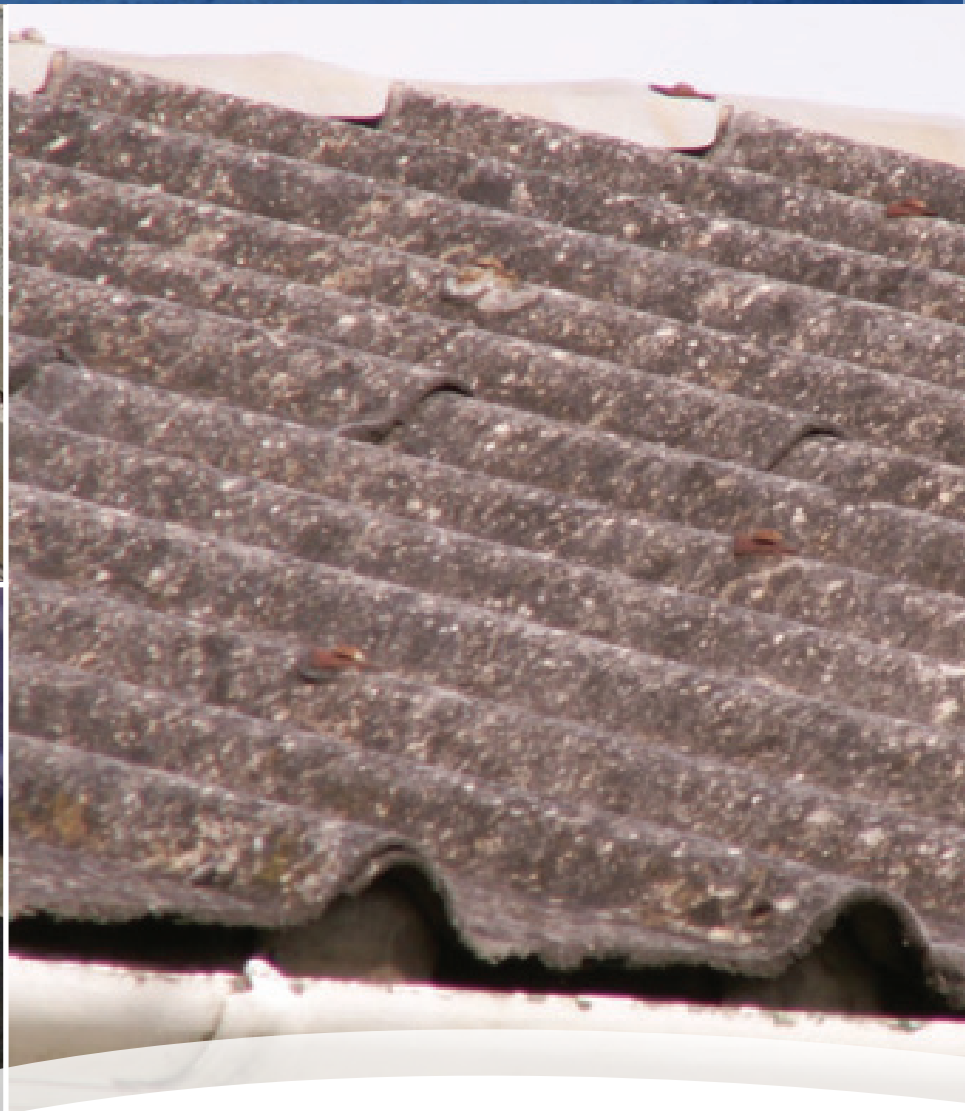


ASSOCIATION OF VICTORIAN REGIONAL WASTE MANAGEMENT GROUPS  
DOMESTIC ASBESTOS WORKING PARTY

# Managing domestic non-friable asbestos at resource recovery centres



For facilities receiving non-friable asbestos from  
domestic sources and subsequent transfer to a  
licensed landfill for disposal

July 2011

These guidelines were developed by the Domestic Asbestos Working Party on behalf of the Association of Victorian Regional Waste Management Groups (AVRWMG), with representation from EPA Victoria, WorkSafe Victoria, Sustainability Victoria, Department of Health Victoria, Municipal Association of Victoria, GARDS (Gippsland Asbestos Related Diseases Support Inc.) and the Gippsland Trades and Labour Council.



