

CONTRACTOR ASBESTOS MANAGEMENT GUIDE

For ACM Related Works on

Version: 10
Issued: 20 March 2015
ASA-3148



Contractor Asbestos Management Guide



2.0 DEFINITIONS

TERM	DEFINITION
Access Network	ducts, pits, manholes and lead-in conduit. housings,
ACM	

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Transport and disposal requirements for ACM waste and excess soil (where applicable).



5.4 Clearance Certificates

Where a ticket or scope of work requires the removal of more than 10m² of non-friable asbestos, a clearance inspection must be conducted by an independent competent person or licensed asbestos assessor (depending on the State in which the work is being conducted) for each work location that is part of the ticket / scope of work.

The person completing the inspection is to supply a Clearance Certificate for the ticket/scope of work once satisfied that non-friable asbestos is no longer present in the location.

NOTE: the Clearance Certificate is to identify all work areas assessed as part of the clearance inspection.

5.4.1 Retention of Clearance Certificates

Where a clearance certificate is required in accordance with s5.4 Clearance to provide the applicable Telstra Contract / Project Manager with a copy of the certificate. The applicable Telstra Contract Manager or Project Manager is to maintain a copy of the clearance certificate with the project documentation.

Where work has been completed at a Telstra Network Facility (e.g. Telstra Exchange) the applicable Property / Facilities Manager is also to be provided a copy to facilitate updating of the relevant Property Asbestos Register.

The contractor completing the works must also maintain a copy of the clearance certificate in accordance with the applicable WHS legislative requirements that apply to the contractor where the work is being performed.

5.5 Asbestos Control Plans

Asbestos control plans shall be developed prior to the completion of licenced Asbestos Removal Work.

The Asbestos Control Plans shall include:

- details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used; and

- details of the asbestos to be removed, including the location, type and condition of the asbestos.

A Safe Work Method Statement may be used for this purpose provided that it details the information above.

5.6 Additional Requirements for Network Sites

In addition to the other requirements of s5 Non-Friable Asbestos Removal Telstra Equipment Building sites must:



8.0 SOIL ASSESSMENT AND MANAGEMENT REQUIREMENTS

Works likely to involve excess soil must follow the Telstra Excess Soil Management Procedure document AXR-6145.

This process involves:

- Preliminary soil screening (desktop review) to categorise the potential for soil contamination. This will also dictate the preferred methods for excavation, or if soil sampling is required.

- Visual assessment of the site prior to and during excavation to identify potential contaminants



11.0 APPENDICES

[Appendix 1 – SWMS Checklist](#)

Appendix 2 – Telstra SWMSs (provided as samples)

[Appendix 2.1 ACM Pit Removal](#)

[Appendix 2.2 ACM Duct Removal / Repair](#)

[Appendix 2.3 ACM Pit Break In](#)

[Appendix 2.4 Collection of ACM Debris](#)

[Appendix 2.5 Make Safe Damaged ACM Pits](#)

[Appendix 2.6 Cutting ACM Vinyl Tiles](#)

[Appendix 2.7 Example Site SeBT/F1 0 0 g\(\)F1 7.aSi](#)

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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
				<ol style="list-style-type: none"> 4. Undertake a visual inspection of the work range may contact overhead services. If within 5m of overhead electrical asset contact your supervisor. 5. WHERE THE ITEM OF PLANT REQUIRES A LICENCE, DO NOT OPERATE THE PLANT UNLESS YOU ARE LICENCED 6. WHERE THE ITEM OF PLANT DOES NOT REQUIRE A LICENCE, DO NOT OPERATE THE PLANT UNLESS YOU HAVE BEEN TRAINED AND HOLD A CERTIFICATE / STATEMENT OF COMPETENCY 7. Complete a Pre-Start Checklist for the Excavator 8. Ensure a spotter is used when dismantling plant from trucks or trailers or around the work site. 9. Ensure that Workers are not in proximity to Plant when dismantling the plant from a truck or trailer. 10. Excavator Operators are to wear the following PPE: <ol style="list-style-type: none"> a) Hearing Protection b) Protective Safety Footwear 11. Establish an exclusion zone to ensure no Workers are within the excavator slew range when excavator is in operation. 12. Where practical, a toothless bucket is to be used ensuring that the bucket safety pin is installed. 13. To avoid damaging the pit with the bucket or other part of the mechanical plant, maintain a minimum of 50mm distance between the pit wall and plant while digging. 14. Remove all soil around the pit in accordance with the ESMP. If soil remains on the pit wall, this can be manually removed using a shovel or other hand tool. If the soil that is being removed and stockpiled is deemed to be C20(ck)3q49 ()-7(i)

