

asbestos safety checklist

Take action on items where “no” is ticked

Identification of asbestos safety checklist			
	yes	no	n/a
The location of asbestos containing materials (ACM) has been identified in all buildings (and plant) that the organisation operates (ie buildings owned or leased) – including ACM in any inaccessible areas.(r422)			
The type (eg: AC sheet, lagging on pipes & flues, ACM gaskets in plant or machinery, window putty) and condition (i.e. damaged or intact) of ACM have been identified. (r425)			
The identification has been carried out by a competent person.(r422)			
The ACM is labelled in all areas where a competent person has determined such labelling is needed to assist persons identify the ACM.(r424)			

Asbestos registers and management plans safety checklist			
	yes	no	n/a
The asbestos register is readily available to staff, contractors and other persons who may be exposed at the workplace.(r427)			
<p>The asbestos register contains the following:</p> <ul style="list-style-type: none"> • dates of identification and inspection; • locations of ACM in the building, including plant and equipment; • types (white, brown, blue) where known, and form (friable or non-friable) of asbestos at each location; • condition of asbestos at each location (eg damaged or intact); • analysis results for each location if carried out; • location of presumed asbestos, including inaccessible areas (if any) likely to contain asbestos; (r425) 			
<p>The asbestos management plan contains the following:</p> <ul style="list-style-type: none"> • identification of asbestos or ACM eg register ref or link; • decisions, and reasons for decisions, about the management of asbestos at the workplace eg safe work procedure • procedures for detailing incidents or emergencies involving asbestos or ACM • (r429) <p><i>Other information that may be included in the asbestos management plan is:</i></p> <ul style="list-style-type: none"> • <i>an outline of how asbestos risks will be controlled, including consideration of appropriate control measures</i> • <i>a timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action</i> • <i>identification of each person with responsibilities under the asbestos management plan and the person’s responsibilities</i> • <i>procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register</i> • <i>air monitoring procedures at the workplace, if required.</i> 			

Asbestos registers and management plans safety checklist			
	yes	no	n/a
The register and plan has been reviewed*.			
The asbestos register contains detail of work or maintenance on ACM (if any), including: <ul style="list-style-type: none"> company (own/contractor) and persons involved; date and scope of work undertaken; and details of clearance certificates. 			
*The register must be up to date. The management plan must be reviewed as detailed in r430. <i>An asbestos management plan must ensure that the plan is reviewed and as necessary revised in the following circumstances:</i> <ul style="list-style-type: none"> (a) there is a review of the asbestos register or a control measure; (b) asbestos is removed from, or disturbed, sealed or enclosed at, the workplace; (c) the plan is no longer adequate for managing asbestos or ACM at the workplace; (d) a health and safety representative requests a review ; (e) at least once every 5 years For ACM in very good condition, with low risk of disturbance, the review and assessment frequency can be increased on the advice of a competent person. The maximum period for review is 5 years. A reduction in review and assessment frequency must be supported by: <ul style="list-style-type: none"> a written recommendation of a competent person based on the risk; adequacy of systems in place to report: <ul style="list-style-type: none"> damage; disturbance; or work involving the ACM that occurs between assessment. 			

Asbestos risk assessment safety checklist			
	yes	no	n/a
Risks for all ACM in the workplace have been assessed.			
The risk assessment of ACM in the workplace includes: <ul style="list-style-type: none"> consultation with staff (section 47 and 48 of the WHS Act); condition of the ACM (eg friable or non-friable and stable); whether ACM is liable to damage or deteriorated probability of disturbance from any future work likely to be done on the material or other source of disturbance; and likelihood of people being exposed to asbestos fibres and a risk rating, based on the above points. 			
The risk assessment has been carried out by a competent person.			

Health Monitoring safety checklist			
	yes	no	n/a
Systems are in place to provide workers with health monitoring if their health is at risk as a result of their exposure to asbestos, for example <ul style="list-style-type: none"> if workers have worked with asbestos in any manner that is likely to have created significant levels airborne fibres (eg dry cutting, drilling, grinding or other abrasive techniques)¹ and NOT used adequate PPE. 			
* Note: Work methods that generate asbestos containing dust are unsafe.			

Working with asbestos safety checklist			
	yes	no	n/a
All high risk ACM (as identified on the Asbestos Register) has been actioned to reduce risks.			
All medium risk ACM (as identified on the Asbestos Register) has been reviewed to consider whether risks can practicably be reduced.			
All work on ACM done by workers or contractors has been carried out in a safe manner (eg no cutting, grinding, sawing, drilling, sanding).			
Systems are in place to ensure any work done by workers or contractors on ACM is carried out in a safe manner, including: <ul style="list-style-type: none"> asbestos register is made available to all workers/contractors; all persons working on ACM record any work which is done on the ACM in the Asbestos Register; the area is segregated from other work; power tools are not used - only non-powered hand tools are used; dust control measures are used where possible (eg water used to minimise dust – no use of dry abrasive/cutting techniques); no use of compressed air, no dry brushing or residue or dry sweeping, no dry shaking; 			

Working with asbestos safety checklist			
	yes	no	n/a
<ul style="list-style-type: none"> workers are provided with adequate personal protective equipment (PPE), eg disposable overalls, P2 masks or respirators (refer to Code of Practice - How to Safely Remove Asbestos); and adequate clean-up is in place for work area, tools and workers. 			
Notes: <ul style="list-style-type: none"> Removal of any amount of friable ACM or >10m² of non-friable ACM requires a licensed asbestos removalist r458 Examples of safe work methods for common tasks with ACM are available in the Code of Practice - How to Manage and Control Asbestos in the Workplace 			

Asbestos waste clean-up and removal safety checklist			
	yes	no	n/a
Systems are in place to ensure any asbestos waste is disposed of properly, including: <ul style="list-style-type: none"> asbestos is sealed in plastic or in a sealed container or placed in a plastic lined skip bin; and asbestos waste is labelled; and safe systems are in place for transport of ACM to an approved landfill. 			