The information presented in *Managing domestic non-friable asbestos at resource recovery centres* is intended for general use only. It should not be viewed as a definitive guide to the law and should be read in conjunction with the *Occupational Health and Safety Act 2004*, the *Occupational Health and Safety Regulations 2007*, the *Environment Protection Act 1970* and the *Environment Protection (Industrial Waste Resources) Regulations 2009*.

Whilst every effort has been made to ensure the accuracy and completeness of this document, the advice contained herein may not apply in every circumstance. Accordingly, the members of the Domestic Asbestos Working Party cannot be held responsible, and extends no warranties as to:

- the suitability of the information for any particular purpose
- actions taken by third parties as a result of information contained in *Managing domestic non-friable asbestos at resource recovery centres*.

# Managing domestic non-friable asbestos at resource recovery centres

For facilities receiving non-friable asbestos from domestic sources and subsequent transfer to a licensed landfill for disposal

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# Definitions and descriptions

## Definitions

### What is a resource recovery centre (RRC)?

A RRC is a facility where unwanted materials can be taken for subsequent transport to recycling operations or landfill.

### What is asbestos?

The *Occupational Health and Safety Regulations 2007 (Vic)* defines **asbestos** as:

(a) the fibrous form of the mineral silicates belonging to any one or a combination of the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos) or tremolite

or

(b) any material or object, whether natural or manufactured, that contains one or more of the mineral silicates referred to in paragraph (a).

### What is friable asbestos?

The *Occupational Health and Safety Regulations 2007 (Vic)* defines **friable** as meaning:

when dry –

(a) may be crumbled, pulverised or reduced to powder by hand pressure

or

(b) as a result of a work process becomes such that it may be crumbled, pulverised or reduced to powder by hand pressure.

## Descriptions

The Department of Health Victoria publication *Asbestos in the home – health and safety in the home* describes where non-friable (firmly bound) and friable (loosely-bound) asbestos can be found in the home, including:

### Where can non-friable asbestos<sup>1</sup> be found in the home?

Fibre-cement products formerly contained asbestos fibres, firmly embedded in a hardened cement matrix. Cellulose fibres have since replaced asbestos in today's fibre-cement products.

Asbestos-cement products that may be found around the home include:

- flat or corrugated sheeting (commonly called 'fibro' or 'AC sheeting')
- water or flue pipes
- roof shingles
- flexible building boards
- imitation brick cladding.

Other materials that may contain non-friable (firmly bound) asbestos fibres include:

- plaster patching compounds
- textured paint
- vinyl floor tiles.

It should be noted that, if non-friable asbestos-containing materials are in poor condition, deteriorated or handled in an unsafe manner (such as by breaking or cutting), then it is possible for the material to become friable.

### Where can friable asbestos<sup>2</sup> be found in the home?

The loose form of asbestos fibres may be found in a few older forms of insulation used in domestic heaters and stoves, and occasionally in domestic ceiling insulation products, although this is not common. In most cases, glass fibres have replaced asbestos in today's insulation products.

1. *Asbestos in the home – health and safety in the home* refers to non-friable asbestos as firmly bound asbestos.
2. *Asbestos in the home – health and safety in the home* refers to friable asbestos as loosely bound asbestos.

# Introduction

## Who should use these RRC guidelines?

The purpose of these guidelines (the “RRC guidelines”) is to provide specific information to operators of resource recovery centres (RRCs) on the safe management of non-friable asbestos received as waste<sup>3</sup> from domestic sources and to assist them to prepare and implement **appropriate safe work practices** at their facilities.

The **appropriate safe work practices** should be designed to ensure that, if **asbestos waste** arrives at the RRC, it is managed, transported and disposed of in a manner that protects employees, customers, community and the environment from harm.

