders in client or Tandem systems. NOTE: A PSS is not required when the handling of soil volume is less than $0.5m^3$ and the soil will be used as backfill at the worksite. **For nbn projects** nbn PAR will identify known soil contaminated areas All contaminated soils identified via the PAR or whilst excavating on site are to be vac extracted, this is arranged by contacting the Tandem TM	M 21	Telstra
1.2	Obtaining DBYD	Damaging underground services	E 20	**Subcontractor to organize for relevant Dial Before You Dig (DBYD) documents prior to commencing any works, including emergency works.**	M 17	Subcontractor
1.3	Planning and Assessment Report (PAR) and Land Access Notice (LAAN/LAC)	Environmental Damage Prosecution from Regulator/Local Government		(1) A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. (2) Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land, where Telstra or nbn proposes to undertake works. (3) Work MUST only be completed within the LAC approval dates/times. (4) Telstra and nbn infrastructure (i.e. radio facilities, underground pit, manhole or shelter, pillar, cabinet, pedestal and underground conduit) is deemed to be "low-impact facilities" under the Telecommunications (Low-impact Facilities) Determination. (5) The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. (6) Trenches for underground conduit cannot be more than 450mm wide. (7) In residential areas, not more than 200 metres of excavation is left open at any time.		Land Access Team/ Subcontractor / TM/ / Supervisor / All Workers
1.4	Notify Tandem	Suspension of Contract	E 20	(1) The worksite supervisor must phone Tandem Asbestos Regional contact each time asbestos type work is to occur and record the approval number provided with their job pack – on the JSEA. Contact is to be made at **least 24** hours (business days) prior to commencement of the works.	M 16	Subcontractor

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				Region / **Email** / **Phone Number** Southern / F1110603@team.telstra.com / 03 8647 4762 Eastern / TANDEMCentralAsbestos@team.telstra.com / 02 8265 1797 Northern / ACMNorthernConstruction@team.telstra.com / 07 3029 8730 SANT / F1106342@team.telstra.com / 08 8433 8949 WA / F1106341@team.telstra.com / 08 6224 9805 NBN / nbnacm.vic@tandemcorp.com / 03 9590 5834 **Note:** • The 24 hours timeframe is not required for emergency works provided DBYD is attained.		
1.5	Notify Regulator	Penalties by Regulator	H 18	(1) Where required by State/Territory legislation (generally when removing more than 10sqm of ACM material), subcontractor is to advise Comcare and/or State/Territory WorkSafe/WorkCover regulator that asbestos work is to be undertaken 5 days before commencement of the works. Details to be provided include: Date and time of asbestos removal work; Location where asbestos removal/repair to occur; and Name of Licensed Asbestos Company undertaking asbestos removal/repair work. **Notes:** • In Victoria, a B Class removalist must notify Victorian WorkSafe for all works at least 24 hours before the works commence. • WorkSafe ACT has provided Telstra subcontractors with an exemption to notifying WorkSafe ACT of each instance of asbestos removal work; however bulk notifications are still required. Exemption dated 30th August 2016. **Emergency Works** – Where permitted by state legislation, Regulators may be notified after the completion of emergency ACM works.	M 16	Subcontractor
1.6	Notify Telstra / nbn	Suspension of Contract	H 18	Provide Telstra with evidence that notification of ACM removal work was issued to regulator. Provide nbn with notice via the Tandem Asbestos Regional contact in step 1.4. The Asbestos Compliance team (ACT) will enter the works in nbn notification systems.	M 16	Subcontractor / Tandem Asbestos Regional contact
1.7	Notify Neighbours – within 48 hours to 30 days prior to work commencing	Risk to members of the public and workers from exposure to Asbestos related diseases	E 23	(1) Subcontractor to letter drop to residents where any ground breaking activity or asbestos work is to be completed thirty days before work is to be undertaken. Minimum timeframe 48 hours and maximum 30 days. • Residences/business adjacent to where asbestos work is to be undertaken. • Residences/business two doors up from where asbestos work is to be undertaken.	M 21	Subcontractor

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				▪ Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores Rural/Remote areas - the letter can be posted, however it must still comply with these requirements. Emergency Works – there is no need to provide advanced notice to residents for emergency work, however, subcontractors must contact residents in the immediate vicinity of any ground breaking activity the ACM works prior to commencing the works. Letters are to be delivered in a sealed Telstra or nbn branded envelope.		
		Aggressive Customers/ members of the Public Dog bites Spiders & any other dangerous fauna Slips, trips and falls	M 14	(1) Prior to entering resident's property, conduct a visual premises inspection to identify potential hazards such as dogs, waste material and debris. (2) Where an unrestrained dog is identified, **DO NOT ENTER** the premises until contact with the owner has been achieved (e.g. via phone or gate intercom) and the dog has been restrained, secured or isolated. (3) If a resident becomes agitated or aggressive, do not confront or provoke. Seek advice from your Supervisor to determine course of action. (4) Where the resident is threatening or becoming physically aggressive, remove yourself from the site immediately.	L 11	Subcontractor / Supervisor / Workers
		Noise Complaints – Work outside recommended standard hours for construction work		Refer to Tandem SWMS *Site Establishment TDM-HSE-PAA-SWMS-0112.*		Subcontractor
1.8	Establishing the Asbestos Work Area	Risk to members of the public and workers from exposure to Asbestos related diseases	E 25	**Notes:** ▪ Telstra's and nbn's policy is that whenever there is uncertainty about the Asbestos Containing Material (ACM) composition about to be modified or disturbed, always presume that it contains ACM and apply the relevant safe work practice in this procedure. ▪ The above note meets WorkSafe ACT's requirements for asbestos identification and therefore a licensed Asbestos Assessor is not required to assess Asbestos presence at worksites in the ACT prior to work commencing. (1) Only trained, competent and licensed persons should be performing asbestos removal work. (2) Subcontractor with a minimum Class A Asbestos Removalist license (Unrestricted Asbestos Licence in Western Australia) is permitted to remove friable asbestos. (3) Subcontractor with a minimum Class B Asbestos Removalist license (Restricted Asbestos Licence in Western Australia) is permitted to remove non-friable (bonded) asbestos. (4) Workers holding an Asbestos Removal Competency can handle or remove ACM. (5) When licensed on-friable asbestos removed is being performed a person holding an Asbestos Supervisor Certificate is required to be either on site or is readily available and contactable by phone. **NOTE:** In the ACT, an asbestos removal supervisor must be present at the asbestos removal area whenever asbestos removal work is being carried out – regardless of whether it is Class A (friable) or Class B (non-friable) removal work	M 21	Subcontractor / Supervisor /All workers

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				(6) Complete the relevant daily JSEA, Worker in Victoria to complete all relevant sections to satisfy Victorian WorkCover Authority Asbestos Control Plan.		
1.9	Neighbour/ Owner/ Occupier Notification	Long term health risk to members of the public Dog bites Slip, trip and fall Aggressive Member of the Public	E 23	(1) Prior to undertaking any asbestos removal works subcontractors must notify immediate neighbours of the commencement and advise them of the duration of asbestos removal works. (2) Before commencing work in a residence, ask the property owner if they aware of any asbestos in their property. Residential premises are not required to have an 'asbestos register'. (3) Before commencing work in an office complex, commercial or industrial premises ask the property owner/occupier if they have an 'asbestos register'. (4) Prior to entering resident's property, conduct a visual inspection of the customer premises to identify potential hazards such as dogs, waste material and slip/trip/fall hazards. (5) Where an unrestrained dog is identified, **DO NOT ENTER** the premises until contact with the owner has been achieved (e.g. via phone or gate intercom) and the dog has been restrained, secured or isolated. (6) If a resident becomes agitated or aggressive, do not confront or provoke. Seek advice from your Team Manager to determine the most appropriate course of action. **(7)** Where the customer is threatening or becoming physically aggressive, remove yourself from the site immediately.	M 21	Subcontractor
1.10	Evidence of safety work practices/compliant disposal	Insufficient ability to validate work practice/s after the event	NA	(1) The Subcontractor is required to provide evidence of completion of asbestos work which shall be entered into the system at completion (2) Tandem's document TDM-OPS-DC-PRO-0034 AsBuilt Process for Subcontractors provides details of the additional information required to be uploaded as part of AsBuilt pack.	NA	Subcontractor / Asbestos Removal Supervisor
2.0	**Licensing Requirements – Working with ACM**					
2.1	Licensing and Training	Persons competent to undertake relevant tasks	E 25	(1) **Friable Asbestos**. If the ACM is friable and not in a stable condition, and there is a risk to health, it must be removed by a Licensed Class A Asbestos removalist (Unrestricted Asbestos Licence in Western Australia). (2) All **Non-Friable (Bonded) Asbestos**. Is to be removed by a subcontractor/person with the appropriate Class "A" or Class "B" Asbestos Removal license (Unrestricted or Restricted Asbestos Licence in Western Australia). (3) All employees and subcontractor workers must have a Construction Induction Card. (4) All employees and subcontractor workers who remove asbestos must hold a unit of competency in non-friable asbestos removal certification (CPCCDE3014A). (5) At least one on-site supervisor of a subcontractor company will be required to hold a Supervise asbestos removal certification- they must be readily available while the works are being performed. (6) Employees and subcontractor workers in Victoria who hold a unit of competency in asbestos removal certification (CPCCDE3014A) must undertake a refresher course every two years. (7) All employees and workers that do not possess a non-friable asbestos removal certification must have completed an Asbestos Awareness (10314 NAT) or similar course.	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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				(8) All employees and/or subcontractor workers that install traffic devices in line with Traffic Control Plans must hold an appropriate installing traffic control unit of competency (Refer Part C for State/Territory training requirements). (9) Training record and or licensing must be available onsite for review by authorised officers.		
3.0	**Identify Asbestos**					
3.1	Identify Friable ACM	Persons competent to undertake relevant tasks Long term health risk to workers members of the public	E 25	(1) If friable asbestos is encountered during Network Remediation Works, the following will occur: - Work will cease and Team Manager is to be notified of the presence of friable asbestos. - A Class A Licensed asbestos removalist (Unrestricted Asbestos Licence in Western Australia) will be engaged to complete the friable asbestos removal work. - A Clearance Certificate is provided by an independent licensed asbestos assessor or equivalent depending on the State/Territory the work is being conducted. **Note:** - Friable asbestos is material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and it contains asbestos.	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker /all workers
3.2	Identify Non-Friable (Bonded) ACM	Long term health risk to workers members of the public	NA	All Non-Friable asbestos removal activities require the subcontractor company conducting the work to hold a Class B Asbestos Removal licence (Restricted Asbestos Licence in Western Australia).	NA	Subcontractor / Supervisor /all workers
3.3	Installing concrete 8 pit	Exposure to Asbestos fibres	L 1	**Notes**: - **From** October 2016 Telstra introduced a concrete 8 pit for use in their network. This concrete pit does not contain asbestos. - The pit will be stamped as NON ACM on an inner wall and it does not need to be managed as an asbestos containing product as outlined in this SWMS. 	L 1	Subcontractor / Supervisor /all workers
3.4	Installing CUBIS Fortress High Strength Plastic Pits with Concrete Collars	Exposure to Asbestos fibres	L 1	Note: - The concrete collar surrounding the high strength plastic pits installed after 1 February 2018 DOES NOT contain any Asbestos material and are NOT deemed to be an asbestos product.	L 1	Subcontractor / Supervisor /all workers

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4.0	**ACM Site Preparation**					
4.1	Site Establishment		NA	Refer to Tandem SWMS *Site Establishment TDM-HSE-PAA-SWMS-0112*	NA	Subcontractor / Supervisor /all workers
4.2	Soil Preparation	Environmental Contamination	E 20	(1) Determine the soil classification (from 'client's system if working on a Telstra project). This will determine additional actions to be taken in the management, removal, transport and disposal of soil including contaminated soil. (2) All PSS Class soil may be reused on site as backfill provided it is a suitable backfill and is not contaminated. Some clay type soils are not suitable for compaction. (3) Contaminated soil must not be used as back fill and will be managed, removed and disposed of according to classification of determination from Soil Consultant following soil testing on Telstra projects. For nbn projects, surplus soil that has come into contact with asbestos may be disposed with the ACM. Asbestos contaminated soil may be disposed with the ACM pit/pipe.	M 16	Subcontractor / Supervisor /all workers
4.3	Mark out excavation area	Manual Handling	M 10	Mark out excavation area using suitable means to minimise the amount of soil removal / excavation required	L 7	Subcontractor / Supervisor / all workers
4.4	Underground assets and or services location	Hitting underground services	E 25	(1) Confirm location of all underground assets in the work area against the relevant utility plans via Dial Before You Dig (DBYD) phone 1100 or order on-line or through phone app. : *SWMS Excavation and Trenching (TDM-HSE-PAA-SWMS-0116)* provides additional information. (2) Ensure all DBYD drawings are for the correction location, up to date and on site with the DBYD and asset owner cover page. **Notes:** DBYD drawings cannot be held on a mobile phone, they must be available on either an electronic device the minimum size of a tablet or in hard copy the preferred size of A3. A4 size plans are acceptable if they are legible. DBYD drawings must be in colour.	M 21	Subcontractor / operator / spotter / Supervisor

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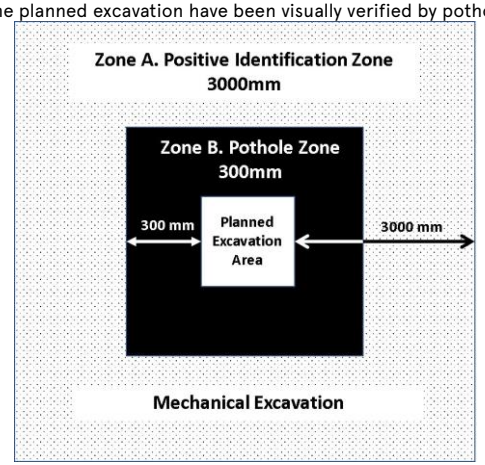
				(3) The location, path and approximate depth of underground assets or services are to be identified using a calibrated electronic cable locator or by pot holing (i.e. a cable locator cannot locate poly water pipe), where the bore/excavation will cross the asset. It is also to occur where the bore/excavation is running parallel to a main asset, at a maximum of 10 metre intervals to maintain no go zones. (4) Use reasonable means to locate services. When an excavator is used for ground breaking a cable locator is to be used to detect underground assets and services that can be located with the locator. (5) When utilising a mechanical plant mechanical methods (e.g. excavator, directional drill, grundomat or trencher) are being used to excavate (at any depth) the Excavation Permit to Work permit, recorded on the JSEA, **MUST** be completed, and the following actions are to occur: a. **Zone A.** Underground assets and services with potential to encroach within **3000mm** of the planned excavation must be positively located by electronic locator and marked out (hand digging with a shovel or vac extraction used if locator reading is uncertain); and b. **Zone B.** All underground assets and services encroaching within minimum **300mm** (**500mm if using grundomat**) of the planned excavation have been visually verified by potholing.  *Table A* (6) Ensure all services have been clearly marked on ground with the depth and what service it is e.g. Yellow gas White communications Orange power Blue water		

