Instructions for Use

This Asbestos Management – Minor Works Safe Work Method Statement (SWMS) template has been prepared to assist JCU employees and contractors in the planning and safe execution of minor works involving asbestos containing materials.

The HSE-PRO-006 Asbestos Management Procedure defines minor works as *"work that has potential to disturb non-friable ACM but does not involve removal of ACM. Any work that has potential to disturb friable ACM is not considered Minor Works."*

Minor works can only be undertaken by a competent person (employee or contractor). An Asbestos Management – Minor Works SWMS must be prepared and an Asbestos Permit issued prior to commencing the works. Closing out a permit for minor works must include a visual inspection of the work area by the Permit Issuer.

This template includes pre-populated tables for the following tasks involving non-friable ACM:

- Making penetrations
- Installing or removing fixings on or through non-friable ACM
- Painting (and preparation for painting) of non-friable ACM
- Pulling cables/wires through non-friable ACM conduit
- Polishing of asbestos vinyl flooring

To use this template:

1. Fill in Section 1 with your details
2. Fill in Section 2 with the details of the work
3. In section 3, delete the tables that do not apply to your work and leave the table that does apply
4. In section 3, check the existing details and add any other task specific information and controls
5. Add any other identified hazards and controls to reduce risk e.g. for work at height and electrical hazards
6. In section 5, all participants to sign the acknowledgement

Person authorising the asbestos permit must review and approve the SWMS.

SECTION 1: DETAILS OF PERMIT ISSUER *(PERSON UNDERTAKING THE WORK)*			
Organisation/Company:		**Company Phone Number:**	
Name of Person Responsible for the Work:		**Mobile Number:**	
Names of Person(s) Consulted in preparing this SWMS:		**Contact Number(s):**	

SECTION 2: DETAILS OF THE WORK			
Reason for and description of works:		**Location of works (Campus/Building/Room):**	
Licences Required:	Not required for minor works	**Permits Required:**	JCU Asbestos Permit
Training Required:	JCU Employee or Contractor Induction Asbestos Awareness Training Construction Safety Induction (White Card)	**Emergency Planning:**	As per JCU induction First Aid Kits to be available
Controls:	Separation of work area and restricted access Signage & barricades Respiratory Protection (see details below) Dust suppression	Decontamination of plant and personnel Containment and disposal of waste Ventilation Isolated	
Relevant Safety Laws & Codes of Practice	Work Health & Safety Act 2011 Work Health & Safety Regulation 2011	How to Manage and Control Asbestos in the Workplace Code of Practice 2011 How to Safely Remove Asbestos Code of Practice 2011 How to Manage Work Health and Safety Risks Code of Practice 2011 Managing the risk of falls at Workplaces Code of Practice 2011 Hazardous Manual Tasks Code of Practice 2011	
Relevant Aust. Standards	AS 1337 (eye protection); AS 2210 (foot protection); AS 1716 (respiratory protection) ; AS 1715 (selection of respiratory protection)		
Site Specific Requirements	Comply with all reasonable directions from JCU Estate Directorate and Workplace Health & Safety personnel. JCU Asbestos Management Standard JCU Asbestos Register		

SECTION 3: SWMS

Drilling Non-Friable ACM

Notes:	This method describes the use of a thickened substance (e.g. hair gel, shaving cream or wallpaper paste) to supress and contain asbestos dust during low speed drilling of non-friable ACM (e.g. cement sheet or bitumen board). If drilling overhead, a disposable cup should be used to hold the substance to the surface, then drill through the cup. The cup may need to be cut-down so that just the bottom of the cup is used. If unfamiliar with this process the method should be practiced on non-ACM material until all dust and debris can be reliably contained and the person is familiar and confident with decontamination. If an asbestos HEPA vacuum cleaner is available, this can be used to shadow vacuum (very close to the hole) instead of using the thickening substance. If the hole does not need to be neat, a nail or punch can be used as this generates less fine dust compared to drilling. Care should be taken to avoid scattering pieces of debris from the back side of the hole. If a large hole is needed, it is difficult to control the dust from a hole saw, preference is to trace the outline then drill or punch small holes around the edge then break the bridging pieces. This may seem "messier" but less fine airborne dust is created, reducing the risk of exposure.		
Tools and Equipment to be used:	Drill, hand powered or low speed electric Drill bit (i.e. masonry bit) Warning signs and/or danger tape Asbestos HEPA Vacuum Cleaner (if drilling dry) Duct tape Task lighting (e.g. head torch)	Disposable wet wipes or rags & bucket of water Misting spray bottle with PVA solution Thickened substance (e.g. hair gel, shaving cream or wallpaper paste) Disposable cup 200um plastic drop sheet Asbestos waste bags (200um plastic with Asbestos Warning)	
Respiratory Protection:	**Half Face P2 Respirator** (disposable or reusable) Each worker to be fit tested (AS1715 method) Fit check to be performed prior to commencing work	**Other PPE:**	Disposable coveralls (optional)

