

# ASBESTOS REMOVAL CHECKLIST

## GENERAL SITE DETAILS

Workplace Name	
Workplace Address	
Date/s of removal	
Period/Time of Inspection	Prior to commencement and/or during the removal

## REMOVALISTS AND OCCUPATIONAL HYGIENISTS DETAILS

Asbestos Removalist Name	
Asbestos Removalist contact details	
Supervising Hygienists Name	
Supervising Hygienists contact details	

## PLEASE CIRCLE THE MOST APPROPRIATE ANSWER

What type/form of Asbestos is being removed?	Friable	Non-Friable
Has the Asbestos Register been provided to the OHS Rep?	Yes	No
Is the Asbestos Register up-to-date and accurate?	Yes	No
Has a Division 6 update of the Asbestos Register been completed?	Yes	No
Has the Asbestos Register clearly and accurately identified all asbestos?	Yes	No
Has Asbestos been removed prior to demolition and/or Refurbishment work?	Yes	No

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## PLEASE CIRCLE THE MOST APPROPRIATE ANSWER

Is on-going asbestos removal work required during demolition/refurbishment work?	Yes	No
Is there an "unexpected asbestos find" work procedure in place?	Yes	No
Where is the asbestos being removed from?	Structure	Soil
Has the CFMEU/VTHC been notified of the removal?	Yes	No
Has the asbestos removalist the appropriate license for the job – i.e. Class A (friable) or Class B (non-friable)?	Yes	No
Has WorkSafe been notified of the removal 5 days prior to commencement?	Yes	No
Has the CFMEU OHS Rep been consulted over the removal process?	Yes	No
Does the removalist have a supervisor on site?	Yes	No
Does the supervisor have the appropriate qualifications, experience and training?	Yes	No
Have all the asbestos removal employees been appropriately trained and are the records of training available on site?	Yes	No
Have all employees received the appropriate medical examination/s (every 2 years)?	Yes	No
Has the Asbestos Control Plan been submitted and is it available on site before commencing the removal work (see attached for required details)?	Yes	No
Have SWMS's been prepared for any High Risk Construction Work (e.g. working at heights, working with mobile plant etc) to do with the asbestos removal?	Yes	No
Has the removalist provided fall protection for employees required to work on roofs?	Yes	No
Are appropriate barriers and signs erected?	Yes	No

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## PLEASE CIRCLE THE MOST APPROPRIATE ANSWER

Is an industrial Dust Class H (HEPA) filtered vacuum cleaner available on site?	Yes	No
Have emergency exits been identified and have all employees been inducted into the emergency evacuation plans?	Yes	No
Can the asbestos removalists locate appropriate fire extinguishers and are they appropriately placed?	Yes	No
Is there sufficient personal protective clothing and respirators?	Yes	No
Are respirators the type/s specified and used in accordance with the WorkSafe Compliance Code for Removing Asbestos in Workplaces?	Yes	No
Are respirators correctly stored when not in use?	Yes	No
Are respirator cleaning and servicing facilities and equipment available?	Yes	No
Has the correct "fit-testing" been undertaken for all employees when wearing/fitting their respirators?	Yes	No
Are the appropriate decontamination facilities and procedures available for use?	Yes	No
Is a hot water unit for personal washing connected to the decontamination unit/s?	Yes	No
Has the asbestos removal enclosure had a satisfactory smoke test (or visual inspection) prior to commencing the removal?	Yes	No
Is there material on site for spraying surfaces with PVA or similar (water based) solution?	Yes	No
Is there a log book on site for negative air units?	Yes	No
Is there a log book on site for compressors?	Yes	No
Is there a log book on site for the Dust Class H vacuum cleaners?	Yes	No
Is there a log book on site for respirators?	Yes	No

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Are sufficient asbestos waste containers and leak proof storage bins or containers on site?	Yes	No
Are these containers appropriately identified and secure?	Yes	No
Are First Aid arrangements satisfactory?	Yes	No
Is air monitoring taking place?	Yes	No
If Yes to question 25, are the air monitors appropriately and correctly positioned?	Yes	No
Have clearance air monitoring results been completed, displayed and provided to the OHS Rep/s?	Yes	No
Is laundering of non-disposable clothing potentially contaminated with asbestos, being conducted at a laundry equipped to carry out such a process??	Yes	No
If disposable clothing is used, is it all being bagged as asbestos waste?	Yes	No
Is a brush, high pressure water jet, power tool or similar means being used to remove asbestos or asbestos containing materials in an area that is not completely enclosed and controlled for asbestos removal purposes?	Yes	No
Has all equipment that is being used, or is to be used, been assessed by the removalist for associated hazards, potential risks and are the appropriate controls implemented?	Yes	No
Has the removal area been satisfactorily cleaned (e.g., scaffolding, plant, structural steel, walkways, floor surfaces, tools, etc.) prior to the handover completion?	Yes	No

Note: For further details and explanations, please refer to the **WorkSafe Compliance Code for Removing Asbestos in Workplaces** – Hardcopies available at the CFMEU office or download from WorkSafe at: <https://www.worksafe.vic.gov.au/resources/compliance-code-removing-asbestos-workplaces>

# SCHEDULE 12

## — INFORMATION REQUIRED TO BE INCLUDED IN AN ASBESTOS CONTROL PLAN

Regulation 272

- 1 A record to indicate that the notice requirements have been met and that required documentation is kept at the workplace where the asbestos removal work is performed.
- 2 In relation to asbestos—
  - (a) its location; and
  - (b) the quantity of asbestos proposed to be removed; and
  - (c) in relation to asbestos-containing material—
    - (i) whether the asbestos-containing material is friable or non-friable; and
    - (ii) the type of asbestos-containing material; and
    - (iii) the condition of the asbestos-containing material.
- 3 The type of personal protective clothing and personal protective equipment to be used, including respiratory protective equipment.
- 4 Proposed risk control measures to be used to prevent release of airborne asbestos fibres from the area where the asbestos removal work is being performed.
- 5 If the area where the asbestos removal work is being performed in a negative air enclosure, details regarding—
  - (a) smoke testing; and
  - (b) negative air units.
- 6 Details of decontamination procedures for—
  - (a) persons performing the asbestos removal work; and
  - (b) tools and equipment used for the asbestos removal work; and
  - (c) non-disposable personal protective clothing and personal protective equipment.
- 7 Method of disposal of—
  - (a) asbestos waste; and
  - (b) disposable personal protective clothing and personal protective equipment; and
  - (c) the structure used to enclose the area where the asbestos removal work is being performed.
- 8 Administrative controls to be implemented, including—
  - (a) security; and
  - (b) work practices.
- 9 Methods of cleaning following asbestos removal work.
- 10 Names of persons engaged by the licence holder or person who commissioned the asbestos removal work (as applicable) to conduct asbestos paraoccupational air monitoring (if any) and to conduct the clearance inspection.
- 11 Names of any independent contractors engaged by the asbestos removal licence holder to perform asbestos removal work.

*Authorised by the Chief Parliamentary Counsel*