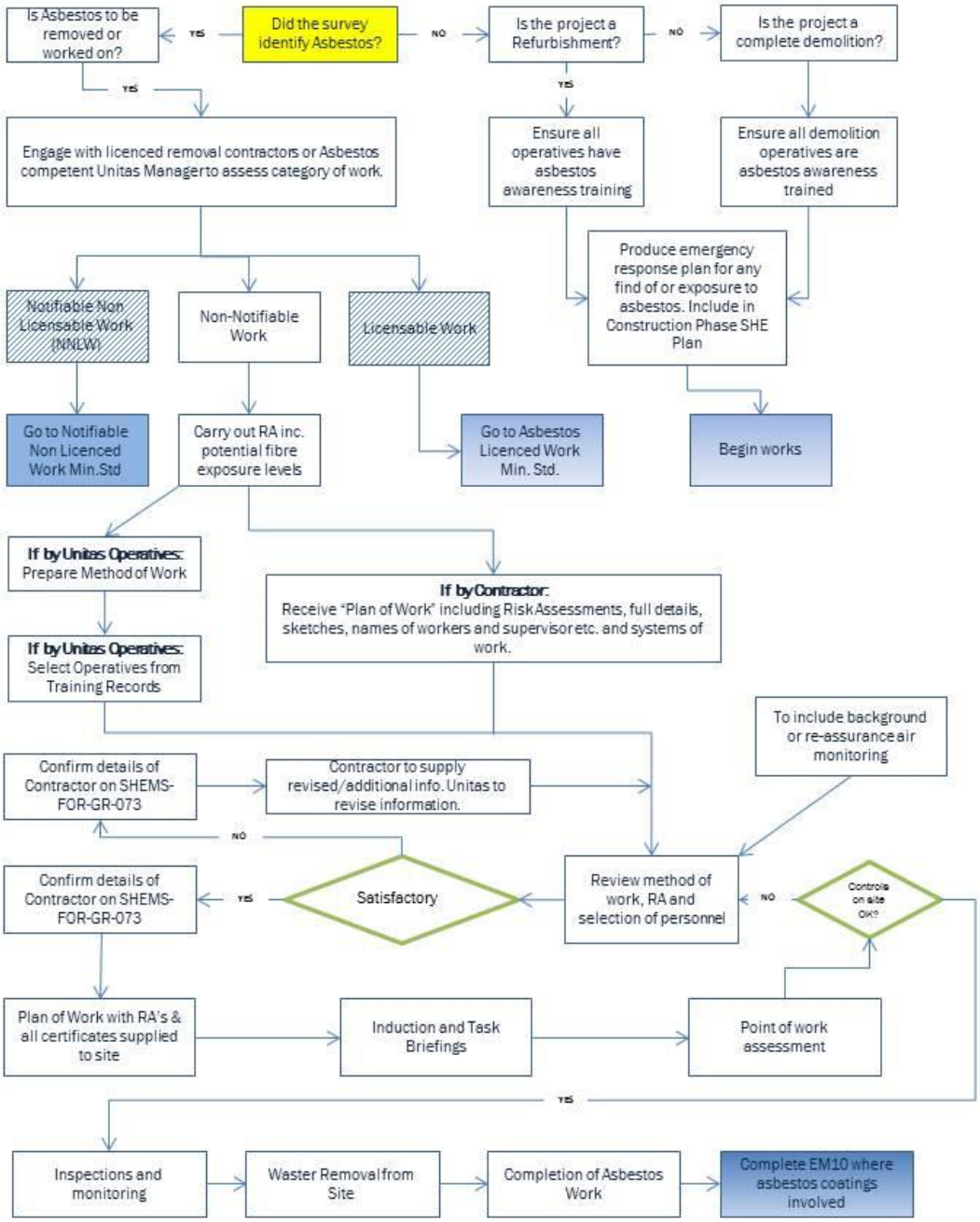
The following Minimum Standard is applicable on all projects

Asbestos Works – Non Notifiable Non-Licenced Work



INTRODUCTION

Works with Asbestos containing materials are regulated by the HSE through a licensing regime. There are, however, some *limited* exemptions when work does not require a licence for it to be carried out.

