

INFORMATION SHEET 2

LOCATIONS WHERE ASBESTOS MAY BE FOUND

If you are doing work on a commercial building or a home and you are unsure whether asbestos may be present or not, proceed as if it is present.

WHERE IS ASBESTOS LIKELY TO BE FOUND?

Any building constructed, altered or refurbished before the late-1980s is likely to contain asbestos and/or asbestos-containing materials (ACMs).

Buildings constructed after 2000 are generally unlikely to contain ACMs but as materials containing asbestos are still permitted to be imported into New Zealand, some buildings built after 2000 may contain ACMs.

As a general rule, if a building was constructed:

BEFORE THE MID-1980s

it is very likely to have materials containing asbestos

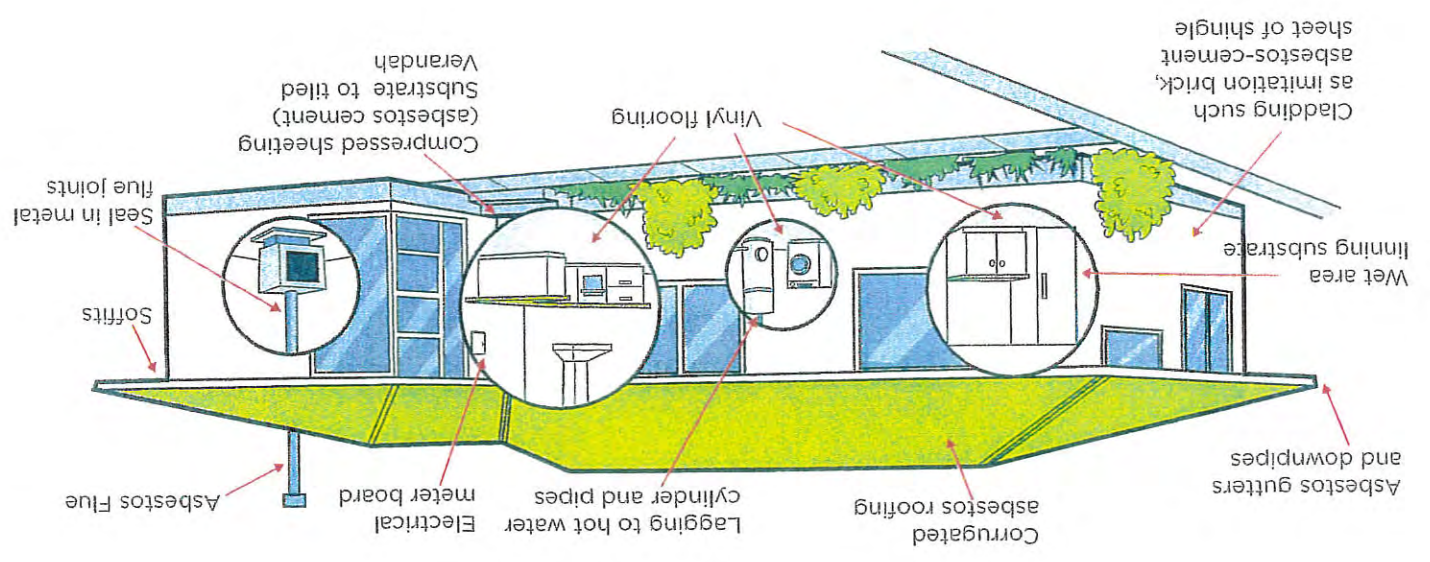
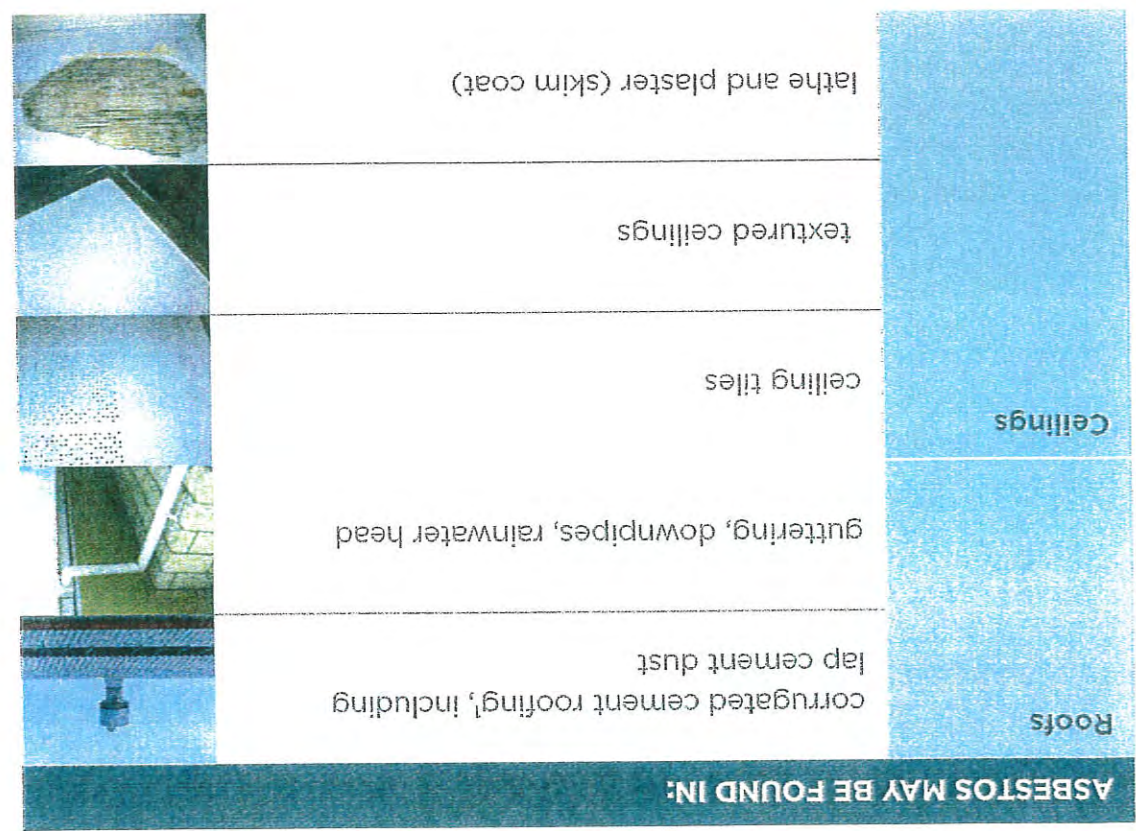
BETWEEN THE MID-1980s AND 2000

it is likely to have materials containing asbestos

AFTER 2000

it is unlikely to have material containing asbestos

Debris in the roof space from a previous roof replacement may contain asbestos.



ASBESTOS MAY BE FOUND IN:

External cladding and eaves

sheet claddings (flat/corrugated)



baseboards and kickboards

shingles



imitation brick/stone claddings



soffit linings



Interior walls and finishes

sprayed/textured wall finishes



insulation board (eg around fireplaces)



plasterboard lining and jointing compound



skim coat on lathe and plaster




Floors

vinyl sheet and tile flooring



ASBESTOS MAY BE FOUND IN:

<p>roof and wall insulation</p>	<p>Insulation</p>
<p>lagging (insulation)</p>	
<p>hot water cylinder insulation</p>	
<p>drainage pipes</p>	<p>Pipes</p>
<p>flues</p>	<p>Miscellaneous</p>
<p>seals on wood burners/firedoors</p>	
	<p>fuse boards (mill board)/linings in fuse holders</p>
<p>five cement in old chimneys</p>	
<p>night store heater</p>	
<p>fences</p>	
<p>moss, lichen and algae from the roof and exterior walls</p>	

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INFORMATION SHEET 7

DISPOSAL OF ASBESTOS WASTE

Asbestos waste must be disposed of at approved local authority refuse sites. It must not be sold or re-used.

WHAT IS REQUIRED WHEN DISPOSING OF ASBESTOS?

Asbestos must be removed from the site to an approved refuse site as soon as practicably possible. Before removal the asbestos waste must be placed in a sealed container and marked clearly to indicate the presence of asbestos.

A licensed asbestos removalist must prepare an asbestos removal control plan for any licensed asbestos removal work being undertaken.

The removal control plan must include details of the means of transport and disposal of asbestos waste.

