



Asbestos Register

Blue Mountains City Council maintains asbestos registers (“registers”) and asbestos management plans (“plans”) relating to each of the buildings owned or occupied by the Council. The registers and plans record information about the existence and location of any known or presumed asbestos containing materials (“ACM”) within those buildings.

The Council’s governing body has adopted the Council’s corporate [asbestos-registers]Asbestos Policy, which is available on our website.

The registers and plans are in two forms. First, the Council maintains a corporate asbestos register and a corporate asbestos management plan. Second, the Council has prepared individual registers and individual plans for each building that contains or may contain ACM. Hardcopies of those individual registers and plans are held in the building concerned.

Whenever work is carried out on a Council building the hardcopy register and the hardcopy plan are each amended by hand, as required. This action ensures that Council employees or contractors who work from time to time within that building have access to accurate information about the ACM that it contains or may contain.

The electronic versions of each of the corporate plans and registers, and of the plans and registers for individual buildings, are periodically updated. However, the key documents are the hardcopy registers and the hardcopy plans for each building which must be inspected before any work is carried out on that building.

NOTES:

- (1) The Council’s electronic registers and plans are valid as dated, and ARE NOT to be relied upon as definitive records and ARE NOT to be used for reference purposes for any construction, demolition, maintenance or any other onsite works. IN ALL CASES, the onsite hardcopy building specific asbestos register and building specific asbestos management plan MUST BE CONSULTED prior to the commencement of physical works on the building concerned. While the electronic versions of the Council’s registers and plans provide guidance concerning the presence or possible presence of ACM it is the onsite hardcopy registers and plans which will remain up to date.
- (2) The Council’s electronic registers and plans relate to Council owned or managed buildings. The electronic registers and plans do not relate to structures (such as picnic shelters, bus shelters and other freestanding structures). Before any work is carried out on such structures the Council’s Hazardous Materials Team (“HMT”) MUST BE CONSULTED. The HMT may be contacted at council@bmcc.nsw.gov.au. The HMT will provide information concerning any ACM that may be present in the structure concerned.

Further information: Further information on safe asbestos management may be obtained by contacting Councils Hazardous Materials Management Team at council@bmcc.nsw.gov.au.





Work Health and Safety Regulation 2017 R427 requires a copy of the asbestos register and management plan to be available and readily accessible to all workers intending to carry out works at the workplace. The intent of this legislation is to minimise accidental disturbance of asbestos based products. If asbestos based products are to be disturbed reference to the asbestos management plan must be consulted first for guidance.

Work Health and Safety Regulation 2017 R428 requires that the management plan must be controlled by a person who is in control of the workplace.

The Nominated Controller of the Asbestos Management Plan for this workplace is

Prepared for:
 Blue Mountains City Council,
 2-6, Civic Place,
 Katoomba,
 NSW, 2780

This hard copy is for the;

Managing Agent

Property Owner

Property On-Site

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.

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Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.

1.1 SCOPE OF REPORT

Regional Enviroscience Pty Ltd was requested by Mr Rick Harris to undertake an Asbestos Materials Register and to prepare an Asbestos Management Plan of the commercial property known as Wentworth Falls Pre-School located at 2 Day Street, Wentworth Falls, NSW, 2782. The purpose of the audit was to locate and identify asbestos based materials and product within the buildings in accordance with the *NSW Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017* and the *Code of Practice; How to Manage and Control Asbestos in the Workplace* [Safe Work Australia: 2016] and the *Code of Practice; How to Safely Remove Asbestos* [Safe Work Australia: 2016].

Sampling of the various suspect materials and subsequent laboratory analysis were required to confirm the presence or absence of asbestos. Details of the results for the samples collected are contained in Appendix I. Samples taken were considered to be representative where visual inspection indicated materials to be similar in nature and of similar age.

Where materials could not be sampled and are of a particular age they have been assumed to contain asbestos, of note electrical “Bakelite” backing boards.

1.2 LIMITATIONS

The inspection of the building was limited to areas that are outlined in this report, the inspector could not generally access entire ceiling spaces or foundation areas, also areas that could not be readily accessed areas including wall cavities and underground services were not able to be inspected in full. If these areas require major works a detailed inspection, which may include partial demolition for access would be required if major works are scheduled.

- 1 To the extent permitted by law, Regional Enviroscience Pty Ltd will not be responsible in tort, contract or otherwise for any loss or damage, including for any personal injuries or death, or any consequential loss, loss of markets and pure economic loss, suffered by the Customer, whether or not the loss or damage occurs in the course of performance by Regional Enviroscience of this contract or in events which are in the contemplation of Regional Enviroscience and/or the Customer or in events which are foreseeable by Regional Enviroscience and/or the Customer.




- 2.2 To the extent that liability has not been effectively excluded by the preceding clause, then Regional Enviroscience limits its liability to: -
 - (a) The supply of services again; or
 - (b) The payment of the cost of supplying the services again, at the election of Regional Enviroscience Pty Ltd.

The following Risk Action Table is used in each table of this register to assign a risk score that translates into five different actions (1-5). The table should assist the person/s responsible for maintaining the Asbestos Register with a tool to determine the course of action and develop an action schedule for the particular hazardous building material that will assist Council in budgeting for remediation / abatement works.




