SOLUTIONS IN ENGINEERING
QUALITY REPORTS ON TIME, EVERY TIME!
P > 1300 136 036 F > 1300 136 037
W> www.solutionsinengineering.com E > enquiry@solutionsinengineering.com
ABN 77 079 173 194

Asbestos Management Plan 2013

For

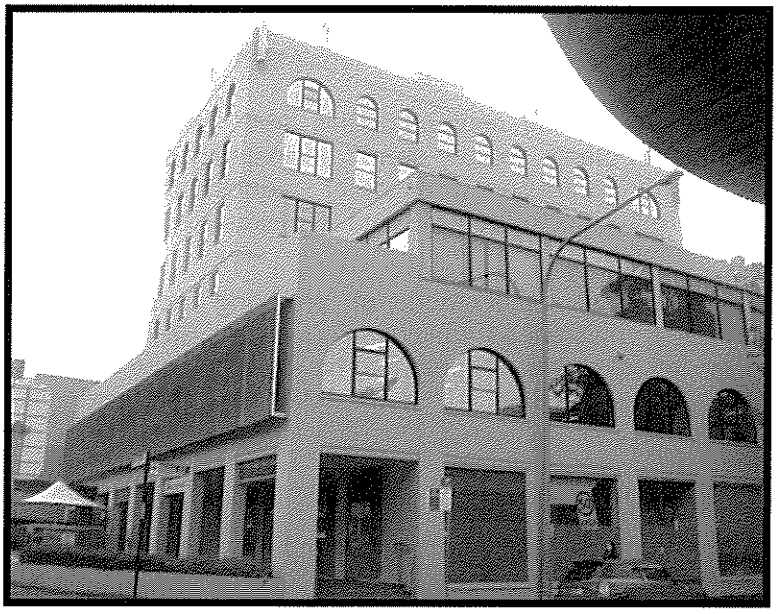
The Owners Corporation for

Church Street Corporate Centre

410 - 422 Church Street

Parramatta NSW 2151

Strata Plan 58457



Inspection Details	
Date of inspection:	11 July 2013
Inspector name:	Robert Stevens

SOLUTIONS IN ENGINEERING
QUALITY REPORTS ON TIME, EVERY TIME!
P > 1300 136 036 F > 1300 136 037
W> www.solutionsinengineering.com E > enquiry@solutionsinengineering.com
ABN 77 079 173 194

Congratulations! Now you have your AMP
To be COMPLIANT the following steps need to be actioned

What to do with this report?

This Asbestos Management Plan (AMP) should be kept at the property to ensure its accessible for employees and for contractors visiting the site to work.

Solutions in Engineering (SIE) can provide and install a fire resistant document compliance box on site for this purpose.

Call us to order yours now 1300 136 036

Step 1	**Preparation**		Status
	Identify asbestos on site	SIE	✓
	Prepare an asbestos register	SIE	✓
	Develop an Asbestos Management Plan (AMP)	SIE	✓

Step 2 **Communication**. The content of this AMP needs to be communicated to contractors and others so they do not accidentally disturb any asbestos on site. When making contractor work order requests, provide instructions to all contractors re access to the AMP and Asbestos Register on site – and ask them to reference them.

To meet the requirement of providing adequate asbestos awareness training/information, SIE have provided laminated document to be stored on site with the Asbestos Register and AMP for contractor reference.	SIE	✓

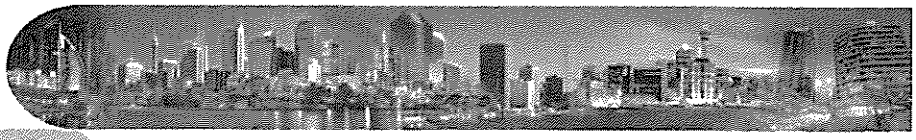
Step 3 **Responsible People**

The AMP includes a table to record contact details for 'responsible people'. It is important that there is at least one, preferably two, names on the Responsible Persons Contact table in the AMP.

SIE suggest that Clisdells Strata Management is added with the telephone number for maintenance queries, and that a committee representative is nominated as a secondary contact. Please ask the committee to complete this table at the next AGM.

Why?

- If a resident, visitor or contractor disturb asbestos on site they need to know who they should call to advise. Airborne asbestos fibres pose a serious health risk and need to be controlled on site as early as possible.


P > 1300 136 036 F > 1300 136 037
W> www.solutionsinengineering.com E > enquiry@solutionsinengineering.com
ABN 77 079 173 194

- If a resident, visitor or contractor plan to undertake works that might disturb asbestos they need to know what the process is for meeting the necessary asbestos safety requirements set out in this AMP.

The contact person only needs to instruct the caller to follow the control measures in place within the AMP. A record of such enquiries would be handy when the committee meets to assess the effectiveness of the AMP at future meetings, but recording each enquiry is not a mandatory responsibility.

What if no one is available from the committee to act as a contact person?

SIE can act as the Asbestos Safety contact for the property if a committee member is not available

Contact our office to ask us how to register for this service

Our service is available Mon- Fri. We will;

- Remit a copy of the latest AMP on our file to the caller
- Update the property's history in our work tracking system with the detail of the enquiry
- Send an e-mail to the BCM each time we respond to an enquiry
- Make these enquiry details available to the BCM or the committee in a PDF table format at any time, by request.

Step 4 Implement the Control Measures identified in the Asbestos Survey

Refer to the Asbestos Hazard Assessment summary table in this AMP (page 14) and review the risk and control measures that have been recommended by SIE.

It is important to take action, following the advice within the AMP, and ensure that the control measures are adequately implemented.

Step 5 Review and update the Asbestos Register and the AMP as necessary.

SIE recommend an annual reassessment (including a review of both documents and the condition of the asbestos on site)

Why?

Because the risk assessment and associated control measures will change over time, for reasons including;

- The deterioration of the ACM due to weather
- The likelihood of the ACM being damaged (e.g. Has any work be done on site over the past year?)

SOLUTIONS IN ENGINEERING
QUALITY REPORTS ON TIME, EVERY TIME!
P > 1300 136 036 F > 1300 136 037
W > www.solutionsinengineering.com E > enquiry@solutionsinengineering.com
ABN 77 079 173 194

Our Reference: 1380595
11 July 2013

The Owners Corporation for
Church Street Corporate Centre
410 - 422 Church Street
Parramatta NSW 2151

Dear Committee Members,

Thank you for using Solutions in Engineering for your Asbestos Management Plan.

This plan has been developed following the positive identification of asbestos or asbestos containing materials at your common area/workplace and is to be referenced in conjunction with the common area/workplace asbestos register.

This plan must be implemented, reviewed and maintained to ensure the information and guidance is provides is up to date and it must be readily assessable for workers and contractors on site. We recommend a copy of this plan is kept at the common area/workplace for this purpose.

Throughout the plan the word 'should' is used to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

This plan includes various references to the provisions of the WHS Act and Regulations which set out the legal requirements. The words 'must', 'requires' or 'mandatory' indicate that a legal requirement exists and must be complied with.

The Asbestos Safety team at Solutions in Engineering are available to assist you with any queries you may have or any issues that require further clarification, please call us on 1300 136 036.

Yours Sincerely,

The Team at Solutions in Engineering

TABLE OF CONTENT

SECTION 1

1. INTRODUCTION

The Owners Corporation for Church Street Corporate Centre is committed to the preparation and maintenance of an Asbestos Management Plan (AMP) to manage and control the asbestos and asbestos containing materials (ACM) indentified in the workplace. This AMP shall be reviewed at least annually, and if necessary revised. Revisions need to be recorded in the associated asbestos document management control register and necessary updates made to the Asbestos Register.

HEALTH RISKS OF ASBESTOS

The NOHSC Codes of Practice describe asbestos as 'the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals.' It was used in more than 3,000 products, including heat-resistant textiles (cloth, padding and board), asbestos cement products (sheets and pipes), special filters for industrial chemicals, thermal insulation products (pipe and boiler insulation), friction materials (clutch plates, brake linings), gaskets, floor tiles, roofing materials, packing materials, paints and protective paper.

Inhalation of asbestos has been linked to three respiratory diseases: asbestosis, mesothelioma and lung cancer. The latency period between exposure to asbestos and the onset of the diseases is generally between 15 and 40 years, with symptoms generally not displaying until the advanced stages of illness. Asbestosis and mesothelioma cannot be effectively treated, and most persons suffering from mesothelioma die within twelve months of diagnosis.

