

Ministry Requirements for Asbestos Removal

The Health and Safety at Work (Asbestos) Regulations 2016 (regulation 32) poses 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.

For Ministry-run projects, we have a “Ministry-Contracted Work Asbestos Process” which outlines the steps that must be taken to check for and manage the presence of asbestos during Ministry-contracted property projects within schools. 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.

Boards can also use the Ministry process as a guide when dealing with Asbestos or ACM's found before or during board-run property projects.

Your Asbestos Removal Control Plan should include:

	Requirements	Check
1	Type, condition and quantity of asbestos identified	<input type="checkbox"/>
2	Asbestos survey results incl. IANZ accredited lab report provided	<input type="checkbox"/>
3	Site Hazard Register provided (this must include asbestos removal carried out within school environment)	<input type="checkbox"/>
4	Completed task analysis or detailed methodology outlining a step by step process for the removal including details of dry or wet (water or PVA solution) and details of tools and equipment to be used to remove asbestos	<input type="checkbox"/>
5	Site Plan clearly showing the location of asbestos, location of fencing, asbestos signage, air monitors and decontamination zones	<input type="checkbox"/>
6	Type of respirator and protective clothing to be worn identified	<input type="checkbox"/>
7	Decontamination procedures documented	<input type="checkbox"/>

	Requirements	Check
8	Air monitoring before, during and after removal detailed including clearance procedure	<input type="checkbox"/>
9	Site specific emergency procedures involving asbestos or ACM	<input type="checkbox"/>
10	First aid certificate holder documented in emergency plan	<input type="checkbox"/>
11	<p>Waste disposal process documented:</p> <ul style="list-style-type: none"> • How the waste is contained (on and off site) and how the waste will be transported (on and off site) • Where the waste will be stored on site before disposal and where the waste will be transported to (and confirm it is approved for hazardous waste); • Detail waste must be stored in closed containers that are impermeable to asbestos dust, or sealed in 200 micron thick plastic bags, wrapped in 200 micron polyethylene sheet; and • Be double bagged in case of one bag rupturing, not be over filled, tied in a goose-neck manner and labelled with a warning statement 	<input type="checkbox"/>
12	Licence for allocated removalist supplied and confirmation the licence holder will be on site during Class A removal and within the immediate vicinity and readily available for Class B removals	<input type="checkbox"/>
13	Provide evidence that all others involved in the removal works have been trained in the safe handling and identification of asbestos	<input type="checkbox"/>
14	Proof of notification to WorkSafe NZ at least 5 days prior to works being carried out	<input type="checkbox"/>
15	Confirmation that persons in the immediate vicinity of, or occupying premises in the immediate vicinity, have been informed of the removal works taking place prior to commencement of the removal works (this includes notification to the school)	<input type="checkbox"/>
16	Confirmation that the removal will not be carried out during school hours (if not, note the rationale for this decision and confirm approval from MOE).	<input type="checkbox"/>