Risk Action Table

Descriptor	Item	Action
A1	Action 1	<p style="text-align: center;">RESTRICT ACCESS & REMOVE</p> <p>As a guide, the material conforms to one, or more, of the following:</p> <ul style="list-style-type: none"> • Friable or poorly bonded to substrate, located in accessible areas; • Severely water damaged, or unstable; • Further damage or deterioration likely; • Asbestos debris and stored asbestos in reasonably accessible areas; and • Significant peeling and flaking in lead paint in areas that pose immediate risk to children / resident. Removal considered lead risk work
A2	Action 2	<p style="text-align: center;">ENCLOSE, ENCAPSULATE OR SEAL BY LICENCED CONTRACTORS - REINSPECT PERIODICALLY</p> <p>As a guide, the material conforms to one, or more, of the following:</p> <ul style="list-style-type: none"> • Damaged material; • In reasonably accessible area; • Friable material or poorly bonded to substrate, with bonding achievable; • Possibility of disturbance through contact; • Possibility of deterioration caused by weathering; and • Large areas of peeling and flaking
A3	Action 3	<p style="text-align: center;">REMOVE DURING REFURBISHMENT OR MAINTENANCE. ENCLOSE, ENCAPSULATE OR SEAL BY GENERAL MAINTENANCE CONTRACTORS. REINSPECT PERIODICALLY</p> <p>As a guide, the material conforms to one, or more, of the following:</p> <ul style="list-style-type: none"> • Asbestos debris or stored material in rarely accessed areas; • Further disturbance or damage unlikely other than during maintenance or service; • Asbestos friction materials, gaskets and brake linings; and • Small / moderate areas of peeling and flaking lead paint in an area that posed low risk. Remedial works suitable by a general maintenance contractor
A4	Action 4	<p style="text-align: center;">NO REMEDIAL ACTION – REINSPECT PERIODICALLY</p> <p>As a guide, the material conforms to one, or more, of the following:</p> <ul style="list-style-type: none"> • Firmly bonded to substrate and readily visible for inspection; • Inaccessible and fully contained; and • Stable and damage unlikely
A5	Action 5	<p style="text-align: center;">NO ACTION REQUIRED – NO ASBESTOS IDENTIFIED</p>

1.3 ASBESTOS MATERIALS REGISTER




ASBESTOS MATERIALS REGISTER PAGE 1		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Day Street Front Entrance Gazebo Asbestos-Sheeting Attached to the Gable Timbers and Beneath the Edge Roof Tiles, Both Gables Approximately 1m ² 1196	Sample B17335S01 Chrysotile Asbestos Detected Non-Friable	A5	High Risk Weathered Edges/ Loose Material, Easily Disturbed Potential for Airborne Asbestos Asbestos Sheeting was Removed as Per Clearance Report CLR17335R02 9 th December 2017
30 th November 2017	 Asbestos Board Was Removed as a Representative Sample for Analysis	Image of the Asbestos Sheet Sandwiched Between the Gable Timber & Roof Tile. Bonded Sheeting Approximately 1m ² 1197	Same as Sample B17335S01 Chrysotile Asbestos Detected Non-Friable	A5	High Risk Poor Condition, Potential for Airborne Asbestos Asbestos Sheeting was Removed as Per Clearance Report CLR17335R02 9 th December 2017
30 th November 2017		Concrete Paths Bituminous Expansion Jointing. 1198	Sample B17335S02 No Asbestos Detected	A5	N/A

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.

ASBESTOS MATERIALS REGISTER PAGE 2		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Soffit/Eave Surrounding the Building, West Aspect & Site Entry. Bonded Sheeting. Approximately 10m ²	Sample B17335S03 Chrysotile Asbestos Detected Non-Friable 1199	A4	Good Condition, No Damage No Action Required Accessible to Trades People Refer to Asbestos Management Plan
30 th November 2017		Shotcrete Type Coating to the Bottom of the Brickwork Adjacent the Concrete Pathways.	Sample B17335S04 No Asbestos Detected 1200	A5	N/A
30 th November 2017		Cement Sheet Cover Over the Damaged Soffit/Eave.	Sample B17335S05 No Asbestos Detected 1201	A5	N/A




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ASBESTOS MATERIALS REGISTER PAGE 3		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		South Extension Wall Infill Bonded Sheet Approximately 5m ² 1202	Sample B17335S06 No Asbestos Detected	A5	N/A
30 th November 2017		South Extension Eave. Bonded Sheet. Approximately 3m ² 1203	Sample B17335S07 No Asbestos Detected	A5	N/A
30 th November 2017		Grey Window Putty Damaged & Breaking Away in Many Places. 1204	Sample B17335S08 No Asbestos Detected	A5	N/A




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ASBESTOS MATERIALS REGISTER PAGE 4		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Aluminum Window Frame Seal All Windows 1205	Sample B17335S09 No Asbestos Detected	A5	N/A
30 th November 2017		Entry Foyer Pink Vinyl Floor Tile Approximately 25m ² 1206	Sample B17335S10 Trace Chrysotile Asbestos Detected Non-Friable	A3	Fair Condition, Slightly Worn Surface Remove During Scheduled Building Maintenance Accessible to Trades People Refer to Asbestos Management Plan
30 th November 2017		Entry Foyer, Bituminous Skirting. Approximately 20 Lineal Meters 1207	Sample B17335S11 No Asbestos Detected	A5	N/A


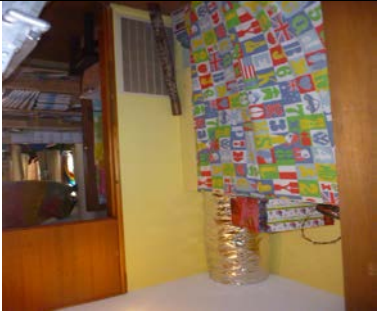

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



ASBESTOS MATERIALS REGISTER PAGE 5		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Wattle Room Cupboard. Adhesive Vinyl Tile Backing Remnant. Approximately 1m ² 1208	Sample B17335S12 No Asbestos Detected	A5	N/A
30 th November 2017		Wattle & Piano Rooms Walls Bonded Sheet. Approximately 54m ² 1209	Sample B17335S13 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No, Damage. No Action Required, Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Children's Toilet Ceramic Tile-Covered Bonded Sheet Including West Wall. Approximately 30m ² 1210	Sample- B17335S14 Chrysotile- Asbestos- Detected Non-Friable	A4	Fair Condition, Minimal Damage. Exposed Asbestos Substrate Where a Tile Has Been Dislodged. Tile was Covered and Sealed Off as Per Clearance Report CLR17335R02 9 th December 2017




Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.






