



Contractor - Asbestos Related Work including Removal Work Management Guide

For Work on Ergon Energy's Electricity
Network

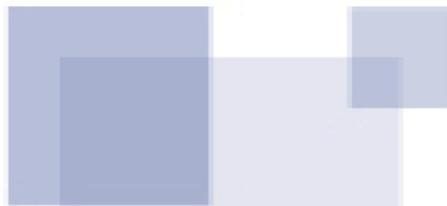


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1. PURPOSE AND SCOPE

This guide is aimed at providing contractors and sub-contractors with a set of minimum requirements and expectations when either conducting work that involves or is likely to involve the disturbance of asbestos or the removal of asbestos containing material (ACM) from **Ergon Energy's Electricity Network**. The Network consists of, but is not limited to: Overhead, Underground, Sub/Zone Stations, Power Stations and Customer Meters.

The Ergon Energy network does contain Asbestos Containing Material (ACM) examples of where it can be found are listed below:

- Underground equipment or plant that may or are known to contain asbestos material include:
 - Pipes and conduit
 - Pits and Ducts
 - Pit covers
 - Cables and cable bandages
- Overhead equipment or plant that may or are known to contain asbestos material include:
 - Streetlights
 - Street lighting Choke Boxes
 - "Stanger" Fuse assemblies
 - Silva Link Fuses
- Sub Stations, Zone Stations, Power Stations equipment may or are known to contain asbestos material include:
 - Cable bandages
 - Umbilical cable covers
 - Gaskets, washers and seals
 - HV Striker Fuses
 - Lagging
 - LV Circuit Breakers
- Miscellaneous
 - Meter Switchboards
 - Millboard (surrounding the meter board)
 - Asbestos containing dust (ACD)
 - Paint on Tower legs
 - Meter board Fuse Holders

Ergon Energy's Facilities

Contractors and Sub Contractors that have been commissioned to conducting work that involves or is likely to involve the disturbance of asbestos or the removal of ACM from **Ergon Energy's Facilities** (other than electrical equipment) must follow the requirements of the ES000901R150. Contractor Asbestos Related Work or Asbestos Removal Work Reference Guide – For work on Ergon's Facilities (Reference). This document does not replace any part of the requirements of that document.

This guide has been developed as a tool to ensure that Ergon Energy, Contractors and Sub Contractors meet their Health Safety and Environmental obligations as outlined in the relevant legislation and complements the information within the ES000901R101. Asbestos Management Plan (Reference). Asbestos Management Plan.

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2. RESPONSIBILITIES

General Manager HSE is the Process Owner responsible for approving this Reference document.

Asbestos Manager is responsible for maintaining this Reference document.

Asbestos Manager is the Subject Matter Expert (SME) for the content of this Reference document.

3. 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	Class A asbestos removal licence or a class B asbestos removal licence.
Asbestos removal work	(a) work involving the removal of less than 10m ² 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.
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— (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: (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.
Exposure standard	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

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	<p>calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with:</p> <ul style="list-style-type: none"> (a) the Membrane Filter Method (b) a method determined by the relevant regulator.
Friable asbestos	<ul style="list-style-type: none"> (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	<p>For clearance inspections and air monitoring means—</p> <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; <p>In relation to which the inspection or monitoring is conducted.</p>
Licensed asbestos assessor	<p>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.</p>
Non-friable asbestos	<p>Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound</p>
Worker	<p>A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience;
Workplace	<p>A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.</p>

4. REFERENCES

ES000901R150. Contractor Asbestos Related Work or Asbestos Removal Work Reference Guide (Reference)

How to Manage and Control Asbestos in the Workplace Code of Practice 2011

How to Safely Remove Asbestos Code of Practice 2011

Queensland Work Health and Safety Regulation 2011

5. ADDITIONAL RESOURCES

ES000901F111. Asbestos Permit to Work Form

ES000901F112. Asbestos Clearance Certificate

ES000901F119. Notification of Contractor Asbestos Related Work or Asbestos Removal Work

ES000901F122. Notice that Asbestos Removal Work is to be Carried Out at the Workplace

ES000901R101. Asbestos Management Plan (AMP)

ES000901R139. Asbestos – Permit to Work Quick Reference Guide

6. SAFE SYSTEMS OF WORK RELATING TO ACM

Contractors/SPARQ 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 to Ergon Energy as requested.

6.1. Training

Ergon Energy requires all workers including sub-contractors and labour hire to be appropriately trained and competent to complete the task in a safe manner and to meet the requirements of legislation.

