

Lifelong Learning Programme

*abclean*

WORK SAFER GUIDE





## Welcome to the ABClean course!

Despite the EU wide ban on the production of asbestos it can still be found everywhere in Europe particularly in buildings and infrastructure, where it poses a threat to human health. To address the special risk for workers who may encounter asbestos accidentally when involved in particular renovation, maintenance or demolition projects a Leonardo Da Vinci funded Project was developed and implemented under the title “ABClean - making the EU Clean of Asbestos”.

This project led to the creation of an online asbestos awareness training course for the responsible workers in companies that might encounter asbestos during the course of their work. You are now receiving this guide as a supporting tool to follow your training schedule within the ABClean course. We invite you to share the content with your co-workers in your company, so together; we can raise awareness about the dangers of asbestos with regards to health, safety and the environment.

Together with this guide, you will also find a laminated poster, to hang on your workplace walls, as well as a USB card with all the contents of the ABClean Work Safer set in 6 European languages: English, Spanish, Italian, Polish, Lithuanian and Finnish in electronic format.

Don't hesitate to contact your national ABClean local point for any additional information regarding this project and training course.

**We hope you enjoy the ABClean course!!**

**The ABClean team**

# abclean partners:

## novotec

**Isabel Dominguez**

+34 96 136 61 65

Isabel.dominguez@novotec.es

## equipo humano

**Cécile Sauvage**

+34 670 367 216

cecile.sauvage@fundacionequipohumano.es



**Sergio Sghedoni**

+39 40 26 02 203

segreteriaeara@gmail.com



Environmental Academy

**Rita Callender**

+44 191 493 7009

rita@environmental-academy.com



VILNIAUS  
JERUZALĖS  
DARBO RINKOS  
MOKYMO CENTRAS

**Andrius Šipkinas**

+370 613 88716

a.sipkinas@mokymas.eu



NOFER INSTITUTE OF OCCUPATIONAL MEDICINE

**Beata Świątkowska**

+48 42 631 45 02

beata\_sn@imp.lodz.pl

European Federation  
of Building  
and Woodworkers



**EFBWW**

+32 2 227 1044

info@efbh.be



Finnish Institute of  
Occupational Health

**Mikael Fingerroos**

+358 30 4741

Mikael.Fingerroos@ttl.fi

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# SUMMARY

This synthetic presentation of the course provides you with key instructions to register and access to the ABClean course contents.

## ABCClean Project

ABCClean intends to improve prevention and safety in the workplace adding an environmental scope to the traditional training of occupational health. The project raises awareness about the exposure risks of asbestos offering a transversal view of the procedures– detection, removal, demolition, waste management and legal procedures and obligations– to be implemented by both, employers and employees.

The project includes the development of:

- The ABCClean qualification standard
- A brand new asbestos awareness e-learning course
- A training toolkit that HSE Managers or site supervisors can use to deliver asbestos toolbox talks on site and increase awareness



## ABCClean E-learning Course

The e-learning course is equivalent to a level 4 qualification on the EQF for HSE Managers or site supervisors. The course consists of short ‘bitesize’ modules easily accessible anytime from a PC. The course is also user-friendly and incorporates engaging interactive activities, case studies, and videos. On completion of the all the e-learning modules each learner will receive a printed certificate to prove their competence.

### Guide to using the online course

1. To access the course go to <http://courses.abccleanonline.eu/en/login/index.php> and enter your username and password here.

You are not logged in.

Home → Login to the site

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser)

Username:

Password:

☐ Remember username

[Forgotten your username or password?](#)


**Is this your first time here?**

Click the button below to create an account

2. Navigate through the course modules from here... Do not forget to complete the competence test first!

Home → English Course

**Administration**

- Course administration
-  **Unleashing from English Course** Unleashed
- My profile settings

**Welcome to the Course!**

This course has been split into modules which can be completed at your own pace.

Please complete the Competency Test below before you begin

☐ [Competency Test \(Start\)](#)

**Course Content**

Click a module below to begin

**Module 1 - Main Concepts Concerning Asbestos**  
Not available until the activity Competency Test (Start) is marked complete

**Module 2 - Asbestos Regulation in European Union**  
Not available until the activity Module 1 - Main Concepts Concerning Asbestos is marked complete

**Module 3 - Identification of Asbestos-containing Materials**  
Not available until the activity Module 2 - Asbestos Regulation in European Union is marked complete

**Module 4 - Hazard Identification and Risk Assessment, Controls Definition and Planning**  
Not available until the activity Module 3 - Identification of Asbestos-containing Materials is marked complete

