

Safe Work Method Statement

version 1.1

Activity / Task: **Asbestos Removal**

Project / Location: All Jobs

Company: Cape Cod

Signed by: Adam Cork

Date: 23/11/2016

Principal Contractor: Cape Cod

Accepted by: Adam Cork

Date: 23/11/2016

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. 	<ul style="list-style-type: none"> Site Specific Induction By: Cape Cod All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. By: Cape Cod Tool box talk to highlight any WHS concerns. By: Cape Cod Ensure site access is unobstructed. By: Cape Cod Ensure all weather access to work areas. By: Principal Contractor Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. By: Cape Cod & Cape Cod Provision of designated waste areas. By: Principal Contractor Storage of materials in designated areas. By: Cape Cod Regular site clean ups. By: Principal Contractor
2. Unloading plant and equipment	<ul style="list-style-type: none"> Manual task injuries. Slips, trips and falls. Proximity of other "workers" and public. Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. By: Cape Cod Training of "workers" in correct lifting methods. By: Cape Cod Unload and move the equipment to designated area to keep footpath / work place access clear. By: Cape Cod
3. Setting up equipment	<ul style="list-style-type: none"> Manual task injuries. Slips, trips and falls. Proximity of other "workers" and public. Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. By: Cape Cod Training of "workers" in setting up of electrical leads, power tools and nail guns. By: Cape Cod Ensure proper use of all safety guards provided to plant and equipment. By: Cape Cod Ensure all electrical leads, plant and equipment have current tagging. By: Cape Cod Ensure electrical equipment is attached to a residual current device [RCD]. By: Cape Cod
4. Removing asbestos or ACM sheet from ground level	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Fall from height Hazardous materials Exposure to dust Identification of services Electrocution Exposure to noise Manual task injuries Cuts and abrasions Proximity of other "workers" and public. Public access. 	<ul style="list-style-type: none"> Assess site conditions including weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod Identify the location of the electrical service and that the electrical service has been isolated or safely relocated before commencing work. By: Cape Cod Provide "Restricted Access" warning signage and establish a "No access area" by barricading to prevent access of anyone not connected with the removal activity into the work area and to control contamination. By: Cape Cod Position warning signage containing the words "DANGER ASBESTOS REMOVAL IN PROGRESS" in a prominent visible position at the front of the site. Signage to include the details of the licensed Contractor [PCBU]. By: Principal Contractor Seal all windows and doors to prevent dust entering the building during the removal and clean up process. By: Cape Cod All products and materials "that may" contain asbestos [ACM] or [ACD] are to be stored, transported and disposed of in accordance with the NSW Protection of the Environment Operations Act [1997] and NSW Protection of the Environment Operations [Waste] Regulation [2005] By: Cape Cod Prior to the removal process all products and materials "that may" contain asbestos [ACM] or [ACD] to be sealed with PVA sealant or kept damp. Prevent and or contain excess run off water. By: Cape

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- All products and materials “that may” contain asbestos [ACM] or [ACD] is to be either wrapped in recommended 200-micron thick plastic sheeting or placed in leak proof lined bins or vehicles and covered. **By: Cape Cod**
- All products and materials “that may” contain asbestos [ACM] or [ACD] is to be stored in a secure area and removed from site as soon as practical in a covered leak proof vehicle. **By:**
- All products and materials “that may” contain asbestos [ACM] or [ACD] is to be disposed of in a manner, and at a site approved by the NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or Local Council. **By:**
- Care in removing wall sheets and eave soffits to minimise breakage of sheets - where possible keep sheets intact. **By: Cape Cod**
- Ensure that adequate lighting and ventilation is available. **By: Cape Cod**
- Systematic safe removal of materials. **By: Cape Cod**
- Training of “workers” in safe working from step and extension ladders. **By: Cape Cod**
- Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos [ACM] or [ACD]. **By: Cape Cod**
- Ensure “workers” wear safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process. **By: Cape Cod**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: Cape Cod**
- Pick up visible asbestos debris around the removal area, then decontaminate using wet methods or suitable vacuum cleaner. **By: Cape Cod**
- Use approved vacuum cleaning equipment [HEPA] that complies with AS/NZS 60335.2.69 – Industrial vacuum cleaners or its equivalent for particulates hazardous to health, to prevent the release of lead containing dust while it is being removed. Do not use household vacuum cleaners. **By: Principal Contractor**
- PVA seal residues of asbestos cement that cannot be removed from timber framed members. **By: Cape Cod**
- Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste. **By:**
- Training of “workers” in correct lifting and carrying methods. **By: Cape Cod**
- Ensure that the correct lifting and carrying techniques are used at all times. **By: Cape Cod**
- Rotate “workers” and vary tasks performed. **By: Cape Cod**
- Ensure running water is available **By: Principal Contractor**

