



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 015 - Working with Asbestos Containing Material (ACM)

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

<input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines	<input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work
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Risk = Consequence & Likelihood			Probability					PPE is the last method of control	
			Rare	Unlikely	Possible	Likely	Almost Certain		
		A	B	C	D	E	Elimination		
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Substitution
	Major	4	Medium	High	High	Extreme	Extreme		Isolation
	Moderate	3	Low	Medium	High	Extreme	Extreme	Engineering	
	Minor	2	Low	Low	Medium	High	Extreme	Administration	
	Low	1	Low	Low	Medium	High	High	PPE	

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE <small>(Please List)</small>	
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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

Contact: Jared Warren

ABN: 28 791 930 310

Date Created: 03/08/2023

Review Date: 03/08/2024



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1	Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	High Risk 	Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> ○ Health and Safety rules ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plan ○ Exclusion Zones ○ Risk Assessments ○ SWMS and JSA's ○ Injury reporting procedures ○ Hazard reporting procedures. 	Medium Risk 	Work crew Supervisor
		Exposure to asbestos	High Risk 	Determine presence of asbestos/ACM: <ul style="list-style-type: none"> ○ Competent person to identify if asbestos present ○ Obtain as much information as possible on the location, type and condition of asbestos/ACM ○ Obtain a copy of the asbestos register for the site ○ Take notes and photographs for future reference and / or inclusion in asbestos register. 	Medium Risk 	Work crew Supervisor
		Exposure to asbestos	High Risk 	Consultation, ensure: <ul style="list-style-type: none"> ○ If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation ○ Discuss potential hazards and risks associated in the removal with: <ul style="list-style-type: none"> ▪ The person you are carrying out the work for ▪ Other businesses operating at or in the vicinity of the removal ▪ Occupants of premises in the vicinity of the removal ○ Any other person on site (trade or otherwise) who is affected by working with the asbestos is consulted and co-operative arrangements are made if necessary (e.g. other trades may need to relocate temporarily or reschedule work) ○ Document consultation and action items. 	Medium Risk 	Work crew Supervisor

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2	Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident	High Risk 	<p>Ensure only trained workers work with asbestos and ACM. Training to include:</p> <ul style="list-style-type: none"> ○ Identification of different types of asbestos ○ Safe handling ○ Control measures ○ Reporting procedures for incidents ○ Correct use of equipment including selecting, fitting, use, and maintenance ○ Use of supervision where required (e.g. new starters or new equipment) ○ Correct use of PPE used to include selecting, fitting, use, care of and maintenance ○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted ○ Waste management ○ All workers are trained in this SWMS 	Medium Risk 	Work crew Supervisor
			No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> ○ up to 10 m² of non-friable asbestos or ACM ○ ACD that is: <ul style="list-style-type: none"> ▪ Associated with the removal of less than 10 m² of non-friable asbestos or ACM not associated with the removal of friable or non-friable asbestos and is only a minor contamination. 		
		Exposure to asbestos	Extreme Risk 	An Employer/Person Conducting a business or undertaking (PCBU) must ensure that workers/employees are informed of the risks and health effects associated with the exposure to asbestos.	Medium Risk 	Work crew Supervisor
		Working at heights > 2m.	Extreme Risk 	<i>If working on or erecting height access equipment for this task e.g. EWP, scaffolding etc., ensure there are separate, dedicated SWMS in place for set-up/erection and that all workers/employees have relevant training and licensing.</i>	Medium Risk 	Work crew Supervisor
		Confined Space	Extreme Risk 	<p>All persons entering confined spaces must have attended an accredited training course in safe working in confined space and hold current accreditation:</p> <ul style="list-style-type: none"> ○ Content of confined space entry permits ○ Emergency response and rescue. <p><i>If working in a confined space, ensure there are separate, dedicated Risk Assessment in place for entry / rescue and that all workers/employees have relevant training and licensing.</i></p>	Medium Risk 	Work crew Supervisor

