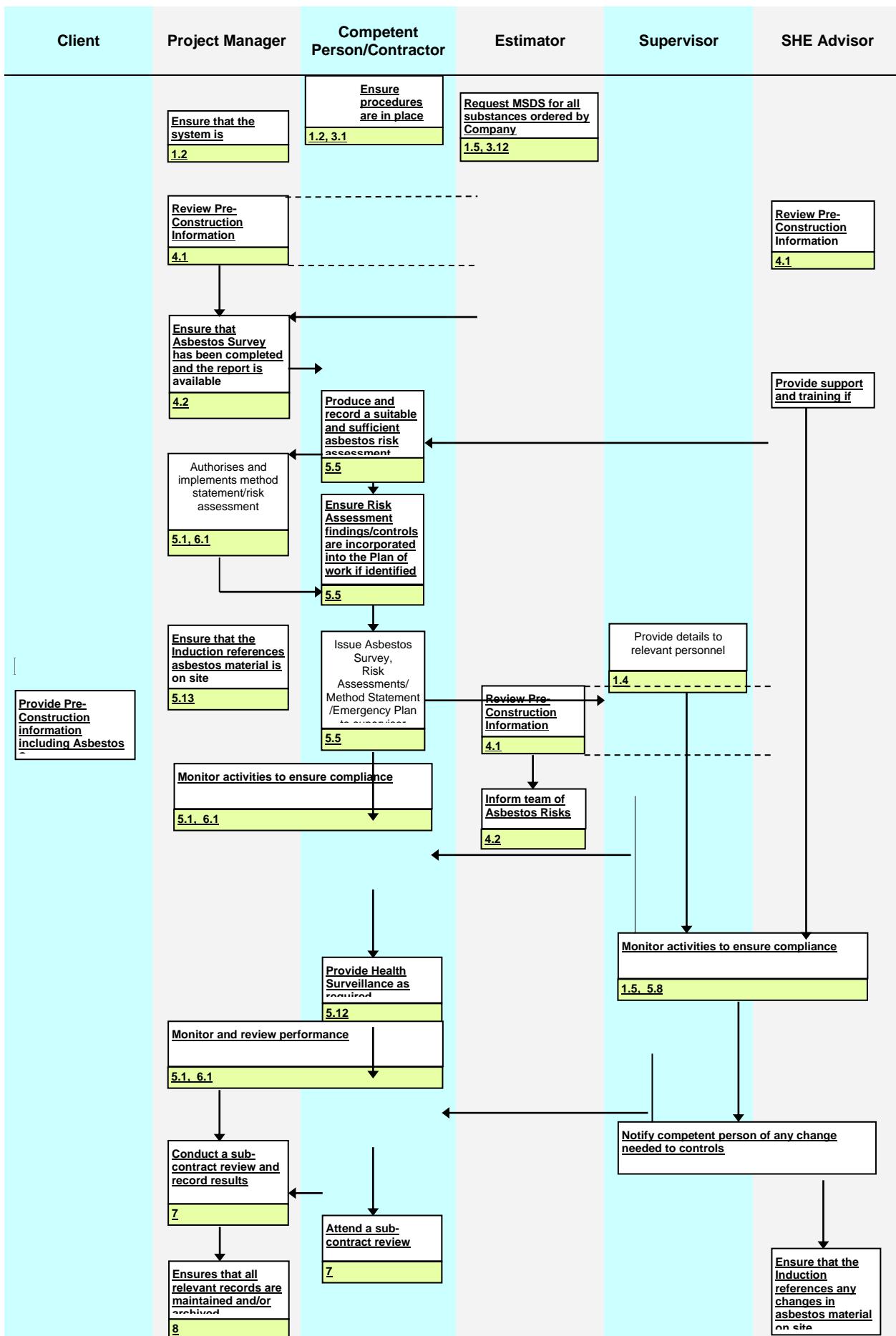


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PROCESS MAP



Key

PURPOSE

1 The purpose of this procedure is to define how Asbestos related activities shall be carried out safely.

SCOPE

1 This procedure covers all **COMPANY** Projects and locations under the control of **COMPANY**. A **COMPANY** is defined as the organization with responsibility for management of safety at a construction site.

REFERENCE DOCUMENTS

FORMS

- 2 Asbestos Removal Method Statement Checklist (SHE-FRM-14-01)
- 3 Asbestos Removal On-Site Activity Checklist (SHE-FRM-14-02)
- 4 Inadvertent Exposure Record (SHE-FRM-14-03)
- 5 Method Statement Tracking and Content (SHE-FRM-1-04)
- 6 Permit to Work (SHE-FRM-11-02)

FURTHER REFERENCE DOCUMENTS

- 1 Qatar Regulatory Document (Construction) RD1.2.8

2.3.14.1 Responsibilities

SHE DIRECTOR

- 1 Authorises this procedure.