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Job Preparation		Assemble all tools and equipment. Erect danger tape & Signage. Secure area by closing/locking doors to exclude unauthorised persons from the work area. If back surface of material being drilled is accessible then this area must also be segregated. Use plastic sheeting to cover any surfaces that could become contaminated, secure edges of sheeting with duct tape. Tape both the point to be drilled and the exit point, if accessible, with duct tape to prevent edges crumbling. Turn off or seal ventilation/air-conditioning. If outside avoid working in excessive wind.	Low	
Drilling	Exposure to airborne asbestos	Respiratory protection to be worn. Cover the drill entry and exit points (if accessible) with a generous amount of Thickened Substance (paste). If necessary, use disposable cup to keep in place. Drill through the paste. Use damp rag or wet wipe to clean the paste from drilled surfaces and drill bit, place wipe into asbestos waste bag. Seal cut edges with PVA solution or paint. If a cable is to be passed though, insert a sleeve to protect the inner edge of the hole.	Low	
	Electrical Hazards			
	Work at Height			
	Other:			

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Decontaminate area and equipment	Exposure to airborne asbestos	Clean equipment with wet wipes or damp rags. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use a fresh rag. Lightly spray drop sheet with PVA solution then roll or fold for disposal. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bag. Visually inspect the work area to ensure no visible dust or debris remains.	Low	
Personal decontamination	Exposure to airborne asbestos	If using coveralls, take coveralls off by turning inside out to contain any surface contamination. Place into asbestos waste bag. Remove respiratory protection. If disposable, place in asbestos waste bag. If reusable, clean with wet wipe and store in clean container.	Low	
Waste Transport and Disposal	Exposure to airborne asbestos	Dry materials should not be placed in asbestos waste bag, pre-wet with PVA solution to suppress dust. Wet wipe the external surfaces of the asbestos waste bag to remove any adhering dust. Do not fill the bag more than two thirds full to allow room to seal. Carefully expel excess air from Asbestos Waste Bag, twist top then bend over to form a “goose neck” wrap tightly with Duct tape to seal. Place the first bag into a second asbestos waste bag to “Double bag”. Twist, goose neck and tape seal. Less than 250 kg of asbestos waste can be transported without a regulated waste licence. If more than 250 kg a licenced contractor must be used. Transport the double bagged waste to a waste disposal site approved by the local council (in Townsville the Stuart, Hervey Range and Jensen waste facilities will accept Asbestos waste between 7:30 am and 4:30 pm).	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Clearance	Exposure to airborne asbestos	JCU Permit Authorising Person to perform inspection to confirm area is free from visible dust or debris from the work. Signage and danger tape to be removed after satisfactory inspection. Permit sign off Area may be reoccupied.		

Installing or Removing Fixings on or Through Non-Friable ACM

Notes:	This method describes the use of a thickened substance (e.g. hair gel, shaving cream or wallpaper paste) to supress and contain asbestos dust during installation or removal of fixings. If unfamiliar with this process the method should be practiced on non-ACM material until all dust and debris can be reliably contained and the person is familiar and confident with decontamination. If an asbestos HEPA vacuum cleaner is available, this can be used to shadow vacuum (very close to the fixing) instead of using the thickening substance.		
Tools and Equipment to be used:	Fixings (Screws, nails etc.) Low speed drill driver (if using screws) Warning signs and/or danger tape Asbestos HEPA Vacuum Cleaner (if installing dry) Duct tape Task lighting (e.g. head torch)	Disposable wet wipes or rags & bucket of water Misting spray bottle with PVA solution Thickened substance (e.g. hair gel, shaving cream or wallpaper paste) 200um plastic drop sheet Asbestos waste bags (200um plastic with Asbestos Warning)	
Respiratory Protection:	**Half Face P2 Respirator** (disposable or reusable) Each worker to be fit tested (AS1715 method) Fit check to be performed prior to commencing work	**Other PPE:**	Disposable coveralls (optional)

