

Module 7

Training, awareness and communication needs

In Module 7 we will look at:

- Asbestos workers training/awareness: goals, strategies and techniques
- Communication, participation and consultation with workers
- Communication with stakeholders outside the company
- Techniques for enhancing psychophysical aspects related to asbestos awareness

Asbestos workers training/awareness

Employers should make an appropriate training for all workers who are, or may be exposed to asbestos dust performance. Such a vocational training should be organized in the company or educational institution regularly employer's expense.

Training content must be easily understandable for workers.



Asbestos workers training/awareness

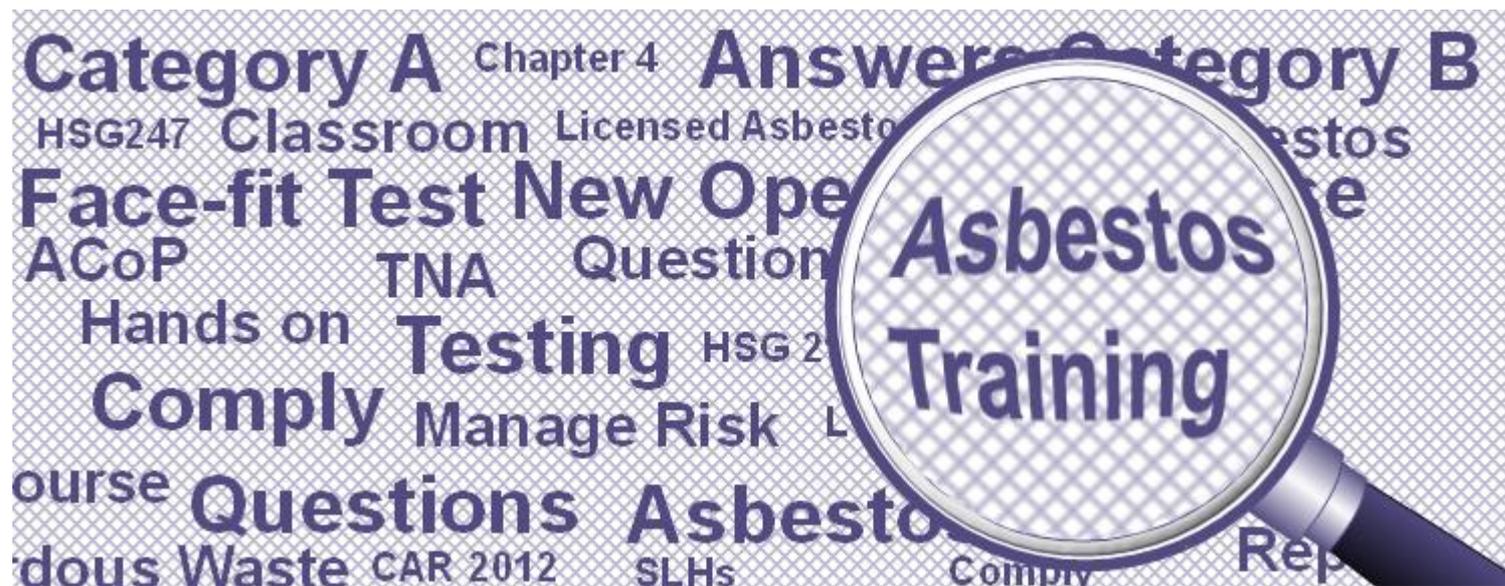
Training must enable employees to acquire the necessary knowledge and skills on the prevention of exposure to asbestos and protection against risks to health, especially of:

- Properties of asbestos and its effects on health, including the synergistic effect of smoking.
- Products or materials, likely to contain asbestos, species;
- Work involving possible exposure to asbestos, control and prevention measures to reduce exposure to asbestos importance;
- Safe working methods, control and protection equipment;
- Respiratory protection measures, the importance of the selection and proper use and the consequences of improperly selected or without the use of such measures;
- The employee's actions in an emergency;
- Workplace decontamination procedures;
- Waste disposal;
- Health inspection requirements.

