

# CTMM POLICY ON ASBESTOS

## A. POLICY

To provide a safe and healthy workplace for all CTMM employees.  
To prevent environmental pollution.

## 1. SCOPE

All CTMM departments where work is carried out at a workplace that may expose any person to asbestos dust in the course of asbestos containing products being used, maintained, transported or disposed.

## 2. OBJECTIVES

- 2.1 To ensure that hazardous or potentially hazardous substances are managed according to the CTMM policy and legal requirements;
- 2.2 To avoid the potential liabilities and damage to life and the environment from irresponsible management of hazardous substances;
- 2.3 To avoid possible environmental pollution due to the incorrect handling of asbestos.

## 3. REFERENCES

- 3.1 Occupational Health & Safety Act (Act 85 of 1993), Section 10 & 22.
- 3.2 SABS Code 0228: The Identification and Classification of Dangerous Substances and Goods.
- 3.3 SABS Code 0229: Packaging of Dangerous Goods for Road and Rail Transportation in South Africa.
- 3.4 Asbestos Regulations promulgated under the Occupational Health & Safety Act (Act 85 of 1993)
- 3.5 Hazardous Chemical Substances Act (Act 15 of 1973)
- 3.6 Mine Health and Safety Act, 29 of 1996, Regulation 9.2
- 3.7 General Safety Regulations promulgated under the Occupational Health & Safety Act (Act 85 of 1993)
- 3.8 National Environmental Management Act, 1998, (Act 107 of 1998)

## 4. DOCUMENTATION

- 4.1 Material Safety Data Sheets
- 4.2 Departmental Asbestos Inventory
- 4.3 Occupational Hygiene Survey Reports on Asbestos Exposure
- 4.4 Asbestos Supervisor Appointment
- 4.5 Departmental Written Safe Work Procedures
- 4.6 Waste Manifesto

## 5. DEFINITIONS

**Approved Asbestos Inspection Authority:** an approved inspection authority for the monitoring of asbestos concentrations in air.

**Asbestos:** any of the following minerals:

- a) Amosite
- b) Chrysotile
- c) Crocidolite
- d) Fibrous actinolite
- e) Fibrous anthophyllite; and
- f) Fibrous tremolite,
- g) or any mixture containing any of these minerals.

**Asbestos dust:** airborne or settled dust, which contains or is likely to contain regulated asbestos fibres.

**Asbestos waste:** an undesirable or superfluous asbestos-containing by-product, emission or residue of any process or activity that has been –

- a) Discarded by any person.
- b) Accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof.
- c) Stored by any person with the purpose of recycling, re-using or extracting a usable product from such matter.

**Asbestos work:** work that exposes or is likely to expose any person to asbestos dust.

**Demolition work:** includes demolition, alteration, stripping, removing, repair, gleaning of any spilt asbestos, or high-pressure water jetting of any structure containing asbestos lagging or insulation, but does not include work performed on asbestos cement sheeting and related products and asbestos cement products that form part of the structure of a workplace, building, plant or premises.

**Exposed to asbestos:** exposed or likely to be exposed to asbestos dust while at the workplace, and "exposure" has a corresponding meaning.

**Health & Safety Representative:** A departmental representative elected in terms of section 17 or appointed in terms of section 19 in the Occupational Health & Safety Act, 85 of 1993.

**HSG 173:** the Monitoring Strategies for Toxic Substances, HSG 173, published by the Health and Safety Executive of the United Kingdom.

**MDHS 39/4:** the Methods for the Determination of Hazardous Substances 39/4 of the Health and Safety Executive of the United Kingdom: Asbestos fibres in air, sampling and evaluation by phase contrast microscopy (PCM) under the Control of Asbestos at Work Regulations, 1995 HSE ISBN 0 71 76 091 3 8, as revised from time to time.

**Measurement programme:** a programme according to the monitoring strategy as contemplated in OESSM and HSG 173.

**Medical Surveillance:** A planned program or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an Occupational Medical Practitioner or an Occupational Nursing Practitioner.

**Monitoring:** the planning and carrying out of a measurement programme and the recording of the results thereof.

**OESSM:** the Occupational Exposure Sampling Strategy Manual, published by the National Institute for Occupational Safety and Health (NIOSH), United States of America: Department of Health, Education and Welfare.

**Occupational Exposure Limit (OEL) For Asbestos:** an occupational exposure limit of 0,2 regulated asbestos fibres per milliliter of air averaged over any continuous period of four hours measured in accordance with MDHS 39/4.

