Australian Government

Department of Education, Employment and Workplace Relations

CPCCBC4023A Plan and undertake site inspection and assessment of asbestos products and materials

Release: 1

CPCCBC4023A Plan and undertake site inspection and assessment of asbestos products and materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to plan, inspect and remove samples of asbestos materials and substances. The unit includes research, planning, preparation and conduct for the inspection of asbestos materials. It also includes the removal, handling and quarantining of samples for testing.

Application of the Unit

Application of the unit	This unit of competency supports the needs of site managers, forepersons and related industry professionals with a responsibility for planning and undertaking site inspections and assessments of asbestos products and materials, and removing samples for testing.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills 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

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for the inspection.	1.1. Building plans and records are researched to determine the potential types of asbestos and other potentially hazardous materials. 1.2. ***Locations*** containing ***asbestos materials*** are identified and assessed. 1.3. Methods for asbestos inspection and removal of small asbestos samples in each location are determined. 1.4. Steps in the inspection process are planned to comply with ***legislative requirements***, ***standards and codes of practice***. 1.5. ***Job specification*** and report sheet are prepared.
2. Undertake an asbestos inspection and assessment.	2.1. ***Human and physical resources*** required for the job are identified and confirmed. 2.2. Client is informed of the process and timing and queries are answered. 2.3. Site is secured in accordance with asbestos inspection methods. 2.4. ***Plant***, ***tools and equipment*** are selected to carry out tasks consistent with job requirements. 2.5. Asbestos inspection is undertaken in accordance with the job specification and relevant ***safety*** (***OHS***) procedures. 2.6. Asbestos samples are removed from the structure in accordance with the asbestos removal plan. 2.7. Removed asbestos samples are placed into appropriate sample bags, sealed, labelled and removed from site in accordance with regulatory requirements.
3. Clean up the job site.	3.1. Work area is cleared and materials disposed of in accordance with legislative requirements, standards and codes of practice. 3.2. Plant, tools and equipment are cleaned and hazardous material handled and disposed of in accordance with legislative requirements, standards and codes of practice. 3.3. Plant, tools and equipment are maintained and stored in accordance with manufacturer recommendations.
4. Prepare samples for testing and finalise report.	4.1. Samples are tagged, identified and forwarded to the testing laboratory in accordance with legislative requirements, standards and codes of practice. 4.2. Reports are completed in accordance with the job specification and standard work practices.

ELEMENT	PERFORMANCE CRITERIA
	4.3. Reports are forwarded to relevant individuals and bodies in accordance with legislative requirements, standards and codes of practice.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills for this unit are:

- communication skills to:
  - communicate with clients
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - read and interpret:
    - building plans and records
    - codes of practice
    - graphical instructions
    - legislative requirements
    - material safety data sheets (MSDS)
    - memos
    - signage
    - standards
    - work bulletins
    - work schedules, plans and specifications
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
  - written skills to complete reports and other relevant workplace documentation.

Required knowledge

Required knowledge for this unit is:

- asbestos containing materials and other hazardous substances
- asbestos hazard management
- asbestos identification procedures
- control methods
- general construction terminology

REQUIRED SKILLS AND KNOWLEDGE

- handling requirements of differing types of asbestos materials
- hazards associated with asbestos inspection and removal processes
- health hazards and effects
- health surveillance requirements
- knowledge of current asbestos legislation and codes of practice
- materials storage and environmentally friendly hazardous waste management
- personal protective equipment
- plans, drawings and specifications
- quality requirements
- risk assessment processes and contingency planning
- techniques associated with MSDS inspection, assessment and removal of asbestos sample
- types, characteristics, uses and limitations of tools, plant and equipment involved in the inspection, assessment and removal of asbestos samples
- workplace and equipment safety requirements.

Evidence Guide

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 by undertaking an asbestos inspection and assessment for a construction project. This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to: • locate, interpret and apply relevant information, standards and specifications • comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • comply with organisational policies and procedures, including quality requirements • safely and effectively use tools, plant and equipment for the inspection and sample removal of asbestos • correctly identify requirements and apply process.
Context of and specific resources for assessment	This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints. Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • workplace location or simulated workplace • appropriate plant, tools and equipment for the inspection, assessment and removal of asbestos samples • appropriate materials for the inspection,

EVIDENCE GUIDE

	assessment and removal of asbestos samples • realistic activities covering the mandatory task requirements • specifications and work instructions. 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.
Method of assessment	Assessment methods must: • 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. Validity and sufficiency of evidence requires that: • 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.