An asbestos removal control plan should describe:

- > how the waste is contained (on and off site)
- > the quantity (amount and dimensions) of waste
- > where the waste will be stored on site before disposal
- > how the waste will be transported (on and off site)
- > approvals from the local authority
- > local authority requirements such as quantity of asbestos and dimensions of containers
- > where the waste will be transported to
- > verification of correct disposal such as tip dockets.

The asbestos removal plan must be kept on site.

HOW IS ASBESTOS WASTE STORED ON SITE PRIOR TO REMOVAL?

Before being removed from site, asbestos waste must be:
> stored in closed containers that are impermeable to asbestos dust, such as

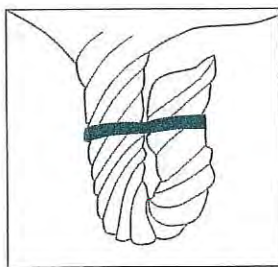
- 200 micron thick plastic bags, or
- 200 micron thick polythene sheet.

Asbestos waste should:

- > be double-bagged in case of one bag rupturing
- > be in bags no bigger than 1200 mm x 900 mm
- > not be more than half-filled
- > have excess air in the bag carefully removed before sealing

so there is no release of asbestos dust
> have the bags tied with a goose-neck closure.

Goose-neck
bag closure



All stored asbestos waste must be clearly marked to indicate the presence of asbestos.

WHERE CAN ASBESTOS WASTE DISPOSAL SITES BE FOUND?

Contact your local council for information on disposal sites.

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INFORMATION SHEET 6

NON-FRIABLE ASBESTOS

WHAT IS NON-FRIABLE ASBESTOS?

Non-friable asbestos is asbestos that is not able to be crumbled, pulverised or reduced to a powder by hand pressure only.

Non-friable asbestos-containing materials (ACMs) are generally materials where asbestos fibres are bonded in a cement, bituminous or resin matrix. Such material may become friable due to deterioration.

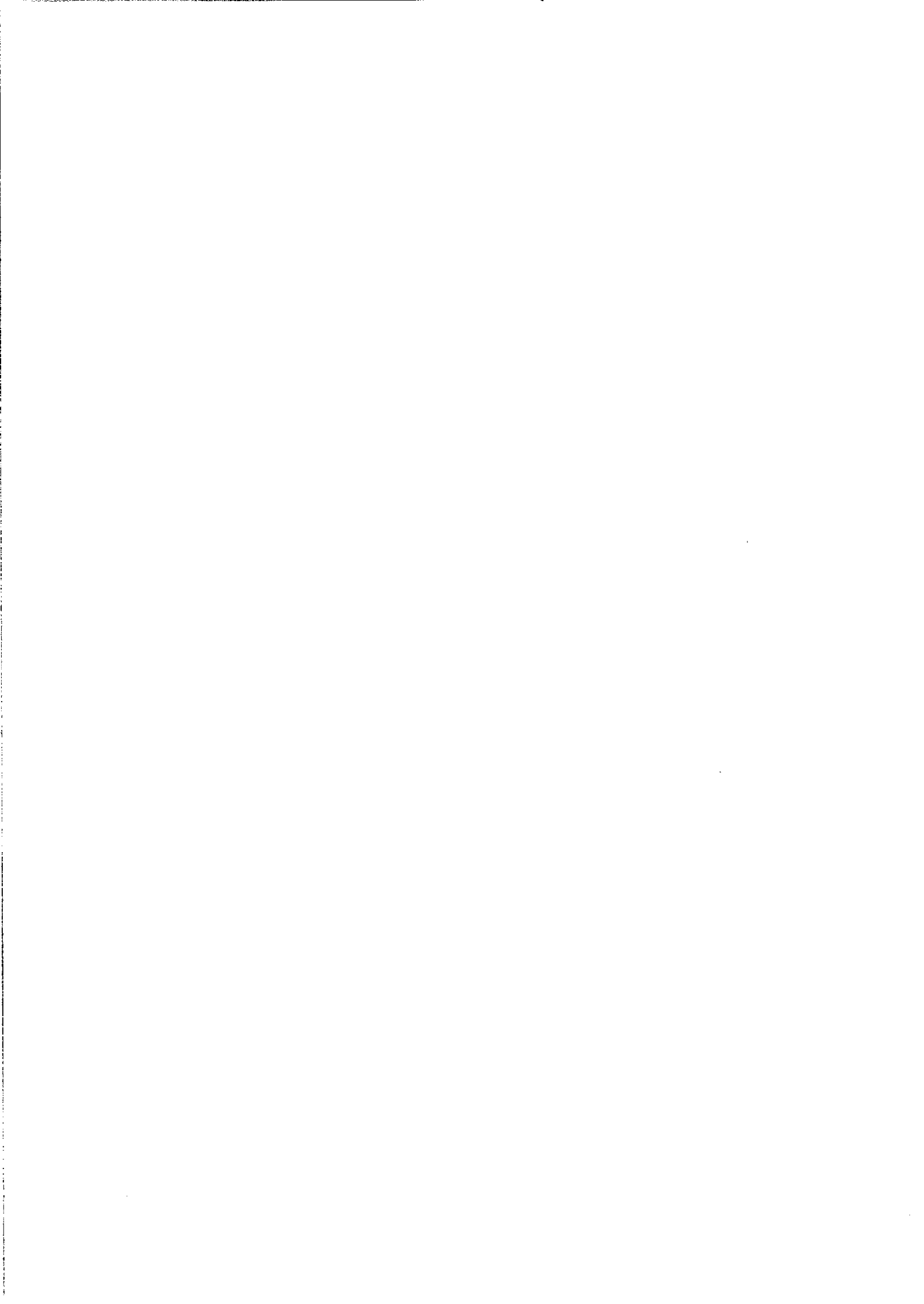
Non-friable ACMs can become friable due to:

- > age
- > weathering
- > fire damage
- > abrasion
- > water blasting
- > chemical treatment
- > algae attack.

WHO MAY WORK WITH NON-FRIABLE ASBESTOS?

A class A or B asbestos removal licence is required before removing more than 10 sq m of non-friable asbestos. 10 sq m or less may be removed by a competent person who has the experience and knowledge of working with asbestos without risk to their own or others' lives.

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DRILLING HOLES IN ASBESTOS-CONTAINING BOARD



INTRODUCTION

This sheet describes good practices to follow when drilling into board that contains asbestos (ACM board). This might happen when you want to attach fittings or pass through cables or pipework.

PREPARING THE WORK AREA

- > Make sure there is safe access to the work area.
- > Restrict access – reduce the number of people present.
- > Close doors opening into the work area. Use tape and notices to inform others why the area is restricted.
- > If it's possible, also restrict access to the area behind the ACM board.
- > Let other people know the area is contaminated.

KEEP DUST DOWN

- > Use a thick paste, like wallpaper paste or shaving foam, to contain drilling debris.
- > Only use power tools set at the lowest speed so you do not create a lot of dust. Use dust collection equipment if it is available.
- > Use plastic sheets to cover your work area to help stop the spread of dust. They will also make cleaning up easier.

USE THE RIGHT PROTECTIVE EQUIPMENT

WEAR A MASK

- > Not all masks protect from asbestos.
- > A disposable P2 mask with a valve is the minimum needed for this work. P1 or 'nuisance dust' masks will not provide the protection you need.
- > Don't re-use disposable masks.
- > Make sure your mask fits properly. Facial hair and stubble make it almost impossible to get a good seal between your face and the mask.

WEAR OVERALLS

- > Disposable overalls will stop the tiny asbestos fibres getting on your clothes.
- > Don't re-use disposable overalls.
- > Wear the overalls one size too big as it will help prevent ripping at the seams.
- > Make sure you put the legs of the overalls over the top of your footwear – don't tuck them in as it lets in dust.

PROCEDURE

- > Put on mask and overalls and make sure they fit properly.
- > Protect nearby surfaces from contamination.
- > Cover the drilling point and the rear

- > (if accessible) with masking tape to prevent the edges crumbling.
- > For cable and pipework, make the hole slightly bigger than required.

METHOD 1:

- > Cover the drill entry and, if accessible, exit points, with a generous amount of paste, foam or a proprietary device.
- > Drill through the paste, foam or device.
- > Clean off the paste, foam and debris with damp rags. Or remove the device and clean the surface. Clean the back surface with damp rags, if accessible.
- > Rags and paste or foam contain dust and fibres. Dispose of as asbestos waste.
- > Seal the drilled edge with sealant.
- > Insert a sleeve to protect the hole's edges.

