



CHECKLIST

SAFEWORK NSW

REGISTERED TRAINING ORGANISATION (RTO) CHECKLIST TO DELIVER ASBESTOS REMOVAL AND ASSESSOR TRAINING IN NSW

SafeWork NSW considers the following requirements as a minimum standard for RTOs delivering Asbestos Removal and Assessor training in NSW. SafeWork NSW undertakes verifications of new RTOs and existing RTOs. This is to ensure that the level of training (including resources and equipment) is consistent across all RTOs. In particular, new training providers will undergo a verification prior to being approved by SafeWork NSW to deliver asbestos removal and assessor courses in NSW.

General site requirements - ALL COURSES	YES	NO
Visitors' Book / Sign In		
WHS Site Induction including security and emergency / evacuation plans		
Mandatory PPE / RPE / Site Rules		
Hazard / Incident Reporting procedures		
Clean shaven participants only OR supply of applicable RPE for minimum 3 participants OR participants to supply own RPE		
No boots with laces. Wipeable boots (gum boots) or disposable non-slip boot covers		
Training, assessment and equipment resources - ALL COURSES	YES	NO
Training room capable of seating 12 participants with break out area/s for small group work		
Whiteboard and / or butchers' paper, pens, markers and paper		
PowerPoint projector, TV and / or computer for presentation of training material		
Participant Guides for all participants		
Sample client documentation for training and assessment contextualization. For example: <ul style="list-style-type: none">• Clearance certificate and air monitoring reports• Scope of works and services disconnection certificates• Chain of custody forms and manufacturers recommendations		
Current WHS legislation, Standards, guidance notes and Codes of Practice (training copies)		
Emergency equipment (fire extinguishers, first aid kit, staff member with first aid training)		

Asbestos specific equipment and resources – FRIABLE, NON-FRIABLE and SUPERVISOR	YES	NO
House frame or other structure where wall sheeting and eaves sheeting removal can be simulated during non-friable and friable asbestos training:		
<ul style="list-style-type: none"> • Minimum 2.4 metres in height • Minimum 2.0 metres in width • Eaves of minimum 450mm in width • Framed structure able to have a minimum of 3 participants undertaking simulated removal at anytime 		
Minimum of 2 different simulated removal techniques that include ACM materials like; roofing, wall sheeting, pipes, vinyl floor tiles, lagging, gaskets, putty, etc.		
Simulated electrical installation/s that require isolation before removal of ACM. For example:		
<ul style="list-style-type: none"> • GPO and electrical wires in walls • Distribution power board with circuit breakers 		
Sufficient space to set up exclusion zone, barricades and store bagged simulated waste.		
Designated practical training and assessment areas.		
Access to power and water supply for use by participants.		
Asbestos Register for the structure (simulated).		
<ul style="list-style-type: none"> • Includes minimum of 2 different asbestos products 		
Site specific ARCP and relevant SWMS for the simulated removal work. ARCP:		
<ul style="list-style-type: none"> • Pre-filled for non-friable training for review • Left blank for supervisor training for completing 		
Supply of PPE and RPE for participants or policy of what PPE and RPE participants are required to bring:		
<ul style="list-style-type: none"> • P2 disposable respirators • P2 non-disposable respirators if preferred • Disposable coveralls rated type 5 or 6 • Nitrile gloves 		
Samples of defective and non-compliant PPE / RPE. For example:		
<ul style="list-style-type: none"> • Broken straps and missing valves on RPE • Tears in coveralls and gloves • 100 micron plastic and general dust use coveralls 		
Asbestos vacuum cleaner complying with:		
<ul style="list-style-type: none"> • Dust Class H requirements in Australian Standard AS/NZS 60335.2.69:2017: Household and similar electrical appliances – Safety: Particular requirements for wet and dry vacuum cleaners, including power brush, for commercial use, filter type (H14) 		
Labelled asbestos waste bags (200 micron) compliant with GHS and rolls of 200-micron thick plastic:		
<ul style="list-style-type: none"> • Clear for encapsulation preferred • Black or orange for wrapping 		
Asbestos signage (asbestos removal in progress, danger asbestos), delineation barriers and barrier tape.		
Hand operated tools and equipment including:		
<ul style="list-style-type: none"> • Chisels, screwdrivers, cordless drills, cutters, pinch bars, nail punches, hammers • Sealable and lockable toolboxes for hand tools • Toolboxes labeled with asbestos stickers 		
Decontamination equipment and materials for participants, tools and site:		
<ul style="list-style-type: none"> • Dust suppression applicators, hose and spray fittings and buckets • PVA or other surfactant and food dye or similar • Disposable cloth rags and / or wet wipes • Soap and sanitizer 		

Additional asbestos specific equipment and resources – FRIABLE	YES	NO
Enclosure equipment including: <ul style="list-style-type: none"> • 200 micron plastic (clear preferred) • Enclosure viewing panels if not clear plastic • Simulated structure for enclosure • Duct or cloth tape, staple guns and staples 		
Minimum 3 stage wet Decontamination Unit that includes a dirty and clean shower decontamination area and a clean changing area. These areas need to: <ul style="list-style-type: none"> • Be large enough to enable workers to adequately decontaminate themselves • Be separated by suitable airlocks or buffer zones • Floors capable of containing water from showers and directed to floor wastes, and • Have doors with large openings with overlapping, hinged flaps operating as a one-way valve to ensure there is sufficient airflow through the decontamination unit 		
Negative Air Pressure Unit (NPU) with: <ul style="list-style-type: none"> • Warning devices for filter integrity / overload and power failure • Manometer or magnehelic gauge and an audible and visual alarm system • NPU's should comply with BS 8520-2 equipment used in the controlled removal of asbestos containing materials, specification, or equivalent standard 		
Wastewater Management System that shows functionality with decontamination unit: <ul style="list-style-type: none"> • Hot water system with hot and cold water connection to decontamination unit • Particulate filters or other trap capable of capturing particles down to 5 µm • Simulation of filtered water transferred into sewer mains 		
P3 respirators OR Positive Pressure respiratory equipment: <ul style="list-style-type: none"> • Minimum 3 units • Sanitizing equipment for cleaning or; • Requirement for participants to provide their own 		
Glove bag system if required for a 2nd or 3rd removal technique		
Air pressure and air leak testing equipment: <ul style="list-style-type: none"> • Smoke machine • Portable air pressure monitor (digital) 		
Additional asbestos specific equipment and resources – ASSESSOR	YES	NO
Note: Same requirements as FRIABLE plus additional		
Air monitoring pumps available for course participants: <ul style="list-style-type: none"> • Minimum 3 units (at exhaust of negative air unit, entrance to decontamination unit and other location) 		
Rotameter for calibration of air monitors		
Filters for air monitors		

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation. Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

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