ASBESTOS MATERIALS REGISTER PAGE 6		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Rainbow Room 2 Vinyl Floor Tile. Approximately 20m ² 1211	Sample B17335S15 No Asbestos Detected	A5	N/A
30 th November 2017		Void to Rainbow Room 2 Walls Bonded Sheet. Approximately 15m ² 1212	Sample B17335S16 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No Damage No Action Required, Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Paint Room West Area Walls &, Half of Northern Wall Bonded Sheet. Approximately 18m ² 1213	Sample B17335S17 Chrysotile Asbestos Detected	A4	Good Condition, No Damage No Action Required, Accessible to Trades People. Refer to Asbestos Management Plan

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.






ASBESTOS MATERIALS REGISTER PAGE 7		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Store Room Vinyl Floor Tile Approximately 12m ² 1214	Same as Sample B17335S15 No Asbestos Detected	A5	N/A
30 th November 2017		Paint Room Vinyl Floor Tile Approximately 16m ² 1215	Sample B17335S10 Trace Chrysotile Asbestos Detected Non-Friable	A3	Fair Condition, Slightly Worn Surface Remove During Scheduled Building Maintenance Accessible to Trades People Refer to Asbestos Management Plan
30 th November 2017		Paint Room Toilet & Entry Area Walls Bonded Sheet. Approximately 16m ² 1216	Sample B17335S17 Chrysotile Asbestos Detected	A4	Good Condition, No Damage No Action Required, Accessible to Trades People. Refer to Asbestos Management Plan

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.

ASBESTOS MATERIALS REGISTER PAGE 8		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Kitchen Walls Bonded Sheet Approximately 27m ² 1217	Same as Sample B17335S17 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No Damage No Action Required Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Kitchen Vinyl Tile Floor Approximately 9m ² 1218	Same as Sample B17335S15 No Asbestos Detected	A5	N/A
30 th November 2017		Staff Room Vinyl Floor Tile Below Carpet Approximately 20m ² 1219	Sample B17335S10 Trace Chrysotile Asbestos Detected Non-Friable	A3	Good Condition Below Carpet Remove During Scheduled Building Maintenance Accessible to Trades People Refer to Asbestos Management Plan




Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



ASBESTOS MATERIALS REGISTER PAGE 9		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Southwest Aspect Soffit/Eave Lining Bonded Sheet. Approximately 8m ² 1220	Same as Sample B17335S03 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No Damage No Action Required Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Southeast Aspect Adjacent the Rainbow Room, Including Infill. Bonded Sheet. Approximately 11m ² 1221	Same as Sample B17335S03 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No Damage No Action Required Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Northeast Aspect Soffit/Eave Lining Bonded Sheet. Approximately 10m ² 1222	Sample B17335S03 Chrysotile Asbestos Detected Non-Friable	A4	Good Condition, No Damage No Action Required Accessible to Trades People. Refer to Asbestos Management Plan


Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



ASBESTOS MATERIALS REGISTER PAGE 10		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Southeast Aspect Adjacent Rainbow Room 1 Soffit/Eave Lining & Infills Above Door & Windows Bonded Sheet Approximately 5m ²	Same as Sample B17335S03 Chrysotile Asbestos Detected Non-Friable 1223	A4	Good Condition, No Damage No Action Required Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Asbestos Sheeting Attached to the Timbers and Beneath the Edge Roof Tiles to North & South of Main Building Approximately 3m ²	Same as Sample B17335S01 Chrysotile Asbestos Detected Non-Friable 1224	A3	Good Condition, Slight Weathering to Edges No Action Required Accessible to Trades People. Refer to Asbestos Management Plan
30 th November 2017		Locked electrical meter board cabinet. Nil access.	No Sample taken. Assumed Containing Asbestos Materials. 1225	A4	Condition of the Meter Board and Cabinet Needs to be Assessed When Access is Available.

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



ASBESTOS MATERIALS REGISTER PAGE 10		ASSET: Wentworth Falls Preschool, 2 Day Street, Wentworth Falls, NSW, 2872			
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS LABORATORY SAMPLE	LABORATORY SAMPLE NUMBER and RESULTS, FRIABLE OR NON-FRIABLE	RISK ACTION RANKING	OBSERVATIONS AND COMMENTS
30 th November 2017		Wunderlich Brown Roof Tile to Main Building & Entry Gazebo 1226	Sample B17335S18 No Asbestos Detected	A5	N/A



ASBESTOS MATERIALS REGISTER PAGE 11		ASSET: Wentworth Falls Pre-School, 2 Day Street, Wentworth Falls, NSW, 2782		
<p>This table has been left intentionally blank to populate if more asbestos products are identified. The register will need to be updated</p>				
DATE OF IDENTIFICATION	IMAGES	SPECIFIC LOCATION OF ASBESTOS/APPROX M ²	TYPE OF ASBESTOS/ FRIABLE OR NON-FRIABLE	CONDITION & ACCESSIBILITY OF ASBESTOS

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.

1.4 CONCLUSIONS

The following recommendations will assist the asset owner and building occupants to meet the requirements of the *NSW Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017*.

It is recommended that if these asbestos sections of the building are to be demolished or refurbished that all of the asbestos that is likely to be disturbed during the course of these works should be scheduled to be removed under controlled conditions utilising a licensed asbestos removal contractor (Class B – Bonded removalist) or (Class A – Friable removalist). It is recommended that a Scope of Works be drawn up prior to engaging an asbestos removalist to ensure that the appropriate legislative requirements are adhered to, these legislative and guidance requirements are detailed below.

