# Health and safety checklist

**Asbestos management**

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| ***Work Health and Safety Act 2020*.**  This checklist is a summary of asbestos specific requirements in the WA work health and safety laws. It does not include all legislative requirements and does not address general safety requirements.  See the DMIRS [website](http://www.dmirs.wa.gov.au/worksafe) for further guidance or a copy of the legislation. |

| **Completed by** | |
| --- | --- |
| Full name | enter full name |
| Company name | enter company name |
| Site address  Suburb  Postcode | enter site address  enter suburb  enter postcode |
| Date | enter date DD/MM/YYYY |
| Telephone | enter telephone |

| **Check** | **Yes** | **No** | **N/A** | **Notes / comments** |
| --- | --- | --- | --- | --- |
| **Identification of asbestos hazards** | | | | |
| Has the location of asbestos containing material (ACM) been identified in all buildings, including any inaccessible areas, and machinery and plant? |  |  |  | enter notes/comments |
| Has the type and condition of ACM been identified?  For example, types include asbestos cement sheets, lagging on pipes and flues, ACM gaskets in machinery or plant and window putty. |  |  |  | enter notes/comments |
| Is the ACM intact or damaged? Include comments on the condition. |  |  |  | enter notes/comments |
| Has the identification been carried out by a competent person?  A person is deemed competent if they have acquired through training, qualification or experience, the knowledge and skills to carry out the task. |  |  |  | enter notes/comments |
| Is ACM labelled in all areas where a competent person has determined it is needed to assist people to identify the ACM? |  |  |  | enter notes/comments |
| **Managing the risk associated with asbestos** | | | | |
| Have all the risks for all ACM in the workplace been assessed? |  |  |  | enter notes/comments |
| Did the assessment include: |  |  |  |  |
| * identification as outlined in the section above? |  |  |  | enter notes/comments |
| * consultation with workers and any other PCBUs at the workplace? |  |  |  | enter notes/comments |
| * examination of the condition of the ACM (for example, friable or bonded and stable) and whether it is liable to damage or deterioration? |  |  |  | enter notes/comments |
| * assessment of the probability of disturbance to the ACM? |  |  |  | enter notes/comments |
| * likelihood of people being exposed to asbestos fibres (based on the above? |  |  |  | enter notes/comments |
| Has the assessment been carried out by a competent person? |  |  |  | enter notes/comments |
| **Asbestos register** | | | | |
| Where there is ACM at the workplace, is there an asbestos register? |  |  |  | enter notes/comments |
| Is the asbestos register readily accessible to all workers?  Workers include PCBUs who carry out work at the workplace, such as contractors, PCBUs who require work to be conducted at the workplace and health and safety representatives. |  |  |  | enter notes/comments |
| Does the asbestos register contain accurate information on: |  |  |  | enter notes/comments |
| * scope (area the register covers)? |  |  |  | enter notes/comments |
| * date of identification/inspection? |  |  |  | enter notes/comments |
| * location/s of ACM? |  |  |  | enter notes/comments |
| * types and form of ACM (intact or damaged)? |  |  |  | enter notes/comments |
| * condition of ACM? |  |  |  | enter notes/comments |
| * analysis results (if carried out)? |  |  |  | enter notes/comments |
| * location of any assumed ACM, including inaccessible areas? |  |  |  | enter notes/comments |
| * air monitoring results (if any)? |  |  |  | enter notes/comments |
| * recommended control measures? |  |  |  | enter notes/comments |
| * details of any work or maintenance on ACM? |  |  |  | enter notes/comments |
| Has the asbestos register been reviewed to meet the requirements of the WHS Act and WHS General Regulations |  |  |  | enter notes/comments |
| After updating to WHS requirements, has the register been updated at least every five years? |  |  |  | enter notes/comments |
| **Asbestos management plan** | | | | |
| Is there a written asbestos management plan? |  |  |  | enter notes/comments |
| Is the asbestos management plan maintained and up to date? |  |  |  | enter notes/comments |
| Does the asbestos management plan contain accurate detail on: |  |  |  |  |
| * identification of ACM (asbestos register, signage and labelling)? |  |  |  | enter notes/comments |
| * decisions, and reasons for the decisions, about the management of ACM at the workplace (safe work procedures and control measures)? |  |  |  | enter notes/comments |
| * procedures for detailing incidents or emergency situations involving ACM at the workplace? |  |  |  | enter notes/comments |
| * information, consultation and training provided to ensure workers are aware of the plan? |  |  |  | enter notes/comments |
| Is the asbestos management plan readily available for all workers?  Ensure those arranging work, contractors providing services, and health and safety representatives have access to the plan. |  |  |  | enter notes/comments |
| Is the asbestos management plan reviewed when: |  |  |  |  |
| * asbestos is removed, disturbed, sealed or enclosed? |  |  |  | enter notes/comments |
| * the asbestos management plan is no longer adequate for managing ACM at the workplace? |  |  |  | enter notes/comments |
| * requested by health and safety representative? |  |  |  | enter notes/comments |
| * at least every five years? |  |  |  | enter notes/comments |
| **Working with asbestos** | | | | |
| Do any workers, including contractors, work with ACM (for example, maintenance work that involves disturbing the asbestos)? |  |  |  | enter notes/comments |
| Are systems of work in place to ensure any work involving ACM is carried out in a safe manner?  For example, workers must understand that the following activities are prohibited:   * high-pressure water spraying of ACM (unless for firefighting activities) * using compressed air on ACM * use of high speed abrasive power and pneumatic tools (including angle grinders, sanders, saws and high speed drills that are uncontrolled – i.e. without dust suppression that ensures the dust is captured).   Examples of safe work practices, including drilling of ACM, are covered in Appendix 7 of the Code of practice: [How to manage and control asbestos in the workplace](https://www.commerce.wa.gov.au/publications/code-practice-how-manage-and-control-asbestos-workplace). |  |  |  | enter notes/comments |
| Have workers who work on ACM been trained in safe work methods? |  |  |  | enter notes/comments |
| Is a licensed asbestos removalist used to remove greater than 10 square metres of non-friable ACM or any amount of friable ACM? |  |  |  | enter notes/comments |
| Is an independent competent person engaged to conduct a clearance after Class B asbestos removal?  An independent competent person (ICP) has knowledge, training and experience in asbestos removal as well as holding a certification for asbestos assessor work or a relevant tertiary qualification. To be independent, the ICP must not be involved in the removal of asbestos for that specific job or be involved with the asbestos licence holder removing the asbestos for that specific job. |  |  |  | enter notes/comments |
| Is a licensed asbestos assessor engaged to conduct a clearance for Class A asbestos removal work?  For Class A removal work, the ICP must be a licenced asbestos assessor (LAA). To be independent, the LAA must not be involved in the removal of asbestos for that specific job or be involved with the asbestos licence holder removing the asbestos for that specific job. |  |  |  | enter notes/comments |
| **Communication and consultation** | | | | |
| Have all relevant workers received training on the: |  |  |  |  |
| * presence of ACM? |  |  |  | enter notes/comments |
| * asbestos register? |  |  |  | enter notes/comments |
| * procedures for providing the register to contractors? |  |  |  | enter notes/comments |
| 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? |  |  |  | enter notes/comments |
| **Waste and clean-up** | | | | |
| Are systems in place it ensure any asbestos waste is disposed of properly? |  |  |  | enter notes/comments |
| Is asbestos waste: |  |  |  |  |
| * sealed in plastic or other container? |  |  |  | enter notes/comments |
| * placed in a plastic lined skip? |  |  |  | enter notes/comments |
| * labelled correctly? |  |  |  | enter notes/comments |
| * transported to an approved waste disposal facility for asbestos? |  |  |  | enter notes/comments |
| Are asbestos work areas inspected for cleanliness at the end of the job? |  |  |  | enter notes/comments |