PROJECT/SITE MANAGER

- 2 Ensures the procedure is established and that the identification and removal of asbestos containing materials (ACMs), is carried out in accordance with this procedure and relevant information is communicated to interested parties.

ESTIMATOR

- 3 Ensures that the information provided by the client or his representative is considered when pricing the works and informs the relevant persons of details with regards to asbestos and asbestos containing materials.

SUPERVISOR

- 4 Either supervises the work activities or the sub/work package contractor undertaking those work activities and ensures preparation of the necessary control documents required by this procedure.

SHE MANAGER/ADVISER

- 5 Provides advice and support in the application of this procedure and monitors effectiveness to control the activities.

OPERATIVE/CONTRACTOR EMPLOYEE

- 6 Person's undertaking the work activities and required to carry out the task in accordance with this procedure.

2.3.14.2 Definitions

PROJECT MANAGER

- 1 For the purpose of this procedure, Project/Site Manager may also mean Depot Manager or Office Manager.

SUPERVISOR

- 2 Ensures duties are carried out in accordance with this procedure.

CONTRACTORS

- 3 Means work package contractors and their sub-work package contractors. (Includes work equipment supplies.)

2.3.14.3 Types of Asbestos Surveys

TYPE 1 – PRESUMPTIVE SURVEY

1 The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's in the building and assess their condition. This survey essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears potential additional costs of management for some non asbestos-containing materials. All areas should be accessed and inspected as far as reasonably practicable (e.g. above false ceilings and inside risers, service ducts, lift shafts etc), or must be presumed to contain asbestos. Any material which can reasonably be expected to contain asbestos must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a strong presumption that it does. All materials which are presumed to contain asbestos must be assessed.

TYPE 2 – SAMPLING SURVEY

2 The purpose and procedures used in this survey are the same as for Type 1, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgment. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out as a separate exercise, after the Type 1 survey is complete.

TYPE 3 – FULL ACCESS

3 This type of survey is used to locate and describe, as far as reasonably practicable, all ACM's in the building and may involve destructive inspection, as necessary, to gain access to all area's, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACM's and estimates of the volume and surface area of ACM's made. The survey is designed to be used as a basis for tendering the removal of ACM's from the building prior to demolition or major refurbishment so the survey does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

2.3.14.4 Procedure

TENDER

1 It is the responsibility of the client and their nominated representatives to provide detailed information including an Asbestos Survey. Pre-Construction Information should be examined by the Project Manager, Estimator and SHE Adviser to determine the presence of asbestos containing materials (refer to Asbestos Control Procedures Pre-Construction Stage Flow Chart at Appendix 1).

PROJECT START-UP

2 The Estimator should inform the site team of the Asbestos Risk including previous asbestos removal during handover meeting. If an Asbestos Survey has not been provided, the Project Manager must request from the client information regarding the presence of asbestos. If the client confirms asbestos is or may be present the Project Manager must request a survey be carried out – the type of survey should be determined by the nature of the work to be undertaken but where practical a Type 3 survey should be requested. Any identified asbestos must be removed by an approved and licensed contractor prior to commencement of works (refer to Asbestos Control Procedures Pre-Start Flow Chart at Appendix 1).

2.3.14.5 Project Delivery

ON SITE ACTIVITIES

1 The Project Manager should ensure that relevant control measures from the asbestos risk assessment have been implemented. In addition, all relevant information shall be communicated to personnel during the site induction process (refer to Asbestos Control Procedures On Site Flow Chart at Appendix 1).

STOP – ISOLATE – PREVENT – INFORM

ASBESTOS SURVEY

2 The results of all types of survey should be recorded and the information provided to anyone who may work on, disturb, be exposed to or supervise work on these materials.

COMPANY APPROVED ASBESTOS SURVEYORS

3 A list of approved surveys shall be monitored and held by the Procurement/SHE Department

ASBESTOS REMOVAL CONTRACTORS

4 Work with the most dangerous asbestos-containing materials (which give off high fibre levels when disturbed), require a competent contractor to undertake the removal works. Further guidance is available from the SHE Manager/Advisor.

ASBESTOS RISK ASSESSMENT

5 A suitable risk assessment should be made before carrying out any work which may expose employees to asbestos.

- (a) If any work which will, or could, disturb asbestos is planned, has the risk assessment been done by a competent person?
- (b) Does it relate specifically to the particular job and site?
- (c) Does it cover other risks (like falls from height or electricity)?

ASBESTOS REMOVAL

6 Selection of an approved competent contractor should be made from the company approved supplier/subcontractor database. Database administrators monitor the approval status of these specialists.

7 Although **COMPANY** appoints a specialist contractor for the removal of Asbestos, the Project/Site Manager should ensure that they work in accordance with the requirements of the Qatar Regulatory Document (Construction) and do not put others at risk from their operations.

