



نظام الشارقة للسلامة والصحة المهنية
Occupational Safety & Health Sharjah

حكومة الشارقة
هيئة الوقاية والسلامة
Government of Sharjah
Prevention & Safety Authority



Code of Practice Management of Asbestos OSHJ-CoP-20



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1 Introduction

Asbestos is the name for a group of naturally occurring silicate minerals that can be separated into fibres. The fibres are strong, durable, and resistant to heat and fire. They are also long, thin and flexible and can even be woven into cloth.

There are several types of asbestos fibres, of which three have been typically used for commercial applications, including:

- Chrysotile, or white asbestos is white-grey in colour.
- Amosite, or brown asbestos.
- Crocidolite, or blue asbestos.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases. These diseases will not affect people exposed to them immediately, they often take a long time to develop and can cause serious diseases.

The UAE has banned the import and production of Asbestos through Federal Cabinet Resolution No. (39) of 2006 on banning the import and production of Asbestos.

2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

3 Definitions and Abbreviations

Entities:	Government Entities: Government departments, authorities or establishments and the like in the Emirate. Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
Risk:	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
Risk Assessment:	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.
Hazard:	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
Competence:	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.

Premises:	The land and buildings owned by an individual, organisation, company, business, or institution.
SPSA:	Sharjah Prevention and Safety Authority.
Asbestos Containing Material:	Any material containing asbestos fibres.

4 Roles and Responsibilities

4.1 Entity Responsibilities

- Ensure that the presence of asbestos and its type and condition is identified before any building, maintenance, demolition or other work, liable to disturb asbestos, begins.
- Inform any contractor undertaking building, maintenance, demolition or other work, liable to disturb asbestos, of the presence of asbestos.
- Undertake risk assessments, identify hazards and implement arrangements that manage asbestos risks in such a way that occupants, employees, contractors, visitors and others will not be exposed to safety and health risks.
- Ensure that where asbestos containing material is present or assumed to be present, an asbestos management plan is developed to ensure that the risk from exposure is managed and controlled.
- Ensure employees that manage premises have the relevant information, instruction, supervision to manage asbestos risks on a day to day basis.
- Notify SPSA and relevant authorities of any work involving asbestos containing material.
- Ensure a specialist asbestos contractor who are competent is appointed to perform asbestos work.
- Ensure that relevant authorities have provided any approvals necessary prior to work commencing.
- Perform regular inspections to check that safety and health control measures in an Asbestos Management Plan have been implemented and remain appropriate and effective.
- Provide adequate resources to manage safety and health.

4.2 Employee Responsibilities

- Not endanger themselves or others.
- Follow precautionary control measures to ensure work activities associated with asbestos are performed safely and without risk to health.
- Cooperate with the entity and receive safety information, instruction, supervision and training.

- Report any instances to the entity where employees suspect the presence of asbestos containing materials in the workplace.
- Report any activity or defect relating to asbestos which they know is likely to endanger the safety of themselves or that of any other person.

4.3 Specialist Asbestos Contractor

- Request an asbestos management plan from the entity who controls and is responsible for premises.
- Ensure the asbestos management plan has been provided and a safety and health plan is developed.
- Ensure that relevant authorities have provided the necessary approvals prior to any work being undertaken.

5 Requirements

The entity shall ensure that premises they control are assessed to identify the presence of any asbestos containing materials. The entity has a duty to manage asbestos in premises under their control. As part of the management of asbestos, asbestos containing material should be maintained in good condition and only removed if absolutely necessary.

Asbestos containing material in good condition and left undisturbed, will not release fibres into the air and will not cause exposure and spread. Asbestos should not be removed simply because it is there. It may also be possible to avoid disturbance of asbestos during maintenance or building work, by routing services through an alternative location.

The removal of asbestos by its very nature will cause disturbance and spread. Where it is removed, the work must be strictly controlled.

The removal of asbestos will be necessary in the following circumstances, including but not limited to:

- Before the demolition of a building.
- Before maintenance or refurbishment work which may disturb asbestos containing material.
- Where asbestos containing materials are damaged.
- Where asbestos containing materials are vulnerable to damage by the normal day-to-day activities in the building.
- Where a change in the use of a building may make asbestos containing material more prone to damage.