As a minimum Ergon Energy requires that contractor employees including sub-contractors and labour hire, likely to disturb asbestos shall hold the following minimum competencies (or approved equivalents) prior to commencing any work that may disturb ACM.

- Remove Non- Friable Asbestos (CPCDC3014A) or
- Ergon Energy's Online Course – Working Safely with Asbestos (T0495)

6.2. 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

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- The tools to be used to complete the activity (no power tools are to be used on ACM without authorisation from the Ergon Energy Asbestos Manager following detailed risk assessment).
- Decontamination processes, including that of meters being removed from suspected ACM Meter boards.
- 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 Contract Manager, Authorised Ergon Contact or the Asbestos Manager or one of their delegates completes a review of the SWMS using the Contractor SWMS Checklist (attached as Appendix 1).

Specifically, Ergon Energy has identified the following tasks that disturb asbestos within our network infrastructure and require SWMS's:

- **Working with Asbestos Overhead**
 - Remove Streetlights that may contain asbestos
- **Working with Asbestos Underground**
 - Breaking suspected Asbestos Cement (AC) Conduits
 - Pulling Cable through AC Conduits
 - Working on (AC) Pillars
 - Working on or removing suspected asbestos Pits
- **Working with Asbestos – Switchboards**
 - Drilling, cutting into or removing a suspected asbestos switchboard

Ergon Energy requires workers to wear as a minimum, P2 disposable respirators when conducting the following work on suspected asbestos switchboards:

1. Conduct work that involves or is likely to involve the disturbance of asbestos;
2. Polarity testing;
3. Operating main switches and individual circuit devices;
4. Pulling/inserting service and circuit fuses; or
5. Accessing the neutral link

Ergon Energy requires all workers and contractors to be **Clean Shaven** about the cheeks, neck and jaw when using a full facepiece or half facepiece respiratory protective equipment to gain a **suitable facial fit**. Half facepiece respirators, either disposable or reusable, cannot be used by those with moustaches where there is any chance of hair coming between the facepiece and skin. Individuals who have stubble (even a few days' growth) can cause excessive leakage of contaminant into the respirator.

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

6.3. Soil Assessment and Management Requirements

Where contractors are required to complete conduit /duct or pit remediation activities, there is the potential that the soil may be contaminated with asbestos.

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If this is the case, an assessment of the soil surrounding the conduit/duct or pit is to be undertaken prior to during and post excavation to determine:

- The likely presence of asbestos
- The ability to re-use the soil (only if non –contaminated) in the excavation based on the assessment and
- The minimum transport requirements to remove the soil from site.
- **Note:** If pretesting of the soil for asbestos has taken place and it is confirmed that the soil is contaminated or if asbestos debris are observed within the surrounding soil, the soil must be disposed of as asbestos waste at an appropriately licenced facility.

WARNING: No contractors are to operate or remove any Silva Link Fuses on the network, Refer to Safety Alert 2014.18B and contact your Ergon contact for advice.

6.4. Health Monitoring

Contractors/SPARQ/subcontractors shall have a Health Monitoring Program as per the requirements of legislation in place for those workers they deem are involved or likely to be involved in asbestos related work or asbestos removal work. Evidence of the Health monitoring Programme must be provided to Ergon on request.

6.5. Licence Asbestos Removalist

Licence Asbestos Removalists must have a more rigorous safe system of work that meets or exceed the requirements of A Class or B Class Licences as referenced in the Qld WHS Regulation 2011. Ergon Energy has a Preferred Contractor Panel of Licenced asbestos Removalists (PCP112) if there is a requirement for licence asbestos removal, then PCP112 must be utilised.

6.6. Notification Requirements

Licenced asbestos removalists completing ACM removal works are to:

- Notify the Qld Regulator via a Form 65 at least 5 days before commencing licensed asbestos removal work.
- Adhere to the requirements of the Permit to Work Process (PTW) outlined in ES000901R150. Contractor Asbestos Related Work or Asbestos Removal Work Reference Guide – For work on Ergon’s Facilities (Reference).

