

# Information Paper AR1

Approved criteria for a certificate to perform work to remove friable asbestos containing material

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## Purpose

This information paper states the criteria an applicant must satisfy before applying for a certificate to perform work to remove friable asbestos containing material (also known as an “A class certificate”).

## Types of certificates

There are two types of certificates relating to asbestos removal work.

**“A” class certificates** cover all asbestos removal work. This means the holder of an A class certificate has the appropriate authority to remove friable asbestos containing material (ACM) as well as bonded ACM. These certificates are held by a business. The holder of an A class certificate must ensure the removal of friable ACM is **directly supervised** by a competent person.

**“B” class certificates** only cover work to remove 10m<sup>2</sup> or more of bonded ACM. These certificates **do not** authorise a person to remove friable ACM. B class certificates are held by individuals who are directly involved in the removal of bonded ACM.

However, if the removal of 10m<sup>2</sup> or more of bonded ACM is being undertaken by the holder of an A class certificate, it is not necessary for the persons undertaking the removal work to hold B class certificates as long as those persons are directly supervised by the A class certificate holder’s competent person.

Removal of all asbestos containing material (even less than 10m<sup>2</sup> of bonded ACM where a certificate is not required) must be undertaken in accordance with the requirements of the *National Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]*.

## Which Information Papers are relevant?

For A class certificates, refer to –

- *Information Paper AR1 – Approved criteria for a certificate to perform work to remove friable asbestos containing material*
- *Information Paper AR2 – Requirements for a competent person to supervise work to remove friable asbestos containing material*

For B class certificates, refer to –

- *Information Paper AR3 – Approved criteria for a certificate to perform work to remove bonded asbestos containing material*

## Criteria for obtaining a certificate to perform work to remove friable ACM (A class certificate)

### Criterion 1 – Insurance

The applicant must provide proof of holding:

- Workers’ compensation insurance (if applicable); and
- Public liability insurance.



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Industrial Relations

## **Criterion 2 – Competent person for direct supervision**

The applicant must demonstrate there will be a competent person with the knowledge and experience of safe working methods and practices appropriate for the removal of friable and bonded ACM to directly supervise the asbestos removal work. For more information about this, refer to *Information Paper AR2 – Requirements for a competent person to supervise work to remove friable asbestos containing material*.

## **Criterion 3 – General workplace health and safety policies and procedures**

The applicant must demonstrate that there are effective management systems in place to ensure that the asbestos removal work is performed safely and without risk to any person, including workers and the general public.

The applicant's workplace health and safety systems will be assessed on the following elements:

### **a) Workplace Health and Safety (WHS) Policy:**

There must be a written WHS policy statement that:

- is supported by management;
- clearly identifies the WHS responsibilities of managers, supervisors and workers; and
- is communicated to workers.

[Note: There should be adequate consultation with workers and, where they exist, with Workplace Health and Safety Officers, Representatives and Committees, in the development of the policy.]

### **b) WHS information**

There must be personnel with knowledge of current workplace health and safety legislative and operational requirements, including:

Legislation:

- *Workplace Health and Safety Act 1995*
- *Workplace Health and Safety Regulation 2008*
- *National Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition* [NOHSC: 2002 (2005)]

Operational:

- current manufacturers' and suppliers' standards and information relevant to asbestos removal work.

### **c) Training and supervision**

#### **(i) Training of workers:**

There must be written evidence that processes are in place for:

- training new workers, including induction training and training in workplace health and safety issues;
- making sure workers are trained in safe working methods and practices, including training in new jobs or new plant and equipment;
- keeping records of the workers who have been trained and the training provided; and
- making sure that a person performing high risk work or earthmoving or particular crane operation under the *Workplace Health and Safety Regulation 2008* holds the required licence or certificate.

*(ii) Supervision of work:*

There must be written evidence that processes are in place to ensure the asbestos removal work is directly supervised by a competent person at all times. This will include a list of the 'competent person/s' and how they meet the competencies/qualifications stated in Information Paper AR2 - Requirements for a competent person to supervise work to remove friable asbestos containing material. The arrangements for ensuring that the work is supervised (direct supervision is at least on site) by a competent person must be reflected in the work method statement.

**d) Reporting and investigation of incidents/accidents**

There must be written evidence that a system is in place to make sure required records (incident record/report) are maintained and investigations are undertaken. Workers are to be trained about the system and how to use it.

**e) Emergency planning**

There must be written evidence that an emergency response plan relevant to the site or project is in place, including arrangements for evacuation. This plan must take account of all persons on the site, including contractors. More information about emergency plans can be found in the *National Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition* [NOHSC: 2002(2005)].

**f) Suppliers, sub-contractors and purchasing controls**

There must be written evidence that the applicant's management is aware of all its legislative obligations about contractors and suppliers under the *Workplace Health and Safety Act 1995* and Regulations. Contractors and suppliers should conform to the applicant's WHS standards and procedures.

**Criterion 4 – Administrative requirements for asbestos removal work**

The applicant must demonstrate that there are effective operational practices in place to ensure that the asbestos removal work is performed safely and without risk to any person, including workers and the general public.

The applicant's practices will be reviewed based on:

- This information paper (Information Paper AR1 – 'Approved criteria for a certificate to perform work to remove friable asbestos containing material).
- relevant requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulation 2008*, and
- the *National Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition* [NOHSC: 2002(2005)].

**a) Work method statements**

There must be written evidence that a process has been developed for preparing effective work method statements for each project. In preparing work method statements consideration should be given to the *National Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition* [NOHSC: 2002(2005)], and any guidance material published by the Department.

There must be written evidence of the ability to systematically:

- identify hazards;
- assess risks that may result because of the hazards;
- decide on appropriate control measures to prevent, or minimise, the level of the risks;
- implement control measures; and
- monitor and review the effectiveness of the measures.

Part 20 of the *Workplace Health and Safety Regulation 2008* specifies requirements in relation to work safety method statements.

Where a principal contractor is appointed a construction safety plan must be prepared before asbestos removal work starts. Part 20 of the *Workplace Health and Safety Regulation 2008* specifies requirements in relation to construction safety plans.

#### **b) Asbestos Removal Control Plan**

For asbestos removal work, a site-specific control plan must be developed before the work starts. The requirements for an asbestos removal control plan are outlined in the *National Code of Practice for the Safe Removal of Asbestos 2nd Edition* [NOHSC: 2002 (2005)].

### **Criterion 5 – Compliance**

The applicant must demonstrate that issues relating to the following have been resolved or rectified:

- Requirements to comply with workplace health and safety legislation in the previous two years (e.g. improvement or prohibition notices);
- Any convictions under workplace health and safety legislation in Queensland or another state or territory relating to asbestos removal work or demolition work in the previous ten years; and
- Any refusal, cancellation or suspension of a certificate/licence for asbestos removal work or demolition work in Queensland or another state or territory in the previous two years.

This criterion can be met by the person who holds the business name or director of the company making a statutory declaration. The statutory declaration must be submitted as part of the application process.

### **How applicant may demonstrate criteria have been met for an A class certificate**

Applicants must be assessed by an authorised accredited provider. Fees charged for this service are determined by the accredited provider.

[View a list of authorised accredited providers able to assess suitability for an A class business certificate](#)

#### **Further information**

For more information contact Workplace Health and Safety Queensland

Phone: 1300 369 915

Internet: [www.deir.qld.gov.au](http://www.deir.qld.gov.au)