

Asbestos Removal Control Plan

SAMPLE

Table of Contents

Purpose and Scope 5

Legislative and Standards Framework 5

Roles, Responsibilities and Consultation 6

 Person Conducting a Business or Undertaking (PCBU) 6

 Asbestos Removal Supervisor 6

 Workers and Subcontractors 6

 Consultation, Communication and Coordination 7

Project Details and Scope of Work 7

 Site Information 7

 Description of Asbestos Removal Work 8

 Work Area Boundaries and Access 8

Asbestos Identification and Risk Assessment 8

 Review of Asbestos Register 8

 Site Inspection and Verification 9

 Risk Assessment 9

Control Measures and Safe Systems of Work 10

 Hierarchy of Controls 10

 Planning and Preparation Controls 10

 Engineering Controls 10

 Administrative Controls 11

Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) 11

 Selection of PPE/RPE 11

 Fit Testing and Fit Checking 11

 Use, Maintenance and Storage 12

Work Area Set-Up and Isolation 12

 Establishment of Removal Area 12

 Isolation of Building Services 12

 Access Control 13

Asbestos Removal Methods and Procedures 13

 General Removal Principles 13

Friable Asbestos Removal (Class A)	13
Non-Friable Asbestos Removal (Class B).....	13
Specialised Techniques	14
Air Monitoring and Clearance Requirements.....	14
Air Monitoring.....	14
Clearance Inspections and Certificates	14
Decontamination Procedures.....	15
Personal Decontamination	15
Work Area Decontamination.....	15
Asbestos Waste Handling, Transport and Disposal.....	16
Waste Packaging	16
Waste Storage and Transport.....	16
Disposal at Licensed Facilities	16
Emergency Preparedness and Incident Response	16
Potential Emergencies	16
Emergency Response Procedure	16
Incident Reporting and Investigation	17
Health Monitoring.....	17
Training, Competency and Induction.....	18
Licensing and Competency	18
Training and Instruction.....	18
Site-specific Induction.....	18
Coordination with Other PCBUs and Occupants.....	19
Documentation, Records and Review.....	19
Required Documents.....	19
Record Keeping	19
Review of the Asbestos Removal Control Plan.....	19
Appendices.....	20
Appendix A – Project-Specific Details Template.....	20
Appendix B – Air Monitoring Plan Template.....	20
Appendix C – Emergency Contact List Template.....	20
Appendix D – Toolbox Talk Record Template.....	20

Appendix E – PPE/RPE Issue and Fit Test Register Template..... 21

SAMPLE

Purpose and Scope

This Asbestos Removal Control Plan (ARCP) sets out the arrangements, controls and safe systems of work to be implemented by [Company Name] for the removal of asbestos and asbestos-containing materials (ACM) in accordance with Australian work health and safety (WHS) legislation, codes of practice and relevant guidance.

The ARCP aims to:

- Identify asbestos-related hazards and associated risks during removal activities.
- Describe control measures to eliminate or minimise exposure to airborne asbestos fibres.
- Establish clear roles, responsibilities and communication pathways.
- Provide detailed procedures for preparation, removal, decontamination, waste management and emergency response.
- Support compliance with WHS laws and licensing requirements for asbestos removal.

This plan applies to:

- All licensed asbestos removal work undertaken by [Company Name].
- All workers engaged or influenced by [Company Name] in relation to asbestos removal work, including sub-contractors and labour hire personnel.
- All areas of work, places where asbestos removal is being undertaken by [Company Name].

Legislative and Standards Framework

Asbestos removal work undertaken by [Company Name] must comply with relevant Commonwealth, state and territory WHS legislation and associated instruments. This includes, but is not limited to:

- Work Health and Safety Act (jurisdiction-specific).
- Work Health and Safety Regulations (jurisdiction-specific), including asbestos-related provisions.
- How to Safely Remove Asbestos – Code of Practice.
- Managing Asbestos and Associated Risks – Code of Practice (or equivalent in jurisdiction).
- Australian Standards relevant to asbestos removal, respiratory protection and decontamination.

[Company Name] will ensure that the most current versions of legislation, regulations, codes of practice and standards are consulted and implemented. Where there is any discrepancy between this ARCP and legislative requirements, the legislation will prevail.

Roles, Responsibilities and Consultation

Person Conducting a Business or Undertaking (PCBU)

[Company Name], as the PCBU, is responsible for ensuring, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from asbestos removal activities. This includes:

- Providing and maintaining safe systems of work for asbestos removal.
- Ensuring asbestos removal work is carried out by appropriately licensed asbestos removalists.
- Providing suitable information, training, instruction and supervision.
- Ensuring appropriate asbestos air monitoring is conducted where required.
- Ensuring appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) is provided, fitted, used and maintained.
- Ensuring health monitoring is provided to workers at risk of exposure to asbestos.
- Ensuring appropriate consultation with workers and other duty holders.

Asbestos Removal Supervisor

A competent, licensed asbestos removal supervisor will be appointed for each asbestos removal project. The supervisor will:

- Oversee planning and implementation of the ARCP.
- Ensure all workers understand the scope of work, hazards, controls and emergency procedures.
- Verify that the asbestos removal area is correctly established, barricaded and signposted.
- Confirm that all plant, equipment and PPE/RPE are suitable, available and functioning.
- Monitor compliance with safe work methods and adjust controls as required.
- Coordinate with the independent licensed asbestos assessor (where required) for air monitoring and clearance inspections.
- Maintain records of worker attendance, training, fit-testing and health monitoring.

Workers and Subcontractors

All workers engaged in asbestos removal activities must:

- Hold the required asbestos removal qualifications and licences for the type of asbestos work being undertaken.
- Follow all procedures and instructions set out in this ARCP and any associated Safe Work Method Statements (SWMS).