Legislation also recommends that it is good occupational hygiene practice to undertake airborne asbestos air monitoring, using a competent laboratory during the asbestos removal and that an independent Occupational Hygienist undertake a visual clearance inspection, coupled with air monitoring and site contamination assessment at the end of the removal process. For guidance on exposure standards and recommended procedures please refer to the following codes of practice and standards for guidance;

1. *Guidelines For Health Surveillance* [NOHSC: 7039 (1995)]
2. *National Exposure Standards for Atmospheric Contaminants in the Occupational Environment* 3rd Edition [NOHSC: 1003(1995)]
3. *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* 2nd Edition [NOHSC:3003(2005)].
4. *Guidance Note on the Interpretation of Exposure Standards for Atmospheric Contaminants in the Occupational Environment* 3rd Edition [NOHSC: 3008 (1995)]
5. *Australia/New Zealand Standard 1716-2012 Respiratory Protective Device*
6. *Australian/New Zealand Standard 1715-2009 Selection, Use and Maintenance of Respiratory Protective Devices*



7. *AS/NZS 60335.2.69:2003, Household and Similar Electrical Appliances - Safety - - Vacuum Cleaners, Class H requirements*
8. *National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC:2007(1994)].*
9. *Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]*
10. *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].*
11. *NSW Work Health and Safety Act 2011 [2011-674]*
12. *NSW Work Health and Safety Regulation 2017*
13. *Code of Practice; How to Manage and Control Asbestos in the Workplace [Safe Work Australia: 2016]*
14. *Code of Practice; How to Safely Remove Asbestos [Safe Work Australia: 2016].*

It is recommended that the licensed contractor prepare a safe method of work statement including wet removal methods for the asbestos removal works, utilising Type P1 or P2 half face particulate respirators, appropriate personnel decontamination procedures and appropriate disposal methods, refer to the following legislative codes of practice and standards for guidance;

1. *Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]*
2. *Australia/New Zealand Standard 1716-2012 Respiratory Protective Device*
3. *Australian/New Zealand Standard 1715-2009 Selection, Use and Maintenance of Respiratory Protective Devices*
4. *Australian/New Zealand Standard 3544 Industrial vacuum cleaners for particulates hazardous to health*
5. *AS/NZS 60335.2.69:2003, Household and Similar Electrical Appliances - Safety - - Vacuum Cleaners, Class H requirements*

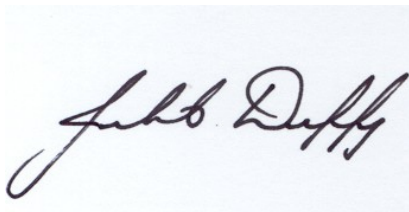
If the material is to remain in situ, and unlikely to be disturbed it should be noted on the premises' asbestos register. If the asbestos material is removed the register should be updated to reflect this change in the management plan. All of the asbestos materials should be managed according to the asbestos management plan.

If additional asbestos based products are identified on-site the asbestos register should be updated to include these products. If products are disturbed airborne asbestos air monitoring coupled with an independent assessment should be undertaken to assess the risk.

Background airborne asbestos monitoring was conducted at the premises with samples taken indicating normal background levels of airborne asbestos fibres (<0.01 fibres/millilitre of air). These results confirm the safe working environment within the area. The fibres were counted in accordance with the National Occupational Health and Safety Commission's "Asbestos: Code of Practice and Guidance Notes - Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust" [NOHSC:3003 (2005)] The air monitoring results can be seen in Appendix II of this report.

Air monitoring results taken only indicate the background levels, if asbestos based products are disturbed or removed additional air monitoring should be undertaken to ensure that these normal background levels are maintained.

Reported By



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Occupational Hygienist

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SECTION 2 - ASBESTOS MANAGEMENT PLAN

The materials identified in this report were in good or fair condition and can be managed effectively according to the Asbestos Management Plan.

Provided the Asbestos Containing Materials (ACM) assessed as being a good condition and are disturbed they pose minimal risk if left in situ.

If the ACM is in fair condition it should be scheduled to be removed under controlled conditions and replaced, during routine maintenance works. However, if the ACM is in a poor condition it should be removed under controlled conditions as soon as practicable.

When renovation or demolition works are to occur, the ACM which are likely to be disturbed should be removed prior to works commencing.

If asbestos based products are accidentally disturbed, the area should be isolated and an independent assessment by an Occupational Hygienist should be undertaken coupled with airborne asbestos air monitoring.

2.1 MANAGEMENT RESPONSIBILITY

Work Health and Safety Regulation 2017 R428 R429 requires that the management plan must be controlled by a person who is in control of the workplace. The person is responsible to ensure that the management plan is kept up to date, including documenting asbestos removal works, subsequent damage and if new asbestos products are identified on-site.

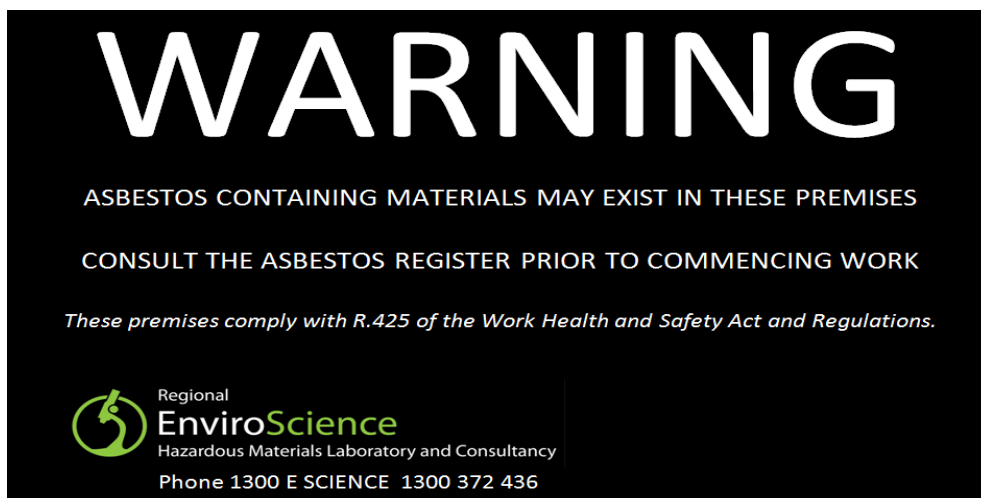
If the nominated person is no longer responsible for the Asbestos Register and Management Plan the person must as far as reasonably practicable transfer the ownership and the actual documents to the new nominated person.

