TOOLBOX TALK AWARENESS PACKAGES

HAZ-ASB · Asbestos Awareness

Product Overview

Audience: Workers in buildings, maintenance, trades and construction · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who could disturb asbestos without knowing it: where it hides, why it matters, and what to do before you drill, cut or break.

Asbestos was used in Australian buildings, plant and vehicles for decades and was banned on 31 December 2003, so most older workplaces still contain it. It is safe left alone and in good condition. The harm comes when it is disturbed and fibres are breathed in, often by a worker who did not know it was there.

This talk teaches workers where asbestos is likely to be, how the asbestos register works, and the rule that matters most: if you suspect it, stop, keep people away and report it. It is awareness for workers who might come across asbestos, not training to remove it.

Learning outcomes

By the end of the session participants will be able to:

- Explain why asbestos is a hazard and how breathing in fibres can cause asbestosis, lung cancer and mesothelioma, often decades later
- Recognise where asbestos-containing material is likely to be found in buildings, plant and vehicles built before 2004
- Tell the difference between bonded (non-friable) and friable asbestos, and why damaged material is the greater risk
- Use the workplace asbestos register before starting work that could disturb a building's fabric
- Describe the duties of the business and of workers under WHS or OHS laws for asbestos
- Explain that asbestos removal is done only by licensed removalists, or within strict limits set by the law
- Respond to suspected asbestos: stop, keep others away, do not clean it up, and report it

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What it covers

Module	Covers
What asbestos is	Why it was used, and the 2003 ban; How fibres cause disease, and the long latency; Bonded and friable asbestos
Where it is found	Common locations: sheeting, eaves, flooring, pipe lagging, gaskets, brake parts; The asbestos register and asbestos management plan; Work that can disturb it: drilling, cutting, sanding, demolition, water blasting
Duties and controls	What the business must do, and what workers must do; Licensed removal, and why you never remove it yourself; Prohibited tools and methods, such as high-pressure water and compressed air
If you suspect asbestos	Stop work and keep people away; Do not sweep, vacuum or move it; Report it and wait for it to be assessed

Activities

- Spot the asbestos: photos of an older workshop, a house renovation and a plant room (or your own photos). Workers identify likely asbestos-containing materials and what they would do before starting work
- Read the register: workers find the entry for an area they work in and say what it allows and what it does not

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this qualify anyone to remove asbestos? No. It is awareness for workers who might come across asbestos. Removal is done by licensed asbestos removalists or within the strict limits in your WHS or OHS laws, with training and equipment this package does not provide.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Asbestos Awareness

Where asbestos hides, and what to do before you drill, cut or break

20–30 minutes · Workers in buildings, maintenance, trades and construction

[Company name] · [Date] · [Facilitator name]

ASB

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ Why asbestos harms people
- ✓ Where it is likely to be found
- ✓ The asbestos register
- ✓ Your part: stop, keep away, report

This talk is not

- ✕ Asbestos removal training, or a licence
- ✕ Asbestos assessment or air monitoring
- ✕ Respirator or decontamination training
- ✕ Our register: **[Where our asbestos register is kept]**

Awareness only. Removing asbestos is licensed work, or work within strict legal limits. Never remove it yourself.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

Why asbestos matters

Asbestos fibres are too small to see. Breathed in, they lodge in the lungs and can cause disease decades later.

- Asbestosis: scarring of the lungs that makes breathing harder
- Lung cancer
- Mesothelioma: a cancer of the lining of the lungs or abdomen
- There is no known safe level of exposure, and these diseases often appear 20 to 40 years or more later

A composite example

- A maintenance worker drills holes in an old switchboard backing board to mount a new meter. Dust drifts across the room. Nobody checked the register.
- The board was listed as asbestos. The area now has to be cleaned up by a licensed removalist.

Left alone and in good condition, it is safe. Disturbed, it is not.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

What asbestos is, and where it hides

Used for decades for strength and fire resistance; banned in Australia on 31 December 2003.

Bonded and friable

- Bonded (non-friable): fibres set in cement or resin, such as fibro sheeting. Lower risk while intact
- Friable: can be crumbled by hand, such as old pipe lagging and loose insulation. Releases fibres easily
- Damaged, weathered or broken bonded asbestos can become friable

Where it is likely to be

- Fibro sheeting: walls, eaves, ceilings, fences, roofs
- Vinyl floor tiles and sheet backing, and their glue
- Pipe lagging, boiler and duct insulation, gaskets
- Switchboard backing boards, textured coatings
- Brake and clutch parts in older vehicles and plant

Built before 2004? Assume asbestos may be there until it is checked.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Identify asbestos, or presume it, and keep an asbestos register
- Have an asbestos management plan where asbestos is present
- Never let workers be exposed: control the risk, and use licensed removalists
- Train workers who may disturb it, and consult them

You must

- Check the register before work on a building's fabric
- Never drill, cut, sand or break suspect material
- Never remove asbestos yourself
- Stop and report suspected asbestos or damage

In Victoria the OHS laws set similar duties in their own terms. Details such as licence limits vary: check yours.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-ASB

Asbestos Awareness

Participant handout · keep this

Asbestos is in many buildings, plant and vehicles built before 2004. It is safe left alone and in good condition. Disturbed, it can cause fatal disease decades later. Keep this page.

Why it matters

- Asbestos fibres are too small to see
- Breathed in, they can cause asbestosis, lung cancer and mesothelioma
- Disease often appears 20 to 40 years or more later

Where it is likely to be

- Fibro sheeting: walls, eaves, ceilings, fences, roofs
- Vinyl floor tiles, sheet backing and glue
- Pipe lagging, insulation and gaskets
- Switchboard backing boards, textured coatings
- Brake and clutch parts in older vehicles and plant

Bonded and friable

- Bonded: set in cement or resin; lower risk while intact
- Friable: crumbles by hand; releases fibres easily
- Damaged bonded asbestos can become friable

Never on asbestos

- High-pressure water or compressed air
- Power tools, brooms or ordinary vacuums
- Dry sweeping or dusting

Before you start

- ☐ Built before 2004? Assume asbestos may be there
- ☐ Read the asbestos register: **[Where our asbestos register is kept]**
- ☐ Will the task drill, cut, sand or break anything?
- ☐ Not listed but suspect? Treat it as asbestos and ask

If you suspect asbestos

1. Stop work straight away
2. Keep people away and warn others
3. Do not sweep, vacuum, hose or move it
4. Report it: **[Who to report suspected asbestos to here]**
5. Wait until it is assessed

Duties

- The business identifies asbestos, keeps the register and a management plan, and uses licensed removalists
- You check the register, never disturb suspect material, never remove it, and report it

Never remove asbestos yourself

- Removal is licensed work, or work within strict legal limits with training and controls

Suspect asbestos? Stop, keep people away, report it.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to remove asbestos or to work with it.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ASB Asbestos Awareness v1.0 · The full package contains the complete materials.