

**em2**asbestos  
essentials

# Information, instruction and training

## Equipment and method sheet

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### Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

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

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

#### Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- You need training even if you have worked with asbestos in the past.
- Young workers are especially at risk due to lack of experience.

### What this sheet covers

People who carry out any work on asbestos materials must receive the correct information, instruction and training, and be supervised properly.

### Information, instruction and training for non-licensed work

If a worker is to carry out work that **will** disturb asbestos, adequate information, instruction and training are required. The training should be designed around the asbestos work activities that will be carried out and should include practical training as necessary.

In addition to asbestos awareness training, training for non-licensed work should include:

- what work you are allowed to do by law;
- what the law requires you to do;
- procedures to protect yourself;
- what methods to use;
- what control measures are required;
- what equipment you need to do the job properly;
- how to choose, use and look after personal protective equipment (PPE), including respiratory protective equipment (RPE);
- recognising and dealing with other dangers, such as work at height and other potential hazards;
- decontamination of yourself, work equipment and work areas;
- emergency procedures;
- waste handling and waste disposal.

Practical training should include:

- decontamination procedures;
- use of PPE, including RPE;
- construction of mini-enclosures where necessary;
- use of control techniques such as Class H vacuum cleaners and wet spraying equipment.

The equipment and method (em) sheets used along with the task sheets will provide some of the above information.

### Information for other workers

- Tell all other workers that may be nearby what you are doing, where and why.
- Tell them about other risks from the work, eg changes in fire exits.

It is important that information, instruction and training are set at the appropriate level for the task to be carried out by the worker (and supervisor) to avoid putting themselves and others at risk.

### Ongoing/refresher training

Individual training needs should be assessed on an ongoing basis and training should be provided promptly when required.

Refresher training is needed every year, or more often if:

- work methods change;
- the type of equipment used changes;
- the type of work changes a lot.

Supervisors and managers should be trained at the appropriate level to help ensure employers are carrying out their work correctly.

Keeping records of employee training will help keep a track of the training provided and identify any gaps.

### Certificates of training

There is no legal requirement for employees to hold a certificate of training before they can work with asbestos. A certificate is not proof of competency to do the job but, where issued, a certificate shows that training has been completed and can be kept as part of an employee's training record.

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