Asbestos should only be removed if absolutely necessary, asbestos containing material should remain in place and be included in a management plan.

5.1 Identification

The entity shall ensure that they conduct an assessment of the whole premises to determine if asbestos containing material is present or not. A fundamental part of the management of asbestos containing material is that the presence and location of these materials needs to be identified. In addition to identifying the locations of the asbestos containing materials it is

important that information on the condition of the material is obtained together with an assessment of the accessibility of the material.

The survey shall consider the following factors, including but not limited to:

- As far as reasonably practicable locate and record the location, extent and product type of any presumed or known asbestos containing materials.
- Inspect and record information on the accessibility, condition and surface treatment of any presumed or known asbestos containing materials.
- Determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance.

5.2 Requirement to Conduct an Asbestos Survey

The entity shall ensure that where asbestos containing material is present within premises, an assessment is undertaken of the premises by a competent person and from the findings of the assessment, decide on the type and level of survey required.

The aim of any asbestos survey is, as far as is reasonably practicable, to locate and report on all of the asbestos containing materials present, so that the risks can be assessed and managed.

There are three levels of survey that can be undertaken to identify if asbestos containing materials are present.

Type 1: Location and assessment survey ('Presumptive survey')

No samples taken - All materials that could be asbestos-based are presumed to contain asbestos and should be risk assessed and managed as such. It requires the lowest initial time and cost commitment and avoids the need to disturb the asbestos containing material. However, it may lead to non-asbestos products being managed as asbestos with consequent additional costs and disruption.

Type 2: Standard sampling, identification and assessment survey ('Sampling survey')

Representative samples taken and analysed to confirm the presence of asbestos in any suspect materials. This means that precautions need to be in place to prevent release of asbestos fibres during sampling, but it has the advantage that it enables only asbestos containing materials to be risk assessed and managed. In reality, both Type 1 and Type 2 surveys were undertaken to provide information to enable the continued safe management of asbestos on the site.

Type 3: Full access sampling and identification survey ('Pre-demolition/major refurbishment survey')

The purpose of this survey is to locate all asbestos containing material in the plant, equipment and buildings and may involve destructive inspection of all areas. As the purpose is to enable a specification for removal work to be prepared, risk assessment of the asbestos containing material is not required.

As part of an asbestos survey, there may be a need to test samples to determine the type of asbestos containing materials present. If this is required, only licensed laboratories can be used to undertake sample tests.

5.3 Presume Asbestos Exists

If during the survey process, there are areas that are inaccessible and likely to contain asbestos containing material then it shall be presumed that asbestos is present. In these circumstances, rather than take samples to determine the presence of asbestos, it shall be presumed the materials contain asbestos. Therefore, the materials shall now be treated as an asbestos containing material, with work practices and disposal criteria the same as for the presence of asbestos. Until the material is removed, or testing has confirmed that the material does not contain asbestos.

5.4 Asbestos Containing Material Register

The entity shall develop an asbestos containing material register. The results of the asbestos survey shall be used to create and maintain a record of the location and condition of the asbestos containing material or materials which are presumed to contain asbestos.

The asbestos containing material register shall at a minimum contain information, including but not limited to:

General information:

- Date, time and place of the survey undertaken.
- Restrictions on the survey.
- Assumptions made on the survey.
- Details of areas where indicative samples were taken.
- Details of any inaccessible areas where asbestos containing material is likely to exist.

Location:

- The location of any asbestos containing material present, presumed or otherwise.
- Product or type of asbestos containing material presumed or otherwise present.

Quantity:

- The amount of asbestos containing material present.
- The area, length, volume of asbestos containing material present.

Condition of asbestos containing material:

- Undamaged or no deterioration.
- Isolated areas of minor damage/deterioration.
- Significant amount of damaged/deteriorated material.

Accessibility:

- Easily accessible.
- Partially accessible
- Only accessible with access equipment or special tools.

5.5 Risk Assessment

The entity shall ensure a risk assessment is undertaken to establish all the risks associated with asbestos work and the precautions needed to prevent or minimise those risks. The risk assessment must ensure that the scope of the proposed work is fully considered. This will help to identify appropriate work methods, so that exposure to asbestos can be adequately controlled.