It is the policy of Unitas not to allow Unitas employees to sample, remove or work with Asbestos containing materials (ACMs)

The only exception to this policy is where employees are specifically identified, trained, insured and authorised in accordance with requirements of Unitas Asbestos Standard SHEMS-STD-GR-041, or are part of a licensed asbestos removal unit.

- The work is best carried out by the holder of an asbestos removal licence to ensure the competence of the workforce, compliance with exposure limits, medical requirements and control of the works.
- Such works are to be completed in accordance with the HSE's "Asbestos Essentials" standards
- Ensure that a Survey is available, appropriate and covers the proposed work.

If the presence of ACMs are suspected, work shall not commence (or if underway shall cease) until the nature of the material is established by a competent asbestos surveyor and analyst as above, or by reference to definitive survey information.

- Engage with a licensed asbestos contractor, or asbestos competent Unitas manager to identify whether the work is ***non-licensed***, and whether it is ***notifiable***
- Where the potential risk of exposure is assessed, by a competent person, as being below the levels identified in the HSE publication, "Managing and Working with Asbestos. Control of Asbestos Regulations 2012." ACoP L143 paragraphs 32 – 41 this does not require a licence, and does not require notification to the HSE
- This would be:
  - Sporadic and low intensity (max 0.6 fibres per cm^3 over 10mins)
  - Below control limits (below average 0.1 fibres per cm^3 over 4 hours)
  - Short duration, non-continuous maintenance with non-friable material
  - Typically this includes work with textured coatings, cement based materials, plastic tiles and cisterns which are in good condition and will not be substantially damaged during the removal process.
  - This can include encapsulation of materials in good condition
  - This includes surveying, sampling and analytical work.
  - This **does not include** coatings, insulation, Asbestos Insulation Board or other friable material.
- Appropriate measures must be in place and authorised contractors used (or Unitas employees trained and authorised as above).

Procurement

Except for Surveying and Analytical tasks the work is best carried out by the holder of a current asbestos removal licence to ensure the competence of the workforce, compliant with exposure limits and control of the works.

Select Asbestos Contractors with appropriate insurance (including non-licenced asbestos work)

Where Unitas employees carry out the work (strictly in accordance with the above requirements), they must have been trained for the type of work.

Competence/Training

Only those who have undergone further training which complies with the requirements of the Control of Asbestos Regulations 2012, as explained in ACoP L143 paragraphs 128-137, and are able to demonstrate their training and competence for the type of work they are to undertake shall be allowed to carry out the work. This includes surveyors, supply chain partners, holders of ancillary licences and removal licences.

- Obtain the "Plan of Work" from the contractor or from the Unitas manager responsible for the works where Unitas employees are carrying out the work. This must include:
  - Location of the work
  - Name of contractor, names and contact details of managers and supervisors
  - Names of removal operatives to be used
  - Details of survey on which the plan is based (date, type and name of surveyor(s)
  - Type, form, quantity, extent and condition of asbestos
  - Risk assessments by a competent person for the potential asbestos fibre release and control as well as the work to be carried out such as work at height.
  - Details of anticipated exposure and mitigation methods
  - Plan of work (method statement) including nature and probable duration of work, access routes and sketches
  - Inspection and monitoring arrangements to ensure controls are maintained
  - Identification of plant required (eg vacuum cleaners, suppressant kits)
  - RPE and PPE details with maintenance and test records for RPE and plant
  - Personal and background monitoring details

  - Establishment and maintenance of exclusion zones
  - Waste arrangements (including secure storage and disposal arrangements)
  - Emergency arrangements including arrangements to raise and communicate alarms, fire, medical emergencies, inadvertent damage to ACMs, emergency evacuation, segregation and de-contamination
  - Details of who will consider any departures from the plan and how these will be communicated to the asbestos workers and site team