8 The appropriate checklists should be used to assess the suitability of the method of removal and to monitor the on-site activities. The checklist should be used in conjunction with the method statement/risk assessment review form.

ASBESTOS WASTE

9 All forms of asbestos (including overalls used for removal & enclosure materials) requires double bagging and specialist waste removal procedures.

ROLE OF VIEWING PANELS AND CCTV

10 A sufficient number of viewing panels should be installed in enclosures. The purpose of such panels is to allow supervisors, managers to monitor work, thereby minimising the need to enter enclosures. Viewing panels should be located to ensure that all areas inside the enclosure are visible, as far as reasonably practicable.

11 Where such panels are not reasonably practicable or where they do not allow good visibility of the active work area, a CCTV system should be installed such that ongoing work can be seen.

12 Entry will be required on appropriate occasions in order to check compliance with the plan of work and relevant health and safety procedures. CCTV and/or viewing panels do not replace the need for enclosure entry but they may help to reduce the frequency of entry.

SAMPLING, AIR TESTS AND CLEARANCE CERTIFICATION

13 All air testing, sampling of asbestos and clearance certification must be carried out by someone who is accredited by an appropriate body.

SITE MANAGEMENT

14 In any circumstance where there is an emergency including an accidental uncontrolled release of asbestos fibres or uncovering of previously unidentified ACM, it is essential to limit exposure and the subsequent risks to health by implementing the Site and SHE Advisors emergency procedures (refer to Asbestos Control Procedures Site Emergency Flow Chart at Appendix 1).

ASBESTOS REMOVAL CONTRACTORS

15 All asbestos removal contractors must have prepared procedures which can be put into effect should an incident, accident or emergency occur which could put persons at risk because of the presence of asbestos e.g. employee collapsing or suffering serious accident within the active stripping enclosure or an uncontrolled release of asbestos fibres.

16 These procedures should include sufficient information to enable the emergency services (paramedics, Civil Defence (Fire Department) to properly protect themselves against the risks of asbestos when attending an on-site emergency. Spare PPE and RPE should be available for the use of emergency personnel who may have to attend to persons removed from an enclosure without full decontamination procedures being carried out.

MEDICAL AND HEALTH SURVEILLANCE

17 In circumstances where cases of inadvertent exposure to asbestos may have occurred, the following steps should be considered:

- (a) Ascertain as far as possible the type of asbestos, the likely exposure levels involved and the duration of exposure.
- (b) Where employees may have been significantly exposed (for instance exposure may have exceeded the relevant action level), obtain advice from the appointed occupational health service provider, particularly regarding the medical assessment and counseling of exposed employees.
- (c) Consider offering those involved – employers, employees or members of the public, the opportunity to discuss the situation with a medical or occupational health advisor, particularly where they are otherwise unlikely to have access to an occupational health service.
- (d) Complete and archive an Inadvertent Exposure Record for each person who may have been exposed to airborne asbestos dust in the course of work for COMPANY.

INFORMATION, INSTRUCTION AND TRAINING

18 Personnel who are, or may be, exposed to asbestos should attend asbestos awareness training given at regular intervals.

19 The safety induction format for the project shall include the discovery of asbestos whilst working within the premises and working at height.

20 All workers should attend a safety awareness tool box talk.

2.3.14.6 Monitoring & Performance

THE PROJECT MANAGER SHALL:

1 Review the Management System/Asbestos Management Plan every 6 Months and record details.

2 Review Risk Assessments and Method Statements (SHE-PRO-001) at regular intervals or, if there is a significant change to either the task to be carried out or substances to be used or produced.

3 Inspect known ACM for deterioration at least every 12 months or as indicated in the Asbestos Management Plan and record results.

2.3.14.7 Feedback & Action

1 Project/Site Manager should conduct a sub-contract review of all contractors and record their findings on the Procurement Database

2.3.14.8 Records

1 An effective Management System/ Asbestos Management Plan should be in place to protect staff, operatives and the public. Details should include:

