

Checklist for 'Managing my Asbestos'

This checklist can help a PCBU to carry out your duty to manage asbestos. Use this checklist to mark your progress.		YES	Action required?
1	<p>Are you responsible for maintenance or repair? <i>Does the duty to manage apply to you and your premises?</i></p>		
2	<p>When was it built? <i>Was it built before 2000, are you on a brownfield site or do you use old equipment?</i></p>		
3	<p>What information do you have already? <i>Look at building plans, previous asbestos surveys and any other relevant documents.</i></p>		
4	<p>Has the PCBU commissioned a management survey? <i>A management survey should identify what type of ACMs are present and where they are.</i></p>		
5	<p>Does the management survey highlight the location of ACMs? All areas of the premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors etc.</p>		
6	<p>Has the PCBU assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
7	<p>Does the PCBU have a management plan detailing how to manage the risks from any ACM's? The plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done – both for any remedial work and for ongoing management action like periodic checks. It should set out clear lines of responsibility. The plan can be written or held as a computer-based record and should be readily accessible.</p>		
8	<p>Are precautions in place to ensure anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to carry out any work on the premises does not start before they are given the information about any asbestos present. The information should be supplied well before any work starts so that the correct precautions can be implemented.</p>		
9	<p>Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work. Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p>		
10	<p>Tell people what you're doing You need to tell employees, contractors, and maintenance workers about your findings.</p>		
11	<p>Getting work done Does the work need a licensed contractor?</p>		
12	<p>Keep your records up to date If any work is done on asbestos, your records need updating, and you need regular checks on the state of the asbestos.</p>		