



## 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 asbestos 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 asbestos assessor courses in NSW.

<b>General site requirements – All courses</b>	<b>YES</b>	<b>NO</b>
Mandatory PPE / RPE / Site Rules – please provide		
Hazard / Incident Reporting		
PPE / RPE for RTO direct staff		
<b>Training, assessment and equipment resources – All courses</b>	<b>YES</b>	<b>NO</b>
Standard training room with break out area for small group work		
Whiteboard; butchers paper and markers		
PowerPoint projector and computer		
Speakers (if DVD is shown)		
Emergency equipment (fire extinguishers, spill kit and first aid kit)		
<b>Asbestos specific equipment and resources – Friable, non-friable and supervisor</b>	<b>YES</b>	<b>NO</b>
Asbestos removal simulated and / or actual work area that includes house frame or other structure		
Simulated ACM materials that may include roofing materials, wall cladding, sheeting, pipes, vinyl floor tiles, glues and adhesives, electrical installations that can be removed as part of assessment then replaced for next assessment		
Sufficient space to set up exclusion zone, barricades and store bagged simulated waste		
Capacity to simulate other work activities nearby or actual work activities nearby that can be carried out safely without impact on training or workers		
Designated training and assessment areas, walkways and shared areas		
Access to power and water supply		
Hazardous Substances Register / Asbestos Register for the location (simulated)		

<b>Asbestos specific equipment and resources – Friable, non-friable and supervisor</b>	<b>YES</b>	<b>NO</b>
ARCP and relevant SWMS for the location		
PPE / RPE (P1 and P2 disposable and non-disposable respirators, disposable coveralls, nitrile gloves)		
Samples of defective PPE / RPE		
Wet wipes to be used for decontaminating respirators prior to removal, tools, equipment, safety boots and hard non porous surfaces		
HEPA vacuum cleaner (H14-Class)		
Labelled waste bags (200 microns) and rolls of 200-micron thick plastic		
Signage, barriers, barrier tape and duct or gaff tape		
Hand operated tools and equipment including chisels, scrapers, screwdrivers, work platform, cordless drill, cutters, ladder		
Water, surfactant / PVA and dust suppression applicators, hose and spray fittings, buckets		
<b>Additional asbestos specific equipment and resources – Friable</b>	<b>YES</b>	<b>NO</b>
Enclosure equipment including plastic, frames etc.		
Decontamination and negative air units		
P3 respirators / or Positive Pressure respiratory equipment		
Staple gun and staples		
Glove bags		
Air pressure or air leak testing equipment (smoke machine, air pressure monitor)		
<b>Additional asbestos specific equipment and resources – Assessor</b>	<b>YES</b>	<b>NO</b>
P3 respirators / or Positive Pressure respiratory equipment		
Personal Protective Equipment		
Enclosure set up		
Decontamination and Negative air units		
Air monitoring pumps available for course participants		
Rotameters for calibration of air monitors		
Filters required for air monitors		
Chain of custody information		

**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](http://www.legislation.nsw.gov.au)

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