**Module 5 - Safe Work Practices**  
Not available until the activity Module 4 - Hazard Identification and Risk Assessment, Controls Definition and Planning is marked complete

**Module 6 - Clean-up, Decontamination Waste Management Practices**  
Not available until the activity Module 5 - Safe Work Practices is marked complete

**Module 7 - Training, Awareness and Communication Needs**  
Not available until the activity Module 6 - Clean-up, Decontamination Waste Management Practices is marked complete

**Competency Test (End)**  
Not available until the activity Module 7 - Training, Awareness and Communication Needs is marked complete

**Module 1.** Introduction and Identification of Materials and Hazards in the Workplace

**Module 2.** Asbestos Regulation in European Union

**Module 3.** Identification of Asbestos-Containing Materials

**Module 4.** Hazard Identification and Risk Assessment

**Module 5.** Safe Work Practices



## Module 6. Clean-up Decontamination and Waste Management Practices

## Module 7. Training, Awareness and Communication Needs

3. When you have finished all the modules, complete the competence test again and you can print out your personalised certificate.

### Certificate

You must complete all modules above before you can download your certificate. You must also complete the Satisfaction Questionnaire below too:

#### Satisfaction Questionnaire

Not available until the activity Competency Test (End) is marked complete.

#### Certificate of Completion

Not available until the activity Satisfaction Questionnaire is marked complete.

## Work Safer Set

The work safer set is a training toolkit that HSE Managers or Site Supervisors can use to deliver asbestos toolbox talks on site and increase employee awareness. The work safer set is designed to explain all safety and environmental measures in the cycles of asbestos management. The work set includes;

- Frequently asked questions (FAQs)
- Examples of best practice related to a range of asbestos management techniques
- Laminated posters to display in workplace to act as a reminder tool
- Checklists to assist workers with the different cycles of asbestos management and to identify environmental and health risks



# BEST PRACTICES

In this section, you will find best practice examples from your country as well as from other European countries regarding asbestos management. These case studies should inspire you while dealing with this material offering ideas and solutions to problems you encounter.

## Best Practice 1 - UK

**WHAT:** Removal of asbestos containing materials from former recording studios, prior to conversion into a hotel

**WHO:** Deconstruct

**WHERE:** St. Anne's Court, London



A DE GROUP COMPANY

**Background:** Deconstruct specialise in structurally and logistically challenging projects. Typically this involves the need for a structure to be deconstructed or dismantled rather than simply demolished. The company work to enable re-use or the re-configuring of an existing building to suite new requirements or layouts.

**Description:** Deconstruct were contracted to demolish the adjoining office building at Carlisle Street and strip the St Anne's Court building back to shell and core. Asbestos was present throughout both properties and had to be completely removed prior to demolition and strip out. The majority of the asbestos was asbestos insulation board (AIB) located behind the acoustic panelling within the basement recording studios.



**Challenges:** With the asbestos insulation board being located behind the acoustic panelling, it was necessary to incorporate the removal of the panelling within the asbestos removal operation. Deconstruct asbestos removal teams had to deconstruct 6 layers of acoustic boarding and panelling to access and remove the asbestos.



The fixings and fittings that secured the acoustic panelling, passed through the asbestos and had to be carefully removed, to avoid uncontrolled damage to the asbestos. A considerable amount of contaminated waste was generated from these works. The waste needed to be carefully

transferred from the basement working area, to ground floor level, for collection on a 'wait and load' basis.

The waste transfer process was also a very labour intensive operation.

**Conclusions:** Deconstruct provides an excellent example of recently completed projects where clients have saved time and costs through their appointment to carry out the enablement phase of their project.

### Useful Sources/links:

- Deconstruct <http://www.deconstructuk.com/>

## Best Practice 2 - UK



**Health & Safety  
Executive**

**WHAT:** The 'Beware Asbestos Web App'

**WHO:** Health and Safety Executive's (HSE)

**WHERE:** UK wide campaign

**Background:** A survey commissioned by the HSE found that only 30% of tradespeople could identify all the correct measures for safe asbestos working, while only 55% of construction workers said they knew how to protect themselves from the risk potentially putting them in harm's way.

**Description:** The free Beware Asbestos web app, for phones, tablets and laptops leads tradespeople through a list of simple multiple-choice questions about the type of building they are working in, the job that they are doing, and the type of asbestos containing material they are working on.



Depending on their answers, they will be:

- Told to stop work and get a licensed asbestos contractor if the asbestos risk is too high;
- Taken to a simple how-to guide giving them easy to follow step-by-step information for lower risk asbestos work;



No asbestos risk

Buildings built in or after 2000 will not contain asbestos

Start over



- Told there is no asbestos risk and so they are safe to continue work.