EVIDENCE GUIDE

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. Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

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.

Locations of asbestos include:

- bathroom
- ceiling lining
- dog kennels
- electrical meter boards
- hot water heater (millboard sheet)
- hot water piping chased into walls
- house roofing
- house walls
- insulation in heaters and stoves
- lining above windows and doors
- roof eave linings
- shed roofing (corrugated asbestos)
- shed walls
- sub floor packing
- textured wall panelling
- tile lining
- under floor tiles
- wall lining
- wood heaters.

RANGE STATEMENT

Asbestos materials:	• may be located in friable materials or non-friable products
	• may be sprayed, bonded or embedded
	• may take the form of:
	  • asbestos boards
	  • asbestos coatings
	  • asbestos-based floor tiles
	  • asbestos-based lagging materials
	  • bonded asbestos.

Legislative requirements, ***standards and codes of practice*** include:	• advice on current legislation and codes for a specific location should be sought from the relevant statutory and local authorities before commencing to plan for work
	• federal and state or territory legislation, regulations and codes of practice relating to materials containing asbestos, for example:
	  • Code of Practice for Safe Treatment, Removal, and Disposal of Asbestos Cement Sheeting and Asbestos Coated Metal Sheeting, 1992 (QLD)
	  • Code of Practice for the Safe Removal of Asbestos 1986 (SA)
	  • Dangerous Substances (Asbestos) Act 2005 (ACT)
	  • Health (Asbestos) Regulation (WA)
	  • Occupational Health And Safety (Asbestos Removal Work) Regulation 1996 (NSW)
	  • Occupational Health and Safety (Asbestos) Regulations 1992 (VIC)
	  • Occupational Health and Safety Act 1989 (TAS)
	  • Work Health (Occupational Health And Safety) Regulations 1996 (NT).

Job specification includes:	• confirming the information supplied by client, as listed in the code of practice, for example:
	  • details of asbestos materials to be left in place
	  • dimensions and details of material usage
	  • nature of the location of materials to be removed, for example indoors, outdoors and exposed to weather

RANGE STATEMENT

- technical description of materials to be removed
- specifying removal methods, including:
  - contamination control
  - equipment and temporary building requirements
  - isolation of locations
  - waste disposal program.

RANGE STATEMENT

Human and physical resources include:	• access equipment, such as scaffolding or ladders
	• accommodation, decontamination and canteen facilities
	• appropriately trained staff
	• isolating materials:
	  • barriers
	  • plastic screens
	  • ropes
	  • warning signs
	  • waste containers
	• personal protective equipment (PPE):
	  • disposable coveralls
	  • disposable filters
	  • disposable gloves
	  • double strap disposable masks
	  • gumboots or workboots with no laces
	• water, power, heat, light and drainage.

Plant, tools and equipment include:	• approved vacuum cleaner with high efficiency particulate air cleaner (HEPA) filter • bars (crow and pinch) • brooms • brushes • decontamination units and chambers • drills • dustpans and brushes • fall protection devices • hammers • hoses and spray fittings • ladders • pliers • scaffolds • scrapers • shovels and spades • signs and barricades • sledgehammers • stepladders • wrenches.
Safety (***OHS***) is to be in accordance with state and territory	• emergency procedures, including extinguishing fires, organisational first aid requirements and

RANGE STATEMENT

legislation and regulations and project safety plan and may include:	evacuation
	• emergency procedures related to equipment operation, including emergency shutdown and stopping
	• 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 disability are a factor
	• hazard control
	• hazardous materials and substances
	• organisational first aid
	• PPE prescribed under legislation, regulations and workplace policies and practices
	• safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
	  • air monitoring equipment
	  • falling objects
	  • plant movement
	  • restricted access barriers
	  • surrounding structures
	  • traffic control
	  • underground or overhead services
	  • work site visitors and the public
	  • working at heights
	  • working in confined spaces
	  • working in proximity to others
	• use of firefighting equipment
	• use of tools and equipment
	• workplace environmental requirements and safety.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area