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1 Essential Elements

Essential Elements - A summary of key requirements described in this document, for quick-reference.			
Step	Requirement	Reference	Responsibility
1.	Check the Asbestos Asset Register Database (Lupin) before commencing work in accordance with HSEAA-P-132 Identification, Assessment and Management of Asbestos	6.1	Supervisor
2.	Conduct safe job planning.	6.1.1	Supervisor
3.	Implement controls required to work safely.	6.1.4	Responsible Person and Supervisor
4.	Undertake the works	6.2	Worker
5.	Document and record work documentation	6.3.4	Responsible Person
6.	Implement controls to minimise or mitigate any residual risks.	6.5	Supervisor
7.	Notify the Asbestos Coordinator to update the Asbestos Asset Register Database (Lupin)	6.5.1	Supervisor

Key Points

DO's	<ul style="list-style-type: none"> Undertake safe job planning to identify the appropriate management controls. Only engage appropriately licensed asbestos removalists to remove bonded asbestos containing materials (ACM) >10m² or any amount of friable asbestos. Select the most appropriate work method to minimise the release of airborne asbestos fibres. Document the works and update any changes to the Asbestos Asset Register Database (Lupin) Notify the Asbestos Coordinator and Supervisor if any controls are not adequate and there is a risk of exposure to airborne asbestos fibres. Dispose asbestos and/or ACM as per Asbestos Waste Disposal Work Instruction. Stop work if safe conditions cannot be maintained/achieved.
DON'Ts	<ul style="list-style-type: none"> Start work until you have checked for the presence of asbestos and/or ACM. Remove any asbestos and/or ACM unless you are appropriately trained. Remove any asbestos management controls (signs, barriers) without prior approval from the Asbestos Coordinator. Work without a valid risk assessment. Accept unsafe conditions.

2 Purpose

This Procedure outlines the responsibilities and minimum requirements to manage works involving asbestos in a safe manner. The purpose of this Procedure is to ensure that the risk posed by asbestos to human health, the environment or an environmental value is managed.

The main tasks that are likely to increase the risks associated with asbestos are:

- Conducting maintenance, refurbishments and servicing activities on asbestos and/or asbestos containing materials (ACM).
- Removing asbestos and/or ACM.
- Transporting asbestos and/or ACM.
- Disposing of asbestos and/or ACM.

This Procedure supports [PCY382 Asbestos Policy](#) and is supported by the following documents:

- [HSEAA-P-132 Identification, Assessment and Management of Asbestos](#)
- [HSEAA-G-130 Asbestos Management Guideline.](#)

3 Scope

The requirements of this Procedure apply to all workers undertaking activities related to working with asbestos at:

- Water Corporation operating sites.
- Water Corporation non-operating sites including land owned by the Corporation, land managed by the Corporation and land leased by the corporation to other parties.
- Water Corporation assets and equipment that are not on Water Corporation land, including decommissioned assets.
- Construction sites controlled by contractors.
- Construction sites controlled by Water Corporation.
- Office buildings, depots, storage sites, owned (or occupied) by Water Corporation.
- Staffed facility, unstaffed facility, commissioned asset, non-commissioned assets.

This Procedure covers activities related to working with asbestos including but not limited to:

- ACM removal work.
- Cutting and removing ACM.
- Asbestos PPE requirements.
- Asbestos disposal.
- Decontamination.
- Tool selection.

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4 Roles and Responsibilities

Role	Responsibilities
Asbestos Coordinator	<ul style="list-style-type: none"> • Provide training to all new starters and existing workers who are profiled for working with asbestos. • Undertake 6 monthly reviews of the Asbestos Asset Register Database (Lupin) to ensure the database is maintained and regularly updated. • Arrange for signage and labelling of assets where asbestos has been identified to be sent to the relevant Workplace Manager. • Conduct ad-hoc safety observation on asbestos related work activities and report findings to relevant Supervisor. • Undertake a yearly review of training material to ensure training programs dealing with asbestos and/or ACM are relevant and contemporary. • Coach supervisors and team leaders during field visits to ensure safe work methods contained in this Procedure are followed. • Develop mechanisms for relevant Workplace Managers to assess the ongoing effectiveness of protections installed in the field to mitigate asbestos exposure between workers and the public.
Regional OSH Coordinators	<ul style="list-style-type: none"> • Coach supervisors and team leaders during field visits to ensure the information contained within this Procedure is followed. • Assist the Workplace Manager in managing and implementing the appropriate controls within their area of responsibility.
Safety Environment and Aboriginal Affairs (SEAA) Branch Manager	<ul style="list-style-type: none"> • Develop and maintains the Asbestos Management Framework. • Allocate resources for the maintenance and implementation of this Procedure.
Supervisor (Project Manager / Design Manager / Operations Manager, District Manager)	<ul style="list-style-type: none"> • Understand and complies with the requirements of this procedure, seeks advice from Asbestos Coordinator if they do not understand the requirements. • Review workers training prior to works to ensure they have the relevant skills, knowledge and understanding to comply with this Procedure. • Review and approve risk assessments for works at workplaces under their responsibility. • Undertake regular inspections and supervise workers to ensure they comply with this Procedure. • Assume the responsibilities of the Workplace Manager if they are working on a new site or asset that is not a permanent asset (e.g. a temporary worksite not owned by the Water Corporation, a proposed asset where preliminary design work is being undertaken etc.)

Role	Responsibilities
Workplace Manager (Regional/ Alliance managers or delegate Property and Procurement Manager or delegate Project Management Branch Manager or delegate Engineering Branch Manager or delegate)	<ul style="list-style-type: none"> Notify the Asbestos Coordinator of any changes that will impact any Asbestos Asset Registers (e.g. removal of ACM, damage to ACM). Manage and implement the relevant controls that have been developed for a site / asset. Provide suitable equipment, personal protective equipment (PPE) and machinery. Work with the Asbestos Coordinator and Regional/project staff to ensure personnel involved in ACM operations are adequately trained and advised in the relevant ACM procedures. Work with the Asbestos Coordinator and regional/field staff to ensure protective infrastructure (e.g. signs, barriers etc.) installed to warn of the presence of ACM are inspected and maintained until the ACM is safely removed or otherwise treated. Undertake pre-works (contractors) or yearly (operations workers) review of training qualifications to ensure workers are profiled and trained in working safely with asbestos.
Workers	<ul style="list-style-type: none"> Only perform work on/with asbestos and/or ACM if appropriately training and competent to do so in accordance with the safe work processes contained in this Procedure. Undertake and comply with a risk assessment prior to commencing work. Report any unidentified or suspected asbestos products that are found. Report any damage to asbestos containing products to Supervisor and in Sentinel. Report any potential exposure to airborne asbestos fibres to the Supervisor and in Sentinel. Correctly use PPE that is issued when required. Comply with the requirements of this procedure or safe directions given under this Procedure. Provide feedback on improvements to this Procedure.