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3	Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	High Risk 	Assess conditions at site on arrival. Ensure: <ul style="list-style-type: none"> ○ Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) ○ Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) ○ Work site is exactly as detailed in Terms of Agreement or contract Suitable access for all equipment required ○ Suitable space for operation of equipment ○ Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable). ○ Conduct risk assessment to identify potential hazards such as: <ul style="list-style-type: none"> ○ Work at heights (above 2m) ○ Lighting ○ Ventilation ○ Unstable footing (e.g. wet slippery surface, sloping surfaces) ○ Confined space ○ Heat stress ○ Severity of the risk of the ACM breaking or being released uncontrollably ○ Electrical equipment ○ Asbestos damaged or in poor condition ○ Location of existing services (heating, water, pipes, electrical leads) ○ Temperature etc. ○ Exposed electrical switchboards/power points ○ Load bearing capacity of support walls, ceiling, and roof. 	Medium Risk 	Work crew Supervisor
		Cold / heat stress	High Risk 	Appropriate protective clothing Wear hand protection Wear non-slip footwear (slippery surfaces) Adequate breaks Check weather conditions – do not work in extreme conditions Cold: <ul style="list-style-type: none"> ○ Encourage workers to have adequate warm drinks ○ Access to warm shelter during breaks Heat: <ul style="list-style-type: none"> ○ Sun brim on hard hat ○ Safety glasses - UV Rated ○ Use 30+ sunscreen on exposed skin areas 	Medium Risk 	Work crew Supervisor

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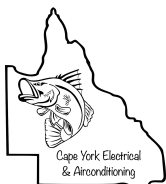
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				<ul style="list-style-type: none"> Adequate drinking water 												
4	Prepare the work area	Unauthorised access	High Risk 	Cordon off area with appropriate barriers and place warning signage. Consider: <ul style="list-style-type: none"> Signs should state, "Do not enter – Asbestos" or similar No-go zones for pedestrians or other unauthorised personnel This should remain until work is completed 	Medium Risk 	Work crew Supervisor										
		Contamination & exposure to asbestos		Removal work area: <ul style="list-style-type: none"> Remove all unnecessary items from area If in internal area, close doors, windows and other openings as required Use plastic sheeting to cover surfaces that may become contaminated Thick plastic sheeting (e.g. 200µm construction visqueen) Turn off fans, or control where possible excess air movement from air-conditioning or natural sources Changing area - put on clean protective clothing <table border="1" data-bbox="945 756 1785 1319"> <tr> <td>Coveralls:</td> <td> <ul style="list-style-type: none"> No pockets / velcro Good quality (can't be easily torn) Type 5, Category 3 (protection level) 1 size bigger to prevent ripping </td> <td> <ul style="list-style-type: none"> Cuffs sealed with duct tape Leg cuffs are not tucked into boots Hood is worn over respirator straps. </td> </tr> <tr> <td>Gloves:</td> <td> <ul style="list-style-type: none"> Disposable (single use) If latex: use low protein powder free </td> <td> <ul style="list-style-type: none"> Dispose of as asbestos waste Wash hands, fingernails after work. </td> </tr> <tr> <td>Footwear</td> <td> <ul style="list-style-type: none"> Lace less safety boots or gumboots Store upside down when not in use </td> <td> <ul style="list-style-type: none"> Only use for asbestos work. </td> </tr> <tr> <td>Respiratory Protection</td> <td> <ul style="list-style-type: none"> Persons are deemed medically fit to wear Issued to individuals Fit testing is conducted by competent person Complete facial seal (no facial hair) Regularly cleaned, maintained </td> <td> <ul style="list-style-type: none"> Records kept Ensure filter and respirator are compatible. Replace filters if damaged, when resistance increases and as per manufacturer's instructions. </td> </tr> </table>	Coveralls:	<ul style="list-style-type: none"> No pockets / velcro Good quality (can't be easily torn) Type 5, Category 3 (protection level) 1 size bigger to prevent ripping 	<ul style="list-style-type: none"> Cuffs sealed with duct tape Leg cuffs are not tucked into boots Hood is worn over respirator straps. 	Gloves:	<ul style="list-style-type: none"> Disposable (single use) If latex: use low protein powder free 	<ul style="list-style-type: none"> Dispose of as asbestos waste Wash hands, fingernails after work. 	Footwear	<ul style="list-style-type: none"> Lace less safety boots or gumboots Store upside down when not in use 	<ul style="list-style-type: none"> Only use for asbestos work. 	Respiratory Protection	<ul style="list-style-type: none"> Persons are deemed medically fit to wear Issued to individuals Fit testing is conducted by competent person Complete facial seal (no facial hair) Regularly cleaned, maintained 	<ul style="list-style-type: none"> Records kept Ensure filter and respirator are compatible. Replace filters if damaged, when resistance increases and as per manufacturer's instructions.
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		Inhalation of dust or fibres - asbestos etc.	Extreme Risk 	Determine and supply appropriate respiratory protection. E.g. non-friable: <ul style="list-style-type: none"> ○ Inspection – P1 or P2 half face (can be either disposable or cartridge) ○ Sample removal – P1 or P2 half face (can be either disposable or cartridge) ○ Asbestos sheeting: P1 or P2 half face (can be either disposable or cartridge). 	Medium Risk 	
		Asbestos waste	High Risk 	Allocate a suitable area for an Asbestos Waste Site Ensure waste disposal containers are on hand Ensure waste drums / bins: <ul style="list-style-type: none"> ○ All drums / bins are in good condition and able to be sealed airtight ○ Plastic (200 microns thick) ○ Labelled "Danger – Asbestos – No not break seal" (or similar) Asbestos waste disposal bags and containers (waste disposal bags must be clear plastic 200 µm thick and labelled "Caution Asbestos – Do not open or damage bag."	Medium Risk 	
		Work adjacent to road & public safety	Extreme Risk 	Park working vehicle in driveway or allocated parking to avoid travelling across roads when delivery working equipment If setting up roadside – comply with local laws and permits Erect any barriers & signage necessary to keep others safe and aware.	Medium Risk 	
		Property damage	High Risk 	Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments). Keep power leads up off the ground and out of the way.	Medium Risk 	