Asbestos workers training/awareness

In the case of asbestos-related activities appropriate measures are taken to ensure that company employees and their representatives receive adequate information concerning:

- The potential risks to health arising from asbestos or asbestos containing materials dust in operation;
- Set a limit concentration of asbestos fibers in the size (threshold value) and the need to monitor air quality in the work environment;
- Hygiene requirements, including the need to refrain from smoking;
- The precautions to be taken into account while wearing protective clothing and using personal protective equipment;
- Special precautions designed to reduce exposure to asbestos.



Asbestos workers training/awareness

In addition to these measures the employer:

- Introduces employees and their representatives with asbestos fibers in the air measurement results and explain what measures are being implemented to protect them from the risks of asbestos and the precautions they need to take action;
- If the measured results exceed the concentration of asbestos fibers threshold level (threshold value) as soon as possible to inform the company's exposure to asbestos-related workers and their representatives about this, stating the cause and consult with employees and their representatives on the measures to be taken and the hazard the situation in the case - of the measures taken to protect workers against the risks of asbestos.
- Advises and informs workers of any health surveillance that has to be carried out after termination of asbestos exposure

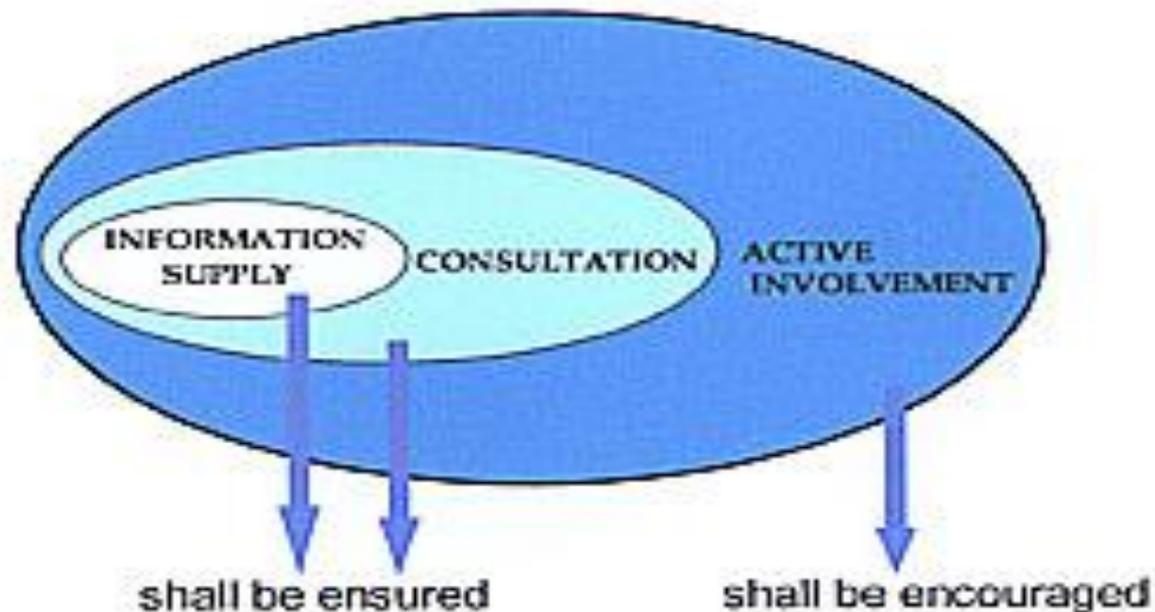


Communication, participation and consultation with workers

Workers must be informed, instructed, trained and consulted on environmental, health and safety matters related to asbestos exposure.

Full participation goes beyond consultation - workers and their representatives must be also involved in making decisions.

Worker participation, is a simple two-way process where employers and their workers/ worker representatives:



Methods of Communication , participation and consultation with workers that are or may be exposed to asbestos.

Using a combination of arrangements and methods, both formal and informal, is usually best.

Whatever the method, requirements for effective workers **participation** include:

- ✓ providing access to all relevant **information**;
- ✓ allowing sufficient time for **consultation** and discussion;
- ✓ and having the means to resolve conflicts and achieve consensus



Methods of Communication, participation and consultation with workers that are or may be exposed to asbestos.