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Job Preparation		Assemble all tools and equipment. Erect danger tape & Signage. Secure area by closing/locking doors to exclude unauthorised persons from the work area. If back surface of material is accessible then this area must also be segregated. Use plastic sheeting to cover any surfaces that could become contaminated, secure edges of sheeting with duct tape. Turn off or seal ventilation/air-conditioning. If outside avoid working in excessive wind.	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Installing Fixing	Exposure to airborne asbestos	Respiratory protection to be worn. Cover the fixing entry and exit points (if accessible) with a generous amount of Thickened Substance (paste). Install fixing slowly through the paste. Use damp rag or wet wipe to clean the paste from surfaces, place wipe into asbestos waste bag.	Low	
	Electrical Hazards			
	Work at Height			
	Other:			
Removing Fixings	Exposure to airborne asbestos	Respiratory protection to be worn. Cover the fixing entry and exit points (if accessible) with a generous amount of Thickened Substance (paste). If penetration of fixing through ACM is not accessible for applying paste, spray or drizzle PVA solution to wet the fixing during removal. Remove fixing slowly through the paste. Use damp rag or wet wipe to clean the paste from surfaces, place fixing and wipe into asbestos waste bag.		

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Decontaminate area and equipment	Exposure to airborne asbestos	Clean equipment with wet wipes or damp rags. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use a fresh rag. Lightly spray drop sheet with PVA solution then roll or fold for disposal. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bag. Visually inspect the work area to ensure no visible dust or debris remains.	Low	
Personal decontamination	Exposure to airborne asbestos	If using coveralls, take coveralls off by turning inside out to contain any surface contamination. Place into asbestos waste bag. Remove respiratory protection. If disposable, place in asbestos waste bag. If reusable, clean with wet wipe and store in clean container.	Low	
Waste Transport and Disposal	Exposure to airborne asbestos	Dry materials should not be placed in asbestos waste bag, pre-wet with PVA solution to suppress dust. Wet wipe the external surfaces of the asbestos waste bag to remove any adhering dust. Do not fill the bag more than two thirds full to allow room to seal. Carefully expel excess air from Asbestos Waste Bag, twist top then bend over to form a “goose neck” wrap tightly with Duct tape to seal. Place the first bag into a second asbestos waste bag to “Double bag”. Twist, goose neck and tape seal. Less than 250 kg of asbestos waste can be transported without a regulated waste licence. If more than 250 kg a licenced contractor must be used. Transport the double bagged waste to a waste disposal site approved by the local council (in Townsville the Stuart, Hervey Range and Jensen waste facilities will accept Asbestos waste between 7:30 am and 4:30 pm).	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Clearance	Exposure to airborne asbestos	JCU Permit Authorising Person to perform inspection to confirm area is free from visible dust or debris from the work. Signage and danger tape to be removed after satisfactory inspection. Permit sign off. Area may be reoccupied.		

Painting (and preparation for painting)

Notes:	This method describes the process for sealing, painting, coating and cleaning non-friable ACM (e.g. Asbestos cement products). This process should only be carried out on ACM that is in good condition. Under no circumstances should ACM be water blasted or dry sanded in preparation for painting. If sanding is required consider removing the ACM and replacing with a non-asbestos product. If wet sanding is performed the runoff must be captured and filtered, or all runoff disposed of in asbestos waste bag.		
Tools and Equipment to be used:	Clean rags & bucket of water Warning signs and/or danger tape Duct tape Hand scraper (optional)	Sugar soap (optional) Misting spray bottle with PVA solution 200um plastic drop sheet Asbestos waste bags (200um plastic with Asbestos Warning)	
Respiratory Protection:	**Half Face P2 Respirator** (disposable or reusable) Each worker to be fit tested (AS1715 method) Fit check to be performed prior to commencing work **Other respiratory protection may be required to control vapour or mist from painting**	**Other PPE:**	Disposable coveralls Cleanable boots (no laces)

