

Contractor Asbestos Related Work or Asbestos Removal Work Reference Guide

For Work on Energy Queensland Facilities



Contractor Asbestos Related Work or Asbestos Removal Work on EQL Facilities



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1. PURPOSE AND SCOPE

This guide has been prepared as a resource to assist persons commissioning the work that, as part of their duties, is responsible for either Asbestos Removal Work or Work that involves or is likely to involve the disturbance of asbestos on Energy Queensland's Facilities, such as:

- Depots
- Business owned Residences
- Offices
- Power Stations
- Zone/sub Stations
- Repeater/Communications sites.

This guide is designed to provide direction, assistance and a consistent approach to persons commissioning the work who are involved in managing the removal or disturbance of asbestos containing material that may be present at Energy Queensland owned sites.

This guide has been developed as a tool to ensure that Energy Queensland meets their obligations under Part 8 of the *Queensland Work Health and Safety Regulation 2011*.

2. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

Air monitoring	Airborne asbestos fibre sampling that assesses exposures and the effectiveness of control measures. Air monitoring includes exposure, control and clearance monitoring.
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following— (a) actinolite asbestos; (b) grunerite (or amosite) asbestos (brown); (c) anthophyllite asbestos; (d) chrysotile asbestos (white); (e) crocidolite asbestos (blue); (f) tremolite asbestos
Asbestos containing material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Asbestos-contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
Asbestos-related work	Work involving asbestos (other than asbestos removal work)
Asbestos removal licence	A class A asbestos removal licence or a class B asbestos removal licence.
Asbestos removal work	(a) work involving the removal of asbestos or ACM; or (b) Class A asbestos removal work or Class B asbestos removal work.
Asbestos waste	Asbestos or ACM removed, and disposable items used during asbestos removal work including plastic sheeting and disposable tools.

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Asbestos removalist	Person conducting a business or undertaking who carries out asbestos removal work.
Clearance inspection	An inspection of an area after asbestos removal work or work that involved the disturbance of asbestos has been completed to verify that it is safe for normal use. A clearance inspection must include a visual inspection and may include air monitoring.
Competent person for a clearance inspection under section 473 of the WHS Regulations	A person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds— <ul style="list-style-type: none">(a) a certification in relation to the specified VET course for asbestos assessor work;(b) a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health
Competent person for a clearance inspection for removal of non-licensed quantities of asbestos, and following asbestos-related work	A person who has acquired through training, qualifications and experience the knowledge and skills to carry out the task. Therefore, a suitable person should have: <ul style="list-style-type: none">(a) working knowledge of the asbestos removal industry, the asbestos management code and asbestos removal code(b) the ability to identify what is, or what may be, asbestos containing material and(c) the ability to thoroughly inspect the area for suspected material.
Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
EQL	Energy Queensland (EQL) group – Energy Queensland Limited and its subsidiaries
Exposure standard	For asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with: <ul style="list-style-type: none">(a) the Membrane Filter Method(b) a method determined by the relevant regulator.
Friable asbestos	(a) is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry; and (b) contains asbestos.
Independent	For clearance inspections and air monitoring means— <ul style="list-style-type: none">(a) not involved in the removal of the asbestos; and(b) not involved in a business or undertaking involved in the removal of the asbestos; In relation to which the inspection or monitoring is conducted.
In situ asbestos	Asbestos or ACM fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.
Licensed asbestos assessor	A person who holds an asbestos assessor licence conducting a business or undertaking who is licensed under the Qld WHS Regulation 2011 to carry out Class A asbestos removal work or Class B asbestos removal work.
Licensed asbestos removal work	Asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

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Non-friable asbestos Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound

3. REFERENCES

3.1. Northern and Southern

- ES000901F111. Asbestos Permit to Work (Form)
- ES000901F112. Asbestos Clearance Certificate (Form)
- ES000901F119. Notification of Contractor Asbestos Related Work or Asbestos Removal Work (Form)
- ES000901F122. Notice that Asbestos Removal Work is to be Carried Out at the Workplace (Form)
- ES000901R139. Asbestos - Permit to Work (Quick Reference Guide)

