

PRE-REMOVAL GUIDE

BEFORE REMOVING ASBESTOS





This mini-guide and checklist will provide you with some insight into the process of asbestos removal. For any kind of work involving asbestos from start to finish, you need to ensure that you fully comply with the requirements detailed in the Health and Safety at Work (Asbestos) Regulations 2016 to prevent asbestos exposure.

<http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html>

Qualified asbestos professionals are able to manage & remove asbestos from your premises, but you are still responsible for ensuring that all the necessary steps before **any removal work is undertaken such as commissioning an asbestos survey and preparing an asbestos management plan is done properly.**

1	Identify asbestos and ACMs
2	Assess risks from Asbestos and ACMs and identify ways to control them
3	Develop an asbestos management plan
4	Processes for accidents, incidents, emergencies
5	Review asbestos management plan's effectiveness

Understanding PCBU Obligations

If you are a homeowner, please make sure you have read and understood the WorkSafe document called “Policy clarification: Information for people building a house or working on their own home” found here.

<https://worksafe.govt.nz/laws-and-regulations/operational-policy-framework/operational-policies/information-for-people-building-a-house-or-working-on-their-own-home/>

If you are having a house built for you, or are building one yourself, you will be a ‘Person Conducting a Business or Undertaking’ (PCBU) while the house is being built. This requires you to ensure, so far as is reasonably practicable, the health and safety of workers and that others are not put at risk by this work. In general, WorkSafe does not expect you to have detailed knowledge of the risks involved in construction work.

In most cases, you can meet your obligations as a PCBU by engaging a builder or a project manager. If you are an occupier working on your own home, or engaging others to work on it, you are not a PCBU.

Paying someone to work on your home

If you pay someone else to undertake further work, your home becomes a 'workplace' for the duration of this work. Under HSWA you will be another person at the workplace'. You will not be a PCBU when this work is being undertaken.

You must still take reasonable care for your own health and safety and ensure you don't put others at risk by your actions or inactions.

You must also comply with any reasonable instructions from the PCBU on site.

FIG 1. The various duties of PCBU's

Duty Holder	Responsibilities
PCBU who manages or controls a workplace otherwise known in this case as the 'workplace PCBU'	The PCBU in charge of the workplace where asbestos may or may not be present. Some workplaces will have more than one of this type of PCBU, such as multi-tenanted buildings.
PCBU at a workplace where asbestos related work is being carried out	Usually this is the workplace PCBU, but it could also be a PCBU carrying out the asbestos-related work, or any other PCBU at the workplace when asbestos work is conducted. Some workplaces will have more than one of this type of PCBU
PCBU for which asbestos-related work is being carried out	Usually this is the workplace PCBU that engaged another PCBU to do asbestos-related work. It could also be another PCBU that arranged for this work to be carried out. Some workplaces will have more than one of this type of PCBU
PCBU carrying out asbestos-related work	This is the PCBU who does asbestos-related work in a workplace or a home.
PCBU carrying out demolition or refurbishment of a home	This is the PCBU who conducts demolition or refurbishment activities in a home that has asbestos Present.

FIG 1. The various duties of PCBUs

Duty Holder	Responsibilities
<p><i>Note: In workplaces, the workplace PCBU has the duties for identifying and removing asbestos before demolition or refurbishment is carried out, and for developing an emergency plan</i></p>	
PCBU that commissions the removal of asbestos	<p>Usually this is the workplace PCBU who will commission an asbestos removalist to remove asbestos.</p> <p>The workplace PCBU could be, for example, the building owner, or manager of a business operating in the building</p>
PCBU who supplies plant, substances or structures	<p>This is the PCBU who sells or otherwise supplies plant, substances or structures for use in a Workplace</p>
Asbestos removalist	<p>This is a PCBU who removes asbestos. It can be either a licensed or unlicensed asbestos removalist.</p>
Licensed asbestos removalist	<p>This is a PCBU that has either a Class A or Class B license for asbestos removal.</p>
Licensed asbestos assessor	<p>This is a person who is licensed to conduct air monitoring and clearance inspections for friable and non-friable asbestos projects.</p>
Competent person conducting clearance inspections	<p>This is a person who can conduct clearance inspections for non-friable asbestos projects.</p>

To further simplify, a number of terms have been used to refer to different parties that have PCBU responsibilities in relation to the management and removal of asbestos.