- When Unitas are satisfied that the Plan of Work is suitable, the contractor shall be notified using SHEMS-FOR-GR-022.
- No work shall commence until the authorised contractor provides a full site pack. This must include all the above items listed above as required under the plan of work, in addition to the following:
  - Confirmation of names of managers, supervisors, operatives
  - Current test certificates for all plant, NPUs, DCUs, RPE etc.
  - Daily checklists

- Asbestos Contractors shall be inducted, and briefed on the method of work, including emergency arrangements
- All asbestos waste (including dirty clothes) shall be double bagged and sealed in legally compliant bags
- Daily Inspections shall be carried out and recorded by the contractor

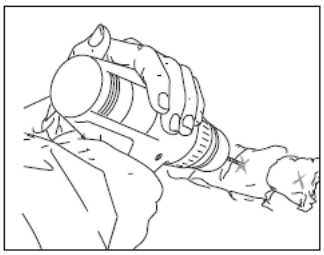
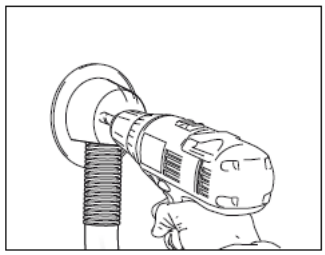
- Background or re-assurance air monitoring shall be carried out where identified by risk assessment (e.g. adjacent to schools, in occupied premises etc.)
- On completion of the work, the contractor shall inform Unitas that work is complete and has been cleared of any asbestos debris.
- Re-occupation shall only be allowed following confirmation that works have been completed, and a visual inspection carried out by Unitas (competent person) or an independent analyst employed by Unitas.

Documentation

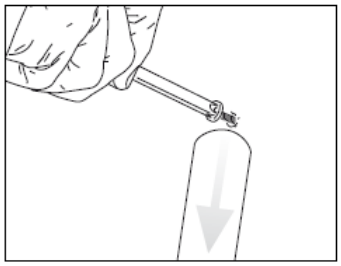
- Asbestos Survey Checklist SHEMS-FOR-GR-023
- Asbestos Plan of Work Checklist (Non-Licenced Work) SHEMS-FOR-GR-022
- Asbestos Work Monitoring Form (Non-Licenced Work) SHEMS-FOR-GR-025

Further Guidance/Reference refer to Asbestos Management Standard SHEMS-STD-GR-041

Minor maintenance Works to Asbestos Cement

Drilling holes in Textured Coatings or Asbestos Cement



Removal of Asbestos Vinyl Floor Tiles

Shadow vacuuming

Cistern Removal or minor plumbing works

Cleaning

Bagging Waste

ASBESTOS – NON-NOTIFIABLE NON-LICENSED WORKS

Project Name:			
Project No:		**Date:**	
Name of person undertaking check or Safety Monitoring:			

	Check	Complete	
1	Is an appropriate Refurbishment/Demolition survey available?	YES	NO
2	If a contractor is used are do they hold a removal licence?	YES	NO
3	If contractor does not hold a licence are they authorised (see Unitas Asbestos Standard for detail)	YES	NO
4	Does the proposed "Plan of Work" include all details in sufficient detail?	YES	NO
5	Are finalised details of the Plan of Work available on site?	YES	NO
6	Are all certificates (plant, and equipment inc RPE) on site?	YES	NO
7	Face fit test certificates available on site for RPE being used?	YES	NO
8	Will exposure level be below thresholds in the Minimum Standard?	YES	NO
9	Are waste skips/receptacles secured and clearly identified as asbestos waste?	YES	NO
10	Has background/re-assurance been considered?	YES	NO
11	If background/re-assurance air monitoring required is it being done?	YES	NO
12	Are daily checks being carried out and recorded by contractor?	YES	NO
13	Are works being carried out as described in the plan of work, and all RPE worn?	YES	NO
14	Is waste being doubled bagged, sealed and correctly marked?	YES	NO