Inhalation of airborne asbestos fibres can cause death and therefore concentrations of airborne asbestos are a risk that must be controlled. Airborne asbestos fibres can result from: the release of asbestos fibres through the performance of many ordinary tasks such replacing certain types of ducting or insulating materials around items of plant, accidental contact with asbestos materials causing the fibres to break free, and failure to adequately maintain an asbestos containing material resulting in the release of asbestos fibres.

Where asbestos is present the risk to owners and managers is significant both in terms of health and legal liability, particularly if measures to manage this risk are not in place.

LEGISLATIVE REQUIREMENTS

This plan has been prepared to meet the legislated requirements as per WHS Act the WHS Regulations and the Code of Practice – How to Manage and Control Asbestos in the workplace, which come into force from 1st January 2012.

This Asbestos Management Plan should be kept at the common area/workplace to ensure it is accessible for employees and for contractors visiting the site to work.

DEFINITIONS

Asbestos	The fibrous form of those mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and, tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Asbestos-containing material (ACM)	Any material, object, product or debris that contains asbestos.
Asbestos Register	A register recording the type, condition and location of all asbestos and asbestos containing materials.
Asbestos related work	means work involving asbestos.
Asbestos removal work	- work involving the removal of asbestos or ACM, or - Class A asbestos removal work or Class B asbestos removal work.
Competent person	a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Control Level	The airborne concentration of a particular substance which, if exceeded, indicates a need to implement a control, action or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene 'best practice', and are not health-based standards Control Monitoring means air monitoring, using static or positional to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures, and should not be used for that purpose.
Dust and debris	Visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are (or assumed to be) contaminated with asbestos.
Primary duty of care	A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of all workers, including responsibilities with regard to the provision and maintenance of a work environment without risks to health and safety. If the workplace is occupied by a self employed person, that person is obligated under the WHS Act to a duty of care to themselves.
Primary duty of care	A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of all workers, including responsibilities

	with regard to the provision and maintenance of a work environment without risks to health and safety. If the workplace is occupied by a self employed person, that person is obligated under the WHS Act to a duty of care to themselves.
Friable (Asbestos)	means ACM which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure NOTE: This may include ACM that have been subjected to conditions that leave them in a state where they meet the definition, such as weathering, physical damage, water damage etc.
NATA-accredited laboratory	means a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA), or recognized by NATA either solely or with someone else.
Naturally Occurring Asbestos (NOA)	means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
Non Friable asbestos	means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Person with management or control of the work workplace	a person who has control of premises used as a workplace. The person with control may be: i. The owner of the premises; ii. A person, who has, under any contract or lease, an obligation to maintain or repair the premises; iii. A person who is occupying the premises; iv. A person who is able to make decisions and changes to the structure and use of the workplace. v. An employer at the premises. vi. a person with management control over the workplace, for example, a property management group or agent. NOTE: In some cases there may be more than one person with management or control of a workplace.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a work goes, or is likely to be, while at work. Common area in strata qualifies as a workplace when work is being undertaken on site.

WHAT IS THE SCOPE OF THIS PLAN?

This Asbestos Management Plan is written in accordance with the NOHSC Code of Practice - How to Manage and Control Asbestos in the Workplace. From 1st January 2012 it will be

mandatory for all workplaces (and this includes the common areas of Strata properties) and commercial buildings built prior to 2004 (previously 1990) to be inspected for the presence of Asbestos Containing Materials (ACM);

This plan is intended to cover all areas where asbestos or ACM is identified or assumed present that are owned and managed by The Owners Corporation for Church Street Corporate Centre .

OBJECTIVES OF THE ASBESTOS MANAGEMENT PLAN

To provide and maintain, so far as practicable, safe and healthy work environment and practices generally, and have written policies on the control of asbestos on site ensuring day to day implementation of policies comply with legislative provisions.

2. RESPONSIBILITIES

WHO IS RESPONSIBLE TO IMPLEMENT AND MAINTAIN THIS PLAN?

Responsibility of managing asbestos in the common area/workplace lies with 'the person with management or control of a workplace'. (PWMCW). In some cases there may be more than one person with management or control of a common area/workplace. See a legal definition of this role in the 'Definitions' section of this document (page 8).

Table 1. List of PWMCWs responsible for this common area/workplace.

The Owners Corporation for Church Street Corporate Centre			
Workplace Name & Address	**Person with Management or Control**	**Position Title & Relationship to Workplace**	**Contact Details**

The WHS Regulations include specific obligations for the person(s) with management or control of a workplace. These include;

- Identifying or assuming asbestos or ACM indicating presence and location
- Ensure an Asbestos Register is prepared, maintained, reviewed and kept at the workplace
- Ensure an Asbestos Management Plan is prepared, maintained and reviewed.
- Manage risks of Naturally Occurring Asbestos (NOA)
- Ensure Demolition and Refurbishment works meet Code of Practice guidelines

OTHER THAN THE PWMCW WHO HAS DUTIES TO MANAGE AND CONTROL ASBESTOS?

All persons who conduct a business or undertaking must ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking. The WHS Regulations list specific obligations to manage and control asbestos and ACM at the workplace. These include;

- Consultation with workers regarding location and management plan for asbestos
- Consulting, cooperating and coordinating activities with other duty holders
- Control risk of exposure to asbestos
- Health monitoring for workers who undertake asbestos related work
- Training and use of equipment
- Controlling the use of equipment
- Asbestos-related work

- Ensure Demolition and Refurbishment works meet Code of Practice guidelines

3. WHAT NEEDS TO BE DONE TO IMPLEMENT THIS PLAN?

CONSULTATION AND COMMUNICATION

WHO NEEDS TO BE CONSULTED?

The WHS Act requires the person conducting a business or undertaking to consult, so far as is reasonably practicable, with

- Workers (including contractors) who carry out work who are (or are likely to be) directly affected by a work health and safety matter. If workers are represented by a Health and Safety representative, the consultation must involve that representative.
- With other duty holders.
- When businesses share a common area/workplace, they must talk to each other about risks of their work and any precautions that should be taken.
- If the presence or removal of asbestos or asbestos containing materials will impact a neighbouring business or property, the owners and occupiers of that property also need to be consulted.

WHAT DOES CONSULTATION INCLUDE?

- Identifying asbestos in the common area/workplace.
- Access to the Asbestos Register.
- Making decisions about the Asbestos Management Plan, including potential control planning for removing asbestos.
- Information on the safe work practices and policies for asbestos related work on site.

To meet the obligations of consulting and providing necessary safety information to those who may come in contact with asbestos materials whilst undertaking work at Church Street Corporate Centre , SIE has provided an information kit to be kept on site with the Asbestos Register and a copy of the AMP.

The kit includes recommended safe working practices for;

1. Drilling for asbestos containing material
2. Sealing, painting, coating and cleaning of asbestos cement products
3. Cleaning leaf litter from gutters of asbestos cement roofs
4. Replace cabling in asbestos cement conduits or boxes
5. Working on electrical mounting boards (switchboards) containing asbestos

AND information on;

- Where you are likely to find asbestos
- Photos of asbestos containing materials
- A list of common asbestos containing materials

TO MEET THESE OBLIGATIONS;

- Ensure all workers, including contractors, know where this information is located on site and encourage them to make themselves familiar with the contents.

INDICATING THE PRESENCE OF ASBESTOS IN THE COMMON AREA/WORKPLACE

Where a competent person is not able to determine whether asbestos is present, the person conducting a business or undertaking must presume asbestos is present. Similarly,

if there are inaccessible areas that are likely to contain asbestos, it must be presumed that asbestos is present in those areas.
Once the presence and location of asbestos has been presumed, it must be treated as if it has been identified to be asbestos.

WHS Regulations require that all identified or assumed asbestos including where the asbestos is inaccessible must be clearly indicated. If it is reasonably practicable, labels must be used to identify the material as containing asbestos. However, signs may be more appropriate to use.

LOCATION
The location of asbestos and ACM that has been identified or assumed present in the common area/workplace is identified in both the initial Asbestos Survey and recorded in the Asbestos Register.

LABELLING
SIE has determined the number of labels and signs required to practically identify the areas asbestos is located, and the positioning of those labels and signs that need to be displayed.

The details of these locations are also recorded in the Asbestos Register. Updated Asbestos Register attached as Appendix 7 – References.

MANAGING RISK AND DECIDING ON CONTROL MEASURES

SIE has conducted an Asbestos Survey, which has already determined that asbestos or ACM is presumed to be on site. In conjunction with this document a series of decisions regarding the management of the asbestos at the common area/workplace, including implementation of safe work practices and control measures have been made.

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight, however, it is important that all ACM be managed and controlled depending on the risk it poses.

Risk and Hazard Ranking
The Hazard Assessment Summary Table below is extracted from the Asbestos Survey. It shows the identified or assumed asbestos within the common area/workplace, its risk and hazard ranking for the likelihood of possible exposure and the control measure recommended. The risk assessment methodology used in our assessment is based on AS/NZS ISO 31000 Risk Management.

Priority Levels
Each item of presumed or confirmed ACM has been given a 'Priority' ranking which indicates how it will be managed. Priority levels have been ascertained by calculating the likelihood of exposure against the type of asbestos identified, determining the control measure necessary to most appropriately address the risk.

The 'Hierarchy of Control' method has been used to identify appropriate control measures. A combination of techniques may be required in order to adequately manage the ACM on site.

Priority Level	Meaning & Recommended Control Measure
P1 Immediate Action Required	Based on the condition of the ACM there is an indication of an immediate or elevated health risk to workers. The ACM has been identified as High Risk, and cannot be controlled through enclosure, encapsulation or sealing. Access to the area containing the ACM should be restricted, and the ACM should be safely removed immediately.
P2 High Risk	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM poses a potential health risk to workers in their current state. This risk is determined as requiring immediate action of the preferred control measure, elimination. Immediate removal of the asbestos containing materials is recommended, however control measures to stabilise and isolate the material from assess by any non essential workers with regular monitoring of the condition of the material is the minimum that would be acceptable, until asbestos removal can be arranged.
P3 Moderate Risk	Based on the condition of the ACM, the likelihood that it will be disturbed, and the likelihood of a person being exposed to respirable asbestos fibres, the ACM does not present an immediate health risk unless further disturbed. Control measures must be implemented to undertake any necessary repairs and maintenance and protect these materials from further damage, including installation of warning signs. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned.
P4 Low Risk	Products or bonded ACM that pose low health risk to workers. This material is currently undamaged, stable, non-friable, within a low assessable area. Control measures to protect these materials from damage would include identifying materials with warning signs and providing asbestos awareness instruction to workers by way of workplace training. Reassessment of this priority rating should be undertaken when any change to the work environment or the work activity within the environment is planned.

Assessed by: Robert Stevens
Assessment date: 11/Jul/2013

The criteria to assess risk and hazard levels for this assessment have included;

- Condition of the asbestos or ACM.
- Likely to be further damaged or to deteriorate.
- Location of the asbestos or ACM.
- Nature of the work taking place within the work area adjacent to the area containing asbestos or ACM.
- Advice regarding infrequent activities (such as emergency activities) conducted in the proximity of the Asbestos.
- Volume and proximity of asbestos or ACM to where employees work.

Reassess for risk regularly, particularly when;

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the work area (in place or in work practice)
- There is a change in the condition of the ACM
- The ACM has been removed, enclosed or sealed.

ASBESTOS HAZARD ASSESSMENT SUMMARY TABLE

Photo	Location	Asbestos Item and Description	Condition - Good - Fair - Poor	Work in adjacent areas What work is likely to be conducted in the adjacent areas?	Current Controls What controls are currently in place (including labelling)?	Risk Level (see page 13)	Control Measure - Elimination - Substitution - Engineering/Isolation - Administrative - Behaviour - PPE	Sample No
Photo 1: External surfaces 	Common Property	No asbestos containing materials (ACM) identified.						

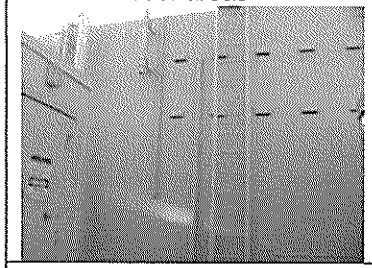
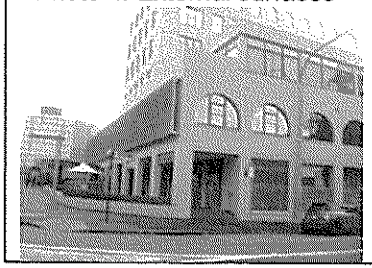
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 2: External surfaces on roof areas 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 3: External surfaces 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 4: External surfaces 	Common Property	No asbestos containing materials (ACM) identified.						

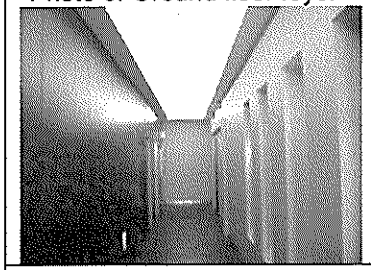
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 5: Ground floor foyer 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 6: Typical lobby ceiling 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 7: Lobby Ross Street foyer 	Common Property	No asbestos containing materials (ACM) identified.						

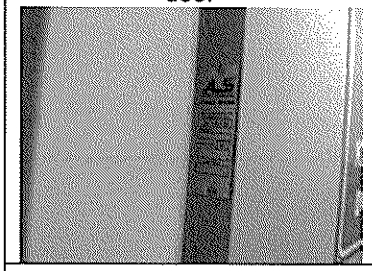
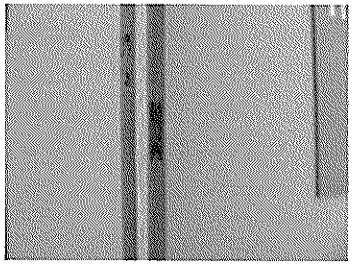
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 8: Level 1 fire stairs fire door 	Common Property	The fire rated door at fire stairs on level 1 is presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P3	Administrate, control or remove access	
Photo 9: Level 2 fire stairs fire door 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 10: Level 3 fire stairs fire door 	Common Property	The fire rated door at fire stairs on level 3 is presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P3	Administrate, control or remove access	

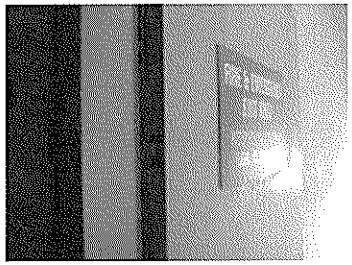
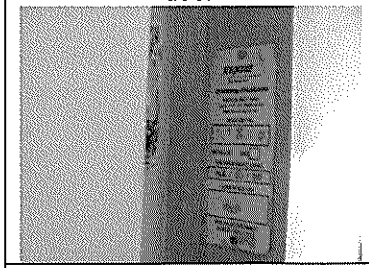
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 11: Level 4 fire stairs fire door 	Common Property	The fire rated door at fire stairs on level 4 is presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P3	Administrate, control or remove access	
Photo 12: Level 5 fire stairs fire door 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 13: Level 6 fire stairs fire door 	Common Property	The fire rated door at fire stairs on level 6 is presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P3	Administrate, control or remove access	

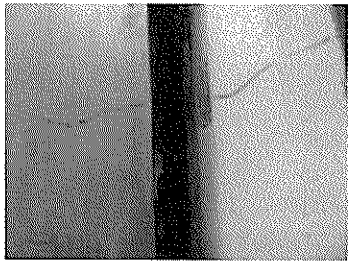
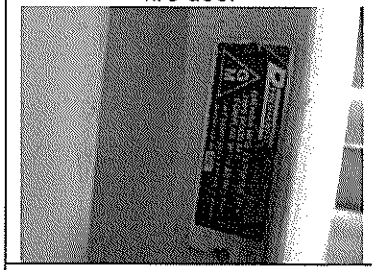
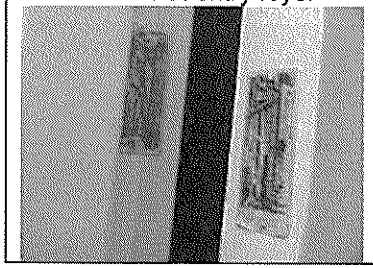
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 14: Basement fire stairs fire door 	Common Property	The fire rated door at fire stairs at basement is presumed to contain asbestos, although it is not possible to test the encapsulated material to determine its composition without removing and breaking the door frame.	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P3	Administrate, control or remove access	
Photo 15: Ross Street fire stairs fire door 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 16: Ross Street fire stairs fire door at entry foyer 	Common Property	No asbestos containing materials (ACM) identified.						

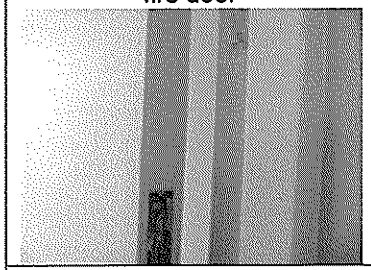
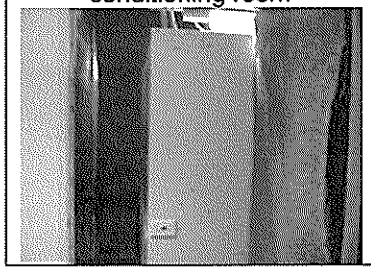
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 17: Ross Street fire stairs fire door 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 18: Ross Street fire stairs level 1 fire door 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 19: Level 1 Air conditioning room 	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 20: Level 5 Air conditioning room 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 21: Ground floor electrical back board panel 	Common Property	The electrical meter backing panel on ground floor is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	Electrical	None	P4	Administrate, control access	
Photo 22: Main switch room electrical back board panel 	Common Property	The electrical meter backing panel in the main electrical back board panel is presumed to contain asbestos.	GOOD - No sign of damage or deterioration due to weather, non-friable	Electrical	None	P4	Administrate, control access	

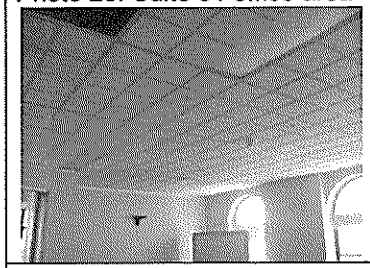
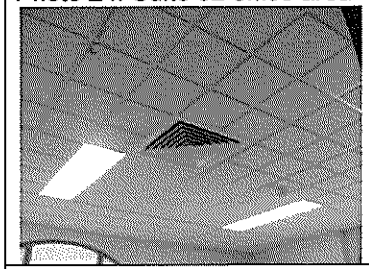
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 23: Suite 61 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 24: Suite 62 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 25: Suite 54 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						

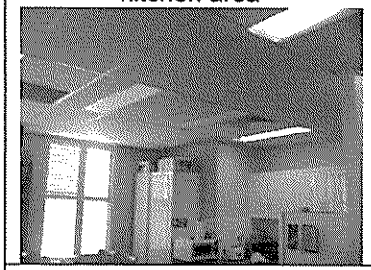
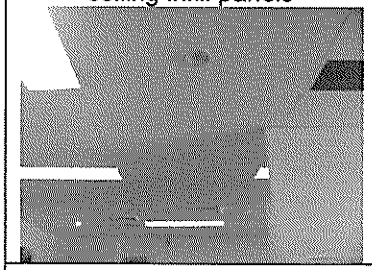
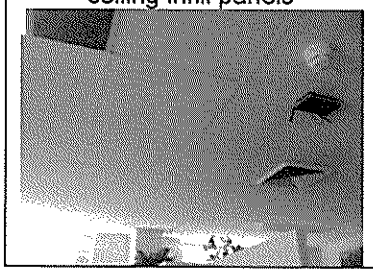
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 26: Suite 52 training and kitchen area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 27: Suite 41 suspended ceiling infill panels 	Internal Inspection	The suspended ceiling infill panel sheets are made from sheeting which has been known to contain asbestos	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P4	Administrate, control access	
Photo 28: Suite 41 suspended ceiling infill panels 	Internal Inspection	The suspended ceiling infill panel sheets are made from sheeting which has been known to contain asbestos	GOOD - No sign of damage or deterioration due to weather, non-friable	General repairs and maintenance	None	P4	Administrate, control access	

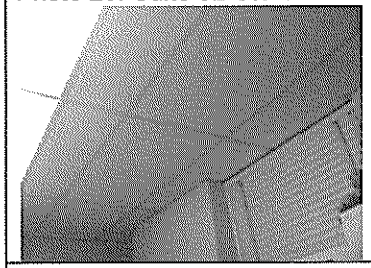
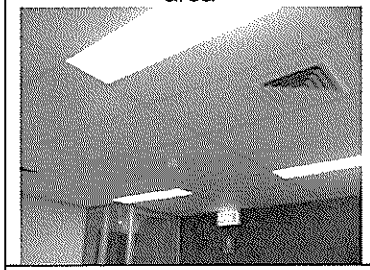
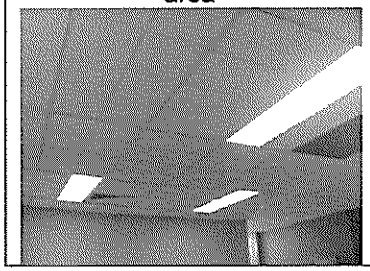
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 29: Suite 32 Storeroom 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 30: Suite 32 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 31: Suite 26 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						

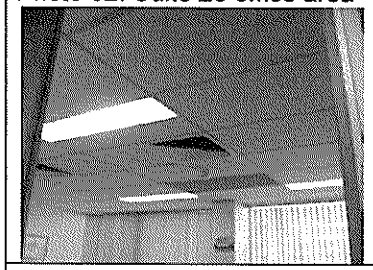
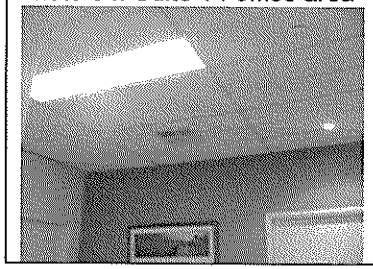
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 32: Suite 23 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 33: Suite 22 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 34: Suite 14 office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						

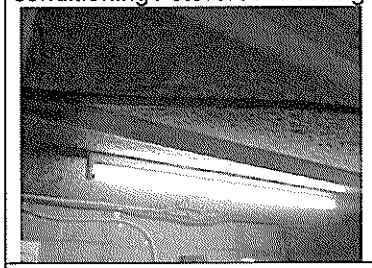
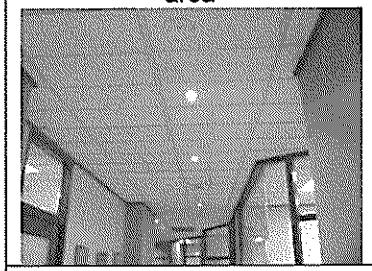
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 35: Suite 14 Air conditioning / storeroom ceiling 	Internal Inspection	No asbestos containing materials (ACM) identified.						Sample 1 - NAD, OF
Photo 36: Suite 12 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 37: Suite 10 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						

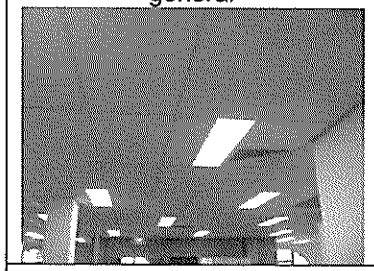
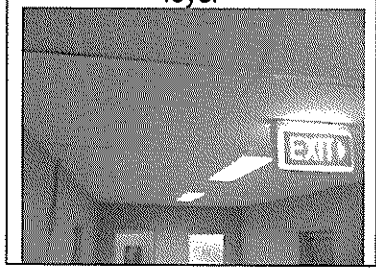
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 38: Suite 11 office area general 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 39: Suite 1 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 40: Ross Street level 3 foyer 	Common Property	No asbestos containing materials (ACM) identified.						

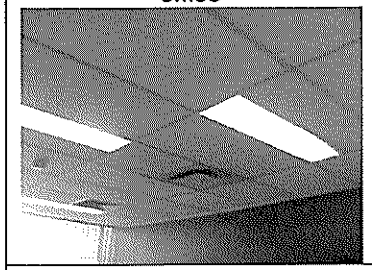
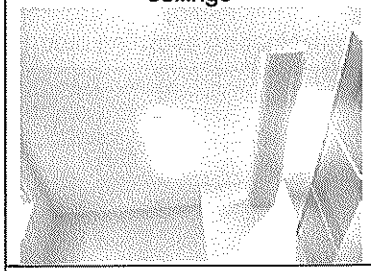
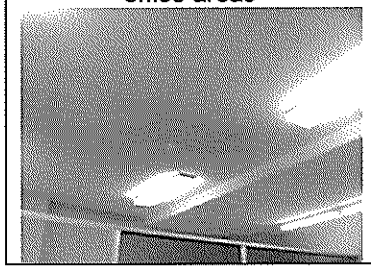
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 41: Stone ink general office 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 42: Suites 2, 3, & 4 high ceilings 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 43: Suites 2, 3, & 4 upper office areas 	Internal Inspection	No asbestos containing materials (ACM) identified.						

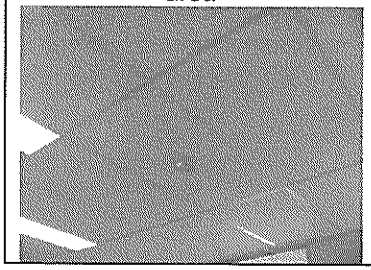
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 44: Suites 2, 3, & 4 upper office areas 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 45: Suites 2, 3, & 4 general office areas 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 46: Suite 34 general office area 	Internal Inspection	No asbestos containing materials (ACM) identified.						

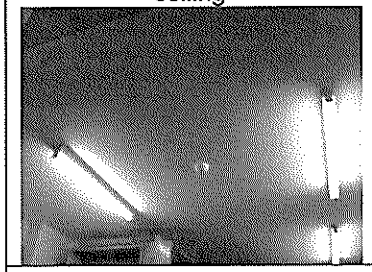
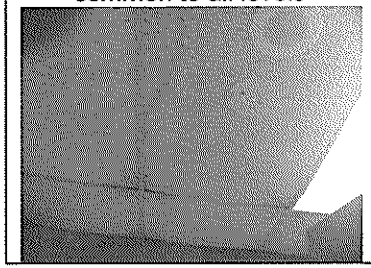
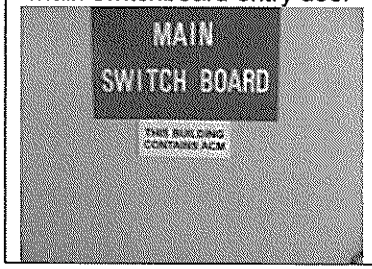
Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 47: Suite 34 storeroom ceiling 	Internal Inspection	No asbestos containing materials (ACM) identified.						
Photo 48: Toilet ceilings common to all levels 	Common Property	No asbestos containing materials (ACM) identified.						
Photo 49: Toilet ceilings common to all levels 	Common Property	No asbestos containing materials (ACM) identified.						

Photo	Location	Asbestos Item and Description	Condition	Work in adjacent areas	Current Controls	Risk Level	Control Measure	Sample No
Photo 50: ACM sign fixed to main switchboard entry door 								

4. CONTROL MEASURES

IMPLEMENTING THE CONTROL MEASURES

As part of the AMP the control measures recommended in the asbestos survey must be reviewed, and implemented.

REMOVING THE ASBESTOS.

If elimination is the control recommended by SIE, this would involve the removal of the asbestos identified as high risk and requiring removal.

All asbestos removal works are to be performed by a licensed contractor in accordance with the following documents:

- The Workplace Health and Safety Act;
- The Workplace Health and Safety Regulation;
- Code of Practice for 'How to Manage and Control Asbestos in the Workplace;
- Code of Practice for 'How to Safely Remove Asbestos'; and
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibre, 2nd Edition [NOHSC: 30039 (2005)].

In the case of conflict between these procedures and any Regulation or Act, then the more stringent requirement shall apply.

However, if the removal of 10m2 or more of bonded ACM is being undertaken by the holder of an A class certificate, it is not necessary for the persons undertaking the removal work to hold B class certificates as long as those persons are directly supervised by the A class certificate holder's competent person. Removal of all asbestos containing material (even less than 10m2 of bonded ACM where a certificate is not required) must be undertaken in accordance with the requirements of the National Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)].

Contractors carrying out asbestos work at Church Street Corporate Centre shall prepare an asbestos removal control plan detailing steps they will take to comply with the requirements of this Asbestos Management Plan. The procedures will include an overview of the methodology to be used, containment procedures, Job Safety Analysis and health protection methods and must be in accordance with but not limited to Practical Guidelines, Removing Asbestos as noted in this Asbestos Management Plan.

During and after asbestos related work there is a risk of airborne asbestos fibres. There is a duty of care for the person responsible for the management and control of the workplace to conduct air monitoring. The need for air monitoring will depend on the particular circumstances, however, the results may assist in assessing risks associated with asbestos. For further information see *Code of Practice: How to Safety Remove Asbestos.*

LEAVING ASBESTOS IN SITU

Leaving the asbestos in situ may involve as little action as updating the asbestos Register and installing warning labels or signs in the area and conducting regular asbestos surveys to confirm the asbestos in situ remains in good condition. It may require the area containing or assumed to contain asbestos being isolated restricting access to reduce the number of people potentially exposed to the asbestos.

IF THE DECISION IS FOR THE INDENTIFIED ASBESTOS TO REMAIN IN SITU - TO BE COMPLIANT ALL ITEMS ON THE CHECKLIST BELOW MUST BE TICKED OFF.

Checklist

Are the following documents available and easily accessible for workers on site?

- ✓ Up-to-date Asbestos Register
- ✓ Copy of this AMP
- ✓ Asbestos related safety information kit
- o Are all necessary warning signs and labels in place? (initially installed by SIE)
- o Have all recommended control measures been actioned and maintained?
- o Is this AMP and associated documentation, including the Asbestos Register reviewed regularly and kept up-to-date?

5. PLAN REVIEW

ASBESTOS MANAGEMENT PLAN PROCESS AUDIT

To ensure this plan is up to date, SIE recommends it is reviewed annually. This can be done by the PWMCW alone, or in consultation with other duty of care stakeholders.

See Appendix 3 for a template to record contact details for other Duty of Care Stakeholders if required.

Why review this plan annually?

Because the risk assessment and associated control measures will change over time, for reasons including;

- o The deterioration of the ACM due to weather
- o The likelihood of the ACM being damaged (Has any work be done on site?)

During an AMP audit the following duties must be executed.;

1. Review the implementation of the AMP, including a debrief of any property, equipment or work practice changes that would affect the employees or place at work areas where asbestos has been identified.
2. Review the condition of the asbestos on site and confirm all labels and signs are in place.
3. Review the list of persons with duty of care and ensure their contact details are current.
4. Review the training and communication procedures and effectiveness.
5. Review any incidents or corrective action requests and determine if modification to the AMP is required.
6. Nominate a person responsible to;
    a. Update the plan.
    b. Update Asbestos Register.
    c. Update Record of Distribution and Document Control.

Seek an 'Asbestos Re-assessment' quote from the safety team at SIE to assist you with this review

6. HOW WE MANAGE INCIDENTS

When an incident is identified, it will be recorded on the incident reporting form, found at Appendix 2 of this report, and a copy forwarded to the PWMCW as soon as practicable.

7. WHAT DO WE DO IN AN EMERGENCY?

A site-specific emergency plan, reflecting the risks involved, should be developed before any asbestos removal work commences. Workers should be trained for emergency situations.

Decontamination procedures can be temporarily waived in the event of an emergency. Emergency planning should include provisions for emergency and fire evacuation, including exit arrangements and emergency communications such as audible alarms. These alarms should be used for emergencies only.

Emergency exit arrangements need to be adequate for the risks involved. Barriers and signs or other warning devices can be used to communicate emergency arrangements.

A first aid kit and first aid officer should be readily available at all times, and sufficient suitable fire extinguishers and hoses should be available at strategic locations. The locations of fire extinguishers and hoses should be displayed in written and/or graphic format.

NON-CONFORMANCE AND CORRECTIVE ACTION

It is the responsibility of each employee including contractors to report any event which does not comply with this AMP.

Non-Conformance/Corrective Action Request (Use the incident reporting form, found at Appendix 2 of this AMP) to be completed by the witness to the event and forwarded to the PWMCW.

Non conformance by employees and contractors will be managed in accordance with the workplace/employee guidelines for serious breach of conduct.

Corrective action will involve:

1. Immediate notification to the PWMCW.
2. Immediate halt of the work until the non-conformance is investigated.
3. Longer term corrective action to prevent recurrence of the problem.

8. CONTRACTOR COMPLIANCE

If it is reasonable to believe that a contractor's work on site may be asbestos related work, they will be;

1. Provided with instruction within each work order to reference the onsite asbestos related safety information, Asbestos Register and AMP.

    ✓ SIE has provided an asbestos related safety information pack to be kept on site with the Asbestos Register and AMP.

2. Procedures to be used by contractors for work that may be asbestos related work must at the minimum include; the safety elements contained in the safe work practices found in the Practical Guidelines section of this AMP.

SECTION 2

9. PRACTICAL GUIDELINES

REMOVING ASBESTOS

The ultimate goal is to have a common area/workplace free of asbestos. Removal may be the most appropriate way to achieve this but this should be determined by the risk assessment. For example:

Friable asbestos – If asbestos is friable and it has been determined that it should be removed, it must be removed by a Class A licensed removalist as soon as reasonably practicable.

Non-friable asbestos – If asbestos is non-friable and it has been determined that it should be removed, it must be removed by an asbestos removalist as soon as reasonably practicable. Where it is not reasonably practicable to remove it, control measures must be put into place to eliminate any exposure, so far as reasonably practicable or to minimise exposure so far as reasonably practicable, but always ensuring the exposure standard is not exceeded.

Depending on the outcome of the risk assessment, specific instances where removal may be the best control measure include:

- asbestos in plants and pipes
- asbestos-contaminated dust (ACD)
- asbestos-contaminated soil and debris
- small-scale, low risk site contamination
- large scale and/or high risk site contamination
- NOA (where reasonably practicable), and
- loose fibre insulation.

The *Code of Practice: How to Safely Remove Asbestos* provides detailed guidance on appropriate work methods and additional controls for the removal of asbestos.

If removing asbestos is not the most practical option, other control measures should be implemented to ensure people are not exposed to airborne asbestos fibres, including enclosing or sealing the asbestos.

ENCLOSING ASBESTOS (encapsulation)

Where it is not reasonably practicable to remove asbestos, an alternative control measure that can be implemented is encapsulation.

Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos. This may be determined during the risk assessment by reviewing a range of issues including cost, productivity, the condition of the asbestos and the low risk it poses to health.

This is an interim control measure and should be supported through regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

If encapsulation is recommended the person carrying out the work should:

- be trained and experienced in working with asbestos
- isolate the area
- use suitable RPE that complies with *AS/NZS 1716:2003 Respiratory protective devices*
- wear suitable protective clothing such as disposable overalls
- follow a safe system of work that reduces the risk of creating airborne asbestos fibres, and

- follow a decontamination procedure upon completion of the task.

What is encapsulation?

Encapsulation is the enclosing of asbestos within a protective shell, creating a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances. This encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact.

Encapsulation helps protect the asbestos from mechanical damage, increases the length of serviceability of the product and prevents the release of respirable asbestos fibres during the removal process.

Asbestos that is encapsulated in a resilient matrix such as in reinforced plastics, vinyls, resins, rubber, mastics, bitumen, paints, flexible plasters and cements have little opportunity to release fibres unless the matrix is damaged.

Example of encapsulation to enclose asbestos as a control measure

A large dockside warehouse used for temporarily storing quantities of grain and stockfeed has walls made from a variety of materials including AC sheet. Apart from the driver of a large front-end loader that is briefly driven into the warehouse to load or unload the feed, there are no other workers who work in the warehouse. An inspection of the AC sheet identifies that it is in good condition and noted that areas of previous minor damage (broken sheets) have been repaired appropriately and that no risk to health exists currently. However, it is decided there is a chance that the sheets may be damaged again and if so, a risk to health may occur if fibres become respirable. A solid false wall is constructed to enclose the AC sheet and bollards are erected in front of the new wall to prevent collisions that may occur when the front loader is operating inside the warehouse. These changes are included in the asbestos register and also the condition of the AC sheet is monitored as well as the newly installed control measure.

SEALING ASBESTOS

If the asbestos cannot be removed and enclosed, sealing the asbestos is the third control measure that should be implemented. Sealing asbestos is the least effective method for controlling the release of airborne asbestos fibres, therefore, it should only be considered as an interim control while a more effective control such as removing or encapsulation can be implemented, for example, if the asbestos is weathered, damaged or broken, you should organise for it be removed.

What is sealing?

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne fibres. It is commonly used for pipe, furnace, and boiler insulation. The process either coats the material, reducing fibre release, or binds the fibres together. Asbestos should be sealed, coated, painted to protect it. Sealing is inappropriate where the sealed material is likely to suffer mechanical damage (for example, drilling or sanding).

It is important to select coating that is appropriate to the material to be sealed and has the required fire resistance, thermal insulation and ultraviolet (UV) properties necessary for it to be an effective control. The coating will deteriorate if it is exposed to chemicals, extreme heat or cold, wet or dry conditions or physical impacts. For example, epoxy-based paints offer better durability and strength than other paints.

Under no circumstances should asbestos be water blasted or dry sanded in preparation for painting, coating or sealing as there is no system of use that can effectively capture or suppress asbestos fibres in such circumstances. To treat asbestos, you should use a method that does not disturb the matrix of the asbestos.

An airless sprayer at low pressure is preferred to rollers or brushes on exposed (or unsealed) asbestos as rollers and brushes may cause abrasion/damage and result in fibres being released

from the surface of the material. When using a spray brush never use a high-pressure spray to apply the paint. You should apply it will a dry airless spray using a low pressure to avoid generating high levels of asbestos dust. Several coatings may be needed for full protection.

The surface on which the sealant is to be applied should be cleaned with an asbestos vacuum cleaner fitted with a high efficiency particulate air (HEPA) filter. This will help capture any loose dust or debris from the surface and ensure good adhesion of the sealant. The surface during application should not be disturbed as this releases asbestos dust.

The use of sealants of a different colour to the asbestos being sprayed is helpful in identifying its condition over time and when conducting reviews of the asbestos register. A date-stamped photograph of the sealed surface is also a good way of assisting in the recording of condition.

Example of sealing asbestos as a control measure
The extensive water pipe system in a large industrial workplace consists of AC piping and conduits. Some of the pipes are located underground, some within inaccessible areas such as walls and others run above ground throughout the workplace and are exposed. Connected to some of these pipes in the workplace are control valves that need to be accessed occasionally. Over time, as some of the AC pipes have deteriorated or been damaged and where practicable to do so, sections of pipe have been removed to reduce the risk. Where a risk still remained, the pipes are enclosed so far as is reasonably practicable to reduce the risk further. Where control valves were connected and the AC pipe was in good condition, it was determined that it was not practicable to remove the asbestos due to lack of available replacement parts, nor was it practicable to enclose the asbestos because access was occasionally required. In this case, sealing the surface of the AC pipes near control valves with an epoxy-based paint to protect the material from deterioration and reduce the risk of airborne asbestos fibres was an appropriate option.

SAFE WORK PRACTICES

It is important that safe work practices are in place when carrying out asbestos work. Wherever possible, dry asbestos should not be worked on. Techniques that prevent or minimise the generation of airborne asbestos fibres include:

- the wetting of asbestos using surfactants or wetting agents, such as detergent water
- the use of thickened substances, pastes and gels including hair gel and shaving cream, to cover the surfaces of asbestos being worked on (these substances should be compatible with the conditions of use, including the temperature, and should not pose a risk to health)
- the use of shadow vacuuming, and
- performing the task in a controlled environment (for instance, a ventilated enclosure).

When selecting the best technique, the work should first be assessed for any electrical hazards that might result from the use of water or other liquids. If an electrical hazard exists, primary consideration should be given to removing the asbestos, rather than relying on dry work methods.

If maintenance or service tasks are assessed by a competent person as involving similar levels of risk, they too may be performed only after the risks for that task have been assessed and appropriate control measures implemented.

Care should be taken when using high-speed abrasive power and pneumatic tools including angle grinders, sanders and saws and high-speed drills. If you are unsure, you should consult the relevant regulator.

Appendix 1 – Safework Practices outlines some safe work practices of service and maintenance tasks that are likely to disturb asbestos, and may be performed, only after a risk assessment has been conducted and control measures have been implemented to eliminate or minimise exposure

to airborne asbestos fibres.

TOOLS AND EQUIPMENT

It is important to select the correct equipment to minimise the generation of airborne asbestos fibres.

The WHS Regulations require a person conducting a business or undertaking must never use or direct or allow a worker to use a high pressure water spray or compressed air on asbestos.

A person conducting a business or undertaking must not use or direct or allow a worker to use any of the following equipment on asbestos unless the use of the equipment is controlled:

- power tools
- broom, and
- another implement that causes the release of airborne asbestos into the atmosphere.

The use of the equipment is considered to be controlled if, during use:

- the equipment is enclosed
- the equipment is designed to capture or suppress asbestos fibres, or
- the equipment is used in a way that is designed to capture or suppress asbestos fibres safely.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools which are able to be used in conjunction with wet methods for dust control are preferred.

Battery-powered tools should be fitted with a Local Exhaust Ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods, including pastes and gels, are unsuitable then shadow vacuuming techniques should be used.

Care should be taken when using brooms, high pressure water and compressed air, as if they are incorrectly used, they can cause asbestos to become friable.

Asbestos vacuum cleaners

Asbestos vacuum cleaners should comply with the requirements in Australian Standard *AS/NZS 60335.2.69 Industrial vacuum cleaners.* Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

More comprehensive information about asbestos vacuum cleaners is provided in the *Code of Practice: How to Safely Remove Asbestos*

PERSONAL PROTECTIVE EQUIPMENT

PPE will need to be used, in combination with other effective control measures, when working with asbestos. The selection and use of PPE should be based on a risk assessment.

If work with asbestos requires the use of other chemicals that are themselves hazardous chemicals, a further risk assessment must be performed. Safety data sheets (SDS) must be referred to for information on appropriate PPE to use and any other precautions to take when using the chemicals (the manufacturer can supply the SDS).

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used and should be disposed of as asbestos waste. Further information on decontamination and asbestos waste disposal is available in the *Code of Practice: How to Safely Remove Asbestos*.

Coveralls

- Protective clothing should be made from material capable of providing adequate protection against fibre penetration.
- When selecting protective clothing, other hazards including heat stress, fire and electrical hazards should also be considered.
- Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or velcro fastenings should not be used, because these features can be contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators, and loose cuffs should be sealed with tape. Disposable coveralls rated type 5, category 3 (prEN ISO 13982–1) or equivalent would meet this standard.
- Asbestos fibres should be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibres from work clothes using an asbestos vacuum cleaner, or depending on the level of contamination and risk, the use of water spray bottle or damp cloths may be appropriate.
- Disposable coveralls should be disposed of as asbestos waste at the completion of the work. Non-disposable coveralls are not recommended and would require specialist laundering if used.

Footwear and gloves

- Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable. Boot covers should not be worn as they collect dust and are a slipping risk.
- Safety footwear should be decontaminated before being removed from the asbestos work area, or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.
- The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work. Any gloves used must be disposed of as asbestos waste.

Respiratory protective equipment (RPE)

- In general, the selection of suitable RPE depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses).
- A competent person must determine the most efficient respirator for the task.
- RPE should comply with *AS/NZS 1716-2003 Respiratory Protective Devices* and be selected, used and maintained in accordance with *AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices*. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.
- RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.
- More comprehensive advice on RPE is provided in the *Code of Practice: How to Safely Remove Asbestos.*

CLEANING UP

Following any asbestos work carried out, there are requirements to ensure the work area, tools and workers are decontaminated and asbestos waste is disposed of properly. In addition to this, a clearance certificate will be required before the work area can be reoccupied for ordinary use.

The *Code of Practice: How to Safely Remove Asbestos* provides details on decontamination, waste disposal and clearance certificates.

MANANGING NATURALLY OCCURRING ASBESTOS

Where NOA has been identified at the workplace, is confirmed by a competent person and the work carried out at the workplace is likely to result in the emission of airborne asbestos fibres, the following actions should be considered when developing the asbestos management plan:

- Isolating the workplace or part of the workplace until the NOA is contained.
- Deviating excavation to ensure avoidance of the deposit where possible.
- Providing appropriate labels and signs indicating NOA.
- Using sealed excavation or mining equipment (air conditioned cabins with filtered air).
- Maintaining regular surveillance of the rock by a competent person to ensure minimal disturbance of suspected fibrous minerals.
- Developing procedures for the secure disposal asbestos waste if required.
- Educating the workers in safe work practices.

Ongoing management of NOA may be determined with the aid of an air monitoring program to assess asbestos exposure levels and specific risk control measures.

If you have management or control at a workplace, you must ensure the release of airborne asbestos fibres is minimised by:

- wetting surfaces to reduce the dust levels
- suppression, containing and extracting dust in processing operations (water sprays or local exhaust at transfer points and vibrating screens)
- using wet drilling or other approved in-hole dust suppression
- sealing asbestos through the use of appropriate sealants or bonding agents
- preventing the spread of contamination by using wash down facilities
- providing information and training and supervision of all workers potentially at risk, and
- using PPE where indicated.

MAINTENANCE AND SERVICE WORK

If asbestos is identified or presumed to be present, it is essential to determine whether maintenance or service work can be done without disturbing the asbestos, for example:

- instead of drilling a hole through an AC sheeting wall to install electrical wiring, the wiring might be able to be routed over the wall, or
- if a ventilation flue or pipe has to be installed in an AC ceiling or roof, an alternative option may be to run the flue or pipe through a non-asbestos wall.

It is also essential to ensure all people carrying out the work have the appropriate training and licence, correct tools, PPE, decontamination materials, barricades and warning signs ready at the workplace before any work commences, that may disturb the asbestos and to minimise the number of people in the area. For example:

- ***Consultation and training*** - Consultation with a person who may be affected by any maintenance and service work that might disturb asbestos should occur. People performing the work must receive all necessary training and access to the asbestos register, and the work should be documented and supervised.
- ***Access to work area*** - The asbestos work area should be isolated and access restricted only to people carrying out the asbestos work. Barriers and warning signs should be used.
- ***PPE*** - PPE needs to be selected to prevent the contamination of clothing and provide adequate respiratory protection.
- ***Replacing asbestos*** - Under the asbestos prohibition, wherever an asbestos component requires replacement the replacement product must be non-asbestos. It is illegal to reinstall or reuse any asbestos.
- ***Disposing asbestos*** - All asbestos must be disposed of correctly. PPE used during maintenance and service work must also be disposed of. The *Code of Practice: How to Safely Remove Asbestos* provides further information on disposing asbestos.

Before commencing any maintenance, plastic sheeting may need to be placed on the floor and any other surfaces that may become contaminated with asbestos dust. At a minimum, heavy-duty 200 µm (micron) thick plastic sheeting should be used for this purpose

Whatever the control method used, it should be effective in making all maintenance workers aware of the presence of asbestos and preventing any work activity that might expose them, or others nearby, to respirable asbestos fibres. Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the asbestos register, such as wall cavities and ceiling spaces.

APPENDICES

10. APPENDIX 1 – SAFEWORK PRACTICES

SAFE WORK PRACTICE 1 - DRILLING OF ASBESTOS-CONTAINING MATERIALS	
The drilling of asbestos cement sheeting can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres. A hand drill is preferred to a battery-powered drill, because the quantity of fibres is drastically reduced if a hand drill is used.	
Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	• A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods – such as pastes and gels – are unsuitable then shadow vacuuming techniques should be used. • Disposable cleaning rags. • A bucket of water, or more as appropriate, and/or a misting spray bottle. • Duct tape. • Sealant. • Spare PPE. • A thickened substance such as wallpaper paste, shaving cream or hair gel. • 200 µm plastic sheeting. • A suitable asbestos waste container (e.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting). • Warning signs and/or barrier tape. • An asbestos vacuum cleaner. • A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).
PPE	• Protective clothing and RPE (see AS1715, AS 1716: It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	• If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • If drilling a roof from outside, segregate the area below. • If access is available to the rear of the asbestos cement, segregate this area as well, as above. • If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Drilling vertical surfaces	• Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling. • Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. • Drill through the paste. • Use damp rags to clean off the paste and debris from the wall and drill bit. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Drilling overhead horizontal surfaces	• Mark the point to be drilled. • Drill a hole through the bottom of the cup. • Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. • Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup. • Align the drill bit with the marked point. • Ensure the cup is firmly held against the surface to be drilled. • Drill through the surface.

	• Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface. • Remove the cup from the surface. • Use damp rags to clean off the paste and debris from the drill bit. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Decontaminating the asbestos work area and equipment	• Use damp rags to clean the equipment. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

SAFE WORK PRACTICE 2 - SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS-CEMENT PRODUCTS	
These tasks should only to be carried out on asbestos that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.	
Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	• Disposable cleaning rags. • A bucket of water, or more as appropriate, and/or a misting spray bottle. • Sealant. • Spare PPE. • A suitable asbestos waste container. • Warning signs and/or barrier tape.
PPE	• Protective clothing and RPE (see AS1715, AS 1716: It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.
Preparing the asbestos work area	• If work is to be carried out at a height, precautions must be taken to prevent the risk of falls. • Before starting, assess the asbestos cement for damage. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • If working at a height, segregate the area below. • If possible, use plastic sheeting, secured with duct tape, to cover any floor surface within the asbestos work area which could become contaminated. This will help to contain any runoff from wet sanding methods.

	• Ensure there is adequate lighting. • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. • Never use high-pressure water cleaning methods. • Never prepare surfaces using dry sanding methods. Where sanding is required you should consider removing the asbestos and replacing it with a non-asbestos product. • Wet sanding methods may be used to prepare the asbestos, provided precautions are taken to ensure all the runoff is captured, and filtered where possible. • Wipe dusty surfaces with a damp cloth.
Painting and sealing	• When using a spray brush, *never* use a high pressure spray to apply the paint. • When using a roller, use it lightly to avoid abrasion or other damage.
Decontaminating the asbestos work area and equipment	• Use damp rags to clean the equipment. • Where required, use damp rags and/or an asbestos vacuum cleaner to clean the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

SAFE WORK PRACTICE 3 - CLEANING LEAF LITTER FROM GUTTERS OF ASBESTOS CEMENT ROOFS	
Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	• A bucket of water, or more as appropriate, and detergent. • A watering can or garden spray. • A hand trowel or scoop. • Disposable cleaning rags. • A suitable asbestos waste container. • Warning signs and/or barrier tape. • An asbestos vacuum cleaner.
PPE	• Protective clothing and RPE (see AS1715, AS 1716): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	• Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal containers are available. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Segregate the area below. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Gutter cleaning	• Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste. • Mix the water and detergent. • Using the watering can or garden spray, pour the water and detergent mixture into the gutter, but avoid over-wetting as this will create a slurry. • Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system. • Wet the debris again if dry material is uncovered.

	• Place the removed debris straight into the asbestos waste container.
Decontaminating the asbestos work area and equipment	• Use damp rags to wipe down all equipment used. • Use damp rags to wipe down the guttering. • Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below. • Place debris, used rags and other waste in the asbestos waste container. • Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

SAFE WORK PRACTICE 4 - REPLACE CABLING IN ASBESTOS CEMENT CONDUITS OR BOXES	
Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)	• Disposable cleaning rags. • A bucket of water, or more as appropriate, and/or a misting spray bottle. • 200 µm thick plastic sheeting. • Cable slipping compound. • Appropriately marked asbestos waste disposal bags. • Spare PPE. • Duct tape. • Warning signs and/or barrier tape. • An asbestos vacuum cleaner.
PPE	• Protective clothing and RPE (see AS1715, AS 1716): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	• If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated. • Place plastic sheeting below the conduits through which cable(s) are to be pulled, prior to pulling any cables. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Replacement or installation of cables	• Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process. • Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts. • Ropes used for cable pulling should have a smooth surface that can easily be cleaned. • Do not use metal stockings when pulling cables through asbestos cement conduits. • Do not use compressed air darts for pulling cables through asbestos cement conduits/ducts.
Decontaminating the asbestos work area and equipment	• Use damp rags to clean the equipment. • Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation. • If the rope or cable pass through any rollers, these must also be wet wiped after use. • Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as

	possible to the exit point from the conduit, before it is removed from the work site. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

SAFE WORK PRACTICE 5 - WORKING ON ELECTRICAL MOUNTING BOARDS CONTAINING ASBESTOS	
If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures for removing electrical meter boards outlined in the *Code of Practice: How to Safely Remove Asbestos* should be followed. If drilling is required, the control process should be consistent with the measures described in ***Safe Work Practice 1***.	
Equipment that may be required on site prior to commencing the work (in addition to equipment required to complete particular task)	• A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a LEV dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels, are unsuitable then shadow vacuuming techniques should be used. • Duct tape. • Warning signs and/or barrier tape. • Disposable cleaning rags. • A plastic bucket of water and/or a misting spray bottle. • Spare PPE. • A suitable asbestos waste container. • 200 mm plastic sheeting. • An asbestos vacuum cleaner.
PPE	• Protective clothing and RPE (see AS1715, AS 1716: It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	• Because the asbestos work area will involve electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Work on electrical mounting panels	• Providing the panel is not friable, maintenance and service work may include: o replacement of asbestos containing equipment on the electrical panel with non-asbestos equipment o operation of main switches and individual circuit devices o pulling / inserting service and circuit fuses o bridging supplies at meter bases o using testing equipment o accessing the neutral link, and

	○ installation of new components/equipment.
Decontaminating the asbestos work area and equipment	• Use damp rags to clean the equipment. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the asbestos work area. • In areas where there is no electrical hazard, wet wiping with a damp rag can be used to remove minor amounts of dust or debris. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	• If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.
Clearance procedure	• Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. Refer to the *Code of Practice: How to Safely Remove Asbestos* for more information.

11. APPENDIX 2 – INCIDENT REPORTING FORM

ASBESTOS INCIDENT REPORT
Corrective Action Request

To use this document put an X in the boxes that are relevant eg ☒. Put a line through options that are not required eg Incident/~~non conformity.~~

Submit a completed copy to the Person with Management and Control of the Workplace as identified in the AMP or another manager responsible for safety.

Purpose of this form is to report;

An asbestos related safety or near miss incident ☐

A non conformity to work practice/workplace policy ☐

Date of incident/non conformity:___/___/___ Time: _____am/pm

Date Reported: ___/___/___ Time: am/pm

Incident/non conformity reported to: _____Location:_____

Classification

Minor Asbestos incident/non conformity ☐ Major Asbestos incident/non conformity ☐

Where were you when it occurred? _____

What happened to cause the incident/non conformity?_____

_____

_____

Other details of the incident/Non Conformity_____

_____

Witnesses/Emergency Personnel Names: _____

_____

_____

SIGNATURE OF REPORTEE: _____

If more space is required please attach additional pages.

12. APPENDIX 3 - DUTY OF CARE STAKEHOLDER TABLE

for the COMMON AREA/WORKPLACE

(Optional stationery to record and manage the contact details if the PWMCW requires contact with multiple duty of care stakeholders in order to fulfil the responsibilities of asbestos management on site)

Stakeholder Identity (eg Manager, company or entity with a duty of care to workers on site)	**Name of representative**	**Contact Number**	**Contact E-mail**

13. APPENDIX 4 - REPORT LIMITATIONS

Areas inspected do not include private property, e.g. balconies and inside individual units as the Owner of a private dwelling is not required to comply with the regulation.

It is not always possible to view all areas of the building as access is not physically possible and or would involve the demolition or partial demolition, or work at heights. As Solutions in Engineering inspectors perform all on site inspections alone, they are unable to meet the legislative obligations for OH & S with regard to these activities.

As a general guide, Asbestos Containing Materials (ACM), if stable and inaccessible, should be left in situ until demolition, partial demolition or renovation. Where in situ asbestos materials are in a stable condition, but accessible, they should be controlled appropriately through encapsulation, sealing, enclosure or removal. However, ACM that is friable, poorly bonded or in an unstable condition, must be removed. Please note that if ACM is to be removed, removal must be done by an asbestos removalist certified by the Department of Employment and Industrial Relations.

Where access was unavailable to the roof we have used the latest available aerial photos, coupled with information from the on-site inspection and additional information we have obtained regarding the materials used, in order to make the determinations within this report. If the roof has been changed since the date of the aerial photo then the recommendations regarding the presence of Asbestos Containing Material on the roof may not be applicable.

14. APPENDIX 5 - MATERIAL SAMPLING AND ANALYSIS

Only laboratory analysis of samples of the particular material can conclusively identify the presence, type, and proportion of asbestos.

If samples are taken during our inspection, they should be representative of the suspected ACM (eg. for the walls of multi-storey buildings, at least one sample should be taken on each floor). If there are any variations in the appearance, texture or colour of the material, additional samples should be taken.

When requested, Solutions in Engineering can competently collect these samples and arrange for analysis by a NATA accredited laboratory. SIE will forward both PDF copies and the original certificate(s) of analysis to the client as they are completed. Typically within 14 days of inspection.

The cost of material sampling and analysis to confirm the presence of asbestos is not included in this Asbestos Management Plan.

15. APPENDIX 6 - ACCESS LIMITATIONS FOR SAMPLING

In some instances, ACM may be present in areas that cannot be accessed without implementing destructive sampling techniques. As such, it may not be possible to positively identify the presence of all ACM on the property. Where there is reason to suspect ACM in areas which cannot be inspected, we will presume it to be present. Where ACM is presumed to be present be treated as identified ACM.

Such areas may include:

- wall cavities
- beneath floor coverings
- pipework in wall cavities
- heater banks in air conditioning ductwork
- penetrations in solid wall cavities and concrete floor slabs
- fire doors
- inaccessible service ducts/risers
- fire doors
- inaccessible service ducts/risers

16. APPENDIX 7 - REFERENCES

- Asbestos Register