# SITE SPECIFIC – SAFE WORK METHOD STATEMENT

**Notes:**

- Work must be performed in accordance with this SWMS.
- This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed.
- If the SWMS is revised, all versions should be kept.
- If a notifiable incident occurs in relation to the high risk construction work in the SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident

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| **Work Activity: (Job Description)** | **Working with non-friable (bonded) Asbestos** | **Workplace location:** | |

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| **High Risk Work**<br><br>*Indicate if any of the HIGH risk activities are performed by workers* | ☐ **is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or tunnel** | ☐ **work carried out in or near water or other liquid that involves a risk of drowning** | ☐ Work involving structural alterations or repairs that require temporary support to prevent collapse |
| | ☐ **Risk of a person falling more than 2 metres (*note:* in some jurisdictions this is 3 metres.)** | ☐ **work carried out in or near a confined space** | ☐ work carried out on or near pressurised gas distribution mains or piping |
| | ☐ **work carried out on or near energised electrical installations or services** | ☐ **Involves, or is likely to involve, the disturbance of asbestos** | ☐ work carried out on or near chemical, fuel or refrigerant lines |
| | ☐ **Work in an area with movement of powered mobile plant** | | ☐ work carried out in an area that may have a contaminated or flammable atmosphere |
| | ☐ **Work on, in or adjacent to a road, or other traffic corridor in use by traffic other than pedestrians** | ☐ Work involving demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure | ☐ work is carried out on a telecommunication tower |

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| **Person responsible for ensuring compliance with Site Specific SWMS:** | Supervisor: | **Date Completed** | |
| **What measures are in place to ensure compliance with the SWMS?** | Compliance with SWMS<br>Site Inspections by Supervisor | | |
| **Authorised by:** | **Name and signature**: | **Date:** | |

**Note: The following Permits (P20.F03) must be completed in conjunction with this SWMS document (if applicable):**

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| ☐ Excavation & Trenches Permit | ☐ Working at Heights Permit |
| ☐ Working Near Overhead Powerlines Permit | ☐ Construction Permit |
| ☐ Roadworks Permit | ☐ Hot Works Permit |
| ☐ Plant Permit | ☐ Work in or near water or other liquid Permit |

****SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation***

| What are the tasks involved? | What are the hazards and risks? | What are the control measures? |
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| **List the work tasks in logical order.** | **Identify the hazards and risks that may cause harm to workers or the public.** | **Describe what will be done to control the risk. What will you do to make the activity as safe as possible?** |
| **Step 1.** Planning | Multiple hazards | **Trained and Competent Workers**<br>Ensure removal of <10m2 Non-friable asbestos undertaking by competent trained person.<br>Ensure removal of >10m2 Non-friable asbestos undertaking by person with Asbestos (B class License).<br><br>Where possible complete a thorough site inspection prior to starting works<br>Asbestos removal control plan<br>Site asbestos register/ asbestos management plan. |
| **Step 2.** Site Set Up | Multiple Hazards | Assess site for hazards specific to site<br>Complete Site-Specific Risk Assessment<br>Complete Site-Specific SWMS<br>**P20.F03 High Risk Work Permit Book** completed for task – *Working At Heights*<br>*Roadworks / Traffic* if required.<br>Complete Pre-Start Toolbox Talk<br>All SCC workers and Subcontractors signed on and inducted to the site |
| **EMERGENCY PROCEDURES** | Multiple Hazards:<br>Environmental Contamination<br>Respiratory Illness<br>Exposure to asbestos fibers | Prior to starting removal of non-friable asbestos:<br>Provide Emergency Response procedure<br>Have a written rescue plan.<br>Supply an Asbestos Response Kit |
| | Unauthorised Access<br>Injury to workers<br>Injury to Public<br>Traffic | Isolate work area for 5m distance if possible.<br>Erect Safety Barriers / Warning Tape / Signage to warn of Asbestos Removal work in progress<br>Set-up TCP if required |
| **Step 3.** Removal of Non-friable Asbestos | Asbestos / ACM | Licensed asbestos removalist must supply a copy of their asbestos removal control plan to the person who commissioned the licensed asbestos removal work- SCC.<br><br>**Do not use**:<br>a. High pressure water spray |