3.2. South East

- 1388. Asbestos Permit to Work (Form)
- 1389. Asbestos Clearance Certificate (Form)
- 2946. Notification of Contractor Asbestos Related Work or Asbestos Removal Work (Form)
- 2947. Notice that Asbestos Removal Work is to be Carried Out at the Workplace (Form)
- 01826. Asbestos - Permit to Work (Quick Reference Guide)

3.3. Other Sources

- Queensland Work Health and Safety Regulations 2011
- Qld Code of Practice 2011 - How to Manage and Control Asbestos in the Workplace
- Qld Code of Practice 2011 - How to Safely Remove Asbestos

4. SAFE SYSTEMS OF WORK RELATING TO ACM

Contractors and sub-contractors whose workers they reasonably believe may be required to conduct work that involves or is likely to involve the disturbance of asbestos or the removal of asbestos shall have, and provide evidence of, the following elements of a safe system of work.

4.1. Training

All workers including sub-contractors and labour hire to be appropriately trained and competent to complete the task in a safe manner. Other than A Class asbestos removalist that are on the EQL Preferred Contractor Panel for licensed asbestos removal.

As a minimum, contractor employees including sub-contractors and labour hire, likely to disturb asbestos (other than PCP112 Members) shall hold the following minimum competencies (or approved equivalents) prior to commencing any work that may disturb ACM. Contractors are to discuss with their Ergon/Energex contact the require for other training for example working in Sub stations

- Generic Contractor Induction
- Remove Non- Friable Asbestos (CPCCE3014A) or
- Online Course – Working Safely with Asbestos (T0495)

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4.2. Safe Work Method Statements (SWMS)

Qld WHS Regulation 2011 identify works that disturb or are likely to disturb asbestos as being “High Risk Construction Work” and therefore require the development and implementation of task specific Safe Work Methods Statements (SWMS).

Contractors shall develop, provide and work to task specific SWMS that identifies the following:

- The training and competency required to complete the activity
- Site setup requirements (including traffic management and location of underground assets (if applicable))
- Method of work to be used with the ACM including processes to prevent the creation /spread of airborne asbestos fibres
- The tools to be used to complete the activity (no power tools are to be used on ACM without authorisation from the Asbestos Manager following detailed risk assessment.
- Decontamination processes
- Potential contaminated soil identification and handling requirements
- Transport and disposal requirements for ACM waste and soil (where applicable)
- Details of worker induction into the SWMS

Works are not to commence until the relevant person commissioning the work (or a delegate) or the Asbestos Manager completes a review of the SWMS using the Contractor SWMS Checklist. This is not to be delegated to other contractors other than Principal Contractors.

Where a contractors SWMS does not meet the minimum requirements, the contractor will be advised to review their SWMS taking the points not addressed into consideration prior to the commencement of works.

No contractor shall be permitted to engage in work that involves or is likely to involve the disturbance of asbestos or the removal of asbestos without going through a review and verification process, including a review of SWMS and associated processes.

4.3. Health Monitoring

Contractors shall have a Health Monitoring Program in place for those workers they deem are involved in or likely to be involved in asbestos related work or asbestos removal work.

4.4. Licence Asbestos Removalist

Licence Asbestos Removalist must have more rigorous Safe Systems of work that meet or exceed the requirements of A Class or B Class Licence as referenced in the *Qld WHS Regulation 2011*.

5. LICENCE REQUIREMENTS FOR ASBESTOS WORK

There are two types of licences: Class A and Class B. The type of licence required will depend on the type and quantity of asbestos or ACM that is being removed at a workplace.

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or ACM, including: <ul style="list-style-type: none">• any amount of friable asbestos or ACM• any amount of ACD• any amount of non-friable asbestos or ACM.

