

Task Analysis Asbestos Sampling – K2 Environmental Ltd

Prior to sampling you must have

- read the **bulk sampling procedure**
- have a current mask fit test and
- have attended the K2 Asbestos Awareness training.
- Watch the asbestos awareness DVD.
- Have been through the lab and spoken to an analysts re sample requirements.

Travelling to Site

Hazard	Management
Vehicle movements building sites	Wear High vis at all times. Avoid parking on the site.
Driving – from site to site fatigue and traffic	Driving hazard procedure, copy available on request. Limited hours of work. Review and assessment of driving skills by quality and technical manager.
Vehicles	All vehicles maintained to roadworthy condition. All vehicles must have current warrant of fitness.
Lose Material in Vehicles	Keep all items secured and well contained.

Onsite Hazards

Hazard	Management
Dogs	Request notification and if not managed do not attend site when uncontrolled dog there. Request forms have section for on site hazards.
Kids – Trip hazard	Request Kids keep out of room while sampling, or not near the ladder
Housekeeping Trip hazard – Joe Public leaves floatsum and Jetsum around properties	Avoid mess, training to be aware that might be trip hazards. Steel capped strong boot provided to all staff. Training to staff that some sites have trip hazards.
Residents can get verbal and potentially violent	Training, if situation not safe get out. Never get angry with anyone. Walk away.
Guns and weapons-these may be on site	Training, if these are present on site, leave.
Kids-unattended	Training, if kids are there unsupervised do not do work in situation where you are there with unsupervised kids
Biological fungus, bacteria	All staff are trained in biological assessments. Routinely perform biological assessments and air sampling. Fit tested masks provided to all team members who work on site.

Dealing with Joe Public	Training, all staff issued with a book on <i>How to win friends and influence people- Required reading.</i>
Electrical – only in the home base no high voltage kit used on site	Gear is tested and certified by Electrician. Staff are trained on the hazards of high voltage electrical equipment.
Noise from contractors on site	All staff have hearing protection provided. Staff are trained in noise measurement and reporting.
Other contractors unsafe practice	All staff undergo extensive training on safety awareness. All staff are trained in the culture of continuous improvement and the philosophy's that safety is everyone's responsibility.
Chemical Hazards	Three staff members are tertiary qualified in Chemistry. One staff member trained as a test certifier. All cars contain MSDS sheets. No chemicals taken on site however aware other contractors may use them.
Vehicle movements building sites	Wear High vis at all times. Avoid parking on the site.
Sexual Harassment	Training, zero tolerance.
Heights	Ladders with weight rating and more than three steps, staff attend height course
Cuts Trips and Falls	Staff are first aid trained, first aid kits in all cars, Cell phones to all staff to raise the alarm
Stress – high demand for results	Team meetings and briefings. Regular breaks, shared work load.

Taking Asbestos Samples

Hazard	Management
Asbestos Exposure	<ul style="list-style-type: none"> • All staff are trained on Asbestos hazards • All staff have masks with P3 filters on them, P2/P3 masks. • All staff have a fit test done • If require full PPE (white suits, gloves). • All staff trained to read the site hazard board.
Cuts when taking samples	<p>Training on use of tools. Two accidents in the last year due to cuts when using a chisel.</p> <ul style="list-style-type: none"> • At all times do not put your hand in front of the chisel • If it is hard to remove then try chipping it off • Ensure your chisel is sharp
Home and Property Owners	<ul style="list-style-type: none"> • It is preferable that only persons with a fit tested mask are in the area while samples are gathered. • Home owners can be a distraction, it is a preferred option not to have them around during sampling.
Secure the Sample Site	<ul style="list-style-type: none"> • At the end of sampling ensure the sampling site is sealed. Either with PVA or Tape. • Ensure any dust generated during sampling is contained. • Use wet whips to clean up any dust, do not sweep or any activity that may create dust. • Use a drop sheet when sampling Lathe and plaster or a sample bag that fully contains the chisel.
Dust from building work	P2 or P3 masks that are fit tested.
Unknown hazards on site	All staff are trained and asked to document that they have read the site noticeboards and the site specific hazard notices. A culture in the team of looking for hazards.
Identification of Hazards	Every week team safety meeting at 08:15 am Mondays. Focus continuous improvement for health and safety

Lab Practices

Hazard	Management
Lab exposure	Open samples in the lab inside the extraction system.
Sample Delivery	Samples can be delivered in assorted containers that can risk exposure to office and lab staff. Ensure samples are in well-sealed containers. Friable material must be double bagged.
Lab Housekeeping	All benches in the lab must be kept clean and free from any sample material. Only use a vacuum cleaner that is h rated (asbestos vacuum cleaner in the lab)
Air Quality	Check the air quality in the lab by running routine air samples.



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Update	New Version
Ben cut himself with a chisel. Added notes around the use of chisels for sampling	Ver 2
Updated with new notes re sampling and managing of dust	Ver 3
Read methods first and keep home owners away	Ver 4
Added Questions from the sampling procedure, removed table of people who have read it, bolded and increased size of “read the sampling procedure”	Ver 5

Question 1	Have you read the asbestos bulk sampling procedure (must read)?
Question 2	What is the title to section 3 of the asbestos bulk sampling procedure?
Question 3	What are the controls we use for asbestos exposure?



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