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Task #	Job steps	Hazards / Risks	Risk Class/
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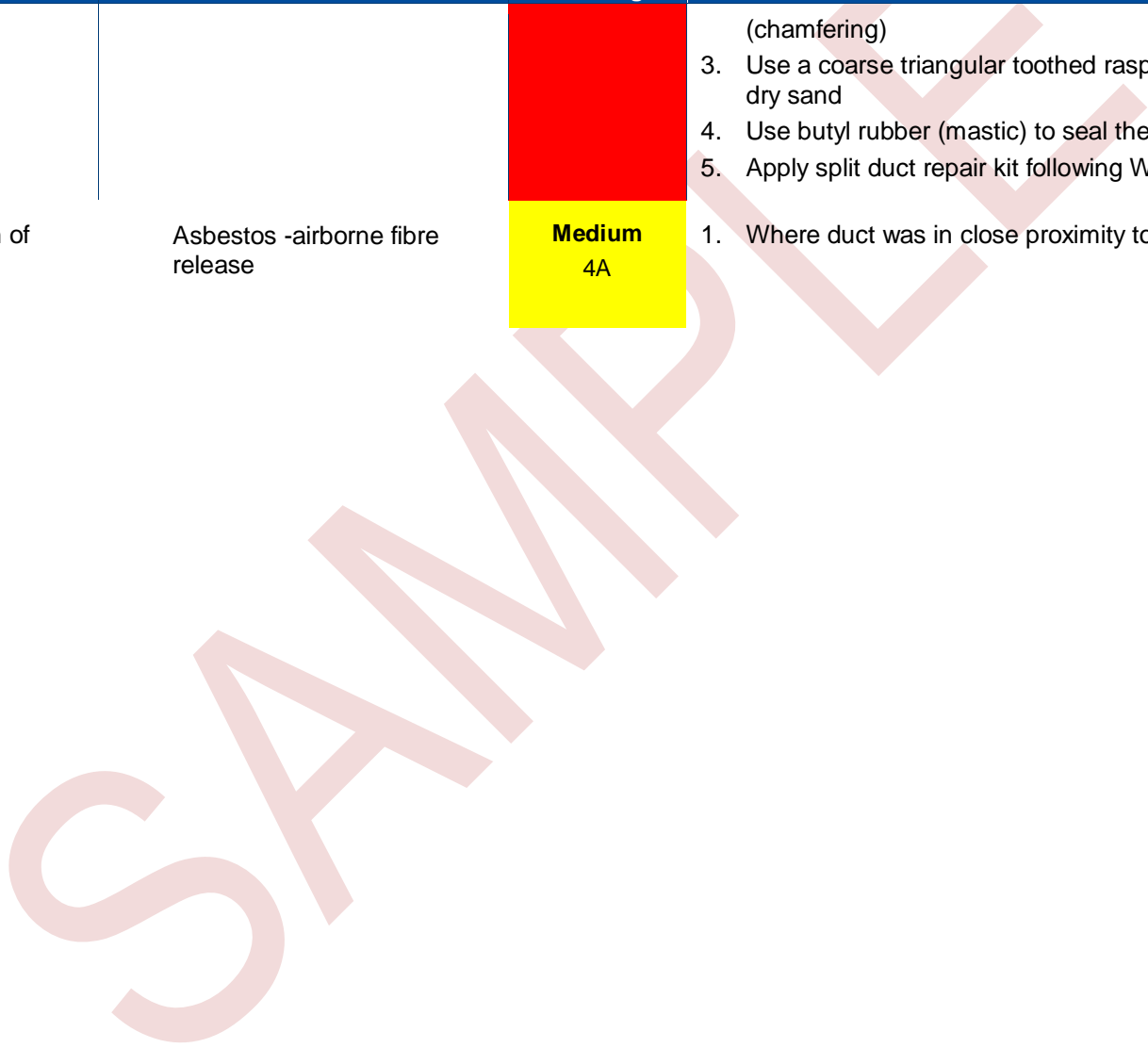
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
				(chamfering) 3. Use a coarse triangular toothed rasp not a file with parallel teeth, do not dry sand 4. Use butyl rubber (mastic) to seal the exposed ends of the ACM duct 5. Apply split duct repair kit following Work Instruction 010260W02
13	Decontamination of work area	Asbestos -airborne fibre release	Medium 4A	1. Where duct was in close proximity to a structure such as a fence, building



