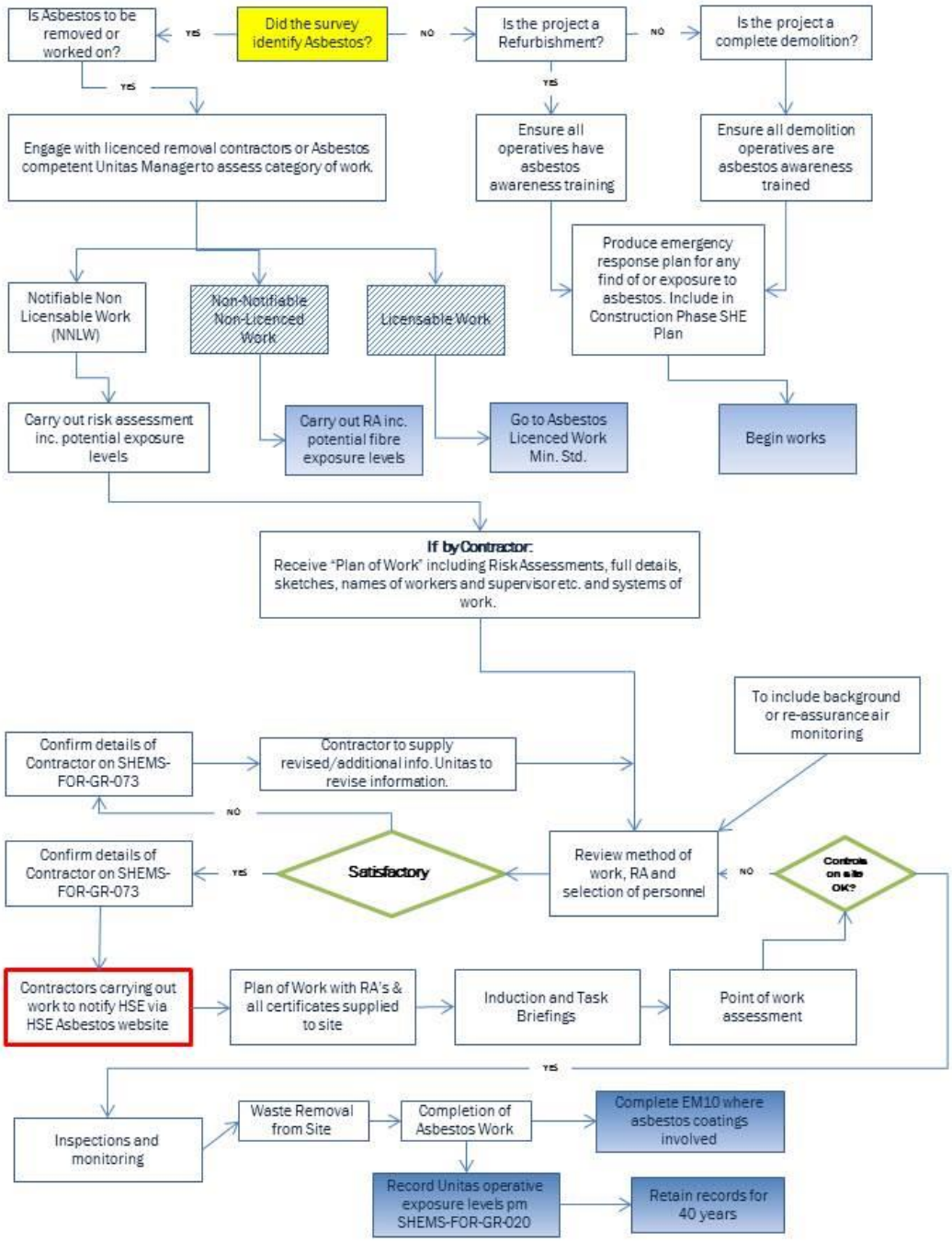
MINIMUM STANDARD

Asbestos Notifiable Non-Licensable

The following Minimum Standard is applicable on all projects

Asbestos works – Notifiable Non-Licenced Work



General Unitas requirements applicable to this standard

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 the requirements of the Unitas Asbestos Standard (SHEMS-STD-GR-041), or are part of a licensed asbestos removal unit.