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Class B	<p>Can remove:</p> <ul style="list-style-type: none"> any amount of non-friable asbestos or ACM <p>(Note: A Class B licence is required for removal of more than 10m² of non-friable asbestos or ACM but the licence holder can also remove up to 10m² of non-friable asbestos or ACM).</p> <ul style="list-style-type: none"> ACD associated with the removal of non-friable asbestos or ACM. <p>(Note: A Class B licence is required for removal of ACD associated with the removal of more than 10m² of non-friable asbestos or ACM but the licence holder can also remove ACD associated with removal of up to 10m² of non-friable asbestos or ACM..</p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> up to and including 10m² of non-friable asbestos or ACM ACD that is: <ul style="list-style-type: none"> - associated with the removal of less than 10m² of non-friable asbestos or ACM - not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

5.1. Examples Where a Licence is Not Requirement to Perform Asbestos Removal Work

- A single asbestos cement sheet must be removed to install an air conditioner. The sheet is two square metres in total. This job may be performed by a company that is not a licensed asbestos removalist, observing the requirements outlined in the “How to Safety Remove Asbestos” Code of Practice 2011.
- A self-employed person is required to remove an asbestos cement eave to enable access for pipes. The asbestos cement eave is 1.6 square metres in total. This job may be performed by the self-employed person who is not a licensed asbestos removalist, observing the requirements outlined in the “How to Safety Remove Asbestos” Code of Practice 2011.

5.2. Examples of Class A or B Licensed Asbestos Removal Work

- A person is engaged to remove asbestos cement sheets from a South East Depot or Substation toilet block. The area to be removed is 12 m² in total. The person must be a licensed asbestos removalist and the material to be removed is non-friable so the work can be done by a Class A or Class B licensed asbestos removalist.
- A company is required to remove 0.5 m² of asbestos lagging from a pipe in order to carry out maintenance work. This involves the removal of friable asbestos. A Class A licensed asbestos removalist is required to do this work.

6. CLEARANCE INSPECTIONS

It is the responsibility of the person commissioning asbestos removal work or work that involved the disturbance of asbestos to ensure that, once the asbestos removal work or the work that involved the disturbance of asbestos has been completed, a clearance inspection is carried out and a clearance certificate is issued from the contractor before the workplace can be re-occupied.

OCTIEF an Occupational Hygienist Company has been selected to conduct **all Clearance requirements** for Licensed Asbestos Removal Work commissioned by or on behalf of the Energy Queensland Group. The following competent persons can conduct Clearance Inspections and issue an Asbestos Clearance Certificate:

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1. An OCTIEF licensed asbestos assessor, for work that must be carried out by a Class A licensed asbestos removalist (for example, if the removal work involved friable asbestos)
2. An OCTIEF licensed asbestos assessor, for work that must be carried out by a Class A licensed asbestos removalist (for example, if removal work involved more than 10m² of non-friable asbestos).
3. A competent person for work involving the removal of non-licensed quantities of asbestos, and/or the disturbance of asbestos containing material.
4. The completed Clearance Certificates are to be forwarded to the Asbestos Manager via the person commissioning the work or the OCTIEF Issuer as soon as reasonably practicable after the work has been completed.

This also includes where the work is being carried out at domestic premises.

An Asbestos Clearance Certificate Must be completed and provided to Energy Queensland prior to reoccupation of the area after any Asbestos Removal Work or work that involved the disturbance of asbestos containing materials (ACM).

