# Health and safety checklist

## Class B Asbestos (non-friable) removal work

*Note: non-friable means that the Asbestos Containing Material (ACM) is not in powder form, and when dry does not crumble by hand pressure*

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| ***Work Health and Safety Act 2020***  **Work Health and Safety (General) Regulations 2022 and Work Health and Safety (Mines) Regulations 2022**  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** | **WHS Act / Regulation** | **Yes** | **No** | **N/A** | **Notes / comments** |
| --- | --- | --- | --- | --- | --- |
| **Planning and preparation** | | | | | |
| Is an asbestos removal licence required?  *Note: required if more than 10 m2* | rr. 458, 487 |  |  |  | enter notes/comments |
| If a licence is required, is a copy of the licence available on site? | r. 505 |  |  |  | enter notes/comments |
| Has the regulator been notified of licensed removal work at least 5 days in advance?  <https://wise.commerce.wa.gov.au/wise-online/nar>  *Note: In an emergency, call 1300 307 877 to notify (during business hours) and notify online within 24 hours* | r. 466 |  |  |  | enter notes/comments |
| Has the scope of work been documented with the client?  *i.e. what is being removed, what is being left, any asbestos debris already present, access to water, what area will be restricted?* | Recommended |  |  |  | enter notes/comments |
| Have certain persons been advised of removal works?  *Note: person with management or control of workplace, and for residential - those in immediate vicinity e.g. adjoining properties, occupier, owner.* | r. 467 |  |  |  | enter notes/comments |
| Have a safe work method statement (SWMS) and an asbestos removal control plan (ARCP) been written? (after site inspection to include site specific hazards)  *Note: It is OK to combine these into one document provided all required information is included* | rr. 299, 464 |  |  |  | enter notes/comments |
| Have all workers conducting licensed asbestos removal passed the VET course?  *Note: remove non-friable asbestos (phased in requirement – by 31/03/2024)* | r. 460 |  |  |  | enter notes/comments |
| Has the nominated supervisor passed the specified VET courses?  *Note: remove Non-Friable Asbestos and Supervise Asbestos Removal (phased in requirement – by 31/03/2024)* | r. 460 |  |  |  | enter notes/comments |
| Health monitoring program in place if –   * Asbestos removal work is conducted regularly (eg. weekly or more often) and/or * There is potential for higher levels of exposure (eg. incorrect work practices/use of PPE, workers not clean shaven etc.) |  |  |  |  | enter notes/comments |
| Has the asbestos register been consulted where available? | r. 463 |  |  |  | enter notes/comments |
| If there is no asbestos register, or if the asbestos register has limitations, has asbestos been identified by a competent person? | s.19, r. 451 |  |  |  | enter notes/comments |
| Have the asbestos removal boundaries been established and barriers used where practicable? | r. 469 |  |  |  | enter notes/comments |
| Have entry points to the asbestos work area been signposted? | r. 470 |  |  |  | enter notes/comments |
| Have electrical and lighting installations in the asbestos removal area been disconnected, removed or de-energised by a licensed electrician? | s. 19, r. 152 |  |  |  | enter notes/comments |
| Are hand tools either non-powered or low-powered and designed to capture or suppress dust?  *Note: No high speed tools – grinders, sanders, saws* | s.19, r. 446 |  |  |  | enter notes/comments |
| Is suitable PPE available?  *Note: Minimum – coveralls, Class P2 respirator, safety boots, gloves where assessed as necessary?* | r. 44 |  |  |  | enter notes/comments |
| Are workers who are required to wear a fitted Class P2 respirator (disposable or reusable) clean shaven? | rr. 44, 46 |  |  |  | enter notes/comments |
| Does the asbestos vacuum cleaner comply with AS/NZS 60335.2.69 *Industrial vacuum cleaners* and have a Class H filter?  *Note: No domestic vacuum cleaners used or brooms/brushes where it is practicable to use a HEPA vacuum* | s.19, r. 446 |  |  |  | enter notes/comments |
| Has the work area been prepared by removing all items as far as practicable and covering any remaining items with heavy duty plastic sheeting? | s. 19 |  |  |  | enter notes/comments |
| Are drop sheets used where practicable? | s. 19 |  |  |  | enter notes/comments |
| Has an area for wrapping waste ACM been prepared and heavy duty sheeting (200µm minimum thickness) laid out or heavy duty asbestos waste bags provided? | s. 19 |  |  |  | enter notes/comments |
| For indoor work, is air conditioning turned off and openings to other parts of the building sealed? | s. 19 |  |  |  | enter notes/comments |
| For outdoor work, are openings to buildings closed where practicable? | s. 19 |  |  |  | enter notes/comments |
| Prior to removal, has the ACM been saturated by water containing a wetting agent (e.g. detergent), via a low pressure spray? OR has a tinted PVA coating been applied? | s. 19 |  |  |  | enter notes/comments |
| Is run-off of the wetting agent minimised to avoid contamination issues? | s. 19 |  |  |  | enter notes/comments |
| Has all of the equipment being used for the asbestos removal been inspected before commencing removal work? | s. 19 |  |  |  | enter notes/comments |
| Where air monitoring has been identified as appropriate, has a competent person, independent from the removalist, been selected to conduct air monitoring? | r. 482 |  |  |  | enter notes/comments |
