



Asbestos Containing Materials

1. Purpose

This document describes the safe approval method to:

- drill
- replace cabling in asbestos cement conduits and boxes
- seal, paint, coat and clean
- work on electrical mounting boards (switchboards)

asbestos containing material (ACM) undertaken on behalf of West Moreton Hospital and Health Service (West Moreton), Infrastructure and Assets to reduce an identified risk in releasing asbestos fibres.

2. Scope

This document relates to all permanent, temporary or casual Infrastructure and Assets staff including contractors, involved in working with asbestos containing materials at West Moreton facilities.

3. Process

A risk assessment must be undertaken before any maintenance or service work with ACM commences, and only competent persons should carry out work with ACM. Asbestos fibres can be released into atmosphere, so precautions must be taken to protect the operator and other persons from exposure to these fibres.

There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used.

3.1 Work Area Access Permit

Before commencing any work related to ACM, a Work Area Access Permit (WAAP) must be completed. WAAP forms are available from the Infrastructure and Assets Project Manager or Maintenance Manager.

3.2 Equipment

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- non-powered hand drill or a low-speed battery powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods – such as pastes and gels – are unsuitable then shadow vacuuming techniques should be used
- disposable cleaning rags
- 200 µm thick plastic sheeting
- bucket of water, or more as appropriate, and/or misting spray bottle
- duct tape
- sealant
- cable slipping compound
- spare personal protective equipment (PPE)
- thickened substance such as wallpaper paste, shaving cream or hair gel

- suitable asbestos waste container (e.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting)
- warning signs and/or barrier tape
- asbestos vacuum cleaner
- sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).

3.3 PPE and Clothing

The selection and use of PPE should be based on the Risk Assessment and the PPE noted on the Work Area Access Permits (WAAP), for approval.

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible disposable items should be used. All disposable PPE should be disposed of as asbestos waste. Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or Velcro fastenings should not be used.

Laced boots should be avoided, as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable, and boot covers should be worn where necessary.

Respirator (AS1715, AS1716) A Class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.

3.4 Preparing the Asbestos Work Area

- If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.
- If the work is to be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation.
- If the work is to be carried out involves electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution.
- Before starting any work, an assessment of the asbestos containing material should be undertaken to identify any damage.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a Risk Assessment. If working at heights, segregate the area below as well. If access is available from the rear of the asbestos cement sheeting, segregate this area as well, as the above.
- Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could be contaminated. This will help to contain any runoff from wet sanding methods. If working on conduits, place plastic sheeting below the conduits through which cable(s) are to be pulled, prior to pulling any cables.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- 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 another rag.
- Never use high-pressure water cleaning methods.
- Never prepare surfaces using dry sanding methods. Where sanding is required consideration should be given to removing the ACM and replacing it with a non-asbestos product.
- Wet sanding methods may be used to prepare the ACM, provided precautions are taken to ensure all the runoff is captured and filtered where possible.
- Wipe dusty surfaces with a damp cloth.

3.4.1 Painting and sealing

- When using a spray brush, never use a high pressure spray to apply the paint.
- When using a roller, use it lightly to avoid abrasion or other damage.

3.4.2 Replacement or installation of cables

- 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.
- Ropes used for cable pulling should have a smooth surface that can be easily cleaned.
- Do not use metal stockings when pulling cables through asbestos cement conduits.
- Do not use compressed air darts for pulling cables through asbestos cement conduits/ducts.

3.4.3 Working on electrical mounting panels

- Providing the panel is not friable, maintenance and service work may include:
 - replacement of asbestos containing equipment on the electrical panel with non-asbestos equipment
 - operation of main switches and individual circuit devices
 - pulling / inserting service and circuit fuses
 - bridging supplies at meter base
 - using testing equipment
 - accessing the neutral link
 - installation of new components / equipment.

3.4.4 Drilling vertical surfaces

- Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling.
- Cover the drill entry and exit points (if accessible) on the ACM with a generous amount of thickened substance.
- Drill through the thickened substance.
- Use damp rags to clean off the substance and debris from the wall and drill bit.
- Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.
- Seal the cut edges with sealant.
- If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.

3.4.5 Drilling over horizontal surfaces

- Mark the point to be drilled.
- Drill a hole through the bottom of a cup.
- Fill or line the inside of the cup with shaving cream, gel or similar thickened substance.
- Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup.
- Align the drill bit with the marked point.
- Ensure the cup is firmly held against the surface to be drilled.
- Drill through the surface.
- Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface.
- Remove the cup from the surface.
- Use damp rags to clean off the paste and debris from the drill bit.
- Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.
- Seal the cut edges with sealant.

- If cable is to be passed through, insert a sleeve to protect the inner edge of the hole.

3.5 Decontaminating the Asbestos Work Area and Equipment

- Use damp rags to clean the equipment.
- Wet wipe around the end of the conduit, sections of exposed cables and the pulling eye at the completion of the cable pulling operation.
- If the rope or cable pass through any rollers, these must also be wet wiped after use.
- We wipe the external surface of excess cable pulling 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 surfaces within the asbestos work area, so as not to spill any dust or debris that has been collected.
- Where required, use damp rags and/or an asbestos vacuum cleaner to clean the asbestos work area to clean any remaining visibly contaminated sections of the work area. Noting: In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the work area. In areas where there is no electrical hazard, we wiping with a damp rag can be used to remove minor amounts of dust or debris.
- Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the work area.