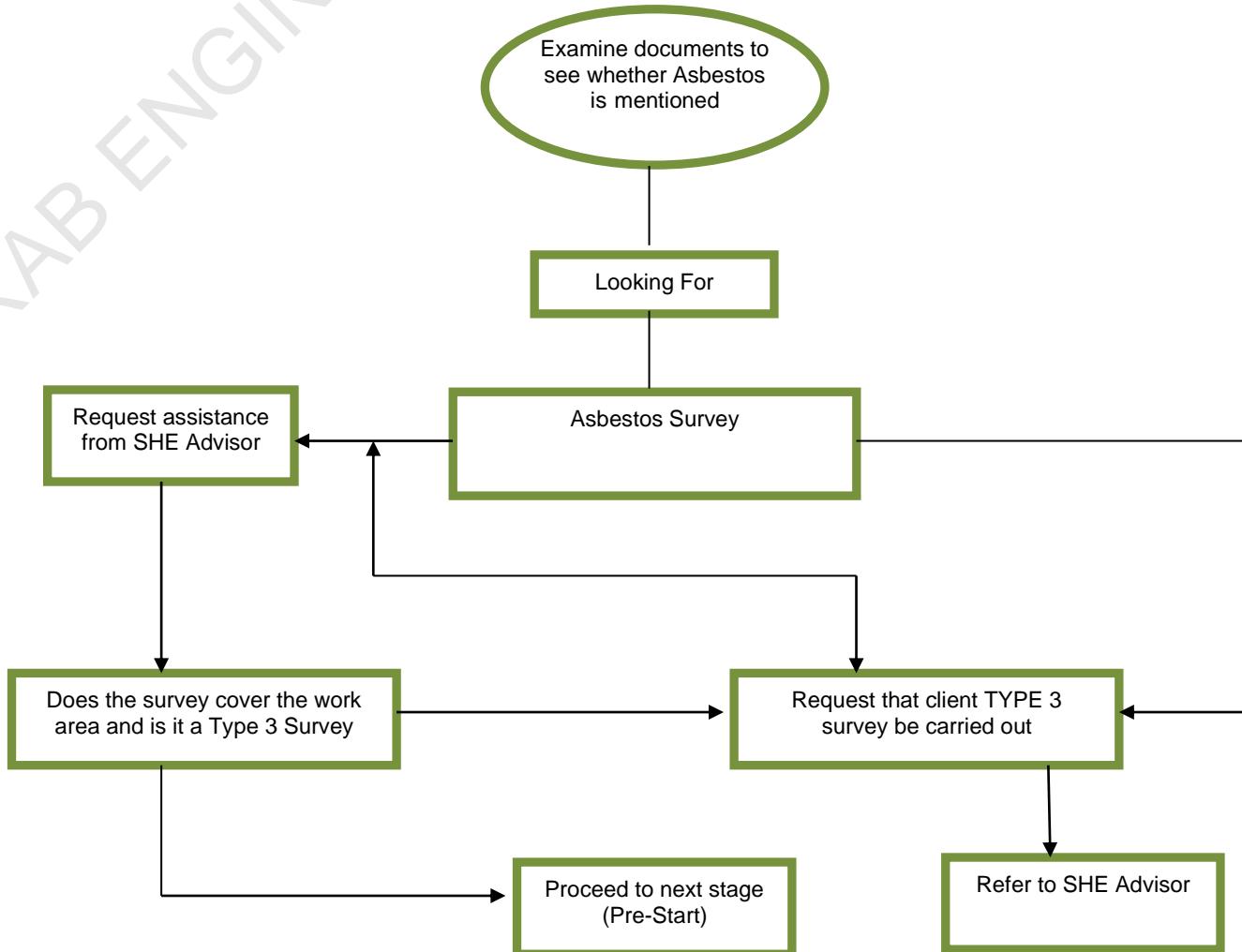
- (a) Label ACMs clearly with a suitable asbestos warning sign and make personnel aware of where it is located;
- (b) Make a note of where ACMs are on a site plan or other records and keep this information up-to-date;
- (c) Maintain records demonstrating that both training and information in relation to asbestos has been delivered to personnel;
- (d) Inadvertent Exposure and Health Records shall be kept and archived for a period no less than 40 years.