5 Training

Line Managers (or Supervisors) must annually check that employees or contractors working with asbestos have satisfactorily completed the required training for roles and activities described in Table 1.

Table 1 Training requirements for working with asbestos

Roles / Activities	Course	Comment	Period of Validity
<ul style="list-style-type: none"> Any person working on asbestos assets. Any person removing asbestos containing materials. 	Working safely with asbestos SAP Q#13531	Training on the requirements for working with or removing asbestos, or equivalent for contractors.	3 years.
<ul style="list-style-type: none"> All Water Corporation workers. 	Asbestos Awareness (Internal - Online) #Q4768	Training on the requirements for awareness of asbestos for workers whom do not directly work with or on asbestos and/or ACM, or equivalent for contractors.	No expiry

Contractors or subcontractors whom have not completed **Working Safely with Asbestos** (#Q13531) must be able to demonstrate equivalent training or qualifications to conduct works on Water Corporation's Assets.

Prior to works commencing the equivalent training must be reviewed and approved by the Contract Manager with support from the Safety, Environment and Aboriginal Affairs (SEAA) Branch.

6 Process

The two types of works covered in this Procedure are:

- Maintenance and refurbishment work.
- Removal, transport, storage and disposal.

Examples of maintenance and removal work include:

- Painting (i.e. sealing/encapsulating) damaged ACM.
- Cutting or hand drilling a small hole into an asbestos-containing eave to install a cable.
- Removal of an asbestos-containing vinyl tile to install a plumbing fixture.
- Hand-drilling holes into AC sheet or electrical mounting board (zelemite panel) to attach a fitting.
- Dismantling a piece of plant to remove an asbestos-containing gasket.
- Removal of bituminous wrapped pipes containing asbestos or asbestos cement pipes.

6.1 Planning or scheduling work

Prior to any activities being undertaken the person planning or scheduling the work must complete the following:

- Understand the risk and location of the asbestos asset (refer to the Asbestos Asset Register (within the Lupin database) and verify the location of buried asbestos cement (AC) pipe using LiteSpatial or My World.

For detail on how to find information within the Asbestos Asset Register Database (Lupin) refer to [Searching the Lupin database Work Instruction](#).

- Communicate the presence and location of any asbestos and/or ACMs to the team leader and all workers conducting the work.
- Determine whether maintenance or service work can be done without disturbing any asbestos and/or ACM.

If in doubt whether or not a material contains asbestos, either assume it contains asbestos and adopt controls as per this Procedure, or contact the Asbestos Coordinator for advice. The asbestos [fact sheet](#) is available in Lupin which identifies the commonly found ACM at our sites.

6.1.1 Conduct Safe Job Planning / Risk Assessment

When it is determined that asbestos is present within the work area, the risk associated with this work must be assessed by the Responsible Person as a part of [Safe Job Planning](#).

The Safe Job Planning must identify the appropriate controls including, but not limited to:

- Training requirements
- Persons involved have the appropriate training and/or licences.
- Appropriate PPE required.
- Administrative controls.

- Selection of appropriate tools.
- Airborne monitoring.

Planning decisions made during Safe Job Planning must be documented on the [Working safely with Asbestos Checklist](#) and attached to the JSEA/SWMS.

6.1.2 Determine if licences are required

The Responsible Person must use Table 2 to determine if a licence is required for the work to be undertaken. If it is determined that a licence is required, the Responsible Person must contact the Asbestos Coordinator to arrange an appropriately licenced contractor to be engaged. The requirement for a licence must be documented on the [Working safely with Asbestos Checklist](#).

Table 2 Asbestos Removal Licences

Quantity and type of Asbestos to be removed	Licence required?	Who can remove the Asbestos?
Up to 10m ² of non-friable ACM.	No Licence Required	Any trained person can remove it. Refer to Section 5 for specific training requirements.
Greater than 10m ² of non-friable ACM	Yes - Restricted Asbestos Removal Licence	Any trained person can remove it; refer to Section 5 for specific training requirements. The removal must be: <ul style="list-style-type: none"> • Supervised by a person who holds a Restricted Asbestos Removal Licence qualification. • Completed in accordance with Part 9 of the <i>Code of Practice for the Safe Removal of Asbestos 2nd Edition</i> [NOHSC: 2002 (2005)].
Any amount of friable asbestos, or ACM.	Unrestricted Asbestos Removal Licence	The removal work must be: <ul style="list-style-type: none"> • Removed by an asbestos removal professional that holds an Unrestricted Asbestos removal licence. • Completed in accordance with Part 9 of the <i>Code of Practice for the Safe Removal of Asbestos 2nd Edition</i> [NOHSC: 2002 (2005)].

6.1.3 Planning for Pipe Removal

Asbestos pipework (asbestos cement and bitumen coated steel pipe) should be removed from the ground when decommissioned unless operational or safety constraints would it unfeasible.

Where the Project Manager has decided to leave asbestos pipework in the ground, LiteSpatial and MyWorld, must be updated to include this information. The Responsible Person must send the relevant information through to the Asbestos Coordinator.

Bitumen coated pipe may need to be temporarily stored until remediation of the pipe coating can be carried out.

6.1.4 Determine the work method

The two approved methods for working with asbestos are wet and dry removal. These are described in the [Wet and Dry Removal of Asbestos Work Instruction](#).

Dry removal methods have a greater potential for generating airborne asbestos fibres and must only be used where electrical services are in close proximity and make wet removal hazardous, or

if the use of water may present a risk to human health, the environment or an environmental value (e.g. the addition of water may lead to the spread of hazardous substances or contaminants).

