



Australian Government

Department of Education, Employment and Workplace Relations

CPCCB4051A Supervise asbestos removal

Release: 1

CPCBC4051A Supervise asbestos removal

Modification History

New to CPC08

Unit Descriptor

This unit of competency specifies the outcomes required to supervise the removal process for friable and non-friable asbestos containing material (ACM). The unit includes planning for and supervising the removal process, including preparing the work area and the work site, using safe and compliant removal practices, maintaining safety procedures, and supervising the decontamination and removal processes.

Ensuring compliance with the asbestos removal control plan (ARCP) is central to the effective performance of the role. This includes ensuring and documenting that required air monitoring and other testing and certification processes are conducted by licensed asbestos assessors according to legislation.

Application of the Unit

Site location for work may be either domestic or commercial, and may be a demolition site, a new work site or an existing structure being renovated, extended, restored or maintained. Project sites may be construction sites and may also include ships, soils and fences.

Licensing/Regulatory Information

Occupational licenses are required nationally.

Work must be completed according to relevant legislation, the Code of Practice for the Safe Removal of Asbestos, industry guidelines, customer and organisational requirements, including work health and safety (WHS) policies and procedures.

Regulatory mechanisms apply to this unit. This unit is required for all supervisors of the ACM removal process. Candidates are advised to check for regulatory requirements.

Pre-Requisites

CPCCOHS1001A Work safely in the construction industry

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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| 1 | Plan for asbestos removal. | 1.1 | Work instructions, other required <i>information</i> and the client's brief are obtained, clarified, confirmed and applied for planning purposes. |
| | | 1.2 | Asbestos register, if available, is obtained and reviewed to inform planning. |
| | | 1.3 | Work site is inspected to confirm requirements and inform the planning process. |
| | | 1.4 | Scope of job is identified and initial <i>preparations</i> are conducted according to workplace requirements. |
| | | 1.5 | Staffing levels required for completion of job are confirmed. |
| | | 1.6 | Required quantity of <i>materials</i> is calculated according to job specifications and <i>quality requirements</i> . |
| | | 1.7 | <i>Safety</i> requirements and data from asbestos register, project construction safety emergency plan, safe work methods statement (SWMS) for a construction site, and other information sources are identified to prepare for a safe and compliant removal process. |
| | | 1.8 | <i>Plant, tools, equipment</i> and <i>personal protective equipment</i> (PPE) to carry out the job are identified, sourced and steps taken to ensure their serviceability. |
| | | 1.9 | <i>Environmental requirements</i> are identified for the job according to environmental plans and regulatory obligations, including preparations for a clearance inspection by a licensed asbestos assessor. |
| | | 1.10 | Processes required to meet health-monitoring and air-monitoring requirements are identified and planned with the licensed asbestos assessor and within limits of |

- own responsibility.
- 1.11 Occupants, neighbours and other affected parties are notified according to legislation and the code of practice and within limits of own responsibility.
 - 1.12 Proper identification and handling of **asbestos containing materials** are planned and implemented according to legislative and regulatory requirements.
 - 1.13 ARCP is developed within limits of own responsibility.
 - 1.14 Required documentation is prepared and steps are taken to ensure authorisation according to legislative and company requirements.
 - 1.15 Arrangements and work schedules are organised so that **compliant supervision** of the asbestos removal job is undertaken.
- 2 Prepare site for removal.
- 2.1 Workers' certificates of competency for the type of removal required are sighted by the supervisor and records are kept on site.
 - 2.2 Team members are provided with instructions for the safe and compliant conduct of the job according to the ARCP.
 - 2.3 Steps are taken to ensure the signage and barricades to delineate the work area from the **work site** are erected according to legislative requirements.
 - 2.4 Notification documents for the job, copy of asbestos removal licence, and training documents are secured and steps taken to retain them on site.
 - 2.5 Daily air-monitoring readings are posted on the work site according to legislative requirements.
 - 2.6 Team members are provided with PPE and its proper usage and fit are checked.
 - 2.7 Steps are taken to ensure all equipment is installed and checked for serviceability according to legislation and manufacturer specifications for use.
 - 2.8 Final safety checks are made of the site, including ensuring that **utilities** are deactivated and secured prior

to commencing work.