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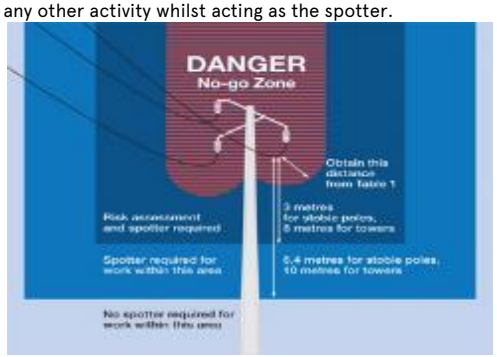
				(7) Use correct colour paint to mark locations of underground services on ground for all assets and services located in the vicinity of excavation work as required in the Underground Asset Locating Guide (TDM-HSE-GRP-GUD-0632). (8) Hand digging to be done 150mm either side service using insulated or wooden handle pot hole implements or non-destructible vacuum. (9) Gummy bucket to be used on excavators with caution. (10) Gummy bucket to be used within 50mm of ACM, hand dig last 50mm (11) Spotter to be used when using excavators near assets to observe and warn against unsafe approaches to overhead and underground assets. (12) Spotter to wear safety helmet. (13) Undertake a visual inspection of the work site to identify if the plant may contact overhead services. If the plant apparatus comes within: a) Less than 3.0m of overhead electrical asset no work is to proceed - refer requirements detailed in *TDM-HSE-GRP-GUD-0066 Electrical Spotters - No Go Zones* b) 3.0m to 6.4m of overhead electrical, refer to *TDM-HSE-GRP-GUD-0066 Electrical Spotters - No Go Zones* and implement controls/requirements as per this document, this may include using a spotter (one who has current Overhead Power Awareness ticket from an approved RTO), operating under a SWMS and JSEA where the design of the plant cannot encroach 3.0m, or a combination of these. (14) Where the works to be undertaken are more than 6.4m from the electrical assets work may proceed provided the equipment is monitored to ensure it does not breach the above requirements. (15) When plant enters the "no go zone" and a spotter is required, this person will be Power Awareness trained and must not undertake any other activity whilst acting as the spotter.  *Table B* (16) Excavator operator and spotter are to be certified Remove Non-Friable Asbestos if they operate in an asbestos exclusion/removal zone. This certification is not required if they operate in a just a work zone. (17) Ensure other asset companies are notified prior to excavation around their networks in line with their notification requirements.		

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				Note: Refer to Tandem's TDM-HSE-GRP-GUD-0632 Underground Asset Locating Guide for additional information on locating underground assets and services.		
4.5	Site preparation – Segregation of Work Sectors	Prosecution Fall related injuries	E 23	1. The asbestos work area is to be segregated to ensure the public is kept away from the asbestos removal works. 2. There can be three distinct sectors created for an asbestos remediation work site. The work zone may not be present at all sites. The minimum for each asbestos site will be to establish an inner asbestos exclusion/removal zone and an outer asbestos buffer area The sectors are: 3. Asbestos exclusion/removal zone -The asbestos exclusion/removal zone is to be established using a physical hard barricades, such as Telstra approved manhole guards locked together. This is to restrict non-authorised persons into the area where the asbestos work is being performed and prevent persons from falling into the excavation. Additional controls required include: a) One or two sets of manhole guards may be required to establish the asbestos exclusion/removal zone. b) This area should be lined with 200 micron poly sheeting. c) It will also house tool, equipment and plant for the asbestos removal work activity. d) The 'Danger Asbestos Removal' signs are to set up on the asbestos exclusion/removal zone (one facing each direction of traffic flow) barricades (i.e. guard). Once the asbestos warning signs are erected **only** persons with appropriate Asbestos Removal and Supervisory qualifications (authorised workers) are permitted to enter the asbestos exclusion/removal zone. e) The Asbestos sign **MUST** be attached to hardened barrier, i.e. manhole guard. f) The asbestos exclusion/removal zone will consist of a number of separate areas, which will have adequate plastic sheeting, namely: i. removal area where the worker undertakes his activities and all tools and equipment are located; ii. adequate area for placement of all excavated soil (although soil may be placed in the Asbestos Buffer Area prior to the placement of asbestos exclusion/removal zone guards; iii. adequate area for placement of asbestos bags; and iv. a decontamination zone. v. **These areas do not have to be physically segregated.** Tandem's HSE Guidance Note #42. ACM Pit Replacement – Jul 2018 provides additional information on asbestos site setup. vi. Plastic (preferred 200 micron) will be placed on the ground in the asbestos exclusion/removal zone for the above activities. vii. Unauthorised workers are not to enter the asbestos exclusion/removal zone nor is any part of their body to protrude into this zone. viii. Tools or equipment cannot be passed out of asbestos exclusion/removal zone by workers unless they have been decontaminated. g) In addition, within this area workers are required to establish a decontamination zone by placing plastic sheeting on the ground and taping an asbestos disposal bag on one of the guards. This bag is	M 21	Subcontractor / TM / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker / all workers

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				to be used for collection of disposable PPE and all ground sheeting from the asbestos exclusion/removal zone when asbestos removal work is completed. 4. Asbestos Buffer Area – This area creates a buffer between the asbestos exclusion/removal zone and the general public. It is to be established using Telstra approved manhole guards, self-supporting barriers or bollards, star pickets and mesh fence, barrier tape or a combination of these barriers. Additional controls include: a) If soil excavation work is performed before the establishment of an asbestos exclusion/removal zone plastic or similar material is to be placed on the ground for the storage of all excavated soil. b) No asbestos remediation work can be undertaken in the asbestos buffer area. c) The distance or buffer between the outer Asbestos Buffer area and the inner asbestos exclusion/removal zone should be sufficient to prevent unauthorised persons who have mistakenly entering the Asbestos Buffer area from getting near the open excavation. Where possible, the barricading for the buffer zone should be no less than 1m from the asbestos exclusion/removal zone hard barricades. d) Mechanical plant may be located in the asbestos exclusion/removal zone (but again is it is the entire area must be protected by hard barricades (i.e. manhole guards), including the slew zone of the excavator. **NOTES:** If embedded ACM is detected when removing soil - all work will cease and the work zone converted into an Asbestos exclusion/removal zone for the removal of the embedded ACM. Plastic Sheeting requirements are defined in Tandem's Soil Management Procedure (TDM-HSE-PAA-PRO-0271. 5. Construction Work Zone – It may be necessary to establish a third area, a construction work zone either around or adjacent to the two established asbestos areas due to the extent of construction work activity, i.e. trenching activities are also occurring at the work site. This may be delineated by a combination of guards, self-supporting barriers or bollards and barrier tape. Mechanical plant may be located in the Construction Work Zone. .		
4.6	Site preparation - Barricading Sectors	Fall related injuries	E 23	1) All sectors will be cordoned off by use of guards, barricades, plastic mesh and/or barrier tape. 2) Interlocked hard barricades i.e. guards are to be used to protect the asbestos exclusion/removal zone. 3) Cordon off the zones that are being established. The distance for segregation should be risk assessed to determine the area workers have to work in and local risk and the ability to allow pedestrians to pass safely by the worksite – as long as the verge is of sufficient width to allow the minimum buffer area to operate while still allowing a width of 1.2m for the pedestrian's walkway. 4) Site conditions dictate both the size of the asbestos exclusion/removal zone and the buffer area. One (1.2) metres is the minimum distance for the asbestos exclusion/removal zone using one set of guards, however this may be insufficient space to perform the work adequately. 5) Where possible a 1 metre buffer between the asbestos exclusion/removal zone and the barricading for the outer buffer area is preferred, however, site conditions may dictate that this is not possible, to allow	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker / all workers

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				pedestrians to safely travel past the work sectors. A site risk assessment should be undertaken and appropriate traffic scenario implemented. 6) In exceptional circumstances a minimum distance of 0.5m metre can be used between ACM removal activity and passing pedestrians. This may be necessary in high volume traffic areas, where there is no alternative for pedestrians to cross to the other side of a roadway and on narrow verges. The solid barricades (such as a Telstra approved guard) used for the asbestos exclusion/removal zone will prevent pedestrians from injuring themselves as they pass the worksite. . 7) Where possible, if the buffer area distance is less than 0.5m between asbestos removal work and passing pedestrians work should cease while pedestrians pass the removal zone. **Notes:** • Refer to HSE Guidance Note - ACM Pit Replacement Field Guide for more information on how to establish an asbestos exclusion/removal zone and buffer area. • You may need to close the foot path/verge and direct pedestrian to an alternate footpath (in line with traffic and pedestrian scenario cards/plans) - this would be the case where the verge (grass area) is slippery, on a slope or of insufficient quality to allow pedestrians to pass the site safely. • Telstra approved guards are the preferred barricading material for asbestos exclusion/removal zones, although other hard barricading is acceptable, i.e. temporary cyclone fencing or temporary fence panels. • Safety Cones are not to be used to cordon off asbestos work area. Star pickets and/or bollards should be not more than 3 metres apart		

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	Site Preparation example 1	*Wide verge, showing both work zone and asbestos exclusion/removal zone (Using Telstra approved guards). Sufficient area on verge for pedestrians to pass worksite (minimum 1.2m wide).*				
	Site Preparation example 2	*Work zone blocks footpath however there is room on the verge to direct pedestrians around work zone.*				

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	Site Preparation example 3	*Narrow verge, pit within 1 metre from pedestrians, pedestrian have 1.2m wide level verge to pass site. Hard barrier, i.e. guards, placed between pit and pedestrians.*				
4.7	Site preparation – Internal setup	Airborne asbestos particles		(1) Install asbestos removal warning sign at each end of enclosure that is visible to the public. The sign should be weatherproof, constructed of light-weight material and adequately secured (should be attached to the top of a guard). Once the asbestos signs are erected the area is known as an asbestos exclusion/removal zone. (2) If members of the public approach the site, always remain courteous and ask them not to enter the exclusion/removal zone. This is particularly important where the asbestos buffer area has been reduced to allow a safe pedestrian route and where private property or road surfaces impact the work zones/areas. (3) Implement Traffic Management/ Control Plans and/or Scenario card (4) Plastic sheet to be used to consolidate all soil and ACM contaminated material. Plastic sheeting (200 micron) is also required for decontamination area. (5) Containers containing non-disposable Asbestos PPE and asbestos tools and equipment may be located in the asbestos exclusion/removal zone. Unless they are located closer than 0.5 metre of asbestos removal/rectification works or they have been touched by the asbestos removalist during the asbestos removal work activity, these containers DO NOT have to be decontaminated (wiped down). (6) If work is within 0.5 metre of a porous type wall, fence or pole (in dry conditions) i.e. a brick fence, duct tape/place a plastic drop sheet on the wall, fence or pole up to 1 metre from the ground line. (7) The use of a gas detector at a pit is not required provided that you do not plan to do hot work or use an ignition source at the pit. (8) The use of the gas detector is mandatory for work at pits in the following circumstances: a) when hot work or use an ignition device is planned at the pit (e.g. open flame, soldering iron, heat gun). b) before entry to pit, subcontractors or employees smells gas, sewage, solvents, petroleum, fumes or other odours at or near the pit. Use gas detector to exclude or verify the presence of a gas or odour.		

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				c) after entry to pit has occurred, when there is an unexpected requirement to do hot work or when subcontractors or employees smells gas, sewage solvents, petroleum or other odours while working at or near the pit. (9) If gas is detected on site as per point 8 above, work is to cease immediately and the area gas detected. If a gas detector is not held on site a supervisor/TM/HSE is to attend site to perform gas detection using a calibrated 4 gas sensing gas detector. Work is not permitted until concentration of gases is reduced to acceptable levels gas reading are normalised. Refer to Gas Action Chart. (10) Undamaged pit lids removed are to be decontaminated (washed down) at conclusion of the works and returned to Telstra. They are not to be used on replacement pits. (11) Workers are to wear appropriate Asbestos PPE prior to commencement of any asbestos related work. (12) Only workers wearing full asbestos PPE permitted to enter the asbestos exclusion/removal zone whilst asbestos removal work is being performed. Once asbestos removal work commences workers located in asbestos exclusion/removal zone cannot leave the zone unless they have decontaminated and removed all PPE. (13) Asbestos 'exclusion/removal zone' comes into effect once the asbestos signage is erected around work zone. (14) Workers are not to eat, drink, or smoke within the barricaded area where ACM is being removed. (15) After decontamination the hands and face of workers involved in the ACM removal process should be washed before eating, drinking or smoking.		
4.8	Selection and preparation of materials excluding Personal Protective Equipment (PPE)	Contamination and serious illness	E 25	(1) The following items may be required when working with ACM material: a) barricading, safety cones, and/or T-top bollards with barrier tape or metal guards b) plastic sheets - sheets must be heavy duty, and a preference is that it is 200µm thickness c) roll of duct or gaffer tape d) clear plastic bags (200µm) with a warning label (e.g. CAUTION: Asbestos, Do no damage or open bag. Do not inhale dust.) e) Asbestos warning signage, waterproof f) Pedestrian signage g) Workers ahead signage (if required) h) amply supply of clean water i) atomiser bottle / mist spray bottle / garden sprayer / knap sack (or appropriate means of storing water) j) ballpein hammer k) rags or disposable wipes l) PVA glue (or other sealant) and a small paint brush m) Cement bonding agent/sealer n) tape measure o) marker pen p) first aid kit	M 21	Subcontractor / Supervisor /all workers