## Further information

**WHS Legislation**

* [*Work Health and Safety Act 2020*](https://www.dmirs.wa.gov.au/safety-regulation/work-health-and-safety-laws/introduction-whs-laws/introduction-whs-laws/work-0)
* [Work Health and Safety (General) Regulations 2022](https://www.dmirs.wa.gov.au/safety-regulation/work-health-and-safety-laws/introduction-whs-laws/introduction-whs-laws/work)

**WHS Codes of Practice**

Work Health and Safety Commission

* [How to manage and control asbestos in the workplace](https://www.commerce.wa.gov.au/publications/code-practice-how-manage-and-control-asbestos-workplace)
* [How to safely remove asbestos](https://www.commerce.wa.gov.au/publications/code-practice-how-safely-remove-asbestos)

**Information**

WorkSafe WA

* [Asbestos FAQs](https://www.commerce.wa.gov.au/worksafe/asbestos-frequently-asked-questions)
* [Asbestos regulators and information sources](https://www.commerce.wa.gov.au/publications/asbestos-regulators-and-information-sources)

Asbestos Safety and Eradication Agency

* [Asbestos awareness information for plumbers](https://www.asbestossafety.gov.au/find-out-about-asbestos/asbestos-safety-information/brochures/asbestos-awareness-information-plumbers)
* [Asbestos awareness information for electricians](https://www.asbestossafety.gov.au/find-out-about-asbestos/asbestos-safety-information/brochures/asbestos-awareness-information-electricians)
* [Asbestos awareness in the automotive industry](https://www.asbestossafety.gov.au/find-out-about-asbestos/asbestos-safety-information/brochures/asbestos-awareness-information-automotive-industry)
* [Asbestos safety for trades and construction workers](https://www.asbestossafety.gov.au/find-out-about-asbestos/asbestos-safety-information/brochures/asbestos-safety-trades-and-construction-workers)
* [Asbestos awareness information for fire and fire protection trades](https://www.asbestossafety.gov.au/find-out-about-asbestos/asbestos-safety-information/brochures/asbestos-awareness-information-fire-safety-installation-industry)

WorkSafe Queensland

* [Video: Dangers of high pressure cleaning of asbestos roofs](https://www.youtube.com/watch?v=vpjIW91Lb3c)