**Lead paint removal/residential buildings audit checklist**

**Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Workplace:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Auditor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A=Audited        NC=No Compliance         N/A=Not Applicable        Yes/No answers go in remarks column

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lead paint removal/residential buildings audit checklist | | | | | |
|  |  | **A** | **NC** | **N/A** | **Remarks** |
| **Lead process** | | | | | |
|  | Has a test to determine the lead in paint been conducted? |  |  |  |  |
|  | What method of testing was used? |  |  |  |  |
|  | Will any of the following methods be used to remove lead based paint? |  |  |  |  |
|  | * wet scraping and wet sanding? |  |  |  |  |
|  | * on site chemical strippers? |  |  |  |  |
|  | * removal by heat gun and scraper? |  |  |  |  |
|  | * sander with HEPA dust extraction facility attached? |  |  |  |  |
|  | * other methods not listed? |  |  |  |  |
|  | Is a lead process being carried out? |  |  |  |  |
| **Risk assessment** | | | | | |
|  | Has a risk assessment been conducted? |  |  |  |  |
|  | Is this a lead-risk job? |  |  |  |  |
|  | Has a record of assessment been kept? |  |  |  |  |
|  | Has Workplace Health and Safety Queensland been notified, in the approved form, of the lead-risk job? |  |  |  |  |
| **Controlling exposure** | | | | | |
|  | Is exposure less than the National Exposure Standard for lead? |  |  |  |  |
|  | Is exposure controlled, as far as is practicable, by ways other than the use of PPE? |  |  |  |  |
|  | Has the employer ensured that lead used in the lead process area does not, as far as is practicable, contaminate other areas of the workplace? |  |  |  |  |
|  | Has the employer ensured that the following provisions are made: |  |  |  |  |
|  | * Workers are not exposed to the risk of lead in an area provided by the employer for eating and drinking? |  |  |  |  |
|  | * Before moving from the lead process area to an area used for eating and drinking, workers wash their forearms, hands and face at the washing facilities provided at the workplace? |  |  |  |  |
|  | * No one eats, chews gum, smokes or carries anything used for smoking in a lead process area? |  |  |  |  |
|  | * No one in a lead process area drinks from anything other than a drinking facility that is made free from lead contamination? |  |  |  |  |
|  | * The lead process area is not cleaned by compressed air or other compressed gas or dry sweeping? |  |  |  |  |
|  | * A worker does not take lead contaminated clothing home for laundering? |  |  |  |  |
|  | * Lead contaminated clothing is laundered? |  |  |  |  |
|  | Have containment control measures as listed been implemented: |  |  |  |  |
|  | * Physical barriers to restrict access? |  |  |  |  |
|  | * Exclusion of persons from the work area? |  |  |  |  |
|  | * Security of the work area? |  |  |  |  |
|  | * Regular clean up and disposal of debris? |  |  |  |  |
|  | * Physical barriers to contain lead dust? |  |  |  |  |
|  | * Has a disposable polyethylene ground sheet been placed below the work area? |  |  |  |  |
|  | * Does the sheeting extend to two metres from the base of the building and an additional metre for each storey? |  |  |  |  |
|  | * Are there provisions made to hold the sheeting in place? |  |  |  |  |
|  | * Are systems in place to ensure the maintenance of the ground sheet? (tear) |  |  |  |  |
|  | * Is there a tarpaulin or plastic sheeting enclosure to prevent dust from travelling to neighbouring properties? |  |  |  |  |
|  | * Is a vacuum cleaner fitted with a HEPA filter available for particulate removal? |  |  |  |  |
|  | * What other systems are in place to prevent lead dust and debris from spreading to the immediate area? |  |  |  |  |
|  | Have the following preparation precautions been taken: |  |  |  |  |
|  | * Have windows, doors, ventilators and other openings including eaves been adequately sealed? |  |  |  |  |
|  | Are the following systems in place to ensure workplace health and safety of workers: |  |  |  |  |
|  | * Project surveillance by a responsible person? |  |  |  |  |