➔ Formal

Directly with employees

- ➔ Direct worker information and consultation, for instance concerning some legal issues (face-to-face dialogue and feedback)



Indirectly with employees

- ➔ Through Worker Representatives. For instance:
 - One-to-one meetings with the relevant representative
 - Health & Safety Committees
 - Other Committees



Methods of Communication, participation and consultation with workers:

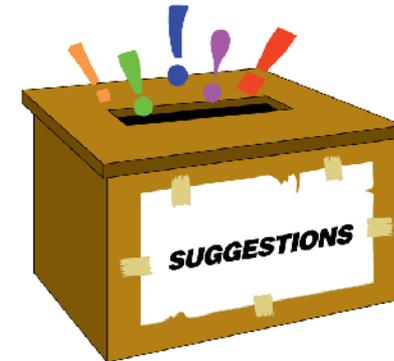
➔ Informal

Directly with employees

- ➔ Meetings (i.e. briefing sessions, department/team/ management meetings,...)
- ➔ Work groups
- ➔ One-to-one discussions

Indirectly with employees

- ➔ Information readily available in the workplace:
posters, notice boards, leaflets, newsletters
- ➔ Company intranet sites
- ➔ Suggestion schemes (i.e. through suggestion boxes)
- ➔ Staff Surveys
- ➔ Distribution of Working Instructions (with main preventive measures to apply during the works performance)
- ➔ Use of Reporting procedures (to report not only injuries, near-misses etc., but also propose ideas and give feedback on the employer's suggestions)



Communication with stakeholders outside the company

When the presence of asbestos is known or is presumed to be present, the employer should:

- ✓ Provide all stakeholders that could be affected by the risks associated with potential exposure to asbestos with sufficient, but concise **information**, to enable them to understand the issues and identify and report any concerns
- ✓ **Consult** widely with all stakeholders in a timely and appropriate manner.

Which stakeholders are related to asbestos works?

- ➔ Internal stakeholders: Workers (employees involved in asbestos-related works) and their Representatives (as explained in the previous section)
- ➔ **External stakeholders:**



Those organizations (interested parties outside the company) that have a justified and acknowledged interest in the way work in relation to asbestos-containing material is carried out in any of the company workplaces where this material exists.

Who are the main External stakeholders?



Who are the main External stakeholders?



❖ External persons at the workplace:

- Contractors, visitors and other external workers.

❖ Neighbours:

- Anyone occupying the premises in the immediate vicinity of the workplace.
- Anyone conducting a business or undertaking in the immediate vicinity of the workplace.

❖ Owners/Occupants of the property(ies) where asbestos works are conducted.

❖ Environmental, Health and Safety regulatory bodies:

- Health & Safety / Labour Authorities
- Environmental Administration (i.e. local council, regional government)

❖ Authorised companies for the transport and disposal of asbestos containing **waste** / **Dangerous goods safety advisers**, if applies Carriage of Dangerous Goods (CDG) regulations.

❖ Other possible external interested parties: local associations (i.e. ecological organizations, asbestos related associations, etc.), media, etc.

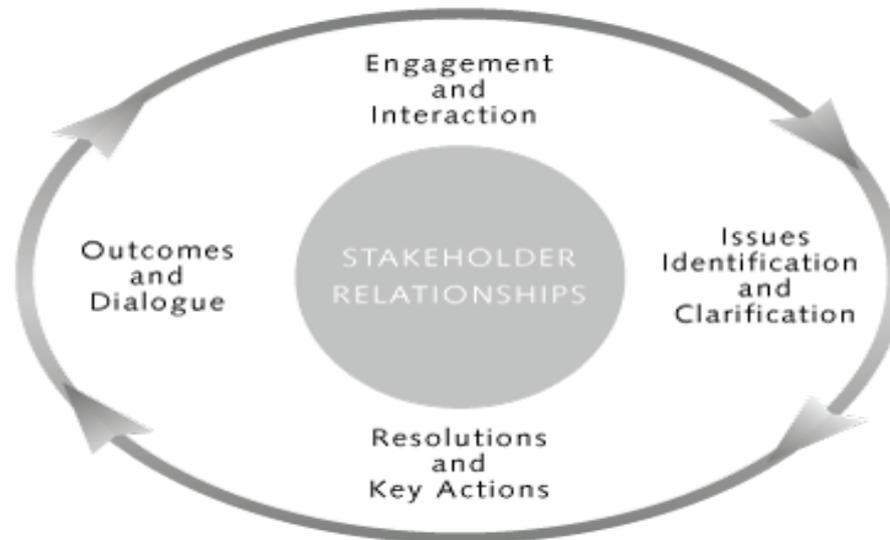
What information should be provided to external stakeholders?