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				q) sealable container with a label indicating that container is for PPE used exclusively for ACM work. Container used to transport re-usable asbestos PPE. **Note:** • Asbestos marked bags are not to be used for general rubbish. They must only be used for asbestos waste material and storage of ACM contaminated tools that could not be decontaminated. • Sealable container may be located in the asbestos exclusion/removal zone. Unless they are located closer than ½ metre of asbestos removal/rectification works or they have been touched by the asbestos removalist during the asbestos removal work activity, these containers DO NOT have to be decontaminated (wiped down).		
4.9	Selection and Personal Protective Equipment (PPE)	Contamination and serious illness	E 25	(1) The following Personal Protective Equipment (PPE) must be used for work that involves any ACM removal and modification works: a) disposable coveralls prefer high vis colour. Cat 3 type 5 or equivalent b) disposable latex or nitrate gloves or PVC gloves c) lace less safety boots or gumboots to be worn d) P2 Disposable half face particulate respirators or half/ full face particulate filter respirators e) safety glasses, for use when pit break up occurs(meet Australian Standards) f) safety helmet, where required (meet Australian Standards) (2) For additional protection for you disposable latex or nitrate gloves, outer gloves (i.e. riggers) may be worn on top of the disposal gloves. Where this occurs, they must be either disposed of after use with the other disposable PPE or decontaminated and stored in the dedicated asbestos PPE container for their reuse. Refer section 18.1 **Notes:** • PPE must be in good clean condition for asbestos removal work. • Workers must be trained in the proper use of PPE used for this activity. • Tape coveralls at cuffs (ankles and wrists) • Disposable PPE must be disposed of in 'asbestos' bag once work is completed and work site cleaned. • Tools and other non-disposable PPE i.e. gum boots, helmet are to be wiped clean with a wet disposable cloth/rag and the cloth is to be disposed of in an 'asbestos' bag. • Respirator/dust mask is to be last piece of equipment to be removed and can only be removed after the site is cleaned.	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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		Photo of ACM remediation PPE	NA		NA	Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
4.10	Replacement of Damaged PPE	Asbestos Contamination	E 25	1. If PPE becomes defective/damaged (i.e. gloves torn, coveralls split) during asbestos removal process the worker is to STOP work immediately. 2. The damaged PPE is to be decontaminated and removed. The removed PPE together with any duct tape or cloths/rags used in the decontamination process are to be placed in an asbestos bag/plastic sheeting for disposal as set out in this SWMS. **3.** Replacement asbestos PPE is to be fitted with cuffs at wrist and ankles are to be tapped prior to recommencing asbestos removal work.	M 21	Subcontractor / Supervisor /all workers
4.11	Removal of turf or pavers (if applicable)	Manual Handling Slips / trips and falls	H 19	**Telstra projects:** **Contaminated Soil** 1. If Class 1, 2 & 3 has been soil tested (following visual soil assessment identified possible contaminates) and the soil testing results comes back as contaminated soil, all existing grass is to be disposed of when the soil removed. 2. All pavers must be wiped down and the rags disposed of in an appropriate manner. 3. Grass and soil can be removed using vacuum extraction method. 4. When removing turf by hand digging, follow safe work process for using hand tools (including shovel). 5. When removing pavers, follow standard manual handling techniques. 6. Select appropriate hand tools to lift the pavers (i.e. non-conductive digging bar / shovel) 7. Do not try to lift large pavers without a mechanical aid. 8. Tools used to remove grass or pavers should be decontaminated (wiped down). **Class 2 and Class 3 Non-contaminated Soil** 1. Plastic drop sheet to be used to protect existing ground surface from removed turf and pavers 2. When removing turf, follow safe work process for using hand tools (including shovel). 3. Remove turf in a manner that allows it to be relayed (i.e. turf sod) 4. When removing pavers, follow standard manual handling techniques.	M 16	Subcontractor / Supervisor /all workers

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				5. Select appropriate hand tools to lift the pavers (i.e. non-conductive digging bar / shovel) 6. Do not try to lift large pavers without a mechanical aid. **nbn projects** While pre project soil assessment is undertaken, where soil testing confirms the soil is contaminated, the process in this section still apply.		
4.12	Soil Assessment and Management	Contaminated Soil Penalties by Regulator	H 15	**For nbn projects** No pre project soil assessment is undertaken. Steps 2 onwards still apply as the soil is still to be checked via visual assessment at site. **For Telstra projects:** Refer to HSE Advice #44 and Soil Management Procedure. No ground breaking work can commence on the public verge unless a desktop assessment for Preliminary Soil Screening (PSS) has been completed, with the exception of where soil volumes are less than 0.5m^3 and the soil will be reused as backfill on site. **For Private Property** Excavation on private property (including Telstra owned and leased property) are regulated under State and Territory legislation. Ground breaking activities on private property can proceed following a due diligence check that will include: • Talking to the land owner to determine their knowledge of the site and potential for contamination; • Talking to Local Council to determine previous history/ uses of the site; • Conducting a PSS for information purposes; • Checking State databases (e.g. for contaminated sites, ASS, invasive species) where available; and • Completing a visual and odour assessment of the site as per Telstra's Soil Inspection Field Card. Your actions should be documented. Raise any concerns with your TM/Supervisor. **Public Property** For all ground breaking activity locations on public verge, Telstra will complete a desktop Preliminary Soil Screening (PSS) assessment and classify the soil as either Class 1, Class 2 or Class3. The soil classification will be: • Class 1 Likely contaminated soils are present • Class 2 Unlikely contaminated soils are present, but surrounding land uses are identified as potential sources of contamination • Class 3 Highly unlikely contaminated soils are present (Inert soil) (1) Telstra preferred method for Class 1 Soil where the soil volume to be handled is greater than 0.5m^3 is for the Subcontractor to engage a Telstra Panel Approved Vacuum Truck Company. If this method is not chosen – Tandem's TM will provide guidance on the soil testing of Class 1 soil for contaminants prior or engagement of a Vacuum Truck from the panel approved providers.	L 11	Competent Soil Inspection person / Supervisor

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				(2) Plastic sheeting is to be placed on the ground to capture/store soil from the excavated area. Refer to Tandems *TDM-HSE-PAA-PRO-0271 Soil Management Procedure* for additional information on where plastic sheeting is required during excavation works. (3) In addition there is the potential that the soil surrounding a working area may be contaminated with asbestos or other contaminants. (4) A competent person will undertake an assessment of the soil surrounding the pit, duct or conduit prior to, during and post excavation to determine: • the likely presence of asbestos and other contaminants; • the ability to re-use the soil in the excavation based on the assessment; and • the minimum transport requirements to remove the soil from site. (5) Should any contamination be detected in the soil, work is to STOP and your Team Manager or Supervisor contacted immediately. (6) Soil assessor (Competent Soil Inspection Person) will complete the Soil Assessment Checklist as part of JSEA (TDM-HSE-PAA-FRM-0088). (7) If friable asbestos is detected immediately stop work and barricade area to restrict access – refer TDM-HSE-TEL-SWMS-0115 Asbestos (8) A competent person for soil inspection is deemed to be a person who has the following training: • Construction Industry Card (i.e. White Card) • Induction into Tandem's Soil Management Procedure *(TDM-HSE-GRP-PRO-0271)* • Course in Asbestos Awareness (10314NAT if in the ACT). If one holds Remove non-friable asbestos (CPCCDE3014A), this exceeds Asbestos Awareness and meets this requirement. (9) When undertaking a soil assessment, comply with actions and directions set out in in Telstra's Soil Inspection Field Card. **For Telstra and nbn projects:** **NOTES:** All excavated inert soil that does not contain ACM or does not appear to be contaminated from any other source may be reused as backfill – this is the first priority. Any additional soil remaining that is not used as back fill and a determination made that it is not contaminated should be removed from site as inert soil and disposed of at facilities that can lawfully accept inert soil. Where contaminants identified in in the soil, STOP work immediately and contact your Team Manager/supervisor immediately and make the site safe. The Team Manager will advise the course of action for contaminated soil at site. This may the engagement of an Approved Vacuum Truck Company (Telstra Panel Approved for Telstra projects) or soil testing. If testing occurs, the soil test certificate needs to be provided to the receiver prior to and at disposal. Penalties can apply if soil is disposed of incorrectly.		

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4.13	Dust Management	Respiratory issues (Dust) Pollution	M 10	(1) When required wet down surplus soil to ensure dust is not generated (2) Immediately bag any asbestos contaminated soil and related material to prevent dust. (3) Contaminated soil is to be treated as per section 15. (4) Use plastic sheeting as ground sheets to prevent dust generation when site is abandoned. (5) Where vacuum trucks are at site – consider using this in place of brooms to clean area.	L 6	Subcontractor / Supervisor /all workers
4.14	Concrete Cutting (If applicable)	Dust (including silica dust Excessive Noise Cutting equipment / cuts, lacerations etc. Trip hazards (hoses and power leads) Heavy materials Slippery surfaces (concrete slurry)	H 15	(1) Only competent persons are to operate concrete cutting saw. (2) Follow manufacturer instruction for using concrete saw. (3) Wet-cut techniques are to be used unless not possible. (4) The following PPE is to be worn by operator: - P2 Mask - Hearing Protection - Eye protection - Protective Gloves - Safety Footwear with toe protection - No loose clothing to be worn (5) Establish work zone. Ensure no other Worker other than the saw operator(s) is in the immediate vicinity of the saw whilst in operation. Workers in close proximity are to wear Hearing Protection and dust mask. (6) Clean up concrete slurry caused by cutting activities as soon as possible.	L 11	Subcontractor / Supervisor /all workers
4.15	Opening and Accessing Pits and Manholes	Asbestos contamination Sharps (syringes etc.) Manual Handling of Pit Lids Slips, trips and falls	H 15	(1) All cement pits must be treated as asbestos containing material (ACM). The only exception to this is where you are working on a Telstra project and have received documented instruction by Telstra to treat the specific pit as not containing asbestos (refer section concrete 8 pit and Cubis Fortress pits). (2) Inspect the pit for hazards e.g. sharps, contaminants, spiders and snakes and other hazardous fauna (3) If sharps are identified **(Do not pick up syringes with your hands – Use appropriate disposal kit)** – Refer to *TDM-HSE-GRP-PRO-0143 Managing Sharps Procedure* (4) Follow standard manual handling process for opening / accessing pit/manhole: - Use pit key to open pit - If lid jammed use a seal breaker to open pit - Bend at your knees / use your legs to lift the weight of the lid (not your back)	L 12	Subcontractor / Supervisor /all workers
5.0	**Working in Direct Sunlight and/or Extreme Hot/Cold Weather**					
5.1	Working in direct sunlight and/or extreme hot weather	Dehydration	H 15	1) Provide cool clean drinking water in close proximity to work area. 2) Take regular drink breaks. Rest in shaded area.	L 12	Subcontractor / Supervisor /all workers
		UV Exposure	E 24	(1) Refer to daily newspapers/radio for sun smart UV alert rating. (2) Download and use Sun Smart app for iPhones and Androids. (3) Where possible schedule works out of direct sunlight. (4) Ensure appropriate consultation has been carried out prior to the work commencing.	M 21	Subcontractor / Supervisor /all workers

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				(5) Carry out appropriate risk assessment. (6) All personnel to be supplied with personal protective equipment adequate for providing UV protection. Shirts with collar and long sleeves. Trousers or knee length shorts. Sunglasses – UV rated. Hard hats with brim extension or broad brimmed floppy hat. Sunscreen – minimum 30+ UV.		
		Heat Stress	E 24	1) Implement agreed rest breaks i.e. 10 minutes per hour, task rotation. 2) Encourage workers to drink water not soft drinks. 3) Work in/under shade if possible. 4) If possible don't work in direct sunlight between 10:00 am and 3:00 pm. 5) First aid officer to be available at site 6) Seek medical assistance immediately should signs of heat, exhaustion or stroke become apparent.	M 21	Subcontractor / Supervisor /all workers
6.0	**Asbestos Work – Extreme Heat/Cold**					
6.1	Site Establishment	Dehydration UV Exposure Heat Stress Heat Craps Heat Exhaustion Heat Stroke Cold Stress	E 20	1) Prior to work review local weather conditions to determine if additional precautions are required. 2) Complete JSEA prior to work. Environments and work locations where there is a potential for heat or cold stress will be identified, risk assessed and documented 3) First aid officer to be on site. 4) Check temperature at regular intervals throughout day and stop work if too hot or cold 5) During summer or on extremely hot days, re-organise work schedule so that work is performed in the cooler parts of the day 6) Rotate employees between hot and cooler working conditions 7) Organise regular rest periods. 8) Reduce physical demands by using mechanical assistance or job rotations to those that are less physically demanding 9) Ensure adequate supply of cool drinking water is available and that workers are regularly replenishing their fluids. 10) Ensure warm drinks and conditions for cold temperatures *11)* Use respirator with built in drink bottle facility (Bottle Drinking to suit full face M98 RESP 012598) refer link http://www.protectoralsafe.com.au/part/06543069/bottle-drinking-to-suit-m98-resp-012598 12) Allow for short breaks where PPE can be removed to avoid heat related discomfort. When undertaking asbestos removal work this will require asbestos PPE to be decontaminated removed and disposed of as per these SWMS. When work resumes a new set of asbestos PPE is to be worn. 13) Provide shade covering (portable gazebo) if possible to reduce radiant heat from the sun 14) Wear appropriate clothing that still provides adequate protection against the elements, sun, cold, wind. 15) Wear tinted safety glasses with UV protection	M 16	Subcontractor / Supervisor /all workers

