

## ASBESTOS AND ASBESTOS CONTAINING - MATERIAL (ACM) REMOVAL & DISPOSAL PROCEDURE

### 1. Intent

Asbestos cement (AC) or asbestos containing-materials (ACM) building products are not a health risk if left undisturbed in buildings. However, safe work procedures must be followed to remove it. Asbestos needs to be handled with extreme caution to minimise the release of potentially harmful fibres.

Persons removing asbestos or ACM must comply with the Health (Asbestos) Regulations 1992, the Occupational Safety and Health Regulations 1996, the Code of Practice for the Safe Removal of Asbestos 2005 and the Environmental Protection (Controlled Waste) Regulations 2004 as outlined in this procedure.

*Anyone removing more than 10 square metres of asbestos must undertake training prior to applying for a Restricted Asbestos Removal License from WorkSafe. Anyone removing less than 10 square metres of asbestos must undertake training prior to undertaking any works*

### 2. Scope

This document provides guidelines to all employees, contractors, volunteers and members of the public.

### 3. Procedures for the Removal of Asbestos

It is always recommended that professional help is sort for the removal of asbestos or ACM. In some cases it may be possible for individuals to removal any asbestos or ACM themselves, if so the following procedure should be followed.

#### 3.1 Working on Asbestos

- Asbestos cement sheets should be kept wet with water during removal or sprayed with a PVA (poly vinyl acetate) solution and until it is packaged.
- Use only non-powered hand tools or portable power tools incorporating dust suppression or dust extraction attachments designed to collect asbestos fibres.

#### 3.2 Packaging of Asbestos

- Care must be taken when removing asbestos to ensure minimal breakage. Roofing materials are to be lowered to the ground, not dropped.
- Removed sheets are to be stacked on polythene sheeting, and then wrapped in two layers of 0.2 mm thick polythene sheeting.
- Keep the packages to a manageable size and sealed into bundles for disposal, completely seal them with adhesive tape or placed directly into disposal bins that have been lined with polythene sheeting, and sealed for disposal.
- Only fill bags half full (to minimise the risk of splitting) and gently evacuate excess air.
- Place smaller sized asbestos waste such as tiles, offcuts and dust in two 0.2 mm thick polythene bags (ie double bagged), then tie and seal for disposal with the other asbestos waste.
- Clearly label (write or attach a label) to the packages 'CAUTION ASBESTOS using a permanent marker pen.
- As soon as possible, securely transport and dispose of the packages.

### 3.3 After the Removal of Asbestos

- Sheets must not be left lying about where they may be further broken or crushed.
- When stacking removed sheets care must be taken not to skid one sheet over another as this will result in the release of fibres.
- Roof gutters must be cleaned or sealed prior to their removal.
- Any visible asbestos cement residue remaining in the roof space or within the removal area is to be cleaned up using an approved vacuum cleaner if necessary.
- As mentioned any waste containing asbestos is to be kept wet, wrapped in polythene or otherwise sealed and removed from the site as soon as practicable.

### 4. Prohibitions

- The use of high-pressure equipment to clean materials that contain asbestos is strictly prohibited. This includes the use of compressed air or high-pressure water jets.
- It is an offence to sell, swap, give away or supply second hand asbestos cement sheeting.

### 5. Demolition Sites

In addition to above information, those working on demolition sites should comply with the following details:-

1. If removing asbestos cement building products from a demolition site the surrounding area should have signs and a barrier erected to warn of the danger and prevent unauthorised people entering.
2. All people in asbestos cement removal areas should wear disposable coveralls and either a P1 or P2 disposable mask that fits properly and provides a complete seal, and complies with Australian Standard 1716:1994 (obtainable from your local hardware shop). Used disposable coveralls and masks are to be placed in the bags for removal with other asbestos waste.
3. All inquiries relating to demolition sites should be directed to The City's Building Department on **9841 9333** or to **WorkSafe** on 9842 8366.

### 6. Disposal of Asbestos

Asbestos and ACM must be disposed of at the City of Albany's Hanrahan Road Waste Minimisation Facility where the Weighbridge Attendant must be informed of the asbestos waste for disposal.

**The Weighbridge Attendant will not accept the load unless the asbestos is:**

- Separated from all other waste materials.
- Wrapped in heavy duty plastic (200 micron thick) and sealed with adhesive tape to prevent asbestos fibers from being released.
- Clearly labelled and marked "CAUTION ASBESTOS" at least 5cm high. (This is also a transport requirement).
- No more than 3 sheets per bundle if being unloaded by hand (no tipping).
- In bundles of no more than 30 sheets and placed on wooden cleats if unloaded by mechanical means. The City of Albany does not provide equipment for the unloading of material.

- Only disposal sites licensed by the Department of Environmental Protection for asbestos removal may be used. The Hanrahan Road Waste Minimisation Facility in Albany is licensed for this purpose.