- Works are to be completed in accordance with the HSE's "Asbestos Essentials" standards
- 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
- Where textured coatings have been removed obtain a completed EM10 form
- 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
- Records of work carried out and duration shall be recorded and retained by the employer on the individuals' personnel records for 40 years

Planning

- Ensure that a Demolition and Refurbishment Survey is available, appropriate and covers the proposed area of 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." L143 (ACoP) paragraphs 26-27 this may not require a licence. Examples are given in paragraphs 58-73

- This would be:
  - sporadic and low intensity (max 0.6 fibres per cm^3 over 10mins)

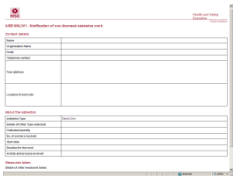
  and below control limits (below average 0.1 fibres per cm^3 over 4 hours)
  and of short duration (if AIB) ~ maximum 2 hours for the task, 1 hour per person in seven days.
  Typically this includes work with textured coatings, cement based materials, plastic tiles and cisterns.
  - This **does not include** coatings, insulation or other friable material.

- Appropriate measures must be in place and authorised contractors used (or Unitas employees trained and authorised as above)

  Where Unitas employees carry out the work (strictly in accordance with the above requirements), they shall be selected on the basis of exposure level records, held by Unitas.

- Obtain the "Plan of Work" from the contractor (or where trained and authorised Unitas employees are carrying out the work, from the competent Unitas manager). 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 (e.g. 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 form SHEMS-FOR-GR-022.
- When Unitas employees are carrying out the work the Plan of Work shall be reviewed and recorded on SHEMS-FOR-GR-022
- The employee of those carrying out the work shall notify the HSE using the HSE electronic/web-based notification portal before the work starts



- 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:
  - Evidence of the notification to the HSE
  - Confirmation of names of managers, supervisors, operatives
  - Evidence of exposures over the previous 7 days (Max 1 hour per person)
  - Medical certificates (mandatory from May 2015)
  - Current test certificates for all plant, NPUs, DCUs, RPE inc. face fit tests etc
  - Clearance Certificate for DCU from previous use
  - Daily checklists

Procurement

The work is best carried out by the holder of a current asbestos removal licence to ensure the competence of the workforce, compliance with exposure limits, medical requirements and control of the works.