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				16) 30+ Sunscreen to be supplied and applied 30 minutes before work outdoors and commences and regularly reapply throughout the day. Read sunscreen instructions for re-applying times.		
7.0	**Asbestos Removal Work – Shade Protection**					
7.1	Heat Stress	Dehydration UV Exposure Heat Stress Heat Craps Heat Exhaustion Heat Stroke	E 20	(1) A gazebo structure may be used over an asbestos removal/repair area provided it meets the following requirements: • Structure is to be at least 3 metres x 3 metres in size • Gazebo fabric roof is minimum 2 metres from ground level • It is positioned so that the asbestos removal work area is directly below centre peak of the gazebo structure • There are no solid or mesh sides on the structure (assists with air circulation) • Constructed with a solid metal frame • Has adequate tie down provisions (for high wind areas) • Constructed so that it is portable and collapsible. (2) Prior to inserting pegs, underground services are to be located (3) Gazebo structure is to be anchored using tent pegs (metal or plastic) that are no longer than 250mm, to prevent damage to underground infrastructure or tied by 'guy line/rope' to secure structures. (4) Additional tie/hold down methods are to be used on windy days, i.e. sand bags or 'guy line/rope'. (5) At completion of asbestos removal work the gazebo legs are wiped down with a clean moist rag. (Ceiling material does not need to be wiped down). Used rags are to be disposed of in an Asbestos bag.	M 16	Subcontractor / Supervisor /all workers
8.0	**Pre Commencement Tasks – Break-In of ACM Pits**					
8.1	Excavation Around Pit – Using Hand Tools	Live services Asbestos Manual Handling Slips, trips and falls	H 19	**Notes:** • There are two ways to approach the works, either set up the asbestos exclusion/removal zone and complete the modification and removal of the ACM or the other method – do not set up the ACM exclusion/removal zone and only remove soil around the pit, then set up the exclusion/removal zone, use required PPE and complete the modification and removal of the ACM as ACM works. If the second method is chosen, the works must stop if ACM is identified in the soil. There are however a few areas that need to be followed if the soil around the pit is to be removed, without firstly establishing the exclusion/removal zone: • Removed soil is to be placed on the plastic sheet. • Stop works if ACM is identified in the soil, set up the exclusion/removal zone and use the correct PPE as detailed below. • The following section assumes that sections 1-4 have been complied with and implemented as the works will be modification of ACM. (1) Identify suitable location for stockpiling excavated soil. Place plastic sheeting next to excavation location for excavated soil to be placed on.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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				(2) If pit is cracked or broken and the pieces of ACM cannot be removed from the soil with force or tools, the soil will be deemed as asbestos contaminated soil. It is to be placed directly into an asbestos bag for disposal. (3) If other surrounding soil contains no ACM fragments it is to be regarded as inert soil. This soil can be used for back fill. (4) Tools should be selected to minimise the risk of striking concrete pits resulting in ACM debris being released e.g. Shovels (non-conductive handle) Mattocks (non-conductive handle) Digging Bars (non-conductive handle – if live electrical services are identified in the vicinity) (5) The appropriate asbestos PPE (must be worn by workers when undertaking hand digging of suspected ACM contaminated soil. (6) When digging, take care to avoid contact with the pit and any underground services. (7) If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company).		
8.2	Pit/Conduit Break-in	Airborne asbestos particles	E 25	**Note:** This task requires/assumes that sections 1-4 have been complied with and implemented (1) Use hand tools only to break-in the ACM pit/conduit. **Do not use power tools for this task.** (2) Place plastic sheeting (secured with duct tape if required) to cover any nearby surfaces within the asbestos work area that could become contaminated, especially under where the hole is required. (3) Draw or mark out the proposed entry point on the side of the pit or conduit. (4) If pit is dry, apply duct tape to both the point to be struck and the exit point to help contain the crumbling edges of the proposed hole. (5) If it is already damp, the duct tape may not adhere to the surface so use the wet method of gel/paste (i.e. shaving cream, hair gel, hand wash gel). Unless water is visible on ACM surface and plastic sheet, wet down area to be worked with water spray and wipe off excess with clean rag. Area should be damp – not running with water (6) Ensure you wear goggles to protect eyes from any splattered gel-paste or cement chips. (7) Cover the break-in entry on the pit with a generous amount of paste or gel substance and/or thoroughly wet down. Strike with the ball of the hammer against the designated entry point on the pit. (8) Watch for any pieces than may fly outside the immediate work area and pick up and place into asbestos waste bag. (9) Use damp rags to clean off hammer ball by ensuring any larger ACM debris is captured on the plastic sheet. (10) If duct tape is used, remove and dispose together with any used rags as asbestos waste, as they will contain dust and fibres. (11) If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, fold the rag so a flat (not bunched) clean surface is exposed or use another rag. (12) Seal broken edges with sealant.		Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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9.0	**Demolishing and Removal of Asbestos Cement Material (ACM)**					

9.1	Excavation Around Pit – Using Hand Tools	Live services
		Asbestos
		Manual Handling
		Slips, trips and falls
			H 19	**Notes:**
				• There are two ways to approach the works, either set up the asbestos exclusion/removal zone and complete the modification and removal of the ACM or the other method – do not set up the ACM exclusion/removal zone and only remove soil around the pit, then set up the exclusion/removal zone, use required PPE and complete the modification and removal of the ACM – following the ACM process in this SWMS. If the second method is used, the non ACM works must stop if ACM is identified in the soil. This method should only occur where the ACM is stable and not significantly broken up. Note: This method is most suitable when in Class 1 soil and vacuum excavation is used. There are however a few areas that need to be followed if the soil around the pit is to be removed, without first establishing the exclusion/removal zone:
				  • The pit has not collapsed – loose pieces can be put into an asbestos bag as per Section 11.
				  • Removed soil is to be placed on the plastic sheet.
				  • Stop works if ACM is identified as embedded within the soil and can only be removed with force and tools, set up the asbestos exclusion/removal zone and use the correct PPE as detailed below
				• The follow section assumes that sections 1-4 have been complied with and implemented as the works will be the break up and removal of the ACM.
				(1) Identify suitable location for stockpiling excavated soil. Place plastic sheeting next to excavation location for excavated soil to be placed on.
				(2) If pit is cracked or broken and the pieces of ACM cannot be removed from the soil by hand but requires force or tools, this soil will be deemed as asbestos contaminated soil. It is to be placed directly into an asbestos bag for disposal
				(3) If other surrounding soil contains no ACM fragments it is to be regarded as inert soil. This soil can be used for back fill.
				(4) Tools should be selected to minimise the risk of striking concrete pits resulting in ACM debris being released e.g.
				Shovels (non-conductive handle)
				Mattocks (non-conductive handle)
				Digging Bars (non-conductive handle – if live electrical services are identified)
				(5) The appropriate asbestos PPE must be worn by workers when undertaking hand digging.
				(6) When digging, take care to avoid contact with the pit and any underground services.
				(7) If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company).
					M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

9.2	Excavation around pit – using mechanical excavation (if applicable)	Plant rollover Striking workers / MOPs Striking public property Striking overhead services	E 24	(1) Undertake a visual inspection of the work site to identify if the excavator's slew range may contact overhead services. If within 6.4m of overhead electrical asset contact your supervisor. (2) Plant operators to hold licence or certificate/statement of competency (as required) (3) Plant operators and their spotters are not required to hold a certification in Remove non-friable asbestos unless they are operating the plant in an asbestos exclusion/removal zone.	NA	Subcontractor / Supervisor / Excavator Operator/ Spotter/ all workers

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		Noise Manual handling Slips, trips and falls Disturbing ACM		(4) Excavator/Plant to be registered (5) Complete an Excavator/Plant Pre-Start Checklist (6) Ensure traffic control measures are in place when moving excavators/plant (7) Ensure an observer is used when dismounting plant from trucks or trailers or around the work site. (8) Ensure that workers are not in proximity to plant when dismounting the plant from a truck or trailer. (9) Excavator operators are to wear the following PPE: Hearing Protection Protective Safety Footwear Hi viz clothing Seat belt to be worn at all times excavator/plant is being operated. Establish an exclusion/removal zone to ensure no workers are within the excavator slew range when excavator is in operation. Where practical, a toothless bucket (gummy) is to be used ensuring that the bucket safety pin is installed. To avoid damaging the pit with the mechanical plant, maintain 50mm distance between the excavation and the pit. The remaining 50mm is to be removed using a shovel once excavator has ceased operation. If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company). **Note:** Asset providers emergency numbers are listed at http://emergency.1100.com.au If ACM debris is identified in the soil during excavation, work is to cease with the excavator and the ACM debris is to be collected and disposed in accordance with this SWMS. Once all ACM pieces are removed from the soil, excavation works can proceed.		
9.3	Excavation around pit – using vacuum/hydro excavation (if applicable)	Plant rollover Striking workers / public Striking public property Striking/damaging overhead and underground services Hearing Loss Eye damage Manual Handling Slips, trips and falls ACM contamination	E 24	*(1)* Undertake a visual inspection of the work site to identify if the vacuum truck's apparatus may contact overhead services – refer requirements detailed in *TDM-HSE-GRP-GUD-0066 Electrical Spotters – No Go Zones* (2) Vacuum/hydro extraction operators are to follow their own SWMS for vacuum extraction process. (3) Only competent workers are to operate vacuum/hydro extraction plant (4) Vacuum/Hydro Truck to be registered and must park legally. (5) Complete an Plant Pre-Start Checklist (6) Establish an exclusion/removal zone to ensure no workers are within the Vacuum/hydro truck's operating range when truck is in operation. (7) Workers in close proximity are to wear eye and hearing protection. (8) To avoid damaging the pit with the high pressure water, maintain a minimum of 50mm distance between the excavation and the pit. The remaining 50mm is to be removed using a shovel. (9) Operator to control water pressure from the outlet – don't use higher pressure than required. (10) Never point an operational high pressure hose at any person. (11) If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company).	M 21	Subcontractor / Supervisor / Vacuum Excavator Operator /all workers

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				(12) Removal of soil using this method requires a company that is licensed to transport, treat and dispose of all soil types (as applicable in each State). The use of such a subcontractor will provide that no pre-testing of the soil is required; as the licensed provider manages soil as per their licence conditions. **Notes:** ▪ Under no circumstances is high pressure water to be used on an ACM pit. Vacuum/Hydro Trucks must be fitted with filters/filer arrangements which eliminate the distribution of ACM to the air. The Subcontractor may need to assist to scrape the soil off the pit wall so it can be sucked up by the Vac Truck. ▪ When working on Telstra projects, Telstra Panel Approved Vacuum Truck Company is preferred for Class 1 Soils. When working on nbn projects, contact your Tandem TM for an approved company		
9.4	Removal of Asbestos Cement Material (ACM) – Prepare pit for ACM removal	Airborne asbestos particles	E 25	(1) Only non-friable (bonded) asbestos is to be removed. If friable asbestos encountered – work is to stop immediately and the process set out in section 3.1 is to be implemented. (2) Water is to be evenly applied to the asbestos. Do not saturate or allow water to puddle. Use a garden sprayer, bucket or knapsack to assist in this process. (3) Allow water to be absorbed into the product.	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
9.5	Removal of Asbestos Cement Material (ACM)	Airborne asbestos particles	E 25	(1) Only persons with a unit of competency in non-friable asbestos removal certification (CPCCDE3014A) are to take part in asbestos modification / removal activities (2) Using one of the following techniques, break the pit inwards attempting to keep pieces as large as possible (select the best option to reduce the amount of fragments released during breakup): ▪ Using a shovel, lever the outside of the pit wall inwards ▪ Using a digging bar, leaver the pit wall from the outside ▪ Using a ballpein hammer, strike the pit wall from the outside ▪ Using a mash or sledge hammer, hit the pit wall from the outside (least desirable option) **Note:** ▪ Do not use power tools for this task. (3) Damage or breakage of the material should be minimised. (4) Place pieces and contaminated soil into an 'asbestos' bag as they are removed. (5) Once all visible ACM debris has been collected from the excavation, use a small trowel or shovel to scrape the immediate area below the pit to a depth of approximately 20 mm and dispose of the soil as asbestos contaminated waste in double bagged asbestos disposal bags. (6) When an asbestos bag is 50% full, spray with water to minimise fibre release, bending the neck of the bag over (goose neck) seal the bag with duct tape. (7) Use a rag or wipe/s to remove any remaining debris; dispose of in asbestos waste bag (8) Place bag into another clean 'asbestos' bag, bending the neck of the outer bag over to stop particles escaping and again seal the bag with duct tape. (9) Record on bag in legible writing the project details of asbestos source. (10) DO NOT install replacement plastic pit or manhole until all ACM has been removed from the area and 'asbestos' bags sealed.	M 21	Subcontractor / Supervisor / Asbestos Removalist /all workers

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				(11) A competent person who holds the competency of "Supervise asbestos removal" (CPCCBC4051A) will undertake an assessment of the soil surrounding the pit to ensure all ACM material has been removed prior to installation of replacement pit or manhole. (12) When lifting plastic sheeting or asbestos disposal bags that are heavy, ensure manual handling techniques are followed. (13) Use correct materials to back fill hole to standards – Use sand, stabilised sand, fine crushed rock or equivalent to use as foundation and backfill in pits – do not use contaminated soil to backfill. (14) Use at least 50mm of inert top soil (not the old soil unless it is like for like i.e. pit is on a sandy area) around top of the replaced pit. **Note:** • New inert fill shall be sourced from a commercial operation which sells such products, with appropriate documentation maintained which demonstrates suitability for use. There is an ability to reuse soil that is not deemed to contain ACM or any other contaminants for back-fill. However, new inert fill (top soil etc.) should be used around the pit to a depth of 50mm from the surface.		
10.0	**ACM Duct/Conduit Removal/Repair**					
10.1	Mark out Excavation Area	Spray Paint / Line Marker Manual handling	H 15	(1) For Telstra projects, Telstra desktop assessment for Preliminary Soil Screening (PSS) will indicate soil classification prior to any ground breaking activity that is undertaken. **For nbn projects, nbn PAR and local soil assessment will identify known soil contaminated areas** (2) Mark out excavation area using suitable means to minimise the amount of soil removal / excavation required (3) Dial before You Dig Plans **(DBYD) must be obtained** prior to any soil penetration. (4) Verify that the DBYD Plan is in-date and matches the work site. (5) Undertake a visual inspection of the work site to identify potential underground asset locations, depths & alignment (e.g. pot-holing, use of plant location devices, Visual assessment of site and possible routes of services, where is the gas/power/water) (6) Using the DBYD Plans, mark out services using marker paint. Mark the depth and what service has been highlighted.	L 11	Subcontractor / Supervisor /All workers

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				 (7) If required, adjust the Traffic and Pedestrian Management setup to cater for the proposed excavation works. (8) If the proposed digging technique is mechanical plant, ensure that all underground services are carefully pot-holed to visually identify their depth & alignment. (9) If pot-holing results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company).		