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| 3 | Supervise testing, compliance and documentation in consultation with the licensed asbestos assessor and the asbestos removalist. | <p>3.1 Communication is undertaken with the licensed asbestos assessor to ensure compliance with legislative requirements for air monitoring.</p> <p>3.2 Testing of equipment and work site is supervised to ensure compliance with legislative requirements.</p> <p>3.3 In consultation with the licensed asbestos assessor and the asbestos removalist ensure that corrective action is taken, as required, should initial test results not conform to legislative requirements.</p> <p>3.4 On advice from the licensed asbestos assessor, steps are put in place to ensure removal does not occur until air-monitoring checks have been undertaken and documented according to legislative requirements.</p> <p>3.5 Required documentation is completed and forwarded to authorities according to legislative and workplace requirements.</p> |
| 4 | Oversee removal and decontamination processes. | <p>4.1 Set-up and daily checking of equipment are supervised to ensure safety, efficiency and compliance with legislative requirements.</p> <p>4.2 Removal of asbestos from the structure is supervised using safe work methods and according to the ARCP, regulatory requirements and codes of practice.</p> <p>4.3 Steps are taken to ensure asbestos is contained and placed in double-lined bins or ‘double-bagged’ according to regulatory requirements.</p> <p>4.4 Bags are sealed, labelled and removed from work area to designated work site area according to the ARCP.</p> <p>4.5 Arrangements are made with removal firms and bin suppliers to ensure the timely and appropriate removal of ACM from the site, and waste facility dumping receipts are received as evidence of compliance.</p> <p>4.6 Supervision is provided of the facilities and processes to ensure the compliant decontamination of team members and the work area and work site.</p> |

- 4.7 Clearance inspection, including air monitoring as required, is conducted of work area, work site and equipment to ensure job is completed according to legislative and workplace requirements.
 - 4.8 Site is secured according to legislative requirements until clearance inspection and air-monitoring results have been approved and clearance certificate has been received.
 - 4.9 Incidents are identified and reported according to company and legislative requirements.
- 5 Supervise and support team members.
- 5.1 ***Appropriate training*** on site is provided to asbestos removal team workers to ensure safe and compliant operations of the job site, including use of the ARCP, company's WHS policies, and site safety plan.
 - 5.2 Work is scheduled to ensure the timely and efficient completion of the job and operation of the team.
 - 5.3 Processes are put in place to encourage open communication with team members regarding safety and the appropriateness of work practices.
 - 5.4 Constructive feedback is provided to team members regarding work performance to improve efficiency and safe work practices.
 - 5.5 Steps are taken to build and reinforce a workplace culture that supports quality, compliant operations and safety.
 - 5.6 Team performance is managed according to company and legislative requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication, and appropriate level of language skills, to:
 - determine requirements
 - prepare documentation (including ARCP) that is accurate, clear and complete
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow and give instructions
 - liaise with related professionals, including occupational hygienists, assessors and testing authorities
 - reduce potential for conflict, particularly in relation to liaison with concerned neighbours, by providing clear information that gives reassurance about the process being undertaken
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications
 - use language and concepts appropriate to cultural differences
- coaching and mentoring skills to strengthen workplace culture and manage the performance of a team
- initiative and enterprise skills to:
 - evaluate own actions and make judgements about performance and necessary improvements
 - identify and report faults in tools, equipment and materials
- planning and organising skills to:
 - plan and set out work
 - set up the decontamination process
- teamwork skills to:
 - coordinate own work and supervise the work of others
 - relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- self-management skills to:
 - set up the asbestos removal area according to safe work methods
 - apply general WHS requirements for work in the construction industry, including applying safe work methods for the removal of friable and non-friable asbestos
 - respond effectively to timelines, deadlines and complex work requirements
 - follow correct decontamination procedures

