



HEALTH & SAFETY NOTICE

HSN-35

ISSUE 02

JANUARY 2002

ASBESTOS

CONTENTS

Introduction	Page 35.2
Nature of Risk	Page 35.2
Policy	Page 35.2
<u>Responsibilities</u>	
Management	Page 35.3
Safety Officer	Page 35.3
Supervisors	Page 35.4
<u>Work on Asbestos Items</u>	
Engineering Block Encapsulated Asbestos	Page 35.4
Cable Ducts Asbestos Insulation and Cement Products	Page 35.5
Other Materials, Products or Equipment	Page 35.5
Disposal of Asbestos	Page 35.5
Appendix 1: Asbestos Survey	Page 35.7

ASBESTOS

INTRODUCTION

1. The Asbestos at Work Regulations places upon employers certain duties with relation to employees and other persons, when a work activity involving asbestos is carried out.
2. This health and safety notice is intended to implement these regulations, the amendments to the regulations and any guidance that has been issued by the Health and Safety Executive. Nothing in this health and safety notice should be read as contradicting any requirement or provision of the regulations or supporting documentation.
3. This health and safety notice should be read and understood by all appropriate employees of Vacman Cleaning Ltd.
4. This health and safety notice will detail procedures to be adopted for dealing with the asbestos contained within Vacman sites, and is intended to reduce to a negligible level the risk associated with working with asbestos products.

NATURE OF RISK

5. Asbestos can produce very small dust particles which can become airborne and be breathed in, and if breathed in over a long period will cause damage to the lung tissue, and could eventually lead to :
 - 5.1 an illness called Asbestosis or Fibrosis of the lungs;
 - 5.2 lung cancer;
 - 5.3 mesothelioma
6. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust levels well above the levels found in British industry. An isolated accidental exposure to asbestos dust of a short duration is therefore unlikely to result in the development of asbestos-related disease.

POLICY

7. The policy of Vacman Cleaning is that where practicable no new products or materials containing asbestos will be used.

Asbestos products, materials or equipment containing asbestos currently used on company sites will be identified and progressively replaced by asbestos-free equivalents if available and practicable, except where removal would create an unacceptable hazard. In all cases of material, equipment, etc. being identified as containing asbestos, it will be

labelled and, if practicable, be made safe by an approved method.

9. Vacman Cleaning has identified locations where materials contain asbestos and if they cannot be safely removed, they will be encapsulated where practicable, and all locations identified will be duly labelled that there is asbestos material in the area.
10. All products, materials or equipment containing asbestos will be identified (Appendix 1) and the information sent to the Managing Director.
11. No new products containing asbestos will be purchased unless the Safety Officer and/or the Managing Director have been consulted and permission has been granted in writing.
12. Work on the insulation containing asbestos will only be carried out by a recognised company that is licensed by the Health and Safety Executive.
13. The company will view extremely seriously any exposure to asbestos. Action will be taken to prevent any recurrence of that exposure, and any incident involving exposure will be reported on an incident/accident/dangerous occurrence form.

RESPONSIBILITIES

MANAGING DIRECTOR

14. The Managing Director is responsible for keeping the list that details all asbestos products, and will review this list on the 01st October every year.
15. The inspection and maintenance of the insulating material containing asbestos, which has been identified in the Building and the cable ducts, will be under the control of the Managing Director. The inspection of the insulating material containing asbestos (i.e. Barrel Vault roof) will be carried out once a year, and the asbestos materials located in the cable ducts will be inspected annually and a report will be sent to the head office after each inspection. Any defects found and any work carried out on the insulation will be recorded on file and a copy sent to the Safety Office.

WORK ON ASBESTOS ITEMS

ENCAPSULATED ASBESTOS

22. A contractor as detailed in paragraph 12 will carry out all work on the ceiling insulation. A Permit to Work system will be used, as determined by the Managing Director..
23. If the encapsulation/asbestos suffers damage at any time, the person causing or finding the damage must immediately restrict access to the area, and inform the Managing Director and/or the Safety Officer.

24. On the report of damage the Managing Director will immediately prohibit access to the area, until Director of Estates and Facilities Management or the Safety Officer declares the area safe.
25. The damaged area may undergo a temporary repair which is approved by Managing Director or the Safety Officer, and after being declared safe access to the area will be permitted.
26. Either locking doors or erecting barriers will restrict entry to an area that cannot be declared safe. Notices will be posted stating "ASBESTOS - NO ENTRY".
27. The Managing Director will then arrange for a licensed specialist contractor to repair the damage and clean the area, using approved procedures.

CABLE DUCTS ASBESTOS INSULATION AND CEMENT PRODUCTS

28. Due to the presence of asbestos products within the cable ducts, any entry to the ducts, or any work carried out within the ducts will require a Permit to Work, issued by the Managing Director/ or Safety Officer.
29. A licensed specialist contractor will carry out Work on the asbestos products within the cable ducts.
30. If the asbestos products within a cable duct suffer damage at any time, the person causing or finding the damage will immediately vacate the ducts and inform Managing Director and/or the Safety Officer.
31. The Managing Director will immediately have all persons working within the duct evacuated, prohibit any further access to the cable duct until the area is declared safe, and arrange for a licensed specialist contractor to carry out remedial work and clean the area, using approved procedures.

OTHER MATERIALS, PRODUCTS OR EQUIPMENT

32. The cleaning of materials or products containing asbestos is not to be undertaken by Vacman staff.
33. If equipment containing asbestos is required to be worked on, the Safety Officer and/or the Managing Director must be consulted, and a procedure agreed before work commences.
34. If the material, product or equipment containing asbestos becomes damaged, the person causing or finding the damage must immediately restrict access to the area, and inform the Safety Officer and the Managing Director.
35. The Managing Director, the Safety Officer and the Head of Dept involved will then agree

a method of dealing with the problem.

36. If there is any suspicion that any material, product or equipment contains asbestos, the offending item will be treated as an item containing asbestos and paragraphs 33 to 35 will be followed.

DISPOSAL OF ASBESTOS

37. The licensed specialist contractor in carrying out work on asbestos materials will be responsible for disposing of, in the approved manner, any waste product containing asbestos.
38. Materials or products containing asbestos will be placed in double plastic bags, sealed and suitably marked, and the Managing Director informed. A specialist licensed contractor will then be contacted and be asked to dispose of them.
39. Equipment containing asbestos, which there is a requirement to dispose of, will be sealed in double plastic bags if possible, or be securely double wrapped in plastic and adequately sealed. The item will be suitably marked and then advice obtained from the Managing Director on how the item will be disposed of.

Approved by:



.....
(Managing Director)

Date...../...../.....

HSN-35: APPENDIX 1

ASBESTOS SURVEY

As at 1 January 1997 the areas and items of equipment which contain asbestos are as follows:-

Area

- 1. Internal Garage Walls, Tigh na Coille, Budhmor Place**