6.1. Examples of Persons Conducting Clearance Inspections

Examples of Asbestos removal work/or work involving the disturbance of asbestos	Who can conduct the Clearance and complete the Clearance Certificate?
<p>Class A A company is required to remove 0.5 m² of asbestos lagging from a pipe in order to carry out maintenance work. This involves the removal of friable asbestos. A Class A licensed asbestos removalist is required to do this work.</p>	<p>OCTIEF an Occupational Hygienist Company has been selected to conduct all Clearance requirements for Licensed Asbestos Removal Work commissioned by EQL staff. Contact Details: Jignesh Gosai Asbestos Services Coordinator M: +61 413 352 702 P: 1800 628 433 E: jignesh@octief.com.au</p>
<p>Class B A person is engaged to remove asbestos cement sheets from a South East Depot or Substation toilet block. The area to be removed is 12 m² in total. The person must be a licensed, trained asbestos removalist and the material to be removed is non-friable so the work can be done by a Class A or Class B licensed asbestos removalist.</p>	<p>OCTIEF an Occupational Hygienist Company has been selected to conduct all Clearance requirements for Licensed Asbestos Removal Work commissioned by EQL staff. Contact Details: Jignesh Gosai Asbestos Services Coordinator M: +61 413 352 702 P: 1800 628 433 E: jignesh@octief.com.au</p>
<p>No licence required A single asbestos cement sheet must be removed to install an air conditioner. The sheet is two square metres in total. This job may be performed by a company that is not a licensed asbestos removalist, observing the requirements outlined in the "How to Safely Remove Asbestos" Code of Practice 2011</p>	<p>A competent person.</p> <p><i>*The completed Clearance Certificates are to be forwarded to the Asbestos Manager via the person commissioning the work as soon as reasonably practicable after the work has been completed.</i></p>
<p>No licence required Maintenance of, or service work on, non-friable asbestos or ACM, fixed or installed before 31</p>	<p>A competent person.</p> <p><i>*The completed Clearance Certificates are to be forwarded to the Asbestos Manager via the person</i></p>

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December 2003, in accordance with the WHS Regulations	<i>commissioning the work as soon as reasonably practicable after the work has been completed.</i>
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7. AIR MONITORING WHEN REMOVING ASBESTOS OR ASBESTOS RELATED WORK

It is the responsibility of the person, commissioning asbestos removal work at a workplace that requires a Class A asbestos removal license they must ensure that an OCTIEF licensed Asbestos Assessor undertakes air monitoring of the asbestos removal area.

If the workplace is a domestic premise, the licensed removalist carrying out asbestos removal work requiring a Class B asbestos removal license at the premise must ensure that an OCTIEF licensed Asbestos Assessor undertakes air monitoring of the asbestos removal area.

During asbestos related work the person conducting the asbestos related work or undertaking must ensure air monitoring is carried out if they are uncertain as to whether the exposure standard for asbestos is likely to be exceeded.

7.1. Air Monitoring During the Removal of Friable Asbestos

An OCTIEF licensed Asbestos Assessor must carry out certain functions with Class A asbestos removal work. These are air monitoring, clearance inspections and issuing a clearance certificate.

7.2. Air Monitoring During the Removal of Non-Friable Asbestos, or During Asbestos Related Work

If a decision is made to carry out air monitoring during the removal of non-friable asbestos, or asbestos related work a OCTIEF licensed Asbestos Assessor must be organised by the person commissioning the work.

8. ASBESTOS REMOVALISTS

The organisation has a Panel (PCP112) of Preferred Contractors that have the necessary expertise and resources to conduct licensed asbestos removals, refurbishment and demolition. The selected asbestos removalist companies have completed a rigorous selection process including audits conducted on their safe systems of work to ensure they meet the requirement of the *Qld WHS Regulations 2011*.

9. CONSTRUCTION PROJECTS – MAJOR AND MINOR WORKS

Under a Construction Project arrangement, it is the responsibility of the Principle Contractor undertaking the Major or Minor works, to engage the Licenced Asbestos Removalist. The person commissioning the work is to ensure that the Principle Contractor is aware of the Preferred Contractor Panel members in regard to Asbestos Removal. It is a business requirement that the Principal Contractor for Major or Minor works, requiring a Class A or Class B asbestos removal actively engage a contractor from PCP112.

In regard to conducting clearance inspections, completing Clearance Certificates and conducting air monitoring including controlled air monitoring, the person commissioning work will engage OCTIEF to be used for these activities as the independent Asbestos Assessor. OCTIEF will update the Asbestos Portal with all relevant documentation including the updating of the asbestos registers. This will also allow a consistent approach across all of Energy Queensland Group of properties and assets.

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10. ASBESTOS WORK PROCESS

The table below indicates the process steps, the person responsible for each step and the location of the completed paperwork.

