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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

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

**Job details:** Owner: Mr. Michael & Mrs. Clare O'Neil.  
Location: 15 Greenfield Avenue, MIDDLE COVE.

**Plans for Job No:** 7739/16

**Revision No:** E

**Dated:** 08-06-2016

**Council area:** WILLOUGHBY

**Date of assessment:** 22<sup>nd</sup> July 2016

**Our reference:** HM05010716

**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 [OEHS] Regulations.



**Front southern elevation of the residence**

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Circa 1950 – 1960 with internal renovations to the original residence Circa 2012
<b>Type of construction:</b>	Full Brick / Brick cavity, Single storey, split level construction on strip brick footings and piers, supporting a suspended hardwood timber flooring system.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	Traditional cut and pitched, hip and valley roofing system with 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	✓	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 soil.</p> <p><b>Note 1:</b> No evidence of hazardous materials found.</p> <p><b>Note 2:</b> Plumbing works to be undertaken under Bedroom 1 in preparation for the Laundry.</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 1:</b> Southern elevation hallway wall to be demolished and extended outward to make way for first floor staircase as part of the proposed Contract works.</p> <p><b>Note 2:</b> Existing WC window opening to be closed as part of the proposed Contract works.</p> <p><b>Note 3:</b> Existing Bedroom 1 window opening to be adjusted as part of the proposed Contract works.</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 the eave soffits with cover battens</p> <p><b>Note:</b> Eaves to be removed from the front southern and side eastern elevations as part of the proposed Contract works.</p>	<p>~ 7.7 m<sup>2</sup></p> <p>Remove and dispose of the ACM sheeting as required in a manner approved by Safe Work NSW, NSW OEH and Willoughby 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>
Roofing material	Concrete roofing tiles	<p>Remove and dispose of the concrete roofing tiles in a manner approved by NSW OEH and Willoughby Council.</p> <p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
Front Patio	<p>Suspended concrete slab floor on brick footings and lined with tiles.</p> <p><b>Note:</b> Footings to be extended to make way for staircase 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
Rear Deck	Combination hardwood deck (rear) and suspended concrete slab (side and over existing Laundry) with quarry tiles and prefinished metal balustrade and handrail. <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 the windows, eaves and trims. No exposed lead based paints were observed	Appropriate dust suppression measures to be provided. No further action is required.
<b>Interior Ground Floor</b>		
Entry	Combination of painted cement render wall (external) and plasterboard (internal). Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> Southern elevation hallway wall to be demolished and extended outward to make way for first floor staircase as part of the proposed Contract works	Appropriate dust suppression measures to be provided. No further action is required.
Lounge <b>Note:</b> Fireplace	Painted cement render wall. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Dining	Painted cement render wall. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Kitchen	Combination of painted cement render wall (external) and plasterboard (internal), tiled splashback to ceiling. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 1 <b>Note:</b> Shown as Butlers Pantry and Laundry on Construction drawing 3 of 9 for Job No. 7739/15	Combination of painted cement render wall (external) and plasterboard (internal). Plasterboard ceiling lining with decorative cove profile cornice. <b>Note 1:</b> Attic ladder for roof space access. <b>Note 2:</b> existing door opening to be closed and new opening made for Laundry 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
Bedroom 2 <b>Note:</b> Shown as Bedroom 3 on Construction drawing 3 of 9 for Job No. 7739/15	Painted cement render wall. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bathroom	Painted cement render wall tiled floor to ceiling. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> existing door opening to be closed and new opening made to western elevation wall as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bedroom 3 <b>Note:</b> Shown as Bedroom 4 on Construction drawing 3 of 9 for Job No. 7739/15	Painted cement render wall. Plasterboard ceiling lining with decorative cove profile cornice. <b>Note:</b> wall common with WC to be demolished as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
WC	Painted cement render wall tiled to 900mm. Plasterboard ceiling lining with cove profile cornice. <b>Note:</b> wall common with Bedroom 3 to be demolished as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Painting - general	Combination of oil based and acrylic based surface coating to ceilings, 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>Interior Sub Floor</b>		
Laundry	Painted cement render wall. Concrete slab ceiling supporting rear deck. <b>Note:</b> not associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
<b>Pitched Roof Cavity</b>	Traditional cut and pitched timber roof structure <b>Note 1:</b> Malthoid [ACM] sarking found to the underside of the roof tiles <b>Note 2:</b> Synthetic Mineral Fibre [SMF] batt insulation to overall roof space <b>Note 4:</b> General household goods stored in the roof cavity <b>Note 5:</b> Approximately 75% of the roof surface to be removed as part of the proposed Contract works	<b>~ 45 m<sup>2</sup></b> Remove & dispose of malthoid sarking [ACM] to underside of roofing tiles in a manner approved by Safe Work NSW, NSW OEH & Willoughby Council. In our opinion the air quality will not generally be affected during the course of the construction of the new first floor addition. Appropriate dust suppression measures to be provided. No further action is required.