3.6 Personal Decontamination

- Personal decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos maintenance or service work. Personal decontamination should be done within the asbestos work area where re-contamination cannot occur.
- Asbestos-contaminated PPE should not be transported outside the asbestos work area except for disposal purposes.
- Before work clothes and footwear worn during asbestos work are removed from the asbestos work area for any reason, they should be thoroughly vacuumed with an asbestos vacuum cleaner to remove any asbestos fibres, and the footwear should also be wet wiped.
- Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed.
- Any PPE used while carrying out asbestos work must not be taken home.
- Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face and head.
- A competent person may decide, on the basis of a risk assessment, that the following personal decontamination procedure can safely be used:
 - first, all visible asbestos dust/residue is removed from protective clothing, using an asbestos vacuum cleaner and/or wet wiping
 - second, the disposable coveralls are taken off (while still using a respirator), placed in an asbestos waste bag and disposed of as asbestos waste
 - third, clothing and footwear worn during the asbestos work should be vacuumed using an asbestos vacuum cleaner, and footwear should also be wet wiped
 - disposable respirators should then be discarded as asbestos waste. Non-disposable respirators should be removed and thoroughly cleaned
 - after removing the respirator, workers should wash their head, face and hands, paying particular attention to their fingernails.

3.7 Clearance Procedure

- The need for clearance monitoring should be assessed as part of planning and undertaking any maintenance work involving ACM.

- Clearance to re-occupy an asbestos work area is determined by a thorough clearance inspection.
- The clearance inspection must be conducted by a competent person.
- All barriers and warning signs should remain in place until the clearance to re-occupy has been granted.
- Clearance air sampling is not normally required for this task.
- Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

3.8 Disposal of Waste

- Dispose of all waste as asbestos waste. Asbestos waste, including contaminated PPE and cleaning materials (e.g. cleaning rags and plastic sheeting used to cover surfaces in the asbestos work area), should always be removed and disposed of by a competent person.
- It may be collected and disposed of in asbestos waste bags and/or in a solid, sealable asbestos waste container, such as a bin or drum, if storage is required.
- Controlled wetting of asbestos waste should be used to reduce the possibility of dust emissions during the bagging or containment of the waste.

3.9 Completion of WAAP

- When the work has been completed and area clearance obtained, the WAAP should be completed and signed and returned to the Infrastructure and Assets Project Manager or Maintenance Manager, together with all Clearance and Disposal paperwork.

4. Roles and Responsibilities

Role	Responsibility
Refer to role specific responsibilities as detailed in Section 3 Process above.	

5. Non-Compliance

Non-Compliance with this process would constitute a breach of the Work Health and Safety Act 2011 which must be managed as per the [Compliance Management Policy/Procedure](#).

A workplace incident must also be reported via [RiskMan](#)

Staff will be required to be retrained by completing Working with asbestos training on [West Moreton LOL](#). If the same staff member does not comply with this process on more than one occasion they will be managed as per the [Discipline Management Procedure](#).

6. Definition/s

Term	Definition
Competent Person	Person with approved training and experience in asbestos removal.

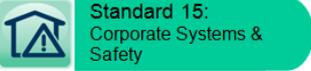
7. Monitoring and Evaluation

What will be monitored	Asbestos containing materials.
How (method)	1. Visual inspections annually. 2. External audit undertaken every three years.
Frequency	1. Annually 2. Three yearly
Responsible officer	Engineer – Infrastructure and Assets
Reporting to	Manager Infrastructure and Assets

8. Related West Moreton Documents

Policy and Procedure Documents	<ul style="list-style-type: none"> WMHHS2015112 Infrastructure and Assets – Asbestos-Containing Materials – Work Area Access Permit Process WMHHS2015111 Asbestos Incident Response
Clinical Guidelines/Pathways	<ul style="list-style-type: none"> Nil
Other	<ul style="list-style-type: none"> Policy, Procedure and Work Instruction Implementation Staff Sign-Off Sheet

9. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Queensland Government Asbestos Management Policy for its Assets: 2014 Queensland Government Asbestos Management Policy for its Assets, Implementation Standard: Minimum Requirements for Asbestos Management 2015 Queensland Health Asbestos Management and Control Policy (Policy QH-POL-048:2012)
National Safety and Quality Health Service (NSQHS) Standards	
Other Standards	<ul style="list-style-type: none"> N/A

10. References and Resources

N/A

11. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS201705 2v1	20/11/2017	23/11/2017	20/11/2020	Manager Infrastructure and Assets	N/A	Director Service Support Signature:
Summary of changes <input checked="" type="checkbox"/> Scheduled review - amalgamation of WMHHS2015108 Asbestos-containing Materials - Drilling, WMHHS2015109 Asbestos-Containing Materials - Replacing cabling in Asbestos Cement Conduits and Boxes, WMHHS2015110 Asbestos-containing Materials – Sealing, Painting, Coating and Cleaning and WMHHS2015113 Asbestos Containing Materials – Working on Electrical Mounting Boards (Switchboards) containing Asbestos.						

12. Key Words

Asbestos, asbestos containing material; drilling; infrastructure; electrical; switchboard; cabling; maintenance; sealing; painting; coating; cleaning

13. Appendices

N/A