

# MLC Property Services (Michael Catto)

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## Safe Work Method Statement

version 1.1

Activity / Task: **Asbestos Removal**

Project / Location: All Jobs

**Company:** MLC Property Services (Michael Catto)

Signed by: Michael Catto

Date: 19/06/2017

**Principal Contractor:** Cape Cod

Accepted by: Tara Antonioli

Date: 20/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● UV light / weather exposure.</li></ul>	<ul style="list-style-type: none"><li>● Site Specific Induction <b>By: MLC Property Services (Michael Catto)</b></li><li>● 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. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Tool box talk to highlight any WHS concerns. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Ensure site access is unobstructed. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Ensure all weather access to work areas. <b>By: Principal Contractor</b></li><li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Provision of designated waste areas. <b>By: Principal Contractor</b></li><li>● Storage of materials in designated areas. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Regular site clean ups. <b>By: Principal Contractor</b></li></ul>
2. Unloading plant and equipment	<ul style="list-style-type: none"><li>● Manual task injuries.</li><li>● Slips, trips and falls.</li><li>● Proximity of other "workers" and public.</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Team lifting and carrying. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Training of "workers" in correct lifting methods. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Unload and move the equipment to designated area to keep footpath / work place access clear. <b>By: MLC Property Services (Michael Catto)</b></li></ul>
3. Setting up equipment	<ul style="list-style-type: none"><li>● Manual task injuries.</li><li>● Slips, trips and falls.</li><li>● Proximity of other "workers" and public.</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Set up in a clear area and maintain a clear travel path. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Training of "workers" in setting up of electrical leads, power tools and nail guns. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Ensure proper use of all safety guards provided to plant and equipment. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Ensure all electrical leads, plant and equipment have current tagging. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Ensure electrical equipment is attached to a residual current device [RCD]. <b>By: MLC Property Services (Michael Catto)</b></li></ul>
4. Removing asbestos or ACM sheet from ground level	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility</li><li>● Fall from height</li><li>● Hazardous materials</li><li>● Exposure to dust</li><li>● Identification of services</li><li>● Electrocution</li><li>● Exposure to noise</li><li>● Manual task injuries</li></ul>	<ul style="list-style-type: none"><li>● Assess site conditions including weather and conduct a Site Specific Risk Assessment before commencing. <b>By: MLC Property Services (Michael Catto)</b></li><li>● Identify the location of the electrical service and that the electrical service has been isolated or safely relocated before commencing work. <b>By: MLC Property Services (Michael Catto)</b></li><li>● 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. <b>By: MLC Property Services (Michael Catto)</b></li><li>● 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]. <b>By: Principal Contractor</b></li><li>● Seal all windows and doors to prevent dust entering the building during the removal and clean up process. <b>By: MLC Property Services (Michael Catto)</b></li></ul>

- Cuts and abrasions
- Proximity of other “workers” and public.
- Public access.
- 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: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- Ensure that adequate lighting and ventilation is available. **By: MLC Property Services (Michael Catto)**
- Systematic safe removal of materials. **By: MLC Property Services (Michael Catto)**
- Training of “workers” in safe working from step and extension ladders. **By: MLC Property Services (Michael Catto)**
- Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos [ACM] or [ACD]. **By: MLC Property Services (Michael Catto)**
- Ensure “workers” wear safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process. **By: MLC Property Services (Michael Catto)**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: MLC Property Services (Michael Catto)**
- Pick up visible asbestos debris around the removal area, then decontaminate using wet methods or suitable vacuum cleaner. **By: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- Ensure that the correct lifting and carrying techniques are used at all times. **By: MLC Property Services (Michael Catto)**
- Rotate “workers” and vary tasks performed. **By: MLC Property Services (Michael Catto)**
- Ensure running water is available **By: Principal Contractor**

5. Stripping of asbestos or ACM sheet roof covering	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Hazardous materials.</li> <li>• Identification of services.</li> <li>• Electrocution.</li> <li>• Falling objects.</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Manual task injuries</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions.</li> <li>• Proximity of other “workers”.</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. <b>By: Principal Contractor</b></li> <li>• 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. <b>By: Principal Contractor</b></li> <li>• 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]. <b>By: Principal Contractor</b></li> <li>• 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. <b>By: Principal Contractor</b></li> <li>• Use Licensed Electrician to isolate, disconnect and relate existing services. <b>By: Principal Contractor</b></li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: MLC Property Services (Michael Catto)</b></li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] are in place before accessing work from roof surface. <b>By:</b></li> <li>• Ensure that the edge protection to the roof surface [roof rail] is in place before accessing the roof surface. <b>By: MLC Property Services (Michael Catto)</b></li> <li>• Training of “workers” in safe working at heights and safe movement on scaffolding and on roof. <b>By: MLC Property Services (Michael Catto)</b></li> </ul>
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- Training of “workers” in the safe removal and handling of products and materials “that may” contain asbestos. **By: MLC Property Services (Michael Catto)**
- Ensure that the scaffolding is safe and erected by a qualified Scaffolder. **By:**
- Check the access ladder for damage / defects before use. **By: MLC Property Services (Michael Catto)**
- Check that the ladder is stable and secured top and bottom before use. **By: MLC Property Services (Michael Catto)**
- Correct use of access ladder. **By: MLC Property Services (Michael Catto)**
- Limit use of ladders as working platforms. **By: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- Systematic safe removal of materials. **By: MLC Property Services (Michael Catto)**
- Training of “workers” in correct lifting and carrying methods. **By: MLC Property Services (Michael Catto)**
- Team lifting and carrying. **By: MLC Property Services (Michael Catto)**
- Rotate “workers” and vary tasks performed. **By: MLC Property Services (Michael Catto)**
- Ensure that materials are not stored on roof or scaffold. **By: MLC Property Services (Michael Catto)**
- Prior to the removal process asbestos seal the roofing sheets with PVA sealant or wet down. **By: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- Prevent and or contain excess run off water from the roof surface. **By: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- Regularly monitor for air borne dust when removal work is being undertaken. **By: MLC Property Services (Michael Catto)**
- 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: MLC Property Services (Michael Catto)**
- PVA seal residues of asbestos cement that cannot be removed from timber framed members. **By: MLC Property Services (Michael Catto)**
- Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste. **By: MLC Property Services (Michael Catto)**
- 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"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: MLC Property Services (Michael Catto)</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: MLC Property Services (Michael Catto)</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By: MLC Property Services (Michael Catto)</b></li> </ul>
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Person responsible for ensuring compliance with SWMS: Michael Catto  
 Person responsible for reviewing SWMS control measures: Michael Catto