

SAFE WORK METHOD STATEMENT		Working with Non-Friable (Bonded) Asbestos		
Reference documents	Work Health & Safety Act and Regulation's 2011, Codes of Practice; How to manage Work Health Safety Risks, Managing the risk of Chemicals in the Workplace, Hazardous Manual Tasks, First aid in the workplace, Confined spaces, Construction Work, Demolition Work, How to manage and Control Asbestos in the Workplace, How to Safely Remove Asbestos, AS 1716 - 2012 Respiratory Protective Devices, AS1715 –2009 Selection, Use and Maintenance of Respiratory Protective Devices, P19 Asbestos Management, P19.F01 Asbestos Management Risk Assessment Checklist,			
SWI:				
Training and Competencies	General construction induction card (white card), Class B licence for the removal of >10m ² ,			
Safety data Sheets				
Personal Protective Equipment	Hearing protection, Goggles, Safety footwear, Disposable coveralls, Protective gloves, Respiratory protective equipment – minimum P2, Sun screen, and Broad brimmed hat or brim attachment.			
Plant and Equipment	Industrial vacuum cleaner,			
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods	Asbestos, Asbestos Containing Material (ACM),			
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input checked="" type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
SWMS Prepared by:	Name and signature:		Date:	
Authorised by:	Name and signature:		Date:	
TRIM Ref: SWMS1328	Adopted: 14.07.2016	Last Amended:	Review Date: 14.07.2019	Version: 1
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*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
Conduct a Site Specific Risk Assessment and induct staff into work site. If less than 10 m ² of non-friable (bonded) asbestos: <ul style="list-style-type: none"> • Follow SWMS if trained • Complete P19.F01 Asbestos Management RAC 	Unfamiliar worksite	Unknown hazards	M	<ul style="list-style-type: none"> • All staff on site to complete a Site Specific Risk Assessment • All staff to be trained in Asbestos Awareness 	Supervisor and Workers	L
	Weather • strong winds	Respiratory illness	H	<ul style="list-style-type: none"> • Stop work until conditions improve • Reassess site before re-commencing work 	Supervisor and Workers	M
	Emergency	Unforeseen Incident	H	<ul style="list-style-type: none"> • Asbestos Response Kit (including all PPE, plastic sheeting and tape available from the WHS Unit). • Emergency Response procedures • First Aid Kit 	Supervisor	L
	Lack of communication	Delayed assistance	H	<ul style="list-style-type: none"> • Two-way radio or mobile phone 	Supervisor and Workers	L
	Unauthorised entry	Serious illness to visitors, public/ or untrained staff	H	<ul style="list-style-type: none"> • Ensure staff and public are aware of worksite; • Isolate area for 5m distance if possible • Erect barrier • Temporary fencing • Boards • Safety tape • Install Signs conforming to AS1319 • Complete P19.F01 Asbestos Management RAC 	Supervisor and Workers	L
	Asbestos or ACM	Respiratory illness	H	Wear appropriate PPE: <ul style="list-style-type: none"> • P2 Dust Mask or Respirator or higher • Disposable coveralls • Goggles • Protective gloves • Safety boots sealed with tape 	Supervisor and Workers	L
2. Removal of Non-friable (Bonded) Asbestos	Asbestos Dust	Respiratory illness	H	Wear appropriate PPE – <ul style="list-style-type: none"> • Disposable coveralls • Goggles • Protective gloves 	Supervisor and Workers	L

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Use of Appropriate Respiratory Equipment				<ul style="list-style-type: none"> Safety boots sealed with tape Do not generate Dust Use non powered tools Dampen/wet down material Use industrial vacuum fitted with HEPA filter 		
	Confined or Restrictive Space	<ul style="list-style-type: none"> Asphyxiation Engulfment Muscle sprain (limbs or torso) Broken bones Cuts and abrasion 	H	<ul style="list-style-type: none"> Ensure good ventilation Wear appropriate PPE P2 Dust Mask or Respirator or higher Disposable coveralls Goggles Protective gloves Safety boots sealed with tape 	Supervisor and Workers	M
	Working at heights	<ul style="list-style-type: none"> Falling Muscle sprain (limbs or torso) Broken bones Cuts and abrasion 	H	<ul style="list-style-type: none"> Use PPE e.g. harness, fall arrestor Refer to Working at Heights Procedure and Permit to Work Do not extend beyond railings Follow appropriate SWMS 	Supervisor and Workers	M
	Excessive UV Exposure	Sunburn Skin Cancer	L	<ul style="list-style-type: none"> - Wear wide brimmed hats or brim attachment, long sleeved shirt and long trousers - Sunscreen - Work in shade if possible - Plan work when UV index is lowest - Take regular breaks in shade 	Supervisor and Workers	L
3. Clearance of controlled work area	Asbestos contamination	Respiratory illness Environmental contamination	H	Dry method <ul style="list-style-type: none"> Seal Asbestos and used PPE in 200 micro-metre plastic double wrapped sheeting. Seal with tape Use industrial vacuum fitted with HEPA filter 	Supervisor and Workers	L
	Contamination of Tools	Respiratory illness Environmental contamination	M	Wet method <ul style="list-style-type: none"> Wipe down with damp rags Dampen down material Use disposable 200 micro-metre plastic drop 	Supervisor and Workers	L

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				sheets where debris collected		
4. Asbestos Disposal	Asbestos contamination	Respiratory illness Environmental contamination Bag tearing open when disposing	H	<ul style="list-style-type: none"> • Seal Asbestos and used PPE in 2 layers of 200 micro-metre plastic bags or sheets with PVC tape • If loading directly to a skip bin or truck, the internal surface is to be lined with 2 layers of 200 micro-metre plastic • Transport to approved waste facility • Load to be sealed • Contact a licensed waste depot 24 hours prior to delivering asbestos Don't throw bags • 2 person lift required for larger sheets. 	Supervisor and Workers	L

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW ← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
	ALMOST CERTAIN Is expected to occur	E	E	H	H
LIKELY Will probably occur	E	H	H	M	M
POSSIBLE Might occur	H	H	H	M	L
UNLIKELY Could occur	H	M	M	L	L
RARE May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	Act today: The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	Act this week: The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