2.2 IDENTIFICATION AND SIGNAGE

Work Health and Safety Regulation 2017 R424, R427 and R429 requires that the person with the management control of the workplace to identify asbestos containing materials and the asbestos material that has been identified to date should be labelled and ensured that it complies with the *Australian Standard 1319: Safety Signs for the Occupational Environment*; signage should be similar to the label detailed below.



Signage should also be placed at the entry points to the building/plant similar to the one detailed below.



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2.3 CONTROLLING THE RISK

As all asbestos types are known carcinogens, and it is when the asbestos fibres are released and become airborne that they pose a potentially deadly occupational health hazard. The main route of entry into the body is through inhalation, and they deposit directly into various sections of the respiratory tract depending on their fibre size. The three main diseases associated with asbestos exposure are Asbestosis, Lung Cancer and Mesothelioma.

Therefore, when we are managing asbestos in the workplace we want to minimise potential exposures to asbestos fibres, particularly when they become airborne. Many asbestos, containing materials that are in the workplace are in good condition, and if left undisturbed is it unlikely that asbestos fibres will become airborne and the risk is extremely low. However, if the material is in a poor condition, or is likely to be disturbed (i.e. maintenance activities, renovation or demolition works) the asbestos containing materials should be removed.

To reduce to likelihood of asbestos materials being disturbed in the workplace, the asbestos material should be identified (i.e. the Asbestos Register), and managed to minimise the risk of disturbance through signage and administration controls, such as permit to work systems. The management plan should be followed with vigour to ensure exposures do not occur.

2.4 SAFE WORK METHODS

The methods need to be adopted for all asbestos works undertaken on-site, when works are undertaken the management records contained within this report need to appropriately, documented as evidence. The following methods have been extracted from the *Code of Practice; How to Manage and Control Asbestos in the Workplace* [Safe Work Australia: 2011] under the Creative Commons copyright licence.

Asbestos removal works need to be undertaken by a registered asbestos removalist, who will notify Workcover of works and provide a satisfactory and safe asbestos removal method, prior to works commencing on-site.

2.4.1. Drilling of asbestos containing material

SAFE WORK PRACTICE 1 – DRILLING OF ACM

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.

<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • 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).
<p>PPE</p>	<ul style="list-style-type: none"> • 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.
<p>Preparing the asbestos work area</p>	<ul style="list-style-type: none"> • If the work is to be carried out at a height, appropriate precautions must be taken to prevent falls. • Ensure appropriately marked asbestos waste disposal bags are available.



	<ul style="list-style-type: none"> • 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.
<p>Drilling vertical surfaces</p>	<ul style="list-style-type: none"> • 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.
<p>Drilling overhead horizontal surfaces</p>	<ul style="list-style-type: none"> • 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.

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	<ul style="list-style-type: none"> • 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.
<p>Decontaminating the asbestos work area and equipment</p>	<ul style="list-style-type: none"> • 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.
<p>Personal decontamination should be carried out in a designated area</p>	<ul style="list-style-type: none"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
<p>Clearance procedure</p>	<ul style="list-style-type: none"> • 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

2.4.2. Sealing, painting, coating and cleaning of asbestos-cement (bonded) products

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 ACM should be thoroughly inspected before starting 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 it has deteriorated as a result of aggressive environmental factors such as pollution. If it 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 is considered essential, a method that does not disturb the matrix should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • 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.
<p>PPE</p>	<ul style="list-style-type: none"> • 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.
<p>Preparing the asbestos work area</p>	<ul style="list-style-type: none"> • If work is being carried out at heights, precautions must be taken to prevent 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.



	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Use damp rags to clean the equipment.• If 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	<ul style="list-style-type: none">• 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.



	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
Clearance procedure	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

2.4.3. Cleaning leaf litter from gutters of asbestos cement roofs

SAFE WORK PRACTICE 3 – CLEANING LEAF LITTER FROM GUTTERS OF ASBESTOS CEMENT ROOFS	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
Clearance procedure	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

2.4.4. Replace cabling in asbestos cement (bonded) conduits or boxes

SAFE WORK PRACTICE 4 – REPLACE CABLING IN ASBESTOS CEMENT CONDUITS OR BOXES	
<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • 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.
<p>PPE</p>	<ul style="list-style-type: none"> • 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.
<p>Preparing the asbestos work area</p>	<ul style="list-style-type: none"> • 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 any conduits before pulling any cables through. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed.



	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 to pull cables through asbestos cement conduits/ducts.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none">• 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 passes 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.

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<p>Personal decontamination should be carried out in a designated area</p>	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
<p>Clearance procedure</p>	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>



2.4.5. Working on asbestos containing electrical switchboards

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 outlined in the *Code of Practice: How to Safely Remove Asbestos* must be followed. If drilling is required, the control process should be consistent with the measures in Safe Work Practice 1.

<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • 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 µm plastic sheeting • An asbestos vacuum cleaner.
<p>PPE</p>	<ul style="list-style-type: none"> • 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.
<p>Preparing the asbestos work area</p>	<ul style="list-style-type: none"> • As the work area will involve electrical hazards, precautions must be taken to prevent 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.



	<ul style="list-style-type: none"> • 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	<p>Providing the panel is not friable, maintenance and service work may include:</p> <ul style="list-style-type: none"> • replacing asbestos containing equipment on the electrical panel with non-asbestos equipment • operate main switches and individual circuit devices • pull/insert service and circuit fuses • bridge supplies at meter bases • use testing equipment • access the neutral link • Install new components/equipment.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • 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 there is an electrical hazard, use an asbestos vacuum cleaner to remove any dust from the mounting panel and other visibly contaminated sections of the asbestos work area. • If there is no electrical hazard, wet wipe with a damp rag to remove minor amounts of dust. • 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	<ul style="list-style-type: none"> • 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.