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

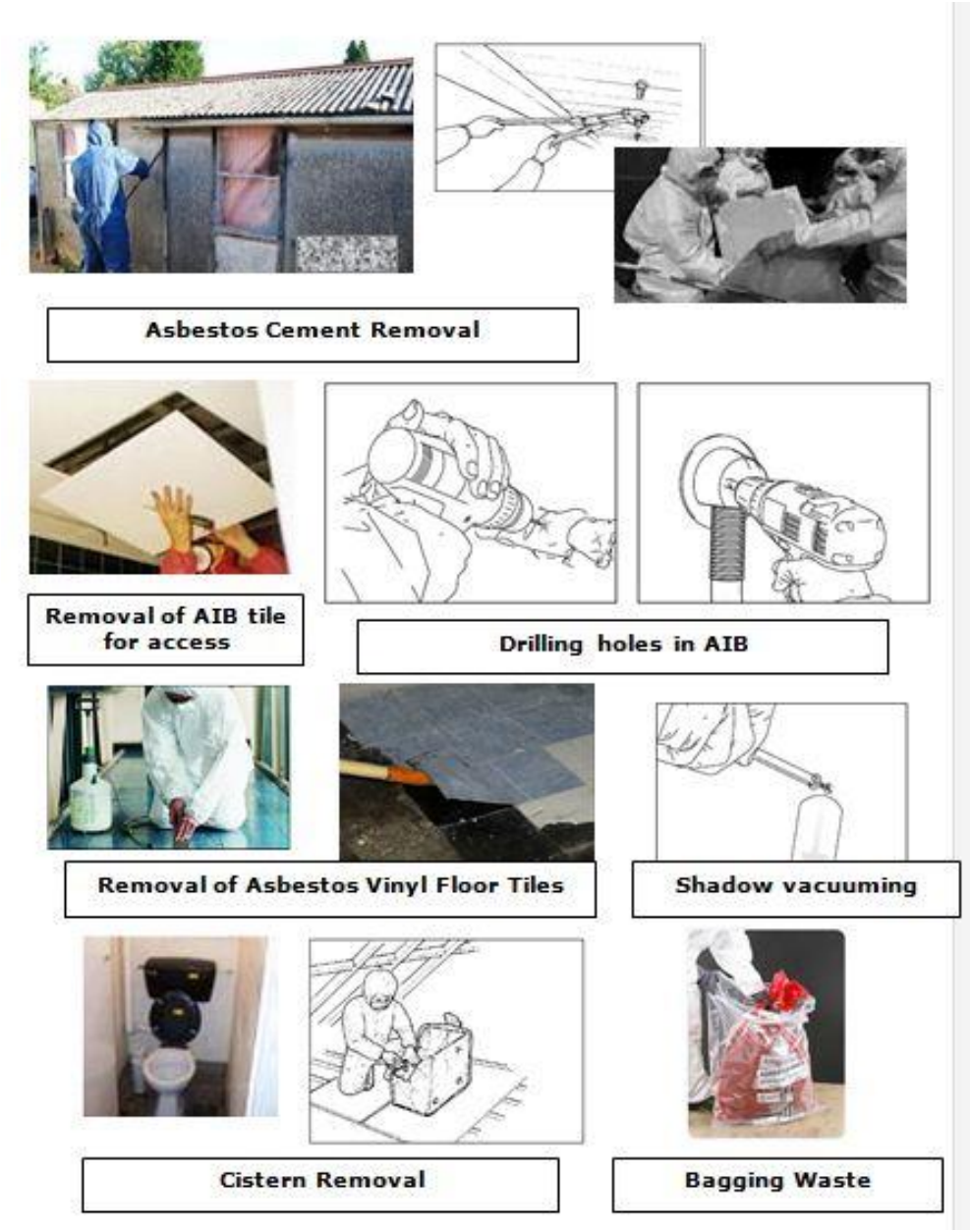
Competence/Training

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 work. This includes surveyors, supply chain partners, holders of ancillary licences and removal licences.

Documentation

- Asbestos Survey Checklist SHEMS-FOR-GR-023
- Record of Notifiable Non-Licensed Works (Personal Exposure) SHEMS-FOR-GR-020
- Asbestos Plan of Work Checklist (Non-Licensed Work) SHEMS-FOR-GR-022
- Asbestos Work Monitoring Form (Non-Licensed Work) SHEMS-FOR-GR-025

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



ASBESTOS NOTIFIABLE NON-LICENSED WORKS CHECKLIST

Project Name:
Project No: **Date:**

Name of person undertaking check or Safety Monitoring:

	Check	Complete	
1	Is an appropriate Refurbishment/Demolition survey available?	✓	x
2	If a contractor is used are do they hold a removal licence?	✓	x
3	If Unitas employees carrying out the work are they trained and authorised for this type of work.	✓	x
4	If contractor does not hold a licence are they authorised (see Unitas Asbestos Standard for detail)	✓	x
5	Does the proposed “Plan of Work” include all details in sufficient detail?	✓	x
6	Is evidence of the Notification to HSE available and correct?	✓	x
7	Are finalised details of the Plan of Work available on site?	✓	x
8	Are all certificates (plant, and equipment inc RPE) on site?	✓	x
9	Face fit test certificates available on site for RPE being used?	✓	x
10	Are medical certificates available?	✓	x
11	Are exposure records for operatives available?	✓	x
12	Will exposure level be below thresholds in the Minimum Standard?	✓	x
13	Transit and waste routes delineated and signed?	✓	x
14	Are waste skips/receptacles secured and clearly identified as asbestos waste?	✓	x
15	Has background/re-assurance been considered?	✓	x
16	If background/re-assurance air monitoring is required is it being done?	✓	x
17	Are daily checks being carried out and recorded by contractor?	✓	x
18	Are works being carried out as described in the plan of work, and all RPE worn?	✓	x
19	Are transit routes and areas outside work areas clear of waste?	✓	x
20	Is waste being doubled bagged, sealed and correctly marked?	✓	x
21	Are exposure records up to date?	✓	x