



# Silica risk control plan – optional template

This template will help you to document details of any processing of a crystalline silica substance (CSS) that is high risk and the control measures used to manage the risks of exposure to respirable crystalline silica.

**You will need to complete the plan by adding details specific to your workplace. The plan should be developed in consultation with workers and relevant Health and Safety Representatives of the work group (if applicable) and be available and provided to all workers before they commence the processing. It should also be provided to any registered medical practitioner carrying out or supervising health monitoring at the workplace.**

## PCBU obligations

**If you are carrying out a processing of a CSS that is high risk, you must complete a silica risk control plan before commencing any processing.**

**You can use the same silica risk control plan to document multiple types of processing of a CSS, so long as you provide details for each and outline the specific control measures that will be used to manage the risk of respirable crystalline silica (RCS) for each process.**

## *What must a silica risk control plan contain?*

A silica risk control plan must:

- a. identify all processing carried out at the workplace that is high risk
- b. contain a copy of the information used to assess the risk, including:
  - > the specific processing that will be undertaken
  - > the form or forms of crystalline silica present in the CSS
  - > the proportion of crystalline silica contained in the CSS, determined as a weight/weight (w/w) concentration
  - > the hazards associated with the work, including the likely frequency and duration that a worker will be exposed to RCS
  - > results of any relevant air and health monitoring previously undertaken at the workplace
  - > information regarding previous incidents, illnesses or diseases associated with exposure to RCS at the workplace
  - > whether the airborne concentration of RCS present at the workplace is reasonably likely to exceed half the workplace exposure standard, and
  - > the reasons why the processing has been assessed as being a high risk,
- a. document what control measures will be used to control the risks and how those measures will be implemented, monitored and reviewed, and
- b. be set out and expressed in a way that is readily accessible and understandable.

If the processing is also high risk construction work, a safe work method statement can be used instead of a silica risk control plan as long as it meets the requirements of a silica risk control plan.

A silica risk control plan must be reviewed and as necessary revised if relevant control measures are revised under regulation 38 (review of control measures).

## ***What are the additional requirements if processing of a CSS has been determined to be high risk?***

Additional requirements for processing of a CSS that is high risk include:

- > training to workers about the risks of crystalline silica
- > air monitoring for RCS and reporting to the WHS regulator if the airborne concentration of RCS exceeds the workplace exposure standard, and
- > health monitoring.

### ***Related guidance material***

For more information on the duties of PCBUs when working with CSS, please see the relevant sections above and the [\*Working with crystalline silica substances: Guidance for PCBUs\*](#).

## **How to use this template**

The purpose of this template is to assist you in documenting a silica risk control plan for processing of a CSS that is high risk. There are five parts to this template, as outlined below.

### ***Part A – PCBU and process information***

This section includes PCBU location and contact details, and an outline of the number and type of processes covered by the silica risk control plan.

### ***Part B – Assessment of risk***

This section contains the information used to assess the risk of each process and can be completed by attaching a copy of the original assessment conducted to determine the process was high risk.

### ***Part C – Control measures***

This section includes details on the control measures that will be used to control the risks for each process and how those measures will be implemented, monitored and reviewed.

### ***Part D – Training***

It is not mandatory to include training information in the silica risk control plan and completion of this section is optional. However, it will allow you to outline where you have documented the training provided.

## PART A – PCBU AND PROCESS INFORMATION

This silica risk control plan was prepared on            /    /            and will be reviewed on            /    /

### PCBU details

Business name:

Business address:

Contact details of PCBU:

### Process details

Number of processes this plan covers:

What type of processing does this plan cover (provide a list of tasks as per the assessment for each process):

Number of workers likely to carry out each process that is high risk:

### Consultation

Have affected workers and their health and safety representatives (HSRs; if applicable) been consulted in the preparation of this silica risk control plan:

Yes    No

Please describe how workers have been consulted in the preparation of this plan:

Please describe how feedback from workers and/or HSRs has been incorporated into the plan:

## PART B – ASSESSMENT OF RISK

I have included a copy of the assessment for any processing of a CSS that is high risk at my workplace in the Appendix of this plan

Yes    No

[you can attach printed copies of each assessment or copy and paste the details into the electronic document]

## PART C – CONTROL MEASURES

In this section, you must document what control measures will be used to control the risks associated with each processing of a CSS that is high risk, and how those measures will be implemented, monitored and reviewed.

### Controlling the risk of exposure to RCS

In the table below, detail all processing of a CSS that is high risk and the control measures that will be implemented to control the risk of exposure to RCS.

Location	Processing task	Control measures	Work practices	Respiratory protection	How will control measures be implemented/ integrated into daily activities
<i>Example only</i> Fabrication workshop – cutting bench	Cutting stone with a bridge saw	Wet suppression system using built in blade water feed nozzle Water spray/mist guards	Ensure: <ul style="list-style-type: none"> <li>&gt; cutting area is clearly marked on workshop floor</li> <li>&gt; water supply to the saw is turned on and operational before starting the saw</li> <li>&gt; water is flowing to the cutting area prior to blade making contact with the product</li> <li>&gt; spray guards are in place before commencing work, and</li> <li>&gt; regular cleaning of saw table and surrounding areas</li> </ul>	Full face powered air purifying respirators (PAPR) with a P2 class filter	Tool box talks, pre-start checks and daily cleaning of work areas. For example, daily checks of: <ul style="list-style-type: none"> <li>&gt; water supply &amp; flow</li> <li>&gt; safety and spray guards are in place</li> <li>&gt; equipment (including guards) have no visible damage or build-up of residue, no blockages</li> <li>&gt; work area is kept clean &amp; slurry managed to prevent drying out</li> <li>&gt; PAPR (tight fitting) fit checked each time the respirator is worn</li> <li>&gt; PAPR filter check/replace</li> <li>&gt; PAPR performance check</li> </ul>


## Monitoring and review

You must routinely review control measures that have been put in place for the processing of a CSS to ensure they remain effective and protect the health and safety of workers.

Control	Date of review		Comments/outcome of review: For example: the review was scheduled, or in response to [insert specific trigger or routine]
	Scheduled	Completed	
Control	Scheduled	Completed	

## PART D – TRAINING

You must ensure any worker, who you reasonably believe may be involved in the processing of a CSS that is high risk or is at risk of exposure to RCS because of a processing of a CSS that is high risk, receives crystalline silica training that is nationally accredited or approved by the regulator.

You must also ensure a record is kept of the training while the worker is carrying out the processing and for 5 years after the day the worker ceases working for you.

Have you conducted training for workers that may be involved in processing of a CSS that is high risk?

Yes    No

Where have you documented these training records?

### Declaration

I, \_\_\_\_\_ hereby declare that:

[FIRST AND LAST NAME]

- > I have authority to complete this plan on behalf of the PCBU.
- > The information in this plan is true and correct to the best of my knowledge.
- > The PCBU understands that, when carrying out, or directing or allowing a worker to carry out, processing of a CSS that is high risk, it has duties under WHS laws, including those described in the Identifying and managing the processing of crystalline silica substances in the workplace guidance material.

Position title:

Signature:

Date:    /    /

**WHS regulators have powers to investigate and enforce WHS laws. The WHS regulator may rely on those powers to obtain further information and may attend your workplace(s) to assess compliance with this plan and other relevant provisions of the WHS laws.**