



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 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 suppress 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.



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Installing or Removing Fixings on or Through Non-Friable ACM

<p>Notes:</p>	<p>This method describes the use of a thickened substance (e.g. hair gel, shaving cream or wallpaper paste) to suppress 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.</p>		
<p>Tools and Equipment to be used:</p>	<p>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)</p>		<p>Disposable wet wipes or rags & bucket of water Mistng 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)</p>
<p>Respiratory Protection:</p>	<p>Half Face P2 Respirator (disposable or reusable) Each worker to be fit tested (AS1715 method) Fit check to be performed prior to commencing work</p>	<p>Other PPE:</p>	<p>Disposable coveralls (optional)</p>

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

Respiratory protection to be worn.
Cover the fixing

Installing Fixing

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Tasks / Process	Potential Hazards	Control Measures	Risk Rating (with controls)	Person responsible for Controls
<p>Cleaning Surfaces to be Painted</p>	<p>Exposure to airborne asbestos</p>	<p>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.</p>	<p>Low</p>	

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Tasks / Process	Potential Hazards	Control Measures	
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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:	Other PPE:	If these methods are correctly implemented, personal protective equipment should not be necessary. 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 5: ACKNOWLEDGEMENT