Area Assessed	Description and Comment	Assessment / Action
Electrical Meter Board	Located on the eastern external wall of the residence. <b>Note 1:</b> meter board has been upgraded to Circuit breakers and new meter <b>Note 2:</b> POA to be moved as part of the proposed Contract works	No action is required.
Garage	Attached full brick construction with concrete slab floor, painted cement rendered walls and suspended concrete slab ceiling. <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>52.7 m<sup>2</sup></b>

#### 4. AREAS NOT ASSESSED

All areas associated with the proposed Contract 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:** Mark Spindler

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



Mark Spindler

**Date of Issue: 22<sup>nd</sup> July 2016**

## **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 Regulation 2011 – Chapter 4 – Hazardous Work
- NSW Work Health and Safety Regulation 2011 – Chapter 6 – Construction Work
- NSW Work Health and Safety Regulation 2011 – Chapter 7 – Hazardous Chemicals
- NSW Work Health and Safety Regulation 2011 – Chapter 8 - Asbestos
- Australian Standard AS2601 [2001] - Demolition of Structures
- NSW Protection of the Environment Operations Act [1997] or as amended
- NSW Protection of the Environment Operations [Waste] Regulation [2014]
- NSW Office of Environment and Heritage [OEH] Regulations and Guidelines

A Demolition Work Plan must be submitted to WILLOUGHBY CITY Council and the Principal Certifying Authority (PCA) if WILLOUGHBY CITY 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; Work Health and Safety Regulation 2011 - Chapter 8 - Asbestos; 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.
- WILLOUGHBY CITY Council Asbestos Policy as adopted 13 June 2006
- 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 or as amended] and NSW Protection of the Environment Operations [Waste] Regulation [2014]
- 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 WILLOUGHBY CITY Council.

#### **Safe Work Method Statement – Removal and Disposal of Ceiling Dust *that may* contain Lead**

All Contractors [PCBU] and ‘workers’ involved in the cleaning, repairing or replacement of ceilings are to follow the following procedures in order to minimise as far as is *reasonably practicable*, health risks from the ceiling dust. 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 in ceiling voids containing ceiling dust 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*. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used
- Ceiling voids are to be cleaned of accumulated dust before commencing any work involving partial or complete removal of the ceiling sheets.
- 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 ceiling dust “*that may*” contain lead 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 the release as far as is *reasonably practicable*, 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 the collected dust in approved plastic bags which are clearly labelled.
- All ceiling dust containing lead or other contaminants is to be disposed of as far as is *reasonably practicable* in a manner, and at as site, approved by the Safe Work NSW, NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or WILLOUGHBY CITY Council.
- To minimise as far as is *reasonably practicable* contamination of living areas of the residence, airless spraying of PVA to seal the cleaned surfaces is recommended whenever the ceiling is removed.

#### **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 [OEHL], appropriate licensed disposal Authority or WILLOUGHBY CITY 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 WILLOUGHBY CITY Council.