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Job Preparation		Assemble all tools and equipment. Erect danger tape & Signage. Secure area by closing/locking doors to exclude unauthorised persons from the work area. Use plastic sheeting to cover any surfaces that could become contaminated, secure edges of sheeting with duct tape. As far as practicable setup drop sheets to contain runoff. Turn off or seal ventilation/air-conditioning. If outside avoid working in excessive wind.	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Cleaning Surfaces to be Painted	Exposure to airborne asbestos	Respiratory protection and coveralls to be worn. Surfaces to be kept damp during cleaning, avoid excessive use of water to minimise runoff. Use a scraper to gently remove any loose flakes of old paint. Wipe the surfaces clean with damp rags, sugar soap may assist to prepare the surface. Do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. Wipe surfaces with a dry rag to remove dirty water from the surface.	Low	
	Electrical Hazards			
	Work at Height			
	Other:			
Painting and sealing	Exposure to airborne asbestos	When spray painting, only use low pressure airless spray equipment. When using a roller or brush, for the first coat apply lightly to avoid abrasion of the ACM surface.	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Decontaminate area and equipment	Exposure to airborne asbestos	Clean equipment with wet wipes or damp rags. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use a fresh rag. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bag. Visually inspect the work area to ensure no visible dust or debris remains.	Low	
Personal decontamination	Exposure to airborne asbestos	Take coveralls off by turning inside out to contain any surface contamination. Place into asbestos waste bag. Remove respiratory protection. If disposable, place in asbestos waste bag. If reusable, clean with wet wipe and store in clean container.	Low	
Waste Transport and Disposal	Exposure to airborne asbestos	Dry materials should not be placed in asbestos waste bag, pre-wet with PVA solution to suppress dust. Wet wipe the external surfaces of the asbestos waste bag to remove any adhering dust. Do not fill the bag more than two thirds full to allow room to seal. Carefully expel excess air from Asbestos Waste Bag, twist top then bend over to form a “goose neck” wrap tightly with Duct tape to seal. Place the first bag into a second asbestos waste bag to “Double bag”. Twist, goose neck and tape seal. Less than 250 kg of asbestos waste can be transported without a regulated waste licence. If more than 250 kg a licenced contractor must be used. Transport the double bagged waste to a waste disposal site approved by the local council (in Townsville the Stuart, Hervey Range and Jensen waste facilities will accept Asbestos waste between 7:30 am and 4:30 pm).	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Clearance	Exposure to airborne asbestos	JCU Permit Authorising Person to perform inspection to confirm area is free from visible dust or debris from the work. Signage and danger tape to be removed after satisfactory inspection. Permit sign off. Area may be reoccupied.		

Pulling Cables Through Non-Friable ACM Conduit

Notes:	This method describes the process for installing or removing cables in asbestos cement conduit or cable pits. As far as is practicable, alternative (non-asbestos) conduits should be used or installed for use rather than reusing asbestos conduits.		
Tools and Equipment to be used:	Cable slipping compound Clean rags & bucket of water Warning signs and/or danger tape Duct tape	spray bottle with PVA solution 200um plastic sheeting Asbestos waste bags (200um plastic with Asbestos Warning) Asbestos vacuum cleaner (optional)	
Respiratory Protection:	**Half Face P2 Respirator** (disposable or reusable) Each worker to be fit tested (AS1715 method) Fit check to be performed prior to commencing work	**Other PPE:**	Disposable coveralls Cleanable boots (no laces)

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Job Preparation		Assemble all tools and equipment. Erect danger tape & Signage. Secure area by closing/locking doors to exclude unauthorised persons from the work area. Use plastic sheeting to cover any surfaces that could become contaminated, secure edges of sheeting with duct tape. Use plastic sheeting below conduits before pulling cables through. Turn off or seal ventilation/air-conditioning. If outside avoid working in excessive wind.	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Removal or Installation of Cables	Exposure to airborne asbestos	Respiratory protection and coveralls to be worn. Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process. Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts. Do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. Ropes used for cable pulling must have a smooth surface that can easily be cleaned. Metal stockings must not be used when pulling cables through asbestos cement conduits. Compressed air darts must not be used to pull cables through asbestos cement conduits/ducts.	Low	
	Electrical Hazards			
	Work at Height			
	Other:			

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Decontaminate area and equipment	Exposure to airborne asbestos	Clean equipment with wet wipes or damp rags. If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use a fresh rag. Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation. If the rope or cable passes through any rollers, these must also be wet wiped after use. Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as possible to the exit point from the conduit, before it is removed from the work site. Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bag. Wet wipe the external surfaces of the asbestos waste bags to remove any adhering dust before they are removed from the asbestos work area. Visually inspect the work area to ensure no visible dust or debris remains.	Low	
Personal decontamination	Exposure to airborne asbestos	Take coveralls off by turning inside out to contain any surface contamination. Place into asbestos waste bag. Remove respiratory protection. If disposable, place in asbestos waste bag. If reusable, clean with wet wipe and store in clean container.	Low	