**Occupational Safety Officer:** A person employed in the Occupational Health & Safety Section of the CTMM, sub-section Occupational Safety.

**Provincial Director:** the provincial director as defined in Regulation 1 of the General Administrative Regulations published under Government Notice R. 1449 of September 1996.

**Registered Asbestos Contractor:** a mandatory or employer conducting demolition work, who is registered with the Chief Inspector of the Department of Labour.

**Regulated Asbestos Fibre:** a particle of asbestos with a length-to diameter ratio greater than 3 to 1, a length greater than 5 micrometers and a diameter less than 3 micrometers.

**Respiratory Protective Equipment:** a device which is worn over at least the mouth and nose to prevent the inhalation of air that is not safe, and which device conforms to a standard (SABS Codes of Practise) approved by the Minister;

**Respirator Zone:** a workplace where the concentration of regulated asbestos fibres in the air exceeds the OEL.

**SABS 0228:** the Code of Practice for the Identification and Classification of Dangerous Substances and Goods, SABS 0228, published by the South African Bureau of Standards (SABS).

**SABS 0229:** the Code of Practice for Packaging of Dangerous Goods for Road and Rail Transportation in South Africa, SABS 0229, published by the South African Bureau of Standards (SABS).

**Short-Term Exposure Limit (STEL):** the concentration to which workers can be exposed continuously for a short period of time, which is a 10-minute Time-Weighted Average (TWA) exposure for asbestos, which should not be exceeded at any time during the working day even if the 4-hour TWA is within the OEL-TWA.

**Short Term Exposure Limit for Asbestos:** an exposure limit of 0,6 regulated asbestos fibres per milliliter of air averaged over any 10 minutes.

## 6. RESPONSIBILITY

**Prime:** Head of Division

**Secondary:** Head of Occupational Health and Hygiene  
Head of Occupational Safety  
Head of Environmental Management Systems

The execution of this policy is the responsibility of the Head of the Division which is in line with his obligations to provide and maintain a safe and healthy work environment as per the CTMM Health & Safety Policy.

The Head of Occupational Health and Hygiene shall provide an advisory service in line with this policy which may in some instances include the rendering of Occupational Hygiene measurements. Any costs incurred through the appointment of external consultants or analysis fees on samples taken will be for the specific department.

The Head of Environmental Management Systems shall provide an environmental advisory service in line with this policy.

Any delegations made in respect of this policy by the Head of the Division to subordinates must be done in writing.

## 7. EXECUTION

It is the responsibility of the Head of the Division to identify asbestos to which his employees are exposed to, draw up an asbestos inventory, quantify their exposure and initiate control measures to prevent or reduce exposure. The head of Division may appoint an Asbestos Supervisor in writing to assist in the execution of this policy.

### 7.1. Notification of Asbestos Work

1. The divisional inspector of the Department of Labour shall be notified in writing of the use of asbestos at the premises.
2. The appointed Approved Asbestos Inspection Authority (AAIA) shall be notified prior to the commencement of asbestos work (any work on products containing asbestos which is likely to expose employees to asbestos dust), including stripping, removal or alterations to asbestos containing material.
3. The Divisional Inspector of the Department of Labour shall be notified by the AAIA of the contents and validity of the standardised work plan contained in this policy.

### 7.2. Prohibitions

- 7.2.1. The Head of the Division shall not permit the use of compressed air to remove asbestos dust from any surface or person.
- 7.2.2. The Head of the Division shall not permit smoking, eating, drinking or keeping food or beverages in an area not specifically designated for it.
- 7.2.3. The Head of the Division shall not permit the application of asbestos by means of spraying or any other similar process or permit any person to apply asbestos by means of such process.
- 7.2.4. Due to the health risk presented by the inhalation of asbestos fibres during the removal, alteration, handling, application, stripping and disposal of asbestos insulation, the use of asbestos insulation material for any **new work** is forbidden.
- 7.2.5. Asbestos insulation fitted in the past shall be left intact and only removed for maintenance purposes, where after replacement shall be with a suitable and approved asbestos-free alternative, such as mineral wool. A greater risk is presented in the removal of asbestos than leaving it in place.
- 7.2.6. Damaged or abraded asbestos lagging shall be treated with sealing materials to trap the fibres.