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| | | b. Compressed air; and<br>- Power tools<br>- Brooms<br>- Any other implements that cause the release of airborne asbestos into the atmosphere.<br>**Note: exception applies** *(excluding a & b above),* must be in accordance with C 446 of Regulation and authorised by a Council Officer.<br>• If tools are required to remove asbestos - manually operated (non-powered) hand tools should be used wherever possible. |
| ` | Asbestos Dust<br>(ACD) | **Do not generate dust**<br>- Use non-powered tools<br>- Dampen/wet down material<br>- Use industrial vacuum fitted with HEPA filter |
| | Confined/Controlled or Restrictive Space | • Ensure good ventilation<br>• Only remove asbestos in a confined space where it is not possible to avoid working in the confined space.<br>• **Confined spaces**<br>- ensure workers CS trained<br>-complete CS permit,<br>-undertake atmosphere testing prior to entry,<br>-provide a Standby Person |
| | Electricity | • **Where it is required**- locate/ de-energise and removing electrical equipment/cables from the asbestos removal work area by a competent person i.e. licensed electrician.<br>• **Where it is required**- locate /positively isolate/ tag-out electrical energy from the asbestos removal work area by competent person i.e. licensed electrician. |
| | Multiple Hazards | • Wherever possible, dry asbestos should not be worked on.<br>• Prevent or minimise the generation of airborne asbestos fibres i.e. wetting of asbestos using surfactants or wetting agents e.g. PVA glue.<br>• Performing the task in a controlled environment e.g. ventilated enclosure. |

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|---|---|---|
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| **Step 4.** De-Establish Site **-**Decontamination of work area and plant / items used. | Asbestos contamination<br>Exposure to Asbestos Fibres<br>Environmental Contamination<br>Respiratory Illness | Decontaminate - workers, PPE, tools and items used in asbestos removal work.<br><br>**Dry decontamination**<br>Seal Asbestos and used PPE in 200 micro-metre plastic double wrapped sheeting, seal with tape **should only** be used where the `wet method `is not suitable or poses a risk from hazards e.g. electricity.<br><br>**Wet method**<br>Wipe down with damp rags.<br>Dampen down material.<br>Use disposable 200 micro-metre plastic drop sheets where debris collected. |
| **5.** Asbestos Transport /Disposal | Transportation of asbestos/ACM | • The transport ACM must be securely packaged during its transportation and the waste is covered and leak-proof.<br>• If loading directly to a skip bin or truck, the internal surface is to be lined with 2 layers of 200 micro-metre plastic.<br>• Transport to approved waste facility.<br>• Contact a licensed waste depot 24 hours prior to delivering asbestos.<br>• Comply with C-79 Reporting on Transportation of Asbestos Waste requirements of the `Protection of the Environment Operations (Waste) Regulation 2014` for over 100kg or 10m2 of asbestos disposal. |
| **6.**Clearance Inspection & or Clearance Certificate before work area is reoccupied for ordinary use**.** | Asbestos contamination | • Removal of <10 m2 of non-friable asbestos- a competent person to undertake a Clearance Inspection and ensure the work site and the immediately surrounding it are free from visible asbestos contamination.<br>• Removal more than 10 m2 of non-friable asbestos a Clearance Inspection be carried out and a Clearance Certificate in writing is required by independent competent person before the workplace is re-occupied.<br>• If air monitoring was carried out, details of the air monitoring results to be recorded in the written Clearance Certificate. |

| **LIKELIHOOD** How likely is it to happen? ↓ | **E=EXTREME H=HIGH M=MEDIUM L=LOW** ← CONSEQUENCES – How severely could it affect health and safety? → | | | | |
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| | **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** | **M** |
| **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 |
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| **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:<br>The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls.<br>The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and<br>The document has been reviewed and approved by the supervisor and<br>A Safe Working Procedure or Safe Work Method has been prepared and<br>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<br>The document has been reviewed and approved by the supervisor and<br>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. |

## Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

| Name | Signature | Date | Name | Signature | Date |
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