



# Asbestos in the construction industry information and checklist

## Introduction

In 2011 WorkSafe Inspectors visited construction/demolition sites to ensure employers and workers were carrying out asbestos work in accordance with Western Australian Occupational Safety and health laws. This newsletter was developed to identify safety issues in this industry. The checklist also includes the checklists used by WorkSafe inspectors during this campaign. Please use these checklists to ensure your workplace meets the occupational safety and health legislation

## Asbestos licence holders

A licence is required in Western Australia for the removal of materials that contain asbestos. Only a licence holder or an employee of a licence holder may carry out this type of work.

It has been recognised for many years that asbestos is a hazardous substance. The people who work with asbestos must be trained in the safe way of handling and transporting the material.

There are two types of licence:

- **Friable asbestos work** – must be done by the holder of an “Unrestricted Licence” or a person employed or “otherwise engaged” by the holder of an “Unrestricted Licence” and the asbestos work must be done in accordance with the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]
- **Non-Friable asbestos work** - consisting of greater than 10m2 must be done by the holder of either a “Restricted Licence” or an “Unrestricted Licence” or a person employed or otherwise engaged by the holder of either licence and the asbestos work must be done in accordance with Part 9 of the Code of Practice for the Safe Removal of Asbestos Edition 2nd [NOHSC: 2002 (2005)]

or “*Transitional Arrangements*” apply

### Transitional arrangement for certain licence holders and certain asbestos work

Persons holding, immediately before 1 March 2010, an asbestos removalist licence is to be taken to have been granted an **un-restricted licence** that expires on the day the asbestos removalist licence would have expired and has effect subject to these regulations and conditions if any as the Commissioner sees fit.

Persons holding, immediately before 1 March 2010, a demolition licence is to be taken to have been granted a **restricted licence** that expires on the day the demolition licence expires and has effect subject to these regulations and conditions if any as the Commissioner sees fit.

Further information on licensing can be found overleaf or on the WorkSafe website [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

## What is asbestos containing material?

Asbestos containing material means any material, object, product or debris that contains asbestos.

Friable asbestos means any asbestos containing material that when dry is in a crumbled, pulverised or powder form ie. asbestos lagging, sprayed insulation, millboard, felt and woven matting.

Non-Friable asbestos means bonded materials containing asbestos ie. asbestos cement product, vinyl floor tiles, friction materials.

## Notification of asbestos removal

To fulfill the notification condition of the unrestricted asbestos removal licence, the following information must be supplied to WorkSafe:

- Name and contact details of licensed contractor.
- Name and address of premises where it is proposed to remove or treat asbestos.
- Type of premises (factory, shop, office, bank, hospital).
- Whether or not the premises are occupied.
- Type of asbestos and in what form (sprayed, rope, insulation-lagging).
- Date of anticipated commencement of the removal or treatment of asbestos.

## Asbestos removal must meet these requirements

During the campaign inspectors will be visiting demolition sites and general sites where asbestos work is taking place to see the removal of asbestos meets the requirements outlined in the following publications

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations.5.43-5.53
- Code of Practice for the Safe Removal of Asbestos 2nd Edition
- Code of Practice for the Management and Control of Asbestos in the Workplace

# Obtaining a licence

## Obtaining an unrestricted asbestos licence

A person can apply to the Director, Business Services, WorkSafe Business Centre, for an unrestricted asbestos removal licence. The application should be sent to WorkSafe, accompanied by a fee which is refunded if the application is refused.

The application should include:

- application form;
- application fee;
- asbestos removal work procedures manual;
- asbestos removal work training manual;
- details of asbestos removal licenses issued in other States or Territories;
- curriculum vitae of each person employed as a manager or supervisor of asbestos removal work; and
- any other relevant information that may support the application.

The submission is assessed according to the following criteria:

- procedures manual describes all asbestos removal methods covered by the licence and is consistent with the requirements of the *Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]*;
- procedures manual includes all legal requirements associated with asbestos removal work;
- training manual covers the training of all workers involved in asbestos removal work and is consistent with the Code of Practice;
- training is carried out by a competent person;
- all equipment for asbestos removal is either approved or otherwise consistent with the requirements of the Code of Practice;
- satisfactory previous experience in asbestos removal work. At least one person must have adequate experience at supervisory level in asbestos removal work;
- satisfactory performance of asbestos removal work in other States and Territories, if applicable.

**NOTE:** A person who receives an unrestricted asbestos removal licence must notify WorkSafe of workers working in asbestos removal.

WorkSafe must be notified of asbestos removal under an unrestricted asbestos licence.

