This TA is designed to assist you in setting up safety procedures for the accidental discovery of asbestos and the steps to help you meet the requirements of the Health and Safety at Work (Asbestos) Regulations 2016 and related guidelines.

**Please refer to the Health and Safety at Work (Asbestos) Regulations 2016 Part 2 (section 17). Duty to Train Workers about Asbestos**

Any workers that may come into contact with Asbestos must be provided the relevant training in Identification, safe handling and suitable control measures for asbestos. (Does your company have an Asbestos emergency kit available onsite?).

**General information:**

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| **PCBU name:** |  | **Completed by:** |
|  |  |  |
| **Contact number:** |  | **Site address:** |
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**Reference documents:** This TA has been written using the latest NZ Legislation and industry guidelines

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| ***Health and Safety at Work (Asbestos) Regulations 2016******Management and Removal of Asbestos Approved Code of Practice – 2016******Conducting Asbestos Surveys – Good Practice Guidelines – 2016*** |

**Prior to commencing any work on site please ensure you have read and understood your Safety Procedures.**

Please contact HazardCo on 0800 555 339 if you require any assistance to identify hazards or implement the required controls.

**Hazard ID and risk management**

The following questions are specific and are to help identify particular hazards or risk is likely to be present during the accidental discovery of asbestos.

If you have answered yes to any of the questions below you must where possible eliminate (E) the risk, if you cannot do so then you must put in place multiple controls to minimise (M) the risk.

Below is a list of risk controls that are based on regulations, industry expectations and good practice guidelines (referenced on the front of this TA). The controls are listed from most effective to the least effective. Remember to monitor the effectiveness of your controls through on-going Site Reviews.

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| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Has Asbestos been accidently discovered?**

**If YES, stop works immediately!** | [ ]  Yes [ ]  No | ACM or ACD / Asbestosis and lung disease | [ ]  Stop work immediately, clear all personal and isolate the area concerned where possible. ISO[ ]  If possible, apply a mask and overalls and spray area with a fine mist of water and glue to lock in any fibres. ISO[ ]  Inform Site management and update Hazard Board and Hazard Register. ADM |
| 1. **Has anybody been exposed to the Asbestos?**

**(airways, clothing, tools, skin)****If YES follow procedures** | [ ]  Yes [ ]  No | ACM or ACD / Asbestosis and lung disease | **PERSONNEL**[ ]  Protect yourself firstly (p3 mask, disposable overalls, gloves) before helping the exposed person. ISO[ ]  Apply p3 Mask to the effected person, spray down their clothing with fine water mist. ISO[ ]  Set up a decontamination area (square of plastic) where the effected can remove contaminated clothing (if possible, inside out) and place them in a set down area ready to be packaged - leaving mask on. Wipe down face, hair, hands etc with wet wipe. PPE[ ]  Removal of mask only when likelihood of contamination is minimised or removed. PPE**TOOLS**[ ]  Whilst wearing overalls and mask – move equipment and tools to a decontamination area (square of plastic). ISO[ ]  Clean tools down with water by wiping or submerging in a bucket and scrubbing to get into any crevices. ISO[ ]  Bag out tools if applicable. ISO[ ]  Water disposed through a media filter. ISO |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Inform PCBU, Site Management, Site Supervisor, HazardCo.**
 | [ ]  Yes [ ]  No | ACM or ACD / Asbestosis and lung disease | [ ]  Inform Emergency Services if needed, inform WorkSafe as required. ADM[ ]  Advise occupants of the property. Is there an Asbestos management survey available? ADM |
| 1. **Engage an Assessor or Surveyor to take samples to have analysed.**
 | [ ]  Yes [ ]  No | ACM or ACD / Asbestosis and lung disease | [ ]  Engage an Assessor or Surveyor to conduct taking a sample to get analysed. ADM[ ]  WorkSafe have a list of qualified Assessors on their website. ADM |
| **Timeline and turn-around of results varies.** |
| 1. **Are the results positive.**

**A or B class?****If no – resume work as normal.** | [ ]  Yes [ ]  No | ACM or ACD / Asbestosis and lung disease | [ ]  **A Class** – (any amount) Do not continue any work until an A Class Licenced Asbestos Removal company have removed and you have been given a clearance certificate by assessor. - ISO[ ]  **Class B** (over 10 m2) follow the above advice for A Class. ISO[ ]  **Class B** (under 10m2) Prepare an Asbestos Removal Control Plan (ARCP). ADM[ ]  All workers are trained in asbestos identification, safe handling and control measures or directly supervised by someone who is trained; ADM[ ]  All other workers and any other persons have been informed of the asbestos removal and will be kept away from the workplace. ADM  |
| **If area of ACM removal is less than 10m2****Use ACM removal TA.** |
|  | [ ]  Yes [ ]  No |  | [ ]  [ ]  [ ]  [ ] [ ]  |
|  | [ ]  Yes [ ]  No |  | [ ]  [ ]  [ ]  [ ] [ ]  |

**Additional task information**

Add any additional hazards or risks that you identify for this task that are not listed above.

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| Hazards: |  | Controls: |
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| PPE required: |  |
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**Work method statement**

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| Describe how you plan to carry out the task by listing the step by step process eg 1. Arrive on site, 2. unload truck, 3. build scaffold etc. | Done |
| 1. On first instance of discovery of Asbestos, Stop work immediately, Isolate the area and protect workers.
 | [ ]  |
| 1. Decontaminate Workers and Tools.
 | [ ]  |
| 1. Test for ACM.
 | [ ]  |
| 1. Await results.
 | [ ]  |
| 1. Plan next steps.
 | [ ]  |

**Safety briefing**

You must conduct a safety briefing with all workers involved in this task. Explain the identified hazards and associated risks, the controls that will be put in place, and the proposed work method.

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| **Name:** |  | **Signature:** |
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| **Completed by:** |  | **Signed:** |  | **Date:** |
|  |  |  |  |  |