

# a34

## asbestos essentials

### Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2006.

It is also useful for trade union and employee safety representatives.

Asbestos fibres can cause lung cancer and lung diseases.

The sheet covers the points you need to follow to reduce exposure to an adequate level.

It can act as a risk assessment for asbestos if it matches what you plan to do.

Follow all the points, or use equally effective measures.

Only carry out this work if you are properly trained and have the right equipment.

### Main points

- Asbestos fibres can kill.
- Keep exposures low using all the controls in this sheet.
- Also follow sheet a0 and equipment and method (em) sheets; see 'Essential information'.

## Removing pins and nails from an asbestos insulating board (AIB) panel

### What this sheet covers

This sheet describes good practice when you need to remove pins or nails from an AIB panel.

### Preparing the work area

- Can you do this work from ground-level?
- Restrict access - minimise the number of people present.

### Equipment

- Thick paste, eg wallpaper paste or shaving foam;
- permanent sealant;
- filler;
- pliers;
- paint brush;
- bucket of water and rags; and
- waste bag, eg polythene sack.

### Personal protective equipment (PPE) - see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate); and
  - protective gloves. Select single use gloves.
- A respirator is not normally required.

### Procedure

- If the nail/pin is flush with the surface, removal will damage AIB. Either paint over it, or get an HSE-licensed contractor for removal.
- Apply a generous amount of paste/foam around the nail/pin.
- Extract the nail/pin with pliers and put it in the waste bag.
- Wipe off remaining paste/foam with a damp rag and put it in the waste bag.
- Put filler in the small hole and paint over it .

### Cleaning and disposal

- Clean the area with damp rags.
- Put used rags, paint brush, gloves and other waste in the waste container and tape it closed.
- The waste is less than 0.1% asbestos. It may be disposed with general refuse.

### MORE HELP

- **Licensed asbestos contractors, and training providers** - HSE's Infoline  
Tel: 0845 345 0055  
Textphone: 0845 408 9577  
e-mail: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)  
and at [www.hse.gov.uk/asbestos/licensing/index.htm](http://www.hse.gov.uk/asbestos/licensing/index.htm)
- **HSE priced and free publications** -  
HSE Books Tel: 01787 881165  
and at [www.hsebooks.co.uk](http://www.hsebooks.co.uk)
- **Qualified hygienists** - The  
British Occupational Hygiene  
Society (BOHS) Tel: 01332 298101  
and at [www.bohs.org/](http://www.bohs.org/) under  
'Professional > Consultants'
- **Trade associations** - the Asbestos  
Removal Contractors Association  
(ARCA) Tel: 01283 531126 Website:  
[www.arcaweb.org.uk](http://www.arcaweb.org.uk), or the Asbestos  
Control and Abatement Division (ACAD)  
Tel: 01325 466704
- **Disposal of asbestos waste** -  
[www.environment-agency.co.uk](http://www.environment-agency.co.uk),  
[www.sepa.org.uk/](http://www.sepa.org.uk/), or  
[www.netregs.gov.uk/netregs](http://www.netregs.gov.uk/netregs).
- **More asbestos pictures** -  
[www.hse.gov.uk/asbestos/gallery.htm](http://www.hse.gov.uk/asbestos/gallery.htm)
- **Help to decide if work is licensed** -  
[www.hse.gov.uk/asbestos/licensing/  
index.htm](http://www.hse.gov.uk/asbestos/licensing/index.htm)

### ESSENTIAL INFORMATION

**Download and follow these advice sheets from [www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm):**

**em1** *What to do if you uncover or damage materials that could contain asbestos*

**em2** *Training*

**em6** *Personal protective equipment (PPE)*

**em7** *Using damp rags to clean surfaces of minor asbestos contamination*

**em8** *Personal decontamination*

### Personal decontamination

- See sheet em8

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, duty-holder or client to check off the job.

### OTHER HAZARDS

**Work at height** - see [www.hse.gov.uk/falls/index.htm](http://www.hse.gov.uk/falls/index.htm).  
Take precautions to avoid falls. Must you work from a ladder? Where necessary, erect an access platform.

**There may also be other hazards** - you need to consider them all.

### SAFETY CHECKLIST

- ✓ Can you avoid disturbing asbestos by doing the job in some other way?
- ✓ Do you need a licence for the work?
- ✓ Always follow all legal requirements.
- ✓ Follow the task guidance sheet.

#### Caution:

- Don't sweep up dust or debris - use a Class H vacuum cleaner or damp rags.
- Don't take used overalls home.
- Don't re-use disposable PPE.
- Don't smoke.
- Don't eat or drink in the work area.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

This document is available at [www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm)

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