METHOD 2:

- > Place a plastic enclosure over the drill point. Put the drill bit or cutter through the enclosure opening.
- > Use a vacuum with a type of filter designed to capture fine particles like asbestos. Attach the hose of a vacuum cleaner to the plastic enclosure. Turn it on.
- > Drill the hole.
- > Vacuum the drilled hole, and the rear of the board if accessible.
- > Seal the drilled edge with sealant.
- > Insert a sleeve to protect the hole's edges.

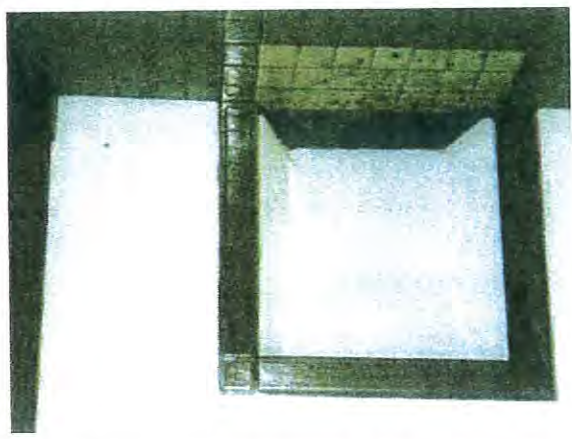


Figure 1: Asbestos-containing material was commonly used around fireplaces

CLEAN UP PROPERLY

It's really important to clean up properly so that you safely remove and dispose of the asbestos waste.

THE WORK AREA AND TOOLS

- > Clean up as you go to stop waste building up.
- > Use a damp cloth to wipe down tools and surfaces to remove asbestos fibres. Do not re-use the cloth. It must be disposed of as asbestos waste.
- > Don't sweep up because this will spread asbestos fibres into the air.
- > Don't use domestic vacuum cleaners to clean up asbestos dust. Use a vacuum with a type of filter designed to capture fine particles like asbestos.

PERSONAL CLEAN-UP

- > Dispose of disposable masks and overalls safely after you have finished the job. The mask and overalls are asbestos waste. Don't take overalls home or wear them in vehicles. This will prevent people at home being exposed to asbestos fibres.

DISPOSAL

- > Make sure all waste, including masks, overalls, cloths and plastic sheets are double-bagged in heavy-duty plastic bags, sealed with tape and marked as asbestos waste.
- > Dispose of the asbestos waste at an authorised disposal site. Contact the local tips in your area to find one that accepts asbestos waste.

FINISHING THE JOB

- > Visually inspect the area to make sure it has been cleaned properly.
- From 4 April 2016 regulations on asbestos work will change. This includes the introduction of a new asbestos removal licensing system. Find out more at www.business.govt.nz/worksafe/asbestos



Licensing FAQs

On this page:

[Under the new regulations, an Asbestos Assessor must be 'independent'. What does 'independent' mean in this context under the Regulations?](#)

[When are asbestos removal licences available?](#)

[Do I need a licence for maintenance work like patching an asbestos roof?](#)

[How do I measure 10m² of asbestos-containing material if it's not flat?](#)

[How does the six month grace period work?](#)

[Will Supervisors need formal training if they hold a Certificate of Competence?](#)

[Under the new asbestos licensing system, how is the 10m² rule applied for an object that isn't flat, such as asbestos piping?](#)

Under the new regulations, an Asbestos Assessor must be 'independent'. What does 'independent' mean in this context under the Regulations?

The requirement in the regulations is intended to ensure there is no potential for a conflict of interest when carrying out air monitoring or clearance for licensed asbestos removal work.

For example, there is a conflict of interest where the assessor is an employee of the same company or business group that commissioned or conducts the removal.

Or, there could be a potential conflict of interest where an asbestos assessor is contracted to provide other types of services to the business doing the removal work (ie. the assessor has another type of business relationship with the removal business).

When are asbestos removal licences available?

You can [apply for an asbestos removal licence](#) from WorkSafe.

Do I need a licence for maintenance work like patching an asbestos roof?

Maintenance or servicing work involving asbestos is allowed under the new regulations, and will usually not require a licence. This work must still be done safely and in accordance with the regulatory requirements for asbestos related work.

If the maintenance or servicing work involves the removal of more than 10m² of non-friable asbestos, or any amount of friable asbestos, the work must be carried out by a licensed asbestos removalist.

How do I measure 10m² of asbestos-containing material if it's not flat?

Measuring non-flat surfaces requires a bit of maths. [Here's the calculation you'll need to use.](#)

How does the six month grace period work?

The six month grace period is only applicable to Class B removal licence applications.

Businesses who have applied for a Class B licence can continue doing asbestos removal work up until 4 October 2016 while their licence application is considered by WorkSafe, as long as they are not carrying out work that is treated as restricted work under the [1998 regulations](#).

'Restricted work' is defined in the Regulations as:

restricted work means work in 1 or more of the following categories:

(a) work involving asbestos, if the asbestos concerned is friable and is or has been used in connection with thermal or acoustic insulation, or fire protection, in buildings, ships, structures, or vehicles;

(b) work involving asbestos, if the asbestos concerned is friable and is or has been used in connection with lagging around boilers, ducts, furnaces, or pipes;

(c) the demolition or maintenance of any thing, including a building or a part of a building, containing friable asbestos;

(d) the encapsulation of materials containing friable asbestos;

(e) the use, on asbestos cement or other bonded product containing asbestos, of—

(i) a power tool with any kind of cutting blade or abrasive device, except when it is used with dust control equipment; or

(ii) any other equipment whose use may result in the release of asbestos dust, except when it is used with dust control equipment;

(f) dry sanding of floor coverings containing asbestos

This measure has been designed to ensure PCBU's nominated Supervisor(s) on the licence have time to sit a competency test (if needed). Supervisors with a relevant Certificate of Competence (current as at 4 April 2016 and for the categories they have listed on their CoC) don't need to take the competence test.

To continue doing removal work during the grace period, businesses must:

have applied for a Class B licence and have received notification from WorkSafe that the

application has been received;

use dust control equipment if using equipment with any kind of cutting blade or equipment that may cause the release of asbestos dust.

Will Supervisors need formal training if they hold a Certificate of Competence?

Supervisors will need formal training by April 2018 whether they have a Certificate of Competence (CoC), or not.

Private training organisations will run the formal training (not WorkSafe).

Under the new asbestos licensing system, how is the 10m² rule applied for an object that isn't flat, such as asbestos piping?

For a pipe you'd use the external surface area of the pipe. You can work this out by multiplying the outside circumference of the pipe by its length. This equals the surface area in square metres.

The external surface area of a pipe is calculated according to the following equation:

$$\frac{10(\text{m}^2)}{\pi \times \text{diameter (m)}} = \text{Max length (m)} \quad \checkmark \text{ No licence required}$$

Example 1:

For a 100mm (0.1m) pipe that is 10m in length -

$$3.14 \times 0.1\text{m} \times 10\text{m} = 3.14\text{m}^2 \quad \checkmark \text{ No licence required}$$

For a 250mm (0.25m) pipe that is 15m in length -

$$3.14 \times 0.25\text{m} \times 15\text{m} = 11.77\text{m}^2 \quad \triangle \text{ Licence required}$$

Example 2:

Maximum length of 100mm (0.1m) pipe that can be removed without a licence

$$\frac{10(\text{m}^2)}{\pi \times 0.1\text{m}} = 31.84\text{m} \quad \checkmark \text{ No licence required}$$

3.14 x 0.1 (m)

Maximum length of 250mm (0.25m) pipe that can be removed without a licence

10 (m²)

= 12.73m² No licence required 3.14 x 0.25 (m)

Close

INFORMATION SHEET 4

MANAGING ASBESTOS

When asbestos has been identified in a workplace, it is important to identify the specific asbestos risks and put controls in place to eliminate or minimise the chances of those risks harming people.

WHAT ARE THE OPTIONS FOR MANAGING ASBESTOS?

The options for managing asbestos or asbestos-containing material (ACM) are outlined on the table over the page.

WHAT IS AN ASBESTOS MANAGEMENT PLAN?

An asbestos management plan sets out how a workplace's identified asbestos or ACM will be managed.

An asbestos management plan must include information about:

- > identified asbestos and ACM
- > decisions, and reasons for the decisions, about how the asbestos risks are managed
- > procedures for recording details of incidents or emergencies involving asbestos
- > information about the workers carrying out asbestos work, including information and training, roles and responsibilities and any health monitoring processes.