The risk assessment should be carried out by a competent person and should describe the work, the expected exposures and the methods of control. The significant findings of the risk assessment shall be recorded, documented and shall form the basis of the safety and health plan. The risk assessment shall also include non-asbestos risks such as falls from height, electrical safety, heat stress, or work in confined spaces.

The risk assessment shall take into consideration the following factors, including but not limited to:

- A description of the work including, repair, removal, encapsulation of asbestos containing material or maintenance and testing of plant and equipment contaminated with asbestos containing material and a note of the scale and expected duration of the work.
- Details of either the type of asbestos and the results of any analysis, or a statement that the asbestos is not chrysotile alone, so that the stricter action levels and control limits apply.
- The quantity, extent, condition, thickness and type of asbestos containing material, including how it is fixed or attached to substrates.
- Details of expected exposures, including:
 - Whether they are liable to exceed the asbestos workplace exposure limit and the number of people likely to be affected.
 - The level of the expected exposure, so that suitable respiratory protective equipment can be assessed and selected.
 - Whether anyone other than the contractor employees may be exposed, and their expected exposures.
 - Whether intermittent higher exposures may arise.
 - Results already available from air monitoring in similar circumstances.
- The steps to be taken to control exposure to the lowest level reasonably practicable.
- The reasons for the chosen work method to be carried out:
 - Dry. and/or
 - In hot conditions. and/or
 - Using abrasive power tools that impact material.
- The steps taken to control the release of asbestos into the environment, including:
 - Enclosures and negative pressure.

- Where an enclosure is not planned, including when wrap-and-cut and glove bags are being proposed, a full justification is required on how the potential spread of asbestos is to be prevented, including arrangements for segregation.
- Decontamination procedures.
- Procedures for the removal of waste and contaminated tools and equipment from the work area and the site.
- Procedures for the selection, provision, use and decontamination of personal protective equipment, which includes Respiratory Protective Equipment (RPE).
- The arrangements to ensure the premises or parts of premises where the work has taken place are left clean and safe for reoccupation. These should include:
 - Details of the areas where work has been conducted.
 - Consideration of potential problems including: earth floors, limpet spray ingrained in concrete or tar-like layers, wet areas which cannot be dried out and the presence of asbestos containing material which are intended to remain in the areas after the work is complete.
 - Consideration of the need for pre-cleaning, which can often be required before setting up any enclosure.
- Procedures for dealing with emergencies.
- The results of relevant health surveillance.
- Any other information relevant to safe working such as other significant non asbestos hazards.
- Any additional information that may be needed to complete the risk assessment.

Further information on risk assessment can be found in OSHJ-CoP-01: Risk Management and Control.

5.6 Asbestos Management Plan

The entity shall ensure the asbestos management plan is developed by a competent person. All premises which contain or are presumed to contain asbestos containing material, shall develop an asbestos management plan. The asbestos management plan is a collection of documented information that details how the risks included in the asbestos material register will be managed.

At a minimum the asbestos management plan shall include, but not limited to:

- Identifying the person/s responsible for managing the asbestos risk.
- A copy of the asbestos record or register and how to access it.
- An action plan for any necessary work identified from the risk assessment.
- The schedule for monitoring the condition of any asbestos containing material.
- Planned maintenance to be conducted on or near to asbestos containing material.

- A register of completed work.
- Consultation and communication arrangements.
- A procedure to review and update the asbestos management plan.
- Training arrangements.
- Emergency preparedness and response.

5.7 Maintenance Work

The entity shall, prior to maintenance work being performed, ensure:

- Any employees or contractors engaged are competent to conduct maintenance work and are aware of the asbestos management plan and how these requirements shall be implemented.
- Any contractors engaged to conduct maintenance work are managed as per the requirements of OSHJ-CoP-03: OSH Control of Contractors.

5.8 The Safety and Health Plan

A safety and health plan shall be developed by the Specialist Asbestos Contractor prior to the removal of asbestos containing material. The safety and health plan shall be prepared in consultation with all stakeholders.

Planning requirements for the removal of asbestos can differ greatly, depending on the specific asbestos removal task, the type, location, quantity and condition of the asbestos containing material to be removed, whether there are employees, contractors or other persons nearby and many other factors.

