Asbestos Removal Control Plan

**The Asbestos Removalist is to complete this form prior to the commencement of works in consultation with the Asbestos Coordinator.**

| **Workplace and Removalist Details:** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | | | | | | | | | | | |
| **Name of removalist *(as shown in licence)*** | | | | | | **School Name and Address** | | | | | | |
|  | | | | | |  | | | | | | |
| **General Information** | | | | | | | | | | | **Completed**  *(tick)* | |
| Notified WorkSafe | | | | | | | | | | | □ | |
| Adjacent employers (if relevant) notified by person who commissioned work or removalist | | | | | | | | | | | □ | |
| Nominated supervisor assigned for job | | | | | | | | | | | □ | |
| Person who commissioned work has notified people (other employees) in immediate and adjacent areas | | | | | | | | | | | □ | |
| Copies of training tickets available on site | | | | | | | | | | | □ | |
| Copy of asbestos removalist licence available on site | | | | | | | | | | | □ | |
| Copy of control plan available on site | | | | | | | | | | | □ | |
| Copy of Division 5 Asbestos Audit obtained from person who commissioned the work | | | | | | | | | | | □ | |
| Para-occupational air monitoring arranged by person who commissioned removal work for removal of friable asbestos | | | | | | | | | | | □ | |
| Equipment [HEPA vac/Neg-air unit/decon unit (filters etc.)/respirators] maintained and records kept | | | | | | | | | | | □ | |
| 1. **Asbestos-containing material (ACM) to be removed** | | | | | | | | | | | | |
| **Type of ACM** | | | **Location** | | | | | **Friable (F)**  **Non-friable (NF)** | | **Condition (Good/Fair/Poor)** | | **Quantity (m2/m3)** |
| □ | Asbestos cement roof | |  | | | | |  | |  | |  |
| □ | Asbestos cement pipe | |  | | | | |  | |  | |  |
| □ | Asbestos cement sheet | |  | | | | |  | |  | |  |
| □ | Vinyl tiles | |  | | | | |  | |  | |  |
| □ | Zelemite board | |  | | | | |  | |  | |  |
| □ | Pipe lagging | |  | | | | |  | |  | |  |
| □ | Sprayed | |  | | | | |  | |  | |  |
| 1. **Personal protective clothing and equipment** | | | | | | | | | | | | |
| □ | Disposable overalls | | | | □ | | Full-face respirators (air-line) | | | | | |
| □ | Non-disposable overalls | | | | □ | | Employees clean shaven | | | | | |
| □ | Half-face respirators (P1/P2/disposable/cartridge) | | | | □ | | Fit checks conducted | | | | | |
| □ | Full-face respirators (P3) | | | | □ | | Other (specify) | | | | | |
| □ | Full-face powered air-purifying respirators | | | |
| 1. **Administrative controls (including securing area)** | | | | | | | | | | | | |
| □ | Asbestos warning signs | | | | □ | | Personnel to prevent unauthorised access | | | | | |
| □ | Barricades/safety tape | | | | □ | | Other (specify) | | | | | |
| □ | Security fencing to prevent unauthorised access to removal area | | | |
| 1. **Controls/work practices to control airborne asbestos fibres** | | | | | | | | | | | | |
| □ | No power tools (hammer, pinch bar/scraper/knife/other) | | | | □ | | Full enclosure **(friable)** | | | | | |
| □ | Seal air vents/windows/entrances/openings | | | | □ | | Negative air unit/decontamination unit **(friable)** | | | | | |
| □ | Wet methods (water/PVA spray) | | | | □ | | Glove bag **(friable)** | | | | | |
| □ | No unnecessary breakage | | | | □ | | Clean up debris throughout removal | | | | | |
| □ | Sheets removed in whole (if practical) | | | | □ | | HEPA vacuum | | | | | |
| □ | Scaffolding | | | | □ | | Wet wipe | | | | | |
| □ | Scissor lift/elevated mobile platform | | | | □ | | Other: (specify): | | | | | |
| 1. **Enclosed removal area (friable)** | | | | | | | | | | | | |
| □ | Smoke test to be conducted (by whom): | | | | | | | | | | | |
| □ | Negative air units (number :) | | | | | | | | | | | |
| □ | Decontamination unit in place | | | | | | | | | | | |
| 1. **Decontamination procedure** | | | | | | | | | | | | |
| **Asbestos Removalist Employees** | | | | | | | | | | | | |
| □ | | Full decontamination unit (for friable removal and in certain circumstances for some large non-friable removal jobs) | | | | | | | | | | |
| □ | | HEPA vacuum | | | | | | | | | | |
| □ | | Water spray (using only water spray is usually appropriate for minor non-friable removal jobs) | | | | | | | | | | |
| **Tools and equipment decontamination method** | | | | **Non-disposable clothing decontamination method** | | | | | | | | |
| □ | | HEPA vacuum | | □ | | | Spray with water | | | | | |
| □ | | Wet wipe | | □ | | | HEPA vacuum | | | | | |
| □ | | Wash | | □ | | | Dispose of as asbestos waste | | | | | |
| □ | | Dispose of as asbestos waste | | □ | | | Launder at commercial laundry  (Name): | | | | | |
| □ | | | Other (specify): | | | | | |
| 1. **Methods of disposal** | | | | | | | | | | | | |
| **Asbestos waste and protective clothing/ equipment** | | | | **Structure used to enclose removal area (friable)** | | | | | | | | |
| □ | | Double bagged/twisted/taped | | □ | | | EPA Victoria-licensed tip  (specify): | | | | | |
| □ | | Labelled | | □ | | | PVA spray then dispose as asbestos waste | | | | | |
| □ | | Double lined waste skips | | □ | | | Other (specify): | | | | | |
| □ | | Other (specify) | |
| 1. **Method of clean-up following removal** | | | | | | | | | | | | |
| □ | | Remove all visible debris | | □ | | | Spray PVA solution onto substance/ structure | | | | | |
| □ | | HEPA vacuum | | □ | | | Visual inspection | | | | | |
| □ | | Wet-wipe | | □ | | | Other (specify): | | | | | |
| □ | | Clearance certificate (required for all friable and non-friable removal jobs)  To be obtained from independent person by the person who commissioned the work | | | | | | | | | | |
| 1. **Other information** | | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| Removalist supervisor: | | | | | | | | | Date: | | | |