7. 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.
Class B	Can remove: <ul style="list-style-type: none"> • any amount of non-friable asbestos or ACM (Note: A Class B licence is required for removal of more than 10 m ² of non-friable asbestos or ACM but the licence holder can also remove up to 10 m ² of non-friable asbestos or ACM). <ul style="list-style-type: none"> • ACD associated with the removal of non-friable asbestos or ACM. (Note: A Class B licence is required for removal of ACD associated with the removal of more than 10 m ² of non-friable asbestos or ACM but the licence

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Type of licence	What asbestos can be removed?
	holder can also remove ACD associated with removal of up to 10m ² of non-friable asbestos or ACM.
No licence required	Can remove: <ul style="list-style-type: none"> • up to 10 m² 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 and • conduct asbestos related work

7.1. Examples where a licence is not required to perform asbestos removal work or conducting asbestos related work

- A suspected asbestos switchboard is damaged and requires replacement. This job may be performed by a trained worker that is not a licensed asbestos removalist, observing the requirements outlined in The “How to Safety Remove Asbestos” Code of Practice 2011.
- A suspected asbestos cement underground conduit, approximately 3 m in length requires replacement. This job may be performed by a trained worker that is not a licensed asbestos removalist, observing the requirements outlined in The “How to Safety Remove Asbestos” Code of Practice 2011.
- New cabling is required to be run in an old Sub Station, there is a requirement to make a number of penetrations in the asbestos walls and ceiling to facilitate this work. This job may be performed by a trained worker that is not a licensed asbestos removalist, observing the requirements outlined in The “How to Safety Remove Asbestos” Code of Practice 2011.

7.2. Examples of Class A or B licensed asbestos removal work

- A company is engaged to remove and replace suspected asbestos cement conduits. The length to be removed is around 30 meters in total. The contractor 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. The asbestos waste must be transported by a vehicle that has been licenced by the EPA to transport asbestos waste.
- 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. An Class A Licensed asbestos removalist is required to do this work.

8. CLEARANCE INSPECTIONS

It is the responsibility of the Ergon Energy person commissioning **licensed** asbestos removal work to ensure that, once the asbestos removal work has been completed, a clearance inspection is carried out by an independent competent person/licensed asbestos assessor and a clearance certificate is issued before the workplace can be re-occupied.

OCTIEF are Ergon’s environmental consulting & NATA laboratory services providers and have been selected to conduct **all Clearance requirements** for Licensed Asbestos Removal Work commissioned by or on behalf of Ergon Energy. OCTIEF, for work that must be carried out by a Class A licensed asbestos removalist (for example, if the removal work involved friable asbestos)

Examples of tasks requiring Clearance Inspections and Certificates

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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 Ergon Energy staff. Contact Details: Brendan Warrell Phone: +61 7 5537 2536 Direct: +61 7 5500 2806 Fax: +61 7 5537 2535 Mob: +61 420 389 279 brendan@octief.com.au www.octief.com.au</p>
<p>Class B A company is engaged to remove and replace suspected asbestos cement conduits. The length to be removed is around 30 meters in total. The contractor 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 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 Ergon Energy staff. Contact Details: Brendan Warrell Phone: +61 7 5537 2536 Direct: +61 7 5500 2806 Fax: +61 7 5537 2535 Mob: +61 420 389 279 brendan@octief.com.au www.octief.com.au</p>
<p>No licence required The removal of an asbestos cement pit and associated contaminated soil must be removed to install an air conditioner. 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 and the requirements of this document</p>	<p>A competent person.</p> <p><i>*The completed Clearance Certificates are to be forwarded to the Asbestos Manager via the Ergon Energy Contact as soon as reasonably practicable after the work has been completed.</i></p>

9. AIR MONITORING WHEN REMOVING ASBESTOS OR ASBESTOS RELATED WORK

It is the responsibility of the Ergon Energy person, commissioning asbestos removal work at a workplace that requires a Class A asbestos removal license they must ensure that OCTIEF 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 A asbestos removal license at the premise must ensure that an OCTIEF 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.

OCTIEF are Ergon's environmental consulting & NATA laboratory services providers and have been selected to conduct **all Air Monitoring requirements** for Asbestos Removal Work and Asbestos Related Work commissioned by or on behalf of Ergon Energy OCTIEF must be organised by the Ergon Energy person commissioning the work.

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Appendix 1 – Contractor SWMS Checklist

This document is to be used by Ergon and its Contractors and Sub-Contractors in the development and review of Safe Work Method Statements (SWMS) for any works completed within Ergon Energy's network/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: _____

Date: _____

Signature: _____

This signoff is **only** for the criteria outlined above. Ergon and its employees engaged to review SWMS's do not take any responsibility for the technical accuracy of the content within the contractors SWMS