The web app is designed for use on a job so workers can easily identify if they are likely to face

danger and can then get straight forward advice to help them do the job safely.

**Difficulties:** The app has had some criticism as it is thought to encourage untrained people to carry out asbestos removal work.

**Conclusions:** The web app and the information contained within it, is intended to supplement existing advice and training, not replace it or encourage people to deal with asbestos without the proper training. The campaign aims to help tradespeople understand some of the simple steps they can take to stay safe.

## Useful Sources/links:

- The 'Beware Asbestos Web App' is available at

<http://www.beware-asbestos.info/>

- Asbestos 'How-to-Guides':

<http://www.beware-asbestos.info/how-to-guides>

- Find a licensed asbestos contractor:

<http://www.beware-asbestos.info/find-a-contractor>

## Best Practice 3 - UK



**WHAT:** The 'Asbestos: Hidden Killer' campaign aimed to raise awareness among tradespeople as to why asbestos still poses relevant risks for them and to encourage them to seek more information.

**WHO:** Health and Safety Executive's (HSE)

**WHERE:** UK wide campaign

**Background:** 20 tradesmen a week die in the UK from asbestos-related diseases and the aim of the campaign was to help prevent another generation of plumbers, plasterers, electricians and joiners having their lives cut short.

**Description:** The HSE's "Asbestos: Hidden Killer" consisted of a three phase marketing campaign running from 2008 till 2010. The campaign was particularly targeted towards trades people and construction workers and proved one of the HSE's most effective campaigns.

HSE used an integrated multi-channel marketing campaign, which included a tradespeople-friendly microsite, 'spot the asbestos'



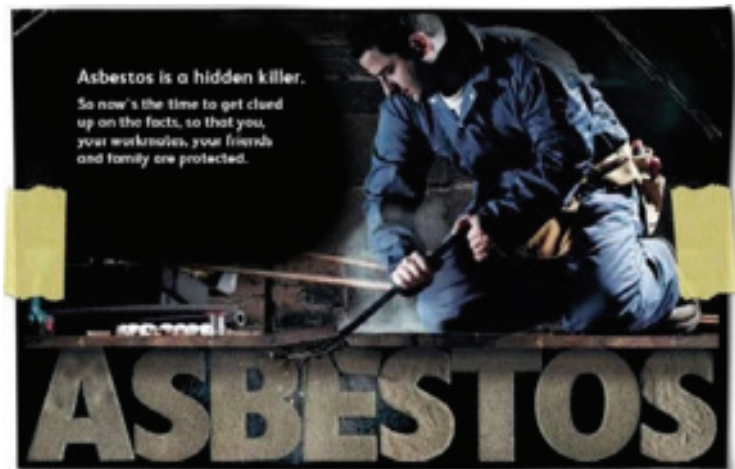
web tool, online advert, a TV filler and a suite of soundbite interviews with family members. HSE also used hard hitting statistics to show the true extent of asbestos related diseases and broke cases down to local authority level to ensure the story had

relevance across Britain.

Across the three phases of the marketing campaign HSE pulled together a partnership of more than 60 stakeholders to endorse and support the campaign. Supporters included the powerful voices of the British Lung Foundation, Local Government Association and former tradesman and England and Arsenal footballing legend, Ian Wright.

Awareness increased significantly following the campaign with 8 out of 10 having seen or heard some publicity about the risks of asbestos.

**Difficulties:** While awareness of the dangers related to asbestos were recognised, there was a perception that it was not a threat to the respondents personally, for example:



- It was not their responsibility to check if asbestos is present
- The cost of identifying where asbestos was and taking action may be too high
- There were issues around the provision and use of Personal Protective Equipment (PPE)



**Conclusions:** Maintenance workers were very positive about the campaign material. The advertising made asbestos more ‘top of mind’ for the target audience and made good progress in terms of changing attitudes regarding the danger of asbestos in their current job.

### Useful Sources/links:

- Visit HSE’s campaign website at:  
<http://www.hse.gov.uk/asbestos/tradesperson.htm>
- Foreword by campaign ambassador Ian Wright:  
<http://www.hse.gov.uk/press%5C2008/e08050ianwfd.htm>
- Hidden Killer Case Study Document:  
<http://www.asbestosdiseaseawareness.org/wp-content/uploads/Health-and-Safety-Executive-Case-Study.pdf>
- Real life case study - Tom King:  
<http://www.hse.gov.uk/press%5C2008/e08050casestdy.htm>

## Best Practice 4 - UK



**WHAT:** Asbestos Removal and Remedial Works

**WHO:** European Asbestos Services

**WHERE:** Kensington and Chelsea, London

**Background:** A wide range of asbestos work including remedial works and removal, are undertaken by European Asbestos Services Ltd, for a portfolio of residential and commercial properties owned/managed by Kensington & Chelsea TMO.

