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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

**Client:** Cape Cod Australia Pty. Limited

**Job details:** Owner/s: Mr. S. & Mrs. M. Butcher  
Location: 213 Sydney Road, Fairlight NSW

Plans for Job No: 7699/15      Revision No: D      Dated: 14-12-15

**Council area:** MANLY

**Date of assessment:** 21<sup>st</sup> January 2016

**Our reference:** HM04521215

**The Client acknowledges that:**

This report is provided for **the exclusive information of the Client**. It is a term and condition of the terms upon which this report is provided, that if the Client chooses to rely upon the report, that the Company and the Person making this report will not be liable to the Client or to any other Person who suffers personal or property damage or financial loss in respect of any cause of action or tort, contract or however the cause of action is said to arise.

This report is **not a guarantee or warranty** or an all-encompassing report dealing with the above property from every aspect. It is based on the condition of the property and the **"Readily Accessible Areas"** at the time of assessment. It is a reasonable attempt to identify as far as *reasonably practicable*, any significant hazardous materials i.e. materials *"that may"* contain asbestos [ACM] or [ACD], ceiling dusts *"that may"* contain lead, paints *"that may"* contain lead or synthetic mineral fibres [SMF], **visible** at the time of assessment.

This report, based on visual assessment, will not disclose hazardous materials in inaccessible areas, not readily accessible or obstructed at the time of assessment. Areas which are not normally accessible were not assessed and include but are not limited to – inside walls, the interior of a flat roof or beneath a suspended floor filled with earth.

This report is **not a Certificate of Compliance** with the requirements of the WHS Act 2011 and WHS Regulations 2011, relevant Codes of Practice or Australian Standards or NSW Office of Environment and Heritage [OEHL] Regulations.



Front northern elevation of the adjoining properties:  
No. 213 & No. 215 Sydney Road, Fairlight

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Circa 1910 - 1915
<b>Type of construction:</b>	Semi-detached single storey full brick/ brick cavity construction on random sandstone block footings that support a suspended timber floor system. Rear addition containing the Bathroom and Dining room is single storey slab on ground full brick construction.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	<i>Common</i> traditional cut and pitched gable ended and valley roof structure with terra cotta tiles. The rear section skillion roof surfaces is decked with corrugated profile sheet metal roofing.

**Occupancy Status:** Was the residence occupied at the time of assessment?

Yes	✓	No		Not Applicable	
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**Orientation:** For the purpose of this report the front of the residence faces:

East		West		North	✓	South		Northeast		Northwest		Southeast		Southwest	
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## 2. AREAS ASSESSED

This assessment covers the following “*Readily Accessible Areas*” of the existing residence layout to identify as far as *reasonably practicable* any significant hazardous materials i.e. materials “*that may*” contain asbestos [ACM] or [ACD], ceiling dusts “*that may*” contain lead, paints “*that may*” contain lead or synthetic mineral fibre insulation [SMF].

Under Floor Space	✓	Exterior	✓	Roof Surfaces	✓	Roof Cavity	✓	Interior	✓	Carport	✓
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### 3. ASSESSMENT OF THE EXISTING RESIDENCE LAYOUT FOR HAZARDOUS MATERIALS

