

Asbestos Removal Licence Application

CRITERIA FOR THE LICENSING OF ASBESTOS REMOVALISTS UNDER THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2007

Under Chapter 6 Part 6.1 of the *Occupational Health and Safety Regulations 2007*, WorkSafe Victoria may license people to remove asbestos.

Licences may be granted for these categories:

Class A Asbestos Removalists:
people licensed to remove asbestos of any kind.

Class A Specific Friable Asbestos Removalists: people licensed to remove specific types* of friable asbestos – containing material.

Class B Asbestos Removalists:
people licensed to remove all non-friable asbestos-containing material.

Class B Specific Non-Friable Asbestos Removalists: people licensed to remove a specific type(s)* of non-friable asbestos-containing material.

* **type of asbestos-containing material** means any material or objects that contains asbestos.

Example: asbestos cement sheeting, asbestos cement pipes, asbestos vinyl tiles, sprayed limpet asbestos, and asbestos-containing telecommunications pits and pipes, pipe lagging, millboard and gaskets.

Note: A person who holds a *Class A Specific Friable Asbestos Removal Licence* is only entitled to remove the specific type of friable asbestos

specified on the licence. The person is not entitled to remove any type of non-friable asbestos.

Friable Asbestos means:
asbestos-containing materials that when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process becomes such that it may be crumbled, pulverised or reduced to powder by hand pressure.

Non-Friable Asbestos means:
asbestos-containing materials that have been compounded from asbestos mixed with cement or other hard bonding materials.

Note: Asbestos Removal Licences CAN only be issued in the name of Registered Companies or in the name of Individuals; they CANNOT be issued in Business Names or Trading Names.

For both Class A and Class B applicants, WorkSafe Victoria's criteria for the licensing of people who may operate as asbestos removalists are:

1. The applicant must complete the appropriate **Application for an Asbestos Removal Licence** form and lodge it with all appropriate information.
2. The applicant must send the specified fee payment with the licence application.

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3. The applicant must provide details of any Asbestos Removal licence or approval granted by any Australian state or territory. If the applicant, or any officer of the applicant body corporate, has had an asbestos removal licence or approval, refused, suspended or cancelled, details must be provided in relation to the grounds for such refusal, suspension or cancellation.
4. The applicant must show or demonstrate how issues relating to previous convictions relating to asbestos removal work and cancellation of approval/licence for asbestos removal in any states or territories have been rectified.
5. The applicant should provide the name and contact details of the Registered Medical Practitioner who will undertake medical examinations of employees.
6. **Applicants for Class A** licence must provide a copy of a certificate in relation to a health & safety management system, which the applicant has obtained.

The certificate must be:

- current, and must remain current, and is
- directly associated with asbestos removal, and is
- accredited/approved by JAS-ANZ or as the Authority determines.

Note: If a new applicant does not hold current certification for a health & safety management system, then the applicant must provide evidence of satisfactory review of the proposed health & safety management system documents, within the last six months, by a certifying auditor.

The applicant must provide the name and contact details of the person who

will be responsible for ensuring that certification always remains current.

7. The applicant should provide details of the personal protective equipment, including respiratory protection to be worn by employees, detailed information on the HEPA vacuum cleaner and must provide details of the laundering arrangements in place for personal protective equipment if relevant.
8. Proof of training in asbestos removal must be submitted to WorkSafe Victoria for each employee involved in or expected to be involved in asbestos removal work.

Proof of training MUST be in the form of course certificates, letters from training providers or other suitable training institutions.

Training details must include:

- Course name.
- Date(s) of course completion
- Types / Scope of course eg
 - Friable & non-friable asbestos removal
 - Non-friable asbestos removal only
 - Other. Removal of specific type of asbestos-containing material (eg. water pipes, gasket removal telecommunications pits & pipes)

The applicant needs to ensure that any course completed provides the trainee with information and knowledge on:

- a. (i) Types of asbestos-containing material and the differences between friable & non-friable asbestos.
 - (ii) Health effects relating to exposure to asbestos.
 - (iii) Current Victorian regulatory requirements
- b. Proper use and maintenance of personal protective equipment & clothing.

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c. Safe work practices for asbestos removal as appropriate, including:

- removal set up
- removal
- use of asbestos removal equipment (eg. HEPA vacuum cleaner, decontamination unit, negative-air unit)
- decontamination (personal & work area)
- waste collection, transport & disposal
- clearance of removal area.

The applicant needs to ensure that nominated supervisors have a thorough knowledge of current asbestos removal regulatory requirements and have extensive experience in asbestos removal, (generally a minimum of two years asbestos removal site experience) and have successfully demonstrated a high level of competence in the areas b & c above. The applicant must provide information to verify that the nominated supervisor(s) are informed of current regulatory requirements.

10. Details of experience in asbestos removal must be submitted to the Authority for each Site Supervisor involved in asbestos removal work.

The details must include asbestos removal project names and project dates that the Supervisor has been involved in.

Note:

- The nominated supervisor should have at least two years experience in conducting asbestos removal work relevant to the licence being sought. Details of a minimum of at least six asbestos removal projects should be provided.
- Project details should preferably be no more than two years old.
- Projects for non-specific Class A applicants should include a minimum of four friable asbestos removal jobs.
- Projects for non-specific Class A & B applicants should, as far as possible, show removal of a range of different asbestos containing materials and in different quantities.

Contact names for each project must also be included so WorkSafe can verify the experience of Supervisors.

A non-specific Class A licence allows the licence holder to conduct removal of **all kinds** of asbestos. Similarly, a non-specific Class B licence allows the licence holder to remove **all types** of non-friable asbestos-containing material. Accordingly, **WorkSafe requests that the applicant provide projects that illustrate that the nominated supervisor has experience with removal of more than one type of asbestos-containing material.**

If the projects conducted reflect experience with only one type of asbestos-containing material, the applicant should apply for a specific class A or B licence, as relevant.

In addition, for non-specific Class A or B applicants, WorkSafe requests that the applicant provides details of projects that reflect a range of different quantities of asbestos removal. For example, applicants seeking a non-specific Class B licence should **not** have projects that only show experience with small-scale removal (eg. removal of a few asbestos cement sheets). The projects should illustrate the ability to also conduct large removal jobs (eg. entire asbestos cement roof removal).



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11. A fee is required upon application for a Licence to Remove Asbestos. The application fee for a Class A Licence is \$507 & the application fee for a Class B Licence is \$469.

An application for an asbestos removal licence must be accompanied by the appropriate fee.

The *Occupational Health and Safety Regulations 2007* allows an employer or self-employed person to remove a limited amount of asbestos-containing material which is fixed or installed to a building, structure, ship or plant without the need to hold an Asbestos Removal Licence.

This exclusion only applies to:

- non-friable asbestos-containing material; and
- the area to be removed is less than 10 square metres in total; and
- the removal is not undertaken for more than 1 hour in any period of 7 days.

This permitted limited asbestos removal must be conducted according to these of the Regulations.

Note: Provision of false or misleading or inaccurate information in the application for a licence may result in a refusal to issue a licence.

People seeking further information on the licensing of Asbestos Removalists can contact WorkSafe's Licensing Branch at:

Licensing Branch
WorkSafe Victoria
GPO Box 4293
MELBOURNE VIC 3001

Telephone 1300 852 562
Facsimile 1800 060 727
Email licensing@workcover.vic.gov.au
Web www.worksafe.vic.gov.au