2.3.14.9 Appendices

APPENDIX 1 – ASBESTOS CONTROL PROCEDURES 1 - 5

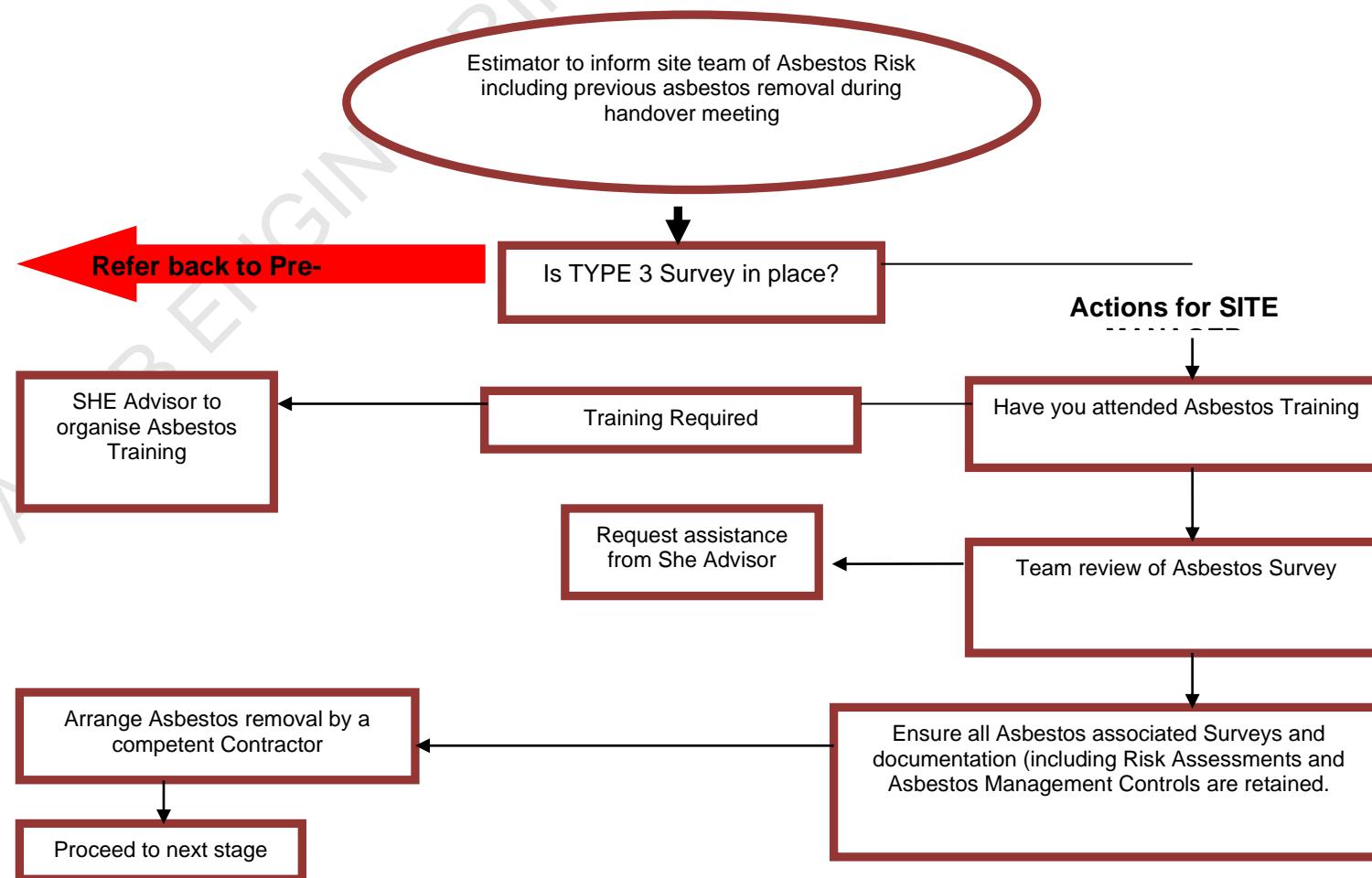
CONTROL PROCEDURE 1

PRE-CONSTRUCTION (TENDER) STAGE

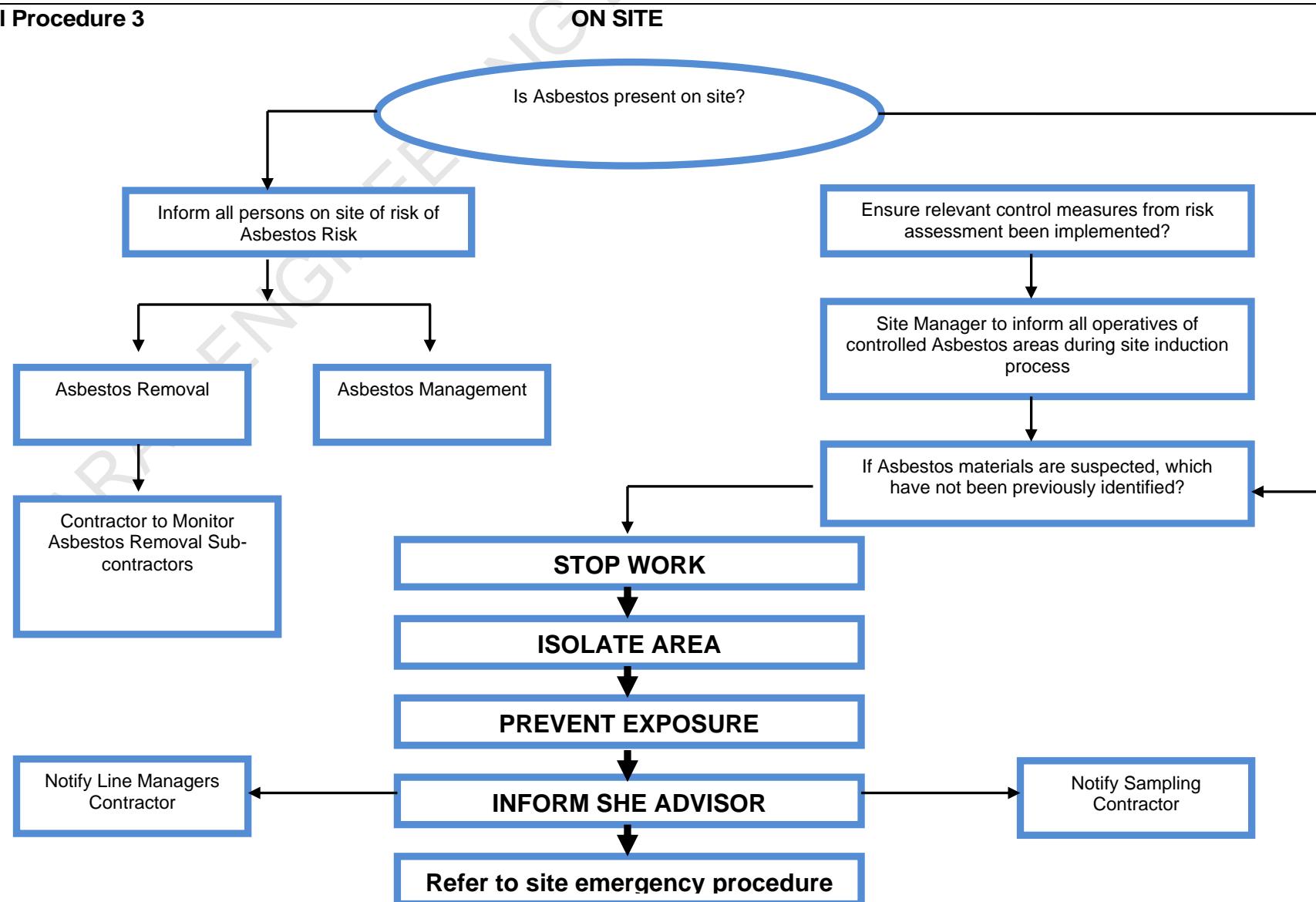


Control Procedure 2

**PRE-START
Internal Tender Handover Meeting**

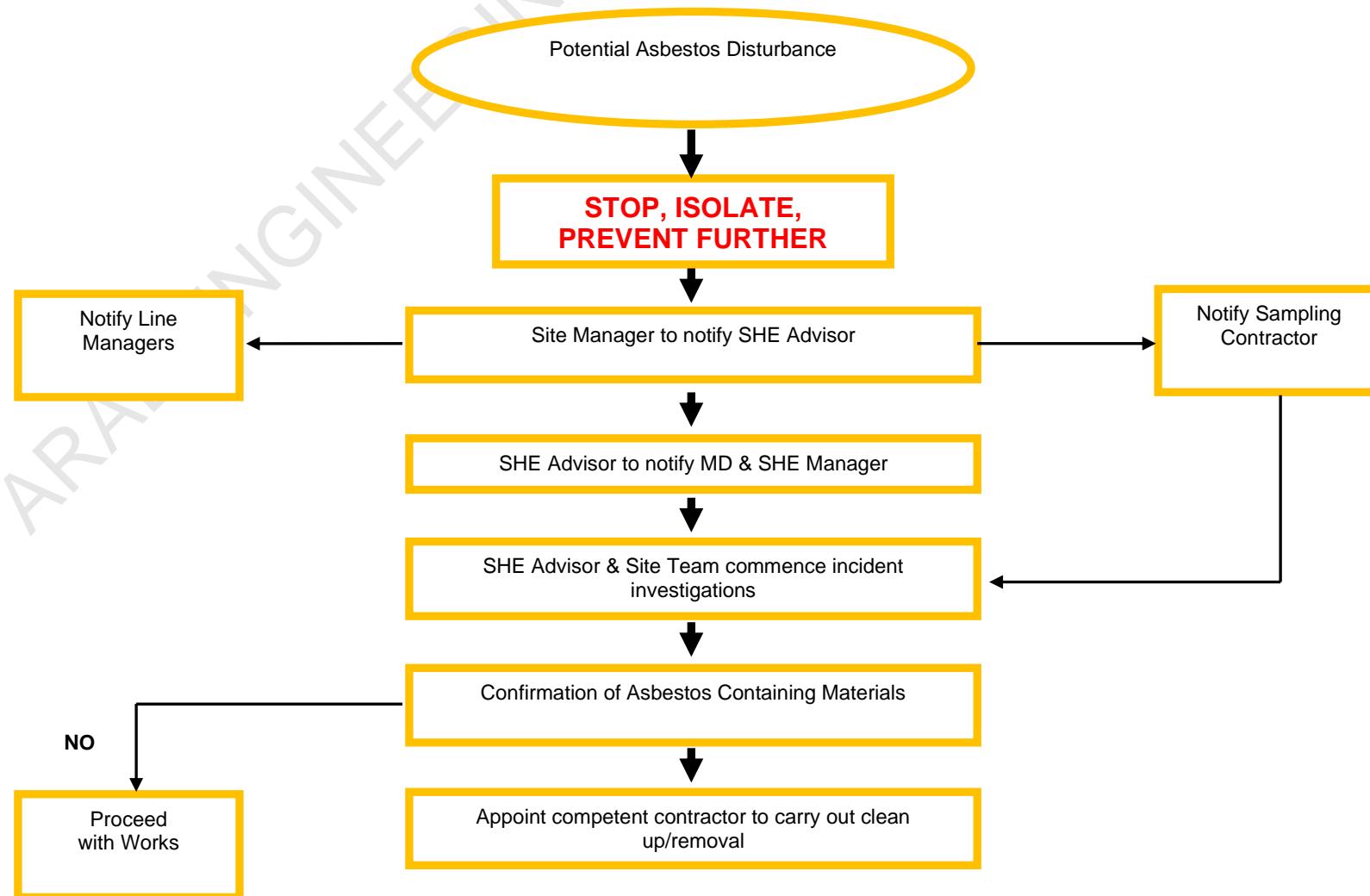


Control Procedure 3



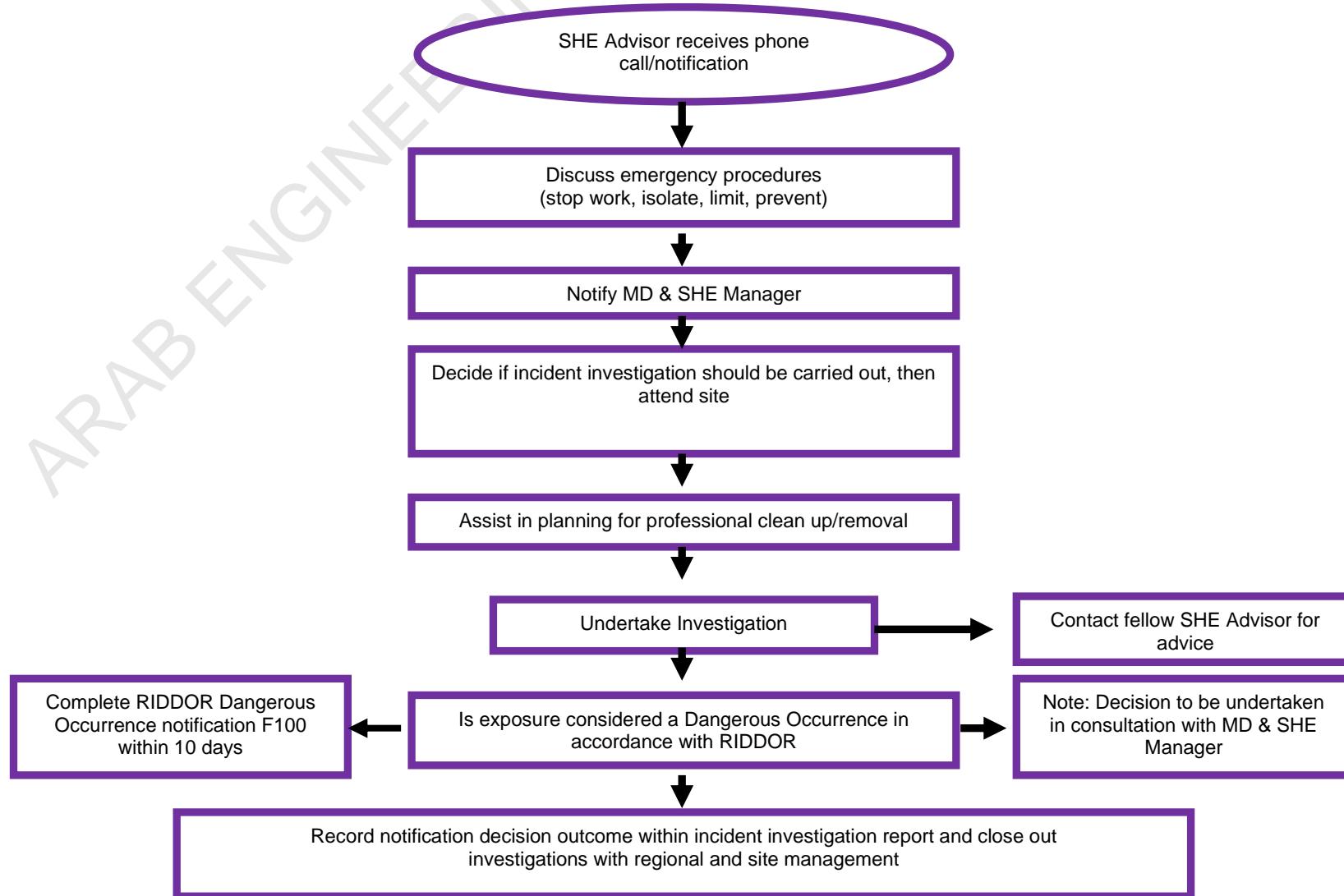
Control Procedure 4

SITE EMERGENCY PROCEDURES



Control Procedure 5

**SHE ADVISORS
EMERGENCY PROCEDURES**



2.3.14.10 Author

SECTION	NAME	POSITION IN COMPANY	CONTACT DETAILS
		SHE Manager	

2.3.14.11 Approvals

	NAME	POSITION IN COMPANY	SIGNATURE & DATE
Approved by:		SHEQ Director	

REMOVAL METHOD – CHECK LIST	<u>ACL</u> <u>1</u>	ASBESTOS
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Introduction

Although we appoint a specialist contractor for the removal of Asbestos we still have a duty to ensure that they work in accordance with current legislation and do not put others at risk from their operations. This checklist must be used in conjunction with your method statement review form.