10.2	Excavation Around Duct – Using Hand Tools	Live services
		Asbestos exposure
		Manual Handling
		Slips, trips and falls
			E 25	**Note:**
				• There are two ways to approach the works, either set up the asbestos exclusion/removal zone and complete the modification and removal of the ACM or the other method – do not set up the asbestos exclusion/removal zone and only remove soil around the pit, then set up the exclusion/removal zone, use required PPE and complete the modification and removal of the ACM – following the ACM process below.
				• If the second method is used, the non ACM works must stop once ACM is identified in the soil. This method should only occur where the ACM is stable and not significantly broken up. This method is most suitable when in Class 1 soil and vacuum excavation is used.
				• There are however a few areas that need to be followed if the soil around the duct is to be removed, without first establishing the exclusion/removal zone:
				  • Removed soil is to be placed on plastic sheet.
				  • Stop works if ACM is identified within the soil, set up the exclusion/removal zone and use the correct PPE as detailed below.
				• The following section assumes that sections 1-4 have been complied with and implemented as the works will be the break up and removal of the ACM duct.
				(1) Identify suitable location for stockpiling excavated soil. Place plastic sheeting for excavated soil to be placed on.
				(2) Tools should be selected to minimise the risk of striking ACM ducts e.g.
					M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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				Shovels (non-conductive handle) Mattocks (non-conductive handle) Digging Bars (non-conductive handle – if live electrical services are identified) The appropriate asbestos PPE must be worn by workers when undertaking hand digging within the exclusion/removal zone. When digging, take care to avoid contact with the ACM duct and any underground services. If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company). If ACM debris is identified in the soil during digging stop digging and implement asbestos removal process as outlined in this SWMS.		
10.3	Excavation around duct – using mechanical excavation (if applicable)	Plant rollover Striking workers/public Striking public property Striking overhead services Noise Manual handling Slips, trips and falls ACM	E 25	1) Undertake a visual inspection of the work site to identify if the excavator's slew range may contact overhead services - refer requirements detailed in *TDM-HSE-GRP-GUD-0066 Electrical Spotters – No Go Zones* 2) Plant operators to hold licence or certificate/statement of competency (as required) 3) Plant operators are not required to hold a certification in Remove non-friable asbestos unless they are operating the plant in an asbestos exclusion/removal zone. 4) Excavator/Plant to be registered 5) Complete an Excavator/Plant Pre-Start Checklist 6) Ensure an observer is used when dismounting plant from trucks or trailers or moving around the work site. 7) Ensure that workers are not in proximity to excavator when dismounting the plant from a truck or trailer. 8) Excavator Operators are to wear the following PPE: • Hearing Protection • Protective Safety Footwear • High viz clothing • Seat belt to be worn at all times excavator/plant is being operated. 9) Establish an exclusion/removal zone to ensure no workers are within the excavator slew range when excavator is in operation. 10) Where practical, a toothless bucket is to be used ensuring that the bucket safety pin is installed. 11) If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company). 12) An asbestos exclusion/removal zone is to be established when ACM is removed. Zone is established after soil is removed to within 50mm from ACM conduit/duct. 13) To avoid damaging the ACM Duct with the mechanical plant, maintain a minimum of 50mm distance between the excavation and the ACM Duct. The remaining 50mm is to be removed using a shovel once excavator has ceased operation. 14) If other surrounding soil contains ACM fragments the fragments which requires force/tools to remove - these and the soil is to be removed and placed directly into an asbestos bag (minimum 200µm) thickness/plastic sheeting (minimum 200µm thickness) for disposal as set out in this SWMS.	M 21	Subcontractor / Supervisor / Excavator Operator/ Spotter/ all workers

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				15) If ACM debris is identified in the soil during excavation, stop excavating and implement asbestos removal process as outlined in this SWMS		
10.4	Excavation around duct – using vacuum excavation (if applicable)	Plant rollover Striking workers/public Striking public property Striking overhead services Noise Manual Handling Slips, trips and falls ACM	E 25	*(1)* Undertake a visual inspection of the work site to identify if the vacuum truck's apparatus may contact overhead services – refer requirements detailed in *TDM-HSE-GRP-GUD-0066 Electrical Spotters – No Go Zones* (2) Only competent persons to operate vacuum excavators. (3) Vacuum excavator operators to follow their own Vacuum Extraction process SWMS (4) Plant operators are not required to hold a certification in Remove non-friable asbestos unless they are operating the plant in an asbestos exclusion/removal zone. (5) Establish an exclusion/removal zone to ensure no Workers are within the Vacuum Truck's Operating Range when truck is in operation. (6) Workers in close proximity are to wear Hearing Protection. (7) To avoid damaging the ACM Duct with the high pressure water, maintain a minimum of 50mm distance between the excavation and the ACM Duct. The remaining 50mm is to be removed using a shovel. (8) Remove minimum 50mm of soil from around duct. If duct is cracked or broken and you need force to remove the ACM pieces, this soil is to be classed as asbestos contaminated soil. It is to be placed directly into an asbestos bag for disposal. (9) If excavation results in damage to an underground service immediately contact your Team Manager and if necessary emergency services/service provider (i.e. gas company). (10) If ACM debris is identified in the soil during excavation, the ACM debris is to be collected and disposed in accordance with this SWMS. **Note:** • Under no circumstances is high pressure water to be used on an ACM conduit/duct.	M 21	Subcontractor / Supervisor / Vacuum Excavator Operator /all workers
10.5	Prepare Site for ACM duct repair	ACM-airborne fibre release Manual handling Cuts and abrasions Customers / Pedestrians approaching the site or workers Trench collapse	E 25	(1) Establish an asbestos exclusion/removal zone using hard barricades (i.e. guards locked together) and set up 2 'Danger Asbestos Removal' signs. (2) Within the asbestos exclusion/removal zone, establish a decontamination zone by placing plastic sheeting on the ground and a doubled asbestos disposal bag dedicated for waste generated during the decontamination process. Asbestos disposal bags must be labelled "Caution- Asbestos. Do not open or break bag. Do not inhale dust" (3) The following PPE is to be worn by **All** Workers within the exclusion/removal zone: a. P2 disposable mask b. Type 5, Cat 3 Disposable Coveralls (taped at ankle/wrist) c. Protective eyewear d. Rubber Boots with suitable tread e. Latex Gloves (disposable) (4) Where possible, slide plastic sheets under the duct (at least 1m either side of each breaking point) to be removed, extending the sheeting on the sides of the excavation. This may require additional excavation. (5) If the plastic sheet cannot pass under the duct, place plastic sheeting in the excavation area to capture any loose pieces	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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10.6	Repair ACM duct using Split Duct Repair Kit	ACM-airborne fibre release Manual handling Cuts and abrasions Customers / Public approaching the site or workers Trench collapse	E 25	(11) Only persons with a unit of competency in non-friable asbestos removal certification (CPCCDE3014A) are to take part in asbestos modification / removal activities (12) Following excavation of the area a competent person who holds the competency of "Supervise asbestos removal" (CPCCBC4051A) will undertake an assessment of the soil surrounding the duct or conduit to ensure all ACM material has been removed prior to repair/replacement works are performed. They will also determine if other contaminants are present in the soil. (13) Thoroughly wet down exposed surface of the ACM duct using a garden spry, knap sack or other suitable water spraying device. In dry & windy conditions, this may need to be regularly applied. (14) Using one of the following techniques, break the duct attempting to keep pieces as large as possible (select the best option to reduce the amount of fragments released during breakup): Using a crow bar, leaver the duct from the wall of the excavation Using a ballpein hammer Using a mash or sledge hammer (least desirable option) (15) Protection of cables enclosed in conduit – when breaking out longer sections of ACM conduit, use a short section of split plastic conduit to cover cables along the area to be removed. (16) Keep pieces as large as possible and place into double bagged asbestos disposal bags (17) If pieces will not fit into the asbestos disposal bags DO NOT BREAK UP FURTHER, double wrap them in 200 micron plastic sheeting. Wrap piece of ACM in plastic sheeting like a present and tape up with duct or gaffer tape Repeat the process above, Use asbestos warning tape or other appropriate asbestos identifier to label the outer layer of plastic sheeting (18) Wipe clean the exposed cut edges of the in-situ duct ends with a damp cloth to dislodge any loose debris. (19) If cloths are being soaked by dipping into a container, do not re-soak contaminated cloths. Dispose of all contaminated cloths as asbestos waste. (20) If it was possible to have plastic sheeting under the duct, lightly spray the sheeting with water and carefully fold, capturing any ACM debris. Place the sheeting into an asbestos disposal bag. (21) Once all visible ACM debris has been collected from the excavation, using a small trowel scrape the immediate area below the duct (200mm either side of the break points – or further if visible contamination is present) to a depth of approximately 20 mm and dispose of the soil as contaminated waste in double bagged asbestos disposal bags. (22) Do not overfill bags beyond half full. (23) Once bags are ready to be sealed, pick up and twist the inner bag and fold it over to form a 'goose neck'. Wrap the 'goose neck' in duct tape. Repeat the process for the outer bag. (24) When lifting plastic sheeting or asbestos disposal bags that are heavy, ensure manual handling techniques are followed	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
10.7	Clean / chamfer exposed ends of duct	ACM-airborne fibre release	E 25	(1) Place a plastic sheet under the duct end/s being repaired (chamfered) (2) Apply a thickened gel or paste (i.e. shaving cream, hair gel, hand wash gel) to edge/s that requires smoothing (chamfering)	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor /

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				(3) Use a coarse triangular toothed rasp not a file with parallel teeth, do not dry sand (4) Seal the exposed ends of ACM duct with butyl rubber (mastic) (5) Apply split duct repair kit following Telstra's Work Instruction *Conduit Installation and Maintenance – Pipe and Conduit Repair 010260W02 or for nbn project – NBN-0345 – Installation of Jointing Pits and Manholes – Installation of Pits*		Non-friable asbestos removal competent worker
11.0	**Removing ACM Pieces from a Site to Make Safe**					
11.1	Undertake a 'make safe' by removing small pieces of loose ACM	ACM-airborne fibre release	E 23	(1) Only a competent person is to undertake a 'make safe' by removing loose pieces (Person must hold a unit of competency in non-friable asbestos removal certification (CPCCDE3014A). Note: - This activity is to be undertaken when loose pieces of ACM are located near a Telstra or nbn Infrastructure. The competent person undertaking this activity will determine (risk assess) if the quantity/size of pieces is safe to collect or whether a more detailed removal process is to be adopted. (1) Barricade area using guards if opening pits or excavating test area. (2) Put on appropriate PPE – i.e. P2 disposable mask and disposable Latex Gloves. (3) Collect all loose ACM pieces and place into an Asbestos bag (and double bag). (4) Dampen pieces collected to prevent the risk is of inhaling asbestos fibres. (5) PPE to be disposed of in asbestos bags as per section 18.0 Decontamination of Tools, Equipment and Personnel. (6) Where a make safe is being performed – dispose as per Section 19 (7) Take photos as per normal processes to support works or variation	M 21	Subcontractor / Supervisor / Non-friable asbestos removal competent worker
12.0	**Collecting ACM Samples**					
12.1	Collecting ACM samples for testing or performing a make safe by removing small pieces of loose ACM	ACM-airborne fibre release	E 23	(1) Only a competent person is to take asbestos samples, perform 'make safe' by removing loose pieces (Hold a unit of competency in non-friable asbestos removal certification (CPCCDE3014A). (2) Barricade area using guards if opening pits or excavating test area. (3) Put on appropriate PPE – i.e. P2 disposable mask and disposable Latex Gloves. (4) Collect sample of material (pieces around the size of a 50c piece is appropriate). (5) Unless absolutely necessary do not break in-situ presumed asbestos, collect loose pieces. (6) Dampen sample to prevent the risk is of inhaling asbestos fibres. (7) If it is necessary to break off a sample, contain damaged area by tape, silicon or glue to ensure fibres are not release when ACM dries. (8) Pick up sample and place into zip lock see-through plastic bag; press seal the closure expelling excess air away from you, place bag into another zip lock see-through plastic bag and again press seal the closure after expelling excess air. (9) Use glue or tape to seal at open end of outer zip-lock bag after press sealing. (10) Record details of where sample was collected on outside of bag.	M 21	Subcontractor / Supervisor / Non-friable asbestos removal competent worker

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				(11) Samples from different locations are to be placed in separate bags to ensure samples are not contaminated. (12) PPE to be disposed of in asbestos bags as per section 18.0 Decontamination of Tools, Equipment and Personnel. (13) Take sample to NATA testing facility. (14) Where a make safe is being performed – dispose as per Section 19		
13.0	**Attaching Premises Connection Device (PCD) into Asbestos Fibro Wall – NBN Co Project**					
13.1	Attaching Premises Connection Device (PCD) into Asbestos Fibro Wall – NBN Co Project	ACM-airborne fibre release Electric Shock	NA	*Refer TDM-HSE-PAA-SWMS-0449 Working at Customers Premises DC*	NA	Subcontractor / Supervisor / Non-friable asbestos removal competent worker / NBN Workers
13.2	Penetrating Asbestos material for cable lead in	ACM-airborne fibre release Electric Shock	NA	*Refer TDM-HSE-PAA-SWMS-0449 Working at Customers Premises DC*	NA	Subcontractor / Supervisor / Non-friable asbestos removal competent worker / NBN Workers
14.0	**Asbestos Emergencies**					
14.1	Asbestos Spill – minor	Airborne asbestos particles Contaminated environment	E 23	(1) If necessary barricade immediate area. (2) Wear full asbestos PPE equipment as set out in section 4.7. (3) Wet down asbestos spill material to limit fibres spreading. (4) Place all spilt asbestos into two clean asbestos bags or wrap in 200micron plastic sheeting. (5) Ensure old asbestos bags are also treated as asbestos waste and disposed of as above. (6) Wipe surfaces that came into contact with spilt asbestos. Dispose of rags in an 'asbestos' waste bag. **(7)** Inform your supervisor and Tandem TM immediately.	M 21	Subcontractor / TM / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
14.2	Asbestos Spill – major	Airborne asbestos particles Contaminated environment	E 23	When there is a major asbestos spill the following actions are to be implemented: (1) If possible evacuate and isolate immediate area warning others of the danger. (2) Immediately contact emergency services if you are unable to contain or clean up spill. (3) If workers directly exposed they are to be washed down and change cloths. (4) If not directly exposed put on full asbestos PPE equipment as set out in section 4.7. (5) Wet down asbestos spill material to limit fibres spreading. (6) If possible cover spill area with plastic to contain spilt asbestos, taking care not to spread fibres. (7) Contact your supervisor and Tandem TM.	M 21	Subcontractor / TM / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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14.3	Friable Asbestos located on site	Airborne asbestos particles Contaminated environment Regulatory penalties	E 25	When friable asbestos is located on a work site the following actions are to be implemented: (1) **STOP WORK IMMEDIATELY.** (2) Contact your Tandem TM for advice. (3) Make safe the work site. (4) Only Subcontractor with a minimum Class A Asbestos Removalist license (Unrestricted Asbestos Licence in Western Australia) is permitted to remove friable asbestos. **Note:** • Friable asbestos is 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.	M 21	Supervisor / Non-friable asbestos removal
15.0	**Soil Management**					
15.1	Soil Assessment and Management – General	Environmental Contamination	H 19	**Telstra projects:** (1) Prior to the issue of a work order Telstra will have completed a Preliminary Soil Screening (PSS) desktop assessment for all ground breaking activity locations to assess. NOTE: A PSS may not be provided for all work types (2) **No work can commence in the field for ground breaking activity unless a desktop assessment for Preliminary Soil Screening has been completed prior to the work being dispatched to the subcontractor or internal workforce.** (3) The PSS assessment and classify the soil as either Class 1, Class 2 or Class3. The soil classification will be: (4) Class 1: Likely contaminated soils are present (5) Class 2: Unlikely contaminated soils are present, but surrounding land uses are identified as potential sources of contamination (6) Class 3: Highly unlikely contaminated soils are present (Inert soil) (7) In addition there is the potential that the soil surrounding a working area may be contaminated with asbestos. (8) If a soil assessment has not been completed for any ground breaking activity subcontractors and employees must contact their Tandem Team Manager or Supervisor. (9) Telstra's Soil Inspection Field Card must be carried at every worksite where ground breaking activities are undertaken. (10) Inspection results are to be recorded on *Tandem's JSEA form TDM-HSE-PAA-FRM-0088.* **nbn projects:** (11) nbn PAR will identify known soil contaminated areas (12) Prior to the commencement of any ground breaking activity, a visual inspection of the infrastructure involved should occur by a competent person. (13) If contaminants are detected, contact Tandem Team Manager/Supervisor to remove the soil via vacuum extraction. (14) If no contaminants are detected the soil is to be treated as inert/clean fill. (15) Inert/clean fill may be used as back fill at that site only. (16) Inert fill is to be transported and disposed of at a licensed waste facility that takes solid inert (clean) fill.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / TM/ workers