Area Assessed	Description and Comment	Assessment / Action
<b>Under Floor Space</b>	<p>Mainly dry sandy loam over sandstone rock shelf, with areas of dampness [groundwater seepage] noted along the <i>common party /separation</i> wall.</p> <p>No evidence of hazardous materials was observed.</p> <p>Concrete slab on ground to rear section Bathroom and Dining room.</p> <p><b>Note:</b> no work is proposed in this area as part of the proposed Contract works.</p>	No action is required.
<b>Exterior</b>		
Cladding	<p>Surface coated clay brickwork.</p> <p><b>Note:</b> new window opening to be cut into external wall of Bedroom 3; new window fitted; and all surfaces to be made good as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
	<p>Probable asbestos cement [ACM] sheet cladding with cover battens to the gable end</p> <p><b>Note:</b> gable to be retained as part of the proposed Contract works.</p>	<p>All necessary steps are to be taken to protect the gable cladding from damage during the course of the works.</p> <p>No further action is required.</p>
Eave soffit lining	<p>Probable asbestos cement [ACM] sheet with cover battens to the gable end soffit.</p> <p><b>Note:</b> gable to be retained as part of the proposed Contract works.</p>	<p>All necessary steps are to be taken to protect the eave soffit linings from damage during the course of the works.</p> <p>No further action is required.</p>
	<p>Timber lining board to top of exposed rafters to the eastern elevation.</p> <p><b>Note:</b> existing eaves to be retained as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
Roofing material	<p>Terra cotta tiles to the front <i>common</i> roof structure</p> <p><b>Note 1:</b> approximately 50% of the roof structure to be removed to accommodate the upper floor addition as part of the proposed Contract works.</p> <p><b>Note 2:</b> existing roofing tiles to be removed and replaced with concrete tiles as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
	<p>Prefinished corrugated profile sheet metal roofing to the rear skillion roof surfaces.</p> <p><b>Note:</b> approximately 90% of the roof structure to be removed to accommodate the upper floor addition as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>

Area Assessed	Description and Comment	Assessment / Action
Front porch	Possible fibrous plaster soffit with cove profile cornice. <b>Note:</b> not part of the proposed Contract works.	No action is required.
Rear patio	Attached timber framed skillion roof structure with corrugated profile acrylic roofing sheets. <b>Note:</b> not part of the proposed Contract works.	No action is required.
Painting - general	Combination of oil based and acrylic based surface coating to the walls, fascia, eaves, timber windows and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Interior</b>		
Entry Foyer/ Hallway	Painted cement render to the walls. Fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> existing door opening into Lounge room to be adjusted to accommodate internal stairs; and all surfaces to be made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 1 <b>Note 1:</b> front section of room has a raked ceiling <b>Note 2:</b> Shown as Bedroom 3 on Construction Drawing 3 of 8 for Job No. 7699/15	Painted cement render to the walls and with plasterboard to the frame walls. Decorative panelled fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Bedroom 2 <b>Note 1:</b> front section of room has a raked ceiling <b>Note 2:</b> Shown as Bedroom 4 on Construction Drawing 3 of 8 for Job No. 7699/15	Painted cement render to the walls and with plasterboard to the frame walls. Decorative panelled fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Bedroom 3 <b>Note:</b> Shown as Bedroom 2 on Construction Drawing 3 of 8 for Job No. 7699/15	Painted cement render to the walls. Decorative panelled fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> new window opening to be cut into external wall; new window fitted; and all surfaces to be made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Lounge room <b>Note:</b> sky tube	Painted cement render to the walls. Decorative panelled fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> existing door opening into Entry/Foyer to be adjusted; <i>common</i> internal wall with Kitchen to be demolished; sky tube to be removed; existing decorative ceiling panels to be moved; ceiling frame to be adjusted to accommodate internal stairs; and all surfaces to be made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Kitchen <b>Note:</b> skylight	Painted cement render to the walls. Plasterboard ceiling with wide decorative profile plaster cornice. <b>Note:</b> <i>common</i> internal wall with Lounge room to be demolished; new timber framed bulk head to be built between ceilings; skylight to be removed and ceiling repaired; and all surfaces to be made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Dining room <b>Note:</b> raked ceiling	Painted cement render to the wall and with plasterboard to the frame wall. Decorative panelled fibrous plaster ceiling with wide decorative profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Bathroom <b>Note:</b> raked ceiling	Wall tiles from floor to ceiling level. Probable fibre-cement wet area board to the framed wall. Plasterboard ceiling lining with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
External Laundry <b>Note:</b> raked ceiling	Painted cement render above wall tiles to 1.2m. Fibrous plaster ceiling with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Painting - general	Combination of oil based and acrylic based surface coating to ceiling, walls, doors, timber windows and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Tiled Roof Cavity</b>	<i>Common</i> traditional cut and pitched timber roof structure and timber ceiling frame. <b>Note 1:</b> approximately 50% of the roof structure to be removed to accommodate the upper floor addition as part of the proposed Contract works. <b>Note 2:</b> a brick <i>common party / separation wall</i> that terminates just below the roofing tiles is noted with the adjoining property, No. 215. Minimum ceiling dust is noted	In our opinion the air quality will not be generally affected during the course of the construction of the new upper floor Addition. Appropriate dust suppression measures to be provided. No further action is required.
<b>Metal Roof Cavity</b>	Traditional cut and pitched timber roof structure and ceiling frame. <b>Note 1:</b> approximately 90% of the roof structure to be removed to accommodate upper floor addition as part of the proposed Contract works. <b>Note 2:</b> foil backed insulation is installed under the sheet metal roofing <b>Note 3:</b> a brick <i>common party / separation wall</i> that terminates just below the roofing sheets is noted with the adjoining property, No. 215. Minimum ceiling dust is noted.	In our opinion the air quality will not be generally affected during the course of the construction of the new upper floor addition. Remove and dispose of the foil backed insulation in a manner approved by NSW OEH and Manly Council. Appropriate dust suppression measures to be provided. No further action is required.
<b>Electrical Meter Board</b>	Located on the north eastern wall of front Bedroom 1. Probable asbestos cement [ACM] in backing board noted to the meter board. <b>Note:</b> meter board and POA to be retained in current position as part of the proposed Contract works.	All necessary steps are to be taken to protect the ACM from damage during the course of the works.
<b>Carport</b>	Freestanding timber framed structure with an engineered timber trussed gable ended roof structure and pre-finished corrugated profile sheet metal roofing. Probable fibre-cement [FC] sheet with cover battens to the gable ends. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Approximate area of materials “<i>that may</i>” contain asbestos [ACM] to be removed as part of the proposed Contract works.</b>		<b>0.0m<sup>2</sup></b>