ASBESTOS MANAGEMENT OPTION	OPTION INVOLVES	APPROPRIATE WHEN	NOT APPROPRIATE WHEN	ADVANTAGES	DISADVANTAGES
Removal¹	<ul style="list-style-type: none"> > complete removal of asbestos or ACM from building 	<ul style="list-style-type: none"> > surface is friable or asbestos poorly bonded > asbestos is severely water-damaged or liable to damage or deterioration > there is lichen growth or damage due to lichen > asbestos is located in air > conditioning ducts > airborne asbestos levels exceed exposure standard > other control techniques are inappropriate 	<ul style="list-style-type: none"> > asbestos is located on complex or inaccessible surfaces > removal would be extremely difficult and other techniques provide satisfactory alternative 	<ul style="list-style-type: none"> > hazard is removed > no further action is required 	<ul style="list-style-type: none"> > increase in immediate risk of exposure, particularly to removal workers > creates significant disruption to building occupants > may be the most costly, complex and time-consuming option > removal may increase fire risk in building so a substitute material would be required > potential for contamination of whole building if removal is not carried out correctly
Encapsulation²	<ul style="list-style-type: none"> > coating ACM with a product that penetrates into and hardens the material 	<ul style="list-style-type: none"> > removal of asbestos is difficult or not feasible > the likelihood of the asbestos being damaged is minimal > the building has a short life expectancy > the asbestos is readily visible for regular assessment 	<ul style="list-style-type: none"> > asbestos is deteriorating or has been water-damaged > sealant application may damage the asbestos > area of damaged asbestos is large 	<ul style="list-style-type: none"> > quick and cost-effective > asbestos dust is contained 	<ul style="list-style-type: none"> > hazard has not been removed > if the area of asbestos is large, cost may be similar to cost of removal > eventual removal may be made more difficult and costly > enclosure and clearance procedures for encapsulation are still required
Sealing^{2,3}	<ul style="list-style-type: none"> > applying a protective coating to the ACM that creates an impermeable seal for the asbestos eg paint 	<ul style="list-style-type: none"> > removal of asbestos is extremely difficult > fibres are able to be fully contained within enclosure > most of the surface already is inaccessible (ie enclosed) > disturbance to, or entry into the enclosure is unlikely 	<ul style="list-style-type: none"> > enclosure is liable to be damaged or water damage may occur > asbestos cannot be fully enclosed 	<ul style="list-style-type: none"> > minimal disruption to occupants > provides an adequate method of asbestos control for some situations 	<ul style="list-style-type: none"> > hazard remains > ongoing maintenance of enclosure is required > asbestos management programme is required > if the asbestos is removed in the future, the enclosure will need to be removed first > precautions required to prohibit entry of enclosure
Enclosure³	<ul style="list-style-type: none"> > placing a barrier between ACM and the surrounding environment 	<ul style="list-style-type: none"> > risk of asbestos exposure is negligible, and > asbestos is inaccessible and fully contained, or > asbestos is stable and unlikely to be damaged 	<ul style="list-style-type: none"> > there is a possibility of damage or deterioration to asbestos > airborne asbestos dust levels exceed recommended exposure standards 	<ul style="list-style-type: none"> > no initial cost > cost of removal is deferred 	<ul style="list-style-type: none"> > the asbestos hazard remains > ongoing assessment and monitoring is required > asbestos management programme required
Deferral	<ul style="list-style-type: none"> > no action is taken at present time 				

¹ Work may only be carried out by a person holding a certificate of competence.

² If the enclosure, encapsulation or sealing options are used in commercial buildings, the location of the asbestos must be clearly labelled and recorded on the building plans.

³ This option is only acceptable where AC is in good condition and the barrier is designed to protect against mechanical damage

WHO MAY CARRY OUT ASBESTOS WORK?

FRIABLE ASBESTOS

Asbestos-related work involving friable asbestos, including encapsulation and sealing needs to be carried out by trained and experienced people.

Removal of friable asbestos must be carried out by a PCBU with a class A removal licence.

NON-FRIABLE ASBESTOS

Asbestos-related work involving non friable asbestos, including encapsulation and sealing needs to be carried out by trained and experienced people.

Removal of over 10 m² of non-friable ACM or asbestos must be carried out by a PCBU with a class A or B removal licence.

UNDAMAGED ASBESTOS

Where ACM is present and undamaged, it may be left in place and no further action may be required.

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Property management

Questions

[As a commercial property owner/landlord, what's my duty under HSWA?](#)

[I'm a property manager. Do I have a duty?](#)

[I'm a commercial tenant - what's my duty?](#)

[What happens when there is more than one business involved?](#)

[What about Body Corporates - do they have a duty?](#)

[Who is an officer and what is their role?](#)

[I'm a rental property owner. What are my duties under the new law?](#)

[What are my duties as when engaging someone to work on my rental property?](#)

As a commercial property owner/landlord what's my duty under HSWA?

Under HSWA, a commercial property owner/landlord is a Person Conducting a Business or Undertaking (PCBU). This means you have a duty of care, so far as is reasonably practicable, to ensure the health and safety of everyone involved with or affected by work on or at your property. This includes work that you organise or are responsible for.

Those that could be affected include tenants, contractors engaged by you, or members of the public visiting your property.

The extent of responsibility will usually be less for residential property owners – the duties only apply when work is being carried out at or on a property.

I'm a property manager. Do I have a duty?

Under HSWA, a property manager is also a PCBU and will also have a duty of care, so far as is reasonably practicable, to ensure the health and safety of everybody involved with or affected by work on the property that you are responsible for.

As the property manager you will also have responsibility for the management and control of the property with the duty to ensure the property (if it's a workplace) is without risks to health and safety.

I'm a commercial tenant – what's my duty?

Commercial tenants are also PCBUs and you have the same duty of care as other PCBUs, so far as is reasonably practicable, to ensure the health and safety of your own workers and others.

If you are a residential tenant, you only have a responsibility under the Act when work is carried out on the property. You have to take reasonable care for your own and others' health and safety, and follow any reasonable instructions given by the PCBU doing the work (eg a plumber or electrician).

What happens when there is more than one business involved?

When there is more than one business involved, you all must work together, so far as is reasonably practicable, by consulting, cooperating, and coordinating your activities in relation to workplace health and safety.

More than one business can have a duty in relation to the same matter. This is called overlapping duties.

See the [Working with other businesses'](#) section for more information.

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What about Body Corporates – do they have a duty?

Under the [Unit Titles Act 2010](#), a Body Corporate is also a PCBU and will have a duty to ensure, so far as is reasonably practicable, the health and safety of everybody involved with or affected by work on the common areas of the property that the Body Corporate organises or is responsible for.

Who is an officer and what's their role?

An officer is someone who holds a senior leadership position and has the ability to significantly influence the management of a PCBU, for example directors, trustees, board members. Officers have a duty because they make policy and investment decisions that can affect workplace health and safety. Every officer has a duty – it is not a joint duty.

For example, members of the Management Committee of a Body Corporate are officers and have a duty of due diligence under HSWA. While the Body Corporate is the PCBU and has the primary duty of care to ensure workplace health and safety, the committee members have a duty to make sure the Body Corporate is doing what it needs to do to ensure the health and safety of workers and others when work is being carried out on the common areas of the property.

Officers themselves don't have the duty to keep people safe – that is the duty of the PCBU (the Body Corporate), but as leaders of the organisation they should make sure the organisation is doing the right things to manage risks (so far as is reasonably practicable).

See the [Officers' FAQ section](#) for more information.

I'm a rental property owner. What are my duties under the new law?

If you are a:

Landlord (i.e. you own a rental property),
Property management business, or
Self-employed property manager (sole trader)

under the new law you are a [PCBU \(person conducting a business or undertaking\)](#).



Property management

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For example, members of the Management Committee of a Body Corporate are officers and have a duty of due diligence under HSWA. While the Body Corporate is the PCBU and has the primary duty of care to ensure workplace health and safety, the committee members have a duty to make sure the Body Corporate is doing what it needs to do to ensure the health and safety of workers and others when work is being carried out on the common areas of the property.

Officers themselves don't have the duty to keep people safe – that is the duty of the PCBU (the Body Corporate), but as leaders of the organisation they should make sure the organisation is doing the right things to manage risks (so far as is reasonably practicable).