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15.2	Class 1 Soil – Soil Assessment for Telstra projects only	Environmental Contamination	H 19	(1) Vacuum extraction is the preferred method to remove Class 1 classified soil from the ground where the quantity of extracted soil exceeds 0.5m^3. (2) No pre-sampling or pre-excavation work required where an appropriately licensed vacuum extraction company is engaged. Soil analysis and appropriate transport and disposal are undertaken by the licensed company, and Telstra and/or its Contractors are able to engage them to complete the work. (3) When Class 1 soil is removed from the ground using conventional mechanical aids (i.e. excavators) or hand digging the soil (and any potential contamination) is to be classified for transport and disposal prior to moving soil off site unless it is transported to an approved consolidation point. (4) If the volume of Class 1 soil is less than 0.5m^3 a visual inspection of the soil is to be undertaken and if the soil is deemed not contaminated by a competent person, then it can be used as back fill. (5) A Panel Approved soil consultant will be engaged to complete the soil sampling / analysis, in line with the sampling methodology outlined by the consultant. (6) The soil consultant will forward the soil analysis results to Telstra, including any recommendations on the category of waste, how to dispose of the soil and any other requirements. **Note:** • No digging by hand or conventional mechanical means (i.e. excavator) may be undertaken prior to soil analysis and determination on soil disposal of the Class 1 site unless the soil is going to be transported to an approved consolidation point pending soil testing. Use of a consolidation point for Class 1 soils is the least preferred option. The use of a consolidation point means that pre-excavation sampling and analysis is not required as the soil is excavated and transported by the Constructor to a site that has been pre-approved by Tandem and Telstra and the relevant environmental regulator. Sampling will occur at the consolidation point and transport and disposal will depend upon the results of the testing. Class 1 soil can be used as backfill.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / workers
15.3	Class 2 and 3 Soil – Soil Assessment for Telstra projects only	Environmental Contamination	H 19	(1) Where the PSS identifies a Class 2 or 3 result, no pretesting or soil sampling is required and identification of any visible asbestos requires removal in accordance with *TDM-HSE-TEL-SWMS-0115*. (2) Prior to the commencement of any ground breaking activity for Class 2 and 3 results, a visual inspection of the infrastructure involved should occur by a competent person. (3) This is particularly important for Class 2 results as the surrounding land uses are identified as potential sources of contamination. (4) Use Telstra's Soil Inspection Field Card to assist in contaminated soil identification and what actions you need to take if soil contamination is discovered. (5) Class 2 or 3 soil can be removed by vacuum extraction at subcontractors cost. (6) No pre-sampling or pre-excavation work required where a Panel Approved vacuum extraction company is engaged. Soil analysis and appropriate transport and disposal are undertaken by the licensed company, and Telstra and/or its Contractors are able to engage them to complete the work. (7) When using conventional mechanical aids (i.e. excavators) or hand digging to remove Class 2 and 3 soil from the ground the soil is to be examined for likely contaminants.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / workers

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				(8) If contaminants are detected employees/subcontractor is to contact their Tandem Team Manager/Supervisor. (9) If no contaminants are detected the soil is to be treated as inert fill. (10) Inert fill may be used as back fill. (11) Inert fill is to be transported and disposed of at a licensed waste facility that takes solid inert (clean) fill.		
16.0	**Decontamination of Work Area**					
16.1	Decontamination of work area	Environmental Contamination	H 18	(1) ACM contaminated soil cannot be re-used and must be disposed of as per section 9.5 Removal of Asbestos Cement Material (ACM). (2) ACM contaminated soil may be placed in clear asbestos bags or large amounts may be wrapped in heavy-duty (200micron) plastic sheeting and the soil is kept damp to minimise the generation of airborne asbestos fibres or plastic containers. Plastic sheet to be folded to contain all soil waste and sealed with duct tape. The plastic must be labelled to identify asbestos; taping "Warning Asbestos" tape to the plastic is an acceptable practice. (3) Soil Assessment must be completed on daily JSEA by a competent person. (4) Soil excavated which does not contain ACM or other contaminants may be reused as backfill. If soils of concern are encountered (as per Soil Inspection Field Card), it cannot be re-used as backfill. (5) If during work, soil appears to be contaminated from another source, i.e. petrol, rubbish etc., make site safe (may require you to cover with plastic and guard) and contact your Tandem TM/supervisor immediately. **Note:** The Team Manager will advise the course of action for contaminated soil at site. This may the engagement of a Telstra or Tandem Panel Approved vacuum Truck Company or soil testing. If testing occurs, the soil test certificate needs to be provided to the receiver prior to and at disposal.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
16.2	Decontamination of surrounding area	Personal contamination of asbestos fibres	H 18	Where pit was in close proximity to a structure (within half a metre of ACM removal work) such as a fence, pole, building or post box, use a damp cloth/rag to wipe down the structure. Dispose of cloths/rags in an asbestos disposal bag.	M 16	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker
17.0	**Decontamination of Tools, Equipment and Personnel**					
17.1	Decontamination of Tools, Equipment and Personnel	Personal contamination of asbestos fibres left on tools and operator's clothing.	E 25	(1) Within the asbestos exclusion/removal zone, establish a decontamination zone by placing plastic sheeting on the ground. It is recommended that an asbestos bag be taped on a guard in the asbestos exclusion zone for ease of disposal of disposable PPE, rags and plastic. (2) Once asbestos removal work commences workers located in asbestos exclusion/removal zone cannot leave the zone unless they have decontaminated and removed all PPE. (3) Use damp rags or wet wipes to wipe down:	M 21	Subcontractor / Supervisor / Asbestos Removal Supervisor / Non-friable asbestos removal competent worker

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				all tools used in the removal of ACM; outside portion of inner asbestos bags; coveralls; boots & non-disposable PPE; and water containers (4) If excavator accidently breaks up asbestos, the bucket or any other component that touched the asbestos is to be wet wiped to remove any contaminated material before it can be used on any non-contaminated material or taken from site. (5) After drying place non-disposal items i.e. boots, safety glasses in a container which must be marked "Asbestos PPE Only". (6) Once decontamination of hand tools is complete, decontamination of worker/s occurs (7) Remove and place the following used items into a separate asbestos bag: Outergloves (if worn) Coveralls (spray and wipe down coveralls with a damp cloth, remove coveralls turning them inside out to trap any remaining dust or debris); Tape from coveralls boot protectors, if used; all used cloths/rags and plastic sheet used as decontamination area (8) Seal (goose neck) first bag and place in second asbestos bag with: Disposable gloves Disposal respirator (off last), or if a filtered mask has been used, wipe down with a damp rag and rags and any disposable filters to be placed into asbestos bag. (9) Spray contents with water to minimise fibre release, bending the neck of the bag over (goose neck) seal the bag with duct tape. (10) Place sealed bag into another clean 'asbestos' bag (3rd bag), bending the neck of the outer bag over to stop particles escaping and again seal the bag with duct tape. (11) Record on bag in legible writing the project details of asbestos source. (12) Wash hands and face thoroughly with clean water.		
18.0	**Clean-up Worksite following Asbestos Work**					
18.1	Back fill of excavated area	Contamination to Public and trip and fall of Public	H 15	(1) Fit PVC pipe cable bearers P6 and P9 pits must be inserted prior to placing the pit covers on position. (2) Backfill around pit with clean soil, sand, stabilised sand, fine crushed rock or equivalent (3) Compress backfill by hand held (non-mechanical) rammers in layers not exceeding 150mm. (4) If backfill material is exposed at the surface to provide part of temporary pavement then it shall be neatly trimmed and graded to surrounding surface levels. (5) The top 50mm of soil should be new fill (i.e. sand, fine crushed rock or equivalent or top soil) where it is exposed. This is not required where the pit is encased in 100mm of concrete (6) Cold mix (Asphalt /bitumen) to be used as a temporary application where concrete has been removed to install pits or lay conduit.	L 12	Subcontractor / Supervisor / All workers

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				(7) Where existing surface areas are grass, the original grass sods are to be replaced, new grass laid or area top soiled and seeds planted. (8) All inert soil (i.e. not deemed to contain ACM or contaminated from any other source) that is not used as back fill is to be removed from site as inert fill and shall not be reused at another site but disposed of at waste facilities that can lawfully receive inert waste products.		
18.2	Clean-up Worksite following Asbestos Work	Contamination to Public	E 24	(1) Check site to ensure that all asbestos and disposable PPE has been collected and bagged. (2) Place the sealed Asbestos bag in transport vehicle. Bags shall not be left at a work-site to be picked up later. (3) Verify use that a licensed commercial subcontractor undertakes the transport and disposal of the asbestos. (when required by State/Territory legislation) (4) Visual inspection the work site to ensure it is clean. (5) Articles of clothing may need to be appropriately disposed if coming in contact with asbestos fibres.	M 21	Subcontractor / Supervisor / Workers/ Licensed Asbestos Transporter
19.0	**Clearance Certificates**					
19.1	Clearance Certificates (This certificate is required if the total non-friable ACM is greater than 10 square metres.)	Control of Asbestos Removal	H 22	(1) When more than 10sqm of ACM material is removed from a work site a clearance inspection is to be carried out and a clearance certificate is issued before the workplace can be re-occupied. This certificate is obtainable through an **independent licensed asbestos assessor** who is independent to the licensed asbestos removalist and the PCBU that commissioned the removal. **Note:** WorkSafe ACT has provided Telstra subcontractors with an exemption relating to asbestos clearance certificates. Subcontractors no longer are required to obtain a clearance certificate for all Telstra related non-friable asbestos removal work in the ACT. Exemption dated 30th August 2016. (2) The independent person can be licensed or a competent person that has the knowledge, skills and experience to undertake a clearance inspection and issue a certificate.	M 21	Licenced Asbestos Removalist
19.2	Heavy Machinery Clearance Inspection	Control of Asbestos Removal	H 22	(1) Machinery used in ACM removal worksites are to be inspected for ACM material and or soil before it leaves the worksite. (2) Should the excavator bucket inadvertently contact ACM, it shall be wet wiped. (3) If wash down is required, it is not to be performed on a road surface where contaminates can wash into drainage systems i.e. on grass is acceptable after wet wiping of bucket has occurred.	M 21	Subcontractor / Supervisor / Excavator Operator
20.0	**Transportation of ACM**					
20.1	Transportation of ACM	Environmental Contamination Prosecution	E 23	**Note:** • The storage, disposal and transport of asbestos waste at non-worksites are regulated by the State/Territory Environment Protection Authority (EPA) or similar body and local councils. (1) **In NSW and the ACT –** where less than 200kg is transported, no EPA licence is required. Where more than more than 100 kilograms of asbestos waste (including asbestos contaminated soil) is transported Subcontractor is required to register load with *WasteLocate*.	M 21	Subcontractor / Supervisor / Workers/ Licensed Asbestos Transporter

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				(2) **In Queensland –** Asbestos transporters and facilities receiving asbestos waste (of more than 10 square metres of asbestos sheeting, or 250 kilograms of asbestos waste (including asbestos contaminated soil) must report the movement of asbestos waste in Queensland to Department of Environment and Heritage Protection's (EHP) to help industry meet their legal obligations using the EHP online tool *Connect.* (3) **In WA** - no EPA licence is required (4) **All other States** – Only a licensed commercial transport subcontractor is permitted to transport and dispose of asbestos (unless an exemption/classification exists). (5) In some States and Territories asbestos waste may be stored at a subcontractor's premises in an environmentally safe manner – but must be approved by the State EPA and Tandem. These storage facilities can either be a locked/secured bin or a bin in a locked enclosure that the general public cannot gain access to. (6) An "Asbestos" sign is to/ or near be attached to Asbestos storage bins. (7) Bonded asbestos material must be securely packaged at all times. (8) Asbestos-contaminated soils must be wetted down. (9) All asbestos waste must be transported in a covered, leak-proof vehicle – where the cabin is not separated from the asbestos carrying area, the asbestos must be contained in a sturdy separate sealable container. (10) Where authorised subcontractors can dispose of asbestos waste at a Telstra exchange/depot that hold approved asbestos bins. Subcontractors are to seek approval prior to disposing of waste in these locations. (11) Asbestos waste must be disposed of at a landfill site that can lawfully receive this waste. (12) It is illegal to dispose of asbestos waste in domestic garbage bins. (13) It is also illegal to re-use, recycle or illegally dump asbestos products. (14) When a commercial subcontractor (i.e. a licensed asbestos removalist) undertakes the removal of the asbestos, transport certificates and a permitted vehicle are required. (15) Evidence of lawful disposal of ACM and contaminated soil is required for **all** projects. **(16) Transport by Licensed Asbestos Removalist** Owners of vehicles that transport industrial or commercially sourced waste asbestos must hold an EPA waste transport permit. The permit stipulates the necessary controls for the safe handling, transport, training and disposal of waste asbestos. Packaging material must be protected and remain intact during transport and unloading. Any packaging that is damaged must be replaced or repaired prior to disposal. Vehicles should be carefully cleaned after transporting waste asbestos. **Note:** • Heavy penalties apply for illegally disposing of ACM waste/ and contaminated ACM soil.		
20.2	Transportation of ACM to Another State or Territory	Environmental Contamination Prosecution	E 23	(1) If you are transporting waste to another State or Territory, you must comply with the laws of the State or Territory that you pass through. (2) The National Environment Protection Council (NEPC) has established a national system to track the transport movements of 'controlled waste' (including asbestos) in Australia.	M 21	Subcontractor / Licensed Asbestos Removalist / Licensed Asbestos Transporter