## **DEMOLITION WORK PLAN**

The partial demolition of the residence and the removal, storage, handling and disposal of building materials must be carried out as far as *reasonably practicable* in accordance with the following Regulations;

- Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011
- WorkCover NSW - Code of Practice - *How to manage and control asbestos in the workplace*
- Safe Work Australia - Code of Practice - *How to safely remove asbestos*
- NSW Work Health and Safety (Hazardous Substances) Regulation 2001
- NSW Work Health and Safety (Asbestos Removal Work) Regulation 2001
- Australian Standard AS2601 [2001] - Demolition of Structures
- NSW Protection of the Environment Operations Act [1997]
- NSW Protection of the Environment Operations [Waste] Regulation [2005]
- NSW Office of Environment and Heritage [OEH] Regulations and Guidelines

A Demolition Work Plan must be submitted to MANLY Council and the Principal Certifying Authority (PCA) if MANLY Council is not the PCA, not less than five [5] working days **before commencing any demolition works** involving products or materials “*that may*” contain asbestos [ACM].

A copy of the Demolition Work Plan must be maintained on site and be made readily accessible to the Council Officer or ‘workers’ upon request.

## **ASBESTOS [ACM] REMOVAL CONTROL PLAN**

### **Safe Work Method Statement - Removal & Disposal of Materials *that may* contain Asbestos**

Any work involving the demolition, storage and disposal of products or materials “*that may*” contain asbestos [ACM] must be carried out as far as is *reasonably practicable* to minimise the release of airborne asbestos dust and fibres [ACD] in accordance with the following requirements;