| **Asbestos removal** | | | | | |
| Is the nominated supervisor on site or readily available to attend site? | r. 459 |  |  |  | enter notes/comments |
| Has asbestos been removed before demolition of the structure, so far as practicable? | rr. 452, 453 |  |  |  | enter notes/comments |
| Is controlled wetting of the ACM continuing during removal (for dust suppression)? | s. 19 |  |  |  | enter notes/comments |
| If a wet method of removal cannot be used (due to live electrical conductors or roof work) have the following controls been implemented or considered by a risk assessment?   * PVA coating (tinted to show coverage) prior to removal; * ACM removed in small sections with limited disturbance; * work area is enclosed and under negative pressure; * all personnel involved in the removal are using full-face positive pressure air supplied respirators; * waste material is placed immediately into wetted containers. | s. 19 |  |  |  | enter notes/comments |
| Is removal conducted with minimal breakage of ACM? | s. 19 |  |  |  | enter notes/comments |
| Has a waste disposal plan been developed to include safe transport to the waste disposal site and any specific requirements of the disposal facility? | s. 19 |  |  |  | enter notes/comments |
| Has asbestos waste been wrapped/contained until it can be removed and disposed of? | r. 472 |  |  |  | enter notes/comments |
| Are waste bags tied off securely, and waste packs fully sealed with heavy duty tape? | s. 19, r. 472 |  |  |  | enter notes/comments |
| Are the waste packs or bags labelled with an appropriate warning?  (e.g. CAUTION – ASBESTOS - MAY CAUSE CANCER) | r. 472 (Sch. 9 cl. 8) |  |  |  | enter notes/comments |
| Are records of disposal kept? | Licence condition |  |  |  | enter notes/comments |
| Has a visual check been conducted prior to decontamination to ensure there is no visual evidence of dust or debris?  *Note: check ledges, tops of duct work, crevices and cracks in the floor/wall* |  |  |  |  | enter notes/comments |
| **Decontamination** | | | | | |
| Has the asbestos removalist provided suitable facilities for decontamination of the removal area, the equipment and the workers? | r. 471 |  |  |  | enter notes/comments |
| Has the workplace been decontaminated using a wet method or HEPA vacuum? | r. 471 |  |  |  | enter notes/comments |
| Have all tools used during the asbestos removal process been decontaminated?  *Note: if tools cannot be decontaminated or are to be used for other ACM removal, they should be tagged, double bagged and correctly labelled* | r. 471 |  |  |  | enter notes/comments |
| Has disposable asbestos contaminated PPE been double bagged for disposal? | r. 472 |  |  |  | enter notes/comments |
| Has footwear worn during asbestos removal been thoroughly cleaned?  *Note: use of an asbestos vacuum and/or wet wiped* | r. 472 |  |  |  | enter notes/comments |
| Has respiratory protective equipment been used until all contaminated clothing has been thoroughly vacuumed or disposed of? | s. 19 |  |  |  | enter notes/comments |
| Has personal decontamination been conducted in the asbestos work area to avoid re-contamination?  Note: minimum – wash face, arms, and hands and shower if available | s. 19, r 471 |  |  |  | enter notes/comments |
| **Soil contamination** | | | | | |
| Has the removal area and work area been carefully visually inspected and any remnant ACM collected for disposal? | s. 19 |  |  |  | enter notes/comments |
| Will hand (emu) picking and/or raking remove remnant ACM?  *Note: if not, removal of the top soil may be necessary* | s. 19 |  |  |  | enter notes/comments |
| Has soil been dampened down before hand picking of ACM or raking occurs? | s. 19 |  |  |  | enter notes/comments |
| Is appropriate PPE being worn while handling waste ACM? | rr. 44, 46 |  |  |  | enter notes/comments |
| Has the ACM and disposable PPE been double bagged and disposed of as asbestos waste? | rr. 471, 472 |  |  |  | enter notes/comments |
| Have decontamination procedures (as above) been followed? | s. 19, r. 471 |  |  |  | enter notes/comments |
| **Clearance** | | | | | |
| For asbestos removal at a workplace, has the person commissioning the removal provided a clearance inspection by an independent competent person? | r. 473 |  |  |  | enter notes/comments |
| For asbestos removal at a residence, has the asbestos removalist ensured that a clearance inspection has been done by an independent competent person? | r. 473 |  |  |  | enter notes/comments |
| Has a joint walk through the removal area with the client been conducted at the end of the job, to check both agree the area is visually clean? | Recommendation |  |  |  | enter notes/comments |
| **Notes** | | | | | |
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## Other sources of information

* [WorkSafe](file:///\\INTERNAL.DOM\CORP\USERDATA\PERTH\HOMEDRIVE\MJSMURR\Forms%20-%20Checklists%20-%20Eve%20Speyers\WorkSafe%20|%20Department%20of%20Mines,%20Industry%20Regulation%20and%20Safety%20(commerce.wa.gov.au))
* *Work Health and Safety Act 2020*
* Work Health and Safety (General) Regulations 2022
* Work Health and Safety (Mines) Regulations 2022
* DMIRS licensing – Asbestos licences
* [Notify the regulator of licensed asbestos removal](https://wise.commerce.wa.gov.au/wise-online/nar)
* [Notify the regulator of a workplace injury or dangerous incident](https://www.commerce.wa.gov.au/worksafe/notify-us-serious-injuryillness-or-dangerous-incident)

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