	<ul style="list-style-type: none">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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
Clearance procedure	<ul style="list-style-type: none">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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

2.4.6. Inspection of asbestos friction materials

SAFE WORK PRACTICE 6 – INSPECTION OF ASBESTOS FRICTION MATERIALS

This guide may be used when friction ACM (e.g. brake assemblies or clutch housings) need to be inspected or housings need to be cleaned. Compressed air must not be used to clean dust from a brake assembly.

<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • A misting spray bottle • Duct tape • Warning signs and/or barrier tape • Disposable cleaning rags • A bucket of water and detergent • Spare PPE • A suitable asbestos waste container • A catch tray or similar container • An asbestos vacuum cleaner.
<p>PPE</p>	<ul style="list-style-type: none"> • 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.
<p>Preparing the asbestos work area</p>	<ul style="list-style-type: none"> • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Determine whether to segregate the asbestos work area • Ensure unauthorised personnel are restricted from entry by using barrier tape and/or warning signs. • Use a suitable collection device below where the work will be carried out to collect any debris/ runoff. • 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.



Inspection of asbestos friction materials	<ul style="list-style-type: none">• A misting spray bottle should be used to wet down any dust. If spray equipment disturbs asbestos, use alternative wetting agents e.g. a water-miscible degreaser or a water/detergent mixture.• Use the wet method, but if this is not possible the dry method may then be used. <p><u>Wet method:</u></p> <ul style="list-style-type: none">• Use the misting spray bottle to wet down any visible dust.• Use a damp rag to wipe down the wheel or automobile part before removal. Ensure the dust is kept wet to prevent atmospheric contamination.• Use hand tools rather than power tools to reduce the generation of airborne fibres.• Partially open the housing and softly spray the inside with water using the misting spray bottle. Any spillage of dust, debris or water must be controlled (e.g. capturing any runoff in a container) and either filtered or disposed of as asbestos waste.• Open the housing and clean all asbestos parts using a damp rag, ensuring all runoff water is caught in an asbestos waste container. <p><u>Dry method:</u></p> <ul style="list-style-type: none">• Place a tray under the components to catch dust or debris spilling from the housing or components during the inspection and dispose of any material as asbestos waste.• Use an asbestos vacuum cleaner to remove asbestos from the brakes and rims or other materials before carrying out the inspection.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none">• Use damp rags to clean the equipment, including the dust collection tray.• If necessary, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.• Place debris, used rags 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 removing them from the asbestos work area.



<p>Personal decontamination should be carried out in a designated area</p>	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>
<p>Clearance procedure</p>	<ul style="list-style-type: none">• 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. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p>

2.4.7 Sampling of asbestos materials

If additional suspected asbestos based products are identified on-site, especially in difficult to access areas or during the course of demolition and/or refurbishment activities a representative sample should be obtained and sent for laboratory analysis. Until results are obtained the product should be assumed to contain asbestos and treated accordingly, until laboratory analysis indicates otherwise.

2.4.7.1. Laboratory Sampling guidelines are as follows:

- The sample should be representative of the larger bulk material.
- The sample should include a full cross-section. For example, a sample of insulation material should include material from the outer cool face of armouring cement, if present, through to the inner hot face of the main insulating layer.
- Material from any repaired and repatched areas should be treated as separate sub-samples.
- The quantity of the sample collected should preferably be 5-100 grams, except floor tiles that are required to be a minimum of approximately 100 square centimetres.
- The sample should be transported in a labelled sealed container and preferably protected from undue vibration and disturbance.
- As complete a sample history as possible should be recorded. This includes the exact location of the sample, chemical and physical conditions affecting the sample, and a factual description of the sample and sub-samples.

2.4.7.1. To Obtain a Sample the Process is as follows:

- Send sealed sample (preferably double bagged, plastic clip lock bags are sufficient) to;
Regional Enviroscience, PO Box 1645, Dubbo, NSW, 2830

A competent person should take the following steps to carry out sampling:

2.4.7.1 (A) – PREPARATION

- Make sure no one else is in the vicinity when sampling is done.
- Shut down any heating or cooling systems to minimize the spread of any released fibres.
- Turn off any fans if you're inside. If outside, then sample on a non- windy day.
- Do not disturb the material any more than is needed to take a small sample.
- Collect the equipment you will need for sampling, including: pliers, resealable plastic bags, disposable coveralls, waterproof sealant, plastic drop sheet, water spray bottle P2 respirator, rubber gloves.

2.4.7.1 (B) – TAKING THE SAMPLE

- Wear disposable gloves.
- Put on respiratory protective equipment (RPE).
- Wear a pair of disposable coveralls.
- Lay down a plastic drop sheet to catch any loose material that may fall off while sampling.
- Wet the material using a fine mist of water containing a few drops of detergent before taking the sample. The water/detergent mist will reduce the release of asbestos fibres.
- Carefully cut a thumb nail piece from the entire depth of the material using the pliers.
- For fibre cement sheeting, take the sample from a corner edge or along an existing hole or crack.
- Place the small piece into the resealable plastic bag.
- Double bag the sample, include the date and location and an asbestos caution warning.
- Tightly seal the container after the sample is in it.
- Carefully dispose of the plastic sheet.
- Use a damp paper towel or rag to clean up any material on the outside of the container or around the area sampled.
- Dispose of asbestos materials according to state or territory and local procedures.
- Patch the sampled area with the smallest possible piece of duct tape to prevent fibre release.
- Send the sample to a NATA-accredited laboratory or one that is either approved or operated by the relevant regulator.

2.4.7.1 (C) – CLEANING UP

- Seal the edges with waterproof sealant where the sample was taken.
- Carefully wrap up the plastic drop sheet with tape and then put this into another plastic rubbish bag.
- Wipe down the tools and equipment with a dampened rag.
- Place disposable gloves and coveralls into a rubbish bag, along with the damp rag and drop sheet.
- Seal plastic bag.
- Wash hands.
- Keep RPE on until clean-up is completed.
- Follow a decontamination procedure (personal washing) upon completion of the task.

