

Work Procedure / Instruction

Procedure number: OP003

Handling and Disposal of Asbestos

1. Objectives:

The purpose of this document is to describe the procedure to be followed when asbestos is presented at the Stanley Road Waste Management Facility (SRWMF).

It is important for the health and safety of Staff and the general public utilising the facility to ensure asbestos waste is appropriately handled and disposed of, with minimal exposure to the open air.

2. Guidelines:

The purpose of this procedure is to outline the requirements for the safe handling and disposal of asbestos material delivered to site.

The BHRC reserves the right to reject any asbestos load brought to the landfill that does not comply with the Councils procedures.

Any such rejection will be documented by the gate house, who will obtain a copy of the load manifest, the name of the hauler, and the date and time that the load left the site.

The BHRC also reserves the right to refuse receipt of any asbestos load, or in the event that weather or site conditions are unfavourable for safe disposal.

Definition

Bonded asbestos material	Any material (other than friable asbestos material) that contains asbestos.
Friable asbestos material	Any material that contains asbestos and is in the form of a powder or can be crumbled pulverised or reduced to powder by hand pressure when dry.

3. Procedure:

- 3.1 All incoming waste is to be checked at the weighbridge. Drivers are obliged to notify weighbridge operators if their load contains asbestos.
- 3.2 When scheduled asbestos loads are received at the weighbridge, the gatehouse will notify the site supervisor or lead operator by radio, to inform them that an asbestos load is coming in.
- 3.3 If the load is identified as containing asbestos, the waste may only be received as per the provisions of the DER Licence agreement and relevant Waste Regulations. If:
 - Bonded asbestos material is securely packaged (e.g. with heavy duty plastic)
 - Friable asbestos is in a sealed container and/or
 - Asbestos contaminated soils are wetted down
- 3.4 BHRC personnel will remain in their vehicles at all times when in proximity to asbestos loads.
- 3.5 If the load does not comply with the conditions noted above, the waste is to be rejected by weighbridge operators.
- 3.6 The following details are to be recorded by weighbridge operators for rejected loads:
 - Name and contact details of the driver/transport company
 - Origin of the asbestos or asbestos containing material
 - Amount and type of asbestos or asbestos containing material
 - Reasons why the asbestos waste was not properly packaged, disclosed or transported; and
 - Development consent details (if applicable)
- 3.7 If evidence of appropriate disposal of the waste cannot be provided, SRWMF supervisor is required to notify the CEO of BHRC who will report the driver/transport company to the relevant authorities.
- 3.8 When a driver who has previously been rejected returns with the asbestos waste appropriately packaged, it can then be disposed of correctly.
- 3.9 Weighbridge operators are required to issue a receipt to drivers for asbestos waste received. The receipt will note the time, date, location of disposal, weight of asbestos containing material disposed, method of disposal, and a receipt number.
- 3.10 The load will be directed by BHRC site personnel to the friable asbestos disposal area, which will be designated by signage and orange cones. The friable asbestos disposal area will be located in a pre-designated area, away from the active face.
- 3.11 Operators will maintain a separation distance of at least 100 meters between the designated asbestos disposal area, and the active face used for burial of all other wastes.

Attachment 3

- 3.12 Visual cues (orange cones, hazard tape, and signage) will be used at the asbestos disposal site to keep unauthorized personnel out of the disposal area. Access to this area will be restricted to the delivery hauler and authorized BHRC personnel only.
- 3.13 Scheduling of disposal should be made with weather conditions in mind. Friable asbestos disposal during periods of high winds will not be allowed.
- 3.14 A hole or trench shall be excavated in the designated disposal area. The hole or trench will be sized for the anticipated volume of incoming asbestos waste. When not in use, the hole or trench will be protected with safety fencing, cones, and signage.
- 3.15 Precautions will be taken at the disposal site to minimize disturbance of the asbestos waste and to prevent disruption or breakage of containerized asbestos waste.
- 3.16 To avoid exposure, BHRC employees must remain in their vehicle/s at all times when asbestos is being dumped or pushed. Haulers should be given verbal direction and instructions by scale house personnel prior to entry into the asbestos disposal area or via 40 channel two way communication operating on channel 26.
- 3.17 After being deposited or pushed into the disposal pit, and prior to the area being compacted, friable asbestos shall be covered with at least 300mm of soil. Asbestos wastes will not be compacted unless they are first completely covered.
- 3.18 Areas of the landfill which are used for friable asbestos disposal will not be disturbed or re-excavated. The currently designated disposal area will eventually receive general waste. As the landfill site develops, other locations will be identified to serve as designated friable asbestos disposal areas.
- 3.19 The friable asbestos disposal area will be kept separate from the active face of the landfill, and friable asbestos disposal locations therein will be tracked with GPS technology via an application on the Site Supervisor or Lead Operator's cell phones. GPS coordinates disposal locations will be reported to the gatehouse, and recorded on a friable asbestos disposal log.
- 3.20 A mobile 10,000 litre water tank and pump will be made available for asbestos disposed under contract if required. Contractors will have access to the water for washing the backs of tipper bodies after asbestos has been dumped, this wash down service will be conducted at the asbestos disposal pit only.

4. Reporting

- 4.1 A written log documenting the disposal location and quantity of each load of friable asbestos waste buried at the site will be maintained by the BHRC gatehouse personnel.
- 4.2 GPS coordinates of each disposal location will be documented and recorded by the gatehouse personnel or Site Supervisor. It is important that this information be maintained and provided to the Engineer of record, to prevent inadvertent disturbance of buried asbestos waste. This information is required by both Federal law and our landfill licence, and may be requested by DER inspectors.

5. Responsibilities

- 5.1 It is the site Supervisor's responsibility to ensure that all incoming waste is checked, and the landfilling operations are monitored to ensure that asbestos waste is appropriately handled.
- 5.2 If asbestos waste is not adequately packaged and the load is consequently rejected at the weighbridge, the supervisor is required to notify the CEO.
- 5.3 It is the site Supervisors responsibility to follow up all entries listed on the Asbestos Register to ensure that waste is adequately packaged and returned for disposal. If evidence of appropriate disposal of the waste is not provided, the CEO is to be notified and will then be responsible for notifying the authorities.
- 5.4 The site Supervisor is responsible for ensuring that all staff undertaking weighbridge procedures and landfilling of asbestos waste are adequately trained in this work procedure.

Attachment 3

Further Information:

- *Occupational Safety & Health Act 1984*
- *Occupational Safety & Health Regulations 1996*
- *Worksafe WA*
- *Emergency Management Plan*
- *Hazard Management (QMS004)*
- *Incident/Accident Report Notification Form (QMS F-001)*

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