

- **Purpose and Scope**

To outline the steps involved in the Asbestos Permit to Work (PTW) process.

This Quick Reference Guide (QRG) applies to all employees that are responsible for contractors, and are to ensure contractors required to undertake any asbestos removal or asbestos related work including maintenance work, have a clear understanding of our Safe Systems of Work when dealing with Asbestos Containing Material (ACM).

- **Job Allocated to Contractor**

The job folder is to include:-

- *Notification of Contractor Asbestos Related Work or Asbestos Removal Work (Form)*
- Copy of site asbestos register
- *Permit to Work (QRG) and Asbestos Permit to Work (Form)*
- *Asbestos Clearance Certificate (Form)*
- *Contractor Asbestos Related Work or Asbestos Removal Work (Reference) (Optional)*

- **Permit to Work Form**

- The Contractor is required to complete and submit to the person commissioning the work, the *Asbestos Permit to Work (Form)* with attachments if ACM is, or likely to be disturbed or removed during the course of the work.
- The person commissioning the work (not a contractor) authorises the PTW and Asbestos Removal Control Plan or the Safe Work Method Statement (SWMS) before advising the contractor of acceptance.
- The person commissioning the work should seek advice from the Asbestos Manager if required, before authorising.
- The person commissioning the work is to email completed PTW, ARCP and or SWMS to the Asbestos Manager.

- **Clearance – Air Monitoring**

- Based on the type or location of the ACM, the person commissioning the work may be required to engage the Clearance and Air Monitoring Contractor to conduct and issue a *Clearance Certificate (Form)* when the licensed removal work has been completed. If the person commissioning the work is not sure of the requirements they are to contact the Asbestos Manager prior to work commencing.
- All work that is likely to, or will disturb asbestos, requires a clearance inspection and a completed Clearance Certificate issued to the person commissioning the work **before the site/area can be reoccupied.**

- **Removal Work Completed**

- Once the clearance certificate has been issued, the Contractor is to fill in page 2 of the *Asbestos Permit to Work (Form)* and forward to person commissioning the work.
- The person commissioning the work is to email **a copy of all documentation to the Asbestos Manager for review and recording purposes.**

- **Document Availability**

All documents referred to in this QRG are available via the Asbestos Sharepoint Site.

- **If Any Problems Arise**

Contact the Asbestos Manager for advice on 0467 785 421.