



# Asbestos management

## safety checklist

Check	yes	no	n/a
<b>Identification of asbestos hazards</b>			
Has the location of asbestos containing material (ACM) been identified in all buildings, including any inaccessible areas, and machinery and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the type and condition of ACM been identified? For example, types include AC sheets, lagging on pipes and flues, ACM gaskets in machinery or plant and window putty. Note also whether the ACM is intact or damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the identification been carried out by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is ACM labelled in all areas where a competent person has determined it is needed to assist people to identify the ACM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Asbestos risk assessment</b>			
Have all the risks for all ACM in the workplace been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the risk assessment include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scope (area the register covers);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• consultation with staff;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• examination of the condition of the ACM (for example friable or bonded and stable) and whether it is liable to damage or deterioration;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• assessment of the probability of disturbance to the ACM; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• likelihood of people being exposed to asbestos fibres (based on the above points).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the risk assessment been carried out by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Asbestos register</b>			
Where there is ACM at the workplace, is there an 'asbestos register'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the 'asbestos register' contain accurate information on:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scope (area the register covers);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• date of identification/inspection;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• locations of ACM ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• types and form of ACM;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• condition of ACM (intact or damaged);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• analysis results (if carried out);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of any presumed ACM including inaccessible areas;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• date of each risk assessment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• name of competent person(s) who carried out risk assessment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• risk assessment findings and conclusions including any reviews and revisions;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• air monitoring results (if any);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• recommended control measures; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• details of any work or maintenance on ACM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the 'asbestos register' been reviewed within the last 12 months (or up to three years if low risk and there is recommendations from a competent person)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working with asbestos			
Do any of the employees or contractors work on the ACM? For example, maintenance work that involves cutting, grinding, sawing, drilling or sanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems of work in place to ensure any work on ACM is carried out in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees who work on ACM been trained in safe work methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a licensed asbestos removalist used to remove >10m <sup>2</sup> non-friable ACM or any friable ACM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication and consultation			
Have all relevant persons received training on the presence of ACM and the 'asbestos register' including procedures for providing register to contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to ensure the 'asbestos register' is made available to employees and contractors who are likely to conduct work on the ACM or may be in the vicinity of such work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and clean up			
Are systems in place to ensure any asbestos waste is disposed of properly? This should include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>sealing waste in plastic or other container;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>placing waste in a plastic lined skip bin;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>labelling the waste; and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>transporting the waste too an approved waste disposal facility for asbestos.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are asbestos work areas inspected for cleanliness at the end of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other sources of information

WorkSafe [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

### Legislation

- The Occupational Safety and Health Regulations 1996

### Checklists

- Asbestos in state and local government
- Asbestos in the construction industry: information and checklist

### Codes of practice

- Management and control of asbestos in workplaces [NOHSC: 2018]
- Safe removal of asbestos. 2nd edition. [NOHSC: 2002]

### Guidance note

- Asbestos materials in the automotive maintenance and repair industry

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