|  | * Are there documented policies and procedures regarding implemented control measures and safe systems of work? |  |  |  |  |
|  | * Is water from wet processing collected and not disposed of to the sewer or stormwater outlet? |  |  |  |  |
|  | * Is all process water handled as hazardous waste? |  |  |  |  |
| **Decontamination systems** | | | | | |
|  | Are the following decontamination systems in place: |  |  |  |  |
|  | * Frequent removal of accumulated debris to prevent spreading from the immediate work area? |  |  |  |  |
|  | * Provision of a HEPA vacuum cleaner for removing the remaining dust and particles from the surrounding area? |  |  |  |  |
|  | * Systems to wet wash the surrounding area with sugar soap solution and rinsing with clean water? |  |  |  |  |
|  | * Disposal of the polyethylene sheeting or covers, or washing them down, and collecting the residue for safe disposal? |  |  |  |  |
|  | * Removal of paint dust from ledges, windows and walls with a damp cloth, and disposing of the cloth along with the paint debris? |  |  |  |  |
|  | * Is equipment cleaned thoroughly of dust and paint fragments before it leaves the work area? |  |  |  |  |
| **Personal protective equipment (PPE)** | | | | | |
|  | What PPE is provided? |  |  |  |  |
|  | * disposable overshoes, overalls and head covering for workers working within the work area |  |  |  |  |
|  | * wet sanding - half face respirator with P2 particulate filter |  |  |  |  |
|  | * chemical stripping - half face respirator with filter for organic vapours |  |  |  |  |
|  | * wet hand sanding - half face respirator with P2 particulate filter |  |  |  |  |
|  | * low temperature heat processes - half face respirator with P2 particulate filter |  |  |  |  |
|  | * dry power sanding with HEPA vacuum attachment sanding - half face respirator with P2 particulate filter |  |  |  |  |
|  | Is appropriate PPE provided? |  |  |  |  |
|  | Are contaminated overalls contained in a clean polyethylene bag before being removed from the work area? |  |  |  |  |
|  | Are boots and gloves cleaned with a HEPA vacuum cleaner and then washed or wet wiped at the end of each working day? |  |  |  |  |
|  | Are systems in place to ensure workers use PPE when exposed to lead? |  |  |  |  |
|  | Is there a PPE maintenance program in place? |  |  |  |  |
| **Atmospheric monitoring** | | | | | |
|  | Has atmospheric monitoring been conducted? |  |  |  |  |
|  | Have monitoring results been recorded? |  |  |  |  |
|  | Is lead exposure less than the National Exposure for lead? |  |  |  |  |
| **Health surveillance** | | | | | |
|  | Is health surveillance conducted? |  |  |  |  |
|  | Does a [designated doctor](http://www.deir.qld.gov.au/workplace/subjects/hazardousmaterials/doctor/index.htm) conduct health surveillance? |  |  |  |  |
|  | Is health surveillance conducted as per Section 237 (1) to (10) of the Regulation? |  |  |  |  |
|  | Has Workplace Health and Safety Queensland been notified, in the approved form of the summary of health surveillance reports? |  |  |  |  |
| **Induction and training about lead** | | | | | |
|  | Has the employer provided information and training about lead to workers who may be exposed to lead? |  |  |  |  |
|  | Are training records kept? |  |  |  |  |
| **Clean-up** | | | | | |
|  | Are procedures in place for the final clean-up of lead dust paint? |  |  |  |  |
|  | Is equipment as listed provided for clean-up procedures: |  |  |  |  |
|  | * plastic work gloves |  |  |  |  |
|  | * spray bottle with water |  |  |  |  |
|  | * sugar soap cleaning solutions (tri-sodium phosphate), mixed in the ratio of at least 25 gm of 5% tri-sodium phosphate to each 5L of hot water |  |  |  |  |
|  | * disposal of cleaning items, such as lint-free towels, rags, sponges and mops |  |  |  |  |
|  | * HEPA filter vacuum cleaner |  |  |  |  |
|  | Will there be any clearance testing done to determine if there has been a significant impact on the property and surrounding areas from the work and if the building is safe for normal use? |  |  |  |  |
| **Waste management** | | | | | |
|  | Has the local council been contacted to find out how to dispose of lead waste? |  |  |  |  |