Wet Removal (most preferred): involves using water on the asbestos or ACM to bind and suppress the fibres to decrease their potential of becoming airborne. Where safe to do so, wet methods of working with asbestos must be adopted due to the lower potential for airborne asbestos fibres to be generated.

Dry Removal (least preferred): is used when it is unsafe to use water, for example if there are live electrical conductors or if electrical equipment could be permanently damaged or made dangerous by contact with water (refer to [S133 Electrical Safety](#) for further guidance on the using water around electrics).

6.1.5 Select appropriate equipment

The Responsible Person must organise and select appropriate equipment to undertake the work.

The following tools and equipment must not be used when working with asbestos:

- Power tools.
- Hand tools which may generate dust and airborne fibres, such as wire brushes, sandpaper, files or rasps.
- Compressed air or high pressure water.

Examples of tools and equipment that can be used during asbestos removal work include approved asbestos vacuum cleaners, manually operated hand tools such as drills, hand saws, chain cutters, and other non-powered equipment.

Where the use of manual tools is not practicable, the use of low speed battery operated tools may be permitted. Written approval must be sought from the Asbestos Coordinator prior to using battery operated tools.

6.1.6 Select Personal Protective Equipment (PPE)

The Responsible Person must determine the PPE requirements for the job and document this on the [Working safely with Asbestos Checklist](#).

PPE includes clothing e.g. disposable coveralls, gloves, safety footwear and respiratory protective equipment (RPE).

The Asbestos PPE and Equipment Selection Chart asbestos (Appendix A) provides guidance on the PPE to be used when working with ACM.

At the end of the asbestos removal work, and upon leaving the asbestos removal work area, all disposable PPE must be disposed of as asbestos waste.

Any non-disposable material must be properly decontaminated in accordance with Section 6.3.1

6.1.7 Determine the requirement for monitoring airborne fibre levels

Airborne fibre monitoring is required when there is a potential for fibres to be released. Airborne fibre monitoring is not generally required when the following considerations are met:

- Works will be undertaken on a volume of ACM less than 10m².
- The ACM is in a good condition, well bonded, with minimal to no damage.
- Wet Removal methods can be effectively employed and no visible dust is likely to be generated from the proposed works.
- Works are undertaken in a well ventilated environment (e.g. not a confined space).
- There are no sensitive receptors nearby (e.g. near members of the public or residential areas).
- Works will take place over a short duration (<4 hours).

The Asbestos Coordinator must be contacted to determine if airborne fibre monitoring is required, when any of the above points cannot be achieved, or the Responsible Person is unsure of the effectiveness of controls.

If airborne fibre monitoring is required then it must be undertaken in accordance with the *Code of Practice for the Safe Removal of Asbestos 2nd Edition (NOHSC:2002 (2005))* to check that asbestos fibre levels in the air are below the control levels.

“The national exposure standard (NES) of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the ‘control level’ of 0.01 fibres/mL has been reached”

Control levels are airborne asbestos fibre concentrations which if exceeded, indicate there is a need to review current control measures or take other action.

6.2 Undertaking Works

Prior to commencing the work, the Responsible Person must communicate the works being undertaken to all relevant personnel who are operating within the area.

The Responsible Person must install asbestos signs and/or barricades to clearly indicate the area where the asbestos work is being performed. Signs must be placed in positions so that other workers and the public are aware of where the asbestos work area is and must remain in place until work is completed.

For the removal of non-friable ACM work of short duration, tape or temporary barricading is appropriate. In addition to signage and barricades, the use of construction mesh or netting must be considered at sensitive sites where there is a need to minimise public nuisance and disturbance.

When working with or near ACM, the Responsible Person must adhere to the following safe work practices:

- Document and implement the controls listed within the relevant safety planning documents (e.g.JSEAs, SWMS).
- Refrain from using power tools on ACM.
- Avoid where practicable the cutting, drilling, abrading and crushing of ACM.
- Perform regular housekeeping, including where appropriate the use of wet methods to prevent the release of dust into the atmosphere (spraying or dust suppression). **Do not dry sweep.**

The following activities must be conducted in accordance with this Procedure and the [Asbestos Containing Materials Work Instruction](#), (Refer to Appendix D) which details safe work methods for:

- Cutting and removing ACM.
- Removing bitumen coated/ACM pipe wrap.
- Removing ACM gaskets.
- Removing asbestos cement debris.
- Drilling electrical switchboards containing asbestos.

6.3 Completion of work

At the completion of work the following steps must be undertaken to make the work zone safe:

- Decontamination of the asbestos work area, all tools and equipment and personal decontamination (Section 6.3.1).

- Disposal of asbestos waste (Section 6.3.2)
- Retention of documentation e.g. Asbestos Removal Control Plan, waste disposal docket (Section 6.3.4).

6.3.1 Decontamination

All work areas, equipment and personnel must be decontaminated following works involving asbestos and/or ACM. The decontamination must minimise the risk from residual asbestos fibres or debris by either:

- Encapsulating and disposing of materials and equipment which have potentially become contaminated with asbestos fibres as Asbestos Waste to a licensed facility.
- Cleaning or encapsulating work areas or re-useable equipment to remove the risk of the release of airborne fibres (i.e. wiping away dust containing asbestos fibres or spraying a surface with an adhesive solution).

For detail information on how to undertake decontamination refer to [Asbestos decontamination of work area Work Instruction](#).

6.3.2 Asbestos Waste Disposal - ACM (excluding bitumen pipe coating)

Note: Refer to Section 6.3.3 for information on the management of bitumen pipe coating residue and waste.

When transporting or disposing of asbestos all disposal bags/sheets used to store asbestos waste must be heavy duty 0.2mm (200 µm (micron)) plastic and marked as containing asbestos (Refer to Appendix B).