- Relevant Work Health and Safety legislation including but not limited to WorkCover NSW - Code of Practice - *How to manage and control asbestos in the workplace*; Safe Work Australia - Code of Practice - *How to safely remove asbestos* and NSW Office of Environment and Heritage [OEH] requirements.
- The person with Management Control of the workplace and the licensed Asbestos Removalist must, so far as is *reasonably practicable*, and before commencing the asbestos [ACM] removal work, consult with and inform the following people about the asbestos [ACM] removal work and when the work will commence, so as to eliminate or minimise the exposure of the risks associated with asbestos:
  - The person who commissioned the asbestos removal work [Site Management]
  - A person conducting a business or undertaking at the workplace [Contractors]
  - The occupants of the domestic premises [Owner or Tenant]
  - Anyone occupying premises in the immediate vicinity of the workplace [Neighbours]
- All work procedures are to be devised as far as is *reasonably practicable*, to minimise the release of dust and fibres [ACD].

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- The sign must be clearly displayed in a prominent visible position at the front of the site; containing the words “**DANGER ASBESTOS REMOVAL IN PROGRESS**” and including the details of the licensed Asbestos Removal Contractor [PCBU].
- When working with products and materials “*that may*” contain asbestos [ACM] all ‘workers’ are to wear personal protective equipment [PPE] including coveralls and approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 – *Respiratory Protection devices* and AS/NZS1715- *Selection, use and maintenance of respiratory protective devices*.
- As far as is *reasonably practicable*, use non powered hand tools for the removal of the materials *that may* contain asbestos [ACM] as these generate much less dust [ACD]. **Do not use** abrasive cutters and sanders, scrub or water blast the surface of products and materials “*that may*” contain asbestos [ACM].
- All products and materials “*that may*” contain asbestos [ACM] are to be kept damp to minimise as far as is *reasonably practicable* the generation of airborne asbestos dust and fibres [ACD]. Prevent and or contain excess run off water.
- Where it is *reasonably practicable* work in well ventilated areas.
- Use drop sheets to collect debris of materials *that may* contain asbestos [ACM]. Dispose of smaller products and materials “*that may*” contain asbestos [ACM] pieces and collected dust [ACD] in recommended heavy duty plastic bags which are clearly labelled “**asbestos waste**”.
- Wet clean or use approved vacuum cleaning equipment [HEPA] which complies with AS/NZS 603335.2.69 – *Industrial vacuum cleaners*. Household vacuum cleaners **must never be used** where asbestos [ACM] or [ACD] is or may be present, even if the unit has a HEPA filter.
- Wall cladding and ceiling lining sheets “*that may*” contain asbestos [ACM] are **not** to be reused.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be stored, transported and disposed of in accordance with the NSW Protection of the Environment Operations Act [1997] and NSW Protection of the Environment Operations [Waste] Regulation [2005]
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] is to be either wrapped in recommended heavy duty plastic sheeting or placed in leak proof lined bins or vehicles and appropriately covered and sealed.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be stored in a secure area and removed from site as soon as is *reasonably practicable* in a covered leak proof vehicle.
- A Clearance Certificate of Statement, prepared by a suitably *competent person* i.e. an Occupational Hygienist, WorkCover NSW licensed Asbestos Removalist, licensed Asbestos Assessor or a “*competent person*” must be provided to Council upon completion of the works prior to an Occupation Certificate being issued, which confirms that the material “*that may*” contain asbestos [ACM] or [ACD] has been removed appropriately and the relevant Conditions of Consent have been satisfied.
- All products and materials “*that may*” contain asbestos [ACM] or [ACD] are to be disposed of as soon as is *reasonably practicable*, at a licensed asbestos disposal site and in a manner approved by WorkCover NSW, NSW Office of Environment and Heritage [OEH] or MANLY Council.