Duty Holder	Responsibilities
Client PCBU	<p>A PCBU that commissions a survey. Usually this will be a workplace PCBU but may be a PCBU who carries out, or intends to carry out, work at a workplace.</p>
Workplace PCBU	<p>PCBU with management or control of a workplace.</p>



**PCBUs do not
need to
duplicate
each other's
efforts.**

**Consultation
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duplication.**

When multiple PCBUs are Involved

When more than one PCBU has the same health and safety duty in an asbestos matter (overlapping duties), all PCBUs must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with one another over the same matter.

PCBUs do not need to duplicate each other's efforts. Consultation will help avoid unnecessary duplication of effort and help to prevent gaps in managing health and safety risks. It can help PCBUs reach a common understanding and establish clear roles, responsibilities and actions.

A PCBU cannot contract out of its duties but can make reasonable agreements with other PCBUs to meet the duties. It still has the responsibility to meet its duties. The PCBUs should also monitor one another to make sure everyone is doing what they agreed.

All involved PCBUs should:

- Discuss what work activities are being, or going to be, carried out.
- Agree on the degree of influence and control each PCBU has
- Agree on who will manage what, and how
- Agree on the use of shared facilities, if applicable
- Monitor and check how things are going regularly

For a more detailed explanation of PCBUs and their legal obligations in the context of work involving asbestos, please see the WorkSafe page on the management and removal of asbestos.

<https://worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/>

Questions to consider:

- Do you fully understand your responsibilities as a client PCBU?
- Do you understand the various obligations of duty holders in the context of asbestos management and removal?
- Do you have an arrangement with other PCBUs regarding who will manage and control what, and how?

Check the WorkSafe register to see if the assessor you are using are licensed for asbestos work.



Identifying the presence of asbestos and ACM

The first step is to identify whether asbestos is present in a building where work will be carried out. Under the Health and Safety at Work (Asbestos) Regulations 2016 there are a number of situations where the presence of asbestos and asbestos-containing material (ACM) in a workplace must be identified. One means of identifying asbestos and ACM is to have a survey carried out by an asbestos surveyor

The role of an asbestos surveyor

An asbestos surveyor needs to have sufficient training, qualifications, knowledge, experience and ability to sample and identify asbestos, have sufficient knowledge of the tasks required and the risks the work will involve, demonstrate independence and use a quality management system.

The asbestos surveyor needs to:

- Make sure that all asbestos is located and identified as appropriate for the type of survey.
- Make sure the appropriate survey is conducted for the client PCBU's needs.
- Present the survey in a format that can be used to prepare an asbestos management plan, where applicable.
- Inform the client PCBU about how the survey fits into the process for managing asbestos risks.

Check the WorkSafe register to see if the assessor you are using are licensed for asbestos work.

Types of asbestos surveys

The type of survey required will vary during the premises' lifespan, and several may be needed over time. These guidelines describe three different surveys:

A management survey is recommended during normal occupation and use of the building to make sure the existing asbestos and ACM is being managed.

A refurbishment or demolition survey may be necessary when the building (or part of it) is going to be refurbished or demolished.

At larger premises, a mixture of survey types may be appropriate. For example, a boiler house due for demolition will require a demolition survey, while offices at the same site may have a management survey. In later years, refurbishment surveys may be required in rooms or floors which are being upgraded.

For a more detailed explanation of asbestos survey types, please see this Worksafe document on conducting asbestos surveys.