The disposal process must eliminate the release of airborne asbestos fibres by ensuring:

- Waste material is wetted prior (if safe to do so) to reduce asbestos dust emissions during bag sealing or any subsequent rupture of a bag.
- All asbestos waste material is double bagged.
- Only new, unused bags must be used, and bags marked for asbestos waste must not be used for any other purpose.
- Hard and sharp asbestos waste requires preliminary sealing or a protective covering before it is placed in the waste bags, to minimise the risk of damage to the bags.
- Asbestos waste bags are not filled more than half full and excess air is gently evacuated from the waste bag in a manner that does not cause the release of dust.
- The bag opening is twisted tightly, folded over and the neck secured in the folded position with adhesive tape or any other effective method ("goose necking" method).
- Bagged asbestos waste that has been securely sealed and packaged is placed in labelled containers;
- Waste containers are secure during transport to minimise damage to the asbestos within.
- The method of unloading the waste is undertaken in a manner that minimises the risk of tearing or other damage to the bags / wrapping.

Asbestos waste must be disposed of as soon as reasonably practicable, whether that is:

- At the end of the removal job.
- When the designated asbestos waste containers (skip bins) are full.
- At the end of each day if the asbestos waste cannot be secured at the removal site.

Where asbestos waste is kept in skip bins, the bins must be solely dedicated for asbestos with signage clearly present and secured to prevent exposure and unauthorised access.

If waste will not fit inside a lidded asbestos skip bin, it must be taken directly to an approved waste facility.

Asbestos waste must be controlled and not left unsecured on sites or at depots.

An asbestos disposal form (Appendix C) is required to be completed whenever asbestos waste (excluding bituminous wrapped material) is taken to an approved waste facility by workers.

The facility must be contacted prior to disposing of the waste to confirm that they are able to accept the type and volume required.

The form must be completed prior to attending the facility and a copy of the receipt for the disposal must be attached to it. Both the form and receipt must be filed and retained in accordance with Section 7.

The Workplace Manager is responsible for organising regular inspections are undertaken on the containment (skip bin or similar), signage and barriers to ensure they remain effective.

6.3.3 Waste Removal – Bitumen pipe coating residue

In addition to asbestos, bitumen and coal tar wrapped pipe or debris may contain Poly Aromatic Hydrocarbons (PAH's) which are known carcinogens.

Pipes with a coal tar or bituminous wrapping can generally be identified by a black or black/grey spiral wrapping surrounding a steel pipe although the appearance of the wrapping varies depending on its original application.

Routinely the application combined the use of a coal tar or bituminous coating over of a fabric wrap which contained asbestos. Over time the material degrades which exposes the fabric wrap which eventually flakes off as it becomes more brittle. Following degradation it is common for fragments of the bitumen and fabric wrap to fall from the pipe, particularly if handled or moved by heavy machinery.

The adopted handling, storage and disposal process must minimise the release of airborne asbestos fibres by:

- Collecting all debris and double bagging it in an asbestos removal bag or wrap it in heavy duty 0.2mm thick plastic sheeting.
- Placing the bags into a 200 litre drum and put an asbestos warning sticker on the drum.
- Storing the drum securely (preferably under cover) at a Water Corporation site, in a location away from personnel or site activities. The drum will need to remain there until the Asbestos Coordinator can identify an appropriate disposal solution (a facility for the disposal of this waste is currently being established and agreed upon).
- The material is added to the Asbestos Asset Register.

For further guidance, refer to the [Working on Asbestos Coated Pipes](#) Fact Sheet.

6.3.4 Retention of Work Documentation

All documentation relating to the works must be kept on record.

Examples of documentation that must be recorded includes:

- Safe Job Planning (e.g. JSEA, SWMS).
- [Working Safely with Asbestos Checklist](#).
- Clearance Monitoring documentation (only required as described in Section 6.1.7)
- Waste Disposal Forms / Asbestos Disposal Record Form (Appendix C).

Copies of Clearance Monitoring documents and Waste Disposal Forms must be provided to the Asbestos Coordinator (see Section 7).

6.4 Response to unexpected finds

If asbestos and/or ACM is unexpectedly identified during works (e.g. if asbestos material is uncovered while trenching), or if known asbestos assets are damaged during work, then the [Work Instruction for unexpected asbestos finds](#) must be followed.

This Work Instruction details the notification, reporting and control actions required to adequately manage the risk from unexpected finds of asbestos and/or ACM.

6.5 Post Work

6.5.1 Update the Asbestos Asset Register

The Responsible Person must communicate the removal of asbestos and/or ACM to the Asbestos Coordinator along with the relevant documentation so that it can be taken off the register in the Asbestos Asset Register. In the case of removal of buried pipe, the Supervisor must notify the LiteSpatial / MyWorld Team to update our spatial mapping software.

If coal tar and/or bitumen pipe residue has been stored at a site this must be communicated to the Asbestos Coordinator to add to the Asbestos Asset Register.

7 Records

Water Corporation records associated with working with asbestos must be stored in an easily retrievable manner.

Records must be stored in corporate files using the naming convention, retention period and disposition type outlined below. It is a legal requirement to store records in accordance with the [Water Corporation Records Retention and Disposal Schedule](#).

Record	To be retained by	Filing convention	Retained for (time period)	Disposition Type
JSEA & Working Safely with Asbestos Checklist (filed together)	Manager of the Relevant Work Area	OSH – Risk Management – Identification and Analysis – Job Safety Analysis and Step Back Forms	2 years after last action	Destroy 2 years after last action
JSEA & Asbestos Removal Control Plan Under Restricted Asbestos Licence (filed together)	Manager of the relevant work area	OSH – Risk Management – Identification and Analysis – Job Safety Analysis and Step Back Forms- Restricted Asbestos Work	5 years after last action	Destroy 5 years after last action
Asbestos Disposal Record Form	Supervisor	PROPERTY MANAGEMENT - Disposal - [Most Specific Asset Name and Number or Scheme Name Asbestos or Hazardous Substances]	Permanent 5 years after last action	Transfer to State Records Office
Working safely with asbestos checklist	Supervisor	PROPERTY MANAGEMENT - Planning - [Subject of Planning for	Permanent 5 years after last action	Transfer to State Records Office

Record	To be retained by	Filing convention	Retained for (time period)	Disposition Type
		Asbestos and Hazardous Substances or Materials]		