### **Safe Work Method Statement – Removal and Disposal of Synthetic Mineral Fibre Insulation**

All Contractors [PCBU's] and 'workers' involved in the removal of suspected synthetic mineral fibre [SMF] insulation are to follow the following procedures in order to minimise as far as is *reasonably practicable* health risks from synthetic mineral fibre [SMF] insulation. These procedures include but are not limited to:

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- When removing synthetic mineral fibre [SMF] insulation all 'workers' are to wear personal protective equipment [PPE] including coveralls and an approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 - *Respiratory Protection devices* and AS/NZS1715 - *Selection, use and maintenance of respiratory protective devices*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used.
- The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as far as is *reasonably practicable*.
- Any openings between living areas are to be sealed prior to the commencement of any removal work of synthetic mineral fibre [SMF] insulation to prevent as far as is *reasonably practicable*, dust and fibres entering the retained living areas.
- Use approved vacuum cleaning equipment that complies with AS/NZS 603335.2.69 - *Industrial vacuum cleaners*, to prevent as far as is *reasonably practicable*, the release of dust "that may" contain synthetic mineral fibres [SMF] while it is being removed. **Do not use** household vacuum cleaners even if the unit has a HEPA filter.
- Dispose of the synthetic mineral fibre [SMF] insulation in sealed approved plastic bags which are clearly labelled.
- All synthetic mineral fibre [SMF] insulation or other contaminants is to be disposed of as far as is *reasonably practicable*, in a manner, and at a site, approved by WorkCover NSW, NSW Office of Environment and Heritage [OEH], appropriate licensed disposal Authority or MANLY Council.

### **Safe Work Method Statement – Lead based Paints**

All Contractors [PCBU's] and 'workers' involved in the cleaning, repairing or replacement of suspected lead based paint are to follow the following procedures in order to minimise as far as is *reasonably practicable*, health risks from lead based paints. These procedures include but are not limited to:

- Appropriate warning signage and barricades are to be erected to prevent as far as is *reasonably practicable*, entry of anyone not connected with the removal activity into the work area.
- When working with lead based paints all 'workers' are to wear personal protective equipment [PPE] including coveralls and an approved respiratory protective equipment [RPE] in accordance with the requirements of AS/NZS1716 - *Respiratory Protection devices* and AS/NZS1715 - *Selection, use and maintenance of respiratory protective devices*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used.
- The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as much as is practical.

- Any openings between living areas are to be sealed prior to the commencement of any removal work of lead based paints to prevent as far as is *reasonably practicable*, dust entering the retained living areas.
- Use approved vacuum cleaning equipment [HEPA] which complies with AS/NZS 603335.2.69 - *Industrial vacuum cleaners*, to prevent as far as is *reasonably practicable*, the release of dust that may contain lead while it is being removed. **Do not use** household vacuum cleaners even if the unit has a HEPA filter.
- Dispose of collected lead based paint dust in sealed approved plastic bags which are clearly labelled.
- All dust containing lead or other contaminants is to be disposed of as far as *reasonably practicable* in a manner, and at a site, approved by WorkCover NSW, NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or MANLY Council.

#### 4. AREAS NOT ASSESSED

All area associated with the proposed building works were able to be assessed.

#### 5. UNDETECTED HAZARDOUS MATERIALS

Due to the level of accessibility including the presence of obstructions the overall degree of risk of **undetected** hazardous materials is considered as far as *reasonably practicable* to be:

Low		Moderate	✓	Moderate to High		High	
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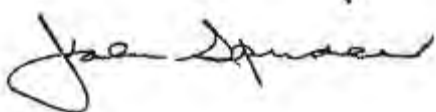
#### CONFIRMATION

This document confirms that the existing residence layout described in this report has been assessed as far as *reasonably practicable* for the inclusion of hazardous materials i.e. materials “that may” contain asbestos [ACM] or [ACD], paints “that may” contain lead, ceiling dusts “that may” contain lead or synthetic mineral fibres [SMF] in the existing structure.

**This assessment and report was carried out by:** John Spindler

**Builders Licence No.** 84050C

**Signed for and on behalf of** JONSPIN Building Services Pty. Limited



**John Spindler**

**Date of Issue:** 23<sup>rd</sup> January 2016