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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

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

**Job details:** Owner/s: Mr. M. & Mrs. C. Norfolk  
Location: 19 Olphert Avenue, Vacluse NSW

Plans for Job No: 7735/15 Revision No: E Dated: 19-02-16

**Council area:** WOOLLAHRA MUNICIPAL

**Date of assessment:** 7<sup>th</sup> March 2016

**Our reference:** HM04690216

**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 northwest elevation of the residence

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Original residence is circa 1920 -1930. Rear additions are circa 2012
<b>Type of construction:</b>	Original residence is freestanding single storey full brick / brick cavity construction on a combination of sandstone block and brick footings with a suspended timber floor system. Rear addition is single storey brick veneer construction with a suspended timber floor system.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	Original roof is traditional cut and pitched hipped and valley structure with a front gable and terra cotta roofing tiles. Rear addition is a flat roof with pan 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	✓	Garage	✓
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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>Predominantly dry sandy loam with areas of dampness [ground water seepage] noted.</p> <p>No evidence of hazardous materials was noted.</p> <p><b>Note:</b> adjustments to the plumbing and drainage system to suit new Ensuite layout is to be undertaken as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
<b>Exterior</b>		
Cladding	<p>Clay masonry brickwork</p> <p><b>Note:</b> not affected by the proposed Contract works.</p>	No action is required.
	<p>Possible asbestos cement [ACM] shingles to the front gable.</p> <p><b>Note:</b> gable to be demolished to accommodate first floor addition as part of the proposed Contract works.</p>	<p><b>5.0m<sup>2</sup></b></p> <p>Remove and dispose of the possible ACM gable cladding in a manner approved by Safe Work NSW, NSW OEH and Woollahra Municipal Council.</p> <p>See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM].</p> <p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
Eave soffit lining	<p>Probable asbestos cement [ACM] sheet to eave soffit</p> <p><b>Note:</b> existing eaves to be partially removed to accommodate first floor addition as part of the proposed Contract works.</p>	<p><b>5.0m<sup>2</sup></b></p> <p>Remove and dispose of the possible ACM eave soffit as required in a manner approved by Safe Work NSW, NSW OEH and Woollahra Municipal Council.</p> <p>See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM].</p> <p>All necessary steps are to be taken to protect the retained eaves from damage during the course of the works.</p> <p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
	<p>Nil eaves to the rear addition</p> <p><b>Note:</b> not affected by the proposed Contract works.</p>	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Roofing material	Terra cotta roofing tiles to the original pitched roof structure. <b>Note:</b> approximately 75% of the roof structure to be removed to accommodate first floor addition; remaining roof tiles to be replaced as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
	Pan profile sheet metal roofing to the rear addition. <b>Note:</b> not affected by the proposed Contract works.	No action is required.
Front porch	Probable asbestos cement [ACM] sheet to porch soffit <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the porch soffit from damage during the course of the works.
Painting - general	Combination of oil based and acrylic based surface coating to the wall surfaces, timber windows, timber fascia, bargeboards, eaves and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Garage</b>		
Internal	Partially excavated into the site. Sandstone block walls with an infill concrete floor slab. Possible asbestos cement [ACM] sheet to ceiling lining. <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the possible ACM ceiling lining from damage during the course of the works.
<b>Interior</b>		
Entry	Surface coated cement render to the walls. Plasterboard ceiling lining over the original fibrous plaster with cove profile plaster cornices. <b>Note:</b> existing cavity sliding doors to Lounge room to be removed and doors to suit opening installed; existing cavity sliding doors to Bedroom 4 to be removed; opening partially closed and new door to be installed; 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> fireplace [gas fire]	Surface coated cement render to the walls. Panelled fibrous plaster ceiling lining. <b>Note:</b> existing cavity sliding doors to Entry to be removed and doors to suit opening installed; 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.

