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**.

Asbestos Register

&

Management Plan

Asbestos Response Team

Asbestos Register and Management Plan

Policy Ref. No:	*25132*	**Staff Consultative Committee Endorsement Date:**	*N/A*
HPE Record No:	*RAR-108*	**PCT Endorsement Date:**	*N/A*
Distribution:	*Onsite Delivery*	**ELT Meeting Date:**	*N/A*
Status:	*Approved*		
Scope:	*Tenants, Facility Users, Community*	**Governing Policy:**	*Asbestos Management Policy*
Lifespan:	*5 years or following legislative change*	**Responsible Directorate/Group:**	*Executive*
Next review:	*2 years from adoption*	**Contact Position:**	*Program Leader Hazardous Materials Team*

Version History

Version	Adoption Date	Reason for Change
July 2019	July 2019	Initial Version

Table of Contents

1. Executive Summary

The materials identified in this report have been assessed as **A5** and must be managed in full accordance with the Asbestos Management Plan.

Risk Category	Control Descriptor
1	**Restrict Access & Remove**
	• 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
2	**Enclose, Encapsulate or Seal by Licensed Contractor - Re Inspect Periodically**
	• Damaged material in reasonably accessible areas • Friable or poorly bonded to substrate, with bonding achievable. • Possibility of disturbance through contact • Possibility of deterioration through weathering
3	**Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors , Re Inspect Periodically**
	• 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
4	**No remedial Action Re Inspect Periodically**
	• Firmly bonded to substrate and readily visible for inspection • Inaccessible and fully contained • Stable and damage unlikely
5	**No Action Required - No ACM Identified**

Should ACM be disturbed, the area must be isolated and an independent assessment by an Occupational Hygienist must be undertaken coupled with airborne asbestos air monitoring.

It is expressly prohibited for any person other than a duly authorised BMCC Employee or engaged contractor to remove, handle, treat, dispose of or disturb ACM on a BMCC owned asset. Should maintenance works be required on ACM, or disturbed ACM, is identified then BMCC must be advised immediately on 4780 5000

2. Scope

This Asbestos Management Plan has been developed by Blue Mountains City Council and in full accordance with NSW Work Health & Safety Regulation Chapter 8 Part 8.2 Section 429: *A person with management control of the workplace must ensure a written asbestos management plan for the workplace is prepared and must be made readily accessible.*

3. Background

The information in this report has been developed based on the data within an Asbestos Register provided by:

Company: Asbestos Response Team - BMCC

Report N°: 18/138557

Date of Report: 14-6-2019

The site is located: 116-118 Great Western Highway, Blaxland

4. How to use this report

This report is an **Asbestos Register (AR)** and **Asbestos Management Plan (AMP)** for the location specified at Section 3 of this report. It covers the management of Asbestos Containing Materials (ACM) which has been identified via an inspection process undertaken by the company detailed in Section 3 and this AMP must be read in conjunction with the above mentioned Asbestos Register.

The purpose of this AMP is to ensure full compliance with the legislative and regulatory requirements intrinsic to Asbestos Management in NSW, including compliance with NSW Code of Practice on the Safe Management of Asbestos in the Workplace.

The Site Manager responsible for the building surveyed must retain this document on site at all times.

The AMP shall be made available to any person with a legitimate rationale for accessing the document.

It is a requirement that any activity at this location involving the removal or encapsulation of any material listed in the Asbestos Register is recorded and signed off (Refer Appendix B).

All Asbestos Related works must be consulted with Blue Mountains City Council prior to any works being undertaken in order to ensure that the works are completed to a satisfactory standard in accordance with relevant codes, standards and guidelines.

Any queries regarding the interpretation and/or implementation of this Management Plan should be directed to BMCC.

5. Asbestos Register

Asset Name:	Euroka Childcare Centre	**Date:**	14-6-2019	**RAR No:**	10
Asset Address:	116-118 Great Western Highway, Blaxland	**Inspection Carried Out By:**	Brian Ashton	**HPE No:**	18/138557
Are Staff/PCBU aware that there is ACM onsite?		N/A			
Is there a copy of the Asbestos Register for this location onsite?		Yes			
Is there a copy of the Asbestos Management Plan for this location onsite?		Yes			
Is there a Warning Asbestos Onsite Label		No			

Reference Number	Sample Number	Location			Analysis	Risk assessment						Additional information		
		Int / Ext Floor Specific Location	Material Type	Extent	Result	Accessibility	Condition	Friability of Asbestos	Sealed/ Surface Treatments	Risk Assessment	Recommended Control Actions	Labels Affixed	Additional Comments	Next Inspection due date
External														
3276	21880-18	Entrance Ceiling Lining	Fibreboard		Negative						A5			
3277	ART55	Entrance Gable Ends	Fibreboard		Negative						A5			
3278	ART61	Entrance Eave Lining	Fibreboard		Negative						A5			
3280	21880-19	Southern Wall Cladding	Fibreboard		Negative						A5			
3289		Electrical Box Eastern Wall	Timber		Not Suspect						A5			
3282	ART60	Storeroom Adjacent Playground Wall Cladding	Fibreboard		Negative						A5			

Internal														
3281		Linoleum Throughout	Grey Linoleum		Not Suspect						A5			
3284	21880-20	Children's Toilet #1 Wall Cladding	Fibreboard		Negative						A5			
3285	ART58	Children's Toilet #2 Wall Cladding	Fibreboard		Negative						A5			
3286	ART59	Laundry Wall Cladding	Fibreboard		Negative						A5			
3287	ART57	Disabled Toilet Wall Cladding	Fibreboard		Negative						A5			
3288	ART56	Staff Toilet Wall Cladding	Fibreboard		Negative						A5			
3289	ART45	Kitchen Wall Cladding	Fibreboard		Negative						A5			
3283		Kitchen Linoleum	Green Linoleum		Not Suspect						A5			
3393	ART44	Office Wall Cladding	Plasterboard		Negative						A5			