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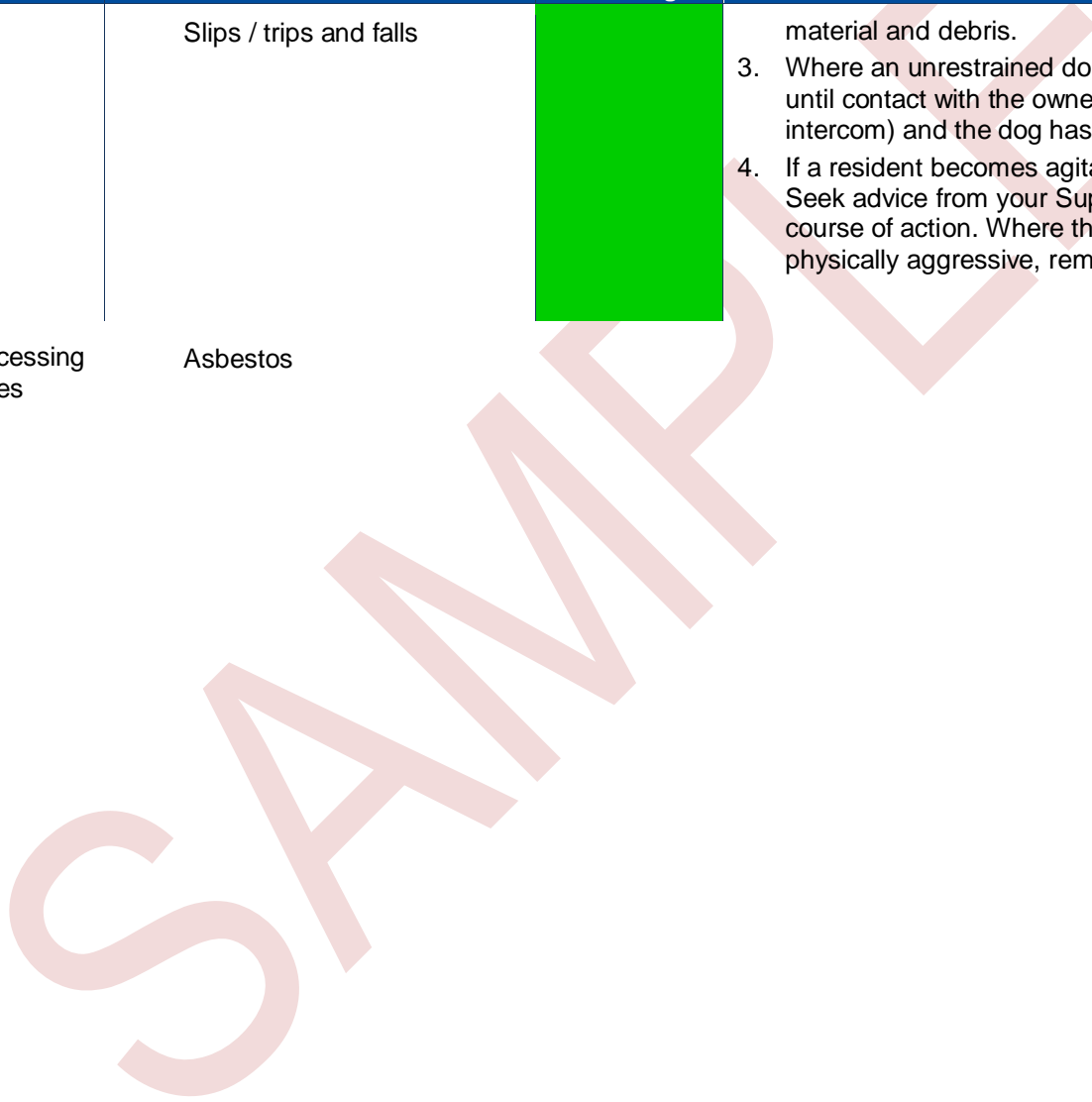
Task #	Job steps	Hazards / Risks	Risk Class
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
		Slips / trips and falls		material and debris. 3. Where an unrestrained dog is identified, DO NOT ENTER the premises until contact with the owner has been achieved (e.g. via phone or gate intercom) and the dog has been restrained/secured or isolated. 4. If a resident becomes agitated or aggressive, do not confront or provoke. Seek advice from your Supervisor to determine the most appropriate course of action. Where the customer is threatening or becoming physically aggressive, remove yourself from the site immediately.
3	Opening and Accessing Pits and Manholes	Asbestos		