See the [Officers' FAQ section](#) for more information.

I'm a rental property owner. What are my duties under the new law?

If you are a:

Landlord (i.e. you own a rental property),
Property management business, or
Self-employed property manager (sole trader)

under the new law you are a PCBU (person conducting a business or undertaking).

Property managers who are employees of a property management business are considered to be workers. The property management company is the PCBU.

PCBUs have the primary responsibility to ensure the health and safety of those using the property for work purposes. Your responsibility is in respect of the things you can influence and control.

For example, you have a responsibility to ensure that the people you engage to do any work on the rental property are competent and appropriately qualified to do that work. The business who is engaged to do the work is responsible for ensuring that the work they do does not cause harm to themselves or anyone else on the property.

Together, the different PCBUs have a responsibility to communicate, cooperate and coordinate with one another to ensure that when work is undertaken, that it can be done so in a safe and healthy way.

For example, if there is a dog on the premises, you would need to arrange with the tenant to keep the dog contained while the tradesperson is on the property. This is within your influence and control.

The tradesperson has a responsibility to ensure there are no health and safety risks to anyone arising from the work they are carrying out.

Note however, that under the Health and Safety at Work Act, landlords or property management companies (the PCBU) are not responsible for the actions of tenants while they are living in the property.

For example, if your tenant takes it upon themselves to carry out some repairs on your property, and a serious incident occurs, as the property owner you would not be liable under the new law.

Tenants only have a responsibility under HSWA when work is being carried out on the property. They have to take reasonable care for their own and others' health and safety, and follow any reasonable instructions given by the PCBU doing the work (eg plumber or electrician).

[Top](#)

What are my duties as when engaging someone to work on my rental property?

As a landlord or property management business, you have a responsibility to ensure that the people you engage to do work on your property are competent and appropriately qualified to do that work. The business or tradesperson who is engaged to do the work will also have a responsibility to ensure there are no health and safety risks arising from their work.

As a landlord or property management business engaging someone to do work for you, you are not expected to become an expert yourself or to try and manage everything for the tradesperson. The tradesperson is expected to have the necessary specialist skills and expertise to do the job you have engaged them to do. You just need to focus on what you can reasonably influence and control.

For example, if there is a dog on the premises, you would need to arrange with the tenant to keep the dog contained while the tradesperson is on the premises. This is to protect the tradesperson's health and safety and this is within your influence and control.

The tradesperson is responsible for ensuring that the work they do does not cause harm to themselves or anyone else on the property.

[Can't find the answer to your question?](#)

We're regularly answering lots of questions about the new law. If you can't find what you're looking for here, take a look through our [other question and answer categories](#).

If you still can't find an answer to your question, you can [ask us a question online](#).

[Close](#)

INFORMATION SHEET 5

PERSONAL PROTECTIVE EQUIPMENT TO USE WHEN WORKING WITH ASBESTOS

Personal protective equipment is an essential line of defence for minimising an asbestos risk when elimination is not practicable.

WHAT IS PERSONAL PROTECTIVE EQUIPMENT (PPE)?

Personal protective equipment (PPE) is any clothing or equipment that provides protection to the wearer from a potential risk.

WHAT PPE MUST BE WORN WHEN ASBESTOS IS OR MAY BE PRESENT?

If asbestos is or may be present, PPE must include:

- > respiratory protective equipment (RPE) - to avoid inhaling asbestos fibres (see our fact sheet on health risks from asbestos)
- > overalls which are impervious to asbestos dust (either disposable or able to be washed*) - to avoid the risk of carrying asbestos fibres away from the worksite on clothing
- > footwear - appropriate for the work being undertaken (footwear should be non-laced as laced footwear is difficult to clean - alternatively wear disposable boot covers).

* Washing must only be done in laundries specifically set up for handling asbestos-contaminated clothing. It must not be done at home or a public laundromat.

WHY IS PPE REQUIRED?

Although controls must be in place to prevent or reduce exposure to asbestos fibres when working with asbestos-containing material (ACM), the asbestos risks must be minimised even more by using appropriate PPE.

RESPIRATORS

WHEN SHOULD A RESPIRATOR BE WORN?

A respirator or RPE should be worn **at all times** by workers in any environment where asbestos is or suspected to be present to minimise the risk of breathing in asbestos.

WHAT TYPES OF RESPIRATORS ARE AVAILABLE?

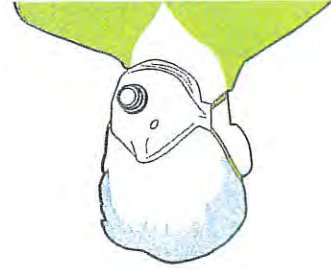


Figure 1: Disposable half-face respirator



Figure 2: Re-useable half-face respirator (cartridge)



Figure 3: Full-face respirator (cartridge)

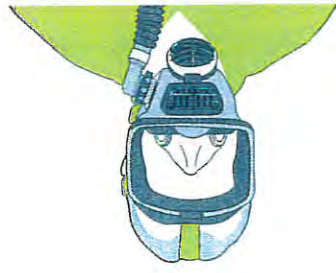


Figure 4: Full-face powered respirator (cartridge)

WHAT ELSE DO I NEED TO KNOW ABOUT RESPIRATORS?

Facial hair and/or glasses when wearing a respirator

Facial hair (a beard, stubble growth or sideburns) or wearing glasses may affect the ability for a full face seal around the mask. Men should be clean-shaven when wearing a respirator.

Glasses may prevent an effective seal around the face of a full facepiece respirator. If glasses cannot be modified, a positive-pressure air-supply hood should be worn.

Respirator fit testing

A respirator fit test needs to be done when the respirator is fitted for the first time to ensure that a good seal is achieved around the edges of the respirator. Fit testing assesses the seal between the wearer's face and the face-piece using specialised equipment. Testing should be carried out by a trained tester.

Fit-testing must also be carried out:

- > if the wearer has had a significant weight gain or loss
- > if a different size or model of RPE is specified
- > annually (or more frequently if specified by company policy).

Search the Yellow Pages or internet for a health and safety consultant or occupational health practitioner that does respirator fit testing.

Self-testing

Self-testing should be done each time the wearer puts a respirator on. No specialised equipment or training is required for testing.

Tests are carried out as follows:

- > Place hands over the mask or filters and breathe in – the mask should pull more firmly onto the face.
- > Block the exhalation (breathing out) valves and breathe out hard – you should notice a bulging effect, but it should not leak.

Note: If the mask leaks, readjust the straps. If it still leaks you need to change to a different size or model of respirator and have another fit test done.

Selecting the correct respirator!

FILTER TYPE (NOTE 1)	REQUIRED RESPIRATOR	WORK PROCEDURE
P2	<ul style="list-style-type: none"> > Disposable half face-piece particulate, or > Half face-piece particulate filter (cartridge) respirator 	<p>Erecting a simple enclosure for containing undamaged asbestos materials to prevent damage - no direct handling but possible asbestos disturbance</p>
P2	<ul style="list-style-type: none"> > Disposable half face-piece particulate, or > Half face-piece particulate filter (cartridge) respirator 	<p>Inspecting the condition of installed friable asbestos, which appears in poor condition or has been disturbed</p>
P2	<ul style="list-style-type: none"> > Disposable half face-piece particulate, or > Half face-piece particulate filter (cartridge) respirator 	<p>Sampling material for asbestos identification</p>
P2	<ul style="list-style-type: none"> > Disposable half face-piece particulate, or > Half face-piece particulate filter (cartridge) respirator 	<p>Working with asbestos cement eg hand-drilling or sawing</p>
P2	<ul style="list-style-type: none"> > Disposable half face-piece particulate, or > Half face-piece particulate filter (cartridge) respirator 	<p>Removing non-friable asbestos (eg asbestos-cement sheets, ceiling tiles and vinyl tiles)</p>
P3	<ul style="list-style-type: none"> > Full face-piece particulate filter, or > Full face-piece particulate filter, cartridge respirator 	<p>Maintenance work near installed friable asbestos</p>
P3	<ul style="list-style-type: none"> > Full face-piece particulate filter (cartridge) powered respirator, or > Full face-piece positivepressure demand airline respirator, or > Full suit or hood continuousflow airline respirator 	<p>Maintenance work involving removing small quantities of friable asbestos eg replacing gaskets or insulation</p>

Adapted from Appendix C, *New Zealand Guidelines for the Management and Removal of Asbestos* - Copyright © New Zealand Demolition and Asbestos Association.

