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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

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

**Job details:** Owner: Mr. H. Malcolm  
Location: 204 Whale Beach Road, Whale Beach

Plans for Job No: 7649/15      Revision No: D      Dated: 20-07-15

**Council area:** PITTWATER

**Date of assessment:** 5<sup>th</sup> August 2015

**Our reference:** HM04140715

**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 [OEH] Regulations.



Front eastern elevation of the residence

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

Estimated age:	Circa 1965 -1970
Type of construction:	Freestanding double storey full brick / brick cavity construction with timber framed internal walls, suspended timber floor system supported on concrete strip footings and internal brick piers. Suspended concrete slab patio / terrace deck with car parking under.
External cladding:	Clay masonry brickwork
Roof:	Traditional cut and pitched gabled ended roof structure with terra cotta 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	✓	Car Parking	✓
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### 3. ASSESSMENT OF THE EXISTING RESIDENCE LAYOUT FOR HAZARDOUS MATERIALS

Area Assessed	Description and Comment	Assessment / Action
Under Floor Space	<p>Predominantly dry sandy loam with areas of groundwater seepage [dampness] noted.</p> <p>Front section [approximately 3.0m wide] is excavated into the site with a concrete slab floor.</p> <p><b>Note:</b> not associated with the proposed Contract works – we note that all proposed works in this area are to be undertaken by the property Owner.</p>	No action is required.
<b>Exterior</b>		
Cladding	<p>Surface coated clay masonry brickwork</p> <p><b>Note:</b> southern, eastern and northern elevation walls to be built up to 3.0m; window openings existing Bedroom and Bathroom in eastern wall to be bricked up; 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>Timber lining boards to front eastern elevation over the windows and glazed doors.</p> <p><b>Note:</b> timber lining boards to be removed and replaced 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 soffit.</p> <p><b>Note 1:</b> 50% of southern and northern and eastern elevation eaves to be remove to accommodate upper floor addition as part of the proposed Contract works.</p> <p><b>Note 2:</b> remainder of the eaves to be retained.</p>	<p><b>13.0m<sup>2</sup></b></p> <p>Remove and dispose of the probable ACM soffit in a manner approved by WorkCover NSW, NSW OEH and Pittwater 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 ACM eave soffit lining 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	<p>Concrete roofing tiles to the main pitched roof.</p> <p><b>Note:</b> approximately 70% of the roof structure to be removed to accommodate 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>
	<p>Pre-finished pan profile sheet metal roof to the skillion roof over the Laundry</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Terrace deck	Suspended concrete slab patio / terrace deck with car parking under. <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 brick walls, weatherboard cladding, timber windows, fascia, 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>		
Dining room <b>Note:</b> cathedral ceiling	Plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> <i>common</i> internal walls with Bedroom 1, Games room and Living room to be demolished; window and door in front eastern elevation to be removed and replaced; structural beam and ceiling lining to be removed; level ceiling to be framed up and lined with plasterboard; 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.
Living room <b>Note:</b> cathedral ceiling	Combination painted cement render and plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> <i>common</i> internal walls with Bedroom 2, and Dining room to be demolished; window and door in eastern and northern elevation to be removed and replaced; plumbing and drainage to the built in cupboard to be terminated; built in cupboard to be removed; level ceiling to be framed up and lined with plasterboard; 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.
Games room <b>Note 1:</b> cathedral ceiling with highlight window <b>Note 2:</b> Shown as Dining room on Construction Drawing 4 of 10 for Job No. 7649/15	Plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> <i>common</i> internal walls with Dining room, Ensuite and Hallway to be demolished; sliding door into Family room to be remove and opening framed up; structural beam and ceiling lining to be removed; level ceiling to be framed up to incorporate internal staircase and lined with plasterboard; 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
Bedroom 1 <b>Note 1:</b> cathedral ceiling <b>Note 2:</b> Shown as Kitchen on Construction Drawing 4 of 10 for Job No. 7649/15	Combination painted cement render and plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> <i>common</i> internal walls with Ensuite, Dining room and Games room to be demolished; window in front eastern elevation to be removed and replaced; built in robes to be removed; existing window opening in southern wall to be bricked up; level ceiling to be framed up and lined with plasterboard; 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.
Ensuite <b>Note:</b> Shown as Kitchen on Construction Drawing 4 of 10 for Job No. 7649/15	Combination painted cement render and possible asbestos cement [ACM] sheet wall linings with wall tiles to 1.8m Plasterboard ceiling with timber mould cornice. Suspended concrete floor slab. <b>Note:</b> Ensuite to be completely stripped and plumbing and drainage terminated; existing floor slab to be demolished and timber floor framing with strip timber installed; <i>common</i> internal wall with Bedroom 1 to be demolished; existing window opening to be bricked up; existing ceiling lining and frame to be removed and new level plasterboard ceiling with square set corners 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.
Bedroom 2 <b>Note 1:</b> cathedral ceiling <b>Note 2:</b> Shown as Bedroom 4 on Construction Drawing 4 of 10 for Job No. 7649/15	Combination painted cement render and plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> <i>common</i> internal walls with Living room, Games room and Living room to be demolished and new framed wall to be constructed; built in robe to be removed and new robe built; level ceiling to be framed up and lined with plasterboard; 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 3 <b>Note:</b> cathedral ceiling	Combination painted cement render and plasterboard wall linings Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> note associated with the proposed Contract works.	No action is required.