6. Risk Matrix

Reference Number		Reference number as per the Asbestos Database, may also be used to label the floorplan (If no number is identified then a generic number is to be created on spot)
Sample number		Sample number from previous reports that are available
Int / Ext Floor Specific Location		Detail where in the building the material is referring too. (eg. southern wall male bathroom)
Material Type		Details what type of material it is (eg. fibre cement sheeting, Plasterboard)
Extent		Detail how many square metres are present
Analysis		Detail what type of asbestos is present (Chrysotile, Amosite or Crocidolite)
Variable	**Score**	**Example of Score**
Accessibility		
Accessible	2	The material is located in frequently accessible areas with potential for disturbance or the material is prone to mechanical disturbance due to routine building activity and/or maintenance
Non-Accessible	1	Routine accessibility is unlikely to cause significant deterioration, the material is located in areas with minimal or no disturbance potential or the material is adequately sealed
Condition		
Good	1	• Firmly bonded • Painted or sealed • Without visible cracks or damage • Without associated debris • Without weathering or deterioration
Fair	2	• Unpainted or unsealed • Subject to minor or infrequent weathering • Friable but encapsulated (e.g. pipe lagging wrapped in plastic) • Without significant visual damage or deterioration (e.g. minor cracks or frayed edges
Poor	3	• Un-bonded • Unstable • Significant damage • Friable and damaged • Fire damaged • Visible debris • Material is inaccessible • Area or room is inaccessible but it is assumed to have ACMs within it
Friability of Asbestos		
Friable	3	Detail the classification of the asbestos
Non-Friable	1	
Surface Treatment		Refers to whether or not the material is encapsulated with a sealant such as paint, wall paper, etc. concealing its exposed surfaces.
Sealed	1	Enclosed sprays/lagging/board. (painted or encapsulated with no exposed edges)
Partially Sealed	2	Bare ACM or encapsulated lagging/spray. (Partially painted or encapsulated)
Unsealed	3	Unsealed lagging/spray/loose asbestos. (no evidence of paint or encapsulation methods used)

Risk Assessment

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Risk Category	Fibre Release Potential
10 or higher	A1	High
8 – 9	A2	Medium
6 – 7	A3	Low
5 or lower	A4	Very Low
Nil	A5	No Risk

Risk Category	Control Descriptor / Control Action
A1	**(CA02) Restrict Access & Remove as Reasonably Practicable** • 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
A2	**(CA01) Enclose, Encapsulate or Seal by Licensed Contractor - Re Inspect Periodically** • Damaged material in reasonably accessible areas • Poorly bonded to substrate, with bonding achievable. • Possibility of disturbance through contact • Possibility of deterioration through weathering
A3	**(CA06) Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors , Re Inspect Periodically** • 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
A4	**(CA04) No remedial Action Re Inspect Periodically** • Firmly bonded to substrate and readily visible for inspection • Inaccessible and fully contained • Stable and damage unlikely
A5	**(CA05) No Action Required - No ACM Identified** • ACM incident cleared

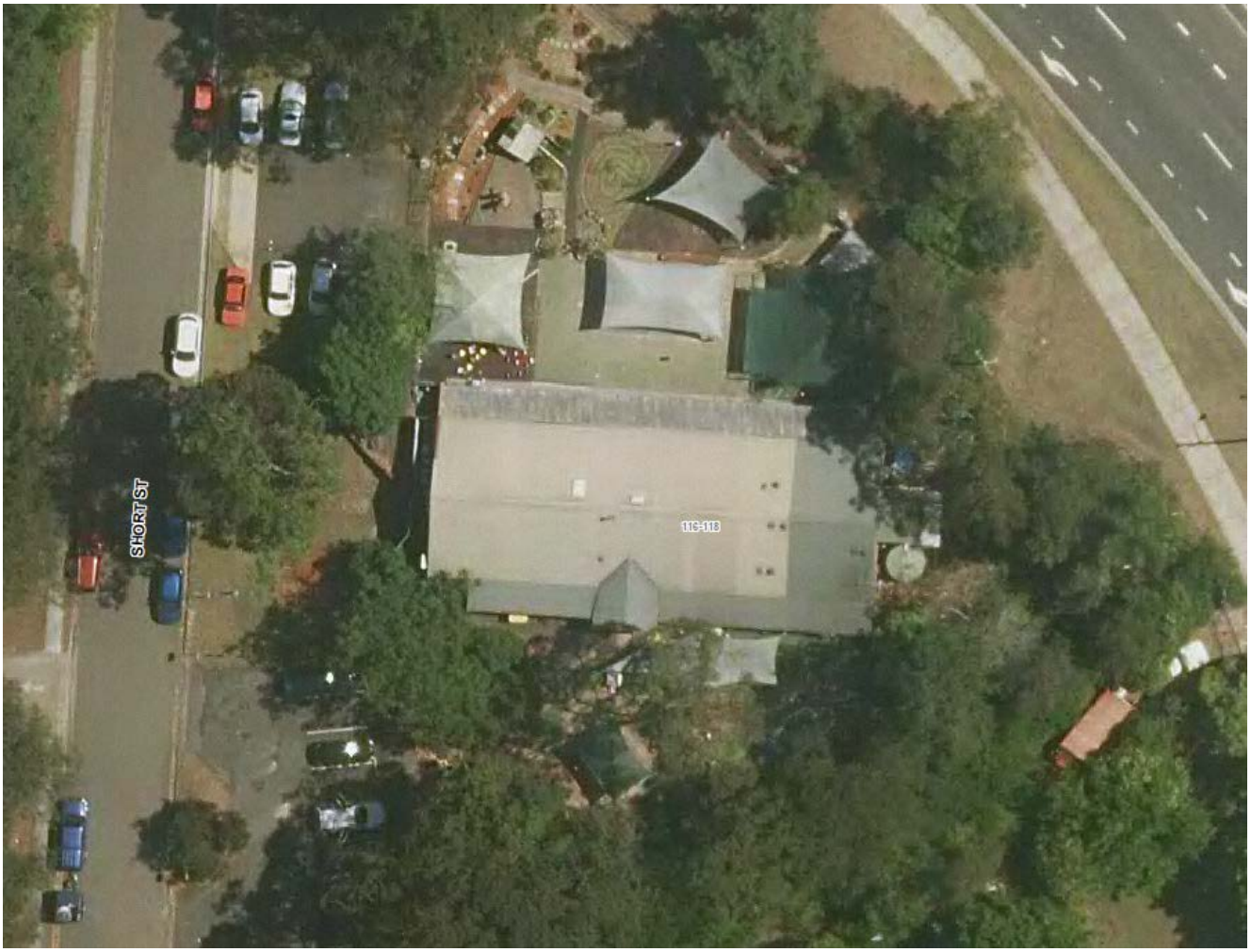
Labels Affixed	
Yes	Labels are present on the asbestos
No	No labels are present on the asbestos
Additional comments	Refers to any other relevant comments that may assist with the future management of the material. You may make reference to lifting all picture frames whilst completing inspection.
Next Inspection Due date	Maximum 5 Year from current inspection date

