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| **ABN:** 35145102432 Address: 18 hunter place, castle hill, NSW 2154 PH:0412641287 E:peter@fieldsglassandglazing.net.au Web:www.fieldsglassandglazing.net.au | | | | | | | | |
| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Asbestos And Asbestos Containing Materials | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 12 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. Only approved specialists holding the appropriate licence must carry out work involving free or friable asbestos.  “Friable” - When dry, asbestos may be crumbled, pulverised or reduced to powder by hand pressure, or may become so as the result of a work process.  “Non-friable” - When dry, cannot be crumbled, pulverised or reduced to powder by hand pressure.  2. Only a competent person, who possesses adequate qualifications such as sufficient knowledge and suitable training, experience and skill must perform the tasks or work safely involving asbestos containing materials or ACM.  3. Any work involving ACM or asbestos should be carried out such that persons are not exposed to asbestos fibres.  4. All work that may cause disturbance of asbestos or ACM should conform to the Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC).  5. All work for removing ACM or asbestos must conform to the Code of Practice for the Safe Removal of Asbestos (NOHSC). |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Control of asbestos | Friable, unstable, and presents a risk to health from exposure  Friable, but stable, and accessible  Not friable, and in good, stable condition  Other ACM |  | Use the services of an asbestos removalist to arrange removal as soon as possible.  Do not allow any unauthorised or unnecessary entry into the area.  All work procedures must conform to the Code of Practice for the Safe Removal of Asbestos to remove ACM or asbestos.  Consider removal. However, if not practicable, use sealing or encapsulation as a short-term control measure (this may not be allowed in some States).  Minimum disturbance, seal or encapsulate (not allowed in some States).  Where possible, attach label and inspect regularly to make sure that the ACM is not deteriorating.  Permit only authorised personnel to carry out the work with asbestos or asbestos-containing materials.  Encapsulation or sealing of ACM is not allowed in ACT, Qld or SA.  Encapsulation or sealing of ACM is not allowed in ACT, Qld or SA.  Standard international asbestos labels may be used to warn of presence of asbestos or ACM. |  |  |
| 2. General precautions | Hazardous exposure |  | Persons working with asbestos or ACM must not eat, drink or smoke in areas where asbestos fibres may be present, or after working with ACM, until hands, face and clothing are free of dust.  Do not allow eating or drinking in work area.  Do not allow smoking. |  |  |
| 3. Cleaning of surfaces | Inhalation of asbestos fibres |  | Inspect the surfaces to be cleaned and make sure the ACMs are in a good stable condition and not friable.  Carry out the following activities -  use a power tool to clean an ACM  use a high-pressure water cleaner to clean an ACM, or to clean up the debris from an ACM  use compressed air to clean an ACM, or a surface where debris from an ACM is present.  All cleaning material including gloves, etc., must be disposed of as asbestos waste.  For wiping surfaces, use only folded wet cloth and not wadded. Dispose of the cloth as asbestos waste after use.  When cleaning, wearing disposable gloves is essential.  Do not use a domestic type vacuum cleaner – use only approved HEPA industrial vacuum cleaner that is specifically designed for use with hazardous particulates. |  |  |
| 4. Disturbance of ACM | Inhalation of asbestos fibres |  | Do not unnecessarily remove or disturb ACM.  All States and Territories prohibit the use of power tools for cutting ACMs.  ACT prohibits drilling of ACM  Capture particles using heavy-duty plastic sheets.  If possible, reduce the generation of dust by wetting ACM.  Do not allow unauthorised access to the work area.  Spread of dust to other areas must be prevented.  Do not allow re-entry until the area is properly decontaminated.  Find out whether working is possible without disturbing the ACM.  Wearing P2 particulate dust mask or respirator is necessary.  Prevent contamination of clothing by wearing disposable overalls.  Wearing disposable gloves is necessary. |  |  |
| 5. Removal of asbestos or ACM | Inhalation of asbestos fibres |  | Only an asbestos removalist must remove asbestos or ACM.  An asbestos removalist must hold a licence before being permitted to remove friable ACM in all states and territories. Some states and territories also require a licence for removal of specified quantities of ACM, regardless of whether they are friable, and relevant authorities should be consulted prior to any removal work.  Develop an Asbestos Removal Control Plan based on removal requirements and client specifications before starting on any removal work.  Removing asbestos or ACM must conform to the Code of Practice for the Safe Removal of Asbestos.  All ACM removal must conform to Parts 9 and 10 of the Code of Practice for the Safe Removal of Asbestos.  Consult the territory OHS or relevant state authority regarding the training, information to be provided, and the health monitoring of asbestos workers.  It is necessary to wear appropriate respirator as specified in Appendix C of the Code of Practice. |  |  |
| 6. Handling and disposal of asbestos waste | Inhalation of asbestos fibres |  | Try not to breath in or contact dust containing asbestos  Use suitable heavy-duty sealable plastic bags for placing asbestos waste. Make sure sharp points and edges of waste do not damage the plastic. Never overfill the bags, fill only to half-full.  Use heavy-duty plastic tape to seal all seams and openings fully.  Once the process of decontamination is completed, double-bag all asbestos waste immediately. Do it outside the work area.  Disposal must be done only at an approved landfill site, only after labelling the bags and packages.  Never place asbestos waste in industrial, commercial or domestic waste bins.  Wearing P1 or P2 particulate dust mask or respirator is necessary.  Wearing disposable coveralls and gloves is necessary.  International asbestos labels must be used to warn of the presence of asbestos or ACM.  Place all waste bags in a solid waste drum, bin or skip. Remove them from the site using an approved and licensed carrier. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **Code of Practice**  **Safe Work Australia** | How to Manage and Control Asbestos in the Workplace  Asbestos Related Disease Indicators – White Paper – Prevention Policy |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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