**Description:** As part of Kensington & Chelsea's housing program. European Asbestos Services undertake reactive asbestos surveys to void and occupied residential and commercial properties, with the production of a full asbestos survey report.

Subsequent to this survey European Asbestos Services are then tasked with the removal/remediation of the identified asbestos containing materials (ranging from floor tiles, textured coating and asbestos insulation board materials). In the case of voids, Kensington & Chelsea made a requirement, that all void properties be surveyed and asbestos items removed, to a 5 day turn-around. This was to allow the property to be handed onto follow on contractors to undertake redecoration and minor refurbishment works prior to hand-over to new tenant.

**Difficulties:** The tight timescale involved European Asbestos Services, implementing a dedicated support and removal team which enabled them to maintain close contact with the client and other follow on contractors, thereby ensuring smooth transition from survey, removal through to hand-over to the follow on contractor.



**Conclusions:** This commitment to meeting the client's stringent requirements, has meant the company has been able to maintain the framework contract throughout the years.

### Useful Sources/links:

- European Asbestos Services:  
<http://www.european-asbestos.co.uk/>

## Best Practice 5 - Poland



Reference Centre  
for Asbestos Exposure & Health  
Risk Assessment

**Head:** Prof. Neonila Szeszenia-Dąbrowska, MD, PhD

**WHAT: The Reference Centre for Asbestos Exposure and Health Risk, coordination of the “Amiantus Programme”**

**WHO:** Nofer Institute of Occupational Medicine (NIOM) in Łódź, Poland

**Background:** The creation of a specialized centre for analysis and study of environmental pollution by asbestos, health effects of occupational and environmental exposure and health risk assessment was one of the tasks listed in the “Programme for elimination of asbestos and asbestos-containing products used in the territory of Poland”.

**Description:** The activities of the Centre include:

- Research and analyses performed for the governmental “Programme for elimination of asbestos and asbestos-containing products used in the territory of Poland”;
- Coordinating the national program of preventive medical examinations of workers formerly exposed to asbestos dust - “The Amiantus Programme”;
- Organization of seminars and conferences concerned with the problem of asbestos
- Organization of specialized training, for various professional groups, on the harmful effects of asbestos, health protection

and safe handling of asbestos-containing materials

- Preparing expert opinions, disseminating information and knowledge e.g. on environmental asbestos pollution, health effects and risks associated with the occupational and environmental exposures, and rules for safe handling of asbestos.

In Poland, the basic regulations for protection against asbestos include Act of June 19, 1997, on the Ban of Use of Asbestos Contained Products. For the implementation of the Asbestos Ban Act, the Ministry of Health has launched the AMIANTUS Programme of prophylactic examinations designated for former workers of asbestos processing plants. All the former workers of the 28 Polish asbestos-processing plants specified in the Act are entitled to periodic medical examinations and complimentary medications designed to treat asbestos-related diseases. The program is carried out by 13 regional occupational medicine units territorially competent for the place where the plant was located. For supervision and coordination of the program is responsible the Nofer Institute of Occupational Medicine (NIOM) in Lodz.

Voluntary medical examinations is performed once a year and include general medical examination, X-ray chest imaging, resting spirometry and additional testing (e.g. resting gasometry) or other diagnostic tests (eg, CT scan) - if necessary.

**Conclusions:** Undertaking a follow-up of asbestos-exposed workers after cessation of exposure increases the number of recorded asbestos-related diseases due to longer latency period. Additional follow-up of asbestos-exposed workers after cessation of their work is needed to ensure complete reporting of asbestos-related diseases.

### Useful Sources/links:

- Visit NIOM website at <http://www.imp.lodz.pl/>

## Best Practice 6 - Spain

### Brief outline of the asbestos related topic:

- **Activity:** Asbestos removal in power station
- **Place:** municipalities of San Adrián de Besós and Badalona (Barcelona)
- **Date:** 2012-2013

**Background:** The owner, Endesa, decided the demolition and dismantling of the old power station located in Besós, built in the 70s and whose activity ceased in 2011.

**Description:** The works were executed by the specialized company Demoliciones y Reciclados, and consisted basically of two phases; Phase 1 consisted of an inventory of materials which contained asbestos and work planning, and phase 2 was the removal of materials distinguishing non-friable and friable asbestos.

The presence of non-friable asbestos was detected: asbestos-cement roof, walls and tanks; asbestos-cardboard in joints without damage; vinyl-asbestos floor. Friable asbestos was also detected in insulation materials of hot spots related to the process of electricity generation (boiler, turbine, connections); cords or damaged asbestos joints; even stockpiles of asbestos containing materials were found.

