

# 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](mailto: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](mailto:council@bmcc.nsw.gov.au).



Lawson Tennis Clubhouse

# **Asbestos Register & Management Plan**

## Asbestos Register and Management Plan

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Lifespan:	5 years or following legislative change	Responsible Directorate/Group:	Economy Place & Infrastructure/Property and Commercial Services
Next review:	5 years from adoption	Contact Position:	Program Leader Hazardous Materials Team

### DOCUMENT CONTROL

DOCUMENT NO.	DATA ENTRY		APPROVED & AUTHORISED	
	DATE	PERSONNEL	DATE	PERSONNEL
Queens Oak Park49830220 72022AMR	22/07/2022	BMCC	28/11/2022	Jason Adams

### PREVIOUS DOCUMENTATION

REPORT#	COMPANY	DATE
18/241739	Airsafe	29/10/2015

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# 1. Executive Summary

Blue Mountains City Council were commissioned by Blue Mountains City Council to conduct Asbestos Management Register for the building located at 28-32 Honour Avenue Lawson NSW 2783.

The update to the register was conducted on 28/11/2022, following removal of all asbestos items from the building.

NO ASBESTOS ITEMS IDENTIFIED.

## 2. Introduction

### I. Building Information

<b>ASSET #</b>	49830
<b>WORKPLACE NAME</b>	Lawson Tennis Clubhouse
<b>WORKPLACE ADDRESS</b>	28-32 Honour Avenue Lawson NSW 2783
<b>WORKPLACE DESCRIPTION</b>	Clubhouse
<b>APPROXIMATE AGE</b>	<2003

### II. Scope of Works

<b>REPORT TYPE</b>	Asbestos Management Register
<b>THE CLIENT</b>	Blue Mountains City Council
<b>AREA COVERED BY THE SCOPE</b>	Clubhouse
<b>LEAD SURVEYOR</b>	BMCC
<b>ASSISTANT SURVERYOR</b>	-
<b>INSPECTION DATE</b>	22/07/2022

This Asbestos Management Plan has been developed by [Blue Mountains City Council](#) and in full accordance with NSW Work Health & Safety Regulation 2017 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*

The materials identified in this report have been assessed, given a Risk Category as outlined below and must be managed in full accordance with the Asbestos Management Plan.

Risk Category	Control Descriptor
A1	<b>Restrict Access &amp; Remove</b>
	<ul style="list-style-type: none"> <li>• Friable or poorly bonded to substrate, located in accessible areas.</li> <li>• Severely water damaged or unstable</li> <li>• Further damage or deterioration likely</li> <li>• Asbestos debris and stored asbestos in reasonably accessible areas</li> </ul>
A2	<b>Enclose, Encapsulate or Seal by Licensed Contractor - Re-Inspect Periodically</b>
	<ul style="list-style-type: none"> <li>• Damaged material in reasonably accessible areas</li> <li>• Friable or poorly bonded to substrate, with bonding achievable.</li> <li>• Possibility of disturbance through contact</li> <li>• Possibility of deterioration through weathering</li> </ul>
A3	<b>Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors, Re-Inspect Periodically</b>
	<ul style="list-style-type: none"> <li>• Asbestos debris or stored material in rarely accessed areas</li> <li>• Further disturbance or damage unlikely, other than during maintenance or service</li> <li>• Asbestos friction materials, gaskets and brake linings</li> </ul>
A4	<b>No remedial Action Re-Inspect Periodically</b>
	<ul style="list-style-type: none"> <li>• Firmly bonded to substrate and readily visible for inspection</li> <li>• Inaccessible and fully contained</li> <li>• Stable and damage unlikely</li> </ul>
A5	No Action Required - No ACM Identified

Should ACM be disturbed, the area must be isolated and an assessment by council's Competent Person or an independent assessment by an Occupational Hygienist or Licensed Asbestos Assessor must be undertaken and may coupled with airborne asbestos air monitoring.

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

### 3. How to use this report

This report is an **Asbestos Register (AR) and Asbestos Management Plan (AMP)** for the location specified at Section 2 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 2 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 How to manage and control asbestos in the workplace.

