



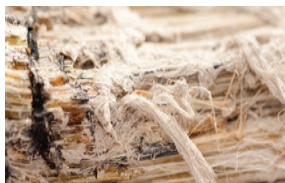
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SAFE OPERATING PROCEDURE ASBESTOS HANDLING

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 PROTECTIVE COVERALLS MUST BE WORN	 BOOT PROTECTORS MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 AS/NZS 1716 COMPLIANT RESPIRATORY PROTECTIVE EQUIPMENT MUST BE WORN	 HAND PROTECTION MUST BE WORN	 SHOWER AND WASH YOUR HAIR IMMEDIATELY AFTERWARDS	 REGARDLESS OF WHETHER GLOVES WERE USED THOROUGHLY CLEAN YOUR HANDS AND FINGERNAILS	 CAUTION ASBESTOS HAZARD DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT



ASBESTOS /ASBESTOC CONTAINING MATERIALS

Any person involved in asbestos removal work or in the carrying out of asbestos-related work are required to be trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Refer to the;

- **'How to Manage Work Health and Safety Risks, Code of Practice 2011'**
- **'How to Safely Remove Asbestos, Code of Practice 2011'**
- **'How to Manage and Control Asbestos in the Workplace, Code of Practice 2011'**

The following terms are provided for information.

Asbestos – means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue), and tremolite asbestos. (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

Asbestos containing material - is any material or thing

Manage and Control Asbestos in the Workplace, Code of Practice 2011).

Friable asbestos – means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos. (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

Non-friable asbestos - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

Respirable asbestos – means an asbestos fibre that: is less than 3 microns (µm) wide, is more than 5 microns (µm) long, has a length to width ratio of more than 3:1. (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

Asbestos-contaminated dust or debris – means dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos. (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

Asbestos related work – means work involving asbestos (other than asbestos removal work to which Part 8.7 of the WHS Regulation applies) that is permitted under the exceptions set out in regulation 419(3), (4) and (5). (*How to Manage and Control Asbestos in the Workplace, Code of Practice 2011*).

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ASBESTOS /ASBESTOC CONTAINING MATERIALS (Cont.)

Asbestos waste – means asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tool.

NOHSC: 2018 (2005) - the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].

In the majority of workplaces, the asbestos that is encountered and poses a risk to health and safety will be found in manufactured products.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Workers must confirm if a material they are working with contains asbestos before they commence work.
- ✓ Examine the workplace Asbestos Register to ascertain the location of identified asbestos contaminated areas.
- ✓ If applicable, obtain an Asbestos Permit to Work document to ensure appropriate work practices are employed when working with asbestos containing material.
- ✓ In the absence of a workplace Asbestos Register or 'local knowledge', the presence of asbestos must be determined visually, as there is no instrument currently available to identify the presence of asbestos.
- ✓ If it is uncertain whether a material contains asbestos, circumstances considered, it may be prudent for a sample to be taken for analysis by a Competent Person.
- ✓ A risk assessment process must be undertaken in to identify and manage the risks associated with asbestos.
- ✓ Interested parties must be notified of the asbestos work in advance and asbestos awareness may be made available to those persons affected by the asbestos work.
- ✓ Tasks that may impact on asbestos containing material are to be performed under controlled conditions to prevent the distribution of airborne asbestos fibres.

OPERATIONAL SAFETY CHECKS

- ✓ Isolate the area you are working on from the rest of the building by closing and sealing internal doors.

