

# ASBESTOS REMOVAL CONTROL PLAN (ARCP) FOR CLASS B (NON-FRIABLE) REMOVAL WORK – TEMPLATE

(REFER TO THE CODE OF PRACTICE - HOW TO SAFELY REMOVE ASBESTOS)

DECEMBER 2019

Date (DD/MM/YYYY)

Asbestos licence holder

Licence number

## ASBESTOS REMOVAL ADDRESS

Unit number/Street number/Property number  
(include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

On behalf of (client)

SafeWork NSW notification number

Start date (DD/MM/YYYY)

Completion date (DD/MM/YYYY)

The following documents are to be available for inspection:

- Notification
- Worker training in relation to asbestos
- First Aid Certificates
- Health Monitoring Confirmation

**Note:** All licensed asbestos removal work must be notified to SafeWork NSW five days prior to the commencement of the asbestos removal work.

This form is for non-friable asbestos removal only - friable asbestos must be removed by a Class A (friable) licence holder.

Tick boxes have been provided to assist asbestos removal licence holders of their obligations.





**NOMINATED SUPERVISORS (MUST BE APPROVED BY SAFEWORK NSW)**

Name	Contact number

**WORKERS**

Name	Contact number

**EMERGENCY PLANNING**

Trained first aider(s) is on site:

Name	Contact number

**First aid kit location**

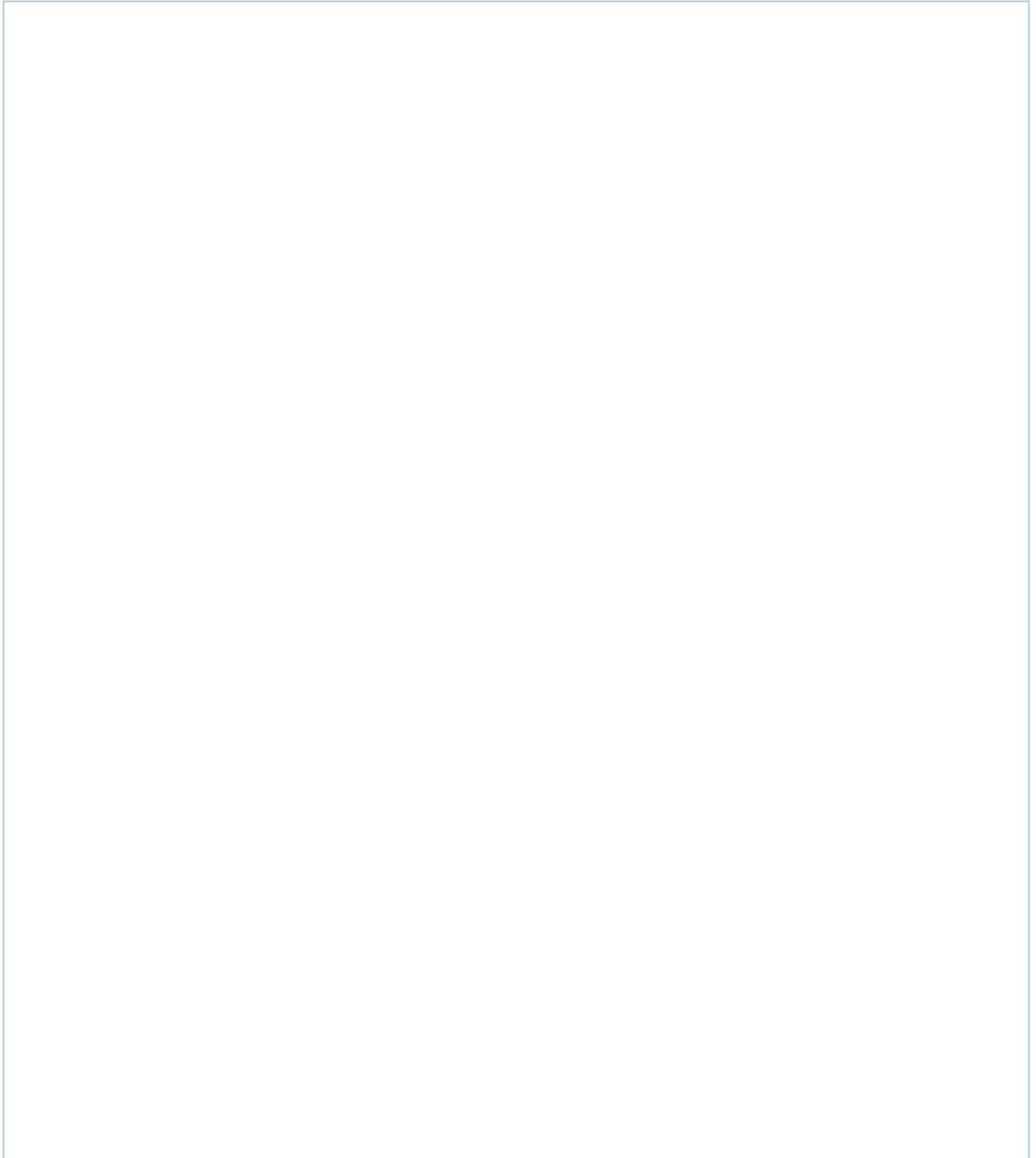
Emergency facilities (nearest hospital)	Contact numbers

## SITE PLAN

Draw a plan view of the site indicating the following areas:

- Asbestos removal area
- Location of asbestos to be removed
- Entrances and exits
- Waste storage area
- Site security, barriers hazard warning tape
- Emergency equipment location
- Signage - warning and removalist details
- Decontamination area
- Other information - services ie electrical, gas, water

Click in below box to place an image of site plan. Otherwise hand draw in the space provided below.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE is required and must be worn at all times during work in the asbestos removal area (mark all that apply)

- |  |  |
|--|--|
| Disposable coveralls (Type 5/Category 3) | Safety footwear (laceless or gumboots) |
| Anti-slip disposable overshoes           | Disposable nitrile gloves              |
| Eye protection                           |  |

## RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

**Disposable RPE may be used but it is not preferred.**

**Note:** Workers must be clean shaven unless provided with a powered air purifying device and hood or similar (mark all that apply)

All workers have undertaken fit testing (in accordance with *AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices*)

All workers will perform a fit check of the respirator immediately before commencing work  
(*Note: a fit check must be performed each time the respirator is to be used*)

## MAINTENANCE OF EQUIPMENT

**WARNING:** Tools and equipment that generate dust must not be used on asbestos except where used with dust suppression/extraction controls. These include high-speed abrasive power tools.

All tools and equipment used in the removal of ACM have been inspected for damage before all removal work and will be cleaned and inspected following all removal work

### HEPA Filtered H CLASS Industrial Vacuum Cleaner

Make

Model

Last test date (DD/MM/YYYY)

Make

Model

Last test date (DD/MM/YYYY)

All asbestos removal tools and equipment must be decontaminated and placed in sealed, labelled containers and can only be used for asbestos removal. Single use items must be wrapped and disposed of as asbestos waste.

Damaged equipment must be removed from service and inspected by a competent person before re-use. A register with the details of these inspections, the state of the equipment, and any repair details should be maintained.

The vacuum cleaner should comply with: AS/NZS 60335.2.69:2003 Household and similar electrical: Requirements for wet and dry vacuum cleaners, including power brush, for industrial and commercial use (IEC 60335-2-69 Ed 3.2 MOD).

## REMOVAL METHOD

It is easy to split works into 3 stages: Preparation, Commencement and Completion. Below are examples provided to assist in completing the removal methodology.

Task	Tools and Equipment	Method and Controls
<b>Preparation:</b>		
Site setup	Asbestos warning and removalist signage, hazard warning tape, site security fencing.	Erect site security fencing and asbestos warning signage at gate entry and lock access gate.
<b>Commencement:</b>		
Remove external ACM cover strips and wall sheeting.	Pinch bar, hammer, chisel, 200um (0.2mm) plastic, spray bottle, 200um lined skip bin.	E.g. RPE/PPE to be worn. Lay 200um (0.2mm) plastic on ground under removal area. Wet/mist ACM sheet with water. Remove fixings. Remove whole sheets with minimum breakage and place in waste disposal area i.e. lined skip bin.
<b>Set up decontamination area</b>		
<b>Completion:</b>		
Decontaminate asbestos removal area.	Wet wipes, HEPA filtered H class industrial vacuum cleaner.	Remove dust and debris from plastic sheeting, vacuum debris, wet wipe, fold plastic inwards, place in asbestos waste bags.
Decontaminate tools and equipment.		
Decontaminate PPE/RPE.		
<b>All PPE (disposable) placed in a labelled asbestos waste bag, goose necked and taped, then double bagged.</b>		

## MANAGEMENT AND DISPOSAL OF ASBESTOS WASTE

Will removed asbestos waste be held on-site for more than one working day?

Yes      No

If yes, detail how will the labelled asbestos waste be stored and the dedicated location for stored waste within the removal area: (ie asbestos will be stored in a waste skip bin lined with 200-um (0.2mm) plastic sheeting, covered and sealed at the end of each shift).

All asbestos waste will be stored in a designated accessible location marked on the site plan.

Used disposable PPE and RPE will be stored in asbestos waste bags or a labelled, sealed container before removing it from site.

*Continued over...*

Proposed authorised asbestos waste disposal site

EPA WasteLocate consignment number

Asbestos transporters and facilities receiving asbestos waste in NSW, weighing more than 100 kilograms or consisting of more than 10 square metres of asbestos sheeting in one load, must track and report this waste to the EPA using WasteLocate. Asbestos waste to be transported and disposed of according to Protection of the Environment Operations Act.

**A copy of the ARCP must be provided to the following:**

The person who commissioned the licensed asbestos removal work.

**A copy of the ARCP must be readily accessible to the following:**

Other PCBU’s at the workplace.

Health and Safety Representatives.

Occupants of the premises (if residential).

**The ARCP must be available for inspection by a SafeWork NSW Inspector.**

**DECLARATION AND SIGN OFF**

The information contained in this plan is accurate and developed in consultation with workers onsite. Supervisors and workers to sign.

Name	Signature	Date

**Note:** A Safe Work Method Statement (SWMS) must be prepared for “the 18 categories of high risk construction work” activities, some examples include:

- Work involving a risk of a person falling more than 2 metres,
- Work carried out on or near energised electrical installations or services,
- Work carried out in an area where there is any movement of powered mobile plant.
- Likely to involve disturbing asbestos.

See Clause s 291 & 299 of the Work Health and Safety Regulation 2017 for further information.