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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
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underground services
Noise

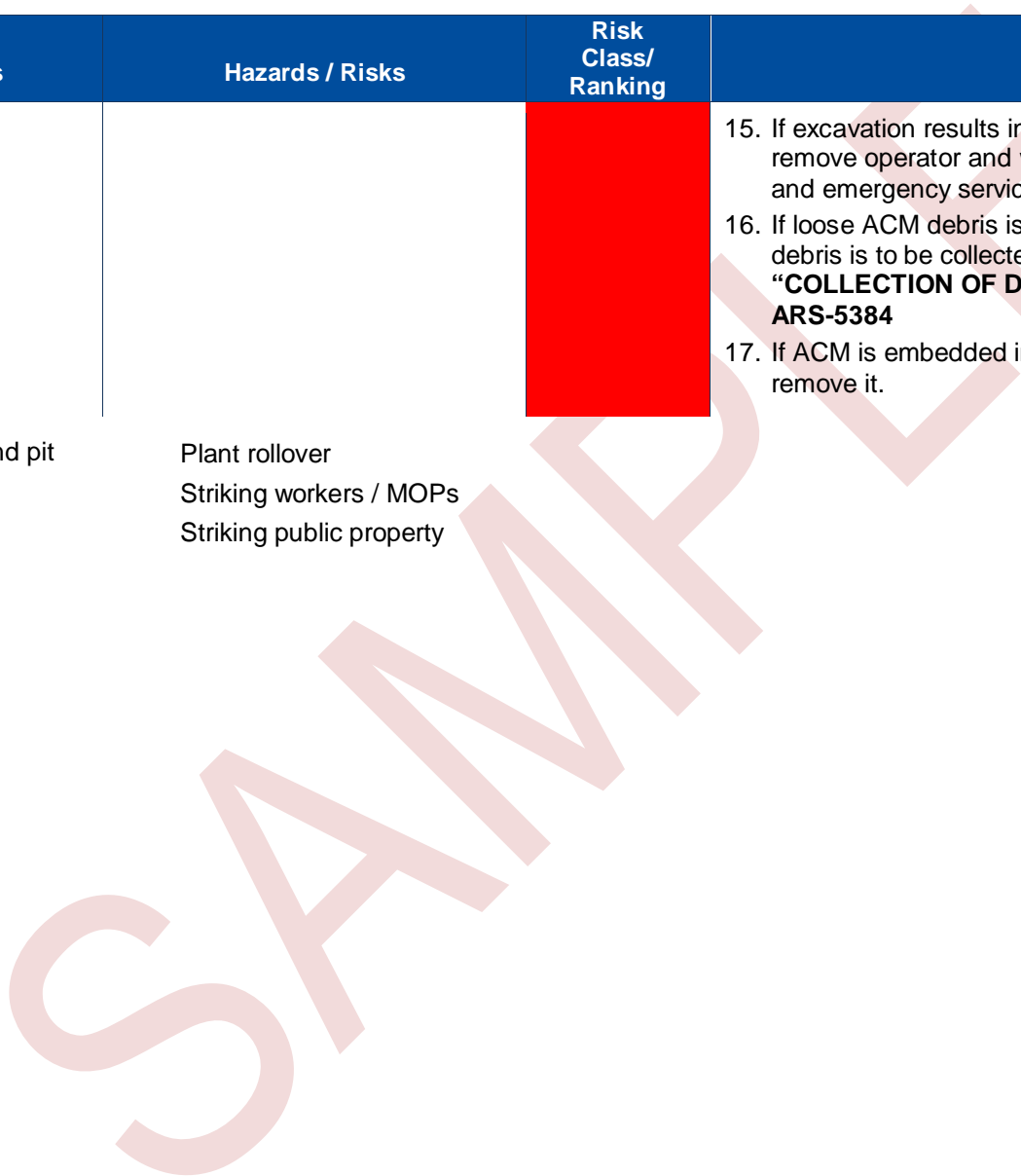
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
				<ul style="list-style-type: none"> 15. If excavation results in damage to an underground service immediately remove operator and workers from the area and contact your supervisor and emergency services if required 16. If loose ACM debris is identified in the soil during excavation, the ACM debris is to be collected and disposed in accordance with the “COLLECTION OF DEBRIS SUSPECTED OF BEING ACM” SWMS ARS-5384 17. If ACM is embedded in the soil and requires the use of force or tools to remove it.