Area Assessed	Description and Comment	Assessment / Action
Hallway <b>Note:</b> roof space access	Plasterboard wall linings Plasterboard ceiling with timber mould cornice. <b>Note:</b> <i>common</i> internal walls with Games room, Bathroom 2 and Kitchen 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.
Bathroom 1	Painted cement render walls with wall tiles to 1.8m to shower recess and 1.2m outside Plasterboard ceiling with square set wall / ceiling junction. Suspended concrete floor slab. <b>Note:</b> note associated with the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bathroom 2 <b>Note:</b> Shown as Ensuite / WIR on Construction Drawing 4 of 10 for Job No. 7649/15	Painted cement render walls with wall tiles to 1.8m to shower recess and 1.2m outside Plasterboard ceiling with square set wall / ceiling junction. Suspended concrete floor slab. <b>Note:</b> Room to be completely stripped and plumbing and drainage terminated; existing floor slab to be demolished and timber floor framing with strip timber installed; rear western elevation wall to be adjusted to accommodate new stacker door assembly; existing ceiling lining to be removed and replaced with plasterboard; 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.
Family room <b>Note 1:</b> cathedral ceiling <b>Note 2:</b> Shown as Bedroom 2 on Construction Drawing 4 of 10 for Job No. 7649/15	Combination painted cement render and plasterboard wall linings. Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> existing sliding door into Games room to be remove and opening framed up; built in cupboard over the Ensuite to be removed; level ceiling to be framed up and lined with plasterboard; new framed wall to constructed to form new Ensuite and WIR; 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
Kitchen <b>Note 1:</b> cathedral ceiling <b>Note 2:</b> skylight <b>Note 3:</b> Shown as Ensuite / WIR on Construction Drawing 4 of 10 for Job No. 7649/15	Combination painted cement render and plasterboard wall linings. Plasterboard ceiling with square set wall / ceiling junction. <b>Note:</b> Kitchen to be completely stripped and plumbing and drainage terminated to form new Ensuite / WIR; rear western elevation wall to be adjusted to accommodate new stacker door assembly; existing door opening to Laundry to be closed up and new opening created; existing ceiling lining to be removed and replaced with plasterboard; 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.
Laundry	Painted cement render to the walls with skirting tiles. Plasterboard ceiling with cove profile plaster cornice. <b>Note:</b> existing door opening to Kitchen to be closed up and new opening created; 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.
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>Pitched Roof Cavity</b>	Traditional cut and pitched timber structure. Framed and plasterboard clad highlight window void over the Games room Foil sarking to the underside of the roofing tiles. Minimal ceiling dust was noted. <b>Note:</b> approximately 70% of the roof structure to be removed to accommodate upper floor addition as part of the proposed Contract works.	In our opinion the air quality will not be generally affected during the course of the construction of the proposed new upper floor addition. Remove and dispose of the foil sarking in a manner approved by NSW OEH and Pittwater Council. Appropriate dust suppression measures to be provided. No further action is required.
<b>Skillion Roof Cavity</b>	Inspection of the roof cavity was not carried out due to the method of construction. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
<b>Electrical Meter Board</b>	Located at eastern end of the southern wall. In our opinion the existing meter board complies with current industry and Supply Authority requirements. <b>Note:</b> board to be retained in current position as part of 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>13.0m<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 PITTWATER Council and the Principal Certifying Authority (PCA) if PITTWATER 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 PITTWATER 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 PITTWATER 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 grey rectangular background.

**John Spindler**

**Date of Issue: 6<sup>th</sup> August 2015**