

Managing domestic non-friable asbestos

This checklist is for managers and operators of facilities who receive non-friable asbestos waste from domestic sources ('asbestos waste') for short-term storage and disposal.

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The checklist will assist in assessing compliance with the guidelines *Managing domestic non-friable asbestos at resource recovery centres* developed by the Domestic Asbestos Working Party on behalf of the Association of Victorian Regional Waste Management Groups.

Date of assessment/...../... Assessed byPosition

Facility nameAddress

Checklist

Preparing the facility

Employer operating the facility should ensure:

- a risk assessment of the proposed facility design, infrastructure and procedures has been undertaken and controls implemented
- compliance with requirements for employers where asbestos-related activities are undertaken in their workplace (refer to WorkSafe's Compliance Code: *Managing asbestos in workplaces*)
- other work health and safety risks (in addition to the risk to health from exposure to airborne asbestos fibres) have been identified and controlled.

Facility security

Employer operating the facility should ensure:

- containers are in fenced, lockable and secure premises, and are locked after hours
- facility entrance is monitored and supervised during opening hours
- asbestos waste skips are located in a position visible to staff and secured when not in use
- signage at the facility entrance clearly indicates dumping asbestos-containing material is illegal
- customers not involved in unloading asbestos waste remain in vehicles while within the resource recovery centre.

Non-friable asbestos receipt procedures

Employer operating the facility should ensure procedures have been established for the receipt of non-friable asbestos as waste from a domestic source covering:

- a booking system for receipt of the asbestos waste
- conditions for receipt of asbestos waste
- unloading asbestos waste
- inspecting asbestos waste skips
- removal of asbestos waste skips
- personal protective equipment (PPE)
- decontamination
- use of tools or instruments on asbestos

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- incident procedures
- any other relevant procedures.

Staff training

Employer operating the facility should ensure staff at the facility are trained to a level that allows them to:

- identify the likelihood that a material is or contains asbestos
- understand the difference between friable and non-friable asbestos
- have knowledge of the health risks associated with asbestos and how to prevent or mitigate these risks, including the need for PPE and how to wear a respirator
- demonstrate safe work methods that minimise and suppress the generation of airborne fibres from asbestos if a non-compliant load is presented
- describe the requirements for safe handling, double wrapping and placement of asbestos waste in skips
- visually inspect loads to ensure asbestos waste is appropriately wrapped and labelled
- supervise the safe unloading of asbestos waste into the designated asbestos waste skip
- be aware of all site procedures and how to implement these as required (including routine situations, incident procedures and personal decontamination)
- deal with difficult customers.

Infrastructure

Employer operating the facility should ensure:

- skips are in good condition and allow asbestos waste to be placed within and not dropped (eg allow walk-in entry access)
- skips are waterproof, fully enclosed, lined with heavy-duty plastic sheeting (200 micron minimum thickness) and secured when the facility is closed or skip is not in use
- skips are placed in remote and dedicated areas of the facility in a location offering staff a clear view of unloading into the skip
- skips are in a location that is not accessible for other uses and is not a thoroughfare
- skips must not be filled over the maximum rated capacity.

Signage

Employer operating the facility should ensure signage is placed at the entrance of the facility, indicating:

- friable asbestos is not permitted at the facility
- requirements for accepting asbestos waste
- it is illegal to dump asbestos-containing material
- location and purpose of the asbestos waste skip
- notice of the hazards associated with asbestos
- customers not involved in unloading asbestos waste must remain in the vehicle at all times.

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Employer operating the facility should ensure signage is placed at the location of the skip, indicating:

- skip contains non-friable asbestos and dust creation must be avoided to prevent inhalation of asbestos fibres
- appropriate procedure for placing asbestos waste into the skip.

Supplies

Employer operating the facility should ensure:

- appropriate supplies are available at the facility to protect the health and safety of workers during an incident.

Documentation

Employer operating the facility should ensure documentation kept on-site includes:

- completed customer declaration forms
- records of asbestos waste received at the facility (including details of type and quantity of non-friable asbestos, vehicle registration number, customer contact details and delivery date etc)
- all operational procedures for routine operations and incidents
- contact list of licensed asbestos removalists
- relevant information and resources relating to asbestos

Employer should ensure the following documentation is kept and readily available:

- a contract with a waste transport company that holds an Environment Protection Authority waste transport permit to transport asbestos
- an agreement with the nominated licensed landfill detailing the landfill is able to receive the sizes of skips, number and frequency of deliveries anticipated
- staff training records
- atmospheric monitoring results (if required).

Further information

For further information contact the WorkSafe Victoria Advisory Service on **1800 136 089** or go to **worksafe.vic.gov.au**

WorkSafe

Compliance Code: *Managing asbestos in workplaces*
Compliance Code: *Removing asbestos in workplaces*
Asbestos – A handbook for workplaces

Environment Protection Authority Victoria

Asbestos Transport and Disposal
Industrial Waste Resource Guidelines
Prescribed industrial waste database (select N220 asbestos as the waste type)
epa.vic.gov.au

Other

Department of Health, *Asbestos in the Home*
health.vic.gov.au

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