

## Safe Work Instruction - Inspection, Removal of Asbestos Dust and Labelling of Electrical Switchboards

**DO NOT use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Protective body clothing must be worn



Foot protection must be worn



Hand protection must be worn



P2 face mask must be worn when airborne dust or fumes are created



Half face mask respiratory protection must be worn

### POTENTIAL HAZARDS AND RISKS

- Manual Task Injury**  
Manual task injury from incorrect manual handling techniques
- Electrical Shock or Burn**  
Electrical shock or burn from damaged or poorly maintained electrical leads and cables  
Electrical shock or burn from plant contact with live electrical conductors

- Slip, Trips, Falls**  
Slip, trip, fall due to uneven or slippery work surfaces  
Slip, trip, fall due to steep working surfaces
- Other**  
Injury due to operating of plant in unsuitable weather conditions  
Injury due to plant malfunction or misuse  
Injury due to fall from heights  
Exposure to asbestos  
Asphyxiation from working in a confined space

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site-specific risk assessment, a standby person must be present while conducting this task
- ✓ Ensure that appropriate test equipment is operational and necessary tools are available and well maintained
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure all equipment to be used has been tested and tagged for construction sites
- ✓ Send letter notifying facility controller/tenant of requirement and procedure for sensitive sites
- ✓ If applicable, notify building controller/tenant of intended work, outage and schedule an appropriate time

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Notify any occupants of your intended actions and expected duration of outage

- ✓ Ensure to implement control measures to stop others entering the work area, including barricading and/or taping of the area
- ✓ Barricade and signpost area 5 meters away from work area
- ✓ Set up generator and extension leads. Generator to be set up to ensure adequate ventilation and to minimise effects of noise. Refer to SWI124 - Generator
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Place sealed box containing asbestos removal equipment in barricaded area
- ✓ Ensure to don correct PPE
- ✓ Open switch board cover/door, remove/retain top hinged cover if applicable
- ✓ Inspect for any damage or additional hazards, document any extra hazards on to risk assessment and implement control measures to eliminate/control any additional hazards
- ✓ If board has not been previously been identified as containing asbestos, inspect board

#### If board contains asbestos –

- ✓ Identify board isolation method and any areas which will remain live. Isolate and prove isolated. Refer to Energy Isolation Procedure P29

- ✓ Dust and vacuum front of board and surrounds
- ✓ Undo and carefully swing back panel to reveal rear of panelling and cabling
- ✓ Dust and vacuum rear of board and surrounds
- ✓ Place asbestos warning sticker in prominent position on panel
- ✓ Remove isolations
- ✓ Swing panel and retain closed
- ✓ Close/attach panel lid

### ENDING OPERATIONS

- ✓ Clean down coveralls with vacuum cleaner to remove any loose dust. Disconnect vacuum cleaner and wipe off with a damp rag
- ✓ Pack up all equipment and place in removal box and lock
- ✓ Place all contaminated rags into asbestos waste bag
- ✓ The waste bag is to be sealed with duct tape. Clean non-disposable respirator (if used) with damp rag. Place asbestos waste bag, respirator cleaning rag or disposable respirators (if used) into another asbestos waste bag. The second asbestos waste bag is to be sealed with duct tape to effect double bagging and returned to base for temporary storage and disposal in accordance with the requirements of EPA NSW
- ✓ Ensure to wash hands
- ✓ Remove all barricades, signage and non-contaminated equipment
- ✓ Complete condition report if required
- ✓ Notify building controller/tenant before leaving the site
- ✓ Send condition report and site-specific checklist to office
- ✓ The asbestos will be stored in 200-micro polythene bags suitably marked to indicate that the contents contain asbestos and should not be re-opened. The waste is to be temporarily stored in an allocated secure area within the electrical workshop until approved permanent disposal is arranged
- ✓ Ensure plant is in good working order and stored in the appropriate location

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.