Step	Responsibility	Actions required
1	The person commissioning the work or their delegate.	<ul style="list-style-type: none"> Complete the Notification of Contractor Asbestos Related Work or Asbestos Removal Work Form. Send a copy to Asbestos Manager Organise for the Notice that Asbestos Removal Work is to be Carried out at the Workplace (Form) to be communicated to the relevant persons on the notice. Engage OCTIEF to conduct Air Monitoring/Clearances (as required) <p>Provide the following documents to Contractor</p> <ul style="list-style-type: none"> Copy of Site Asbestos Register Asbestos Permit to Work – QRG and Asbestos PTW form Asbestos Clearance Certificate Contractor asbestos related work or asbestos removal work reference guide
2	Contractor conducting the work	<p>Complete part A and B of the Asbestos PTW Form</p> <p>Provide the following documents to the person commissioning the work</p> <ul style="list-style-type: none"> Copy of Asbestos Removal Control plan (as required) Copy of SWMS Copy of communication sent to relevant parties informing them of asbestos removal work (as required) Copy of completed Form 65 (as required)
3	The person commissioning the work or their delegate.	<ul style="list-style-type: none"> Review Part A and B to ensure that the contractor has completed the required fields. Review the Asbestos Removal Control Plan and or SWMS and other relevant documentation. Inform the site WHS Rep and or manager that asbestos related work is being conducted on their site Ensure all paperwork as per step 2 are attached to the PTW Sign Part C - Access Authorisation
4	OCTIEF or another competent person as per Table 2.1	<ul style="list-style-type: none"> Conduct Air Monitoring (as required) Conduct Clearance Inspection and completed Part D of the Asbestos PTW form

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		<ul style="list-style-type: none"> • Upload and Update information into the asbestos register on the asbestos portal
5	OCTEIF or other competent person as per Table 2.1	<ul style="list-style-type: none"> • Complete the Asbestos Clearance Certificate • Attach copy to the completed PTW form • Upload information into the asbestos register on the asbestos portal
6	Contractor conducting the work	<ul style="list-style-type: none"> • Complete Part E of the PTW form <ul style="list-style-type: none"> • Provide copies of Trackable Waste certificates or other evidence that waste has been disposed of correctly (as required) i.e more than 175kg of ACM
7	The person commissioning the work or their delegate.	<ul style="list-style-type: none"> • Complete Part F of the PTW Form once the work has been completed and Clearance Certificate issued. • Complete Part G of the PTW Form • Provide completed PTW form and associated documents to Asbestos Manager
8	<ul style="list-style-type: none"> • Contractor conducting the work • OCTEIF or another competent person as per Table 2.1 	Once all documentation has been completed correctly and provided to the person commissioning the work or their delegate. Invoices can be paid.
9	The person commissioning the work or their delegate.	<ul style="list-style-type: none"> • Confirm schedule of rates are in line with the contract documents • Pay Invoice

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11. APPENDIX 1 – CONTRACTOR SWMS CHECKLIST

This document is to be used by EQL and its Contractors and Sub-Contractors in the development and review of Safe Work Method Statements (SWMS) for any works completed within or on EQL facilities.

CONTRACTORS NAME AND COMPANY: _____

ACTIVITY/TASK REVIEWED: _____

SWMS ID _____ **DATE:** _____

Minimum content to be included in SWMS	Components covered in SWMS Y/N
All workers have the competency and training required to complete the task?	
Hazards relating to the task/s and risks to health and safety associated with those hazards are clearly identified and control measures have been considered? (using the hierarchy of control and relevant legislation) how are they monitored and reviewed?	
Documented within the SWMS is the required equipment, tools and PPE to perform the task in a safe manner?	
Documented within the SWMS is the requirement for all workers required to wear a half/full face respirator are to be clean shaven?	
Site setup requirements including traffic/pedestrian management and location of underground services/assets – if applicable, including barricading and signage are included in the SWMS are documented?	
Processes to prevent the creation/spread of airborne asbestos fibres are documented?	
Contaminated soil handling and management requirements – if applicable?	
Decontamination processes and/or requirements?	
Transport and disposal of asbestos waste including contaminated soil?	
Details of worker induction into the SWMS	

If the answer to any of the above is “NO” ensure that the SWMS is updated to reflect these points prior to being accepted.

Reviewed by: _____