Note: the RRC will operate as an interim disposal measure for **asbestos waste** before final disposal at an appropriately licensed landfill site.

## What are the limitations of these RRC guidelines?

These RRC guidelines do not cover the receipt at these facilities of:

- friable asbestos, or
- non-friable asbestos presented as a **non-compliant load**, that is:
  - not from a domestic source
  - not wrapped in the recommended manner
  - where wrapping is ruptured, and/or
  - not adequately labelled.

Friable asbestos will not be accepted by the RRC. Friable asbestos must be disposed of at a site licensed by the EPA to accept waste asbestos.

Non-friable asbestos that is presented as a **non-compliant load** shall not be accepted by the RRC. Guidance on what steps the operator should take if friable asbestos or a **non-compliant load** is presented is provided in these RRC guidelines.

## What is covered in these RRC guidelines?

The information provided in these RRC guidelines has been developed to assist operators intending to receive **asbestos waste** at RRCs to:

- adequately prepare and secure their facility
- develop and implement appropriate safe work procedures that eliminate or minimise the requirement for staff to handle and interact with the **asbestos waste**

- provide sufficient training to staff to enable them to supervise unloading of the **asbestos waste**, undertake routine operations and respond to incidents (including presentation of non-compliant loads or friable asbestos)
- provide infrastructure which is fit for purpose
- raise customer awareness through an education and awareness strategy
- provide staff with appropriate personal protective equipment (PPE) and other supplies that minimise the risk to health from exposure to airborne asbestos fibres

The operator of a RRC must also identify and control **other occupational health, safety and environmental risks** in accordance with legislative requirements. For example, the operator of the RRC may identify risks associated with manual handling, traffic management, receipt of hazardous waste and other OHSE risks that will require implementation of risk controls.

For information about occupational health and safety risks contact **Worksafe Victoria** on 1800 136 089 or go to [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

For information about environmental risks contact **EPA Victoria** on (03) 9695 2722 or go to [epa.vic.gov.au](http://epa.vic.gov.au)

3. Non-friable asbestos received from a domestic source that is correctly wrapped and labelled is referred to as **asbestos waste** throughout this document.

## What do I need to do to prepare the RRC?

The operator of a RRC that is intending to receive **asbestos waste** should undertake a number of preliminary steps to prepare the facility. For example, the operator should (as appropriate):

- 1.1 Ensure they have the required planning permit for this activity.
- 1.2 Consider their public liability insurance coverage.
- 1.3 Undertake a risk assessment of the proposed facility design, infrastructure and procedures; undertake airborne monitoring (as required); and, implement risk controls to ensure the risk to health and safety of employees, customers and the public is eliminated or reduced so far as is reasonably practicable.
- 1.4 Ensure they have complied with the occupational health and safety requirements for employers where asbestos-related activities are undertaken in their workplace<sup>c</sup>. This might include (amongst other requirements):
  - 1.4.1 provision of information about asbestos and risks to health from exposure to airborne asbestos fibres to job applicants
  - 1.4.2 provision of appropriate training to employees before they commence any asbestos-related activity
  - 1.4.3 arranging for appropriate medical examinations by a registered medical practitioner for each employee engaged in an ongoing asbestos-related activity, if there is a risk of exposure to airborne asbestos fibres above half of the exposure standard
  - 1.4.4 arranging for personal atmospheric monitoring to determine employees' exposure to airborne asbestos fibres and making the results of this atmospheric monitoring available to the employee.
- 1.5 Identify and control other health, safety and environmental risks (such as pollutants, manual handling, traffic management procedures, aggressive customers), in addition to the risk to health from exposure to airborne asbestos fibres.
- 1.6 Ensure there is a contract in place with an EPA-licensed transport operator to transport the skips to a landfill licensed to accept waste asbestos.
- 1.7 Ensure an agreement with the nominated licensed landfill is in place and that the landfill is able to receive the sizes of skips, and number and frequency of deliveries anticipated.