Depending on the circumstances an asbestos removal control plan must be developed and implemented whenever any asbestos containing material is to be removed.

The purpose of the safety and health plan is to provide a practical document, which details the specific work methods and control measures for a particular job at a particular location. The document directs the work and is a source of reference for the asbestos removal contractor.

The safety and health plan should be site specific and should cover as a minimum the following information, including but not limited to:

- The scope of work as identified by the risk assessment.
- The number of people involved.
- Location of the work, relating to asbestos containing material.
- The type of asbestos containing material.
- The estimated duration of the work.
- Asbestos containing material handling and removal methods to be applied.
- Control measures identified in the risk assessment to prevent exposure to asbestos containing material.



- The protection of those carrying out the work and others nearby.
- Details of the equipment to be used.
- Arrangements for decontamination of equipment and the workplace.
- Arrangements for handling and removing asbestos containing material waste.
- Personal protective equipment required.
- Arrangements for welfare and hygiene facilities.
- Communication arrangements.

The safety and health plan is an active document and if any significant changes on site are necessary, it should be amended, and the changes communicated to the contractors' employees. The changes, if significant should also be notified in writing to the relevant enforcing authorities.

Specialist Asbestos Contractors must follow the safety and health plan as far as it reasonably practicable to do so. If the work cannot be carried out in accordance with the plan, it must be stopped and the risks reassessed. Work should not start until a new safety and health plan is drawn up or until the existing plan is amended.

5.9 Removal of Asbestos Containing Materials

The decision to remove asbestos containing materials shall be based on the application of the asbestos management plan that has been developed by the entity.

The entity shall prior to the removal of asbestos containing material ensure the following, including but not limited to:

- Appoint a Specialist Asbestos Contractor to remove the asbestos containing material.
- Notify and obtain approval from SPSA and relevant authority to remove asbestos containing material.
- Ensure the asbestos removal site has designated entry points, where required barricading and has appropriate warning signage to indicate the hazards present and adequate security measures to prevent unauthorised access.

The entity shall during removal of asbestos containing material ensure, including but not limited to:

- Regular inspections are performed to check that safety and health control measures have been implemented and remain appropriate and effective.
- The work is carried out in accordance with the safety and health plan.
- Monitor that asbestos waste is safely handled and stored and subsequently disposed of by a licenced waste contractor who is approved by the relevant authorities to transport and dispose of asbestos containing material.

5.10 Wet Spray and Dry Removal Methods

Wherever reasonably practicable, dry asbestos containing material should not be worked on. The wet spray method is recommended for the removal of asbestos containing material as it

significantly suppresses the release of asbestos fibres into the air. The dry method shall only be used when the wet spray method is not suitable due to an increased risk with the introduction of water.

5.10.1 Wet Spray Method

The wet spray method for the removal of asbestos containing material involves wetting down the asbestos containing material using water, a surfactant can be added to aid in the wetting of the material such as detergent at a constant low pressure to suppress the release of asbestos fibres. During the removal process the asbestos containing material should be constantly in a wet condition and resprayed as sections are removed.

5.10.2 Dry Removal Method

The dry method of asbestos containing material removal does not use any water to suppress the release of asbestos containing material. The dry removal method relies on the control measures identified in the risk assessment that are required for all asbestos containing material removal work. These control measures include, but are not limited to:

- The use of a fully enclosed removal area constructed with plastic sheeting, and the enclosure maintained at a negative pressure.
- The use of a decontamination unit.
- The personnel involved shall wear appropriate personal protective equipment & RPE.
- The asbestos containing material shall be removed in small pre-cut sections with minimal disturbance to reduce the generation of airborne asbestos containing material.
- Once the asbestos containing material is removed it shall be packaged, sealed and disposed of in appropriate wetted containers.

To determine whether there are significant amounts of asbestos containing material that may be released during the removal process, asbestos air monitoring can be conducted to ensure that control measures are working.

5.11 Asbestos Exposure

Where employee(s) have been exposed to asbestos, the entity shall:

- Notify SPSA within 72 hours of the type of exposure and the current control measures in place.
- Investigate the incident to determine the underlying and root causes.
- Implement the recommendations from the incident investigation.
- Monitor the effects to employees health from the exposure.