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
				(3) Subcontractors are not permitted to transfer ACM between States and Territories without first completing appropriate notification and obtaining approval before waste is moved. (4) Please contract you State/Territory Environmental Protection Authority (or equivalent) to ascertain where you can legally dispose of ACM waste in another State or Territory.		
21.0	**Disposal and Transportation of Inert Soil and Contaminated Soil**					
21.1	Disposal and Transportation of Contaminated Soil	Environmental Contamination Prosecution	E 23	**Telstra projects:** **Notes:** ▪ Class 1 Soil – Where the volume of Class 1 exceeds 0.5m^3 the subcontractor is to engage the services of a Telstra Panel Approved Vacuum Truck Company. The Subcontractor will phone the company's in order of Telstra preference until one can be secured that meets the work order Customer End Date (CED). ▪ If CED cannot be met, the Constructor is to manage CED notification updates. (1) To arrange the Vacuum Truck, the Constructor will call the company in order of Telstra preference and provide: ▪ Subcontractor Company Name ▪ Customer Reference Number (from the work order) ▪ Date and Time required ▪ Address (GPS as required for DBYD). (2) The Subcontractor remains responsible for: ▪ Attaining DBYD ▪ Site Traffic Management ▪ Making and keeping the site safe following excavation ▪ Attending site at the nominated time to advise the area of excavation to the Vacuum Truck operator. **Notes:** ▪ Charges for the Telstra Panel Approved Vacuum Truck Company engagement are sent directly to Telstra and managed by them. ▪ The storage, disposal and transport of contaminated soil at non-worksites are regulated by the State/Territory Environment Protection Authority (EPA) or similar body and local councils. (3) The waste transport subcontractor for Class 1 soil must be licensed to carry the waste as per the soil analysis test results and licensing obligations or exemptions where consolidation bins are used. (4) Transport and disposal is subject to any specific recommendations made by the Soil Consultant. (5) Provide evidence of disposal with the project closure/as-built documentation to Tandem (i.e. upload to client or Tandem system). Where a record applies to multiple work orders, the same record is to be retained with each job pack: ▪ Licenced Facility or Vacuum Truck Operator – photocopy or photo of their invoice or docket for receiving the contaminated soil (not required for a Telstra Panel Approved Vacuum Truck Company) ; or ▪ Consolidation Bin – photocopy or photo of the Soil Disposal Register (which is competed by the Bin Coordinator). **Notes:**	M 21	Subcontractor / TM / Supervisor / Workers/ Licensed Contaminated Soil Transporter

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
				▪ Bin Coordinator to ensure a record of disposal occurs by completing *TDM-HSE-PAA-FRM-0275 Soil Disposal Register* each time the bin is used. ▪ Bin Coordinator will also manage the testing regime, using a Telstra Panel Approved tester which will then determine if the bin needs to be emptied by a licenced transporter (based on test results). ▪ Heavy penalties apply for illegally disposing of either Contaminated or Inert Soil. **nbn Projects:** Contact you Tandem TM to arrange/authorise disposal of contaminated soil		
21.2	Disposal and Transportation of Inert Soil	Environmental Contamination Prosecution	H 15	**Telstra Projects:** **Class 2 & 3** (1) No transport licence is required for transportation of Class 2 or 3 soils. This is subject to not detecting any contamination in the testing and inspection processes as per described in this SWMS. (2) Transport and disposal will be subject to any recommendations made by the Soil Consultant. (3) Transported in an appropriately covered vehicle and transported to a landfill facility licensed to accept solid inert waste. (4) Provide evidence of disposal with the project closure/as-built documentation to Tandem (i.e. upload to client or Tandem system): ▪ Licenced Facility or Vacuum Truck Operator – photocopy or photo of their invoice or docket for receiving the inert soil; or ▪ Consolidation Bin – photocopy or photo of the Soil Disposal Register (which is competed by the Bin Coordinator) ▪ Where a record applies to multiple work orders, the same record is to be retained with each job pack. **Notes:** ▪ Class 2 & 3 soil can be combined in a vehicle for more than one job (i.e. milk runs, soil from 5 pits completed over 3 day period in the same area) but must end up at a licensed facility. Transport must meet State/Territory legislation requirements i.e. soil remains covered. If combined – the soil cannot be removed from the vehicle and temporarily stored at a depot. ▪ A Consolidation Bin for Class 2 and 3 Soils must be approved by Tandem and Telstra. **nbn Projects:** (5) No transport licence is required for transportation of inert soils. This is subject to not detecting any contamination in the testing and inspection processes as per described in this SWMS. (6) Transported in an appropriately covered vehicle and transported to a landfill facility licensed to accept solid inert waste. (7) Provide evidence of disposal with the project closure/as-built documentation to Tandem	L 11	Subcontractor / TM / Supervisor / Workers
22.0	**Disposal of Asbestos Material, Soil Containing Asbestos**					
22.1	Selection of Disposal Receptacle	Environmental Contamination inappropriate use of disposal receptacle	E 24	(1) Receptacles used for disposing ACM and contaminated soil from a worksite can include: ▪ Asbestos Bags (double bagged) ▪ Wrapped plastic/sheeting (doubled and must be 200µm thick)	M 21	Subcontractor / Licensed Asbestos Removalist

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
				■ Bulk-bag (must be equivalent to achieving double lined) ■ Solid waste drum or container ■ Vehicle tray, or trailer (for surplus soil only) (double lined with plastic sheeting) (2) Tandem's *Asbestos Management Procedure TDM-HSE-TEL-PRO-0202* sets out the specific requirements for each type of receptacle; but generally the following will apply: Unused bulk bags, asbestos bags and plastic sheet to be used; Asbestos bags and plastic sheeting must be 200µm thick; Bulk bags, drums, bins and containers cannot be reused; All disposal receptacles must be located in the asbestos removal/general work area; this includes vehicle trays used to dispose of soil that is treated as ACM contaminated soil; ACM and ACM soil material should be wet down when placed in the receptacle; Bags, sheeting, drums, bins and containers must be sealed before disposal; Receptacles must be decontaminated (wiped down; refer section 13.1) before they removed from the asbestos removal work area; All receptacles must be adequately labelled with appropriate Asbestos signage; and Receiving facility can accept the method of disposal.		
22.2	Disposal of Asbestos/Soil Containing Asbestos	Environmental Contamination through unlawful dumping	E 25	(1) Appropriately bagged/wrapped ACM waste material shall only be placed in an approved asbestos-disposal bin or deposited at an approved asbestos land-fill site. (2) Contaminated soil containing asbestos shall only be deposited at an approved asbestos land-fill site. (3) Ensure that a licensed waste removal company is used to collect and remove asbestos waste (if applicable). (4) The nominated landfill should be contacted to gain approval for acceptance of soils containing asbestos, prior to commencement of transport activities. (5) Evidence of lawful disposal of asbestos waste, soil containing asbestos is required. A receipt/docket must be obtained and kept for recording purposes when disposed of at all sites. Evidence shall be contained with the job pack and uploaded to clients or Tandem system at closure. **Notes:** ■ A vacuum/hydro truck used to collect soil from around ACM pits/duct must be licenced to transport hazardous waste (where required by regulators) and must dispose of the wastes as if is ACM contaminated material. ■ It is illegal to unlawfully dumping asbestos or using asbestos as a fill and heavy fines can be imposed.	M 21	Subcontractor / Licensed Asbestos Removalist / Licensed Asbestos Transporter
23.0	**Disposal of Asbestos material at a Telstra approved Consolidation Bin Sites**					
23.1	Disposal of Asbestos contained material at a Telstra Consolidation Bin site	Prosecution Environmental Contamination through unlawful dumping	E 25	(1) Telstra manages a number of asbestos consolidated bin for the storage of non-friable asbestos from Telstra **ONLY** work sites. Subcontractors may dispose of asbestos at these consolidated bin sites from Telstra projects only. (2) A list of approved Telstra sites will be maintained in CMS.	M 21	Subcontractor / Licensed Asbestos Transporter / Telstra

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
				(3) Only non-friable asbestos removed from Telstra work sites is to be disposed in a Telstra owned consolidation asbestos bins. (4) These bins **MUST** be kept locked at all times. (5) The Telstra bin co-coordinator must attend when ACM is disposed of in consolidation bins. Prior arrangement swill need to be with the Telstra bin-co-ordinator to ensure they can be at site to accept the ACM waste. (6) Sealed asbestos bags must be checked to ensure: - correct asbestos bags have been used; - asbestos bags have an appropriate warning label - that asbestos waste is double bagged; - asbestos bags are not more than half full; - the neck of the asbestos bags have been twisted and doubled over to stop particles escaping; - the top/neck of the bags are secure with duct tape to make it air tight. - All required PPE is sealed within the bags/series of bags. - Are marked with project information using a permanent marker. (7) No asbestos products are to be dumped / deposited into general waste bins; this is unlawful and can lead to immediate dismissal of Subcontractor as well as legal action (i.e. prosecution for unlawful dumping of contaminated waste). (8) Under **No Circumstances** are asbestos bags to be left unattended at any depot/compound, in any public area or at temporary storage locations that are not design as a controlled asbestos waste collection point (9) A copy or photo of Asbestos bin register is to be uploaded as part of as-built pack as evidence the asbestos product has been legally disposed of.		Asbestos Consolidation Site Manager
24.0	**Disposal of Asbestos material at an Tandem approved Consolidation Bin Sites**					
24.1	Disposal of Asbestos contained material at a Consolidation Bin site	Prosecution Environmental Contamination through unlawful dumping	E 25	(1) To control unlawful disposal of asbestos, Tandem will organise for asbestos consolidation bins that can be used by Subcontractor's to dispose of asbestos. (2) Only non-friable asbestos removed for Tandem work is disposed in a Tandem organised consolidation asbestos bin. (3) These bins **MUST** be kept locked and have a warning sign displayed on or above the bin. (4) The Bin Co-coordinator must attend when ACM is disposed of in consolidation bins (5) Sealed asbestos bags must be checked to ensure: - correct asbestos bags have been used; - asbestos bags have an appropriate warning label - that asbestos waste is double bagged; - asbestos bags are not more than half full; - the neck of the asbestos bags have been twisted and doubled over to stop particles escaping; - the top/neck of the bags are secure with duct tape to make it air tight.	M 21	Subcontractor / Licensed Asbestos Removalist / Licensed Asbestos Transporter / Consolidated Bin Registrar

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PART B Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	RESPONSIBLE PERSON
				▪ All required PPE is sealed within the bags/series of bags. ▪ Are marked with project information using a permanent marker. (6) No asbestos products are to be dumped / deposited into general waste bins; this is unlawful and can lead to immediate dismissal of Subcontractor as well as legal action (i.e. prosecution for unlawful dumping of contaminated waste). (7) Under No Circumstances are asbestos bags to be left unattended at any depot/compound, in any public area or at temporary storage locations that are not design as a controlled asbestos waste collection point (8) A copy or photo of Asbestos bin register is to be uploaded as part of as-built pack as evidence the asbestos product has been legally disposed of. **Note:** ▪ A consolidation bin must be approved by Tandem. ▪ Victoria Only – Under EPA Regulations an asbestos consolidated bin will only be approved if the following conditions are met. These conditions are set out in the Victorian EPA and OHS legislation. Conditions include: ▪ Temporary storage of less than 10 cubic metres of double wrapped, non-friable asbestos for a period of no more than 60 days on land used as a depot by, or for the purposes of, a public utility; ▪ The location of the consolidation sites for the temporary storage of the waste must be 100 metres or more from sensitive land uses, including residential premises, health services, childcare centres and education centres; and ▪ Exemptions can be sought from EPA subject to an environmental risk assessment and approved by EPA.		
25.0	**As-Built Pack**					
25.1	Document Completion	Claim Disputed Penalties Fines	H 15	**Telstra projects:** (1) For AsBuilt Pack requirements at completion of a work activity refer to *TDM-HSE-PAA-SWMS-0112 Safe Work Method Statement – Site Establishment and TDM-OPS-DC-PRO-0034 AsBuilt Process for Subcontractors* for additional information. (2) AsBuilt pack must include: ▪ Copy of Tandem JSEA (for all ground breaking activities) ▪ Copy of Tandem or subcontractor JSEA (for all non-ground breaking activities) (3) AsBuilt pack for Commercial Works projects are to be loaded into client systems as directed. **nbn projects:** nbn projects shall follow project requirements for Asbuilt document/s pack but must include upload of phots and JSEA.	L 11	Subcontractor

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PART C: STANDARDS, CODES OF PRACTICE, LEGISLATION & EQUIPMENT & TRAINING

Engineering/Training Certificates/Regulatory Approvals:

Certificates of Competency (RTO/Licence) for operators of plant in accordance with Regulatory Authority Requirements.
Construction Induction Certification
Provide First Aid
Motor vehicle driver's license
Class A Asbestos Removalist license
Class B Asbestos Removalist license
Unrestricted Asbestos Removal Licence (Western Australia)
Restricted Asbestos Licence (Western Australia)
CPCCDE3014A – Remove non-friable asbestos – asbestos removal workers
CPCCBC4051A – Supervise asbestos removal – a person with this competency must be at the site/s.
10314NAT Course in Asbestos Awareness or Equivalent
State based waste transport training – as defined in each State

One person in the crew who sets up the traffic/pedestrian signage must have the relevant state competency:

- Yellow Ticket – Introduction to Traffic Control at Road Works (NSW and ACT)
- Workplace Traffic Supervisor (WZ 3) (NT)
- Traffic Management Level 2 – Implement Traffic Guidance Schemes – 30864 (Qld)
- RIIOHS302A – Implement Traffic Management Plan (SA and Tas)
- VBQU508 and VBQU507 or RIIOHS302A – Implement Traffic Management Plan (Vic)
- Basic Worksite Traffic Management (WA)

Vehicle licence for Transportation of Asbestos as per state requirements

Legislation – Acts:

Work Health and Safety Act 2011 (NSW, Qld, ACT)
Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
Work Health and Safety Act 2012 (TAS, SA)
Occupational Health and Safety Act 2004 (Vic)
Occupational Safety and Health Act 1984 (WA)
Contaminated Land Management Act 1997 – NSW
Soil Conservation Act 1938 – NSW
Environmental Planning and Assessment Act 1979 – NSW
Rural Lands Protection Act 1998 – NSW
Protection of the Environment Operations Act 1997 – NSW
Environmental Protection Act 1997 – ACT
Environmental Assessment Act 1982 – NT
Environmental Protection Act 1994 – Qld
Environment Protection Act 1993 – SA
Environmental Management and Pollution Control Act 1994 – Tas
Environment Protection Act 1970 – Vic
Environment Protection Act 1986 – WA

Legislation – Regulations:

Work Health and Safety Regulation 2011 (TAS, SA, Qld, ACT)
Work Health and Safety Regulation 2017 (NSW)
Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)
Work Health and Safety Regulation 2012 (TAS, SA)
Occupational Health and Safety Regulations 2017 (Vic)
Occupational Safety and Health Regulations 1996 (WA)
Environmental Planning and Assessment Regulation 2000 – NSW
Environment Protection Regulation 2005 – ACT
Environmental Protection Regulation 2008 – Qld
Environment Protection Regulations 2009 – SA
Environmental Protection Regulations 1987 – WA

Codes Of Practice:

All States and Territories (from 1st Jan 2013) excluding Western Australia and Victoria
Code of Practice – How to Manage Work Health and Safety Risks
Code of Practice – Managing Noise and Preventing Hearing Loss at Work
Code of Practice – Managing Risks of Plant in the Workplace
Code of Practice – Excavation Work
Code of Practice – First Aid in the Workplace
Code of Practice – Construction Work
Code of Practice – How to Safely Remove Asbestos
Code of Practice – How to Manage and Control Asbestos in the Workplace