### 7.3. Work Involving Asbestos

- 7.3.1. Any work involving asbestos must be controlled by the Head of the Division and must include the following measures:
  - ☐ Asbestos must be substituted by less hazardous materials wherever this is possible.
  - ☐ Wetting of asbestos with water before work begins is one of the most effective forms of control. Adding a wetting agent such as liquid soap to the water increases the action of the water.

- ❑ Damaged asbestos can be sealed by means of a suitable sealant.
- ❑ Wherever asbestos must be handled dry, effective local exhaust ventilation must be used. The capture velocity of which must correspond with the release velocity of the asbestos dust. Otherwise, a capture velocity of 20m/s is recommended.
- ❑ No power tools, such as angle grinders may be used to cut asbestos. Only hand tools or specifically designed slow speed power tools are permitted.
- ❑ The use of compressed air to remove asbestos dust is strictly forbidden.
- ❑ Workplaces are to be maintained in a clean state and free of asbestos waste and, whenever asbestos is accidentally spilled or asbestos dust is accidentally released into the workplace, that remedial measures are taken immediately before work is resumed.
- ❑ Machinery, plant and equipment, as well as external surfaces of ventilation equipment and internal surfaces of buildings, are kept free of asbestos dust.
- ❑ Upon completion of the task, the workplace should be cleaned by means of a special High Efficiency Vacuum Cleaner. The vacuum cleaner must be fitted with filters that are capable of trapping 99% of particles with a diameter of 1 micron. Household vacuum cleaners are not acceptable and should not be used.
- ❑ The vacuum-cleaning equipment is regularly serviced and its external surfaces are kept in a clean state and free from asbestos dust. Inspection records are to be kept on file for three years.
- ❑ Where the use of vacuum-cleaning equipment is impracticable, the relevant surfaces are first dampened and that persons undertaking such cleaning are wearing appropriate protective clothing and respiratory protective equipment.
- ❑ All asbestos debris and waste should be placed in heavy-duty (double bagging) asbestos bags disposed of in an approved landfill site. Asbestos must not be disposed of with domestic waste.

7.3.2. The Head of the Division responsible for the erection, maintenance, alteration, renovation, repairs or dismantling of asbestos containing material must ensure that:

- ❑ Water which contains asbestos dust is passed through a filtration system before being released into any environment or water system
- ❑ Asbestos waste of any form, including dust, is collected and disposed of in accordance with Par 7.9.
- ❑ In case of previously installed asbestos, the relevant items are painted or otherwise sealed with a protective coating to limit the release of asbestos dust, combat weathering and inhibit growth of lichen or moss;
  - i) cleaning is done under controlled conditions ensuring that –
  - ii) dry-brushing, scraping, sanding or abrasion techniques are not used;
  - iii) where reasonably practicable, high-pressure water jetting is not used unless in conjunction with a suitable profiled hood that limits dispersal of contaminated water.
  - iv) when fungicidal solution or moss killer is applied, a standing time of 24 hours or any other period specified by the manufacturer is allowed, and a low-pressure hose is used after such period to keep the sheets wet whilst employing a stiff broom or any similar means to remove any moss or lichens.

7.3.4.1. All airborne emissions be minimised or prevented by ensuring:

- ❑ That suitable filtration systems are used to control the release of asbestos dust into the environment to levels as low as is reasonably practicable.

7.3.4.2. All contamination of water be minimised or prevented by ensuring:

- ❑ That any water that is contaminated with asbestos as a result of work being performed is passed through a filtration system (that will minimise the release of asbestos into the environment) before being released into any environment or water system.

- That a suitable water filtration system is used which will ensure that the asbestos being released or entering into any environment or water system are reduced as far as is reasonably practicable.

7.3.4.3. Contaminated parts of the filtration system, when discarded, must be disposed of as asbestos waste.

#### **7.4. Assessment of Potential Exposure**

7.4.1. A written inventory of the location of asbestos material in every workplace ( as well as where asbestos forms part of a structure) must be made. These materials may include asbestos lagging, asbestos-cement roof sheeting, wall panelling, gutters, fascia boards and related products.

7.4.2. Where doubt exists as to the nature of the material it must be submitted to an Approved Asbestos Inspection Authority for identification.

7.4.3. The area health and safety representative, or a person nominated by the health and safety committee, shall be entitled to take part in the identification and location procedure.

