

{{Insert Company Logo Here 211x60}}

# SAFE WORK METHOD STATEMENT



national electrical and communications association

Asbestos SWMS							
For works likely to involve asbestos including work and site preparation, tools, equipment, PPE, equipment containing asbestos, drilling, site & personal decontamination and clearance procedures.							
Organisational Details	Company Name:	{{Insert Company Name Here}}		Approval Date:	{{SWMS Approval Date}}		
	Company Address:	{{Insert Company Address Here}}		Next Review Date:	{{SWMS Review Date}}		
	Director / Manager Name:	{{Name of Director/Manager Here}}		Contact Number:	{{Contact Number of Director/Manager}}		
	Type of SWMS:	Generic (multiple projects, jobs, or work requests)			Site specific (complete section below)		<input type="checkbox"/>
Site Specific Details	Principle Contractor:	{{Name of Principle Contractor}}		Contact Number:	{{Contact Number of Site Manager/Supervisor}}		
	Site Manager or Supervisor Name:	{{Name of Site Manager or Supervisor}}		Other PCBU's:			
	Site Address:	{{Insert Site Address Here}}					
SWMS Details	What high risk work activities are covered by this SWMS?	Works likely to involve disturbing asbestos.					
	What is the scope of the works?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing or adding to an electrical installation.					
	Who else was consulted/involved in preparing this SWMS?	Workers / employees	<input type="checkbox"/>	Principle Contractor	<input type="checkbox"/>	NECA	<input type="checkbox"/>
	Additional compliance measures:	Pre-start Hazard Risk Assessment	<input checked="" type="checkbox"/>	Toolbox Talk	<input type="checkbox"/>	Workplace Safety Inspection	<input type="checkbox"/>
Sign off	Person responsible for ensuring compliance with SWMS:	{{Name of the person responsible for ensuring compliance with SWMS}}		Responsible persons signature:	{{Insert Signature Here 77x50}}		
	Contact Number:	{{Contact Number for the person responsible for ensuring compliance with SWMS}}					
	Date:	{{Sign off date}}					

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Training / Licencing Requirements					
Construction industry general induction (White Card)	<input type="checkbox"/>	Senior First Aid Training	<input type="checkbox"/>	LVR/CPR	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>	Asbestos Awareness	<input checked="" type="checkbox"/>	Working with Asbestos of a Minor nature	<input type="checkbox"/>
Elevated Work Platform class SL	<input type="checkbox"/>	Elevated Work Platform class SL	<input type="checkbox"/>	Elevated Work Platform class TL	<input type="checkbox"/>
Elevated Work Platform class BL	<input type="checkbox"/>	Elevated Work Platform Licence class WP	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>
Electrical trades Licence	<input type="checkbox"/>	Air Conditioning / Refrigeration Trade Licence	<input type="checkbox"/>	Accredited Service Provider Authorisation / permit / rescue	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
Personal Protective Equipment					
Arc Rated clothing HRC 1 (ATPV 4 <sup>cal/cm<sup>2</sup></sup> min)	<input type="checkbox"/>	Arc Rated clothing HRC 2 (ATPV 8 <sup>cal/cm<sup>2</sup></sup> min)	<input type="checkbox"/>	Arc Rated clothing HRC 3 (ATPV 25 <sup>cal/cm<sup>2</sup></sup> min)	<input type="checkbox"/>
Arc Rated clothing HRC 4 (ATPV 40 <sup>cal/cm<sup>2</sup></sup> min)	<input type="checkbox"/>	Double insulated gloves	<input type="checkbox"/>	Insulated gloves	<input type="checkbox"/>
Low Voltage Rescue Kit	<input type="checkbox"/>	Defibrillator	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Insulated Mat	<input type="checkbox"/>	Insulated barriers	<input type="checkbox"/>	Lock Out Tag Out kit	<input type="checkbox"/>
Safety boots	<input type="checkbox"/>	Eye protection	<input type="checkbox"/>	Respiratory equipment	<input type="checkbox"/>
Safety Helmet	<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	Barricading and signage	<input type="checkbox"/>
Communication equipment	<input type="checkbox"/>	Torch / lighting	<input type="checkbox"/>	Harness and other fall protection equipment	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>

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<b>Chemicals</b>	PVC Cement	<input type="checkbox"/>	Diesel Fuel	<input type="checkbox"/>	Petrol Fuel	<input type="checkbox"/>
	Silicone Spray	<input type="checkbox"/>	Multi-Purpose Grease	<input type="checkbox"/>	Silicone	<input type="checkbox"/>
	MAPP Gas / LPG	<input type="checkbox"/>	Oxygen / Acetylene	<input type="checkbox"/>	Multi-Use Lubricant Spray (WD-40)	<input type="checkbox"/>
	Nitrogen	<input type="checkbox"/>	Refrigerants	<input type="checkbox"/>	(Other)	<input type="checkbox"/>

