

SAFE WORK METHOD STATEMENT		Working with Non-Friable (Bonded) Asbestos		
Reference documents	Work Health & Safety Act 2011 and Regulation's 2017 (Chapter 8), Protection of the Environment Operations (Waste) Regulation 2014, Codes of Practice; How to manage Work Health Safety Risks, Managing the risk of Chemicals in the Workplace, Hazardous Manual Tasks-2019, First aid in the workplace, Confined spaces, Construction Work, Demolition Work, How to manage and Control Asbestos in the Workplace -2019, How to Safely Remove Asbestos, AS/NZS 1716 2 Respiratory Protective Devices, AS/NZS 1715 –2009 Selection, Use and Maintenance of Respiratory Protective Devices, P19 Asbestos Management, P19.F01 Asbestos Management Risk Assessment Checklist, P28 Energy Isolation & Barricading, Disposal of Declared and Non-Declared Asbestos Waste- PRD19/28			
SWI:	SWI143 Accidental Disturbance of Asbestos by Workers			
Training and Competencies	General construction induction card (white card), VET- asbestos awareness training removal of <10m ² , B licence for the removal of >10m ² ,			
Safety data Sheets	Notifiable / Chrysotile Asbestos			
Personal Protective Equipment	Hearing protection, Goggles, Safety footwear, Disposable coveralls, Protective gloves, Respiratory protective equipment – minimum P2, Sunscreen, and Broad brimmed hat or brim attachment.			
Plant and Equipment	Industrial vacuum cleaner, HEPA Filter			
Inspection and Testing	Pre start checks on all plant and equipment forms used include; SCC P12.F01 Plant Pre- Operation Checklist, P12.F02 Inspection log – Truck Mounted Cranes, P12.F03 Forklift – Daily Inspection Checklist or inspections 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 checked="" 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 checked="" 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:	
TRIM Ref: SWMS1431	Adopted: 14.07.2016	Last Amended: 06.08.2020	Review Date: 06.08.2023	Version: 3
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Authorised by:	Name and signature:	Date:	
Persons Responsible for Ensuring Compliance with SWMS:			
Methods used to Ensure Compliance with SWMS:			
Persons Responsible for Reviewing SWMS Control Measures:			
When should Risk Control Measures be reviewed:			
Review Date:		Reviewer's Signature	

**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
<p>1. Conduct a Site- Specific Risk Assessment and induct workers into work site.</p> <p>Working with non-friable (bonded) asbestos: Follow SWMS if trained Complete P19.F01 Asbestos Management RAC</p>	Unfamiliar worksite	Unknown hazards	H	<ul style="list-style-type: none"> Workplace identified /presumed to have asbestos/ACM, access the site asbestos register/ asbestos management plan. SCC P19.F01 Asbestos Management RA Checklist and the Site-Specific Risk Assessment to be completed by workers prior to work commencing. Complete site specific WHS induction including, information of the control measures in both the Site-Specific RA, SCC P19.F01 Asbestos Management RA Checklist. also related SWMS's. Workers including contractors to sign-off on the site risk assessment / site induction form. Workers removal of <10 m2 of non-friable asbestos to be trained in asbestos awareness training, content to include the identification, 	Supervisor and Workers	L

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				safe handling and suitable control measures for asbestos and ACM. <ul style="list-style-type: none"> Workers (removal of >10m2 Non-friable) require a (B class license) i.e. be trained in specified VET course - asbestos removal work. 		
2. Set- up worksite for Asbestos /ACM removal task.	Weather - Strong winds	Respiratory illness Injuries from airborne particles/objects	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"> Provide Emergency Response procedure. Supply an Asbestos Response Kit (including all PPE, plastic sheeting and tape available from the WHS Unit). Provide a first aid kit. If specified in emergency response procedure, establish a muster point. 	Supervisor	L
	Lack of communication	Delayed assistance	H	<ul style="list-style-type: none"> Provide two-way radio or mobile phone 	Supervisor and Workers	L
	Unauthorised entry/ traffic	Serious illness to visitors, public/ or untrained staff	H	<ul style="list-style-type: none"> Ensure workers and public are aware of worksite. Limit access to asbestos removal area to workers undertaking asbestos removal work. Isolate area for 5m distance if possible. Provide as specified in the risk assessment e.g. <ul style="list-style-type: none"> -Erect barriers -Temporary fencing -Safety tape -Install Signs conforming to AS1319 - If required set-up TCP 	Supervisor and Workers	L
3. Removal of Non-friable (Bonded) Asbestos.	Asbestos / ACM	Respiratory illness Mesothelioma	H	<ul style="list-style-type: none"> Ensure removal of <10m2 Non-friable asbestos undertaken by competent trained person. 	Supervisor and Workers	L