Note: A P2 filter will stop 94% of airborne particles and may be used for unlicensed asbestos work; a P3 filter will stop 99.95% of airborne particles and must be used for licensed asbestos work. The higher the level of risk, the higher the protection should be.

Inspection, maintenance and storage of respirators

After each use:

- > clean and dry the respirator face-piece
- > check diaphragms, valves and face-piece parts for defects
- > recharge batteries for powered-air respirators as required
- > store in a clean, dry container.

Note: Do not store clean RPE with contaminated (non-cleaned) RPE.

RPE Standards

RPE should be selected, manufactured, fitted, tested and maintained according to AS/NZS 1715 *Selection, use and maintenance of respiratory protective equipment* and AS/NZS 1716 *Respiratory protective devices*.

OTHER PPE

WHAT OTHER PPE SHOULD BE WORN?

Depending on the nature of the work being carried out, other PPE may also be required. This may include:

- > eye protection (safety goggles)
- > hard hat
- > gloves
- > disposable overalls and boots.

HOW IS ASBESTOS-CONTAMINATED PPE CLEANED OR DISPOSED OF?

PPE should be put on in a clean part of the decontamination area.

When the work is finished, the PPE (except for the respirator) should be taken off and disposed of in the dirty part of the decontamination

area. This is to prevent clean clothing from becoming contaminated with asbestos fibres.

Reusable PPE (RPE, boots, etc) should be decontaminated by vacuuming with a brush attachment on a vacuum cleaner². After vacuuming, the PPE should be wiped with a disposable, damp cloth. Reusable PPE should be stored in a sealed container when not in use. The filter in the vacuum cleaner should be a HEPA filter complying with AS 4260 *High efficiency particulate air filters (HEPA)* - *Classification, construction and performance*.

What is the PCBU's responsibility regarding PPE?

PCBUs must:

- > supply, pay for and fit test RPE for workers
- > ensure that workers wear PPE when necessary
- > provide training to workers in how to use PPE safely at the start of employment and at regular intervals on an on-going basis
- > provide secure storage for reusable PPE.

Training in the use of PPE should include correct use, inspection, care and maintenance, repair and replacement of components, emergency procedures and storage.

What should be considered when selecting and using PPE?

When choosing PPE, also think about:

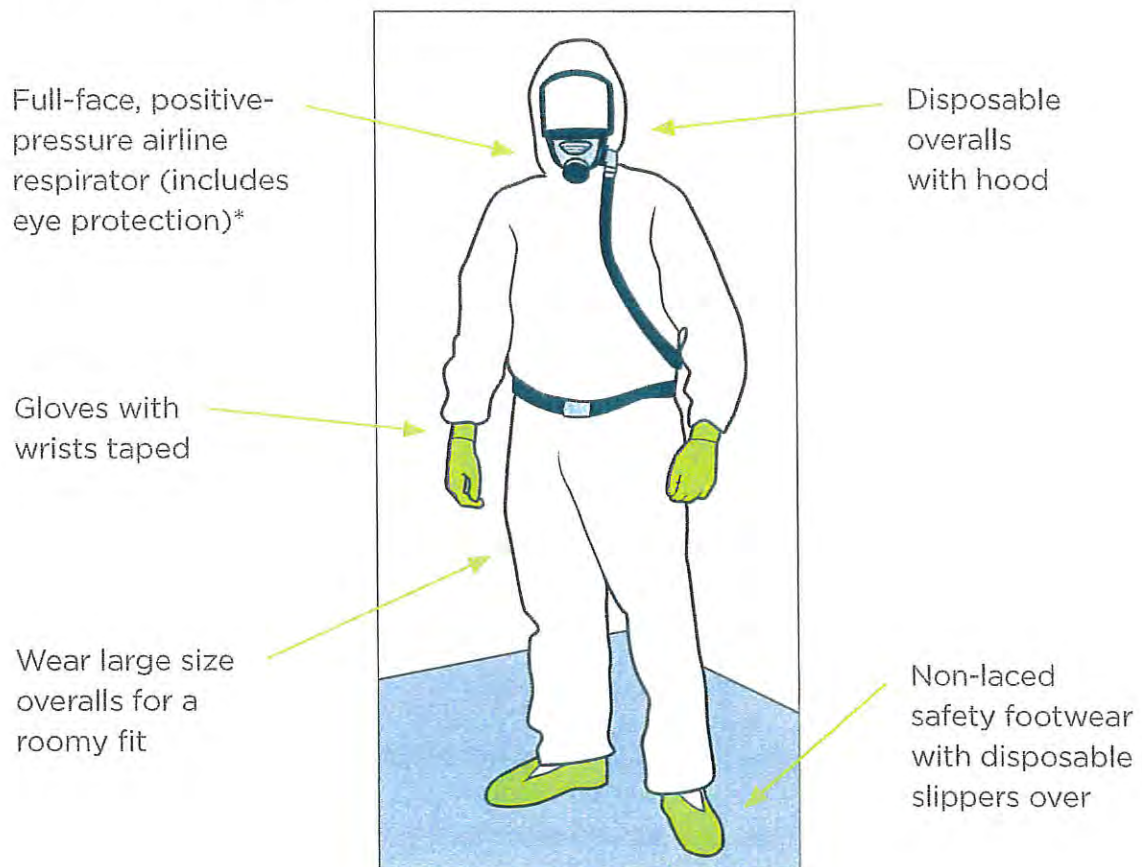
- > ease of decontamination and cleaning
- > communicating with other workers
- > the temperature of the work environment
- > the ability to move freely, eg an air-line respirator may restrict movement.

² A vacuum cleaner for cleaning asbestos contaminated material should comply with AS 3544 *Industrial Vacuum Cleaners for Particulates Hazardous to Health* and must be labelled with a high hazard 'H' class symbol and the words 'For asbestos use only'.

Tips for wearing PPE

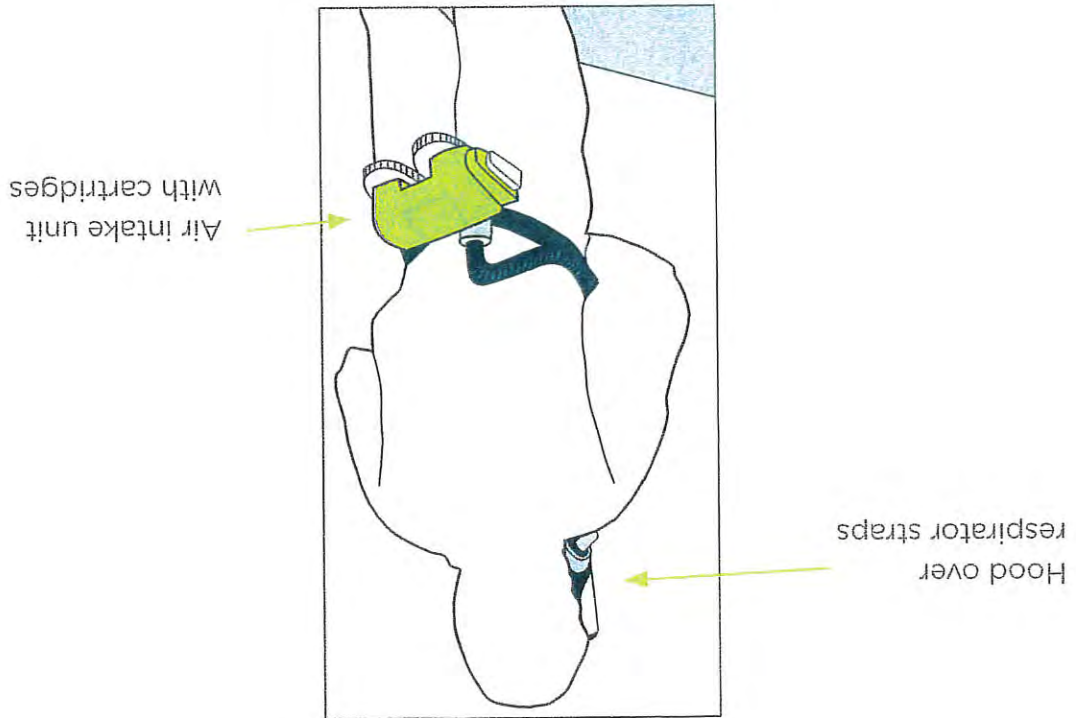
- > Wear larger size overalls for a comfortable fit.
- > Tape loose cuffs to seal.
- > Wear overalls over boots (ie not tucked into them).
- > Cover RPE straps with a hood.
- > Wear safety footwear without laces – do not wear laced boots as they are difficult to clean properly.
- > Wear disposable slippers over boots and remove before leaving the contaminated area – this avoids the likelihood of picking up asbestos fibres on the soles of the boots.