7. Risk Assessment for Land and Built Assets

Risk Assessment Criteria for Land and Built Assets			
Question	Risk Assessment Criteria		
1.1	Identified Risk – Is the site known to council as a risk?	1 = Yes	☐
		5 = No	☒
1.2	Addressed Risk - Have we had a competent assess the site?	1 = No	☐
		2 = Yes	☒
1.3	Scale of ACM Risk - How much Asbestos material has been identified?	1 = More than 50m2	☐
		2 = 50m2 or less	☐
		3 = Greater than 10m2	☐
		4 = Less than 10m2	☐
		5 = No asbestos found / Asbestos incident cleared	☒
1.4	Condition	1 = Friable or High damage or deterioration of material (visible asbestos debris).	☐
		2 = Medium damage significant breakage of materials.	☐
		3 = Low Damage a few scratches or surface marks, broken edges on boards, tiles etc.	☐
		4 = Good condition: no visible damage.	☐
		5 = No asbestos found / Asbestos incident cleared	☒
1.5	Initial Risk Resolution	1 = No Clearance Certificate located	☐
		2 = Encapsulation Certificate – Friable	☐
		3 = Encapsulation Certificate – Non Friable	☐
		4 = Clearance Certificate – Partial Lot	☐
		5 = Clearance Certificate – Full Lot	☒
1.6	Residual Risk – how likely are future finds going to occur.	1= Almost Certain	☐
		2 = Likely	☐
		3 = Possible	☐
		4 = Unlikely	☐
		5 = Rare	☒

2.1	Accessibility - Can the site be easily accessed?	1 = Almost Certain	☒
		2 = Likely	☐
		3 = Possible	☐
		4 = Unlikely	☐
		5 = Rare	☐
2.2	Usage of the site.	1 = Extreme	☐
		2 = High	☒
		3 = Medium	☐
		4 = Low	☐
		5 = Rare	☐
2.3	Proximity - How close is the site to private land?	1 = within 10 metres of private land	☒
		2 = over 10 metres from private land	☐
		3 = within 50 metres of private land	☐
		4 = over 50 metres from private land	☐
		5 = over 100 metres from private land	☐

Appendix A (Map)



Appendix C (Asbestos Control Log)

To comply with the *Work health and Safety Regulation 2017,* all actions taken to control asbestos (removed from, or disturbed, sealed or enclosed) must be recorded in the table below.

Name	Company	Date	Works undertaken	Reference number
Brian Ashton	BMCC (ART)	14-6-2019	Asbestos Register Review	18/138557

JMB Environmental Consulting Pty Ltd
15/77-79 Bourke Road, Alexandria, NSW 2015
P:02 9545 6017
E: lab @jmbec.com.au
W: jmbec.com.au
ABN: 92 168 286 600

Certificate of Analysis – Asbestos Identification

REPORT NUMBER : 19365EurokaBlaxland02072019AID

CLIENT :	Blue Mountains City Council	**JOB NUMBER :**	19365 - Euroka Blaxland
CLIENT CONTACT :	Jason Adams	**DATE RECEIVED :**	02/07/2019
CLIENT REFERENCE :	Euroka Blaxland	**DATE ANALYSED :**	02/07/2019
CLIENT EMAIL :	jadams@bmcc.nsw.gov.au	**REPORT DATE :**	02/07/2019
CLIENT TELEPHONE :	0413 334 101	**SAMPLE DATE :**	29/06/2019

Test method:

Asbestos fibre qualitative determination in bulk & soil samples at JMB Environmental Consulting Pty Ltd (JMBEC) laboratory, is conducted by polarised light microscopy, in conjunction with the dispersion staining technique. The strategies and methods used are as per AS4964(2004) and In-house SOP JMBEC D123. All results of the tests, calibrations, and records are traceable to the Australian/national standard. Accredited for compliance with ISO/IEC 17025 - Testing. NATA accreditation number 19564