5. Stripping of asbestos or ACM sheet roof covering	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure. ● Fall from height. ● Hazardous materials. ● Identification of services. ● Electrocution. ● Falling objects. ● Exposure to dust. ● Exposure to noise. ● Manual task injuries ● Sprains and strains. ● Cuts and abrasions. ● Proximity of other “workers”. ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Principal Contractor ● Provide “Demolition in Progress” and “Restricted Access” warning signage and establish a “No access area” by barricading to prevent access of anyone not connected with the removal activity into the work area and to control contamination. Provide a spotter where necessary. By: Principal Contractor ● Position warning signage containing the words “DANGER ASBESTOS REMOVAL IN PROGRESS” in a prominent visible position at the front of the site. Signage is to include the details of the licensed Contractor [PCBU]. By: Principal Contractor ● Identify that the electrical service has been isolated and that ‘tiger tails’ are in place as protection from overhead wires and points of attachment before commencing. By: Principal Contractor ● Use Licensed Electrician to isolate, disconnect and relate existing services. By: Principal Contractor ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] are in place before accessing work from roof surface. By: ● Ensure that the edge protection to the roof surface [roof rail] is in place before accessing the roof surface. By: Cape Cod ● Training of “workers” in safe working at heights and safe movement on scaffolding and on roof. By: Cape Cod ● Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos. By: Cape Cod ● Ensure that the scaffolding is safe and erected by a qualified Scaffolder. By: ● Check the access ladder for damage / defects before use. By: Cape Cod ● Check that the ladder is stable and secured top and bottom before use. By: Cape Cod ● Correct use of access ladder. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Ensure “workers” wear hats, safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process. By: Cape Cod
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- Systematic safe removal of materials. **By: Cape Cod**
- Training of “workers” in correct lifting and carrying methods. **By: Cape Cod**
- Team lifting and carrying. **By: Cape Cod**
- Rotate “workers” and vary tasks performed. **By: Cape Cod**
- Ensure that materials are not stored on roof or scaffold. **By: Cape Cod**
- Prior to the removal process asbestos seal the roofing sheets with PVA sealant or wet down. **By: Cape Cod**
- Ensure dampening of the roofing sheets is done well before removal to allow the roof surface to dry sufficiently so “workers” do not slip. **By: Cape Cod**
- Prevent and or contain excess run off water from the roof surface. **By: Cape Cod**
- Remove fixings and remove the asbestos cement sheets with minimal breakage. Lower whole sheets to the ground where possible and place in prepared designated waste area. Provide a spotter where necessary. **By: Cape Cod**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: Cape Cod**
- Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. **By: Principal Contractor**
- Pick up visible asbestos debris in the roof space and around the removal area and then decontaminate using wet methods or suitable vacuum cleaner. **By: Cape Cod**
- PVA seal residues of asbestos cement that cannot be removed from timber framed members. **By: Cape Cod**
- Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste. **By: Cape Cod**
- Regular site clean ups. **By: Principal Contractor**
- Ensure running water is available. **By: Principal Contractor**

6. Site clean up on completion of work	<ul style="list-style-type: none"> ● Manual task injuries ● Exposure to dust ● Exposure to hazardous substances 	<ul style="list-style-type: none"> ● Remove any temporary barricades if no longer required By: Cape Cod ● Place all rubbish / debris in designated waste storage area By: Cape Cod ● Leave site / work area in a clean and tidy condition By: Cape Cod
7.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure. ● 	<ul style="list-style-type: none"> ● Site Specific Induction By: Cape Cod ● All “workers” to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. By: Cape Cod ● Tool box talk to highlight any WHS concerns. By: Cape Cod ● Ensure site access is unobstructed. By: Cape Cod ● Ensure all weather access to work areas. By: Principal Contractor ● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. By: Cape Cod & Cape Cod ● Provision of designated waste areas. By: Principal Contractor ● Storage of materials in designated areas. By: Cape Cod ● Regular site clean ups. By: Principal Contractor ● By:

Person responsible for ensuring compliance with SWMS:
Person responsible for reviewing SWMS control measures: