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## **HAZARDOUS MATERIALS ASSESSMENT REPORT**

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

**Job details:** Owner: Ms. M. Quibell  
Location: 35 Holdsworth Street, Neutral Bay

Plans for Job No: 7567/14      Revision No: D      Dated: 26-08-14

**Council area:** NORTH SYDNEY

**Date of assessment:** 16<sup>th</sup> September 2014

**Our reference:** HM03330914

**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 west elevation of the residence**

## 1. GENERAL DESCRIPTION OF THE EXISTING RESIDENCE

<b>Estimated age:</b>	Original residence is approximately circa 1930 -1940. Rear additions are approximately circa 1990 -1995.
<b>Type of construction:</b>	Freestanding residence. Original residence is single storey full brick/ brick cavity construction on a combination of sandstone block footings and brick piers supporting a suspended timber floor system. Rear addition is double storey slab on ground brick veneer construction.
<b>External cladding:</b>	Clay masonry brickwork
<b>Roof:</b>	Original roof structure and rear addition roof structure are traditional cut and pitched hipped and valley 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	✓	Carport	✓
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### 3. ASSESSMENT OF THE EXISTING RESIDENCE LAYOUT FOR HAZARDOUS MATERIALS

Area Assessed	Description and Comment	Assessment / Action
<b>Under Floor Space</b>	Mainly dry sandy loam with areas of dampness [groundwater seepage] noted. No evidence of hazardous materials was observed. <b>Note:</b> no work is proposed in this area as part of the proposed Contract works.	No action is required.
<b>Exterior</b>		
Cladding	Face clay masonry brickwork to the walls.	Appropriate dust suppression measures to be provided. No further action is required.
	Probable asbestos cement [ACM] sheet with timber battens to the front gable. <b>Note:</b> gable to be demolished and roof repatched to accommodate upper floor frame as part of the proposed Contract works	<b>4.5m<sup>2</sup></b> Remove and dispose of the ACM gable cladding in a manner approved by NSW OEH and North Sydney Council. See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM]. Appropriate dust suppression measures to be provided. No further action is required.
	Probable asbestos cement [ACM] sheet to the bulkhead above the front bay window. <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the bulkheads from damage during the course of the works.
	Probable asbestos cement [ACM] sheet to the splayed bulkhead above the windows to the Living room and Bedroom 3. <b>Note:</b> not associated with the proposed Contract works.	
Eave soffit lining	Probable asbestos cement [ACM] sheet to the eaves of the original roof. <b>Note 1:</b> gable eave lining to be removed as part of the proposed Contract works. <b>Note 2:</b> roof over front Sunroom to be re-pitched as part of the proposed Contract works. <b>Note 3:</b> remainder of existing eaves to be retained and are not associated with the proposed Contract works.	<b>9.0m<sup>2</sup></b> Remove and dispose of the ACM to the Sunroom eave and gable eave lining in a manner approved by NSW OEH and North Sydney Council. See attached Safe Work Method Statement for the removal of material <i>that may</i> contain asbestos [ACM]. Appropriate dust suppression measures to be provided. No further action is required.

Area Assessed	Description and Comment	Assessment / Action
	Probable fibre-cement [FC] sheet to the eaves of the rear addition. <b>Note:</b> existing eaves to be retained and are not associated with the proposed Contract works.	All necessary steps are to be taken to protect the eave soffits from damage during the course of the works.
Roofing	Terra cotta roofing tiles. <b>Note:</b> approximately 80% of the original roof structure to be removed to accommodate upper floor frame as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Covered patio	Probable fibre-cement [FC] sheet to the soffit of the rear covered patio area. <b>Note:</b> soffit to be retained and is not associated with the proposed Contract works.	All necessary steps are to be taken to protect the soffit from damage during the course of the works.
Painting - general	Combination of oil based and acrylic based surface coating to 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 Ground Floor</b>		
Sunroom	Face clay masonry brickwork to the walls. Possible asbestos cement [ACM] sheet with timber battens to the ceiling. <b>Note:</b> not part of the proposed Contract works.	All necessary steps are to be taken to protect the ceiling lining from damage during the course of the works.
Entry	Painted cement render to the walls. Decorative fibrous plaster ceiling with wide ornate profile plaster cornice. <b>Note:</b> existing opening in <i>common</i> internal brick wall with Bedroom 1 to be enlarged to accommodate double doors 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. 7567/14	Painted cement render to the walls. Decorative fibrous plaster ceiling with wide ornate profile plaster cornice. <b>Note:</b> existing opening in <i>common</i> internal brick wall with Entry to be enlarged to accommodate double doors; nib brick wall to robe to be demolished; and surfaces 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 2 <b>Note:</b> skylight	Painted cement render to the walls. Decorative fibrous plaster ceiling with wide ornate profile plaster cornice. <b>Note:</b> existing skylight to be removed; opening framed up as required and ceiling made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Living room	Painted cement render to the walls. Decorative fibrous plaster ceiling with wide ornate profile plaster cornice. <b>Note:</b> existing 500mm high dome in ceiling to be removed; opening framed up as required and ceiling made good as part of the proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required.
Bathroom	Painted cement render to wall above wall tiles to 1.2m and floor to ceiling in shower recess. Plasterboard ceiling with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Stair Hall	Painted cement render to the walls. Plasterboard ceiling with set wall / ceiling junctions. <b>Note:</b> northern and southern wall to be demolished above ceiling level to allow for new first floor walls proposed Contract works.	Appropriate dust suppression measures to be provided. No further action is required
Family/ Dining/ Kitchen	Plasterboard to the wall linings. Plasterboard ceiling with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Pantry	Plasterboard to the wall linings. Plasterboard ceiling with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Separate WC	Combination of painted cement render and possible asbestos cement [ACM] sheet to the walls. Plasterboard ceiling with cove profile plaster cornice. <b>Note:</b> not associated with the proposed Contract works.	All necessary steps are to be taken to protect the wall linings from damage during the course of the works

Area Assessed	Description and Comment	Assessment / Action
Laundry	<p>Probable fibre- cement [FC] wet area board sheet to the wall linings.</p> <p>Plasterboard ceiling with cove profile plaster cornice.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	All necessary steps are to be taken to protect the wall linings from damage during the course of the works
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>Interior First Floor</b>		
<p>Stair Hall</p> <p><b>Note 1:</b> ceiling lined to line of roof surfaces</p> <p><b>Note 2:</b> skylight</p>	<p>Plasterboard to the wall linings.</p> <p>Plasterboard ceiling with set wall / ceiling junctions.</p> <p><b>Note:</b> northern and southern wall to be demolished above ceiling level to allow for new first floor walls proposed Contract works.</p>	<p>Appropriate dust suppression measures to be provided.</p> <p>No further action is required.</p>
<p>Bedroom 3</p> <p><b>Note 1:</b> Shown as Bedroom 1 on Construction Drawing 3 of 8 for Job No. 7567/14</p> <p><b>Note 2:</b> ceiling lining to rake of roof surfaces.</p>	<p>Plasterboard to the wall linings.</p> <p>Plasterboard ceiling with cove profile plaster cornice.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	No action is required.
<p>Bedroom 4</p> <p><b>Note:</b> Shown as Study on Construction Drawing 3 of 8 for Job No. 7567/14</p> <p><b>Note 2:</b> ceiling lining to rake of roof surfaces.</p>	<p>Plasterboard to the wall linings.</p> <p>Plasterboard ceiling with cove profile plaster cornice.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	No action is required.
Balcony	<p>Tiled deck.</p> <p>Probable fibre-cement [FC] wet area board to parapet walls.</p> <p>Probable fibre-cement [FC] to soffit lining.</p> <p><b>Note:</b> not associated with the proposed Contract works.</p>	All necessary steps are to be taken to protect the parapet and soffit linings from damage during the course of the works.

Area Assessed	Description and Comment	Assessment / Action
Painting - general	Acrylic based surface coating to ceilings, walls, doors, windows and trims. No exposed lead based paints were observed.	Appropriate dust suppression measures to be provided. No further action is required.
Roof Cavity	Traditional cut and pitched timber roof structure and ceiling frame. <b>Note:</b> approximately 80% of the original front roof structure to be removed to accommodate first floor addition as part of the proposed Contract works. Sarking to the underside of the terra cotta roofing tiles. Minimal ceiling dust was noted. Flexible air conditioning ductwork throughout the ceiling space noted. <b>Note 1:</b> duct work to be removed to accommodate first floor frame as part of the proposed Contract works Synthetic mineral fibre [SMF] batt insulation over all the ceiling space noted. <b>Note 2:</b> insulation to be retained 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 first floor addition. Appropriate dust suppression measures to be provided. No further action is required.
	Inspection of the roof cavity over rear Bedrooms 3 and 4 was not carried out due to the method of construction. <b>Note 1:</b> probable synthetic mineral fibre [SMF] batt insulation in the ceiling void. <b>Note 2:</b> roof not associated with the proposed Contract works	
Electrical Meter Board	Meter board is located on the internal northern wall of the Sunroom / front entry. <b>Note:</b> to be retained in current position as part of the proposed Contract works.	No action is required.
Carport	Freestanding timber structure with engineered timber trussed roof and terra cotta roofing tiles. <b>Note:</b> not associated with the proposed Contract works.	No action is required.
Approximate area of materials “ <i>that may</i> ” contain asbestos [ACM] to be removed as part of the proposed Contract works.		13.5m <sup>2</sup>

## **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 NORTH SYDNEY Council and the Principal Certifying Authority (PCA) if NORTH SYDNEY 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 NORTH SYDNEY 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 NORTH SYDNEY 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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## **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

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

**John Spindler**

**Date of Issue:** 17<sup>th</sup> September 2014