9	Excavation around pit using vacuum excavation (if applicable)	Plant rollover Striking workers / MOPs Striking public property		
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
3	Collection of visible ACM(loose material)	Asbestos Slips, trips and falls Members of Public	Medium 4A	<ol style="list-style-type: none"> 1. Minimise the time required to complete ACM collection and decontamination activities 2. Prior to collecting ACM pieces put on appropriate PPE <ol style="list-style-type: none"> a) P1 or P2 mask b) Disposable gloves 3. Setup up ACM disposal bags (e.g. double bagging by placing one bag inside another.) 4. Wet down observed surface ACM debris 5. Scoop up debris and a small amount of surrounding soil with a trowel, shovel or set of tongs or if debris is small and the soil is soft, this may be done with glove. 6. Place ACM and soil into inner bag. 7. Once all pieces are collected, wipe down hand tools with a damp cloth (e.g. wet Chux or wet wipe) 8. Place cloths into inner bag and remove gloves -always remove the gloves by turning them inside out. 9. If small zip lock bag was used, place 376.07 reW*(n1 TJET9.5Tm0 gD-7(u)-)2

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Consequence Table

Number	Description	Rank
1	Injury or harm to one person	Minor
2	Serious injuries or disability sustained to one person	Moderate
3	Serious injuries or disability sustained to multiple persons	Major
4	Total permanent disability or fatality of one person	Severe
5	Total permanent disability or fatality of multiple persons	Extreme

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Task #	Job steps	Hazards / Risks	Inherent Risk Class/ Ranking	Controls
1	Site planning and setup	Workers being hit by passing vehicles Vehicle collisions Pedestrian / MOP hit by passing vehicle Movement of heavy materials and equipment Slips / trips and falls	High 4C	1. <i>Low Impact Worksites Traffic Management Plans</i> the most appropriate traffic situation should take into consideration the make safe method being adopted: a) Use of footway board b) Use of plastic pickets and sheeting c) Use of plastic sheeting, guards and sandbags 2.

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Task #	Job steps	Hazards / Risks	Inherent Risk Class/ Ranking	Controls
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Task #	Job steps	Hazards / Risks	Risk Class/ Ranking	Controls
				<ul style="list-style-type: none"> a) Telstra Manhole Guards b) Bollards and Barrier Tape c) Barrier Tape d) Safety Cones & Barricade Bars
3	Prepare Surface for cutting / penetration	Asbestos Slips / trips and falls Manual handling (kneeling) Use of toxic marker	MEDIUM 4A	<ul style="list-style-type: none"> 7. be displayed 8. If practical, use plastic sheeting, secured with duct tape, to cover any surface near the asbestos work area that could become contaminated 9. Setup an asbestos disposal bag (double bagged one asbestos bag inside another)

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This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:

PRINT NAME	SIGNATURE	DATE	PRINT NAME	SIGNATURE	DATE
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