7.4.4. The condition of the asbestos recorded in the inventory (Annexure A) must be examined for deterioration or damage at the following intervals:

- Low risk asbestos containing material - 6 monthly inspections
- Medium risk asbestos containing material - 3 monthly inspections
- High risk asbestos containing material - monthly inspections

7.4.5. The risk of exposure from asbestos that is used, handled or stored on site must, once the location has been identified (and labelled with an asbestos sign), be assessed and the following must be documented:

- Information about the location of material containing asbestos must be given to anyone likely to disturb it.
- Any material containing asbestos shall be maintained in a good state of repair and a planned maintenance program must be implemented.
- Any material containing asbestos and which may contain a risk of exposure because of its state and location, shall be repaired or, if necessary, removed.

7.4.6. The above assessment must be conducted within 6 months after the implementation / approval of this policy, and thereafter conducted at least once every 2 years.

7.4.7. The assessment must be conducted by an Approved Asbestos Inspection Authority and shall address and identify the following:

- The presence and location of any material containing asbestos.
- The potential for the release of asbestos dust and the expected exposure.
- Tasks involving the handling or processing of asbestos.
- The frequency and duration of exposure.
- The number of employees who may be exposed.
- Control measures that are in place.

#### **7.5. Air Monitoring**

7.5.1. Employees who were identified during the assessment as potentially exposed to asbestos through their daily tasks shall be included in an air monitoring programme. "Potentially exposed" includes

all employees who may be exposed to a regulated fibre concentration equal or in excess of 0,1 f/ml.

- 7.5.2. Personal air monitoring must be conducted by an Approved Asbestos Inspection Authority in order to evaluate the risk presented to employees through incidental exposures.
- 7.5.3 Air Monitoring (Annexure B) will be conducted by an Approved Inspection Authority which will be either appointed by the Department on recommendation of the Deputy Manager: Occupational Hygiene, or the survey will be facilitated by the Deputy Manager: Occupational Hygiene.
- 7.5.4 Air monitoring must be carried out at least every 12 months.
- 7.5.5 Monitoring is to be conducted to the method specified by the Asbestos Regulations, 2001, namely MDHS 39/4; In the case of a group measurement, makes provision for the selection of the number of persons for a sample to be done as contemplated in chapters 3 and 4 and table A-2 of Technical Appendix A of the OESSM
- 7.5.6 Personal exposures shall not exceed the occupational exposure limit for asbestos, namely 0,2 regulated asbestos f/ml of air.

## 7.6. Control of Exposure

7.6.1. Duties of persons who may be exposed:

- a) Any person who is or may be exposed to asbestos in the workplace, must obey any lawful instruction given by or on behalf of the employer, regarding:
  - The prevention of asbestos dust from becoming airborne.
  - The wearing and use of personal protective equipment and clothing.
  - The wearing of monitoring equipment to measure personal exposure to asbestos.
  - The reporting for medical surveillance.
  - The cleaning up and disposal of any material containing asbestos.
  - Housekeeping at the workplace, personal hygiene, good environmental and health practices, including eating, drinking and smoking in designated places provided.
  - Information and training received.

7.6.2. Administrative Control

a) The Head of the Division must control the exposure of a person:

- By using a substitute for asbestos.
- By limiting the number of persons who will be exposed.
- By limiting the period during which persons will be exposed.
- By limiting the amount of asbestos dust that may contaminate the working environment.
- By introducing appropriate written work procedures that an employee must follow to ensure that –
  - i) Asbestos is safely handled, used and disposed of.
  - ii) Process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained.
  - iii) Early corrective action regarding the control exposure.

7.6.3. Engineering Control

a) The following engineering control measures for the control of exposure must be implemented by the Head of the Division:

- Process separation, automation or enclosure.

- Bonding of asbestos fibres with other material to prevent the release of asbestos dust.
- The instillation of local extraction ventilation systems to premises, equipment or tools for the control of emissions of asbestos dust.
- The use of wet methods where appropriate.
- Separate workplaces for carrying out different processes.
- A fault indicator to enable early corrective action to be taken.
- Examinations and tests of engineering control measures are carried out at intervals not exceeding 24 months by an Approved Inspection Authority or by a person whose ability to do such examinations and tests is verified by an Approved Inspection Authority.

#### 7.6.4. Medical Surveillance

- Employees who are exposed or likely to be exposed, to asbestos dust exceeding 0,2 f/ml must undergo an appropriate initial health evaluation immediately or within 14 days after commencing work and at regular intervals as per the medical surveillance policy for asbestos.

