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# SAFE WORK METHOD STATEMENT FOR WORKING WITH ASBESTOS

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	Persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	12 months or as needed
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Phone Number:</b>	Insert the person(s) phone number
<b>Work Scope Description:</b>	Work that involves or is likely to involve the disturbance of asbestos. This task is classified as a 'High Risk Construction Work' under Division 2 of the Work Health and Safety Act 2011.		
<b>List the qualifications, training and information requirements:</b>	<ul style="list-style-type: none"> <li>• Construction - Site Safety and Induction in this project.</li> <li>• Competent and trained personnel for the work.</li> <li>• Depending on the nature of the asbestos work, an asbestos license may be required.</li> </ul>		
<b>Details of inspections, cleaning and maintenance checks required:</b>	<ul style="list-style-type: none"> <li>• Inspection of the work area to ensure compliance to safe work practices and risk assessment.</li> <li>• Health monitoring for workers where the potential and frequency of exposure is assessed as high.</li> <li>• Refer to How to Manage Work Health and Safety Risks Code of Practice and How to Safely Remove Asbestos in the Workplace Code of Practice).</li> </ul>		
<b>Are there any other requirements that may apply?</b>	Persons involved in the work must read and understand all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace. All asbestos related Codes of Practice are reviewed prior to commencement of work and must be followed.		
<b>Legislative References:</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act</li> <li>• Work Health and Safety Regulation</li> <li>• How to Manage Work Health and Safety Risks Code of Practice</li> <li>• How to Safely Remove Asbestos Code of Practice</li> <li>• How to Manage and Control Asbestos in the Workplace Code of Practice</li> <li>• AS 1715 Selection Use and Maintenance of Respiratory Protective Equipment</li> <li>• AS 1716 Respiratory Protective Devices</li> <li>• AS 4964 Method for the Qualitative Identification of Asbestos in Bulk Samples</li> </ul>		

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JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> <li>Unavailable equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Risk of having unprepared or unqualified personnel undertake the work.</li> <li>Uncontrolled hazardous material.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with asbestos work.</li> <li>Personnel associated with the asbestos work must have the necessary competence and training to undertake the work.</li> <li>Ensure the necessary protective equipment for asbestos work is available and in good condition.</li> <li>Provide a spill kit (spill kit).</li> <li>Ensure hazardous material waste is managed appropriately.</li> <li>Ensure instruction and training is provided to personnel whose job involves working with asbestos.</li> </ul> <p><b>Note:</b> Work with asbestos must only be performed by personnel who have undertaken training, have the necessary license and are deemed competent.</p>	1	2	2	Low Manager Supervisor Workers
2.	Identifying asbestos.	<ul style="list-style-type: none"> <li>Asbestos fibres.</li> </ul>	<ul style="list-style-type: none"> <li>Inhalation of asbestos fibres.</li> <li>Exposure of workers and the public.</li> </ul>	3	4	12 High	<ul style="list-style-type: none"> <li>The person with management or control of the workplace must ensure, so far as is reasonably practicable, that all asbestos or asbestos containing materials are identified and recorded.</li> </ul>	1	4	4	Low Supervisor Workers