5.12 Air Monitoring

The entity shall ensure air monitoring is in place to monitor the workplace when asbestos containing material are being removed, to ensure:

- That the control measures are effective and being correctly implemented.

- That the RPE worn is sufficient to provide adequate protection in addition to primary control measures.

5.13 Personal Protective Equipment (PPE)

5.13.1 Selection of Personal Protective Equipment

The entity shall ensure that adequate personal protective equipment is selected and provided, it is appropriate for the work activities and protects all parts of the body likely to be affected. To be appropriate, the protective clothing shall:

- Fit the wearer.
- Be loose enough to avoid straining and ripping of the seams.
- Be comfortable and allow for the effects of physical strain.
- Be suitable of the working environment.
- Prevent penetration by asbestos fibres.
- Be elasticated at the cuffs, ankles and on the hoods of overalls and designed to ensure a close fit at the wrists, ankles, face and neck.
- Not have any pockets or other attachments which could attract and trap asbestos fibres.
- Be easy to decontaminate or dispose of.

5.13.2 Removal of Contaminated Personal Protective Equipment

When removing contaminated personal protective equipment, the user shall ensure:

- Personal protective equipment is cleaned before removal.
- Personal protective equipment is removed before taking off RPE.
- Personal protective equipment is removed before leaving the work area for any reason.

5.13.3 Decontamination of Personal Protective Equipment

Protective clothing and equipment that cannot be disposed of must be effectively decontaminated after every shift. If the entity does not have the facilities and expertise for decontaminating asbestos-contaminated clothing, the entity must send it to a specialist decontamination laundry facility.

Asbestos-contaminated clothing going to a laundry should first be placed in dust-tight bags which are soluble in hot water and can be loaded, unopened, into a washing machine. Place inner bags inside a second bag, which is labelled and is strong enough to remain dust-tight during transport and handling. Wet overalls and other types of personal protective equipment should not be put into soluble bags as they may cause the bags to partially dissolve during transport, which could result in dust release when the outer bags are removed.

The entity shall treat disposable overalls as asbestos waste and dispose of them properly after every shift. At the end of the working period, the entity shall ensure that the bagged, contaminated protective clothing is:

- Placed in a specific storage area.
- Disposed of as asbestos waste.
- Prepared for dispatch to a specialist decontamination laundry facility.

Contaminated protective clothing or equipment must never be taken home. This includes contaminated towels, which should either be effectively washed after every shift or disposed of as contaminated waste.

Where the contaminated clothing is cleaned on the premises, or by a specialist laundry, the washer and drier used must be dedicated for this use to prevent the spread of any asbestos to other items of laundry. The room containing the washer and drier should have its own LEV, containing an air mover fitted with high efficiency particulate arrest (HEPA) filtration. The employee loading the washer should be wearing suitable RPE for protection.

The air from the drier should not be discharged to the external atmosphere and never to an occupied workroom. Separate washing cycles should be used for heavily and lightly contaminated items. The waste water from the washer should be filtered before going to drain. The filter should be treated as contaminated asbestos waste and disposed of as such when it is being replaced.

Further information on personal protective equipment can be found in OSHJ-CoP-27: Personal Protective Equipment.

5.14 Respiratory Protective Equipment (RPE)

Where, despite the use of other control measures, the risk assessment of the work concludes that exposure of workers is liable to exceed the workplace exposure limit or exceed the 0.6 f/cm³ peak level measured over 10 minutes, the entity must provide suitable RPE.

This must reduce exposure to a level as low as is reasonably practicable below the workplace exposure limit. In addition, entities should make sure that RPE is used correctly by those carrying out the work. RPE should be examined before use.

Exposure above the workplace exposure limit also triggers the need to inform employees and safety representatives and for mandatory respiratory protective equipment zones.

5.14.1 Selection of Respiratory Protection Equipment

The entity shall consider the following for the selection of RPE, including but not limited to:

- The job.
- The environment.
- The anticipated maximum exposure.
- The wearer.

5.14.2 Fit Testing of Respiratory Protection Equipment

RPE should be compatible with any other personal protective equipment, including any personal protective equipment which protects the head or eyes of employees and should not affect the fit of the RPE.