<https://worksafe.govt.nz/topic-and-industry/asbestos/working-with-asbestos/conducting-asbestos-surveys/>

Questions to consider:

- Have you arranged for an asbestos survey to be done on your property?
- Have you checked if the assessor you are using is licensed for asbestos work?
- Are you aware about the type of asbestos survey that is going to be done on your property

Upon confirmation of the presence of asbestos

After having established the presence of asbestos, you need to develop an asbestos management plan. This will highlight the potential for asbestos exposure during any work and identify who may be at risk. It will also dictate what work methods are required to provide an effective control of the risks.

The asbestos survey completed prior has to provide sufficient information for the workplace PCBU to indicate the presence and location of asbestos or ACM, carry out a suitable risk assessment, and develop an asbestos management plan.

The client PCBU can use the survey information to prepare a record of the location of any asbestos, as well as an asbestos management plan for the workplace, including processes for accidents, incidents, and emergencies.

WorkSafe has developed a tool to help PCBUs develop an asbestos management plan. You can download the template from their website:

https://worksafe.govt.nz/dmsdocument/22574-asbestos_management-plan-template/latest

and view the instructions on how to use it here.

https://worksafe.govt.nz/topic-and_industry/asbestos/asbestos-management_plans/



Is a surveyor needed to create an asbestos management plan?

Not necessarily. A PCBU can create its own asbestos management plan by following the process outlined in our approved code of practice.

<https://worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/>

Questions to consider:

- Have you or a PCBU acting on your behalf created an asbestos management plan?
- Have you checked if the asbestos survey done on your property has sufficient information to help you develop the plan?
- Do you know the kind of information you need to include in the asbestos management plan?

Finding an asbestos removalist

Check the WorkSafe register to see if the people you are using are licensed for asbestos work.

Be clear with the asbestos removal company you're dealing with regarding the scope of work to be done. Get all of these details in writing to make sure that the type of work you agreed on will be done – nothing more and nothing less.

The diagram (FIG 2) shows the types of permitted work involving asbestos and where they fit. Note that this diagram excludes work involving asbestos-contaminated soil.

Confirm that any contractor carrying out the work holds a valid license and has the appropriate training, protective clothing and breathing apparatus to perform the work safely.

Questions to consider:

- Have you found a licensed asbestos removal company to deal with the asbestos found in your property?
- Are you aware of the type of work to be done on your property?
- Have you determined the scope of work to be done with the asbestos removal company you're dealing with?