- ✓ Wear an appropriate respirator.
- ✓ Ordinary dust masks are not effective in preventing the inhalation of asbestos fibres and dust. You should wear either a half-face filter respirator fitted with a class P1 or P2 filter cartridge, or a class P1 or P2 disposable respirator appropriate for asbestos. Respiratory protection devices should comply with Australian/New Zealand Standard 1716. This number will always be displayed on the mask. To ensure that the respirator is effective, users should be clean shaven, and the respirator should have a close fit.
- ✓ Wear disposable clothing
 - Disposable coveralls should be used to prevent the contamination of clothing and footwear with an attached hood or disposable hat.
 - Suitable disposable gloves should also be worn.
 - The coveralls should have no external pockets or velcro fastenings, and the gloves should be sufficiently robust for the work to be done.
 - Smooth, nonslip footwear without laces or top fasteners are preferable to plastic overshoes where there is a risk of slipping.
- ✓ Ensure all other personnel/bystanders are clear of the immediate work area.
- ✓ Leave external doors and windows open to maximise ventilation.
- ✓ Cover the floor with heavy-duty plastic sheeting to catch dust, debris and offcuts.
- ✓ Thoroughly wet down the material before you start and regularly during the work by lightly spraying surfaces with water or a 1:10 polyvinyl acetate (PVA): water solution, or with low-pressure water from a garden hose (if outdoors); keep it wet until packaged for transport.
- ✓ Use non powered hand tools (e.g. a guillotine, hand saw or hand powered drill) as these generate smaller amounts of dust and waste chips that are coarser than those generated when using power tools.
- ✓ Carefully lower (not drop) Cover work area with two layers of polythene sheeting at least 0.2 mm thick (e.g. heavy-duty builders' plastic) to collect asbestos contaminated dust and debris.
- ✓ Minimise cutting or breaking of the asbestos cement products.
- ✓ Any airborne asbestos fibres are to be controlled to minimise the risk to health.

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- ✓ Vacuum cleaners used for asbestos cleaning must comply with AS / NZS 60335.2.69:2003 - Household and similar electrical appliances – Safety. Part 2.69: Particular requirements for wet and dry vacuum cleaners, including power brush, for industrial and commercial use.

ENDING OPERATIONS AND CLEAN UP

- ✓ Thoroughly clean the work area.
- ✓ Thoroughly clean and decontaminate (i.e. fully dismantled and cleaned under controlled conditions as described in the NOHSC:2018(2005)) all tools and equipment as soon as possible after finishing the job by using wet rags and a wet mop, or with a vacuum cleaner fitted with a high-efficiency particulate air (HEPA) filter which conforms to AS4260. Attachments with brushes should be avoided because they are difficult to decontaminate.
- ✓ Keep dust, debris and offcuts damp with water.
- ✓ Double bag, seal and dispose of any materials used during the decontamination, such as rags and mops, along with other asbestos products at a disposal facility licensed to take asbestos.
- ✓ Keep the packages of a manageable size and completely seal them with adhesive tape.
- ✓ Clearly label the packages 'ASBESTOS WASTE' using a permanent marker pen.
- ✓ Keep your respirator on.
- ✓ Peel off coveralls, hat and gloves.
- ✓ Immediately seal all these items in two 0.2 mm thick (heavy-duty) polythene bags (i.e. double bagged) and clearly label to identify the contents as described above.
- ✓ Dispose of these bags with the other asbestos waste.
- ✓ Wash or wipe reusable footwear using wet rags.
- ✓ Leave the respirator on until the contaminated clothing is removed, bagged and sealed, then dispose of the respirator by doubling bagging it as described above.
- ✓ Shower and wash your hair immediately afterwards and, regardless of whether gloves were used, thoroughly clean your hands and fingernails to remove any dust and asbestos that may be on your body.

- ✓ All asbestos containing material waste shall be disposed of at an approved landfill disposal site by licensed contractors, and in accordance with the requirements of relevant State Legislation.
- ✓ Leave the work area in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- i Inhalation of asbestos fibres
- i Malignant mesothelioma
- i Lung cancer
- i Asbestosis
- i Hair/clothing getting caught in moving rotating parts.

DON'T

- ✗ DO NOT undertake working with asbestos contaminated material without wearing appropriate PPE
- ✗ DO NOT spread asbestos dust through areas of the building that are not protected by plastic sheeting (e.g. by walking through unprotected areas without removing shoes).
- ✗ DO NOT remove any materials from the work area until cleaned up as described above
- ✗ DO NOT clean the work area by dry sweeping or by using a household vacuum cleaner.
- ✗ DO NOT dispose of asbestos waste in a domestic garbage bin or rubbish skip.
- ✗ DO NOT reuse or recycle asbestos waste.
- ✗ DO NOT dump asbestos waste illegally.
- ✗ DO NOT dispose of asbestos during council 'hard rubbish' collections.
- ✗ DO NOT keep or recycle disposable protective equipment; for example, don't attempt to shake the dust out of overalls or clean the items with a vacuum cleaner.
- ✗ DO NOT launder or clean gloves — the asbestos removal and laundering process causes physical damage or deterioration of the gloves.

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I confirm I am competent to undertake ASBESTOS HANDLING following my training and reading of the attached Safe Operating Procedure, together with the relevant State and Federal Regulations and Codes of Practice

Date	Name	Signature



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