

# Ministry Requirements for Asbestos Removal



The Health and Safety at Work (Asbestos) Regulations 2016 (regulation 32) places a duty on licensed asbestos removalists to prepare an asbestos removal control plan for any licensed asbestos removal work the removalist is commissioned to undertake.

This factsheet outlines the process that must be taken to check for and manage the presence of asbestos in schools.

## Asbestos Removal Control Plan requirements/checklist

## Check

- 1** Type, condition and quantity of asbestos identified.
- 2** Establish Site Hazard Register (this must include risk and control measures for removing asbestos within school environment).
- 3** Complete task analysis or detailed methodology outlining a step-by-step process for the removal including details, type of removal and tools and equipment to be used to remove asbestos.
- 4** Clearly display Site Plan showing the location of asbestos, location of fencing, asbestos signage, air monitors and decontamination zones.
- 5** Identify the type of respirator and protective clothing to be worn.
- 6** Document decontamination procedures.
- 7** Detail/Describe air monitoring that will occur before, during and after removal including clearance procedure.
- 8** Establish site specific emergency procedures involving asbestos or ACM.
- 9** Document first aid certificate holder in emergency plan.
- 10** Waste disposal processes including detail of waste containment, storage and approved Landfill for disposal.

## Requirements for removing asbestos in schools

## Check

- 1** Complete asbestos survey ahead of any works beginning.
- 2** Licence for removalist company and workers relevant NZQA training supplied and verified.
- 3** Confirmation received that the licence holder will be:
  - a) on site during Class A removal, or
  - b) within the immediate vicinity and readily available for Class B removals.
- 4** Notify WorkSafe NZ at least 5 days prior to works being carried out.
- 5** Receive School / BOT agreement for works commencing.
- 6** Inform school community (staff, parents and students) of intended works. Communications can be via email, Facebook, School Newsletter or website.
- 7** Notify persons in the immediate vicinity of, or occupying premises in the immediate vicinity, of the removal works taking place prior to commencement of the works (i.e. neighbours who share a boundary with school or who are in close proximity).
- 8** Confirm that the removal will not be carried out during school hours (if not, note the rationale for this decision and confirm approval from EIS Health and Safety team).
- 9** Check with your local council whether any special permits or resources consents are required.

All Asbestos Removal Control Plans must be submitted to the EIS Health and Safety team for review and acceptance prior to any removal works commencing.

### Further information

[Schoolproperty.Asbestosmanagement@education.govt.nz](mailto:Schoolproperty.Asbestosmanagement@education.govt.nz)

[www.education.govt.nz/school/property/state-schools/fixing-issues/asbestos/](http://www.education.govt.nz/school/property/state-schools/fixing-issues/asbestos/)