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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

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

**Job details:** Owner/s: Mr. W. & Mrs. T. Walsh  
Location: 67 Bayview Road, Canada Bay

**Plans for Job No:** 7589/14

**Revision No:** D **Dated:** 30-10-14

**Council area:** CANADA BAY

**Date of assessment:** 18<sup>th</sup> November 2014

**Our reference:** HM03521114

**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 eastern elevation of the residence**

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Original residence is circa 1972. Rears additions were undertaken in 1999.
<b>Type of construction:</b>	Freestanding single storey brick veneer construction with a concrete slab on ground floor system.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	Traditional cut and pitched roof structure with gable ends and concrete roofing tiles.

**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	N/A	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
Under Floor Space	Concrete slab on ground	No action is required.
<b>Exterior</b>		
Cladding	Clay masonry brickwork with cement bagged and surface coated finish including original gable ends.	Appropriate dust suppression measures to be provided. No further action is required.
	Probable fibre-cement [FC] sheet to the rear addition gable cladding. <b>Note:</b> front and rear gables to the addition to be removed and the roof re-pitched as part of the proposed Contract works.	Remove and dispose of the probable FC gable cladding in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council. Appropriate dust suppression measures to be provided. No further action is required.
Eave soffit lining	Possible asbestos cement [ACM] to the original residence roof. <b>Note 1:</b> front and rear gable eaves to be removed as part of the proposed Contract works.	<b>12.0m<sup>2</sup></b> Remove and dispose of the probable ACM eave soffits in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council.
	<b>Note 2:</b> Rear elevation and northern elevation eaves to be retained as part of the proposed Contract works.	See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM]. All necessary steps are to be taken to protect the retained eave lining from damage during the course of the works. Appropriate dust suppression measures to be provided. No further action is required.
	Probable fibre-cement sheet [FC] to the rear addition roof. <b>Note 3:</b> front and rear gables to the addition to be removed and the roof re-pitched as part of the proposed Contract works.	Remove and dispose of the probable FC eave soffits in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council. Appropriate dust suppression measures to be provided. No further action is required.
Roofing	Concrete roofing tiles to pitched roof. <b>Note:</b> approximately 80% of the roof structure to be removed to accommodate first floor frame 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
Rear patio	Attached lightweight metal structure with a skillion roof and a combination of proprietary pan profile sheet metal and fluted acrylic roofing. Hardwood timber decking. <b>Note:</b> not associated with the proposed Contract works.	No action is required
Painting - general	Combination of oil based and acrylic based surface coating to wall lining, timber windows, eaves, fascia 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	Plasterboard wall lining. Plasterboard ceiling lining with cove profile plaster cornices. <b>Note:</b> new infill framed wall to be constructed with Dining room and 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 <b>Note:</b> roof space access	Plasterboard wall lining. Plasterboard ceiling lining with cove profile plaster cornices. <b>Note:</b> common internal frames wall with Dining room to be demolished to accommodate internal staircase and 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 2	Plasterboard wall lining. Plasterboard ceiling lining with cove profile plaster cornices. <b>Note:</b> new infill framed wall [doorway] to be constructed and 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:</b> Shown as Bedroom 3 on Construction Drawing 3 of 8 for Job No. 7589/14	Plasterboard wall lining. Plasterboard ceiling lining with cove profile plaster cornices. <b>Note:</b> not part of the proposed Contract works.	No action is required.
Bedroom 2 <b>Note:</b> Shown as Bedroom 1 on Construction Drawing 3 of 8 for Job No. 7589/14	Plasterboard wall lining. Plasterboard ceiling lining with cove profile plaster cornices. <b>Note:</b> common internal framed wall with Bedroom 3 to be demolished and 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
Bathroom	<p>Possible asbestos cement wall lining under wall tiles from floor to ceiling level.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not part of the proposed Contract works.</p>	No action is required.
Bedroom 3 <b>Note:</b> Shown as Bedroom 1 on Construction Drawing 3 of 8 for Job No. 7589/14	<p>Plasterboard wall lining.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> <i>common</i> internal framed wall with Bedroom 2 to be demolished and 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>
Laundry	<p>Possible asbestos cement wall lining under wall tiles from floor to ceiling level.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not part of the proposed Contract works.</p>	No action is required.
Kitchen	<p>Plasterboard wall lining.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not part of the proposed Contract works.</p>	No action is required.
Family	<p>Plasterboard wall lining.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not part of the proposed Contract works.</p>	No action is required.
Dining room <b>Note:</b> raked ceiling	<p>Plasterboard wall lining.</p> <p>Plasterboard ceiling lining to underside of rafters with square set wall ceiling junction.</p> <p><b>Note:</b> <i>common</i> internal frames wall with Hallway to be demolished; ceiling / roof frame adjusted to accommodate internal staircase and 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>
Media room	<p>Plasterboard wall lining.</p> <p>Plasterboard ceiling lining with cove profile plaster cornices.</p> <p><b>Note:</b> not part of the proposed Contract works.</p>	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Painting - general	<p>Combination of oil based and acrylic based surface coating to ceilings, walls, doors, windows and trims.</p> <p>No exposed lead based paints were observed.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
<b>Roof Cavity</b>	<p>Traditional cut and pitched timber roof structure and ceiling frame.</p> <p><b>Note 1:</b> approximately 80% the roof structure to be removed to accommodate upper floor frame as part of the proposed Contract works.</p> <p>Reconstituted fibre [blow in] insulation noted overall the roof space.</p> <p><b>Note 2:</b> existing insulation to be retained as part of the proposed Contract works - we recommend that consideration be given to the replacement of the insulation with synthetic mineral fibre batt insulation to reduce sound transmission between floors.</p> <p>Foil backed sarking noted to the underside of the roofing tiles.</p> <p>Minimal ceiling dust was noted.</p>	<p>In our opinion the air quality will not be generally affected during the course of the construction of the new upper floor frame.</p> <p>Remove and dispose of the reconstitute fibre [blow in] insulation in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council.</p> <p>See attached Safe Work Method Statement for the safe removal of reconstitute fibre [blow in] insulation.</p> <p>Remove and dispose of the foil backed sarking in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council.</p> <p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
<b>Roof Cavity to Dining room</b>	<p>Inspection of the roof cavity over the Dining room was not carried out due to the method of construction.</p> <p>Possible synthetic mineral fibre [SMF] insulation in the roof cavity.</p> <p>Synthetic mineral fibre [SMF] batt insulation noted to the walls supporting the vaulted ceiling.</p> <p><b>Note:</b> approximately 50% the roof structure to be removed to accommodate upper floor frame and the existing roof re-pitched as part of the proposed Contract works.</p>	<p>Remove and dispose of the insulation in a manner approved by WorkCover NSW, NSW OEH and Canada Bay Council.</p> <p>See attached Safe Work Method Statement for the safe removal of synthetic mineral fibre insulation [SMF]</p> <p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
<b>Electrical Meter Board</b>	<p>Located on the northern external wall of the front Bedroom 3.</p> <p><b>Note:</b> to be retained in current position as part of the proposed Contract works.</p>	<p>No action is required.</p>