## 2: What facility security is required?

The operator of a RRC should provide adequate security to prevent unwanted/illegal trespass, disposal and potential exposure to airborne asbestos fibres from unsafe actions of trespassers. For example, the operator should provide (as appropriate):

- 2.1 A facility contained within a secure fence with lockable gates.
- 2.2 A facility entrance monitored and supervised during operating hours and secured and locked after hours.
- 2.3 **Asbestos waste** skips located in a position visible to staff.
- 2.4 **Asbestos waste** skips which are securely closed when not in use.
- 2.5 Signage erected at the facility entrance warning that dumping asbestos-containing material is illegal.
- 2.6 A requirement that customers not involved in unloading of **asbestos waste** remain in the vehicle whilst within the RRC.

The operator may consider extra security measures, depending on the particular circumstances of the RRC, for example:

- after-hours security staff
- security cameras.

4. Refer to WorkSafe Victoria's *Managing asbestos in workplaces - Compliance code* pp.43–52.

## 3: What procedures do I need?

The operator should establish procedures that describe the **routine operation** for the receipt of **asbestos waste**.

The operator should also establish procedures for **incidents** at the RRC.

### 3.1 What should the routine operation procedures cover?

The operator should develop and implement procedures that provide instruction for staff on the following:

- booking system
- receipt of **asbestos waste** from a domestic source
- unloading of **asbestos waste**
- inspection of **asbestos waste** skips
- removal of **asbestos waste** skips
- decontamination
- use of tools or instruments, and
- any other relevant procedures.

The procedures should be designed to **eliminate or minimise the requirement for staff to handle and interact with asbestos waste**. Customers should be responsible for handling their own **asbestos waste**.

#### 3.1.1 Why do I need a booking system and what should it deliver?

The operator should develop a booking system which:

- provides an opportunity for staff to advise customers on RRC requirements for receipt of **asbestos waste**, and
- prevents booking multiple customers to dispose of **asbestos waste** during peak periods.

The booking system procedures should state the facility requirements and instruct staff that they advise customers of these requirements, including:

- the maximum amount of **asbestos waste** that will be accepted
- that **asbestos waste** must be non-friable, from a domestic source and appropriately wrapped and labelled
- that friable asbestos will not be accepted and costs may be incurred by the customer to arrange a Class A-licensed asbestos removalist to dispose of any friable asbestos
- that customers will be responsible for the unloading and placement of asbestos waste in skips and that they may need to bring someone to assist them with handling of large or bulky quantities.

The booking system procedures should also instruct staff of the information to be obtained from the customer (at the time of making the booking) including the type, size and quantity of **asbestos waste** to be delivered.

#### 3.1.2 How do I safely receive asbestos waste?

The operator should develop receipt procedures that inform staff what steps to take when the customer arrives at the facility including what the staff member should do if the customer does not have a booking.

The receipt procedures should include the facility requirement that **asbestos waste** will NOT be accepted at the facility unless:

- it is non-friable asbestos
- from a domestic source
- double wrapped in heavy-duty plastic sheeting (200 micron minimum thickness) and sealed with heavy duty tape, and
- labelled with an appropriate warning, clearly stating that the content is non-friable asbestos and that dust creation and inhalation should be avoided, for example:

**CAUTION: ASBESTOS –  
DO NOT DAMAGE OR OPEN BAG  
DO NOT INHALE DUST –  
CANCER AND LUNG DISEASE HAZARD**

For circumstances where labelling has been damaged or removed during transport or where no label has been attached spare labels should be available at the RRC<sup>5</sup>.

The receipt procedures should inform staff how to identify the type of waste material (i.e. is it non-friable asbestos material, from a domestic source and wrapped and labelled appropriately). The operator will need to consider the most appropriate identification approach for the particular RRC, this might involve:

- questioning the customer
- receiving the customer declaration, and/or
- undertaking a visual inspection - either remotely (e.g. surveillance camera or behind glass window) or at the customer vehicle (wearing appropriate personal protective equipment).