SAMPLE REFERENCE	LABORATORY REFERENCE	SAMPLE INFORMATION	SAMPLE DIMENSIONS (mm) / WEIGHT (g)	ANALYTICAL RESULT
ART 55	19365 - Euroka Blaxland-ART 55	Compressed Board	0.20	NAD, ORG
ART 56	19365 - Euroka Blaxland-ART 56	Compressed Board	0.10	NAD, ORG
ART 57	19365 - Euroka Blaxland-ART 57	Compressed Board	0.70	NAD, ORG
ART 58	19365 - Euroka Blaxland-ART 58	Cement Debris	0.10	NAD, ORG
ART 59	19365 - Euroka Blaxland-ART 59	Cement Material	0.20	NAD, ORG
ART 60	19365 - Euroka Blaxland-ART 60	Cement Debris	0.20	NAD, ORG
ART 61	19365 - Euroka Blaxland-ART 61	Cement Material	0.10	NAD, ORG

Legend:

NAD:	No asbestos detected
NADRL:	No asbestos found, at the reporting limit (0.1 g/kg / 0.01%)
CHR:	Chrysotile asbestos detected
AMO:	Amosite asbestos detected
CRO:	Crocidolite asbestos detected
ORG:	Organic fibre detected
SMF:	Synthetic mineral fibre detected
UMF:	Unknown mineral fibre detected

NATA
WORLD RECOGNISED ACCREDITATION

Approved analyst
Name : Imran Javed
Signature :

Approved Signatory
Name : James Breslin
Signature :

Glossary and notes:
- AS4964 recommends minimum sample sizes for all materials. In particular, soil sample volume is 50-100ml (approximately 50 to 250g). It is the sampling party's responsibility to meet this recommendation.
- Other analytical reporting limits outside of mentioned scope is not cover by NATA accreditation; such as NEPM WA.
- JMBEC require receipt of all samples under a chain of custody, however JMBEC accept no responsibility for the sampling method/location/transportation or packaging of samples from external sources.
*- *No asbestos detected by Polarized Light Microscopy in conjunction with Dispersion staining techniques. The client is advised to obtain a further result from an independent confirmatory analytical technique due to the nature of sample, e.g. scanning electron microscopy (SEM).*

JMB Environmental Consulting Pty Ltd
15/77-79 Bourke Road, Alexandria, NSW 2015
P:02 9545 6017
E: lab @jmbec.com.au
W: jmbec.com.au
ABN: 92 168 286 600

Certificate of Analysis – Asbestos Identification
REPORT NUMBER : 19320Blaxland18062019AID

CLIENT :	Blue Mountains City Council	**JOB NUMBER :**	19320 - Blaxland
CLIENT CONTACT :	Jason Adams	**DATE RECEIVED :**	18/06/2019
CLIENT REFERENCE :	Eurolka Blaxland	**DATE ANALYSED :**	18/06/2019
CLIENT EMAIL :	jadams@bmcc.nsw.gov.au	**REPORT DATE :**	18/06/2019
CLIENT TELEPHONE :	0413 334 101	**SAMPLE DATE :**	14/06/2019

Test method:

Asbestos fibre qualitative determination in bulk & soil samples at JMB Environmental Consulting Pty Ltd (JMBEC) laboratory, is conducted by polarised light microscopy, in conjunction with the dispersion staining technique. The strategies and methods used are as per AS4964(2004) and In-house SOP JMBEC D123. All results of the tests, calibrations, and records are traceable to the Australian/national standard. Accredited for compliance with ISO/IEC 17025 - Testing. NATA accreditation number 19564

SAMPLE REFERENCE	LABORATORY REFERENCE	SAMPLE INFORMATION	SAMPLE DIMENSIONS (mm) / WEIGHT (g)	ANALYTICAL RESULT
ART 44	19320 - Blaxland-ART 44	Cement Debris	0.50	NAD, ORG
ART 45	19320 - Blaxland-ART 45	Cement Material	0.60	NAD, ORG

Legend:

NAD:	No asbestos detected
NADRL:	No asbestos found, at the reporting limit (0.1 g/kg / 0.01%)
CHR:	Chrysotile asbestos detected
AMO:	Amosite asbestos detected
CRO:	Crocidolite asbestos detected
ORG:	Organic fibre detected
SMF:	Synthetic mineral fibre detected
UMF:	Unknown mineral fibre detected

NATA
WORLD RECOGNISED ACCREDITATION

Approved analyst
Name : Imran Javed
Signature :

Approved Signatory
Name : Rob Whitehouse
Signature :

Glossary and notes:
- AS4964 recommends minimum sample sizes for all materials. In particular, soil sample volume is 50-100ml (approximately 50 to 250g). It is the sampling party's responsibility to meet this recommendation.
- Other analytical reporting limits outside of mentioned scope is not cover by NATA accreditation; such as NEPM WA.
- JMBEC require receipt of all samples under a chain of custody, however JMBEC accept no responsibility for the sampling method/location/transportation or packaging of samples from external sources.
*- *No asbestos detected by Polarized Light Microscopy in conjunction with Dispersion staining techniques. The client is advised to obtain a further result from an independent confirmatory analytical technique due to the nature of sample, e.g. scanning electron microscopy (SEM).*

AIRSAFE

PROJECT: Blue Mountains City Council **JOB NO:** 21880

Sample No	Location/Reference	Sample Description	Asbestos ID - Material
21880-1	Blackheath Pool - Cottage/Office - External - awnlnA llnlna	20x10x4mm fibrous cement sheet fraAment	Chrysotlle asbestos detected
21880-2	Blackheath Pool - Cottage/Office - External - external wall claddlnA	7x5x2mm fibrous cement sheet fraAment	Chrysotile asbestos detected
21880-3	Blackheath Pool - Cottage/Office - External -Window Frames -window outtv	40x9x4mm mastic fragment	No asbestos detected
21880-4	Blackheath Early Childhood Centre - External - eave llnlnQs	5x2x1mm fibrous cement sheet fraament	Chrysotile asbestos detected
21880-5	Blackheath Early Childhood Centre - External - Eastern Bay Windows (waiting room) - shlnales above	12x6x5mm fibrous cement sheet fragment	Chrysotile asbestos detected
21880-6	Blackheath Early Childhood Centre - External - window frames - window outtv	17x12x7mm mastic fragment	No asbestos detected
21880-7	Blackheath Early Childhood Centre - Internal - Entrance Room - vinyl floor tiles	25x16x3mm brown vinyl floor tile fraiment	Chrysotlle asbestos detected
21880-8	Blackheath Shelter Shed (Near Crossing) - External - Roof shlnales	43x18♦5mm fibrous cement sheet fraament	Chrysotlle asbestos **detected**
21880-9	Blackheath Shelter Shed (Near Crossing) - External - celling llnlng	4x2x1 mm fibrous cement sheet fragment	Chrysotlle asbestos detected Crocidolite asbestos detected
21880-10	Blaxland Community Centre/Library - External - brick external walls - expansion lolnts (red brick areas)	10x9x4mm mastic fragment	No asbestos detected
21880-11	Blaxland Community Centre/Library - External - timber cladding external walls - exoanslon lolnts	26x10x5mm mastic fragment	Chrysotlle asbestos detected
21880-12	Blaxland Community Centre/Library - External - Library - Infill panels beneath windows	4x3x1mm fibreboard fragment	Chrysotlle asbestos detected roraanlc fibres detected]
21880-13	Blaxland Community Centre/Library - Internal - Hall - Meeting Room - middle store - ceillna llnlnii	5x4x2mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-14	Blaxland Community Centre/Library - Internal - Hall - Meeting Room - cupboard - casket within pipework	12x3x3mm bituminous gasket fragment fragment	No asbestos detected [Organic fibres detected]
21880-15	Blaxland Community Centre/Library - Internal - Community Centre - Sub-floor - debris on around surface	40x26x4mm fibreboard fragment	No asbestos detected [Organic fibres detected)
21880-16	Blaxland Community Centre/Library - Internal - Community Centre - Sub-floor - stack of tiles	160x38x7mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-17	Blaxland Cor:nmunity Centre/Library - Internal -Library -Sub-floor -debris on around surface	103x100x5mm fibrous cement sheet fragment	Chrysotlle asbestos detected
21880-18	Euroka Childcare Centre -External -Entrance -ceiling lining	2x2x1 mm fibreboard fraament	No asbestos detected fOraanic fibres detected]
21880-19	Euroka Childcare Centre -External - Southern external wall cladding	7x4x2mm fibreboard fragment	No asbestos detected roraanic fibres detected]
21880-20	Euroka Childcare Centre - Internal - Childrens Toilets - internal wall cladding	10x3x3mm fibreboard fragment	No asbestos detected [Oraanic fibres detected]

ACCREDITATION

Accredited for compliance with ISO/IEC 17025.
NATA accredited laboratory 2959.
This report must not bereproduced except Infull.

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8. Inaccessible Areas

The areas detailed below should be assumed to be contaminated with elevated levels of asbestos.

NIL

Controls for contaminated dust to be managed in-situ must be applied in these areas, and any vents, cracks or holes that connect the occupied space into the ceiling cavity should be sealed upon identification.

Should hazardous/potentially hazardous materials be identified during renovation and/or demolition activities, material must be sampled for expert identification and further advice.

9. Risk Assessment Criteria

It is a legal requirement to identify hazards in the workplace. An assessment of the potential risk of harm to health and safety arising from the identified hazards must also be undertaken. Such a risk assessment assists in identifying and selecting appropriate management options.

Risk levels associated with the identified hazardous building materials have been assessed using the following criteria:

- Product type;
- Extent of damage or deterioration;
- Surface treatment; and
- Asbestos type.

The results of the risk assessment are documented in the Asbestos Register (Section 5). Appropriate management options have been selected on the basis of the level of risk determined for each hazardous material identified.

10. Control Options

The following hierarchy of controls should be consulted when implementing control measures to eliminate the risks arising from hazardous materials.

- Elimination/removal;
- Isolation/enclosure/sealing;
- Engineering Controls;
- Safe Work Practices (administrative controls); and
- Personal Protective Equipment.

A combination of these controls may be required in order to manage hazardous materials.

In consideration of the Hierarchy of Controls, preferential consideration must be given to removing hazardous materials during renovation, refurbishment and maintenance activities etc. where removal is practicable.

Areas of a workplace that contain ACM including plant, equipment and components should be signposted with appropriate warning signs to ensure that hazardous materials are not unknowingly disturbed without the correct precautions being implemented.

Signage should be placed at all entrances to the work areas where ACM is present and must conform to Australian Standard 1319-1994 *Safety Signs for the Occupational Environment*. The number of labels and the location of signage are to be determined by a competent person and may take into consideration the usage of areas and public access.

11. Responsibilities

Responsibilities of parties involved in the management of ACM are detailed below. It must be noted that this is not an exhaustive list and reference must be made to pertinent legislation, Codes of Practice and standards identified in **Section 16**.

