



ADMINISTRATION POLICY AND GUIDELINES

SUBJECT	ASBESTOS REMOVAL
CHAPTER	2. HUMAN RESOURCES MANAGEMENT
REFERENCE NO.	
RELEASE NO.	2004/04
AUTHOR	OH & S OFFICER
	Approved by Corporate Management Group Date: 11 June 2004

Purpose

This Policy provides guidelines for the safe removal and disposal of materials containing asbestos by KAVHA and Administration employees.

APG Statement

The objective of this policy is to provide a guide for safe:

- Removal
- Handling
- Disposal
- Transportation

of asbestos material, and

- Decontamination of:
 - Site
 - Tools
 - Personnel

Removal of Asbestos

The National Occupational Health and Safety Commission (NOHSC) Act 1985 (Cwlth) extends to Norfolk Island. Norfolk Island has Occupational Health and Safety (OHS) provisions within the *Employment Act 1988* which require an employer to provide and maintain, so far as is practicable, a working environment that is safe and without risk to the health of an employee. The *Norfolk Island Administration Human Resources Policies and Procedures Manual* also clearly stipulates the Administration's commitment to every person's right to a safe and healthy workplace that is as risk free as possible.

NOHSC Codes of Practice and Guidelines are used in this Policy as advisory guidelines for the removal of asbestos and are to be followed by Administration staff.

The NOHSC Codes of Practice and Guidelines are attached hereto. Appendix One contains the NOHSC *Asbestos: Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (1988)]*. Appendix Two contains the NOHSC *Guide to the Control of*

Asbestos Hazards in Buildings and Structures [NOHSC: 2002(1988)]. Appendix Three contains the NOHSC *Asbestos: Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust [NOHSC: 3003(1988)]*. These documents will be regularly updated and maintained by OH&S personnel. The documents can also be downloaded from the National Occupational Health and Safety Commission's website; www.nohsc.gov.au . **Prior to commencing work, the Project Manager is to check with the OH&S Officer that they have the most recent versions of the Codes of Practice and Guidelines.**

The NOHSC documents referred to in appendices 1,2 and 3 above are to be taken as guidelines for the removal of asbestos. As stated within the introduction of the Code of Practice, 'it is not intended that procedures outlined in the main body of the Code should cover work involving asbestos-cement (fibro) products and floor tiles containing asbestos' (p.43). Chapter Nine of the Code details requirements for the removal of these bonded products.

Licensing Requirements

All employees involved in the asbestos removal process are required to complete the appropriate training. The suitable course is *Bonded Asbestos Sheet Removal* and shall be of a sufficient quality to attain a *Bonded Asbestos Removal License*. The training is to be conducted by an accredited trainer from a nationally recognized licensed education organisation. The training will be organized and provided by the Administration although it remains the employee's responsibility to attend.

Disposal of Asbestos Waste

In Australia the standard practice for disposal is burial at an approved site. Norfolk Island Waste Management employs a practice of accepting asbestos products, providing the product is packed in accordance with their standards, for transportation to the relevant disposal company in Australia. The Environmental Protection Authority (EPA) of New South Wales issues guidelines that clearly stipulate storage, transport and disposal requirements of asbestos materials. These guidelines relate to the Island as the asbestos is shipped to Australia for burial. The relevant documents can be found on the EPA website, www.epa.nsw.gov.au , or from OH&S personnel.

Check List

The Project Manager and Site Safety Officer are responsible for ensuring procedures are carried out in accordance with the Code of Practice. The *Bonded Asbestos Removal & Disposal Checklist* (Appendix Four) is to be utilized for this purpose. The draft policy relating to Asbestos Removal & Disposal within the KAHVA Area, prepared by the OH&S Committee, has been used as the basis for the Check List. The Project Manager shall be a senior level manager whose responsibility lies in the overall organization and management of the area from which the asbestos material is being removed. The Safety Officer is a worker on the site who will be in attendance for the entire removal, packaging and transporting process. The Site Safety Officer shall be both nominated by their supervisor and willing to accept the added responsibility.

APPENDIX ONE

Asbestos: Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (1988)]

APPENDIX TWO

Guide to the Control of Asbestos Hazards in Buildings and Structures [NOHSC: 2002 (1988)]

APPENDIX THREE

Asbestos: Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust [NOHSC: 3003 (1988)]

APPENDIX FOUR

Bonded Asbestos Removal & Disposal Checklist



ADMINISTRATION OF NORFOLK ISLAND
APPENDIX FOUR – BONDED ASBESTOS REMOVAL & DISPOSAL CHECKLIST

<u>TO BE CARRIED OUT PRIOR TO COMMENCEMENT</u>			
DATE	TASK	PROJECT MANAGER	SITE SAFETY OFFICER
/ /	Weather conditions have been assessed and deemed to be suitable for removal with no threat to removalist personnel or surrounding buildings.	<input type="checkbox"/>	<input type="checkbox"/>
/ /	Notification to all users of the immediate area & its surrounds, of - (a) Closure (total isolation). (b) Time frame of removal process. (c) Any restrictions or requirements.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
/ /	Signage – Ensure ALL appropriate signage is properly sited taking into consideration, (a) vehicular & pedestrian traffic is given enough clearance for the task intended, (b) wind direction & speed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

<u>COMMENTS</u>

TO BE CARRIED OUT PRIOR TO COMMENCEMENT
continued

/ /	<p>Removalist Personnel – (a) Are correctly trained and licensed. <input type="checkbox"/> (b) Are provided with, and wear, appropriate PPE – <input type="checkbox"/></p> <ul style="list-style-type: none"> 1. Protective Overalls c/w hair protection, <input type="checkbox"/> 2. Respirator (half face with particulate cartridges approved for asbestos), <input type="checkbox"/> 3. Gloves, <input type="checkbox"/> 4. Eye Protection, <input type="checkbox"/> 5. Foot protection (over covers, preferably no lace ups). <input type="checkbox"/> <p>(c) Are provided with appropriate hand tools only. <input type="checkbox"/> (d) Provided with suitable containers. <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	<p>Storage of removed materials is carried out in accordance with Guidelines. Removed material is to be stored in suitable sealed containers awaiting repositioning from either an elevated position or work site for transportation to the disposal site. <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

TO BE CARRIED OUT UPON COMPLETION OF EACH STAGE OR DAYS WORK

DATE	TASK	PROJECT MANAGER	SITE SAFETY OFFICER
/ /	<p>Transportation of removed material – (a) Each container is securely sealed & secured to the vehicle transporting the material. (b) The material is disposed of in accordance with the Guidelines. Ensure while disposing of the material no other person is in the immediate vicinity of the disposal site.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
/ /	<p>Decontamination of the following will occur on completion of the task –</p> <p>(a) The immediate work site, vacuum if necessary. (b) Tools & equipment, including cleaning equipment. (c) Transportation plant, Internal & External. (d) Personnel (on site), - Disposable clothing disposed of, - Hygiene requirements, in accordance with codes and guidelines. (e) Decontamination of waste, if necessary. (f) Decontamination of disposal equipment, if necessary.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
/ /	<p>Completion inspection – Carried out by the Project Manager & Safety Officer to ensure complete compliance with Guidelines and Checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT MANAGER		
_____	_____	_____
NAME	SIGNATURE	DATE
SITE SAFETY OFFICER		
_____	_____	_____
NAME	SIGNATURE	DATE