The staff member may accept the customer declaration, visual inspection and/or customer questioning as conclusive identification of the type of waste material presented.

5. Further information on containment of asbestos waste can be found in WorkSafe Victoria's *Managing asbestos in workplaces – Compliance code*, pp.51–52.

Note: Procedures should be designed to eliminate or minimise the requirement for staff to handle and interact with **asbestos waste** including during identification of the waste.

The receipt procedures should include instruction that the customer declaration is to be completed and signed by the customer and it should declare the type, source and wrapping of the **asbestos waste**. The form in Appendix 1 has been suggested as an example that can be modified or adopted by an RRC.

The instruction of what and how to record the details of the receipt of **asbestos waste** should also be included in the receipt procedures. This might include:

- the type and quantity of non-friable asbestos
- date of receipt
- ‘Asbestos home removal kit’ number where one has been used
- customer contact details
- vehicle registration
- details of any non-compliant loads, and
- any other relevant information.

Any instructions and information the staff member could provide the customer on the health risks associated with handling asbestos-containing material and on the procedures for unloading and placement of **asbestos waste** in skip should be included in the receipt procedures.

### 3.1.3 How do I ensure asbestos waste is unloaded safely?

The operator should develop instructions for the customer, including:

- that the customer is responsible for unloading **asbestos waste**, and
- that the customer is to place the **asbestos waste** in the skip with care to avoid damage or breakage.

The unloading procedure should also inform staff of the instruction they should give customers on the safe unloading process and that they should supervise the unloading process.

Note: Signage should be provided at the skip detailing the safe unloading process.

### 3.1.4 How do I inspect the asbestos waste skip?

The operator should develop inspection procedures which instruct staff on how to undertake an inspection of the **asbestos waste** and skip. The inspection procedures should also instruct staff to:

- wear appropriate personal protective equipment (this will provide protection from exposure to airborne asbestos fibres to staff members in the event of ruptured packaging)

- secure the skip after hours to restrict unauthorised access
- arrange for the skip to be removed if ruptured packaging is detected when it is safe and practicable to do so

### 3.1.5 When do I need to arrange removal of asbestos waste skips?

The operator should develop removal procedures which advise staff that when skips have been filled to capacity (or when ruptured packaging is detected within the skip) staff arrange for the skips to be transported by an EPA-permitted vehicle to the nominated licensed landfill when it is safe and practicable to do so.

### 3.1.6 When do I need to wear personal protective equipment?

The procedures should reflect that staff are required to wear appropriate personal protective equipment in situations where staff may be at risk of exposure to airborne asbestos fibres (such as when identifying asbestos type, during unexpected situations such as receiving non-compliant loads or during inspection of a vehicle or **asbestos waste** skip).

The operator must provide staff with appropriate personal protective equipment – for example, Type 5 disposable coveralls and Australian Standard-compliant particulate (P1 or P2) disposable respirator<sup>6</sup>.

Note: Staff must be clean-shaven and able to correctly fit and wear a suitable disposable respirator. Laceless boots should also be worn, to avoid the difficult task of decontaminating shoes with laces.

If staff are required to advise customers to wear PPE, then staff must be trained to do so.

### 3.1.7 What decontamination procedures do I require?

The operator should develop decontamination procedures for any asbestos-related activity that is undertaken at the RRC. These procedures should cover decontamination of the work area, tools and equipment and personal decontamination<sup>7</sup>.

Note: Clothing contaminated with asbestos fibres must not be removed from the workplace except for the purposes disposal or laundering where it is double bagged, sealed and labelled.

6. Refer to WorkSafe Victoria's Compliance Code: *Removing asbestos in workplaces* pp. 25–28.

7. Refer to WorkSafe Victoria's Compliance Code: *Managing asbestos in workplaces* pp. 50–51.

### 3.1.8 Can I use tools or instruments on asbestos?

The use of brooms, brushes (except for sealing asbestos), high-pressure water jets, power tools or similar tools or instruments on asbestos in workplaces is prohibited unless use is controlled to ensure a person's exposure does not exceed half the asbestos exposure standard. To verify that half the exposure standard is not exceeded, personal air monitoring would be required<sup>8</sup>.