## Multi-Jurisdictional Reference Material

Jurisdictions	☑/☒	Safety Legislation	Regulator and Contact Number	Codes of Practice
<b>Harmonised Jurisdictions</b>	<b>NSW</b>	☑ Act: Work Health and Safety Act 2011 (NSW) Regulation: Work Health and Safety Regulation 2017 (NSW)	Regulator: SafeWork NSW Number: 13 10 30	Note: To have legal effect in a jurisdiction a model Code of Practice must be approved as a code of practice in that jurisdiction. To find if a model Code of Practice has been approved in a particular jurisdiction, check with the relevant work health and safety regulator.  How to manage and control asbestos in the workplace
	<b>ACT</b>	☑ Act: Work Health and Safety Act 2011 (ACT) Regulation: Work Health and Safety Regulations 2011 (ACT)	Regulator: WorkSafe ACT Number: 13 22 81	
	<b>QLD</b>	☑ Act: Work Health and Safety Act 2011 (Qld) Regulation: Work Health and Safety Regulation 2011 (Qld)	Regulator: Workplace Health and Safety Queensland Number: 1300 369 915	
	<b>NT</b>	☑ Act: Work Health and Safety (National Uniform Legislation) Act 2011 (NT) Regulation: Work Health and Safety (National Uniform Legislation) Regulations (NT)	Regulator: NT WorkSafe Number: 1800 019 115	
	<b>SA</b>	☑ Act: Work Health and Safety Act 2012 (SA) Regulation: Work Health and Safety Regulation 2012 (SA)	Regulator: SafeWork SA Number: 1300 365 255	
	<b>TAS</b>	☑ Act: Work Health and Safety Act 2012 (Tas) Regulation: Work Health and Safety Regulation 2012 (Tas)	Regulator: WorkSafe Tasmania Number: 1300 366 322	
	<b>CTH</b>	☑ Act: Work Health and Safety Act 2011 (Cth) Regulation: Work Health and Safety Regulations 2011 (Cth)	Regulator: Comcare Number: 1300 366 979	
	<b>NZ</b>	☑ Act: Health and Safety at Work Act 2015 (NZ)	Regulator: WorkSafe New Zealand Number: 0800 030 040	
<b>VIC</b>	☑ Act: Occupational Health and Safety Act 2002 (Vic) Regulation: Occupational Health and Safety Regulations 2017 (Vic)	Regulator: WorkSafe Victoria Number: 1800 136 089	Managing asbestos in workplaces	
<b>WA</b>	☑ Act: Occupational Safety and Health Act 1984 (WA) Regulation: Occupational Safety and Health Regulations 1996 (WA)	Regulator: WorkSafe WA Number: 1300 307 877	Code of Practice for the safe removal of asbestos	
<b>Standards</b>	AS/NZ 1337 (eye protection); AS/NZ 2210 (foot protection); AS/NZ 1716 (respiratory protection); AS/NZ 1715 (selection of respiratory protection)			
<b>SWP</b>	NECA SWP-001 Drilling into Bonded Asbestos Containing Materials (ACM), NECA SWP-002 Working on Electrical Mounting Boards Containing Asbestos, NECA SWP-003 Removal and modification of asbestos pipes and ducts, NECA SWP-004 Unplanned asbestos disturbance emergency procedure			

Document Reference Number: PRIM-B-MA-HR-102  
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Hierarchy of Controls						Definitions				
						<b>Elimination</b>	This control measure involves eliminating or removing the risk in its entirety.			
						<b>Substitution</b>	This form of control involves substituting a safer process or material for the hazardous process/material found.			
						<b>Isolation</b>	This control involves separating the hazard or hazardous work practice from employee's other work areas. This may involve sectioning off the area by erecting barriers or by moving either the hazardous work practice or the „other“ employee and their work practices.			
						<b>Engineering</b>	This method of control involves designing and/or adding physical safety features to plant or equipment.			
						<b>Admin</b>	This type of control is most effective when used in conjunction with measures mentioned above or as an interim control until more effective control measures are developed and implemented.			
						<b>PPE</b>	PPE is not a particularly effective control method and should only be used: <ul style="list-style-type: none"> <li>• When all other control measures are impractical; or</li> <li>• In conjunction with other more effective, control measures.</li> </ul>			
Risk Level Matrix						Risk Analysis				
		Consequence					Likelihood		Consequence	
		1	2	3	4	5				
Likelihood	5	M	H	H	H	H	1	Rare	1	Insignificant
	4	M	M	M	H	H	2	Unlikely	2	Minor
	3	L	M	M	H	H	3	Moderate	3	Moderate
	2	L	L	M	M	H	4	Likely	4	Major
	1	L	L	L	M	M	5	Almost Certain	5	Catastrophic

# SAFE WORK METHOD STATEMENT

Figure 1: Asbestos based resin mounting boards used across Australia.



Figure 2: Asbestos cement and asbestos insulation mixed linings inside the electrical box itself.



# SAFE WORK METHOD STATEMENT

General - Activities likely to involve disturbing asbestos								
#	Job Step / Process / Activity	Identify Hazards	Risk Level (R) and the Residual Rating (RR)				Identify Controls / Action Required	Person Responsible
			L	C	R	RR		
1	Work Preparation	<ul style="list-style-type: none"> <li>Unauthorised entry</li> <li>Unfamiliar worksite</li> </ul>	1	3	L	L	All staff to be trained in Asbestos Awareness. Ensure staff and public are aware of worksite; a) Isolate area for 5m distance if possible, b) Erect barrier or Temporary fencing, c) Install warning signs, d) Place drop sheet under work area.	Workers, supervisors,
2	Work preparation of PPE, tools, and equipment	(Intentionally left blank)	1	3	L	L	Check disposable covers, Disposable gloves, P1 or P2 respirator (RPE). A thickened substance such as gel-based hand cleaner/soap, shaving cream or hair gel. Collect the following items as required for task: a) Sealant e.g., Acrylic paint or PVA glue, b) Bucket of water and/or a misting spray bottle, c) Disposable cleaning rags e.g., paper, cloth, d) Duct tape, e) Study, disposable cup e.g., plastic, Styrofoam if working overhead. f) 52mm plastic bags for asbestos waste, g) Disposable plastic drop sheet, h) Warning signs around work area, i) Barrier tape or other barricading, j) Industrial HEPA vacuum cleaner, k) A hand drill or a low-speed battery operated drill (with less than 650RPM). Keep your respirator on until all clean-up is finished, and you have removed your work clothing. Domestic vacuum cleaners are unsuitable and should never be used, even if they have a HEPA filter.	Workers, supervisors,
								