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		Working with power & hand tools	High Risk 	<p>Choose tools for removal to prevent generation of fibres (such as scrapers, chisels, bolt cutters or screwdrivers)</p> <ul style="list-style-type: none"> ○ Ensure operations manual is available, read and understood ○ Pre-inspect and operate power tools as per manufacturer's instructions ○ Ensure equipment rated for atmospheric requirements (water, or explosion-proof for flammable zones) ○ Ensure tool suitable for task: <ul style="list-style-type: none"> ○ Suited to the material ○ Not too powerful for task. E.g.: don't use larger angle grinder than needed ○ Sufficient power for task – excessive force not required <p>Safety Devices:</p> <ul style="list-style-type: none"> ○ Low impact tools where possible ○ Single operation when trigger pressed ○ Guards in place, undamaged, retracts and cover danger areas. Perspex guards not cracked and allow visibility ○ E-stops and other devices functional and tested <p>Ensure all cutting tools sharp and in good order</p> <p>Ensure vacuum cleaners:</p> <ul style="list-style-type: none"> ○ Are wet/dry industrial (not domestic) ○ Have High Efficiency Particulate Air (HEPA) filters. <p>Note: the following items are prohibited:</p> <ul style="list-style-type: none"> ○ High speed power or pneumatic tools such as grinders or power saws ○ High pressure water cleaners ○ Brooms and brushes (unless these items are used for sealing purposes) ○ Compressed air. 	Medium Risk 	
		Noise	High Risk 	<p>When choosing hearing protection for operators consider:</p> <ul style="list-style-type: none"> ○ Overprotecting by cutting out too much sound can cause difficulties hearing other sounds needed to work safely ○ Earmuffs can be uncomfortable to wear in hot environments ○ Wearing PPE can make it difficult for the worker to wear a helmet ○ That long hair can be tied back so it does not impact on correct fit <p>Wear hearing protection as required, ensure it is:</p> <ul style="list-style-type: none"> ○ Worn by all persons throughout the period of exposure to noise ○ Suitable for the type of working environment and the work tasks 	Medium Risk 	