External Stakeholder	Information regarding...
External persons at the workplace	<p>Coordination of concurrent activities at the asbestos workplace (according to current applicable regulations in this issue): It includes communication of H&S risks and their control & preventive measures (specific work plan); and verification that these measures (PPEs, organizational actions, training, etc. are taken properly by them)</p>
Neighbours	<p>Proper awareness of asbestos related works to be conducted: Providing information about the type of work and general protective measures implementing to prevent asbestos exposure in the vicinity</p>
Property's Owners/Occupants	<p>Information about the working plan to be conducted and general preventive and protective measures regarding them</p>
HSE regulatory bodies	<p>Information legally required by the national/ regional regulations (i.e. submitting Work Plan to the Labour Authority)</p>
Waste company/ CDG Safety adviser	<p>Information about legal requirements related to.</p> <ul style="list-style-type: none">- Asbestos waste transport and disposal (waste companies)- Carriage of Dangerous goods, if applies: Safety adviser
Other possible parties	<p>Depending of the nature of the asbestos works to be carried out, it may be recommendable to inform in advance to relevant associations (or media) interested in asbestos issues</p>

Communication plan with stakeholders outside the company

The major steps in a communication plan with external stakeholders that may be affected by asbestos removal works are:

- Identifying all likely interested parties outside the company conducting the removal works
- Detailing the consultation methodologies to be used and points of contact information
- Providing, prior to the commencement of any planned asbestos works, **asbestos awareness information** regarding the nature of the work must be provided to interested stakeholders. This information should include correspondence and information sessions where necessary
- **Getting stakeholders feedback and engaging their participation/consultation** → Consultation with all identified stakeholders is a critical part of the risk management process



Techniques for enhancing psychophysical aspects of asbestos awareness

‘The psychophysical aspect means the psychological status of a worker that could influence damage to an employee physically or to their nervous system’

Techniques for improvement;

Reduce the extent of work tasks

Make sure that all repetitive actions are required; if possible, change the sequence of working steps to optimize the work.

Synergy of work tasks

Where it is possible, combine several actions and get more benefit.

Added value

Make sure that all the works creates added value. If not - refuse them if possible.

Techniques for improvement;

Reduce the extent of work tasks

Make sure that all repetitive actions are required; if possible, change the sequence of working steps to optimize the work.

Synergy of work tasks

Where it is possible, combine several actions and get more benefit.

Added value

Make sure that all the works creates added value. If not - refuse them if possible.

Need to complete all actions

Make sure are all tasks are necessary, maybe you can reduce the amount of action.

Simplify work procedures

Ensure all workers understand the tasks they are assigned.

Use good ergonomic work equipment

Reduce the potential for accidents, injury and ill health.

Activity

Do you feel you have the necessary skills to prevent exposure to asbestos and protect against asbestos health risks? Yes/No

Do you have specific knowledge of the following; (Tick the boxes)

1. Properties of asbestos and its effect on health?
2. Statutory limit values and the need for monitoring airborne asbestos?
3. Hygiene requirements, including the need to refrain from smoking?
4. The precautions to be taken as regards to wearing and the use of protective equipment and clothing?
5. Workplace decontamination procedures?
6. What actions to take in an emergency?
7. Health inspection requirements after conducting work with asbestos?

Congratulations you are now able to work with asbestos safely!

Questions

1. Which of these are an external stakeholder in asbestos works?

a. Workers

b. Waste company

c. Worker representatives

d. Employers

2. Property owners/occupants require information on the site working plan?

True

False

3. HSE regulatory require information on asbestos waste transport and disposal?

True

False

4. Which of the following is not an informal way of communicating with employees?

a. Notice boards

b. Health and safety committees

c. Surveys

d. Company intranet sites

5. Getting stakeholder feedback is a critical part of the risk management process?

True

False