**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

|  |
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| 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? |   |   |   |   |