WHS DOCUMENTS & TEMPLATES

DOC-ASW-TPL · Asbestos SWMS

Product Overview

For: Australian trades, maintenance crews and contractors working near asbestos or removing small amounts of non-friable asbestos, and WHS advisers

Version 1.0 · 15 November 2026

A safe work method statement for work near known or presumed asbestos, and for removing up to 10 square metres of non-friable asbestos by a competent person without a licence: its limits stated first, then pre-filled steps, hazards and controls, PPE, decontamination, waste and sign-on.

The SWMS (Word and PDF) opens with what it does not cover: friable asbestos is removed only by a Class A licensed removalist, more than 10 square metres of non-friable asbestos only by a Class A or Class B licensed removalist, and high-pressure water, compressed air, uncontrolled power tools and brooms are never used on asbestos.

Part A covers work near asbestos that must not disturb it; part B covers the removal of up to 10 square metres of non-friable asbestos. Each has pre-filled steps with the hazards, the controls and who does what, for you to adapt. Then PPE as typical guidance, decontamination, wrapping, labelling and disposing of asbestos waste at a licensed site, monitoring and review, emergencies and the crew's sign-on.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Asbestos SWMS: its limits, before-work checks, steps for work near asbestos and for removing up to 10 square metres of non-friable asbestos, PPE, decontamination, waste, monitoring, emergencies and sign-on	02_TEMPLATE/Asbestos SWMS.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Electricians, plumbers, carpenters and maintenance crews working in older buildings
- Competent people removing small amounts of non-friable asbestos
- Facilities managers and principal contractors who review SWMS before work starts

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How to Use This Template

How to complete, adapt and keep the asbestos SWMS

1 What this template is for

Work that disturbs, or is likely to disturb, asbestos is high risk construction work, and needs a safe work method statement (SWMS) before it starts. This SWMS covers the two kinds of asbestos work a business without a removal licence may do: work near asbestos that must not disturb it, and the removal of up to 10 square metres in total of non-friable asbestos by a competent person.

A SWMS is not a control. The barriers, the wetting, the fitted respirator and the sealed waste are the controls; the SWMS describes them, and the supervisor checks they are there and working.

2 How to use it

Step	What to do
1	Check the asbestos register for the work area, and decide which part applies. If the material is friable, or more than 10 square metres in total, stop: engage a licensed removalist.
2	Fill in the details and part 2 with the workers who will do the job. List the register entries and areas not inspected.
3	Adapt the pre-filled steps in part 3A or 3B to this job and site, and add steps for anything else the work involves, such as work at height.
4	Check the PPE in part 4 against the codes of practice and the advice for the material, and arrange fit testing for the respirators.
5	Arrange the waste: wrapping and labels, secure storage on site, transport, and the licensed disposal site.
6	Give a copy to the principal contractor before work starts, if the work is part of a construction project.
7	Read the SWMS through with the crew, check they understand it, and have each person sign on. Keep it on site where they can get to it.
8	Check the work is done the way the SWMS says. Stop work that is not, and review it when a control changes, after an incident, or when the work or conditions change. Update the asbestos register when the work is done.

Make it work, not just exist

- Measure before you start. If the job grows past 10 square metres, or the material breaks up, stop and call a licensed removalist.
- Plan the work around the asbestos: most work near asbestos can be done without touching it if the cables, pipes and fixings are routed around it.
- Watch the decontamination as closely as the removal. Fibres carried home on clothes and tools expose people who never went near the job.

SAMPLE

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[Company name]

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Asbestos SWMS

Safe work method statement for work near asbestos, and for removing up to 10 square metres of non-friable asbestos without a licence

Business preparing the SWMS (name, ABN)		**Principal contractor (if any)**	
Site and address		**Work activity covered**	
Part used (A, B or both)		**Prepared by (name, role)**	
Date prepared		**Workers and HSRs consulted**	
Supervisor of the work		**Review date**	

What this SWMS does not cover

- Friable asbestos (it can be crumbled, pulverised or reduced to powder by hand pressure when dry) is removed only by a Class A licensed removalist.
- More than 10 square metres of non-friable asbestos is removed only by a Class A or Class B licensed removalist.
- Up to 10 square metres of non-friable asbestos may be removed without a licence, by a competent person who is trained in identifying and safely handling asbestos, with the controls in this document.
- Never on asbestos: high-pressure water spray, compressed air, power tools without the dust controls the law allows, brooms or dry sweeping.
- If the material is friable, is more than 10 square metres in total, or is in a condition that will break up, stop: this SWMS does not apply, and a licensed removalist does the work.

How to use it

- Part A is for work near known or presumed asbestos that must not disturb it. Part B is for removing up to 10 square metres in total of non-friable asbestos, by a competent person trained in identifying and safely handling asbestos. Delete the part you do not use.
- Prepare the SWMS before the work starts, with the workers who will do it, from the asbestos register for this site. Adapt the steps to this job.
- Read it through with the crew, check they understand it, and have each person sign on. If the work is not being done the way it says, stop it as soon as it is safe to, and restart only in line with the SWMS, or after it is reviewed.

1 Which part this SWMS covers

Part	Work covered	Tick
A	Work near known or presumed asbestos that will not disturb it: maintenance, repairs, cabling, plumbing, painting or fit-out in an area with asbestos	☐
B	Removing up to 10 square metres in total of non-friable asbestos, whole and in a condition to be removed, by a competent person without a licence	☐

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Asbestos SWMS

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A safe work method statement for work near known or presumed asbestos, and for removing up to 10 square metres of non-friable asbestos by a competent person without a licence: its limits stated first, then pre-filled steps, hazards and controls, PPE, decontamination, waste and sign-on.

What the full product contains

- **Asbestos SWMS: its limits, before-work checks, steps for work near asbestos and for removing up to 10 square metres of non-friable asbestos, PPE, decontamination, waste, monitoring, emergencies and sign-on**
  02_TEMPLATE/Asbestos SWMS.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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