For the removal of friable asbestos materials, bubbles in depression were installed (plastic structures confining the workspace), whose dimensions were calculated through innovative mathematical methods. Also an amalgamating liquid was injected onto friable materials to avoid the generation of fibres during removal.

For decontamination of workers, modules with 3 and 5 bodies were used. Asbestos waste were carefully packaged, labelled and delivered to an authorized waste company.

**Comments:** The work had two special difficulties; on one hand the owner of the facility did not know the location of materials containing asbestos, and on the other the concurrence of demolition and dismantling works complicated its planning.

**Conclusions:** Before working on facilities which are suspected to contain asbestos (due to their activity and year of manufacture/ construction), is crucial to perform an exhaustive inventory in order to determine the location of these materials and their characterization.

Friable asbestos materials have a higher hazard due to their ease for releasing fibres. Therefore, their handling requires the implementation of special working methods.

### Pictures:



### Useful sources/links:

- [http://www.adrp.es/cms/files/ADRP\\_Premio\\_Descontaminacion\\_2013\\_DYR.pdf](http://www.adrp.es/cms/files/ADRP_Premio_Descontaminacion_2013_DYR.pdf)

## Best Practice 7 - Italy

### Asbestos and fibrous substitutes

**WHAT:** Information brochure. Available to download or order for free, 60 page brochure containing extensive information with illustrated examples to inform workers about the dangers of asbestos and how to work safely. The brochure also contains information about substitute materials and course of action in case of illness.

**WHO:** CNAC/NAVB (National Action Committee on Safety and Health in Construction), Belgium

**Background:** CNAC/NAVB is a prevention institute for the construction sector, its main mission is to promote the welfare of workers in the workplace. CNAC/NAVB is open to companies and Belgian workers to contribute to the prevention of occupational accidents and illnesses in construction. Its activities include research, training, specific campaigns and publications such as “asbestos and fibrous substitutes”.

**Description:** The brochure available for free in French and Dutch and is designed to inform workers of the dangers from asbestos, its substitutes and course of action in case of illness the brochure includes:

- Description of different types of asbestos
- Examples of where asbestos can be found
- Information for workers who encounter asbestos
- Impact on health and information to occupational diseases
- Legislative and practical prevention measures (e.g. Exposure limits, risk assessment, work plan, individual protection equipment)
- Substitute materials including health risks related to them
- Course of action in case of illness



The brochure makes technical information accessible by describing and explaining legislative and practical aspects of the above areas together with pictures and graphs to illustrate the information provided.

**Conclusion:** The brochure contains extensive and easily accessible information on both legal and practical aspects, including annexes with recommendations for specific activities. It is a useful reference tool for employers and workers, however, it is no standalone substitute for training.

### Sources/Links:

- The CNAC/NAVB website as well as publications are bilingual in French and Dutch:

<http://cnac.constructiv.be/>

- “Asbestos and fibrous substitutes” publication and others are available for free on the website

[http://cnac.constructiv.be/fr/infos\\_bien-etre/publications/chercher/detail.aspx?id=%7b07b5372c-bf0e-4093-9be3-24bf297f7039%7d](http://cnac.constructiv.be/fr/infos_bien-etre/publications/chercher/detail.aspx?id=%7b07b5372c-bf0e-4093-9be3-24bf297f7039%7d)

# F.A.Q.

This section attempts to answer some of the most frequently asked questions relating to asbestos management identified by our experts. Such as:

- How can I recognize asbestos containing products during cleaning, renovation, demolition or dismantling task? During which dates of construction is it more likely to find buildings that contain asbestos?
- Which specific activities make it more likely to release asbestos fibres?

## ABClean Frequently Asked Questions (FAQ)

1. How can I recognize asbestos containing products during cleaning, renovation, demolition or dismantling task? During which dates of construction is it more likely to find buildings that contain asbestos?

All business premises should have a register of asbestos locations, etc - check before starting work.

Extreme caution is needed when working on buildings from the late 1950's through to the 1980's.

It is unlikely asbestos will be found in buildings constructed since 2000.

Residential, Industrial & Commercial property may have...