**The person with management or control of the workplace must ensure this AR and AMP is kept at the workplace and be readily accessible.**

**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 to Document Control on Page 2).**

All Asbestos Related works must be consulted with 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 Council **4780 5000**



## 4. Asbestos Register

### EXTERNAL - GF - EXTERIOR

#	REF #	HAZARD	RESULT	SPECIFIC LOCATION	MATERIAL	QUANTITIY	FRIABILITY	OVERALL RISK	ACTION CODE	TIMEFRAME	COMMENTS
1	-	Asbestos	No Asbestos Detected	Awning Lining	Fibre Cement Sheet	7 m <sup>2</sup>	Not Applicable	-	A5	5 Years	Asbestos removed - Trinitas clearance 20/09/22
2	-	Asbestos	No Asbestos Detected	Gable Ends	Fibre Cement Sheet	10 m <sup>2</sup>	Not Applicable	-	A5	5 Years	Asbestos removed - Trinitas clearance 20/09/22

### EXTERNAL - GF - SWITCHBOARD

#	REF #	HAZARD	RESULT	SPECIFIC LOCATION	MATERIAL	QUANTITIY	FRIABILITY	OVERALL RISK	ACTION CODE	TIMEFRAME	COMMENTS
3	-	Asbestos	No Asbestos Detected	Electrical Box Electrical Backing Board	Bituminous backing board	1 m <sup>2</sup>	Not Applicable	-	A5	5 Yearly Reinspection	Modern backing board replaced old one

**INTERNAL - GF - FEMALE TOILETS**

#	REF #	HAZARD	RESULT	SPECIFIC LOCATION	MATERIAL	QUANTITIY	FRIABILITY	OVERALL RISK	ACTION CODE	TIMEFRAME	COMMENTS
4	-	Asbestos	No Asbestos Detected	Ceiling Lining	Fibre Cement Sheet	6 m2	Not Applicable	-	A5	5 Yearly Reinspection	Asbestos removed - Trinitas clearance 20/09/22

**INTERNAL - GF - MAIN ROOM**

#	REF #	HAZARD	RESULT	SPECIFIC LOCATION	MATERIAL	QUANTITIY	FRIABILITY	OVERALL RISK	ACTION CODE	TIMEFRAME	COMMENTS
5	-	Asbestos	No Asbestos Detected	Ceiling Lining	Fibre Cement Sheet	32 m2	Not Applicable	-	A5	5 Years	Asbestos removed - Trinitas clearance 20/09/22

**INTERNAL - GF - MALE TOILETS**

#	REF #	HAZARD	RESULT	SPECIFIC LOCATION	MATERIAL	QUANTITIY	FRIABILITY	OVERALL RISK	ACTION CODE	TIMEFRAME	COMMENTS
6	-	Asbestos	No Asbestos Detected	Ceiling Lining	Fibre Cement Sheet	6 m2	Not Applicable	-	A5	5 Yearly Reinspection	Asbestos removed - Trinitas clearance 20/09/22

## 5. Risk Matrix

### III. Recommendation Action Codes

Following the risk assessment of building materials for asbestos containing material an action score is assigned for recommended best practice to control the risk presented by the material. The action score will be assigned according to the surveyor's assessment of the situation at the time of the survey.

The Overall Risk Assessment Score is a quantitative assessment determined by the sum of the scores based on the material assessment and the likelihood of exposure; i.e. Risk Score = Material Score + Location Score (out of as possible 18).

Overall Risk Assessment Score	Risk Category	Control Descriptor
14-18	A1	<b>Restrict Access &amp; Remove</b>
		<ul style="list-style-type: none"> <li>Friable or poorly bonded to substrate, located in accessible areas.</li> <li>Severely water damaged or unstable</li> <li>Further damage or deterioration likely</li> <li>Asbestos debris and stored asbestos in reasonably accessible areas</li> </ul>
9-13	A2	<b>Enclose, Encapsulate or Seal by Licensed Contractor - Re-Inspect Periodically</b>
		<ul style="list-style-type: none"> <li>Damaged material in reasonably accessible areas</li> <li>Friable or poorly bonded to substrate, with bonding achievable.</li> <li>Possibility of disturbance through contact</li> <li>Possibility of deterioration through weathering</li> </ul>
5-8	A3	<b>Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors, Re-Inspect Periodically</b>
		<ul style="list-style-type: none"> <li>Asbestos debris or stored material in rarely accessed areas</li> <li>Further disturbance or damage unlikely, other than during maintenance or service</li> <li>Asbestos friction materials, gaskets and brake linings</li> </ul>
0-4	A4	<b>No remedial Action Re-Inspect Periodically</b>
		<ul style="list-style-type: none"> <li>Firmly bonded to substrate and readily visible for inspection</li> <li>Inaccessible and fully contained</li> <li>Stable and damage unlikely</li> </ul>
	A5	No Action Required - No ACM Identified

Table 1 – Risk Scores and action codes

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.

#### **IV. Risk Assessment**

The risk assessment is explained, in table 1. The semi-quantitative risk assessment borrows elements from the materials risk assessment documented in HSG264: *Asbestos: The survey guide* – HSE and the priority risk assessment documented in HSG 227: *A comprehensive guide to Managing Asbestos in premises* – HSE, providing an element of quantification to the qualitative nature of site risk assessment.