**HANRAHAN ROAD WASTE MINIMISATION FACILITY**

**Office Ph: (08) 9842 3555    Weighbridge Ph: (08) 9842 1916**

**Hours**

**Open 7 days per week 8.30am – 4.15pm**

**Closed Christmas Day & Good Friday**

**Fees**

***There are fees associated with the disposal of ACM; please contact the weighbridge to discuss the fee schedule***

**\*\* DISCLAIMER \*\***










*Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.*

**DO NOT** use this procedure unless you have been appropriately trained and authorised





## PERSONAL PROTECTIVE EQUIPMENT







## POTENTIAL HAZARDS AND INJURIES

-  Access & egress
-  Hazardous material
-  Public (pedestrians/other)
-  Subsidence
-  Hazardous substances
-  Manual handling (lifting or twisting)
-  Moving plant/traffic
-  Plant & equipment operation
-  Air quality (dust/emissions)
-  Waste hazardous (paint sludge, synthetic min fibre, asbestos)
-  Waste disposal
-  Eye injuries.
-  Noise.
-  Sun Exposure/Dehydration.

## PRE-OPERATIONAL SAFETY CHECKS





-  Ensure required PPE is worn so task can be performed without restriction.
-  Refer to other safe work procedures that may be relevant to this task.
-  Make sure asbestos has been inspected to make sure it complies with the City of Albany disposal guidelines (wrapped in plastic identified and loaded on a pallet)
-  Asbestos has been weighed and recorded at the weighbridge.

## OPERATIONAL PROCEDURES





-  If necessary, refer to loader operator's handbook for instructions.
-  Direct customer to the correct disposal point depending on the quantity of Asbestos. **Large** quantities to be unloaded by machine at burial site. **Small** quantities to be unloaded by hand into designated disposal point.
-  Make sure asbestos is unloaded safely in the designated area (no exposed asbestos)
-  Cover asbestos with 300mm of clean fill or solid waste by the end of the working day.

-  Level top of cover to allow water to drain from top of asbestos.

## ENDING OPERATIONS AND CLEANING UP

-  Inform weighbridge attendant that the asbestos has been disposed of correctly
-  Sign the asbestos registration book to state that the asbestos has been covered in accordance with the Albany Refuse Site Licence Conditions
-  Report damaged equipment.
-  Always leave sites tidy when work is complete.

## DO NOT

-  Use faulty or damaged equipment.
-  Allow tipping of asbestos
-  Allow disposal of asbestos if the load doesn't meet the City of Albany guidelines.
-  Allow disposal of asbestos in an area not identified for asbestos.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users prior to equipment use.

# City of Albany – Safe Work Procedure WS-WA-24 Handling Asbestos Material

**DO NOT** use this procedure unless you have been appropriately trained and authorised

## PERSONAL PROTECTIVE EQUIPMENT



## POTENTIAL HAZARDS AND INJURIES

- ⓘ Access & egress
- ⓘ Public (pedestrians/other)
- ⓘ Hazardous substances
- ⓘ Manual handling (lifting or twisting)
- ⓘ Moving plant/traffic
- ⓘ Plant & equipment operation
- ⓘ Air quality (dust/emissions)
- ⓘ Waste hazardous (paint sludge, synthetic min fibre, asbestos)
- ⓘ Eye injuries.
- ⓘ Noise.
- ⓘ Sun Exposure/Dehydration.

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Notify Supervisor that Asbestos has been located.
- ✓ Ensure required PPE is worn so task can be performed without restriction.
- ✓ Make sure mask is a class P1 or P2 appropriate for Asbestos and complies with Australian Standard 1716:1994.
- ✓ Wear disposable overalls with an attached hood.
- ✓ Restrict access to the area asbestos has been located
- ✓ Inform all other parties that could be directly affected by Asbestos fibres
- ✓ Refer to other safe work procedures that may be relevant to this task.
- ✓ Assess the size of the job and your ability to complete task safely.
- ✓ If task to large, inform supervisor and keep access restricted to authorised persons only.

## OPERATIONAL PROCEDURES

- ✓ If possible wet down Asbestos material before you commence any activity, keep wetting down material during the removal process.
- ✓ Carefully place Asbestos material into heavy duty plastic 0.2 mm thick (200 micron)

- ✓ Make sure all bundles can be moved safely, less than 3 sheets by hand, or on pallets for larger loads.
- ✓ When all Asbestos has been placed in the plastic, seal with adhesive tape to prevent any Asbestos fibre being released

## ENDING OPERATIONS AND CLEANING UP

- ✓ When all Asbestos material has been sealed. Remove and dispose of overalls and mask in a heavy duty plastic bag and seal with adhesive tape.
- ✓ Clearly label all bundles with CAUTION ASBESTOS at least 5cm high.
- ✓ Inform
- ✓ Make sure asbestos is unloaded safely in the designated area at the Landfill
- ✓ Report damaged equipment.
- ✓ Always leave sites tidy when work is complete.

## DO NOT

- ✗ Use faulty or damaged equipment.
- ✗ Tip asbestos from vehicle.
- ✗ Use high pressure water to wet area down
- ✗ Slide Asbestos sheeting over anything as this will create dust
- ✗ Allow any Asbestos to be exposed once wrapped

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.