## Obtaining a restricted asbestos licence

A person can apply to the Director, Business Services, WorkSafe Business Centre, for a restricted asbestos licence. A licence is valid for a period of three years, and is subject to renewal.

An applicant must first complete a WorkSafe approved restricted asbestos removal licence training course with a Registered Training Organisation. At the completion of the course, participants will be issued with a Statement of Completion, which must be forwarded to WorkSafe along with the application form and the application fee, which is refunded if the application is refused.

Each licence is endorsed with a number of conditions which include:

- all asbestos removal covered by the licence is carried out in accordance with the Occupational Safety and Health Act and accompanying regulations and the requirements of the *Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]*;
- if a business or company is seeking a licence, the company must nominate at least one person in control of the work process who has undertaken the approved course. If this person leaves the company, another person must be trained and the information forwarded to WorkSafe;
- a copy of the asbestos removal control plan for each asbestos removal job must be kept for a minimum of five (5) years;
- the holder of the licence is subject to audit by WorkSafe;

## Frequently asked questions

### **If the Restricted Asbestos Licence holder is not an individual person, is everyone who works for that entity required to hold a Restricted Asbestos Licence?**

No. If the licence holder is a business entity, the license holder must nominate at least one person who has the training and experience to properly supervise and manage non-friable asbestos work. This person does not necessarily have to hold a restricted asbestos licence, but must have appropriate training and experience.

### **Must the licence holder be on site at all times?**

No. If the licence holder is not on site, they must nominate at least one person who has the training and experience to properly supervise and manage non-friable asbestos work.

### **What documentation must be kept on site?**

The licence holder must ensure that a copy of the licence and the Codes of Practice for the *Safe Removal of Asbestos, 2nd edition [NOHSC:2002 (2005)]* and *Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]* are on site and can be produced upon request by WorkSafe.

Also, a Safe Work Method Statement eg. asbestos removal control plan is required as per regulation 3.143, and must also be produced.

# Checklist

Documentation checklist				
Check	yes	No	N/A	comments
Person involved in the removal of more than 10sqm of non-friable asbestos has either an unrestricted / restricted licence or is working for a license holder				
Person holding an asbestos removal licence prior to 1st of March 2010 has been taken to have been granted a unrestricted asbestos licence				
Person holding a Demolition licence prior to 1st of March 2010 has been taken to have been granted a restricted asbestos licence				
The removal of more than 10sqm of non-friable asbestos is done in accordance with Part 9 of the <i>Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition</i> with either unrestricted / restricted licence				
The removal of 10sqm or less of non-friable ACM is done in accordance with Part 9 of the <i>Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition</i>				
Holder of unrestricted or restricted licence has a copy of the asbestos licence available for inspection produces it upon reasonable request				
Holder of unrestricted or restricted licence has a copy of the <i>Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition</i> available for inspection and produces it upon reasonable request				
Holder of unrestricted or restricted licence has a copy of the <i>Code of Practice for the Management and Control of Asbestos in Workplaces</i> available for inspection and produces it upon reasonable request				

General checklist				
Check	yes	No	N/A	comments
Duty holders ensure the presence and location of asbestos at the workplace is identified				
Removal of friable asbestos is carried out by the holder of an unrestricted licence / or a person employed or engaged by the holder of an unrestricted licence				
Asbestos work is done in accordance with relevant Code Of Practice and licence				
Person doing asbestos work maintains personal hygiene and uses PPE required by Part 9 of the <i>Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition</i>				
Duty holders ensure as far as practical that no person in the asbestos work area is exposed to asbestos dust				
Duty holders ensure people entering the area of Asbestos Work who may be exposed to asbestos dust are provided with appropriate PPE or equipment				
Duty Holders ensure on completion of asbestos work the workplace is left in a clean and safe condition to ensure asbestos dust is not dispersed into the atmosphere				
Duty holders ensure the waste material is disposed of in accordance with Part 11 of the <i>Code of Practice for the Management and Control of Asbestos in Workplaces</i>				



## Forms

- **Notification of asbestos removal**

Must be submitted to WorkSafe prior to removing friable asbestos

- **Application for a licence to carry out restricted asbestos work**

A restricted asbestos licence allows the person to remove bonded asbestos materials exceeding 10 sq metres

- **Advise-employment in asbestos removal work**

- **Advice of termination of employment in asbestos removal work**

Notify WorkSafe of workers working in friable asbestos removal

- **Application to carry out demolition work**

Fill out to apply for a demolition licence

- **Notification to carry out demolition work**

Must be submitted to WorkSafe prior to commencing demolition work

Copies of these forms and further information can be found by visiting [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