The entity shall ensure that the selected facepiece is the right size and can correctly fit the wearer. The initial selection should include fit testing to make sure the wearer has RPE which fits correctly.

The entity should have systems in place to make sure that face-fit testing is carried out and repeated as necessary on a regular basis. The entity should make sure that whoever carries out fit testing is competent to do so.

Repeat fit testing must be done when changing to a different model of RPE, a different sized facepiece or if there have been significant changes to the facial characteristics of the individual wearer.

5.14.3 Decontamination of Respiratory Protection Equipment

There are specific requirements for the decontamination, cleaning and storage of RPE, including, but not limited to:

- RPE is decontaminated, cleaned and dried after each use.
- Disinfected whenever the equipment is being transferred from one wearer to another.
- Stored in a suitable safe and clean location before use.

Further information on personal protective equipment can be found in OSHJ-CoP-27: Personal Protective Equipment.

5.15 Removal of Asbestos Containing Material

Asbestos containing material shall be removed from the workplace by a specialist asbestos contractor. The specialist asbestos contractor to follow, including but not limited to:

- Asbestos waste shall be collected in heavy duty polythene bags, that are labelled with an appropriate warning stating that the contents contain asbestos.
- The asbestos containing material shall be wetted to reduce:
 - Asbestos dust emissions during bag sealing.
 - Where bags are ruptured during handling.
- Hard and sharp asbestos waste requires a protective covering to reduce the risk of damage to waste bags, before being placing in the waste bags.
- The external surface of the waste bags shall be cleaned to remove any asbestos dust before removal from the asbestos work area.
- All asbestos waste shall be double bagged outside the asbestos work area following the decontamination process.
- Once the waste bags have been removed from the asbestos work area they shall be:
 - Placed in a solid waste drum, bin or skip. or
 - Be removed immediately from the site by an entity that is licenced by the relevant authority.

5.16 Disposal of Asbestos Containing Material

All asbestos containing material shall be removed from the workplace by an entity that is licensed by the relevant authority to collect and transport asbestos containing material to the waste processing facility.

6 Training

The entity shall ensure employees are provided with adequate information on asbestos.

The entity shall provide employees with training in languages and in a format that employees understand, including but not limited to:

- The findings of the risk assessment.
- The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure.
- Safe work practices, control measures, and where required protective equipment.
- The properties of asbestos and its effects on health.
- The types of products or materials likely to contain asbestos.
- Emergency preparedness and response.

All information, instruction, supervision and training given should include an appropriate level of detail and be suitable to the workplace.

Periodic refresher training shall be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired.
- Where identified as part of a training needs analysis.
- Where risk assessment findings identify training as a measure to control risks.
- Where there is a change in legal requirements.
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training provided to employees.

Further information on training can be found in OSHJ-GL-08: Training and Competence.

7 Emergency Preparedness and Response

The entity shall ensure that as part of the plan of work an emergency plan, reflecting the risks involved, shall be developed before any asbestos removal work commences. Emergency planning should include provisions for fire or other emergency evacuation, including exit arrangements and emergency communications including visual and audible alarms.

Emergency procedures should also address procedures to be followed if a person in the restricted area is injured or becomes ill. The entity should be prepared for an emergency involving exposure of people to asbestos.

The entity shall ensure, but not limited to:

- Employees are trained in emergency response involving exposure of people to asbestos.
- Emergency response personnel are available who can take charge and make decisions on behalf of the entity during an emergency and liaise with emergency services.
- Emergency response personnel are available who are familiar with the work area ensuring the prompt evacuation of the workplace in the event of a fire.
- Adequate firefighting and first aid equipment is available for the identified hazardous substances.
- Employees are trained in emergency response, including information of first aid arrangements and where first-aiders, first aid equipment and facilities are located.
- Employees are appointed as first-aiders and available at each location and each working shift.

Further information on developing an emergency plan can be found in OSHJ-CoP-18: Emergency Preparedness and Response.