- use, fit and maintain PPE, decontamination equipment, hand and power tools safely

Required knowledge

- range of materials manufactured using asbestos, type and characteristics of asbestos used in each material, and usual applications associated with the material
- methods and purpose for assessing hazards relating to friable ACM, together with an understanding of:
 - health effects caused by exposure to ACM and requirement for safe handling and removal
 - health impacts on the community and requirement for safe handling and disposal
- requirements of current legislation and standards relating to asbestos safety, and the preparation of an ARCP and related documentation
- rationale for, and principles underpinning, the ARCP and related legislation
- air-monitoring procedures and testing requirements, including for interpretation of results
- general WHS procedures for construction work
- health hazards associated with friable ACM, such as:
 - weathering
 - wear and tear
 - application of tools and equipment
 - accidental damage
- licensing requirements for the use of specific equipment, such as excavators
- safe work methods for the removal of friable and non-friable asbestos
- hazards associated with using enclosures and removing friable and non-friable asbestos
- general construction terminology
- handling requirements of differing types of asbestos materials
- work site and work area procedures for the safe removal of friable and non-friable asbestos
- job safety analysis (JSA) and SWMS, if required for construction
- safety data sheets (SDS)
- materials storage and hazardous waste management in relation to asbestos products
- method of operation, and cleaning, use and maintenance requirements of equipment
- plans, drawings and specifications, asbestos registers and register amendments
- quality requirements relating to supervising asbestos removal
- risk assessment processes and contingency planning relating to supervising asbestos removal
- techniques associated with containing and removing asbestos, including:
 - use of large and small-scale enclosures for different sites
 - use of negative pressure exhaust units
 - encapsulation methods
 - use of decontamination units

- types, characteristics, uses and limitations of plant and equipment involved in enclosing and removing asbestos
- workplace and equipment safety requirements
- application of the documentation for notification and re-notification
- duties and obligations of the supervisory role, including:
 - implementing the ARCP with control monitoring and clearance inspections as required for Class A removal
 - using the certified WHS management system and emergency plan as required

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, providing that simulated or project-based assessment techniques fully replicate workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • obtain and apply work instructions for the safe and correct removal of asbestos • plan for the safe and correct removal of asbestos, including: <ul style="list-style-type: none"> • analysing all documentation, such as the asbestos register • scoping and resourcing the work • work with and supervise the removal team to ensure the safe and correct removal of ACM • supervise and coordinate as required the testing process in strict compliance with legislation and code of practice • supervise decontamination process for workers, equipment and work site to ensure strict compliance with legislation and code of practice • complete documentation that supports the removal process within limits of own responsibility • demonstrate team supervision for the safe and compliant removal of ACM.
Context of and specific resources for assessment	<p>This unit is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.</p> <p>Assessment of essential underpinning knowledge will usually be conducted in an off-site context.</p> <p>Assessment is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • an induction procedure and requirement • realistic tasks or simulated tasks covering the mandatory task requirements • relevant specifications and work instructions • tools and equipment appropriate to applying safe work practices • support materials appropriate to activity

	<ul style="list-style-type: none"> • workplace instructions relating to safe work practices and addressing hazards and emergencies • research resources, including industry-related systems information • safety data sheets. <p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p>
Method of assessment	<p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. <p>Validity and sufficiency of evidence requires that:</p> <ul style="list-style-type: none"> • competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace • where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge • all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence. <p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.</p>

