Activities involving little or no risk
- Walking on roof ladders
- Conducting visual checks
- Manually transporting shaped pieces
- Manually transporting individual asbestos sheets/boards if they are in good condition

Activities involving an increased risk
- Cleaning the workplace (do not wipe with something that is dry)
- Transporting larger quantities by hand
- Cleaning gutters with an asbestos cement roof
- Cleaning with a soft brush or sponge
- Carrying out non-destructive disassembly
- Painting
- Installing antennas, solar panels or a new roof on top

Activities involving a very high risk
- Destroying, breaking
- Cleaning with high-pressure water
- Wiping asbestos-containing dust using something that is dry
- Grinding
- Cutting with an angle grinder
The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

**Tips**

**Preparing the instruction session**
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

**Identifying the risk**
List the main asbestos applications with which employees could come into contact during their work.

**What to do if asbestos cement is found**
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

**Contact person**
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

**Monitoring**
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

**Situation on worksites**
Is there any asbestos cement on current worksites? Ask employees about this and discuss with them what action should be taken.
Activities involving little or no risk
- Removing casements
- Transporting casements
- Cleaning window panes
- Painting window putty
- Performing visual checks

Activities involving an increased risk
- Knocking out panes of glass with a hammer (outdoors)
- Cleaning indoor work areas with a damp cloth or a suitable vacuum cleaner (do not dry-wipe)
- Removing window putty using a putty knife or chisel (outdoors)
- Removing window putty using a heat-based process in which the putty is heated to around 70°C to soften it
- Removing caulk (between window frames and masonry) using a putty knife or chisel

Activities involving a very high risk
- Dry-wiping asbestos-containing dust
- Shredding whole windows or parts of windows containing asbestos-containing putty
- Removing window putty using milling machines, joint cutters or oscillating knives
- Grinding down putty residue

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:
- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/Locker
Preparing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos-containing window putty is found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

Tips

Preventing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos-containing window putty is found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Is there any asbestos-containing window putty on current worksites? Ask employees about this and discuss with them what action should be taken.
Activities involving little or no risk
- Walking through rooms
- Cleaning floor coverings/maintenance cleaning
- Overlaying with a new floor covering
- Surface coating

Activities involving an increased risk
- Manually removing and packing single-layer floor coverings (vinyl-asbestos floor tiles)
- Cleaning the adhesive surface (use suction – do not dry-brush or dry-wipe)
- Coating/encapsulating the adhesive surface
- Removing screed with sticky adhesive
- Drilling in a single-layer floor
- Handling bitumen-glue

Activities involving a very high risk
- Removing multi-layered floor coverings
- Grinding off adhesive
- Milling off asbestos-containing flooring materials, i.e. magnesite
- Drilling in multi-layer flooring

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:
- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/Locker

INFORMATION MODULE 3
Floor coverings
The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

**Preparing the instruction session**
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

**Identifying the risk**
List the main asbestos applications with which employees could come into contact during their work.

**What to do if asbestos-containing floor coverings are found**
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

**Contact person**
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

**Monitoring**
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

**Situation on worksites**
Are there any asbestos-containing floor coverings on current worksites? Ask employees about this and discuss with them what action should be taken.

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**Tips**

**I will not carry out any work on suspect materials which puts my colleagues or myself at risk.**

**I will not allow my employees to be exposed to asbestos-related risks.**

**Employee**

**employer**
Activities involving little or no risk

- Walking through rooms
- Cleaning overlying floor coverings and/or floor tiles/flagstones, maintenance cleaning
- Repairing minor (i.e. superficial) damage
- Overlaying with a new floor covering
- Surface coating

Activities involving an increased risk

- Manually removing an asbestos-fibre-free top layer (floor coverings, floor tiles/flagstones, insulating material)
- Cleaning the surface of asbestos-containing adhesive (wipe or vacuum – do not dry-sweep), filler or plaster
- Drilling through a layer of adhesive, plaster or filler (e.g. to fit plugs/dowels)
- Coating/encapsulating the adhesive, filler or plaster surface
- Removing underlying screed with sticky asbestos-containing adhesive
- Demolishing masonry with sticky asbestos-containing tile adhesive or plaster

Activities involving a very high risk

- Mechanically removing (grinding, milling) asbestos-containing adhesive, filler or plaster from the sub-floor
- Chemically dissolving asbestos-containing adhesive from the sub-floor
- Grinding asbestos-containing filler (tile adhesive) for the purpose of surface treatment

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:

- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/locker
The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

**Preparing the instruction session**
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

**Identifying the risk**
List the main asbestos applications with which employees could come into contact during their work.

**What to do if asbestos-containing adhesives, plasters and fillers are found**
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

**Contact person**
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

**Monitoring**
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

**Situation on worksites**
Are there any asbestos-containing adhesives, plasters and fillers on current worksites? Ask employees about this and discuss with them what action should be taken.

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**Tips**

**Preventing work on suspect materials**
I will not carry out any work on suspect materials which puts my colleagues or myself at risk.

**Preventing exposure to asbestos-related risks**
I will not allow my employees to be exposed to asbestos-related risks.

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**Employer**

**Employee**
Activities involving an increased risk
- Cleaning with asbestos vacuum-cleaner
- Dismantling panels without breaking
- Encapsulating or sealing without drilling

Activities involving a very high risk
- Dismantling with crushing and breaking panels
- Grinding, polishing
- Cutting

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:

- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/Locker
Preparing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos panels are found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Are there any asbestos panels on current worksites? Ask employees about this and discuss with them what action should be taken.