## 3.2 What incident procedures do I require?

The operator should develop and implement procedures that provide instruction for staff when a client presents with a non-compliant load. Presentation of non-compliant loads should be treated and recorded as **incidents** at the RRC<sup>9</sup>. Staff should be adequately trained in what to do when a customer presents with a non-compliant load.

Examples of non-compliant loads include (but are not limited to):

- non-friable domestic asbestos presented unwrapped, not appropriately wrapped or with ruptured wrapping
- non-friable asbestos with wrapping that ruptures whilst at the facility
- non-friable asbestos hidden in a load and subsequently discovered
- friable asbestos presented at the facility.

The incident procedures and staff training should instruct staff that if they are **unsure about whether unidentified waste is asbestos, it should be treated as though it is asbestos**. If it the unidentified waste meets the definition of "friable", then the waste must be treated as though it is friable asbestos.

The incident procedures could include an option to contract a licensed asbestos removalist to remove any non-compliant load and detail on the cost would be covered (i.e. customer pays).

The incident procedures should also provide instruction to staff on any local reporting requirements. For example, report dumping to council if asbestos-containing material has been left at the gate of the facility outside operational hours.

The incident procedures should instruct staff to advise customers that they may have certain responsibilities with respect to the safe management of asbestos under occupational health, safety and environmental legislation (for example, in relation to the transport, storage and disposal of asbestos-containing material) and that there are penalties for breaches of these obligations.

## 4: What training do I need to provide my staff?

The operator must ensure that staff are trained to a level which will allow them to do the following:

- 4.1 Understand the risks associated with asbestos and how to prevent or mitigate these risks.
- 4.2 Operate the RRC booking system and advise customers at the time of booking of the RRC requirements.
- 4.3 Understand how to safely receive the asbestos waste, including being able to;
  - understand how to identify the likelihood that material is or contains asbestos;
  - understand the difference between friable and non-friable asbestos;
  - visually inspect loads to ensure non-friable asbestos material is appropriately wrapped and labelled
  - describe the requirements for safe handling, double wrapping and placement of non-friable asbestos in skips; and
  - advise customers about the customer declaration requirements
- 4.4 Supervise the safe unloading of **asbestos waste** to ensure careful placement into the designated **asbestos waste** skip to prevent rupture of the wrapping.
- 4.5 Inspect the skip and arrange for removal as required.
- 4.6 Understand the risk to health and the need for personal protective equipment, how to correctly wear a respirator and correct use of personal (and other) air monitoring devices (if required).
- 4.7 Undertake appropriate decontamination procedures if required<sup>10</sup>.
- 4.8 Understand the limitations on use of tools or instruments on asbestos.
- 4.9 Implement incident procedures including safe work methods that minimise and suppress the generation of airborne asbestos fibres if a non-compliant load is presented.
- 4.10 Be aware of all RRC procedures for routine situations and incident procedures relevant to the RRC.
- 4.11 Deal with difficult customers.

8. Refer to WorkSafe Victoria's Compliance Code: *Managing asbestos in workplaces* pp.8-9

9. Note that employers, occupiers and persons in charge must report **notifiable incidents** to WorkSafe Victoria. More information can be found in WorkSafe Victoria's *Guide to incident notification*.

10. Refer to WorkSafe Victoria's Compliance Code: *Managing asbestos in workplaces* pp. 50-51 for examples of general requirements for decontamination

## 5: What infrastructure do I need?

The operator should provide appropriate infrastructure for the receipt of **asbestos waste**, including:

- 5.1 Skips for the containment of double-wrapped, **asbestos waste** that are in a good condition and allows the **asbestos waste** to be placed rather than dropped inside the skip. Dropping may cause asbestos-containing material to break or rupture wrapping. One option is to provide a side-entry skips that allows walk-in entry access.
- 5.2 Skips should be waterproof.
- 5.3 Skips should be fully enclosed. Skip access should be secured whenever the RRC is closed or when the skip is not in use (especially during poor weather such as wind, rain or hail).
- 5.4 Skips should be lined with heavy-duty plastic sheeting (200 micron minimum thickness). Once the skip is full, this liner should be disposed of with the contents and should be replaced prior to the next use.
- 5.5 Skips should be placed in a dedicated area that is not a thoroughfare and not accessible for any other use. Transfer station staff should have a clear view of the unloading and placement of the load in the skip. The operator should consider use of a protective barrier or bollards to protect skips from damage by vehicles.
- 5.6 Skips should not be filled over the maximum rated capacity. The skip should be transported by an EPA-permitted vehicle to the nominated licensed landfill as soon as is practicable after reaching full capacity or if ruptured wrapping is detected within the skip.

## 6: What signage do I need?

The operator should display signage for the following purposes:

*Located at the entrance*

- 6.1 Indicates that friable asbestos is not permitted at the RRC.
- 6.2 Indicates the requirements for accepting **asbestos waste**.
- 6.3 Indicates that it is illegal to dump asbestos-containing material.
- 6.4 Indicates location of **asbestos waste** skips, its purpose, and provides notice of the hazards associated with asbestos.
- 6.5 Indicates that customers not involved in the unloading of **asbestos waste** must remain in the vehicle at all times.

*Located at the skip*

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

## 7: How do I educate and raise awareness among the community of the RRC requirements?

The operator should collaborate with local council to develop an education strategy for all RRC users and the community. The education strategy should be developed prior to the RRC commencing receipt of **asbestos waste**. The education strategy should be initiated and promoted as the RRC starts receiving **asbestos waste**.

The education program should use clear, simple terms and diagrams to support the safe handling (including safe removal methods), preparation, transport and delivery of **asbestos waste**. At a minimum, the education strategy should inform the community about the following:

- 7.1 The availability of the Department of Health Victoria publication *Asbestos in the home – health and safety in the home*
- 7.2 The type and age of buildings and structures in which non-friable and friable asbestos is likely to be found.
- 7.3 The likely location of non-friable and friable asbestos within buildings and structures. For example, vinyl floor tiles in houses, and gaskets.
- 7.4 The health risks associated with non-friable asbestos, including that deteriorated non-friable asbestos can become friable. Deterioration increases the likelihood of release of airborne asbestos fibres and potential exposure, therefore increasing the risk to health and safety.
- 7.5 The increased risk to health associated with friable asbestos (because of the increased likelihood that asbestos fibres will become airborne).
- 7.6 Where to access more detailed information, including information on the health risks associated with asbestos and instruction on safely managing asbestos<sup>11</sup>.
- 7.7 The appropriate measures householders can take to minimise the risks associated with handling, removal, transport and disposal of asbestos-containing material, including:

11. Refer to WorkSafe Victoria and Department of Health guidance material

- engaging a competent person to identify and assess the condition of asbestos-containing material
- engaging a licensed asbestos removalist to remove and dispose of the asbestos-containing material – particularly if the asbestos-containing material is friable
- the safe removal of non-friable asbestos, including availability of guidance and equipment from the asbestos removal kits
- wrapping and labelling non-friable asbestos, and
- transportation of non-friable asbestos to an appropriate facility for disposal.

**7.8** The fee structure for the receipt of **asbestos waste** at the RRC, and the basis for the fee.

**7.9** That, from 31 December 2003, the import and use of all forms of asbestos-containing material (ACM), including **asbestos waste**, was banned in Australia. A number of prohibitions complement this ban, including prohibitions applying to the supply, storage, transport, sale and use of asbestos; reuse, installation and replacement of ACM; and manufacture of ACM.

## 8: What supplies do I need?

The operator should ensure that appropriate supplies are available at the facility to protect the health and safety of the staff during an incident<sup>12</sup>.