Area Assessed	Description and Comment	Assessment / Action
Sun room	Surface coated cement render to the walls. Plasterboard ceiling lining with cove profiled plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Bedroom 1 <b>Note:</b> Shown as Guest Bedroom on Construction Drawing 3 of 8 for Job No. 7735/15	Surface coated cement render to the walls. Fibrous plaster ceiling with wide profiled plaster cornices. <b>Note:</b> existing built in robe to be removed; new door opening created in <i>common</i> internal wall with Bedroom 2; existing cornice to be removed and replaced; 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.
Hallway	Surface coated cement render to the walls. Plasterboard ceiling lining over the original fibrous plaster with cove profile plaster cornices. <b>Note:</b> existing <i>common</i> internal wall with Bedroom 2 to be demolished; 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 2 <b>Note:</b> Shown as Ensuite / Stairs on Construction Drawing 3 of 8 for Job No. 7735/15	Surface coated cement render to the walls. Fibrous plaster ceiling with wide profiled plaster cornices. <b>Note:</b> existing <i>common</i> internal wall with Hallway to be demolished; existing built in robe to be removed; new door opening created in <i>common</i> internal wall with Bedroom 1; existing flooring to be removed and replaced with wet area board to suit new Ensuite; ceiling frame too be adjusted for internal staircase; existing cornice to be removed and replaced; 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.
Bathroom 1	Wall tiles from floor to ceiling level to the walls. Plasterboard ceiling lining over the original fibrous plaster with cove profile plaster cornices. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Bedroom 3 <b>Note 1:</b> Shown as Bedroom on Construction Drawing 3 of 8 for Job No. 7735/15 <b>Note 2:</b> roof space access	Surface coated cement render to the walls. Plasterboard ceiling lining over the original fibrous plaster with cove profile plaster cornices. <b>Note:</b> not associated with the proposed Contract works.	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Bedroom 4	<p>Surface coated cement render to the walls. Plasterboard ceiling lining over the original fibrous plaster with cove profile plaster cornices.</p> <p><b>Note:</b> existing cavity sliding doors to Entry to be removed; opening partially closed and new door to be installed; and all surfaces to be made good as part of the proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided. No further action is required.</p>
Kitchen <b>Note:</b> sky tube	<p>Surface coated cement render to the walls. Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> sky tube to be relocated to suit first floor addition; and ceiling repaired as part of the proposed Contract works</p>	<p>Appropriate dust suppression measures to be provided. No further action is required.</p>
Family / Dining	<p>Plasterboard to the wall linings. Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	No action is required.
Bathroom 2	<p>Probable fibre-cement [FC] wall lining with wall tiles from floor to ceiling level. Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	No action is required.
Painting - general	<p>Combination of oil based and acrylic based surface coating to walls, doors, timber windows and trims. No exposed lead based paints were observed.</p>	<p>Appropriate dust suppression measures to be provided. No further action is required.</p>
<b>Pitched Roof Cavity</b>	<p>Traditional cut and pitched timber roof structure and ceiling frame.</p> <p><b>Note 1:</b> approximately 75% of the roof structure to be removed to accommodate first floor addition as part of the proposed Contract works.</p> <p>Areas of synthetic mineral fibre [SMF] batt insulation overall the roof space</p> <p><b>Note 2:</b> insulation to be retained as part of the proposed Contract works.</p> <p>Minimal ceiling dust was noted.</p> <p><b>Note 3:</b> brick chimney to Lounge room to be demolished down to ceiling level</p>	<p>In our opinion the air quality will not be generally affected during the course of the construction of the new first floor addition.</p> <p>Appropriate dust suppression measures to be provided. No further action is required.</p>
	<p>Disused gravity feed hot water unit located within the ceiling space to be removed as part of the proposed Contract works.</p> <p><b>Note 4:</b> possible asbestos [ACM] used to insulate the storage tank.</p>	<p>Remove and dispose of the unit in a manner approved by NSW OEH and Woollahra Municipal Council.</p> <p>See attached Safe Work Method Statement for the removal of</p>

Area Assessed	Description and Comment	Assessment / Action
		material <i>that may</i> contain asbestos [ACM]. Appropriate dust suppression measures to be provided. No further action is required.
<b>Roof Cavity to rear addition flat roof</b>	Inspection of the roof cavity was not carried out due to the method of construction. Possible foil backed insulation [SMF] in roof void. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Electrical Meter Board</b>	Located on the front porch wall. Possible asbestos cement [ACM] in backing board noted to the meter board. <b>Note:</b> meter board to be retained in current position as part of the proposed Contract works. <b>Note:</b> POA to be relocated as part of the proposed Contract works.	All necessary steps are to be taken to protect the possible ACM from damage during the course of the works.
<b>Approximate area of materials “<i>that may</i>” contain asbestos [ACM] to be removed as part of the proposed Contract works.</b>		<b>10.0m<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
- Safe Work 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 WOOLLAHRA MUNICIPAL Council and the Principal Certifying Authority (PCA) if WOOLLAHRA MUNICIPAL 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 Safe Work 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.
- WOOLLAHRA MUNICIPAL Council Demolition Report as adopted 21 October 2004
- 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, Safe Work 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 Safe Work NSW, NSW Office of Environment and Heritage [OEH] or WOOLLAHRA MUNICIPAL 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 Safe Work NSW, NSW Office of Environment and Heritage [OEH], appropriate licensed disposal Authority or WOOLLAHRA MUNICIPAL 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 Safe Work NSW, NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or WOOLLAHRA MUNICIPAL Council.

## **4. AREAS NOT ASSESSED**

All areas 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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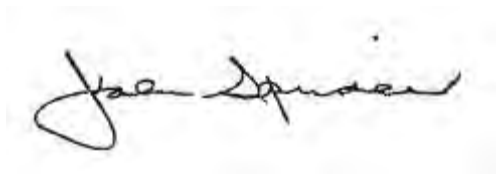
## **CONFIRMATION**

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**

A handwritten signature in black ink, appearing to read 'John Spindler', is written over a light blue rectangular background.

**John Spindler**

**Date of Issue: 7<sup>th</sup> March 2016**