PPE REQUIRED WHEN CARRYING OUT RESTRICTED ASBESTOS REMOVAL WORK



* Note that a full-face, positive-pressure airline respirator is not mandatory for asbestos removal unless the worker cannot wear a negative pressure respirator.

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INFORMATION SHEET 1

HEALTH RISKS FROM ASBESTOS EXPOSURE

Inhaling asbestos fibres can result in asbestosis, lung cancer and mesothelioma.

WHAT ARE THE HEALTH RISKS FROM ASBESTOS?

The health risks from asbestos occur when people breathe in airborne asbestos fibres. Once inhaled, they can become embedded in the lungs and may cause diseases such as asbestosis, lung cancer and mesothelioma.

WHY IS ASBESTOS A HEALTH RISK?

Asbestos is a health risk when it is breathed in as fine fibres. The risk to health may increase with the number of fibres inhaled and with frequency of exposure. When asbestos fibre is breathed in, larger fibres tend to be cleared by the lungs and upper respiratory tract. The finer fibres are more difficult to remove and may settle in the lungs. This makes asbestos a construction site hazard that by itself cannot always be seen.

When comparing the size of asbestos fibres with human hair, the diameter of a hair is approximately 400-1200 times larger than either blue or brown asbestos fibres.

WORKERS SHOULD AIM TO HAVE NO EXPOSURE TO ASBESTOS.

IARC (International Agency for Research on Cancer) has classified all forms of asbestos as being carcinogenic to people (classification – Group 1*).

IS ANY EXPOSURE TO ASBESTOS SAFE?

Asbestos-related diseases are long-latency diseases – that is, it may take 20 years or more before symptoms appear. By this time it is too late to prevent the disease from occurring.

DISEASE TO DEVELOP?

HOW LONG DOES IT TAKE FOR AN ASBESTOS-RELATED

Workers should:
> be aware of asbestos hazards
> know how to manage the risk to themselves and others.

Asbestos-related diseases generally occur in workers exposed to high dose rates over extended periods of time. Demolition and construction workers are at a high-risk of exposure to asbestos because of the work they do.
Generally speaking, the risk is low for low-level short-term exposure for occupants in older homes. People are more likely to experience asbestos-related diseases when they are exposed to higher concentrations of asbestos, are exposed frequently and over long periods of time.

WHO IS AT RISK FROM ASBESTOS?

Health risks from breathing in asbestos fibres increase when:
> more fibres are inhaled
> exposure occurs more frequently
> exposure occurs over a long period of time.

WHAT DISEASES ARE CAUSED BY ASBESTOS?

There are four main diseases caused by asbestos:

DISEASE	SYMPTOMS	EFFECTS OF THE DISEASE
Pleural plaques	Scar tissue on the outer lining of the lungs, internal chest wall and diaphragm	May or may not affect the ability to breathe Not everyone exposed to asbestos develops pleural plaques
Asbestosis	Inflammation in the lungs resulting in the formation of scar tissue (fibrosis)	Shortness of breath, coughing Lung damage is permanent Condition can continue to get worse even when the person is no longer exposed to asbestos
Lung cancer	Cancerous tumours occurring mainly in the lungs	The risk of developing lung cancer from asbestos exposure is increased when people smoke
Mesothelioma	Cancer of the lining of the lungs (may also occur in other parts of the body)	Approximately 90% of people who have mesothelioma have had high exposure to asbestos Mesothelioma may take more than 20 years to develop Death usually occurs between 9 months and 3 years after symptoms occur

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WHAT YOU SHOULD KNOW ABOUT WORKING WITH ASBESTOS



INTRODUCTION

Anyone who works on the fabric of a building may be at risk of disturbing asbestos.

Common occupations include:

- > electricians, joiners, plumbers, gas fitters, shop fitters, heating and ventilation engineers
- > labourers, roofers, plasterers, and other construction workers
- > phone and data engineers, alarm installers
- > surveyors, general maintenance engineers, painters and decorators.

Any building built before 1 January 2000 is likely to contain asbestos. However, it is still possible for more recently-constructed buildings to contain asbestos.

Asbestos can be in places that you might not expect, so you could come into contact with it without knowing about it beforehand.

Once asbestos-containing materials (ACMs) are disturbed, tiny asbestos fibres are released. These fibres are hazardous, and if breathed in can cause lung disease and cancer.

If you don't take the right precautions to protect yourself, you're risking your life and your livelihood.

DID YOU KNOW?

- > Most cases of asbestos-related diseases are caused by exposure in the workplace.
- > More than 170 New Zealanders die each year from diseases related to past asbestos exposure.
- > Every tradesperson is likely to come into contact with asbestos at work.
- > Asbestos remains common in homes, business premises and public buildings today.
- > When done regularly, even small jobs like drilling a hole could expose you to the danger.

WHAT TO DO IF YOU UNCOVER OR DAMAGE MATERIALS THAT MAY CONTAIN ASBESTOS

- > Stop the work immediately.
- > Keep people away.
- > Minimise the spread of contamination to other areas.
- > Get advice on what to do next.

REMOVING ASBESTOS

From 4 April 2016, if more than 10 m² of non-friable asbestos has to be removed over the whole course of the project for the site, it must be done by a licensed asbestos removalist.

All friable asbestos removal work (where the number of fibres released is likely to be high) must also be carried out by a licensed asbestos removalist. This includes work on asbestos lagging, asbestos insulation and damaged asbestos board.

A licensed asbestos removalist can be a person holding a current Certificate of Competence until April 2018.

WORKING WITH ASBESTOS

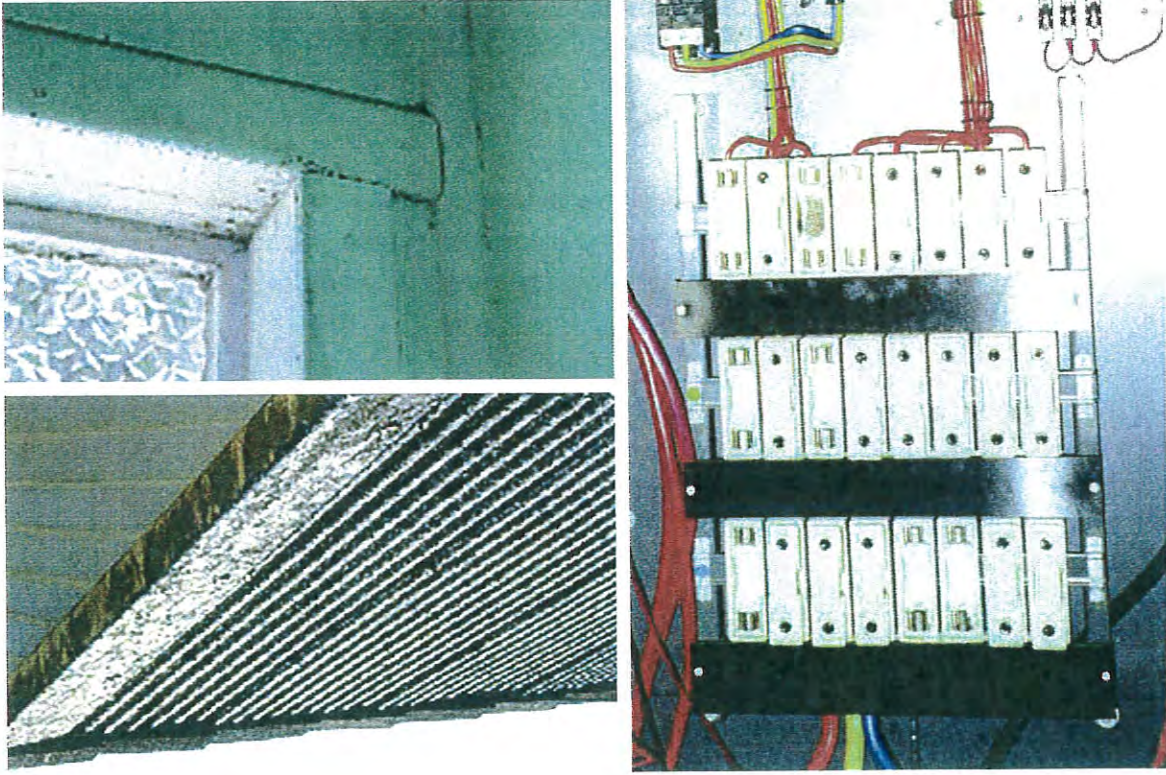
SIMPLE WAYS TO PROTECT YOURSELF

It's really important that you take precautions to protect yourself against asbestos, even on small jobs that don't seem to create much dust.

