

Asbestos checklist – for health and safety representatives

This checklist supports health and safety representatives exercise their powers and functions to represent workers in their work group in relation to asbestos in the workplace.

The primary responsibility for ensuring a healthy and safe workplace rests with the person conducting a business or undertaking (PCBU) (e.g. your employer), and the person with management or control of the workplace (e.g. site manager). Managing the risk of asbestos is not the responsibility of an HSR. This checklist is designed to assist HSRs ask questions to help understand if WHS requirements are being met in their workplace and should be read together with the [Guidance for health and safety representatives: asbestos](#).

This checklist is based on the model WHS laws. Some jurisdictions have made variations in their respective WHS laws compared with the model WHS laws. Please contact your WHS regulator for assistance in understanding the WHS requirements or safe work procedures that apply in your jurisdiction.

Identifying asbestos

- Is the building, machinery or product likely to contain asbestos?
 - Was the building or machinery built or installed prior to 2004 (or buildings prior to 1990 in Queensland)?
 - Are you working with older products such as fibrous cement sheeting, flue pipes, drains, roofs, gutters, automotive brakes, clutches and gaskets?
- Has an asbestos register that records the location, type and condition of any asbestos been prepared and made available?
- Has the asbestos register been reviewed and updated in the last 5 years?
- If there is uncertainty as to whether something has asbestos, has it either been assumed to contain asbestos, or has a sample been tested?

For more information refer to:

- section 1.1, [Guidance for health and safety representatives: asbestos](#).
- the [Asbestos Product Guide](#) for information on various types of products with asbestos containing material that can still be found in Australia.

Asbestos removal

- If asbestos is likely to be disturbed (e.g. during refurbishment) or if asbestos-containing material is damaged or deteriorating, has safe removal been organised if reasonably practicable to do so?
- If asbestos removal work is to be carried out at your workplace, have workers been consulted about it before the work starts?
- Where licensed asbestos removal is required, has an asbestos removalist who is licensed to carry out the work been organised, and an asbestos removal control plan been prepared and made available?
- Are signs and barricades in place to prevent workers accidentally disturbing or unknowingly entering an area where asbestos removal is occurring?
- Has a clearance certificate been issued by an independent assessor before the area is reoccupied?

For more information refer to section 2.1, [Guidance for health and safety representatives: asbestos](#).
Note: in some states or territories, limited amounts of asbestos may be removed without a licence. Contact your WHS regulator for more information.

Managing asbestos in-situ

- Have the control measures detailed in the asbestos management plan been implemented?
- Are controls reviewed regularly, for example when a new process or piece of equipment is introduced?
- Are procedures in place for detailing incidents or emergencies involving asbestos or ACM at the workplace?
- Have all workers been trained in emergency procedures and safe work processes and are those processes being followed?
- Where it is required, has appropriate personal protective equipment been provided and are workers trained in its safe use?

For more information refer to section 2.2, [Guidance for health and safety representatives: asbestos](#).

Information and training

- Have workers who may come into contact with asbestos been provided with appropriate training and information to enable them to work safely around asbestos?
- Has an asbestos register and an asbestos management plan been made readily available to workers and others?
- Has the PCBU consulted you and other workers about the way asbestos is identified and on decisions about how to eliminate or minimise the risk of exposure?
- Do workers know how to raise concerns about the risk of asbestos exposure?
- Do workers know who to contact and what to do if they are/may have been exposed to asbestos?

For more information refer to section 2, [Guidance for health and safety representatives: asbestos](#).

Health and air monitoring

- Has the need for **health monitoring** been considered for workers who are at risk of exposure to asbestos?
 - Have workers been informed of the need for, and details of any health monitoring requirements before they carry out any work that may expose them to asbestos?
 - Have workers been given access to their own health monitoring records?
 - Are health monitoring records being kept for at least 40 years?
- Has the need for **air monitoring** been identified and have any results been made available to workers?

For more information refer to sections 1.2 and 2.4, [Guidance for health and safety representatives: asbestos](#).

What to do if you have concerns

If you think there's asbestos in your workplace, or if you are concerned about the way it is being managed, talk to your PCBU first. If you're still concerned, contact the [WHS regulator in your jurisdiction](#).