8 Definitions

Term	Description
Asbestos	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals and includes actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, or any material containing one or more of those materials.
Asbestos Containing Material (ACM)	Means any material object, product or debris that contains asbestos
Asbestos Cement (AC)	Means products consisting of sand aggregate and cement reinforced with asbestos fibres (e.g. asbestos cement pipes and flat or corrugated asbestos cement sheets)
Asbestos Related Work	NOHSC declared a prohibition of all uses of asbestos from 31 December 2003, subject to a very limited range of exemptions. As such, any maintenance of, or service work on materials fixed or installed before this date must be considered to be potentially asbestos related work.
Asbestos Removal Work	Work involving the removal of asbestos or ACM.
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform a specified task safely and correctly in accordance with Water Corporation's Standards and Procedures and Legislative requirements.
Contractor	A company or person that has contracted with the Corporation to provide goods and/or services including Suppliers, Consultants and Vendors. The term includes direct employees of the contractor, subcontractors engaged by the contractor, and any other persons who have been engaged by the Contractor to perform work on behalf of the contractor.
Control Levels	Refers to the airborne concentration of a particular substance which, if exceeded, indicates a need to implement a control, action or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene 'best practice', and are not health-based standards. Note: The first Control Level for Asbestos is set at 0.01 fibres/mL of air.
Dust and Debris	Refers to visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are likely to have originated from ACM.
Employee	A person who is conducting work covered by the Enterprise Agreement or an individual common law contract with the Water Corporation or an alliance, or who meets the definition of an employee under the <i>Fair Work Act 2009</i> . This includes: - consultants or contractors working within water corporation business units or regions - alliance personnel performing the services under an alliance contract.

Term	Description
Friable Asbestos	Friable asbestos is asbestos in the form of a powder, or which is soft and crumbles under hand pressure.
Licensed Asbestos Removalist	A person conducting a business or undertaking who is licensed under the WA OSH Regulations 1996 to carry out non-restricted or restricted asbestos removal work.
Must	The words 'must' is to be understood as mandatory, non-negotiable requirement that is to be followed. There will be no deviation from this requirement.
National Exposure Standard (NES)	Refers to an airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. Note: The NES for all forms of asbestos is 0.1 fibres/mL of air
Non-Friable Asbestos	Refers to ACM which is in sound condition, although possibly broken or fragmented, and the asbestos is bound in a matrix. This is also restricted to material that measures greater than 7mm x 7mm This is often referred to as 'bonded ACM'
Respirable Asbestos Fibre	Refers to a fibre of Asbestos small enough to penetrate into the gas exchange regions of the lungs. Respirable asbestos fibres are technically defined as fibres that are less than 3 µm wide, more than 5 µm in length and have a length to width ratio of more than 3 to 1.
Responsible Person	A person who provides direct supervision of work that is being undertaken in the absence of a Supervisor. The Responsible Person can give instructions to workers and can be held accountable for the work and actions of other workers under their supervision. The responsible person is appointed by the Supervisor and it is not necessarily the line manager of the workers.
Restricted Licence	Required by WorkSafe to undertake work involving removal of non-friable ACM >10m ² .
Should/May	The word 'should' is to be understood as recommended but non-mandatory. Deviation from the requirement is permissible provided there is a sound reason for it. 'Should' allow the reader to make a judgement and decide whether or not to follow the recommendation.
Supervisor	A person who is directly supervising work and has the power and authority to give instructions and be held accountable for the work and actions of other employees or contractors A supervisor holds this authority within a workplace or workgroup but may not be a direct line manager of the people within that workplace or workgroup. For example: a supervisor may be the most senior person within a team on a site but the line manager(s) of people within that team may be located off site. This can include Project Managers or a suitable delegate if unable to supervise works.
Unrestricted Licence	Required by WorkSafe to undertake work involving friable asbestos and/or ACM.
Visitor	Any person (WC or non WC) who attends a workplace that is not their normal place of work for the purpose of one off and/or irregular visit.

Term	Description
Worker	<p>A person who carries out work in any capacity for or on behalf of the Water Corporation. A worker agrees to perform work at Water Corporation's direction, instruction or request (whether express, implied, oral or in writing).</p> <p>These includes employees, contractor, subcontractors, employees of contractors and subcontractors, labour hire employees, apprentice and trainees, work experience student, outworker, or volunteer.</p>
Workplace	<p>Any place, including any aircraft, ship, or vehicle, where an employee works, or is likely to work, and includes any place where an employee goes while at work.</p> <p>A place where any person is or may work. The workplace is defined by the extent of activities being conducted.</p> <p>Operational - Where operational work is undertaken – including, but not limited to, depots, workshops, treatment plants, dams, construction sites, vehicles and excavation sites.</p> <p>Non-operational - where no operational work is undertaken including, but not limited to office buildings, office areas of depots, vehicles.</p>
Workplace Manager	<p>Person who oversees the operation of a workplace and is responsible for ensuring the safety of people within that workplace and that operation of assets/activities is undertaken in an environmentally sound manner.</p>

9 References

9.1 Referenced policies, standards, procedures, and work instructions

Document Number	Title	Location
S133	S133 Electrical Safety	HSEAA MS
	Searching the Lupin database	HSEAA MS
	Asbestos Containing Materials Work Instruction	HSEAA MS, App D
	Decontamination of work area Work Instruction	HSEAA MS
	Wet and Dry Removal Work Instruction	HSEAA MS
	Asbestos Waste Disposal Work Instruction	HSEAA MS
	Unexpected Finds Work Instruction	HSEAA MS

Note: App - Document is included as an Appendix. **HSEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (Aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the HSEAA MS.

9.2 Supporting documents, templates and forms

Document Number	Title	Location
	Working Safely with Asbestos Checklist	HSEAA MS
	Asbestos Disposal Record Form	HSEAA MS, App C

Note: App - Document is included as an Appendix. **HSEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (Aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the HSEAA MS.

10 Compliance Mapping





Task	Legislation
Management of Asbestos in the Workplace	Health Act 1911 Occupational Safety and Health Act 1984 Environment Protection Act 1986 The Contaminated Sites Act 2003, Government of Western Australia Workers Compensation and Injury Management Act 1991
	Occupational Safety and Health Regulations 1996 Environmental Protection (Controlled Waste) Regulations 2000
	Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)] Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)] Guidelines for the Assessment, Remediation and management of Asbestos-Contaminated Sites in Western Australia (Department of Health May 2009) Guide to the Control of Asbestos Hazards in Buildings and Structures [NOHSC: 3002 (1988) - ARCHIVED] Guidance Note on the Membrane Filter Method for. Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]
	AS 1216 Class Labels for Dangerous Goods AS 1319 Safety Signs for the Occupational Environment AS/NZS 1715 Selection, Use and Maintenance of Respiratory Protective Devices AS/NZS 1716 Respiratory Protective Devices AS 2601 The demolition of structures AS/NZS 3012 Electrical installations – construction and demolition sites AS4964 Method for the qualitative identification of asbestos in bulk samples AS/NZS 60335.2.69 Industrial vacuum cleaners


11 Document Revision History

Document Revision History	
28 Feb 2017	New Asbestos Framework
28 Jul 2017	Correcting typos and cross reference checks.





