



# Safety Alert

Construction, Forestry, Mining and Energy Union

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[www.cfmeuwa.com](http://www.cfmeuwa.com)

## PROCEDURES FOR HANDLING MINERAL FIBRE CEILING TILES

1. A JSA and work method statement is to be developed for the containment of all synthetic mineral fibre products and submitted to any health and safety representatives or health and safety committees prior to the use of such products on site.
2. A material safety data sheet must be provided for any hazardous substance. Where possible a colour-coded chem-alert should be obtained for those products.
3. All materials to be delivered on site in sealed boxes.
4. If any boxes are damaged they are to be returned to the manufacturer unopened.
5. When installed service tiles, no persons other than those involved are to be in the area eg. Floors to be locked off and signs posted warning that ceiling tiles are being installed.
6. When cutting tiles they are to be cut in the immediate area. Cut edges and immediate area are to be vacuumed using a suitable vacuum cleaner, all cut edges are to be sealed using PVA glue or paint and all residue is to be sealed in suitable plastic bags and placed in a special bin provided. No waste is to be left in the work area after work has been completed for the day.
7. All floors are to be cleaned by the builder prior to installation of all tiles where carpets have been laid and plastic bags have been placed over the carpet. The plastic will be taken up carefully and disposed of after all ceiling tiles have been installed.
8. Whilst installing all tiles, cutting all tiles and during cleaning operations associated with installation the minimum protective equipment required shall be:
  - Class P1 or P2 particulate respirator
  - Cotton overalls or dustcoat laundered daily by employer
  - Cotton or rubber gloves if requested by employee
9. All personnel protective equipment is to be removed when leaving the restricted area.
10. No person other than ceiling fixers employed by the installing company are to remove or alter any tiles after they are installed.
11. All cutting and drilling of tiles to be with hand tools only.
12. When holes are factory drilled, the holes are to be vacuumed before delivery to site.

**Report unsafe sites and safety procedures call 9221 1055 Text 0419 812 861**