**inside:** sprayed asbestos coatings on ceilings, walls, beams and columns  
asbestos cement water tanks  
loose fill insulation  
lagging & insulation board around boilers & pipework  
rope seals, gaskets, paper on boilers, etc  
insulation board ceiling tiles, partition walls, fire doors  
textured decorative coatings on ceilings  
vinyl floor tiles

**outside:** cement roofs, gutters, downpipes, soffits, roofing tiles  
flue and chimney pipes  
pre-fabricated houses, storage and industrial buildings can have walls and roofs containing asbestos  
linoleum flooring  
vinyl floor tiles

Residential property may also have:

**inside:** bath panels, toilet seats and water cisterns  
fuse box mountings  
fire proof doors  
airing cupboard insulation  
fire surrounds, and hearths  
window panels/ decorative panels in windows  
fire proof linings in in ceilings and walls of garages  
insulation of electrical wiring  
linoleum flooring  
vinyl floor tiles

**outside:** roofing felt  
asbestos cement roofs  
roofing tiles

- Asbestos cement sheets are not load bearing - do not step upon

- It is unlikely to find asbestos in buildings that were constructed after 2000

2. When I conduct cleaning, renovation, demolition or dismantling tasks, which specific activities make it more likely to release asbestos fibres?

Sanding, grinding and cutting produce high levels of dust and materials should be damped down before working; use correct protective clothing and PPE if the products in question may contain asbestos.

3. Is it dangerous to cut, break or otherwise disturb asbestos containing products?

Cutting breaking and otherwise disturbing asbestos containing products releases large amounts of asbestos fibres into the air making it extremely dangerous. This should be avoided and only be conducted by professional asbestos removal companies under the appropriate safety precautions.

Sanding, grinding and cutting produce high levels of dust and materials should be pre-coated, damped down, and/or loosened with drawing fasteners before working; use correct protective clothing and PPE.

Tooling should be fitted with dust collection systems. Always use appropriate protective clothing and personal protective equipment. Afterwards clean up and decontaminate work site properly, and dispose of asbestos containing waste in sealed containers at approved waste disposal sites for hazardous waste.

Work should be planned so that any asbestos based material is removed with the least possible disturbance, preferably intact.

4. How is exposure to asbestos dangerous to my health and that of others including my family? Is it dangerous to touch, handle, or breathe in? Is it dangerous to eat, drink or smoke around asbestos?

Breathing and ingesting asbestos dust and fibre will cause asbestos related disease. A major cause of asbestos related disease to non-workers is "carry-home" issues. Work clothes, etc. should be disposed of on site and taken to approved waste disposal sites. Disposable clothing is preferable and any laundering should be done by specialist cleaners using appropriate filtering systems for waste water. Never take clothes home and never use a domestic washing machine.

Asbestos exposure significantly increases the risk of lung cancer among smokers

5. Who should I inform if I encounter asbestos during my work? or If I think I have found asbestos who can remove it?

Stop work immediately, advise supervisors who should seek professional advice and arrange for an analysis of suspect materials. Removal or encapsulation of asbestos should always be done by specialised companies with the necessary training and safety equipment.

6. Is there a safe way to distinguish asbestos containing products from safe products?

Products and material known to contain asbestos recognised in surveys should have precautionary labelling and signing. It can be very difficult to recognise asbestos visually.

Asbestos is often mixed with other materials making detection difficult, for example asbestos cement products may contain 5% - 20% asbestos mixed with cement.

Even experienced workers will find it difficult to recognise asbestos visually.

7. Once asbestos has been identified, which activities can be carried out safely? In which cases should I request services from an external company specialized in asbestos handling and removal?

Removing loose fill insulation; ceiling tiles; sprayed coatings; pipe lagging, etc and debris or materials when clearing up from fire, flood, or water leakage should always be handled by licensed specialist contractors.

Work may be carried out safely around asbestos if the asbestos containing products are sealed, remain intact, and are not disturbed during the work process.

8. What kind of safety equipment is necessary to work with asbestos? Who is responsible for providing it?

Use appropriate disposable equipment. Overalls, fitted facemasks and respiratory equipment should be "asbestos fibre and dust proof".

All work safety clothing and equipment should be provided by employers.

9. What is my responsibility as a worker? As a supervisor? As an employer? What are my functions as an Asbestos Awareness Officer?

The employer must guarantee that employees are not in danger while working and the employer has obligation to minimize the hazards of asbestos and develop a safe work plan.

Asbestos Awareness Officers should be involved at the onset and assure that workers receive asbestos awareness and safety training before the work starts, make sure that the safe work plan is implemented and assure the safety of workers on site. The Asbestos Awareness Officer does not replace existing structures such as OSH-representatives and is responsible for working in accordance with established institutions such as OSH-representatives, works councils, and other workers' representatives or local trade union representatives.

Workers must report any hazards or risks they have discovered.

If work causes serious danger to the life or health of the employee involved or any other employees, the employee has the right to refuse such work.