Western Australia and Victoria

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Environmental Protection (Noise) Regulations 1997- WA
Environment Protection (Industrial Waste Resource) Regulations 2009- VIC
Environment Protection (Scheduled Premises) Regulations 2017 - VIC

Regulator Exemptions/Clarifications
TDM-HSE-PAA-PLN-0202-A7 ACT Exemption for Asbestos Work
TDM-HSE-PAA-PLN-0202-A5 Queensland EPA Transport Clarification
TDM-HSE-PAA-PLN-0202-A6 VIC EPA Transport and Storage Classification

Compliance Code – Prevention of falls in general construction –Victorian WorkSafe – Sep 2008
Compliance Code – Workplace Amenities And Work Environment –Victorian WorkSafe – Sep 2008
Compliance Code – Managing asbestos in workplaces –Victorian WorkSafe – Sep 2008
Compliance Code – Removing asbestos in workplaces –Victorian WorkSafe – Sep 2008
Compliance Code – First aid in the workplace –Victorian WorkSafe – Sep 2008
National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC:2007(1994)] – (Used by WorkCover Western Australia)
National Code of Practice for the Labelling of Workplace Substances [NOHSC:2012(1994)] – (Used by WorkCover Western Australia)
Code of Practice – First Aid, Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing and Equipment – WorkCover Western Australia 2002
Code of Practice – Managing Noise at Workplaces – WorkCover Western Australia 2002
Code of practice – Manual tasks – WorkCover Western Australia 2010
Code of Practice – Prevention of Falls at Workplaces – WorkCover Western Australia 2004
Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)] – (Used by WorkCover Western Australia)
Code of Practice for the Safe Removal of Asbestos2nd Edition [NOHSC:2002(2005)] (Used by WorkCover Western Australia)
Code of Practice – First Aid, Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing and Equipment – WorkCover Western Australia 2002Code of practice – Safeguarding of machinery and plant – WorkCover Western Australia 2005

Australian Standards:

AS 1319 Safety Signs for the Occupational Environment.
AS 4964 Method for the Qualitative Identification of Asbestos in Bulk Samples
AS/NZS 1715 Selection, Use and Maintenance of Respiratory Protective Equipment
AS/NZS 1716 Respiratory Protective Devices
AS/NZS 4501.1 Occupational protective clothing – Guidelines on the selection, use, care and maintenance of protective clothing
AS/NZS 4602.1 High visibility safety garments – Garments for high risk applications

Other Documents
WorkCover NSW Fact Sheet- Vacuum Cleaners for Asbestos and Hazardous Dust Collection
WorkCover NSW Fact Sheet- Bonded Asbestos
Queensland Health – Fact Sheet – Removing up to 10 square metres of asbestos sheeting
Queensland Health – Fact Sheet – Is it safe? Cracked, damaged or weathered asbestos cement sheeting – Oct 2010
Victorian WorkCover Authority Safety Alert Management and Disposal of Asbestos – June 2013

Sun Smart website http://www.sunsmart.com.au/
Cancer Council website http://www.cancer.org.au/

Tandem Related Documents:

TDM-HSE-TEL-PRO-0202 – Asbestos Management Plan
TDM-HSE-GRP-PRO-0271 – Soil Management Procedure
TDM-HSE-PAA-FRM-0275 Soil Disposal Register
TDM-HSE-PAA-FRM-0201- Asbestos Equipment Check List
TDM- HSE- GRP-FRM-0088 Construction JSEA
TDM-HSE-PAA-SWMS -0114 Working in Manholes and Pits
TDM-HSE-PAA- SWMS-0123 Low Risk Traffic Control
TDM-OPS-CON-PRO-0720 ACM Authorisation Code Process
TDM-HSE-GRP-GUD-0632 Underground Asset Locating Guide

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NT WorkSafe (2004). Safety Package – Heat Stress OSHA (2006) Safety and Health Topics – Heat Stress Victorian WorkCover Authority (2009) Guidance Note – Working in Heat Department of Commerce, Western Australia – Heat Stress webpage http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Diseases_and_health/More_information/Heat_stress.html St John Ambulance Australia – Managing Heat Induced Illness	

Plant/Equipment:	Telstra and NBN Co. Technical Documentation:
Approved manhole guards Asbestos warning signage – waterproof and industrial	Telstra's Soil Inspection Field Card BRN-9067 Victorian Asbestos Management Plan Contractor Asbestos Management Guide For Remediation Works on Telstra's Access Network ASA-3148 Communication Strategy for Activity on Telstra's Pit and Pipe Infrastructure ARU-7102 SWMS ACM Duct Removal/Repair ARS-5380 SWMS Pit Remediation – ACM Pit Break-in ARS-5383 SWMS Pit Remediation – ACM Pit Removal ARS-5385 010254w03 Installation of Jointing Pits and Manholes – Installation of Linpac Plastic cast Plastic Pits 010260W02 Conduit Installation and Maintenance – Pipe and Conduit Repair Sun and Thermal Protection Standard General-46043 HSE Advice #44 and Soil Management Procedure NBN-0340 Installation of jointing pits and manholes – installation of pits NBN-0345 – Installation of jointing pits and manholes – installation of LINPAC PLASTICCAST plastic pits NBN-TE-CTO-483 Deployment of the NBN Co Conduit and Pit Network Guidelines NBN-0234 – Underground Housing of HFC Network Cables and Devices – HFC Network Specification NBN-0345 – Installation of Jointing Pits and Manholes – Installation of Pits NBN-0346 – Installation of Jointing Pits and Manholes – Installation of LINPAC PLASTICCAST Plastic Pits NBN-0347 – Installation of Jointing Pits and Manholes – P5 Split Pit NBN-0044 – Installation of Jointing Pits and Manholes – Manhole Installation

Inspections and Supervision Provided:	Other Guidance Documents:
6 monthly calibration of 4 sensor gas detector.	

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PART D: APPROVAL

Project Name: PAA	Activity: Asbestos	Local Reference No: TDM-HSE-TEL-SWMS-0115
Prepared by: Greg Geoghegan	**Reviewed by: Paul Donker**	**Approved by: Angus Woodhill**
Role: National HSE Manager Construction Signature: Date: 07/08/2018 Mobile: 0477 704 465	Role: Executive General Manager Health, Safety & Environment Signature: Date: 07/08/2018 Mobile: 0437 315 168	Role: Executive General Manager -Telecommunications Signature: Date: 09/08/2018 Mobile: 0419 384 170 **Approved by: Daniel Hill** Role: Executive General Manager - HFC Signature: Date: 09/08/2018 Mobile: 0438 125 463

PART E: CONSULTATION

Workers Consulted

Reviewed and if necessary recommended changes on how workers on the Project shall undertake the required activities listed in this Safe Work Method Statement

Regional HSE Advisors and Auditors
Regional D&C HSE Advisors and Auditors
Regional State Managers
D&C HSE Committee (Luke Halley, Tony Holmes, Steve Loftus, Mick Lynis-Huffenreuter, Paul Rowley, Paul Scott)
9 Oct 2016 - Reviewed by Certified Hygienist (Brain Murphy)

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PART F: DOCUMENT CONTROL

Version	Date	Page/ Section	Description	Edited by
1.0	17/10/2012	All	First Draft of PAA	Greg Geoghegan
2.0	19/09/2013	All	Significant changes based on revised return to work on Telstra's network	Greg Geoghegan
3.0	26/09/2013	Page 3 – Section 1.2 Section 6.2 & 7.4	Added new ACT contact details Update 5 metres to 6.4	Paul Donker
4.0	10/02/2014	Page 3 – Section 1.2 Page 11 – Section 6.3 Page 12 – Section 6.5 Page 16 – Section 8 Page 20 – Section 17.1	Changed email address for authorisations Clarified Vacuum Truck filter requirements Clarified reuse of soil and cover of fill to hole Removed as an approved activity Clarified Vac truck requirements to be licenced to transport ACM waste	Paul Donker
5.0	19/03/2014	Page 8 – Section 4.7 Page 9 – Section 5.0 Page 10 – Section 6.0 Page 11 – Section 7.0 Page 21 – Section 16.1 Page 11 – 23 Page 25 – 26	Insert new section 'Replacement of Damaged PPE' Insert new section 'Working in Direct Sunlight and/or Extreme Hot Weather' Insert new section 'Asbestos Work – Extreme Heat/Cold' Insert new section 'Asbestos Removal Work – Shade Protection' Added – spray and wipe down coveralls and turning them inside out to trap any remaining dust or debris Amend Numbers. Include additional reference documents	Greg Geoghegan
6.0	30/06/2014	Section 4.4 Section 4.5 Section 4.6 Section 4.8 Section 4.10 Section 8.2 Section 9.3 Section 12 & 12.1 Section 13.3 & 3.1 Section 16.0 Section 18.1 Section 20.1 Pages 7 and 24	Gas detector requirements for pits Proper use of asbestos bags Clarified requirements where outer gloves are used on top of disposable gloves Clarified use of plastic sheeting to protect ground New point dust management. Amend other numbers Added new note that compliance with section 1-4 applies for this task Vacuum/Hydo truck amended requirements Added clarification that this method can be used for 'make safe' also Definition of Friable Asbestos as required by NSW WorkCover Inspector Inclusion of wet wiping excavator bucket. New section heavy vehicle clearance inspection (for ACM or other contaminants) New section detailing selection of Disposal Receptacles Minor amendments	Greg Geoghegan/Paul Donker
7.0	30/09/2014	Various Section 1.1 Section 1.9 Section 4.2 Section 11.0 Section 14.0 Section 16.0 Section 18.1 Section 22.0 All Various Page 2	Amendments to reflect Telstra's Excess Soil Management Process (ESMP) including new sections: Soil Assessment Clarified Evidence i.e. Photos Soil Preparation Removing ACM Pieces from a Site to Make Safe Attaching Premises Connection Device (PCD) into Asbestos Fibro Wall – NBN Co Project Only Soil Management Clarify steps for personal decontamination Transportation of Soil and Contaminated Soil Various other minor changes Updated Australian Standards Updated Risk Rating Matrix	Greg Geoghegan

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8.0	10/03/2015	Section 2.1 Section 4.1 Section 4.4 Section 4.5 Section 8.1, 9.1, 10.2 Section 12.0 Section 20.1 All	Clarified that Victorian workers only need refresher training every two years Updated Primary locating colour – Red: Power to Orange: Power, updated power guidance in this section Additional Information for Pre Inspection and Periodic Inspection of Slings Amended exclusion zone to 3 metres, with a target of 5 where appropriate and achievable Expanded two ways to approach the works No longer a Telstra approved activity Additional Note stipulating assessors must provide an asbestos clearance certificate to subcontractors in ACT. Other minor changes	Greg Geoghegan
9.0	25/06/2015	Section 1.5	Notify neighbours within 48 hours to 30 days.	Paul Donker
9.1	6/04/2016	All Part A 1.3 1.7 4.5 4.10 4.12 5.2 and 5.3 17.1 20.1 25.0 Part E	Minor changes to spelling, grammar, wording, numbering and controls throughout document Amend high risk work involved for this activity New section Planning and Assessment Report (PAR) and Land Access Notice (LAAN/LAC) New Potential hazard on recommended standard hours for construction work Included DBYD drawings requirements and description of when an 'asbestos exclusion zone' comes into effect Include reference to Victoria's JSEA Remove reference to concrete saw pre start checklist Removed reference to treating heat cramp, heat exhaustion, heat stroke and cold stress Expanded on requirements for decontamination area in asbestos exclusion zone Include requirement to register asbestos waste load with Waste Locate (applies to NSW only) Confirmed when Subcontractor is required to register load with Waste Locate New section on as-built pack requirements Include Consultation table	Greg Geoghegan
9.2	02/09/2016	All 1.6 4.5 Part G	Clarified Team Manager and Supervisor roles Added nbn notification requirements via the ACT Step 1 – refined exclusion zone from minimum distance to target distance Added new section to detail project specific exclusion and requirements to allow the SWMS to be used for multiple projects	Paul Donker
9.3	15/11/2016	All 1.5 1.8 1.10 2.1 4.5 4.6 4.7 4.8 4.9 19.1 Part C	Clarify minor differences between Telstra and nbn projects Exemption in ACT. Subcontractor no longer need to inform Regulator of upcoming ACM work Added - bulk notifications are required to the ACT Clarified - readily available within 20 minutes of the site and contactable by phone to worksite. Deleted reference to Clearance Certificate for ACT asbestos removal work. Telstra Exemption from Work Safe ACT now applies. Asbestos Supervisor to be 'readily available' at a worksite. No longer needs to be present during removal New Section - Site preparation - Work Sectors New section - Site preparation – Barricading Sectors including photo examples Rename and amend section on Site preparation – Internal setup Include details on containers stored in asbestos exclusion zone Include photo of Photo of ACM remediation PPE Clarified that the ACT exemption applies to non-friable ACM only Added new sections - Regulator Exemptions/Clarifications	Greg Geoghegan Steve Woods Paul Donker
9.4	05/07/2017	1.4 All	Section about notifying Tandem updated to include contact details in regions Updated according to the formatting requirements	Saira Cheema
9.5	27/07/2017	23.0	New section detailing Telstra's non-friable asbestos consolidated bins	Greg Geoghegan

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		24.0 Part C	Amended section to reflect Victorian EPA's requirements for consolidated non-friable asbestos bins Updated Victorian OHS Regulation issue date Included new Victorian EPA Regulation Included new Telstra reference document	
9.6	30/11/2017	All	Amend document to reflect changes to Telstra's Soil Management Procedure. The key changes include • Plastic sheeting (definition in SMP) • PSS changes • Ability to reuse Class 1 soil as backfill • Telstra preferred method Soil management where the soil volume to be handled is greater than 0.5m$^{3.}$ • Removal of need for vacuum extraction for Class 1 soil, unless contaminated	Greg Geoghegan
10	21/02/2018	All 4.4 4.5 4.7 and 17.1 25.1	Ament defined storage systems to client or Tandem systems Include requirement to use locator when excavator used at worksite. Amend section to include additional reference material for site setup and segregated zones. Clarify decontamination must occur prior to leaving an asbestos exclusion zone. Inclusion of AsBuilt pack requirements for Commercial Works projects.	Greg Geoghegan
10.1	20/03/2018	1.3	Amend length of open excavation in residential areas to 200 metres from 100 metres	Greg Geoghegan
10.2	09/08/2018	All All All 1.8 23.0	Amend document name to make Group document Amend CCR to Subcontractor Added criteria for asbestos exclusion/removal zones and buffer areas Clarified when asbestos supervisor required on site. Telstra Asbestos Bin instructions	Greg Geoghegan

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CREW REVIEW & ACKNOWLEDGMENT

I have read and understand how I am to carry out the activities listed in this Safe Work Method Statement.

NAME	SIGNATURE	DATE

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