To provide feedback about this procedure, please email the SEAAB Management System Team on SEAABManagementSystems@watercorporation.com.au or visit the SEAAB WaterNet.

Appendix A Asbestos PPE / Equipment Selection Chart

Equipment Type	Recommended Type	Tips & Guidelines	Search term / MMR
Disposable Coveralls		<ol style="list-style-type: none"> 1. Use disposable coveralls with fitted hoods and cuffs so that personal clothing does not become contaminated. 2. Don't wear personal clothing made from wool or other materials that attract fibrous dusts when you're working with asbestos. 3. Fitted hoods must always be worn over the straps of respirators, and loose cuffs must be sealed with tape. 4. Don't reuse disposable coveralls. Wrap disposable coveralls in a double layer of plastic and dispose as asbestos waste once the task is completed. 	MMR numbers: M: 17007 L: 17008 XL:17009 2XL:21264 3XL:21265
Gloves		<ol style="list-style-type: none"> 1. Single-use disposable nitrile gloves should be worn. 2. Gloves used for asbestos removal work should be disposed of as asbestos waste and the workers should clean their hands and fingernails thoroughly whenever leaving the asbestos removal work area. 	Search Term: gloves, nitrile MMR numbers: L: 21094 XL: 21095
Respiratory Protection		<ol style="list-style-type: none"> 1. As a minimum you should wear a P2 face respirator, with two straps. 2. Either a disposable or non-disposable half-face dust filter respirator is appropriate for work with asbestos cement sheeting (e.g. low speed drilling and cutting) or removal of bonded asbestos cement products. 3. Do not reuse a disposable respirator or filters. They must be disposed of as asbestos waste. 4. Filters must be replaced if using non-disposable respirators. The respirator must also be cleaned using damp rags. Warning: dispose of used rags as asbestos waste. Do not reuse or resoak rags. 5. Persons with beards or other facial hair or stubble should be clean shaven to achieve facial seal required for respirators. 6. Remember the respirator should be the first thing to go on and the last thing to come off. 	Cupped Style MMR: 20179 Flat-fold Style MMR: 21500
Eyewear		<ol style="list-style-type: none"> 1. Normal safety glasses should be worn 2. Safety glasses should be wiped thoroughly with a disposable lens wipe after working with asbestos. 	Personal choice from stores

Equipment Type	Recommended Type	Tips & Guidelines	Search term / MMR
<p>Boots & Boot Covers</p>		<ol style="list-style-type: none"> 1. Gum boots or laceless steel-capped rubber-soled work boots with disposable boot covers are preferred, as asbestos dust can gather in the laces and eyelets. Alternatively, use old footwear and dispose of as asbestos waste when the job is completed, or use disposable boot covers to fully enclose laced boots. 2. Always decontaminate safety footwear before you leave the asbestos work area for any reason, or seal footwear in double bags for use only on the next asbestos maintenance task. 3. Disposable boot covers must be disposed of as asbestos waste. <p>Caution: Never use laced boots without disposable boot covers; as they are very difficult to clean properly</p>	<p>Over boot MMR:21226</p> <p>Gumboot sz6 MMR:1175</p> <p>Gumboot sz7 MMR:1176</p> <p>Gumboot sz8 MMR:1177</p> <p>Gumboot sz9 MMR:1178</p> <p>Gumboot sz10 MMR:1179</p>

Appendix B Asbestos Work Disposal Consumables

Equipment Type	Recommended Type	Search Term / MMR
Disposal Bags		Search Term: asbestos MMR: 16711
Disposal Sheets		Search Term: asbestos MMR: 18995
Duct Tape		Search Term: asbestos MMR: 16710
Rags		Search Term: rag MMR: 11245

Appendix C Asbestos Disposal Form

This form must be completed by:

- Contractors when removing asbestos containing material (ACM) or skip bins containing ACM for disposal at an approved waste facility.
- Any Water Corporation employee disposing of ACM at an approved waste facility.

Date: ____/____/____		Disposal Receipt Attached <input type="checkbox"/>
Description of Asbestos / Location where removed:		
Estimated quantity of asbestos to be disposed:		m ² / Kg
Location of waste facility accepting asbestos:		
Name of Contractor or Water Corporation Employee disposing of asbestos:		Name and signature of Waste Facility Operator:
_____ Licence No (if over 10 ² m):		_____ Signature:
_____ _____		_____ _____

Steps to complete this form

1. Ensure all parts of the form above have been completed
2. Ensure the landfill is licensed to receive asbestos waste. (All material containing asbestos must be disposed of at a disposal site appropriately licensed or registered under Part V of the Environmental Protection Act 1986 to accept asbestos waste, Contact your Local Government Authority for disposal site locations)
3. Call the approved waste facility to confirm that the volume of ACM can be received for disposal.
4. ACM is to be sealed in heavy duty 200 µm (minimum thickness) polythene plastic and clearly labelled with the appropriate signage warning.
5. Large ACM pieces should never be broken into smaller pieces.
6. All drums or bins used to store and dispose of ACM should be in good condition, with lids and rims in good working order. The drums or bins should be lined with polythene plastic (200 µm minimum thickness) and be clearly labelled.
7. Transport the sealed and labelled ACM to disposal facility and ensure that the facility operator prints their name and signs this form.
8. Attach the disposal receipt to this form.
9. Employees disposing of ACM at an approved waste facility must attach the asbestos disposal receipt and this form to the JSEA and working safely with asbestos checklist for the job.
10. Scan and email the completed form to asbestos@watercorporation.com.au.