## 10 How should asbestos containing waste be handled?

Covering work areas with plastic sheet will make cleaning up easier. Clean up as you work - don't let waste accumulate in the work place.

Tools and surfaces should damp wiped to remove dust and fibre.

All waste, including work clothes, should be double-bagged; sealed with tape and labelled. Dispose as hazardous waste at a licensed waste site.

Large quantities would be better stored and taken to waste disposal sites in sealed containers.

## 11 Which public authorities are responsible for workers' protection from asbestos? Who should I contact to get information on relevant legislation, rights and obligations?

Depending on the country local, regional, or national labour inspectorate or occupational safety and health authorities, your trade union can provide you with the relevant information.

In the UK, The Health and Safety Executive's (HSE's) aims are to protect the health, safety and welfare of people at work, and to safeguard others, mainly members of the public, who may be exposed to risks from the way work is carried out. HSE's statutory functions include proposing new or updated laws and standards, conducting research, providing information and advice, and making adequate arrangements for the enforcement of health and safety law in relation to specified work activities. Local authorities also enforce health and safety law in workplaces allocated to them - including offices, shops, retail and wholesale distribution centres, leisure, hotel and catering premises.

## 12 If I believe that I might be at risk of contracting an asbestos



related disease, what are my options concerning medical treatment and compensation?

It is good practice for asbestos exposed workers to record their work history with their medical practitioner, and with their trades union and their legal advisers so that if they suffer asbestos related disease in the future the origin might be recognized.

A decades-long delay occurs between exposure to asbestos and appearance of the resulting diseases. In the case of asbestos, causality is determined based on the extent and length of the exposure and the type of disease.

Employment history must be clarified. If it is suspected that the symptoms are due to previous exposure, a discussion on the issue must be held with the medical practice handling the case. The doctor will evaluate the amount of exposure involved and perform the examinations necessary to identifying the probable cause of the symptoms. If the doctor suspects that an occupational disease is in question, he or she will draw up medical certificate for an insurance company. This certificate will be sent to the insurance company engaged by workplace in which the worker was most recently exposed to asbestos.

People who have been exposed to asbestos must organize their own follow-ups. It is important that people ensure that they know how to manage the monitoring of their own condition. It is recommended that occupational healthcare services advise people who have been exposed to asbestos and provide care providers with written follow-up instructions. Frequency of monitoring depends on the type of exposure and disease in question.

Periodic post-occupational check-ups on asbestos exposure are arranged in accordance with a doctor's examination and directions.

Clarify whether the disease can be compensated for as an

occupational disease (occupational exposure to asbestos). Ensure that an adequate medical examination is performed and a precise exposure report is drawn up.

Compensation from insurance. Once the decision has been issued, the insurance company can be contacted if you require further information. The decision is also open to a right of appeal. Instructions on drawing up an appeal will be provided as an attachment to the decision. If necessary, you can also contact your trade union or shop steward.

According to the Employment Accidents Insurance Act, health care and examination fees, rehabilitation, daily allowance, handicap allowance, accident pension as well as survivor's pension and funeral allowance are payable as compensation. Health care costs, with no limit in time or value, are paid while the need for treatment remains. Loss of earnings can be reimbursed as daily allowance for a year from the manifestation of the occupational disease. Following this, loss of earnings can be reimbursed in the form of an accident pension. However, the worker in question is often retired when the symptoms of an asbestos-induced occupational disease first appear.

### 13 Where can I find more information, guidance?

Depending on the country local, regional, or national labour inspectorate or occupational safety and health authority, advice can be found through trade union who can also help to contact the relevant authority. The European Work Hazards Network ([www.ewhn.eu/links](http://www.ewhn.eu/links)) can also be a source of information and has groups in a number of countries.

Other resources include workers health and safety advice centres - UK Hazards Campaign ([www.hazardscampaign.org.uk](http://www.hazardscampaign.org.uk)) Hazards Magazine has resources for asbestos awareness, and world-wide

news coverage of asbestos issues ([www.hazards.org/asbestos/index.htm](http://www.hazards.org/asbestos/index.htm)). Similarly the International Ban Asbestos Secretariat (IBAS) website is "the" news, knowledge base ([www.ibasecretariat.org](http://www.ibasecretariat.org)).

A network of asbestos victim support groups exists in the UK, largely volunteers campaigning and giving advice. ([www.asbestosforum.org.uk](http://www.asbestosforum.org.uk)) Specialist occup'l safety & health departments in academic institutions.

Bodies such as the UK British Royal Society for Protection from Accidents (RoSPA); British Safety Council. It should be remembered such organisations are "subscriber bodies" serving their affiliates and trades union are rarely affiliated. In the UK specialist advice, especially for those suffering illness can be obtained from the British Lung Foundation, and the McMillan Cancer organisation.