I. Controller of Premises

Under *Work Health and Safety Regulation 2011,* management responsibilities and workplace obligations fall upon the following groups:

- Person in Control of Business or Undertaking (PCBU).
- Person with Management or Control (PWMC).
- Person Carrying out Demolition or Refurbishment Work.
- Under the Work Health and Safety Regulations 2011, the above mentioned group must:
- Identify any foreseeable hazard arising from the premises that has the potential to harm the health or safety of any person accessing, using or egressing from the premises.
- Identify hazards arising from the layout and condition of the premises and the presence of materials containing asbestos.
- Ensure that hazards are identified during any design of the premises and before the premises are provided for use as a place of work.
- Assess the risk of harm to the health or safety of any person arising from a hazard.
- Eliminate or control any risk to the health or safety of any persons accessing, using or egressing the premises that arise from the premises.
- Ensure all measures adopted to eliminate or control risks are properly used and maintained.
- Review risk assessments.
- Provide other persons with the information necessary to fulfil their responsibilities in identifying hazards and assessing, eliminating and controlling the associated risks.
- Provide employers with information on foreseeable hazards, assessments of risks that have not been eliminated by the controller, risk control measures and any measures an employer may need to adopt to control risk.

II. Special Responsibilities - Asbestos

Under the Code of Practice *How to Manage and Control Asbestos in the Workplace 2011* persons with control of premises used as a workplace have a duty of care to:

- Develop, implement and maintain an Asbestos Management Plan.
- Investigate the premises for the presence/possible presence of asbestos containing materials. This responsibility may not be abdicated to the Contractor.
- Develop and maintain a register of identified asbestos containing materials, including details of the location and condition of asbestos materials, risk assessments and control measures.
- Assess the condition of any asbestos containing materials that are found and the associated asbestos risks.
- Develop measures to remove asbestos materials or minimise the risks and prevent exposure.
- Ensure control measures are implemented as soon as possible and are maintained as long as asbestos materials remain in the workplace.
- Consult with any person who may be affected by the presence of asbestos materials (e.g. building occupants, neighbours and/or all relevant contractors).

The *Work Health and Safety Regulations 2011* and Safe Work Australia Codes of Practice require full consultation, information-sharing and involvement by everyone in the workplace (including employers, workers, contractors and others) throughout the process of identifying asbestos materials, developing an Asbestos Materials Management Plan, assessing risks and developing and implementing control measures.

Under the Code of Practice *How to Safely Remove Asbestos 2011* any person with control who commissions asbestos removal is responsible for the following:

- Ensuring an asbestos removalist carries out the removal of asbestos containing materials.
- Nominating person(s) to liaise with the asbestos removalist.
- Requesting asbestos removal licence details from the asbestos removalist if such a licence is required for the removal being undertaken.
- Establishing an Asbestos Register before asbestos removal commences.
- Providing the asbestos removalist with a copy of the site Asbestos Register before removal commences.

If asbestos containing materials are to be removed, the Code of Practice *How to Safely Remove Asbestos 2011* requires full consultation, information sharing and involvement by everyone in the workplace, including employers, workers and contractors at each step of the removal process using established consultative mechanisms. Persons in adjoining properties that might also be affected by the removal must also be consulted.

III. Employers

Under the *Work Health and Safety Regulations 2011* employers must take reasonable care to identify any foreseeable hazard that may arise from the conduct of the employers undertaking and that has the potential to harm the health or safety of an employee or any other person legally at the employer's place of work. In particular the employer must take reasonable care to identify hazards arising from, but not limited to, work practices and work systems, repair, maintenance, dismantling and disposal of plant, hazardous substances and the presence of hazardous materials installed in a place of work, the condition of a place of work and the physical working environment including exposure to a contaminated atmosphere.

An employer must ensure that effective procedures are in place and implemented to identify hazards including, but not limited to, those present immediately prior to using the premises for the first time as a place of work, before and during the installation, erection, commissioning or alteration of plant in a place of work and whilst work is being carried out.

An employer must assess the risk of harm to the health or safety of an employee of the employer, or any other person legally at the employer's place of work, arising from any hazard identified.

An employer must eliminate any reasonably foreseeable risk to the health or safety of an employee of the employer, or any other personal legally at the employer's place of work, that arises from the conduct of the employers undertaking. If it is not reasonably practicable to eliminate the risk, the employer must control the risk.

An employer must ensure that all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.

An employer must ensure that each new employee receives induction training that covers, but is not limited to, workplace arrangements for management of occupational health and safety, health and safety procedures relevant to the employee including the use and maintenance of risk control measures, and accessing health and safety information required under the *Work Health and Safety Regulations 2011.*

Particular provisions also apply to construction processes where hazardous materials exposure may occur and lead processes (refer to the *Work Health and Safety Regulations 2011*).

IV. Employees & Contractors

Under the *Work Health and Safety Regulations 2011* an employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work. An employee must also, while at work, cooperate with his or her employer or other person so far as is necessary to enable compliance with any requirement under the *Work Health and Safety Act 2011* or *Regulations* imposed in the interests of health, safety and welfare on the employer or any other person.

Employees and contractors must not carry out any work that may disturb ACM without referring to the site **Asbestos Register** and **Asbestos Management Plan**.

V. Asbestos Consultant

The Asbestos Consultant is a competent person with appropriate qualifications, training and experience in the identification, assessment and management of asbestos materials.

The Consultant is to act as an independent advisor to the Site Manager and /or Property Owner on issues relating to the identification, assessment, management and control of ACM.

This Consultant's duties may include:

- Inspection, sampling and analysis of suspected asbestos containing materials.
- Assessing the risks posed by the identified asbestos containing materials.
- Developing appropriate procedures and controls for on-site management or removal of asbestos containing materials.
- Providing staff training sessions and/or site induction manuals.
- Preparing a technical specification (i.e. Scope of Works Report or Work Plan) for asbestos containing remediation projects.
- Tendering hazardous materials remediation projects.
- Providing technical supervision and monitoring during asbestos containing remediation.
- Conducting clearance inspections after asbestos remediation.
- Updating the sites Asbestos Register and Management Plan.