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<ul style="list-style-type: none"> - Competency of workers - Asbestos removal control plan - Use of Appropriate Respiratory Equipment & PPE - Equipment and tools used/ not be used - Safe Work Practices 				<ul style="list-style-type: none"> • Ensure removal of >10m2 Non-friable asbestos undertaking by person with Asbestos (B class License). • Licensed asbestos removalist must supply a copy of their asbestos removal control plan to the person who commissioned the licensed asbestos removal work- SCC. <p>Wear appropriate PPE:</p> <ul style="list-style-type: none"> -P1 Half mask respirator with minimum P2 filters -Disposable coveralls -Goggles -Protective gloves – type that detracts asbestos fibres -Safety boots sealed with tape <p>Do not use:</p> <ol style="list-style-type: none"> a. High pressure water spray b. Compressed air; and <ul style="list-style-type: none"> - power tools - Brooms - Any other implements that cause the release of airborne asbestos into the atmosphere. <p>Note: exception applies (excluding a & b above), must be in accordance with C 446 of Regulation and authorised by a Council officer.</p> <ul style="list-style-type: none"> • If tools are required to remove asbestos - manually operated (non-powered) hand tools should be used wherever possible. 		
	Asbestos Dust (ACD)	Respiratory illness	H	<p>Wear appropriate PPE;</p> <ul style="list-style-type: none"> - P1 Half mask respirator with minimum P2 filters - Disposable coveralls - Goggles - Protective gloves – type that detracts asbestos fibres • Safety boots sealed with tape <p>Do not generate Dust</p> <ul style="list-style-type: none"> - Use non powered tools - Dampen/wet down material 	Supervisor and Workers	L

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				- Use industrial vacuum fitted with HEPA filter		
	Confined/Controlled or Restrictive Space	Asphyxiation Engulfment Fire or explosion Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	H	<ul style="list-style-type: none"> • Ensure good ventilation • Only remove asbestos in a confined space where it is not possible to avoid working in that the confined space. • Confined spaces- ensure workers CS trained, complete CS permit, undertake atmosphere testing prior to entry, provide a Standby Person, have a written rescue plan. <p>Wear appropriate PPE;</p> <ul style="list-style-type: none"> - P1 Half mask respirator minimum P 2 filters - Disposable coveralls - Goggles - Protective gloves– type that detracts asbestos fibres - Safety boots sealed with tape 	Supervisor and Workers	L
	Working at height / slip /trips & falls	Falling Muscle sprain (limbs or torso) Cuts, abrasion & crushing Broken bones Cuts and abrasion Fatality	E	<ul style="list-style-type: none"> • Use PPE e.g. harness, fall arrestor. • Do not extend beyond railings. • Where a risk of a person falling more than 2 metres and/or carried out work in or near a shaft or trench excavated depth greater than 1.5 metres complete P13. F01 Risk Assessment Checklist- Working at Heights. • Inspect ground surfaces for potential trips. • Don` t walk where you can` t see firm surface. • Awareness of surrounding environment whilst carry out tasks. • Follow appropriate SWMS. 	Supervisor and Workers	L

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	Hazardous Manual tasks	Musculoskeletal disorder	H	<ul style="list-style-type: none"> • Ensure workers have completed training in hazardous manual tasks • Where able, automate the manual lifting task e.g. truck mounted crane. • Where able, use mechanical lifting aids and trolleys. • Use correct manual lifting techniques. • Use lighter/smaller loads to handle whilst lifting / carrying. • Rotate workers between different tasks. 	Supervisor and Workers	L
	Electricity	Electrocution, Electrical Shock, Burns.	E	<ul style="list-style-type: none"> • 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. • Where it is required- locate /positively isolate/ tag-out electrical energy from the asbestos removal work area by competent person i.e. licensed electrician. 	Supervisor and Workers	L
	Excessive UV Exposure, Heat	Sunburn Skin Cancer Dehydration	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. • Provide / take regularly suitable drinking fluids. 	Supervisor and Workers	L
	Unsafe Work Practices	Multiple injuries	H	<ul style="list-style-type: none"> • Wherever possible, dry asbestos should not be worked on. 	Supervisor and Workers	L

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				<ul style="list-style-type: none"> • Prevent or minimise generation of airborne asbestos fibres i.e. wetting of asbestos using surfactants or wetting agents e.g. PVA glue. • Performing the task in a controlled environment e.g. ventilated enclosure. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry. • Ensure required equipment is on hand prior to work commencing e.g. heavy-duty plastic bags, warning signs and/or PVC barrier tape. 		
4. Decontamination of work area and plant / items used.	<p>Asbestos contamination</p> <p>Exposure to Asbestos Fibres</p>	<p>Respiratory illness</p> <p>Environmental contamination</p>	H	<ul style="list-style-type: none"> • Nothing that is likely to be contaminated with asbestos is removed from the asbestos removal area unless decontaminated before being removed or is sealed in a container and the exterior of the container is decontaminated and labelled in accordance with the GHS to indicate the presence of asbestos. • Decontaminate - workers, PPE, tools and items used in asbestos removal work. • Dry decontamination of asbestos –i.e. 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. <p>Wet method</p> <ul style="list-style-type: none"> • Wipe down with damp rags. • Dampen down material. • Use disposable 200 micro-metre plastic drop sheets where debris collected. 	Supervisor and Workers	L

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5. Asbestos Transport /Disposal	Transportation of asbestos/ACM	Respiratory illness Environmental contamination Bag tearing open when disposing	H	<ul style="list-style-type: none"> Asbestos/ACM should be disposed of as soon as is practicable at a site authorised to accept asbestos waste. The transport ACM must be securely packaged during its transportation and the waste is covered and leak-proof. 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. Contact a licensed waste depot 24 hours prior to delivering asbestos. Do not throw bags when removing. Two-person lift required for larger sheets. 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. 	Supervisor and Workers	L
6. Clearance Inspection & or Clearance Certificate before work area is reoccupied for ordinary use.	Asbestos contamination	Respiratory illness Environmental contamination	H	<ul style="list-style-type: none"> 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. 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. If air monitoring was carried out, details of the air monitoring results to be recorded in the written Clearance Certificate. 	Supervisor and Workers Independent Competent Person	

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.

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