2.5 PERMIT TO WORK

2.5.1 Asbestos Removal Works

Before works commence ensure that the following minimal considerations have been addressed.

Please photocopy and complete the permit to work documentation to ensure that a record of the asbestos removal works is evidenced. A record of these works should be kept with the Management Plan and the Asbestos Register should be updated.



ASBESTOS REMOVAL SITE CHECKLIST

Site Address:
Job Number: Date: Time:
Client: RES Supervisor:

ITEM	CHECKED BY	DATE CHECKED
1. Perimeter barriers securely erected and asbestos removal warning signs installed		
2. Remediation Area inspection:		
• Emergency exits established and identified		
• Fire extinguishers appropriately placed		
• Site water runoff contained		
• Bag disposal area/enclosure inspected		
• Asbestos disposal bags in remediation area		
• Bag ties in remediation area		
• Electric equipment or cabling protected against water		
• All additional services identified, isolated and protected		
• Air handling systems isolated and sealed off in adjacent buildings		
• Enclosure integrity inspected and tested		
• Negative air system operation including air flow testing		
• Windows and doors of adjacent buildings are sealed and isolated		
• Tools inspected (e.g. hammer, pinch bars, bars / scrapers / knife). No power tools permitted		

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



<ul style="list-style-type: none"> • HEPA vacuum available 		
3. Decontamination unit inspection:		
<ul style="list-style-type: none"> • Hot and cold water connected and operating 		
<ul style="list-style-type: none"> • Change room/decontamination lighting operating 		
<ul style="list-style-type: none"> • Decontamination drainage system checked 		
<ul style="list-style-type: none"> • Contaminated clothes container provided 		

ITEM	CHECKED BY	DATE CHECKED
4. Change Room:		
<ul style="list-style-type: none"> • Protective clothing and spares in change room 		
<ul style="list-style-type: none"> • Safety gumboots available 		
<ul style="list-style-type: none"> • Towels/soap/shampoo/nail cleaners in the change room 		
<ul style="list-style-type: none"> • Respirator storage and cleaning facilities provided 		
5. All personnel trained in use and maintenance of PPE and emergency procedures		
6. Air monitoring in place		
7. Asbestos waste facilities available		
8. Appropriate waste transportation vehicles:		
<ul style="list-style-type: none"> • Wash bay area 		
<ul style="list-style-type: none"> • Drivers trained, including cabins set on re-circulating air, windows up 		
<ul style="list-style-type: none"> • Automatic tarps to cover wet soil loads 		
<ul style="list-style-type: none"> • Plastic lined where practicable 		
<ul style="list-style-type: none"> • Decontamination procedures 		
9. Documentation required to be onsite:		
<ul style="list-style-type: none"> • Training records 		

Work Health and Safety Regulation 2017 R425 and R429 requires workplaces to have an Asbestos Register and Management Plan, Reviews must be undertaken when changes occur in the Workplace or when asbestos is removed or more asbestos is identified, otherwise a review every 5 years is sufficient. Date of Register: 12th February 2018 Revision Due: 12th February 2023 Version 1.



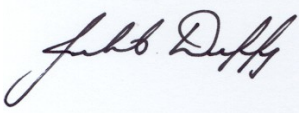
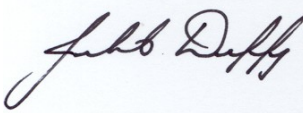
• Asbestos removal control plan		
• Asbestos removal licence		
• Supervisor licence		
Name of Supervisor and Signature:		

2.5.2 Asbestos Disturbance/Maintenance Works

Please photocopy and complete the permit to work documentation to ensure that asbestos works are undertaken correctly. A record of these works should be kept with the Asbestos Register and Management Plan.

PERMIT TO WORK - ASBESTOS DISTURBANCE/MAINTENANCE CHECKLIST		
Site address:		
Item	Checked by	Date checked
1. Has a Safe Work Method been utilised? If so is the operator familiar and understands what is required?		
2. Work Area Established including barriers and signs erected and area isolated: <ul style="list-style-type: none"> • Emergency exits established and identified • Bag disposal area/enclosure inspected • Electric equipment or cabling protected against water • Air handling systems isolated and sealed off in adjacent buildings, including windows closed 		
3. Personal Protection <ul style="list-style-type: none"> • All personnel trained in use and maintenance of PPE, including respirators and personal decontamination procedures. • All personnel trained in the health hazards of asbestos 		
4. Air monitoring in place and locations		
5. Asbestos waste facilities available <ul style="list-style-type: none"> • Asbestos disposal bags in remediation area • Bag ties in remediation area 		
Name and Signature of Nominated Asbestos Controller: Name and Signature of Contractor or Employee undertaking the works: DATE WORKS UNDERTAKEN:		

2.6 RECORDS OF CHANGES & ACTIVITIES

Date	Location	Asbestos Product	Activity	Signature*
Example	Female Toilet, Eastern Wall	Bonded Asbestos Cement Sheet	Drilled to affix paper dispenser	
9 th December 2017	Gazebo Gable Southwest Aspect	Chrysotile Asbestos Cement Sheeting	Removed Tile Roofing. Asbestos Board was Removed.	
9 th December 2017	Children's Amenities Below Sink	Chrysotile Asbestos Fibre Cement Board	Broken tile was replaced, thereby enclosing the asbestos board substrate beneath.	

* The person identified with the responsibility of the management and control of the Asbestos Register and Management Plan must sign and insure that the permit to work system had been



implemented, and works have been undertaken in the prescribed manner.