The Consultant is required to hold adequate and appropriate insurances for the work undertaken.

VI. Asbestos Removalists

The Asbestos Removalist Contractor must be a competent person with appropriate qualifications, training and/or experience in remediation of ACM. The Contractor is to hold appropriate licences and adequate insurances for the work undertaken.

The Contractor's operatives should complete and sign appropriate Risk Assessments and Safe Work Method Statements prior to work commencing.

All asbestos remediation conducted by the Contractor should comply with the requirements specified in the regulatory framework (refer to **Section 16**) and the Consultants technical specification (i.e. Scope of Works Report/Work Plan) for hazardous materials abatement.

The Contractor should develop a site specific Asbestos Removal Control Plan in consultation with their client before commencing any Hazardous Materials work. The client should receive a final copy of this plan.

The asbestos removalist must hold an appropriate asbestos removal license before being permitted to remove asbestos containing material. A Class A (friable) license is required for friable asbestos removal and a Class B (non-friable) license is required for non-friable asbestos removals >10 m^2. The removalist must provide their license details to their clients. Other requirements include:

- For friable asbestos removal, and removal of >10 m^2 of non-friable asbestos, permission to proceed with removal must be obtained from Safework NSW prior to any work commencing.
- Asbestos removal operatives to complete appropriate Risk Assessments and Safe Work Method Statements prior to work commencing.
- The asbestos removalist to develop a site specific asbestos removal control plan in consultation with their client before commencing any asbestos removal work. The client should receive a final copy of this plan.
- The Asbestos Removalist to ensure the removal is adequately supervised and carried out by competent persons in a safe manner.

12. Awareness & Training

Workers, contractors and any other persons on site who may be exposed to friable ACM as a result of undertaking activities on the premises must be provided with full information on the health and safety consequences of exposure to fibrous materials and appropriate control measures. The provision of this information must be recorded.

Information and training must be provided to persons who may be exposed to asbestos fibres in the workplace including workers, contractors and others. The training may include the following:

- The purpose of the training.
- The health risks associated with the ACM.
- Types, uses and likely occurrence of ACM in workplace.
- Roles and responsibilities of the trainee under the Asbestos Management Plan.
- Location, access and use of the site Asbestos Register.
- Timetable for removal/remediation of hazardous materials.
- Process and procedures required to eliminate exposure.
- Maintenance and control measures, personal protective equipment and work methods required to minimise hazardous material risk including potential contamination of other areas.
- Control levels and exposure standards for hazardous materials.
- The purpose of any air monitoring or health surveillance undertaken.

13. Signage

NSW Work Health and Safety Regulation 2017 R422, 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 must be labelled and ensure 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.

14. Review

This Asbestos Management Plan must be reviewed whenever the Asbestos Register is reviewed. These reviews must assess all asbestos material management processes and their effectiveness.

The site Asbestos Register, including any risk assessments, must be reviewed every 5 years from date of creation or earlier where a risk assessment indicates the need or ACM has been removed and/or disturbed. Visual inspection of asbestos materials must be included in any review of the Asbestos Register.

Risk assessments should be reviewed regularly in accordance with pertinent legislation and regulation and whenever:

- there is evidence that a risk assessment is no longer valid;
- there is evidence that control measures are not effective;
- a significant change is proposed for the workplace or work practices/procedures relevant to the risk assessment;
- there is a change in the condition of the ACM; and
- ACM has been removed, enclosed or sealed.

Only competent persons may perform and revise risk assessments. A provisional timetable for review of risk assessments, the site Asbestos Register and Management Plan is outlined within document control section of this Asbestos Management Plan.