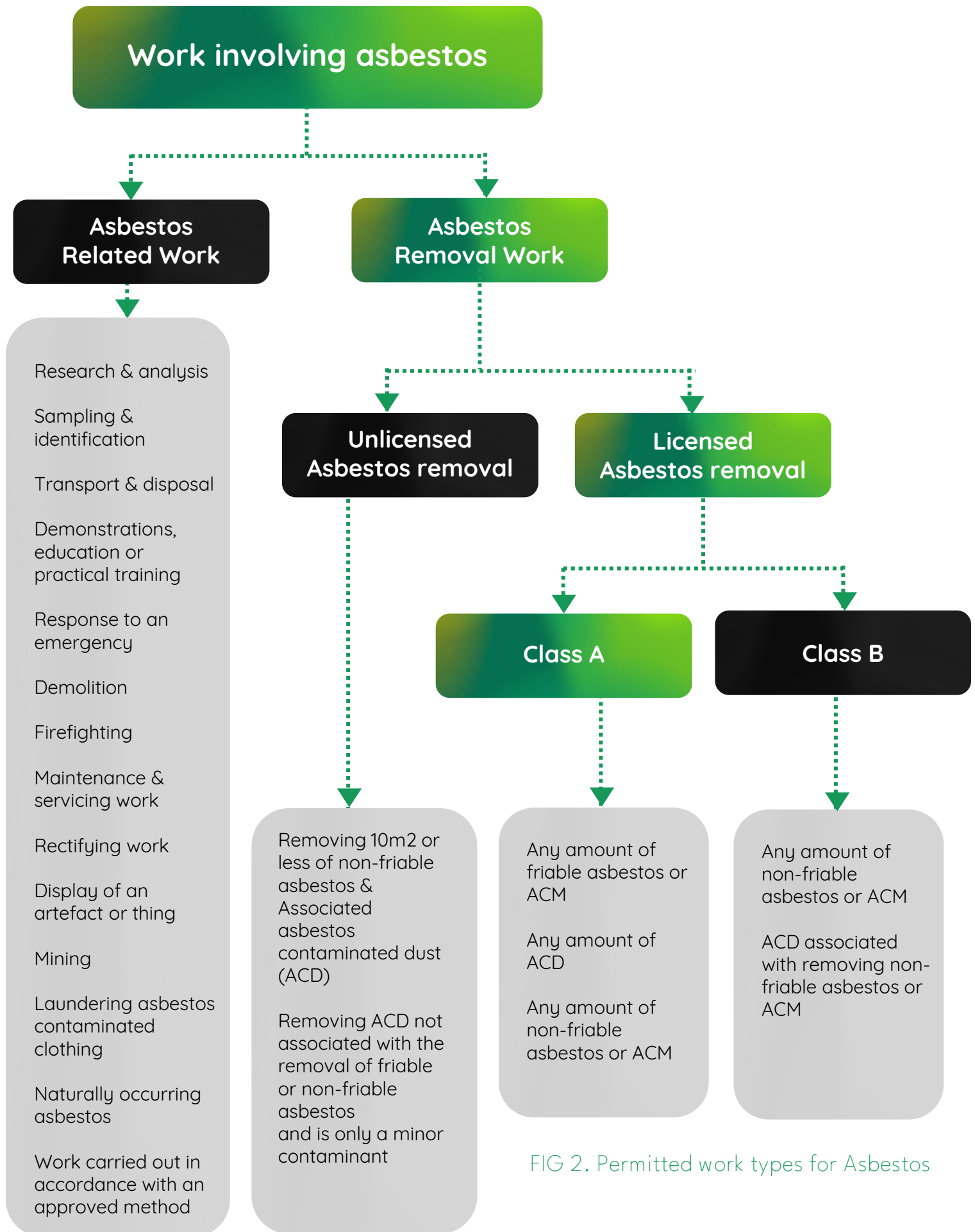


FIG 2. Permitted work types for Asbestos

While work is being undertaken

All PCBUs carrying out work involving asbestos must be aware of the following:

- Safe work instruments
- Safe Work Practices
- Training for workers involving asbestos work (excl. licensed asbestos removal workers)
- Tools and equipment
- Personal protective equipment (PPE)
- Laundering protective clothing
- Health monitoring
- Decontamination
- Waste containment and disposal



The asbestos removal team must ensure any areas where asbestos is located and due to be disturbed are sealed off using the approved materials to create an airtight enclosure in order to contain asbestos airborne fibres.

Air monitoring techniques must also be employed to ensure control levels are never exceeded and to ensure the area concerned is safe for reoccupation.

They must make sure that any contaminated waste is securely double bagged and sealed in asbestos disposal bags, appropriately labeled and safely deposited at a proper asbestos waste disposal site.

They must stringently follow decontamination procedures upon completion of asbestos removal from the premises and at the end of any shift involving work with asbestos.

If you answered yes to all the questions above, then you can now proceed with engaging an Asbestos company to carry out the removal on your property.

Questions to consider:

- Do you completely understand your responsibilities and obligations in this process?
- Have you commissioned an asbestos surveyor or assessor to identify if asbestos and ACM is present in your property?
- Was your asbestos surveyor able to assess the risks and identify ways to control them?
- Was an asbestos management plan developed for this project?
- Are you ready for the removal work to be carried out by following the steps highlighted in this document?



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If you have any additional questions or if we can help you with any other concern, please contact us.

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