Tips

I will not carry out any work on suspect materials which puts my colleagues or myself at risk.

I will not allow my employees to be exposed to asbestos-related risks.

The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.
Sprayed asbestos

Activities involving little or no risk
- Conducting a visual inspection
- Walking in rooms

Activities involving an increased risk
- Installing the plastic glove bag around the piping for removal
- Installing an asbestos enclosure (negative pressure work area)

Activities involving a very high risk
- Cleaning materials using compressed air
- Removing asbestos
- Grinding, polishing

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:

- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/ Locker
The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

Tips

Preparing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if sprayed asbestos is found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Is there any sprayed asbestos on current worksites? Ask employees about this and discuss with them what action should be taken.
Loose asbestos lagging

Activities involving little or no risk
- Performing visual checks
- Walking in rooms

Activities involving an increased risk
- Installing an asbestos enclosure (negative pressure work area)
- Cleaning surfaces (wipe [not dry] or vacuum cleaning)

Activities involving a very high risk
- Destroying, breaking
- Removing asbestos
- Grinding, drilling
- Wiping dust using a brush or something that is dry

MEASURES: Depending on the legislation and the specific work situation, you should consider the following precautions:
- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repellent clothing
- Respiratory equipment
- Shower/locker
The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

**Preparation of the instruction session**
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

**Identifying the risk**
List the main asbestos applications with which employees could come into contact during their work.

**What to do if loose asbestos lagging is found**
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

**Contact person**
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

**Monitoring**
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

**Situation on worksites**
Is there any loose asbestos lagging on current worksites? Ask employees about this and discuss with them what action should be taken.

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**Tips**

- **I will not allow my employees to be exposed to asbestos-related risks.**
- **I will not carry out any work on suspect materials which puts my colleagues or myself at risk.**

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**Employee**

**Employer**
Fireproof coverings for ventilation, chutes and storage heaters

**Activities involving little or no risk**
- Conducting a visual inspection

**Activities involving an increased risk**
- Cleaning
- Painting
- Dismantling or replacing on a limited scale without damaging insulation
- Taking care of fairing or sealing of the small areas
- Removing undamaged asbestos-containing material
- Encapsulating asbestos-containing material in good shape

**Activities involving a very high risk**
- Dismantling or replacing on a larger scale where insulation has to be damaged
- Carrying out a comprehensive renovation of boiler-rooms and boiler houses
- Carrying out demolition and disposal work, including crushing and cutting

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:

- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/locker
Preparing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos-containing fireproof coverings for ventilation, chutes and storage heaters are found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Are there any asbestos-containing fireproof coverings for ventilation, chutes and storage heaters on current worksites? Ask employees about this and discuss with them what action should be taken.

I will not carry out any work on suspect materials which puts my colleagues or myself at risk.

I will not allow my employees to be exposed to asbestos-related risks.

Employer
Employee

The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.
Insulation of pipe ducts against fire, heat and cold

Activities involving little or no risk
- Conducting a visual inspection

Activities involving an increased risk
- Cleaning
- Painting
- Dismantling or replacing on a limited scale
- Fairing or sealing of the small areas
- Removing undamaged asbestos-containing material
- Encapsulating asbestos-containing material in good shape

Activities involving a very high risk
- Dismantling or replacing on a larger scale
- Carrying out a comprehensive renovation of boiler-rooms and boiler houses
- Carrying out demolition and disposal, including crushing and cutting

MEASURES:
Depending on the legislation and the specific work situation, you should consider the following precautions:
- Dust suppression with under-pressure
- Vacuum-cleaning
- Humidification
- Dust repelling clothing
- Respiratory equipment
- Shower/Locker
Preparing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos-containing insulation of pipe ducts against fire, heat and cold is found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Is there any asbestos-containing insulation of pipe ducts against fire, heat and cold on current worksites?
Ask employees about this and discuss with them what action should be taken.

The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

Tips

Employer

I will not allow my employees to be exposed to asbestos-related risks.

Employee

I will not carry out any work on suspect materials which puts my colleagues or myself at risk.

Preventing the instruction session
Before the instruction session starts, find out which types of work your personnel can carry out and the associated measures that need to be taken, and which types of work require the involvement of specialist asbestos experts.

Identifying the risk
List the main asbestos applications with which employees could come into contact during their work.

What to do if asbestos-containing insulation of pipe ducts against fire, heat and cold is found
Give employees clear instructions about what to do if they identify asbestos-containing materials or if they come across materials and are unsure whether or not they contain asbestos.

Contact person
Tell employees who they should contact if they suspect the presence of asbestos and how they should warn their colleagues about this.

Monitoring
Make it clear that compliance with these instructions will be monitored and explain what penalties will apply if the rules are not followed.

Situation on worksites
Is there any asbestos-containing insulation of pipe ducts against fire, heat and cold on current worksites?
Ask employees about this and discuss with them what action should be taken.

The aim of these information modules is to ensure we work together to eliminate asbestos-related risks.

Tips

Employer

I will not allow my employees to be exposed to asbestos-related risks.

Employee

I will not carry out any work on suspect materials which puts my colleagues or myself at risk.