Note: All contractors must provide a copy of this completed form to their Water Corporation direct site contact.

a list of approved asbestos waste facilities can be found on the next page however please contact your Local Government Authority for disposal site locations as **this list is subject to change and is only intended as a guide.*

List of approved asbestos waste facilities

Region	District	Licensed Facility	Contact Number
Mid-West Region	Carnarvon	The Browns Range Waste Management Facility	(08) 9941 0000
	Denham	Shire of Shark Bay Refuse Site	(08) 9948 1218
	Dongara	Shire of Irwin Transfer Station	(08) 9927 0000
	Exmouth	Qualing Scarp	(08) 9949 3000
	Geraldton	Meru Waste Disposal Facility	(08) 9923 3188
	Gingin	Shire of Gingin Tip	(08) 9575 2211
	Leeman	Leeman Tip	(08) 9952 0100
	Meekatharra	Meekatharra Refuse Site	(08) 9980 0600
	Moora	Moora Rubbish Tip	(08) 9651 1401
	Morawa	Shire of Perenjori	(08) 9973 0100
	Mt Magnet	Meekatharra Refuse Site	(08) 9980 0600
Mullewa	Meru Waste Disposal Facility	(08) 9923 3188	
Three Springs	Leeman Tip	(08) 9953 1388	
North-West Region	Broome	Shire of Broome Waste Management Facility	(08) 9192 8018
	Derby	Derby Waste Management Facility	(08) 9191 0999
	Karratha	Karratha 7 Mile Waste Facility & Transfer Station	(08) 9186 8555
	Kununurra	Kununurra Landfill	(08) 9168 4100
	Newman	Windell Refuse Site	(08) 9175 8000
	Millstream	Karratha 7 Mile Waste Facility & Transfer Station	(08) 9186 8555
	Port Hedland	South Hedland Landfill	(08) 9158 9700
	Wyndham	Kununurra Landfill	(08) 9168 4100
Great Southern Region	Albany	Hanrahan Road Waste Minimisation Facility	(08) 9842 3555
	Denmark	McIntosh Waste Transfer Station	(08) 9848 0300
	Esperance	Wylie Bay Waste Facility	(08) 9071 0610
	Gnowangerup	Hanrahan Road Waste Minimisation Facility	(08) 9842 3555
	Jerramungup	Hanrahan Road Waste Minimisation Facility	(08) 9842 3555
	Katanning	Katanning Refuse Facility	(08) 9821 9999
	Kulin	Kulin Transfer Station	(08) 9880 1204
	Lake Grace	Lake Grace Waste Facility	(08) 9890 2500
	Mt Barker	Hanrahan Road Waste Minimisation Facility	(08) 9842 3555
	Narrogin	Narrogin Rubbish Tip	(08) 9881 1944
Pingelly	Pingelly Waste Management Facility	(08) 9887 1066	
Ravensthorpe/Hopetoun	Waste Disposal Facility	(08) 9839 0000	
Goldfields and Agricultural Region	Cunderdin	Old Quarry Road Waste Management Facility	(08) 9621 1795
	Corrigin	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Dalwallinu	Old Quarry Road Waste Management Facility	(08) 9621 1795
	Kellerberrin	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Koorda	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Merredin	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Mukinbudin	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Northam	Old Quarry Road Waste Management Facility	(08) 9621 1795
	Quairading	Old Quarry Road Waste Management Facility	(08) 9621 1795
	Wongan hills	Old Quarry Road Waste Management Facility	(08) 9621 1795
	Wyalkatchem	Merredin Landfill and Resource Recovery Site	(08) 9041 1611
	Coolgardie	Yarri Road Refuse Facility	(08) 9091 4308
	Ghooli	Southern Cross Waste Facility	(08) 9049 1001
	Kalgoorlie	Yarri Road Refuse Facility	(08) 9091 4308
	Laverton	Leonora Waste Facility	(08) 90376044
	Leonora	Leonora Waste Facility	(08) 90376044
Norseman	Yarri Road Refuse Facility	(08) 9091 4308	
Southern cross	Southern Cross Waste Facility	(08) 9049 1001	
South- West Region	Augusta	Dunsborough Waste Facility	0417 179 596
	Bridgetown	City of Bunbury Waste Management Facility	(08) 9782 7333
	Bunbury	City of Bunbury Waste Management Facility	(08) 9782 7333
	Busselton	Dunsborough Waste Facility	0417 179 596
	Collie	Warren Blackwood Waste Facility	(08) 9777 1025
	Manjimup	Warren Blackwood Waste Facility	(08) 9777 1025
	Margaret River	Dunsborough Waste Facility	0417 179 596
Perth Metropolitan	Neerabup	RCG Pty Ltd	(08) 9407 5069
	Mindarie	Mindarie Regional Council	(08) 9306 6300
	Gidgegannup	Eastern Metro Regional Council	(08) 9574 6235
	Forrestdale	City of Armadale	(08) 9399 3935
	Kwinana	Wastestream Management	(08) 9439 1300
	Baldivis	City of Rockingham	(08) 9524 2053
	South Cardup	West Australian Landfill Services	(08) 9525 5355
	Postans	Eclipse Resources	(08) 9381 5600
	Waroona	Buller Road Refuse Disposal Site	(08) 9733 1277
Waroona	Premium Waste Management	0428 261 554	