## 9: What documentation should I retain?

The operator should ensure the following documentation is kept at the facility:

**9.1** Accurate records of **asbestos waste** received at the facility including:

- the type and quantity of non-friable asbestos
- date of receipt
- ‘Asbestos home removal kit’ number where one has been used
- customer contact details
- vehicle registration
- details of any non-compliant loads, and
- any other relevant information.

**9.2** Completed customer declaration forms

**9.3** All operational procedures for routine operations and incidents

**9.4** Contact list for licensed asbestos removalists

**9.5** Relevant information and resources, including:

- the Department of Health’s *Asbestos in the home* booklet
- WorkSafe Victoria’s *Asbestos handbook for workplaces*, and

- the EPA publication *Asbestos transport and disposal*.

The operator should ensure the following documentation is kept and can be made readily available for inspection by relevant authorities:

**9.6** A contract with a waste transport company that holds an Environment Protection Authority (EPA) waste transport permit to transport asbestos. The waste transport company will be engaged to pick up skips and dispose of waste asbestos at an EPA-licensed landfill site.

**9.7** An agreement with the nominated licensed landfill detailing that the landfill is able to receive the sizes of skips, number and frequency of deliveries anticipated

**9.8** Staff training records, and

**9.9** Atmospheric monitoring results (if required).

## 10: Monitoring effectiveness

The operator should develop procedures that monitor the effectiveness of the procedures and processes for receiving **asbestos waste** at the RRC. This might include, for example:

- completing the a self assessment checklist<sup>13</sup> at least once per year
- reviewing documentation to ensure it meets requirements
- recording the number of incidents and how they were handled.

12. Refer to WorkSafe Victoria’s Compliance Code: *Managing asbestos in workplaces* and Compliance Code: *Removing asbestos in workplaces* for examples of recommended supplies.

13. A sample self-assessment checklist is currently available at .

# 11: Where do I go for further information?

For information about asbestos in the workplace or to find a licensed removalist, contact Worksafe Victoria on 1800 136 089 or go to [worksafe.vic.gov.au/asbestos](http://worksafe.vic.gov.au/asbestos)

## Related WorkSafe Publications and Legislation

- Compliance Code: *Managing asbestos in workplaces*
- Compliance Code: *Removing asbestos in workplaces*
- *Asbestos handbook for workplaces*
- *More information about asbestos*
- *Guide to incident notification*
- *Occupational Health and Safety Regulations 2007 (VIC)*
- *Self-assessment checklist - Managing domestic non-friable asbestos at resource recovery centres*

For information about the correct transport and disposal of asbestos-containing materials, or to find a site licensed to receive **asbestos waste**, contact **EPA Victoria** on (03) 9695 2722 or go to [epa.vic.gov.au](http://epa.vic.gov.au)

## EPA Related Publications

- *Asbestos transport and disposal (EPA publication IWRG611.1)*

For advice about working with or removing asbestos from the home, contact the **Department of Health** on 1300 761 874 or go to [health.vic.gov.au/environment](http://health.vic.gov.au/environment), or contact your council environmental health officer.

## Department of Health Related Publications

- *Asbestos in the Home*
- *Asbestos – Roles and responsibilities for government and guidelines for local government on asbestos*
- *Examples of asbestos-containing materials (National Occupational Health and Safety Council)*

Further information on Asbestos in the home removal kit can be found at [www.gards.org](http://www.gards.org)

- *Asbestos removal DVD – Gippsland Asbestos Related Diseases Society*
- *Asbestos in the home removal kit*

# APPENDIX 1:

## Example of Customer Declaration Form

### NAME OF CITY COUNCIL

#### DECLARATION

I (full name) \_\_\_\_\_

do declare that asbestos delivered for disposal to \_\_\_\_\_

Resource Recovery Centre, on (date) \_\_\_\_\_ is:

- (a) non-friable asbestos
- (b) from a domestic source
- (c) double wrapped with heavy duty plastic (minimum 200 micron thickness)
- (d) labelled

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Car Registration \_\_\_\_\_

SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Receipt # (if applicable): \_\_\_\_\_