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p>Information to ensure the safe and correct completion of the job may include:</p>	<ul style="list-style-type: none"> • assessor's control air-monitoring report • company policies and procedures • JSA and SWMS for construction as required • operating manuals (WHS management systems) and specifications for materials and equipment • asbestos register • diagrams or sketches • instructions issued by authorised organisational or external personnel • manufacturer specifications and instructions, where specified and SDS • regulatory and legislative requirements for enclosing and removing friable and non-friable asbestos • relevant Australian standards and codes • safe work procedures relating to enclosing and removing asbestos • signage • memos, verbal and written instructions, and diagrams • work bulletins, work schedules, plans and specifications.
<p>Preparations at the commencement of the job may include:</p>	<ul style="list-style-type: none"> • preparing and implementing the ARCP • assessing conditions and hazards • determining work requirements, and safety plans and policies • consulting with local authorities (councils) and local waste management and transport authorities to determine requirements • identifying equipment defects • identifying and preparing for containing and removing asbestos from a work site according to ARCP • inspecting work site • conducting work site inductions.
<p>Materials must be relevant to the type of asbestos removed and may include:</p>	<ul style="list-style-type: none"> • acrylic paint to seal ACM • approved and branded or labelled plastic bags • duct tape • foam infill spray • gaffer tape • plastic sheeting

	<ul style="list-style-type: none"> • polyvinyl alcohol (PVA) adhesive as spray / spray tack glue • rags or other material wipes • heavy-duty polythene bags (200 µm minimum thickness) • 200 µm unused (not recycled) plastic sheeting or drop sheet • drums or bins in good condition with well-fitting lids and labelled with required warning sign • signs • timber frames, nails, aluminium poles and other materials required for enclosures.
<p>Quality requirements may include:</p>	<ul style="list-style-type: none"> • internal company quality policy and standards • manufacturer specifications • relevant regulations, including Australian standards • workplace operations and procedures.
<p>Safety procedures are to be according to state and territory legislation and regulations and project safety plan and may relate to:</p>	<ul style="list-style-type: none"> • conduct of work site induction • emergency procedures, including extinguishing fires, and evacuation • handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as a disability, are a factor • hazard control • hazardous materials and substances • organisational first aid requirements • PPE prescribed under legislation, regulations and workplace policies and practices • safe operating procedures according to SWMS, including the conduct of operational risk assessment and treatments associated with: <ul style="list-style-type: none"> • deactivating or securing utilities, including electrical, air conditioning and water services • earth leakage boxes • falling objects • lighting • plant movement • power cables, including overhead service trays, cables and conduits • restricted access barriers • surrounding structures • traffic control • trip hazards • work site visitors and the public • working at heights • working in confined spaces

	<ul style="list-style-type: none"> • working in proximity to others • use of firefighting equipment • use of tools and equipment • workplace environmental requirements and safety.
<p><i>Plant, tools and equipment</i> must be relevant to the job (whether for the removal of friable or non-friable ACM), may require separate licensing for use, and may include:</p>	<ul style="list-style-type: none"> • high efficiency particulate air (HEPA) vacuum cleaners to comply with AS3544-1988 and AS4260-1997 as amended from time to time • pipelines • anchorage points for enclosures • atomiser water bottles and hand pressure sprayer • barricades • barricade tape, including para-webbing or fencing • bars (crow and pinch) • bolt cutters • buckets • cold chisels • enclosure equipment for large-scale asbestos removal work • excavators • mini-enclosures for small-scale asbestos removal work • glove bag or wrap and cut equipment • negative air pressure enclosures or bubbles • negative pressure exhaust units • PVA adhesive as spray / spray tack glue • scaffolds • scrapers • shovels and spades • signs • smoke generators • staple guns • decontamination unit and remote decontamination units if required for large-scale removal • decontamination facilities for non-friable asbestos removal • drills (manual and low-speed only) • enclosures for large-scale asbestos removal work • flame retardant polythene • hammers • hand drills • hardboard / corex • hoses and spray fittings • ladders to comply with construction regulations.
<p><i>Personal protective equipment</i> will be</p>	<ul style="list-style-type: none"> • protective clothing, such as: <ul style="list-style-type: none"> • disposable coveralls with fitted hood and cuffs