Area Assessed	Description and Comment	Assessment / Action
<b>Carport</b> <b>Note:</b> addition in 1999	Attached timber framed structure supported on brick piers with plasterboard soffit lining. Probable fibre-cement sheet to front eave. Pan profile sheet metal roofing to the flat roof structure. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Store</b>	Attached brick structure with a flat roof. Plaster board ceiling lining with cove profile plaster cornices. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Approximate area of materials “that may” contain asbestos [ACM] to be removed as part of the proposed Contract works.</b>		<b>12.0m<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 CANADA BAY Council and the Principal Certifying Authority (PCA) if CANADA BAY 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 CANADA BAY 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 CANADA BAY Council.

#### **Safe Work Method Statement – Removal and Disposal of Reconstituted Fibre [Blow in] Insulation**

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

- Appropriate warning signage and barricades are to be erected to prevent entry of anyone not connected with the removal activity into the work area.
- When removing reconstituted fibre [blow in] insulation all 'workers' are to wear personal protective equipment [PPE] including coveralls and an approved respirator 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 reconstituted fibre [blow in] insulation to prevent as far as is *reasonably practicable*, dust 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 lead while it is being removed. **Do not use** household vacuum cleaners.
- Dispose of reconstituted fibre [blow in] in sealed approved plastic bags which are clearly labelled.
- All reconstituted fibre [blow in] insulation or other contaminants is to be disposed of in a manner, and at a site, approved by the NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or CANADA BAY 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 CANADA BAY Council.

#### 4. AREAS NOT ASSESSED

With the exception of the roof cavity over the Dining room all other 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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#### CERTIFICATION

This document certifies 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:** 18<sup>th</sup> November 2014