Appendix D Asbestos Containing Materials Work Instruction

Cutting and Removing Asbestos Containing Materials

Step	Instruction	Comment
1.	If removing asbestos pipe, carefully uncover the pipe to expose the repair section. Once exposed, manual excavation should be used.	<ul style="list-style-type: none"> This will minimise the risk of damage to the pipe.
2.	If removing another type of ACM (excluding buried pipe), ensure all care is taken to prevent breakage of the material.	<ul style="list-style-type: none"> This will minimise the risk of fibre release from the asset.
3.	Prepare plastic for the disposal of contaminated PPE and waste asbestos product	<ul style="list-style-type: none">
4.	If cutting pipe thoroughly wet area to be cut before cutting starts and during cutting ensuring it remains wet at all times.	<ul style="list-style-type: none"> Wetting the pipe thoroughly will further reduce the release of dust containing fibres when cutting Where there is an interruption to normal water supplies, sufficient water may need to be transported to the site.
5.	When cutting pipe only use non-powered hand tools, such as chain cutters or hand saws.	<ul style="list-style-type: none"> Never use power tools and abrasive cutting or sanding Manual non-powered tools will generate a smaller quantity of predominately coarser dust or waste chips. Alternatively, if breakage is required to enable removal, break ACM with a hammer or shrouded brick chisel – removing debris as work progresses.
6.	If removing buried pipe, remove section of pipe from trench including all off-cuts, residue, soil and any collected dust before disposal as asbestos waste.	
7.	Double wrap ACM in plastic sheeting and collect small quantities. Ensure plastic sheeting is fully sealed with duct tape and labelled "Asbestos Waste" before transport back to the depot and/or disposal.	<ul style="list-style-type: none"> Sections of ACM that are too large to fit into the asbestos disposal bags are to be placed into plastic sleeves with the ends sealed and marked along the length with taped marked "Caution Asbestos".
8.	Paint and seal any exposed edges of the ACM with water based paint or a PVA based adhesive such as "Aquadhere".	<ul style="list-style-type: none"> Sealing the exposed edges minimizes any potential for release of fibres

Removing Bitumen Coated / ACM Pipe Wrap

Step	Instruction	Comment
1.	Place a plastic drop sheet under the pipe to collect the loose pieces of stripped coating.	<ul style="list-style-type: none"> Large enough to contain all removed material.
2.	Mark or score the area on the pipe to be removed with a utility knife or shrouded brick chisel.	<ul style="list-style-type: none"> Wear protective gloves to minimise potential for lacerations. Take care to contain or collect debris removed from chipping.
3.	Thoroughly wet the material to be removed. It must be kept damp at all times.	<ul style="list-style-type: none"> Keep wetting the area throughout the removal process. Bitumen coatings may be quite resistant to water so ensure the edge of the work surface is kept continually wet.
4.	Use manual tools (hammer, chisel, wire brush) to chip or break away the wrapping between scored sections.	<ul style="list-style-type: none"> Collect all material on the plastic drop sheet, picking up any loose debris that may have fallen outside the drop sheet.
5.	Spray all the materials on the sheeting once again, and tightly wrap up stripped coating material by folding sheeting inwards. Place sheeting in asbestos waste bag (0.2mm thick plastic bag) and seal bag securely with tape. All waste to be double bagged.	<ul style="list-style-type: none"> Place all asbestos waste material in the area set aside for placement of disposal bags. Waste must be double wrapped and secured for transport.
6.	Place all waste contained within the thick plastic bag into a drum and seal the drum.	<ul style="list-style-type: none"> Ensure the drum is labelled with an asbestos warning sticker.
7.	Store the drum away from interference from site personnel or site activities.	<ul style="list-style-type: none"> The drum must be stored in a secure manner, ideally under cover, until strategy has been worked up for ongoing management of this material Note: Once on the site, the material must be placed on the sites asbestos register. Note: At time of procedure preparation the Corporation is still developing a final procedure for the management, transport, storage and treatment/disposal of these wastes. Until that procedure is published advice on these waste management issues should be sought from the High Risk and Contaminated Sites teams in the SEAA Branch – in general terms all of the Corporation's procedures around asbestos management apply, and recognition of the potential for the PAHs in the pipe coating to generate vapours should be given in risk assessments – specifically heat and/or cutting tools should not be applied to these pipe coatings, and manual removal techniques used.
8.	Paint any exposed edges of the wrapping with water based paint.	

Removing ACM Gaskets

Step	Instruction	Comment
1.	Place a plastic drop sheet under the pipe to collect the loose pieces of stripped coating.	<ul style="list-style-type: none"> Large enough to contain all removed material.
2.	Carefully uncover the old gasket to be removed by splitting the pipe flange or other equipment.	<ul style="list-style-type: none"> Damaging the gasket can allow fibres to be released to atmosphere.
3.	Thoroughly soak the gasket material in water, CRC or similar product.	<ul style="list-style-type: none"> Soaking the gasket will minimize the release of fibres during removal
4.	Remove old gasket using a sharp scraper or wood chisel. No wire buffing	<ul style="list-style-type: none"> Gasket material of any kind must never be sawn, ground, hammered or otherwise treated in a manner that will create dust. Remove the gasket in one piece whenever possible.
5.	Double wrap gasket debris in plastic sheeting and collect small quantities. Ensure plastic sheeting is fully sealed with duct tape and labelled "Asbestos Waste" before transport back to the depot and/or disposal	<ul style="list-style-type: none"> Sections of ACM that are too large to fit into the asbestos disposal bags are to be placed into plastic sleeves with the ends sealed and marked along the length with taped marked "Caution Asbestos".

Removing Asbestos Cement Debris

Step	Instruction	Comment
1.	Dampen the AC debris with spray.	<ul style="list-style-type: none"> A hose or garden sprayer is appropriate
2.	Pick up larger pieces of debris. Put them in an asbestos waste bag (0.2mm thick plastic bag).	<ul style="list-style-type: none"> For debris on rough surfaces, keep it damp and scoop or scrape it into the waste container.
3.	Clean contaminated surfaces with damp rags, then put these in the waste bag.	<ul style="list-style-type: none"> If cleaning debris on soil, a small spade can be used to remove a proportion of soil around the debris.
4.	Press adhesive tape onto small dust deposits, then put the tape in the waste bag.	<ul style="list-style-type: none"> This is applicable where the debris is located on a hard surface such as a cement slab.
5.	Put used rags and other waste in the waste bag, tape it closed with duct tape and label "Asbestos Waste" before transport back to the depot and/or disposal.	

Drilling of Electrical Switchboards Containing Asbestos

Step	Instruction	Comment
1.	Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape	<ul style="list-style-type: none"> This prevents the edges from crumbling
2.	Cover the drill entry and exit points (if accessible) with a generous amount of thickened substance.	<ul style="list-style-type: none"> The thickened substance recommended is shaving cream as it works well to hold dust particles together.
3.	Use a sharp standard spiral drill to drill a hole through the paste.	<ul style="list-style-type: none"> Carbide tip drills, hammer action, spade bits and blunt bits are not to be used.
4.	Use damp rags to clean off the paste and debris from the wall and drill bit.	
5.	Dispose of the rags as asbestos waste	<ul style="list-style-type: none"> They will contain asbestos dust and fibres.