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Waste Transport and Disposal	Exposure to airborne asbestos	Dry materials should not be placed in asbestos waste bag, pre-wet with PVA solution to suppress dust. Wet wipe the external surfaces of the asbestos waste bag to remove any adhering dust. Do not fill the bag more than two thirds full to allow room to seal. Carefully expel excess air from Asbestos Waste Bag, twist top then bend over to form a “goose neck” wrap tightly with Duct tape to seal. Place the first bag into a second asbestos waste bag to “Double bag”. Twist, goose neck and tape seal. Less than 250 kg of asbestos waste can be transported without a regulated waste licence. If more than 250 kg a licenced contractor must be used. Transport the double bagged waste to a waste disposal site approved by the local council (in Townsville the Stuart, Hervey Range and Jensen waste facilities will accept Asbestos waste between 7:30 am and 4:30 pm).	Low	
Clearance	Exposure to airborne asbestos	JCU Permit Authorising Person to perform inspection to confirm area is free from visible dust or debris from the work. Signage and danger tape to be removed after satisfactory inspection. Permit sign off. Area may be reoccupied.		

Polishing Asbestos Vinyl Flooring

Notes:	This method describes the process for polishing asbestos vinyl floor coverings. Asbestos vinyl floors must not be cut back, sanded or otherwise abraded. Asbestos vinyl floors may be cleaned with a neutral all-purpose cleaner. Asbestos vinyl floors should be coated with a good quality vinyl floor sealant.		
Tools and Equipment to be used:	Floor polishing equipment No specialised equipment required		
Respiratory Protection:	If these methods are correctly implemented, personal protective equipment should not be necessary.	**Other PPE:**	Not required

Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
Floor Polishing	Exposure to airborne asbestos	Inspect flooring for damage prior to work. Asbestos containing sheet vinyls with fibrous backing layers must not be polished if the fibrous backing layer is showing. Report damage to JCU Estates Directorate. Check flooring to ensure sufficient surface coating/sealant finish prior to dry buffing.	Low	

SECTION 4: RISK MATRIX

STEP 1 – Consequence Table		
Given that the event occurs, what is the likely outcome?		
Level	**Incident Level**	**CONSEQUENCE**
1	**Insignificant**	No injury
2	**Minor**	First Aid treatment
3	**Moderate**	Medical treatment required
4	**Serious**	Extensive injuries
5	**Disaster**	Death

STEP 2 – Probability Table		
How likely is it that the event will occur?		
Level	**Likelihood**	**PROBABILITY**
1	**Rare**	The event may occur only in exceptional circumstances
2	**Unlikely**	The event may occur at some stage
3	**Moderate**	The event should occur at some stage
4	**Likely**	Event will probably occur in most circumstances
5	**Almost Certain**	Event expected to occur in most circumstances

STEP 3 – Risk Assessment Matrix						
		CONSEQUENCE				
PROBABILITY		**1 Insignificant**	**2 Minor**	**3 Moderate**	**4 Serious**	**5 Disaster**
1	**Rare**	**1**	**3**	**6**	**10**	**15**
2	**Unlikely**	**2**	**5**	**9**	**14**	**19**
3	**Moderate**	**4**	**8**	**13**	**18**	**22**
4	**Likely**	**7**	**12**	**17**	**21**	**24**
5	**Almost Certain**	**11**	**16**	**20**	**23**	**25**

STEP 4 – RISK LEVEL	
This result to be inserted in WMS	
	High (18 – 25)
	Significant (10 – 17)
	Moderate (6 – 9)
	Low Risk (1 – 5)

Apply Control Measures using Hierarchy of Control Measures:

1. *Elimination;* ***2.*** *Substitution;* ***3.*** *Engineering / Isolation;* ***4.*** *Administrative Controls;* ***5.*** *Personal Protective Equipment (PPE).*

MOST EFFECTIVE → ***LEAST EFFECTIVE***

SECTION 5: ACKNOWLEDGEMENT

All persons engaged in this work must read the SWMS and sign below.

By signing this safe work method statement I acknowledge that:

- I have read and understood the safe work method statement ; and
- I agree to follow the instructions and procedures listed in this safe work method statement.

Name	Signature	Date