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				<ul style="list-style-type: none"> Comfortable and correctly fitting for the worker Regularly inspected and maintained to ensure it remains in good, clean condition. 		
5	Removing small sections (<10sqm) of ACM, i.e. asbestos wall cladding, roofing materials etc.	Airborne asbestos fibres	<p>Extreme Risk</p> 	<p>Adopt an appropriate method / technique to minimise the production of airborne asbestos fibres specific to the site:</p> <ul style="list-style-type: none"> Wet spray method - asbestos fibres are substantially suppressed but they are not entirely eliminated so the use of RPE is essential Dry method - can only be used if the wet spray method is not suitable, e.g. if there are live electrical conductors or if equipment could be permanently damaged or made dangerous by contact with water. <p>Note: Where possible, always utilise wet methods over dry methods.</p> <p>Use methods that reduce dust generation:</p> <ul style="list-style-type: none"> Do not use high speed tools such as grinders ACM should be wet down using a fine water spray as you work Keep material intact where possible. Unnecessary breaking of ACM is not recommended. Asbestos material should be removed in whole If some sections have been damaged prior to removal, these may be strengthened by applying duct tape or PVA glue Remove the asbestos cement product wet/damp by applying a fine water spray, unless this creates an electrical risk. If drilling a wall use the shaving cream and Styrofoam cup method. <p>Note: Angle grinders should not be used because of the potential for damage to the asbestos cement and subsequent fibre release.</p> <p><u>Ceiling Access - Asbestos cement roof sheeting:</u></p> <ul style="list-style-type: none"> If the building has asbestos roof sheeting, all works are to cease immediately and notify your supervisor. A clearance and a test certificate must be obtained prior to entering the ceiling space. 	<p>Medium Risk</p> 	Work crew

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6	Drilling asbestos	Exposure to asbestos	High Risk 	<p>Wear required PPE and respiratory protective equipment (RPE):</p> <ul style="list-style-type: none"> ○ Inspection – P1 or P2 half face (can be either disposable or cartridge) ○ Sample removal / drilling – P1 or P2 half face (can be either disposable or cartridge) <p>Use a non-powered hand drill or low speed battery-powered drill where possible (do not use high speed drill). Battery powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible</p> <p>Horizontal overhead drilling:</p> <ol style="list-style-type: none"> 1. Identify drill point and cover with duct tape (if possible, tape over exit point also) 2. Apply generous amount of shaving foam to drill site 3. Drill hole into bottom of Styrofoam cup 4. Line inside of cup with shaving foam 5. Place drill bit through Styrofoam cup (ensure drill bit long enough to pass through cup and material drilled) 6. Hold cup tightly against surface and drill hole 7. On completion remove Styrofoam cup and wipe clean surface with damp rag 8. Use damp rags to clean off the paste and debris from the drill bit 9. Place Styrofoam cup and rags into appropriate bags for disposal <p>Floors or Vertical surfaces:</p> <ol style="list-style-type: none"> 1. Identify drill point and cover with duct tape (if possible, tape over exit point also) 2. Apply generous amount of Shaving foam to drill site and drill into material 3. On completion remove shaving foam and material with damp rag and place into bags. 	Medium Risk 	Work crew Supervisor
	Sealing Penetrations	Exposure to asbestos	High Risk 	<p>Examine surface of ACM to ascertain condition:</p> <ul style="list-style-type: none"> ○ If unsealed apply PVA glue to the unsealed/exposed ACM. 	Medium Risk 	Work crew Supervisor
	Disposing of asbestos waste	Exposure to asbestos	High Risk 	<p>Collect all debris and dispose of waste according to the waste disposal procedures:</p> <ul style="list-style-type: none"> ○ Dispose of nails, screws etc. as per other contaminated waste ○ Dispose of any other associated material such as dried adhesives, sealants and paint particles as per other contaminated waste ○ Only half fill waste bag's - remove excess air and tie off ○ Remove small sections and place in labelled waste bags <ul style="list-style-type: none"> • Place debris into a 200 µm plastic waste bag or suitable alternate waste container dedicated for asbestos waste that is clearly labelled with an appropriate warning sign indicating asbestos waste. • 	Medium Risk 	Work crew Supervisor

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	On completion	Exposure to asbestos	<p>High Risk</p> 	<p>Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been removed and bagged for disposal, and personal washing has been completed.</p> <ul style="list-style-type: none"> • Use damp rags to wipe down asbestos-contaminated areas and equipment • <p><i>Note: Cleaning rags should only be used once, although they may be re-folded to expose a clean surface</i></p> <ul style="list-style-type: none"> • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected • If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container • Wet wipe the external surface of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area. • If possible, fully dismantle tools and decontaminate using appropriate method in a controlled environment • If not possible due to location or other constraints, tools should be tagged to identify contamination and placed in double bags and sealed until reused or decontaminated 	<p>Medium Risk</p> 	<p>Work crew Supervisor</p>

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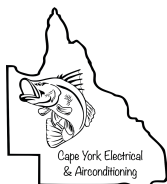
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	<h3>Referenced Australian Standards</h3>
<h3>Referenced QLD – Codes of practice</h3> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<h3>Further Information</h3> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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