#### 7.6.5. Training

7.6.5.1. All potentially exposed employees and asbestos workers who are in the employment of the CTMM must receive relevant training.

The training must at least consist of the following:

- The contents of this policy.
- The potential sources of exposure at their workplace.
- The potential risk to health and the environment caused by exposure to asbestos, including the health risks to their families and others which could result from taking asbestos contaminated equipment and clothing home.
- The dramatically increased risk of lung cancer for asbestos workers who also smoke.
- The measures taken by the CTMM to protect an employee against any risk from exposure.
- The measures taken by the CTMM to protect the environment against any risk from exposure.
- The precautions to be taken by the employee to protect himself or herself against the health risks associated with the exposure, including the wearing and use of personal protective clothing and respiratory protective equipment.
- The necessity, correct use and maintenance and limitations of personal protective equipment, facilities and engineering control measures provided.
- The assessment of exposure, the purpose of air sampling, the necessity for medical surveillance and the long term benefits for undergoing such surveillance.
- The occupational exposure limit for asbestos and its meaning.
- The importance of good housekeeping at the workplace and personal hygiene.
- The safe working procedure regarding the use, handling, processing and storage of any material containing asbestos
- The correct use of control measures to limit the spread of asbestos fibres outside work areas and to limit the exposure of worker inside the work areas as far as is reasonably practicable.
- The procedures to be followed in the accidental spillage or any other similar emergency situation likely to result in the release of asbestos dust.
- Safe disposal of asbestos waste.
- Procedures for record keeping.
- Matters relating to the duties of persons who may be exposed.
- Refresher training must be given at least every year.

7.6.5.2. Training should be provided by somebody who is competent to provide it and has adequate personal practical experience and theoretical knowledge of all aspects of the work being carried out by the relevant department or by an Approved Asbestos Inspection Authority.

7.6.5.3. Training should be given more frequently than once a year if –



- work methods change;
- the type of work carried out changes significantly; or
- the type of equipment used to control exposure changes.

7.6.5.4. The Head of the Division must keep a record of the training that has been performed.

7.6.5.5. Instructions shall be given in writing of the procedures to be followed by drivers of vehicles carrying asbestos or asbestos containing material in the event of accidental spillage or similar emergency situations.

## 7.6.6. Personal Protective Equipment

7.6.6.1. The following Personal Protective Equipment must be provided to all CTMM employees (on a personal basis) entering a work area where demolition, alteration, stripping, removal, repair or cleaning of spilt asbestos material takes place:

- Respiratory protection i.e. disposable respirator of a type that are capable of providing suitable protection – at least a FFP 2 type.
- The respirators used must be approved by the Chief Inspector of the Department of Labour.
- All outer clothing (going home clothes) must be removed.
- A one piece overall (or disposable overall), gumboots and gloves to provide full body cover. Overalls must be changed on a regular basis, and maintained by the employer.
- All protective apparatus must be issued on a personal basis.
- An employer must:
  - i) Issue no personal protective equipment to a person, unless such equipment is cleaned, decontaminated and, where appropriate, sterilised;
  - ii) Provide separate containers or storage facilities for personal protective equipment when not in use; and
  - iii) Ensure that all personal protective equipment not in use is stored only in the place provided.
- Outer clothing and personal effects must be kept separately from work clothes and protective equipment.
- Employees must not be allowed to remove contaminated clothing from the premises or take it home.

4) The Head of the Division must, ensure that all personal protective equipment contaminated with asbestos dust is cleaned and handled in accordance with the following provisions –

- a) Where the equipment is cleaned on the premises of the employer, care shall be taken to prevent contamination during handling, transport and cleaning;
- b) Where the equipment is sent off the premises to a contractor for cleaning purposes –

- The equipment shall be packed in impermeable containers.
- The container shall be tightly sealed and clearly labelled as containing asbestos dust.
- The storage of containers containing asbestos waste must be in a designated area for the sole purpose thereof. This area must be protected from the elements and 3<sup>rd</sup> part interference. Storage of asbestos waste in this area may not exceed 3 months.
- The relevant contractor shall be informed of these procedures and the precautions to be taken for the handling of the asbestos contaminated equipment.

- c) Water that is used for decontamination or cleaning of equipment shall be filtered before being released into any water system.