# CHECKLISTS

Two checklists will help you to perform a first evaluation of asbestos management in your work place:

- Checklist on Asbestos Waste: this list will enable you to check the correct management of asbestos waste by professionals.
- Checklist on Asbestos Work: this list will enable you to check that Asbestos is being handled properly in the workplace.

# CHECKLIST ASBESTOS WASTE

Evaluation of needed measures			
During work	OK	Not OK	N/A
Clean as you go, don't let asbestos waste accumulate in the work place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove asbestos containing waste frequently from the area of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep asbestos waste appropriately packed and labelled in a place of temporary storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily vacuum-cleaning of all work and waste storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packaging	OK	Not OK	N/A
All waste including work clothes, used disposable protective equipment, rags, towels, contaminated material and old equipment containing asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double-bagged in sufficiently durable packaging (friable asbestos)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Always use unused bag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't overfill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tightly sealed with tape immediately after filling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label with asbestos warning label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp wipe the outside of the bag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-friable asbestos waste craned down from scaffold and stored in closed containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On site storage	OK	Not OK	N/A
Use dustproof waste containers/drums/bins for temporary storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When full cover completely with plastic sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large quantities should be stored in lockable waste skip, vehicle tray or similar container and taken to waste disposal sites in sealed containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-friable asbestos waste can be placed directly into a skip or vehicle tray, if double lined with heavy-duty plastic sheeting and kept damp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store under lock in a secure location protected from vandalism, and away from sensitive areas such as playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport and Final Disposal	OK	Not OK	N/A
Dispose as hazardous waste, at a licensed waste site only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assure that all asbestos waste is treated, packaged or covered, at all times to prevent the release of asbestos fibres and prevent spilling of liquids containing asbestos into the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos containing waste must be treated under dangerous goods transport regulations by competent personal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that anyone transporting asbestos containing waste is authorized to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill out and produce transport document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport records and documentation must be kept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Work	OK	Not OK	N/A
Label, maintain, and monitor any asbestos containing material that remains on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep records and documentation as required by national authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# CHECKLIST ASBESTOS WORK

Evaluation of needed meassures			
Notification	OK	Not OK	N/A
Planned activities are notified to the competent authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-construction report conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are sufficiently instructed and trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client has carried out preinvestigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client has made Health and Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client has appointed safety coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment	OK	Not OK	N/A
Washing facilities for hands and faces provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decontamination chamber installed (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate personal protective equipment is provided:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-dust clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respirators if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goggles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular health surveillance of all workers involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preparation of work and work area	OK	Not OK	N/A
Asbestos work is performed time separated and physically from other work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work area is separated from the surroundings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work area is sufficiently signed (asbestos work/dust) and protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorized persons don't have access to the working area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient hygienic provisions including bath and change of clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work practices	OK	Not OK	N/A
Smoking, drinking and eating is restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before commencing work, all surfaces in the working areas are cleaned of visible dust and any friable material that may contain asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End-cleaning procedures have been set up and followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetting of all ACM to be removed, broken, cut or otherwise disturbed, in order to minimize the release of asbestos fibres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No high-speed electric tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe handling of asbestos containing waste in all phases (see extra checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>







# ADVICE SHEET

We want you to be aware of asbestos related risks. This sheet includes some of the main aspects to remember when dealing with asbestos and its impact on the environment.

## Evaluation of possible exposure

### Household

Work clothes can be contaminated

Asbestos containing products (like thermos bottles) are still marketed and can enter into households

Do it yourself activities in houses – many parts of a building can be contaminated. Is there any special precautions?

### Nearby operations

Demolition of or repair work in buildings and infrastructure can release asbestos fibers

Waste transport and waste disposal can pollute the environment

Renovation measures for a better energy efficiency of buildings often involve asbestos containing material

Displacement of asbestos fibers during maintenance and repair activities

Incorrect treatment of waste water used to bind fibers during work processes results in environmental pollution

Improper packaging of asbestos containing construction waste results in environmental pollution

### Environment

Villages and cities around previous plants that used asbestos can be contaminated

Improper handling of asbestos containing waste can release fibres

Certificated companies for the disposal of waste

Public buildings like schools, gyms or museums are, depending on the year of manufacturing, are contaminated with asbestos

# NOTES

Take some time to write down your own reflections and learning outcomes from this course. It will help you to organise your thoughts and to put your knowledge into practice.

Handwriting practice lines consisting of 20 horizontal dotted lines.



Handwriting practice lines consisting of 20 horizontal dotted lines.









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