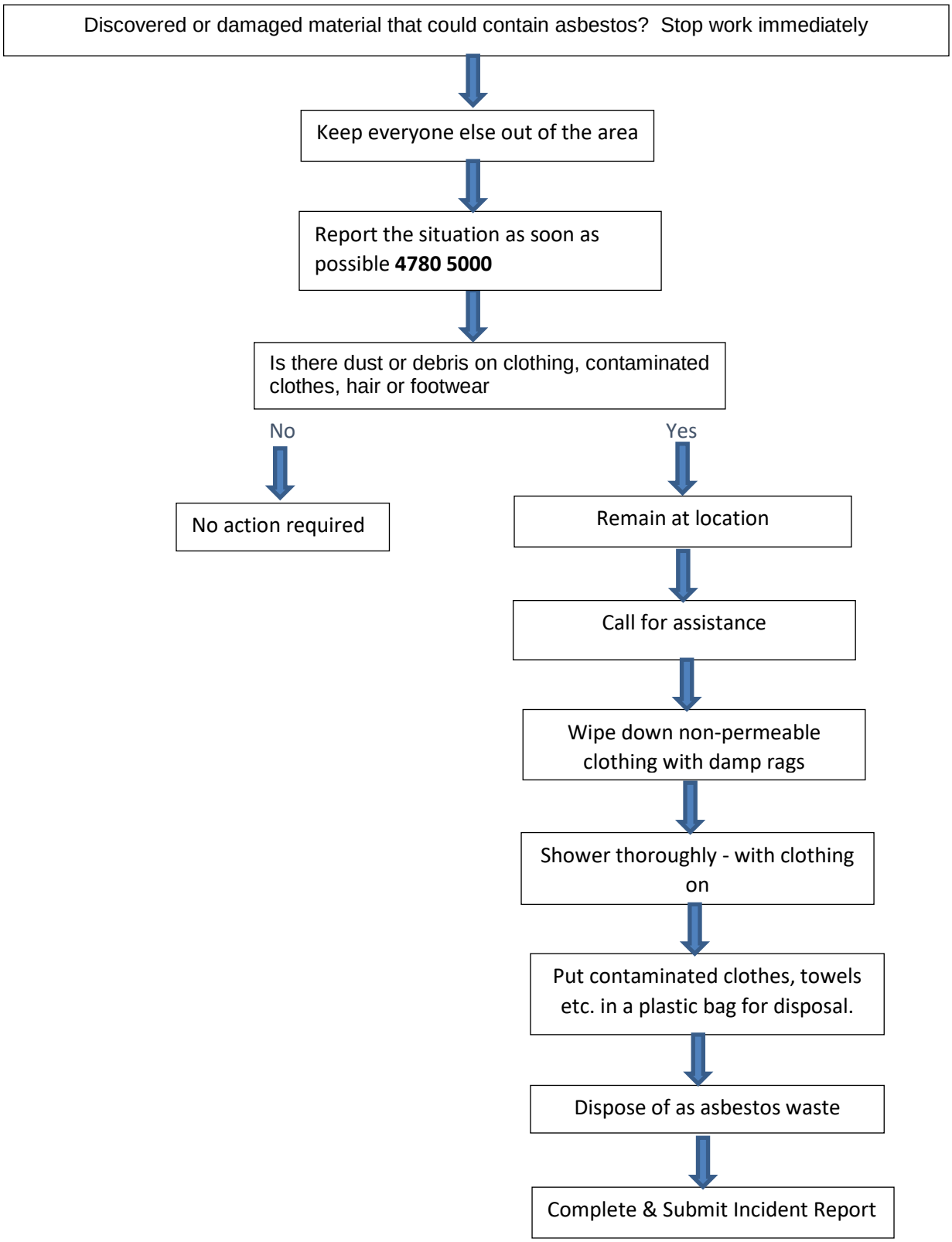
15. Emergency Procedures

If known or suspected ACM is damaged or otherwise disturbed, the procedure in **Figure 1** over the page) must be followed in full.

In summary, the procedure is:

- stop work immediately,
- follow the chart,
- minimise the spread of contamination to other areas,
- keep risk of exposure as low as possible, and
- Immediately report incident to Council on 4780 5000.

Figure 1 Emergency Procedures Chart



16. Legislation, Codes & Standards

Workplace Health and Safety in NSW is regulated under the *Work Health and Safety Act 2011* and Work *Health and Safety Regulations 2017.* In addition a are number of related Codes of Practice, Standards and guidelines pertain to the management of asbestos materials.

Legislation

- Work Health and Safety (WHS) Act NSW (2011 [reviewed 2016]).
- WHS Regulation NSW 2017.
- Ozone Protection and Synthetic Greenhouse Gas Management Regulations NSW (1996 [amended 2016]).
- NSW Protection of the Environment Operations Act (1997).

Code of Practice

- Safework NSW (2016), How to Manage and Control Asbestos in the Workplace: Code of Practice.
- Safework NSW (2016), How to Safely Remove Asbestos: Code of Practice.

Standards

- AS/NZS4361.2 (2017) Guide to Lead Paint Management, Part 2: Residential and Commercial Buildings.
- National Occupational Health and Safety Commission (NOHSC):1012 (1994), National Standard for the Control of Inorganic Lead at Work.
- NOHSC: 1004 (1990), National Standard for Synthetic Mineral Fibres.
- AS 1319 (1994). Safety Signs for the Occupational Environment.
- AS/New Zealand Standard (NZS) 1716 (2003), Respiratory Protective Devices.
- AS/NZS 1715 (2009), Selection, Use and Maintenance of Respiratory Protective Devices.
- The Australian and New Zealand Environment Conservation Council (ANZECC, 1996), Polychlorinated Biphenyls Management Plan.
- Australian Commonwealth Government. (2015). Standard for the Uniform Scheduling of Medicines and Poisons, Section Seven/Appendix I: Paints or Tinters.
- AIOH Exposure Standards Committee (2016), Synthetic Mineral Fibres (SMF) and Occupational Hygiene Issues (3rd Edition).
- Australian Standard (AS) 4964 (2004) Method for the qualitative identification of asbestos in bulk samples.

17. Terms & Definitions

Term	Definition
Airborne asbestos	Fibres of asbestos small enough to be made airborne.
AMP	Asbestos Management Plan
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.
Asbestos Containing Material (ACM)	Any material or product containing asbestos.
Asbestos-Contaminated Dust or Debris (ACD)	Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.
Asbestos-Related work	Any work involving the removal or other disturbance of ACM
Asbestos Removalist	A person conducting a business or undertaking who carries out asbestos removal work.
Asbestos Removal Work	Work involving the removal of asbestos containing materials (ACM).
BMCC	Blue Mountains City Council
Competent Person	A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out specific tasks.
Duty Holder	A person who has a duty in relation to a matter under the NSW Work Health and Safety Act 2011.
In-Situ Asbestos	Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.
Friable Asbestos	ACM that may readily be crumbled, pulverised or reduced to a form where fibres may be freely released,
Licensed Asbestos Removal Work	Asbestos removal work carried out by a Class A or Class B licensed asbestos removalist.
Non-Friable Asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
NSW WHS Regulations	NSW *Work Health and Safety Regulations 2011*.
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
RTO	Registered Training Organisation
SOP	Safe Operating Practice

Term	Definition
Worker	People conducting work associated with council including employees, contractors, consultants, and volunteers (as defined by clause 7 of the *NSW WHS Act 2011.*
WHS	Work Health and Safety