<p>specified to the requirements of the job and may include:</p>	<ul style="list-style-type: none"> • safety footwear (pull-on, not lace-up) • disposable or protective gloves • determining the respiratory protection class appropriate to the type of asbestos to be removed, which may be P1, P2 or P3, or using full-face, powered, air purifying particulate respirator fitted with class P3 filter cartridge • correct face fitting and use of respiratory protective equipment • spare sets of PPE • general WHS requirements, including first aid kit locations.
<p>Environmental requirements must fully reflect legislation and the Code of Practice for the Safe Removal of Asbestos, including:</p>	<ul style="list-style-type: none"> • clean-up management • dust and noise management • sedimentation control • vibration management • waste management, including the safe disposal of ACMs, including waste water from decontamination unit (DCU).
<p>Asbestos containing materials (both friable and non-friable) may include:</p> <p>Note:</p> <ul style="list-style-type: none"> • Non-friable asbestos is also known as bonded asbestos • ACM notionally listed as non-friable may become friable due to weathering or damage 	<ul style="list-style-type: none"> • acoustic plaster soundproofing • adhesives and glues • asbestos cement • asbestos cement moulded guttering • asbestos cement sheets • asbestos tiles • bitumastic felts and materials • cable bandages • compressed asbestos cement panels • floor vinyl covering • gaskets • millboard • mortar • pipe lagging • electrical meter boxes and related devices • woven textiles, ropes, tapes and braids • decorative coatings • resinous backing board • sealant mastic • sprayed on fireproofing, soundproofing and thermal insulation • tape • thermal insulation.
<p>Compliant supervision entails being:</p>	<ul style="list-style-type: none"> • on site at all time for the removal of friable asbestos • accessible for the removal of non-friable asbestos.
<p>Work site may include:</p>	<ul style="list-style-type: none"> • residential, commercial, industrial and public buildings • plant, equipment and fire boards (e.g. friction plant and

	<ul style="list-style-type: none"> gaskets) • demolition sites • fences • soil • ships and other forms of transport.
Utilities may include:	<ul style="list-style-type: none"> • air conditioning • electricity • water services.
Testing procedures:	<ul style="list-style-type: none"> • must: <ul style="list-style-type: none"> • conform to legislative requirements • be conducted by a licensed asbestos assessor • may include: <ul style="list-style-type: none"> • air monitoring • analysis of materials to determine presence and type of ACM • smoke tests for leaks in the enclosure.
Documentation may include:	<ul style="list-style-type: none"> • air-monitoring results • asbestos register • notification of asbestos removal work to the regulator as required • asbestos removal control plan • WHS management system • JSA and SWMS for construction • implementation and development of emergency plan • health-monitoring program • leak test results • clearance inspections and certificates • training certificates.
Safe work methods may include:	<ul style="list-style-type: none"> • compliant set-up of the asbestos work area, including set-up of negative air, lighting, water and emergency supplies • placing adequate signage around work site • fire and emergency system requirements • enclosure of the asbestos removal area and the plant, equipment and fixtures remaining in the area • testing of the asbestos work area by a licensed asbestos assessor • procedures for entering and leaving the asbestos work area • safe techniques for removing friable and non-friable asbestos • packaging, sealing and removing contaminated plant, tools and equipment • cleaning and decontaminating the asbestos work area • decontaminating and demobilising the work site

	<ul style="list-style-type: none">• final decontamination of personnel• disposing of asbestos waste.
<i>Appropriate training</i> for team members may include:	<ul style="list-style-type: none">• conducting on-site training, either one-on-one or small group sessions• recording the mandatory unit of competency for workers for licensed asbestos removal work• providing briefings and explaining the content of induction manuals.

Unit Sector(s)

Construction

Custom Content Section

Not applicable.