

Asbestos Handling Procedure

SAMPLE

Table of Contents

Purpose	4
Scope	4
References and Legislative Requirements	4
Definitions	5
Key Terms	5
Roles and Responsibilities	5
Officers (Company Directors and Senior Management)	5
Managers and Supervisors	5
Workers	6
Subcontractors	6
Health and Safety Representatives (HSRs)	6
Planning and Pre-Work Requirements	6
Asbestos Register and Surveys	6
Asbestos Register Review Checklist	7
Risk Assessment and Control Planning	7
Notification Requirements	7
Competency, Licensing and Training	8
Equipment and Resources	8
Identification of Asbestos and ACM	8
Common Locations in Target Industries	8
Presumption of Asbestos	9
Sampling and Analysis	9
Asbestos Removal Control Plan (ARCP)	9
Site Preparation and Isolation	10
Site Preparation Checklist	10
Safe Work Methods for Non-Friable Asbestos	10
General Principles	10
Typical Tasks and Controls	10
Removal of Asbestos Cement Sheeting (e.g. walls, eaves, fences)	10
Drilling into ACM (for maintenance or minor works)	11

Demolition Involving ACM.....	11
Safe Work Methods for Friable Asbestos.....	11
Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE).....	12
Minimum PPE/RPE Requirements.....	12
PPE/RPE Management.....	12
Decontamination Procedures.....	12
Personal Decontamination.....	12
Equipment Decontamination.....	13
Waste Handling, Transport and Disposal.....	13
Packaging and Labelling.....	13
Storage and Transport.....	13
Disposal.....	13
Air Monitoring and Clearance.....	13
Air Monitoring.....	13
Clearance Inspections and Certificates.....	14
Emergency Response and Incident Management.....	14
Unexpected Discovery of Suspected Asbestos.....	14
Accidental Disturbance or Release.....	14
Health Monitoring.....	14
Training, Information and Consultation.....	15
Training.....	15
Information and Consultation.....	15
Documentation, Records and Review.....	15
Records Management.....	15
Review and Continuous Improvement.....	16
Checklists and Templates.....	16
Pre-Work Asbestos Handling Checklist.....	16
During Work Checklist.....	16
Post-Work Checklist.....	17
Example Asbestos Handling Planning Table.....	17

Purpose

This Asbestos Handling Procedure establishes the minimum requirements for safely identifying, handling, removing, transporting and disposing of asbestos and asbestos-containing materials (ACM) managed or encountered by [Company Name]. It is designed to prevent asbestos exposure to workers, subcontractors, clients, occupants and members of the public during asbestos removal, demolition, building and construction, handyman and property maintenance activities.

This procedure supports [Company Name]'s commitment to eliminating or minimising asbestos-related risks in line with relevant Australian work health and safety legislation, regulations, Codes of Practice and guidance material.

Scope

This procedure applies to:

- All workers, including employees, labour hire personnel, apprentices and trainees engaged by [Company Name].
- All subcontractors and their workers undertaking work on behalf of [Company Name].
- All work activities where asbestos or ACM may be present, disturbed, removed, transported or disposed, including:
 - Licensed asbestos removal works (friable and non-friable, as applicable).
 - Demolition of structures or plant containing or suspected of containing asbestos.
 - Refurbishment, renovation, maintenance and repair of buildings and structures.
 - Handyman and property maintenance tasks such as drilling, cutting, sanding or fixing into existing building materials.

This procedure covers both planned asbestos works and unplanned discoveries of suspected asbestos during other tasks.

References and Legislative Requirements

This procedure should be read in conjunction with, and is informed by, the following (as applicable in each jurisdiction):

- Work Health and Safety Act and Regulations in the relevant State or Territory.
- How to Manage and Control Asbestos in the Workplace Code of Practice.
- How to Safely Remove Asbestos Code of Practice.
- Demolition work Code of Practice.
- Safe Work Australia guidance on asbestos and ACM.
- Applicable Australian Standards for personal protective equipment (PPE), air monitoring and laboratory analysis.

[Company Name] must ensure that this procedure is reviewed and updated when legislation or Codes of Practice change, or when improvements are identified through incidents, audits or consultation.

Definitions

Key Terms

- **Asbestos:** The fibrous form of mineral silicates belonging to the serpentine and amphibole groups, including actinolite, amosite (brown), anthophyllite, chrysotile (white), crocidolite (blue), tremolite, or any mixture containing one or more of these.
- **Asbestos-containing material (ACM):** Any material or thing that, as part of its design, contains asbestos.
- **Friable asbestos:** Asbestos material in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry. Usually requires a Class A licensed asbestos removalist.
- **Non-friable asbestos:** Material containing asbestos that is bonded in a matrix (e.g. cement or resin) and cannot be crumbled, pulverised or reduced to powder by hand pressure when dry. Also known as bonded asbestos.
- **Asbestos removal work:** Work involving the removal of asbestos or ACM, including associated preparation, decontamination and clean-up.
- **Asbestos register:** A document that identifies all known or presumed asbestos in a workplace, including location, type and condition.
- **Asbestos assessor (licensed):** A person licensed (where required) to carry out air monitoring, clearance inspections and issue clearance certificates for asbestos removal work.
- **Enclosed area:** Any indoor or confined space where air movement is restricted and asbestos fibres may accumulate.

Roles and Responsibilities

Officers (Company Directors and Senior Management)

- Ensure adequate resources are provided to implement this procedure, including training, equipment, PPE, air monitoring and competent personnel.
- Ensure asbestos risks are identified, assessed and controlled as far as reasonably practicable.
- Review asbestos-related incident reports, monitoring results and audit outcomes and ensure corrective actions are implemented.

Managers and Supervisors

- Implement this procedure on all relevant worksites and projects.
- Ensure asbestos registers and survey reports are obtained, reviewed and communicated to workers and subcontractors prior to work commencing.

- Engage appropriately licensed asbestos removalists and asbestos assessors where required by legislation.
- Confirm that Safe Work Method Statements (SWMS) or Asbestos Removal Control Plans (ARCP) are in place, task-specific and understood by workers.
- Ensure workers are trained and competent in asbestos awareness and specific asbestos handling tasks.
- Stop work immediately if suspected asbestos is discovered where it was not expected, and arrange for assessment.

Workers

- Follow this procedure, SWMS and ARCPs at all times when working with or near asbestos.
- Attend and participate in asbestos awareness and task-specific training.
- Use PPE and respiratory protective equipment (RPE) as instructed and maintain them in good condition.
- Immediately report suspected asbestos, damaged ACM, or unsafe conditions to their supervisor.
- Do not disturb suspected asbestos unless authorised, trained and properly equipped.

Subcontractors

- Comply with this procedure, relevant legislation and any project-specific asbestos requirements.
- Provide evidence of appropriate asbestos removal licences, training and insurances before commencing asbestos removal work.
- Prepare and implement their own SWMS and ARCPs aligned with this procedure and submit them to [Company Name] for review.

Health and Safety Representatives (HSRs)

- Consult with workers about asbestos-related risks, controls and changes to procedures.
- Participate in inspections, incident investigations and reviews of asbestos-related controls.

Planning and Pre-Work Requirements

Thorough planning is critical to safely managing asbestos risks, particularly for demolition and refurbishment work where ACM is frequently encountered.

Asbestos Register and Surveys

- For fixed workplaces (e.g. buildings, facilities), [Company Name] must obtain the current asbestos register from the person with management or control of the workplace before any work that may disturb building materials begins.