Remember

If possible, plan the job to avoid disturbing any asbestos.

If the asbestos has to be disturbed, don't start work until you have double-checked how to do it safely and that you have the right information and training.



Figures 1, 2 and 3: Asbestos can be in places that you might not expect, including behind fuse boxes, in roofing, and window sills

THREE SIMPLE THINGS WILL HELP KEEP YOU SAFE

Three simple things will help keep you safe when doing asbestos work:

1. Keep dust down.
2. Use the right protective equipment.
3. Clean up properly.

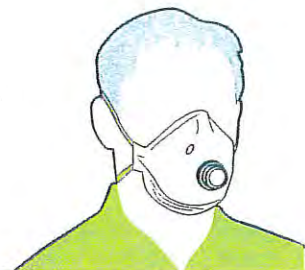
KEEP DUST DOWN

1. Keep ACM damp, but not too wet.
 - > Before you start a job, and if it is safe to do so, wet materials using a low-pressure water spray such as a garden sprayer or a hand-held water spray. Continue wetting the ACM as you work. This will reduce the amount of dust.
 - > Do not use a hose as this can be high-pressure and will spread the dust around.
 - > A mixture of eight parts water to one part washing-up liquid will help the water soak into the material.
- OR
- > Use thickened substances, pastes and gels, such as wallpaper paste, hair gel or shaving cream to cover the surfaces of the ACM being worked on.
2. Only use power tools set at the lowest speed so you do not create a lot of dust. Use dust collection equipment wherever possible.
 3. Use plastic sheets to cover your work area to help stop the spread of dust. They will also make cleaning up easier.

USE THE RIGHT PROTECTIVE EQUIPMENT

WEAR A MASK

- > Not all masks protect from asbestos.
- > A disposable P2 mask with a valve is the minimum needed for this work. P1 or 'nuisance dust' masks will not provide the protection you need.
- > Don't re-use disposable masks.
- > Make sure your mask fits properly. Facial hair and stubble make it almost impossible to get a good seal between your face and the mask.



WEAR OVERALLS

- > Disposable overalls will stop the tiny asbestos fibres getting on your clothes.
- > Don't re-use disposable overalls.
- > Wear the overalls one size too big as it will help prevent ripping at the seams.
- > Make sure you put the legs of the overalls over the top of your footwear – don't tuck them in as it lets in dust.

CLEAN UP PROPERLY

It's really important to clean up properly so that you safely remove and dispose of the asbestos waste.

THE WORK AREA AND TOOLS

- > Clean up as you go to stop waste building up.
- > Use a damp cloth to wipe down tools and surfaces to remove asbestos fibres. Do not re-use the cloth. It must be disposed of as asbestos waste.
- > Don't sweep up because this will spread asbestos fibres into the air.
- > Don't use domestic vacuum cleaners to clean up asbestos dust. Use a vacuum with a type of filter designed to capture fine particles like asbestos.

PERSONAL CLEAN-UP

- > Dispose of disposable masks and overalls safely after you have finished the job. The mask and overalls are asbestos waste.
- > Don't take overalls home or wear them in vehicles. This will prevent people at home being exposed to asbestos fibres.

DISPOSAL

- > Make sure all waste, including masks, overalls, cloths and plastic sheets are double-bagged in heavy-duty plastic bags, sealed with tape and marked as asbestos waste.
- > Dispose of the asbestos waste at an authorised disposal site. Contact the local tips in your area to find one that accepts asbestos waste.

FINISHING THE JOB

- > Visually inspect the area to make sure it has been cleaned properly.

From 4 April 2016 regulations on asbestos work will change. This includes the introduction of a new asbestos removal licensing system. Find out more at www.business.govt.nz/worksafe/asbestos

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REMOVING ASBESTOS-CONTAINING FLOORING



INTRODUCTION

Floor tiles and linoleum, or lino, may contain asbestos. They may also have asbestos paper backing, or be fixed with asbestos-containing mastic.

This sheet describes good practices to follow if you need to lift a small amount of flooring that contains asbestos.

If you need:

- > to remove more than 10 m² of flooring containing non-friable asbestos, this work will need to be done by a licensed asbestos removalist from 4 April 2016. A licensed removalist could be a current Certificate of Competence holder up until April 2018.
- > to drill through flooring containing asbestos, see the sheet *Drilling holes in asbestos-containing board*.

PREPARING THE WORK AREA

- > Make sure there is safe access to the work area.
- > Restrict access – reduce the number of people present.
- > Close doors opening into the work area. Use tape and notices to inform others why the area is restricted.

- > If it's possible, also restrict access to the area behind the asbestos-containing board.
- > Let other people know the area is contaminated.

KEEP DUST DOWN

- > Use plastic sheets to cover your work area to help stop the spread of dust. They will also make cleaning up easier.

USE THE RIGHT PROTECTIVE EQUIPMENT

WEAR A MASK

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THE WORK AREA AND TOOLS

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- > Use a damp cloth to wipe down tools and surfaces to remove asbestos fibres. Do not re-use the cloth. It must be disposed of as asbestos waste.
- > Don't sweep up because this will spread asbestos fibres into the air.
- > Don't use domestic vacuum cleaners to clean up asbestos dust. Use a vacuum with a type of filter designed to capture fine particles like asbestos.

PERSONAL CLEAN-UP

- > Dispose of disposable masks and overalls safely after you have finished the job.
- > The mask and overalls are asbestos waste. Don't take overalls home or wear them in vehicles. This will prevent people at home being exposed to asbestos fibres.

DISPOSAL

- > Make sure all waste, including masks, overalls, cloths and plastic sheets are double-bagged in heavy-duty plastic bags, sealed with tape and marked as asbestos waste.
- > Dispose of the asbestos waste at an authorised disposal site. Contact the local tips in your area to find one that accepts asbestos waste.

FINISHING THE JOB

Visually inspect the area to make sure it has been cleaned properly.

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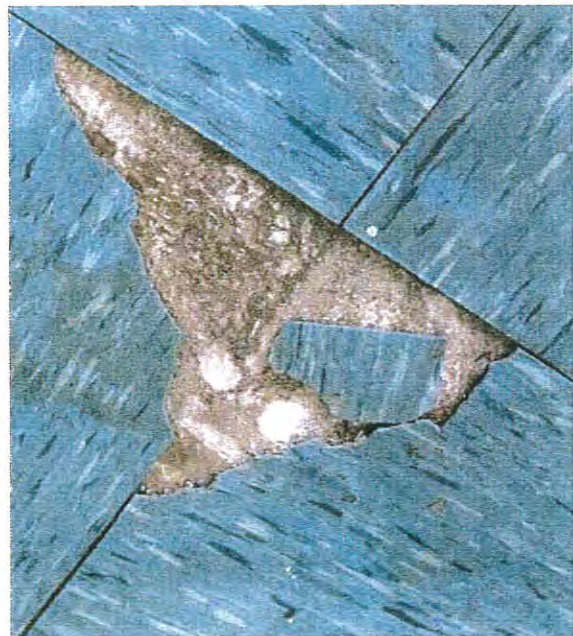


Figure 1: Floor tiles that contain asbestos can also have asbestos paper backing, or be fixed with asbestos-containing mastic

PROCEDURE

Caution: Don't sand the floor under asbestos-containing flooring.

- > Put on the mask and overalls and make sure they fit properly.
- > Protect nearby surfaces from contamination.
- > Place a scraper in the joint between the tiles.
- > Lift the flooring gently - try to avoid breakage.
- > For firmly-fixed flooring, tap the scraper with a hammer.
- > For larger areas, lift the flooring using a shovel. This speeds up the job and avoids kneeling close to the flooring.
- > Spray water under the flooring as you lift it up, to suppress dust.
- > Wet any asbestos paper backing as you lift the flooring.
- > Gently scrape up mastic. You can soften mastic with solvent.
- > Place debris in the waste container.