8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-03: OSH Control of Contractors

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-CoP-27: Personal Protective Equipment

OSHJ-GL-08: Training and Competence

9 Document Amendment Record

TITLE	Management of Asbestos		
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15-SEP-2021	New Document	N/A
2	24 June 2024	Change from guideline to cop (OSHJ-GL-16 to OSHJ-CoP-34)	13,14
2	24 June 2024	Change to the guideline code (OSHJ-GL-26 to OSHJ-GL-08)	15
2	24 June 2024	Checklist Added	20,21

APPENDIX 1. Checklist

The checklist is used by Prevention and Safety Authority to monitor compliance levels during audit and inspection operations; it is not intended for use by government entities or private establishments.

Every code of practice or guideline published by the Prevention and Safety Authority within the Sharjah occupational safety and health system contains requirements that employers in the Emirate of Sharjah must comply with. Each manual includes an inspection checklist that summarizes the essential items used by the SPSA auditor to verify that government entities or private establishments comply with the manual's requirements. Auditors can add additional essential items as necessary. The inspection checklist also includes a manual reference for each essential item, as well as a sample of acceptable compliance evidence for each item. The SPSA's auditor may request additional compliance evidence based on the item's condition, as well as the severity and potential impact of non-compliance.

The SPSA's auditor uses the inspection checklist to provide a comprehensive report on the entity's status. We will use the same checklist to monitor manual standard violations. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. 15 of 2021 regarding the Sharjah Occupational Safety and Health System. If the SPSA's auditor detects non-compliance, they can issue violations based on the approved violation list.

In this manual, the SPSA provides information and standards that employers conducting activities in the Emirate of Sharjah must adhere to. This is to ensure the safety of workers, property, and the environment. Adhering to the requirements of this manual helps improve the level of occupational safety and health at the workplace, and it shields private establishments from potential violations or financial penalties for non-compliance.

The Emirate of Sharjah's Executive Council Resolution stipulates that employers must exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all those affected by the employer's activities. To avoid non-compliance, employers must ensure adherence to the Sharjah Occupational Safety and Health System requirements. Entities should develop their procedures and inspection checklists according to their activities, nature of work, and risk level.

Depending on recorded or reported incidents, and as necessary, the SPSA may amend the requirements in this manual. As a result, the attached inspection checklist may change. Occupational safety and health practitioners must stay up-to-date on published standards and any changes to the inspection checklist attached to each manual.

Audit/Inspection Checklist

Code Title	Management of asbestos	Code No.	OSHJ-CoP-20	Rev. No.	2.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Does the entity conduct a survey to assess the asbestos containing material?	5.1,5.2: Identification, Requirement to Conduct an Asbestos Survey	– Copy of the survey
2	Does the entity has a register for asbestos containing material?	5.4: Asbestos Containing Material Register	– Copy of Asbestos Register
3	Is the risk assessment conducted to assess the risks associated with asbestos?	5.5: Risk Assessment	– Copy of Risk assessment
4	Is there an asbestos management plan?	5.6:Asbestos Management Plan	– Copy of Asbestos OSH Management Plan
5	Is there a safety and health plan for the asbestos work?	5.8: The Safety and Health Plan	– Copy of asbestos safety plan
6	Are the asbestos containing materials properly removed and disposed?	5.9, 5.15: Removal of Asbestos Containing Materials, Disposal of Asbestos Containing Materials	<ul style="list-style-type: none"> – Copy of asbestos removal control plan – Written approvals from SPSA – Disposal procedure – Details of the disposal contractor and site
7	Is the air monitoring in place for the asbestos workplace?	5.12: Air Monitoring	<ul style="list-style-type: none"> – Air monitoring record – Visual verification

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
8	Are the necessary PPE and RPE provided to the employees?	5.13, 5.14: Personal Protective Equipment (PPE)), Respiratory Protective Equipment (RPE)	<ul style="list-style-type: none"> – Visually verify the PPE and RPE – Decontamination procedure for reusable PPE/RPE
9	Are employees trained on the procedures and hazards of asbestos work?	6: Training	<ul style="list-style-type: none"> – Copy of training records
10	Is there proper arrangement for emergencies in place for asbestos workplace?	7: Emergency Preparedness and Response	<ul style="list-style-type: none"> – Copy of Emergency preparedness and response plan – Check the competent personnel that are appointed and mentioned in ERP – Check the Equipment mentioned in ERP