5) The Head of the Division must provide employees who use personal protective equipment with:

- ❑ Adequate washing facilities which are readily accessible and located in an area where the facilities will not become contaminated, in order to enable the employees to meet a standard of personal hygiene consistent with the adequate control of exposure, and to avoid the spread of asbestos dust.
- ❑ Two separate lockers labelled "protective clothing" and "personal clothing" respectively, and shall ensure that the clothing is kept separately in the lockers concerned.
- ❑ Separate change rooms labelled "clean change room" and "dirty change room", with suitable barrier and bathing facilities between to prevent the contamination of personal clothes with asbestos dust.

#### **7.6.7. Respirator zone**

a) The Head of the Division must ensure that:

- ❑ Any workplace or part of a workplace under his or her control, where the concentration of regulated asbestos fibres in the air is, or may be, such that the exposure of persons in that workplace exceeds the OEL for asbestos without the wearing of respiratory protective equipment, is zoned as a respirator zone.
- ❑ A respirator zone is clearly demarcated and identified by notice indicating that the relevant area is a respirator zone and that the respiratory protective equipment and protective clothing contemplated in paragraph 7.6.6 must be worn there.
- ❑ No person enters or remains in a respirator zone unless he or she wears the required respiratory protective equipment and protective clothing.
- ❑ The reason why the OEL for asbestos is exceeded is identified and action is taken, as soon as is reasonably practicable, to lower the concentration of asbestos in the air by means other than respiratory protective equipment, so that it does not exceed the OEL for asbestos.

#### **7.7. Demolition Work**

- ❑ Any person who intends to have demolition work carried out must carry out such work in accordance with the asbestos demolition policy.

#### **7.8. Labelling**

1) The Head of the Division must, in order to avoid the spread of asbestos dust, take steps to ensure that:

- ❑ The asbestos in storage or being distributed is properly identified, classified and handled in accordance with SABS 0228.
- ❑ A container or a vehicle in which asbestos is transported is clearly identified, classified and packed in accordance with SABS 0228 and SABS 0229.
- ❑ Any article or substance which contains asbestos is clearly labelled.

#### **7.9. Disposal**

1) The Head of the Division must ensure that:

- All asbestos waste is placed in containers that will prevent the likelihood of exposure during handling.
- All vehicles, re-usable containers or any other similar articles which have been in contact with asbestos waste are cleaned and decontaminated after use, in such a way that such vehicles, containers or similar articles do not cause a hazard inside or outside the workplace concerned.
- All asbestos waste which can cause exposure, is disposed of only on sites specifically designated for this purpose in terms of the Environment Conservation Act, 1989 (Act No. 73 of 1989), and the National Environmental Management Act, 1998 (Act No. 107 of 1998), and in such a manner that it does not cause a hazard inside or outside the site concerned.
- All persons occupied in the collection, transport and disposal of asbestos waste, who may be exposed to that waste, are provided with suitable personal protective equipment.
- Where the services of a contractor for the disposal of asbestos waste are used, a provision is incorporated into the contract stating that the contractor shall also comply with the provisions of this Policy.

## 7.10. Records

1) The following records must be kept:

- Records of the results of all assessments (by the Head of the Division), air monitoring (by the Head of the Division & Deputy Manager: Occupational Hygiene), health evaluation reports (Deputy Manager: Occupational Health) and the asbestos inventory (Head of the Division) for a period of 40 years.
- Provided that those records contain at least the following information:
  - i) Surname, forenames, gender, date of birth, name of spouse or closest relative and where available, permanent address and postal code.
  - ii) A record of types of work carried out with asbestos.
  - iii) Its location, the starting and ending dates of exposure and average duration of exposure in hours per week.
  - iv) A record of any work with asbestos prior to this employment; and
  - v) Dates of medical surveillance reports.
- Keep a record of the tests and investigations carried out on engineering controls and of any repairs resulting from the relevant tests and investigations, and keep that record for at least three years.
- Keep a record of training given to an employee for as long as the employee remains employed at the workplace in which he or she is being exposed to asbestos.

A record of safe disposal of asbestos as provided by the Hazardous waste contractor should also be kept.

## 8. ANNEXURES

Annexure A – Departmental Asbestos Inventory  
Annexure B – Example of Asbestos Air Sampling



## ASBESTOS AIR SAMPLING

Area:.....

Date	SAMPLE POINT	TYPE	MINIMUM NUMBER OF SAMPLES PER DAY	MINIMUM VOLUME OF SAMPLES (LITRES)
	Inside workplace (area where asbestos is being removed)	<i>Personal or static</i>	1	240 l
	Outside workplace	<i>Static</i>	2	480 l