APPENDIX I:
SAMPLE ANALYSIS RESULTS

APPENDIX II:
BACKGROUND AIRBORNE
ASBESTOS
AIR MONITORING RESULTS



LABORATORY ANALYSIS REPORT
Asbestos Identification Report

Report No: B17335-R1
Client: Blue Mountains City Council
Client Address: 2-6 Civic Place,
Katoomba, NSW, 2780

Report Date: Monday, 4 December 2017
Analysed Date: Saturday, 2 December 2017
Laboratory Receival Date: Saturday, 2 December 2017
Sampled Date: Thursday, 30 November 2017

Attention: Rick Harris
Approved Identifier and Signatory: Kenneth Archer

Sampled From: Wentworth Falls Pre-School, 2 Day
Street, Wentworth Falls NSW 2782

Test Method: Polarised Light Microscopy (PLM) including Dispersion Staining (DS), Regional EnviroScience Pty Ltd in-house laboratory method, in accordance with Australian Standard AS4964-2004 'Method for the qualitative identification of asbestos in bulk samples'. Accredited for compliance with ISO/IEC:17025-Testing.

Sample Number	Sample Location	Sample Description	Sample Size	Asbestos Detected	Fibres Detected
B17335-S1	North West Roof of Entry Awning	Fibre cement	95.9 gm	Yes	Chrysotile
B17335-S2	Western Aspect Concrete Expansion Joint	Bituminous seal	1.0 gm	No	Synthetic Mineral
B17335-S3	Western aspect soffit	Fibre cement	0.4 gm	Yes	Chrysotile
B17335-S4	Render on lower 4 courses of bricks	Concrete	10.4 gm	No	None
B17335-S5	Patch on soffit, Western aspect	Fibre cement	0.4 gm	No	Organic
B17335-S6	Southern extn, angular wall section	Fibre cement	1.1 gm	No	Organic
B17335-S7	Soffit to southern extn	Fibre cement	3.0 gm	No	Organic
B17335-S8	N/E aspect windows	Putty	1.0 gm	No	None
B17335-S9	Easter aspect window frame	Sealant, rubber	1.1 gm	No	None
B17335-S10	Entry foyer	Pink Vinyl Tile	3.0 gm	Yes	Trace Chrysotile, Organic



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DUBBO
2/7 Energy Place
Dubbo NSW 2830

SYDNEY
2/2-4 Hale Street
Botany NSW 2019

WAGGA WAGGA
12 Chaston Street
Wagga Wagga NSW 2650

TAMWORTH
4/158 Marius Street
Tamworth NSW 2340

MAROOCHYDORE
18/48 Aerodrome Road
Maroochydore QLD 4558

Sample Number	Sample Location	Sample Description	Sample Size	Asbestos Detected	Fibres Detected
B17335-S11	Entry foyer, cover to base of shelf	Rubber with surface glue	2.3 gm	No	Organic
B17335-S12	Wattle room, cupboard	Vinyl Tile & Adhesive	0.8 gm	No	Organic
B17335-S13	Piano Room, store	Fibre cement	3.1 gm	Yes	Chrysotile, Organic
B17335-S14	Children's toilet	Fibre cement	0.5 gm	Yes	Chrysotile, Organic
B17335-S15	Rainbow Room 2	Newer Pink Vinyl Tile	5.2 gm	No	None
B17335-S16	Wall to Rainbow Room void	Fibre cement	1.3 gm	Yes	Chrysotile, Organic
B17335-S17	Wall to Paint Room	Fibre cement	2.6 gm	Yes	Chrysotile, Organic



LABORATORY ANALYSIS REPORT
Asbestos Identification Report

Report No: B17335-R2
Client: Blue Mountains City Council
Client Address: 2-6 Civic Place,
 Katoomba, NSW, 2780

Report Date: Monday, 4 December 2017
Analysed Date: Monday, 4 December 2017
Laboratory Receival Date: Monday, 4 December 2017
Sampled Date: Thursday, 30 November 2017

Attention: Rick Harris
Approved Identifier and Signatory: Jeffrey Sargent

Sampled From: Wentworth Falls Pre-School, 2 Day
 Street, Wentworth Falls NSW 2782

Test Method: Polarised Light Microscopy (PLM) including Dispersion Staining (DS), Regional EnviroScience Pty Ltd in-house laboratory method, in accordance with Australian Standard AS4964-2004 'Method for the qualitative identification of asbestos in bulk samples'. Accredited for compliance with ISO/IEC:17025-Testing.

Sample Number	Sample Location	Sample Description	Sample Size	Asbestos Detected	Fibres Detected
B17335-S18	School Roof	Roof Tile	262.0 gm	No	None



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 Wagga Wagga NSW 2650

TAMWORTH
 4/158 Marius Street
 Tamworth NSW 2340

MAROOCHYDORE
 1B/48 Aerodrome Road
 Maroochydore QLD 4658



LABORATORY ANALYSIS REPORT
Estimation of Airborne Asbestos Fibres

Report No: A17335-R1
Client: Blue Mountains City Council
Client Address: 2-6 Civic Place,
Katoomba, NSW, 2780

Report Date: Monday, 4 December 2017
Analysed Date: Saturday, 2 December 2017
Laboratory Receival Date: Saturday, 2 December 2017
Sampled Date: Thursday, 30 November 2017

Attention: Rick Harris
Sampled From: Wentworth Falls Pre-School, 2 Day
Street, Wentworth Falls NSW 2782

Test Method: In accordance with the (NOHSC:3003 (2005) Guidance Note on the Membrane Filter Method for
Estimating Airborne Fibres (as outlined in the Laboratory Method Manual). Accredited for compliance with
ISO/IEC:17025-Testing.

Sampled By: John Bartholomew
Approved Counter and Signatory: Kenneth Archer
Type of Monitoring: Background Monitoring

Sample Number	Sample Location	Time		Flow Rate L/ Min	Results Fibres / Field	Results Fibres / ml
		On	Off			
A17335-S1	North West Entrance on Awning	1245	1525 160 min	4.0	2 /100	< 0.01
A17335-S2	Internal West Entrance	1245	1525 160 min	4.0	0 /100	< 0.01
A17335-S3	Internal North	1245	1525 160 min	4.0	0 /100	< 0.01
A17335-S4	Internal East	1245	1525 160 min	4.0	1 /100	< 0.01
A17335-S5	Internal South	1245	1525 160 min	4.0	0 /100	< 0.01

