

SECTION 5 – MISCELLANEOUS

This section includes:

- **Site Notice System** – A reduced “Notice to all contractors working at this site” notice that should be clearly displayed at all establishments and brought to the attention of all persons carrying out work at the establishment. The actual notice is A3 laminated. Further copies are available from Departmental Safety Advisors.
 - **Contractors Site Notice – buildings constructed before 1990**
 - **Contractors Site Notice – buildings constructed after 1990**
- **Certificate of Re-occupation** – Following work affecting asbestos materials a certificate will be issued to allow the area to be returned to normal occupation. It is recommended that any such certificates received by establishments are filed in this section.
- **Survey Record Sheet** – When a Demolition and Refurbishment (formerly Type “3”) asbestos survey is required prior to demolition or major refurbishment work this sheet should be used to record details of any additional asbestos materials discovered by the more intrusive form of surveying so that the information can be entered onto the County Council’s K2 property database. It does not need to include details of asbestos materials that have already been identified by previous surveys. The Asbestos Surveys - Categories sheet outlines how the information should be recorded.
 - **Asbestos Survey Record Sheet (size A3)**
 - **Asbestos Survey Categories**
- **Possible inadvertent exposure to asbestos** – Guidance to be followed for incidents where either County Council employees or others may be inadvertently exposed to asbestos fibre.
 - **Inadvertent Exposure Record**
 - **HSE Information document (part 2) – Exposure to asbestos from work activities: advice for employees and members of the public**
- **Asbestos Inspection Record Sheets** – For use by establishments to record details of annual checks to monitor the condition of known asbestos materials.
 - **Annual Inspection Record Sheet**
- **Labelling of Asbestos Materials** – Guidance on the use of asbestos warning labels that will be supplied with this folder.

The forms supplied in this section should be retained as masters and copied for use.