Training and Capability

Operatives undertaking this nature of work should have been trained annually on working methods, types of equipment used, types of works carried out and PPE & RPE use. Note young persons must not undertake asbestos removal works.

Control Arrangements

Asbestos removal method statements should normally include the following so far as is relevant to the specific works:

No.	Item	Checked
1	Name and address of asbestos removal contractor	
2	Asbestos competency evidence	
3	Name and address of the site to which the method statement relates	
4	Names of the supervisor/foreman and appointed safety adviser and arrangements for monitoring the work	
5	Type of work e.g. removal of roof sheets, insulation boarding or lagging	
6	Type and quantity of asbestos and the results of any analysis	
7	Probable duration of works	
8	The controls to be applied to reduce exposure other than by PPE e.g. controlled wetting method	
9	Details of expected exposures	
10	Details of the steps to be taken to control the release of asbestos to the environment e.g. enclosure arrangements, negative pressure equipment, reassurance monitoring, clearance certificate on completion etc.	
11	Location of decontamination unit	
12	Arrangements for 240v power supply and clean water supply	
13	Details of the equipment, including PPE, to be used for the protection and decontamination of those carrying out the work	
14	Procedures for the removal of waste from the work area and the site, and disposal of contaminated water	
15	Procedures for dealing with emergencies	

Note

The above list is not exhaustive for every asbestos removal task but should be used as an aid. Consult with your regional SHE advisor for further guidance.

ON-SITE ACTIVITY – CHECK LIST	ACL 2	ASBESTOS
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Introduction		
Although we appoint a specialist contractor for the removal of Asbestos we still have a duty to ensure that they work in accordance with current legislation and do not put others at risk from their operations.		
Site Management Requirements		
Site Managers and their appointed supervisors must understand company procedures on Asbestos management. Read through procedures and discuss with your regional SHE advisor.		
Control Arrangements		
Asbestos removal works must be monitored throughout their duration and this check list is intended to assist in this process.		
No.	Item	Checked
1	Suitable plan/method statement has been supplied, outlines the method of work and any health and safety issues raised by the risk assessment	
2	Facilities provided by the asbestos removal contractor are suitable and do not obstruct any access, etc This applies particularly to the enclosure, the hygiene facility and air ducting.	
3	Before work commences, that the enclosure within which the contractor is to work, will not permit any escape of asbestos fibre into the atmosphere. This can be achieved by witnessing the smoke test being carried out. Insist that the enclosure includes a viewing panel.	
4	A maintenance/inspection schedule is in place for the enclosure and any air extraction equipment.	
5	That asbestos does not escape into the atmosphere during the stripping operation. Air monitoring around the enclosure during stripping works will indicate efficiency.	
6	The adequacy of the personal decontamination procedure, so that asbestos is not released from persons moving through the site.	
7	That the area being stripped is clean, both visually and with the supporting air sampling results.	
8	That the removal of the enclosure does not give rise to the release of asbestos fibre. Air monitoring around the enclosure before stripping work commences and during enclosure removal.	
9	That the storage of removed asbestos on site does not give rise to asbestos fibre release and that all asbestos is effectively removed from site double bagged and in suitable skips.	
10	Air clearance certification received for work area concerned prior to re occupation by Anon and associated contractors.	
Note		
The above list is not exhaustive for every asbestos removal task but should be used as an aid. Consult with your regional SHE advisor for further guidance.		

Inadvertent Exposure Record	ASBESTOS	Region:
		Department:
The person named below may have been exposed to airborne asbestos dust in the course of work for COMPANY . The circumstances are detailed for record purposes.		
Name:	Worker Number:	
Home Address:		
DOB:		
Employer:		
Job Title		
Project where incident occurred:		
Date of Exposure; Start:	Finish:	
Time of Exposure; Start:	Finish:	
Activity at time of exposure:		
Respiratory Protective Equipment in use?		YES/NO
Indicate nature of product: Cement AIB Lagging Sprayed Other:	Type of asbestos: Crocidolite (Blue) <input type="checkbox"/> Amosite (Brown) <input type="checkbox"/> Chrysotile (White) <input type="checkbox"/> Other: _____	
Air testing results attached?		YES/NO
Sampling date:		Time:
Name of person completing this form:		
Signature:	Title:	
Region:	Department	
Date:		
This record should form part of the investigation into the inadvertent exposure; all records must be kept for a minimum of 40 years.		