

Special Guest

Safe Work Method Statement

version 1.1

Activity / Task: **Asbestos Removal**

Project / Location: All Jobs

Company: **Special Guest**

Signed by: Test Carpenter

Date: 15/03/2017

Principal Contractor: **Test Company**

Accepted by:

Date:

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: Special Guest● 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: Special Guest● Tool box talk to highlight any WHS concerns. By: Special Guest● Ensure site access is unobstructed. By: Special Guest● 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: Special Guest● Provision of designated waste areas. By: Principal Contractor● Storage of materials in designated areas. By: Special Guest● 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: Special Guest● Training of "workers" in correct lifting methods. By: Special Guest● Unload and move the equipment to designated area to keep footpath / work place access clear. By: Special Guest
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: Special Guest● Training of "workers" in setting up of electrical leads, power tools and nail guns. By: Special Guest● Ensure proper use of all safety guards provided to plant and equipment. By: Special Guest● Ensure all electrical leads, plant and equipment have current tagging. By: Special Guest● Ensure electrical equipment is attached to a residual current device [RCD]. By: Special Guest
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: Special Guest● Identify the location of the electrical service and that the electrical service has been isolated or safely relocated before commencing work. By: Special Guest● 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: Special Guest● 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: Special Guest● 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: Special Guest● 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: Special Guest

- 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: Special Guest**
- 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: Special Guest**
- Ensure that adequate lighting and ventilation is available. **By: Special Guest**
- Systematic safe removal of materials. **By: Special Guest**
- Training of “workers” in safe working from step and extension ladders. **By: Special Guest**
- Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos [ACM] or [ACD]. **By: Special Guest**
- Ensure “workers” wear safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process. **By: Special Guest**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: Special Guest**
- Pick up visible asbestos debris around the removal area, then decontaminate using wet methods or suitable vacuum cleaner. **By: Special Guest**
- 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: Special Guest**
- 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: Special Guest**
- Ensure that the correct lifting and carrying techniques are used at all times. **By: Special Guest**
- Rotate “workers” and vary tasks performed. **By: Special Guest**
- 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: Special Guest ● 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: Special Guest ● Training of “workers” in safe working at heights and safe movement on scaffolding and on roof. By: Special Guest ● Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos. By: Special Guest ● Ensure that the scaffolding is safe and erected by a qualified Scaffolder. By: ● Check the access ladder for damage / defects before use. By: Special Guest ● Check that the ladder is stable and secured top and bottom before use. By: Special Guest ● Correct use of access ladder. By: Special Guest ● Limit use of ladders as working platforms. By: Special Guest ● 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: Special Guest ● Systematic safe removal of materials. By: Special Guest
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- Training of “workers” in correct lifting and carrying methods. **By: Special Guest**
- Team lifting and carrying. **By: Special Guest**
- Rotate “workers” and vary tasks performed. **By: Special Guest**
- Ensure that materials are not stored on roof or scaffold. **By: Special Guest**
- Prior to the removal process asbestos seal the roofing sheets with PVA sealant or wet down. **By: Special Guest**
- 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: Special Guest**
- Prevent and or contain excess run off water from the roof surface. **By: Special Guest**
- 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: Special Guest**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: Special Guest**
- 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: Special Guest**
- PVA seal residues of asbestos cement that cannot be removed from timber framed members. **By: Special Guest**
- Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste. **By: Special Guest**
- Regular site clean ups. **By: Principal Contractor**
- Ensure running water is available. **By: Principal Contractor**

6. Site clean up on completion of work	● Manual task injuries	● Remove any temporary barricades if no longer required By: Special Guest
	● Exposure to dust	● Place all rubbish / debris in designated waste storage area By: Special Guest
	● Exposure to hazardous substances	● Leave site / work area in a clean and tidy condition By: Special Guest

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