Some of the elements of these well-documented risk assessments have been omitted. Most notably the asbestos type from the materials risk assessment, as all types of asbestos are listed by the International Agency for Research on Cancer (IARC) as Type 1 Carcinogens. In addition note the emittance of the maintenance activity from HSG 277. The reason being that human risk factors associated with maintenance activities are often difficult to assess in-situ and require detailed input from the Person in Control of a Business of Undertaking (PCBU).

The risk assessment then takes into account all other Hazardous materials and utilizes the similar algorithms to create a risk assessment for those materials.

An explanation of the material assessment and likelihood of exposure scores can be found in the further below.

## V. Materials Assessment

### Product Type

EXAMPLES OF MATERIALS – ASBESTOS	SCORE
Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)	1
Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt	2
Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing	3

Table 2 - Product Type (or debris)

### Extent of Damage

EXAMPLES OF MATERIALS - ASBESTOS	SCORE
Good condition: no visible damage	0
Low damage: a few scratches or surface marks; broken edges on boards, tiles etc	1
Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres	2
High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.	3

Table 3 - Extent of the Damage or Deterioration

### Surface Type

EXAMPLES OF MATERIALS - ASBESTOS	SCORE
Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles	0
Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc	1
Unsealed asbestos insulating board, or encapsulated lagging and sprays	2
Unsealed laggings and sprayed asbestos	3

Table 4 - Surface type or treatment

## VI. Likelihood of Disturbance

### Occupant Activity

EXAMPLE OF OCCUPANT ACTIVITY	SCORE
Rare disturbance activity (eg little used store room)	0
Low disturbance activities (eg office type activity)	1
Moderate disturbance activity (eg industrial or vehicular activity which may cause contact with ACMs)	2
High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)	3

Table 5 - Occupant Activity

### Likelihood of Disturbance

FREQUENCY OF DISTURBANCE	SCORE
Usually inaccessible or unlikely to be disturbed	0
Minimal likelihood for disturbance	1
Likely disturbance	2
Frequent disturbance	3

Table 6 - Likelihood of Disturbance

### Human Exposure Potential

FREQUENCY OF HUMAN EXPOSURE POTENTIAL	SCORE
Infrequent	0
Monthly	1
Weekly	2
Daily	3

Table 7 - Human Exposure Potential

## Appendix A (Site Plan - Map)



## Inaccessible Areas

All areas accessed as part of the survey.

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.



## 6. 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 14**.

### VII. Controller of Premises

Under *Work Health and Safety Regulation 2017*, 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 2017, 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.

### VIII. Special Responsibilities - Asbestos

Under the Code of Practice *How to Manage and Control Asbestos in the Workplace 2019* 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 2017* 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 2019* any person with control who commissions asbestos removal is responsible for the following:

- Ensuring only a trained 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.
- Obtain and review SWMS and ARCP if required before asbestos removal takes place.
- Monitoring asbestos controls proposed for the removal are implemented and maintained.
- Obtaining a clearance certificate from an independent competent person or LAA before the asbestos removal area is accessed.

If asbestos containing materials are to be removed, the Code of Practice *How to Safely Remove Asbestos 2019* requires consultation, 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.

## IX. Employers

Under the Work Health and Safety Regulations 2017, employers must take reasonable care to identify any foreseeable hazard that may arise from the conduct of the employer's 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 person legally at the employer's place of work, that arises from the conduct of the employer's 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 2017.

Particular provisions also apply to construction processes where hazardous materials exposure may occur and lead processes (refer to the Work Health and Safety Regulations 2017).

## **X. Employees & Contractors**

Under the Work Health and Safety Regulations 2017, 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

## **XI. 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.
- Issuing clearance certificates if satisfied the area is safe to reoccupy

- Updating the site's Asbestos Register and Management Plan.

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

## **XII. Asbestos Removalists**

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

The Contractor 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 12) and the Consultants technical specification (i.e. Scope of Works Report/ Work Plan) for hazardous materials abatement.

The Contractor must develop a site-specific Asbestos Removal Control Plan for licensed asbestos removal work in consultation with their workers and the client before commencing any asbestos removal work. The client should receive a final copy of this plan before work commences.

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

- For friable asbestos removal, and removal of >10m<sup>2</sup> of non-friable asbestos, confirmation that notification of the removal has been made to 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 only trained workers in a safe manner.

## 7. Awareness & Training

Workers, contractors and any other persons on site who may be exposed to ACM as a result of undertaking activities on the premises must be provided with 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 involved in asbestos removal work or asbestos related work in the workplace including workers, contractors and others. The training may include the following:

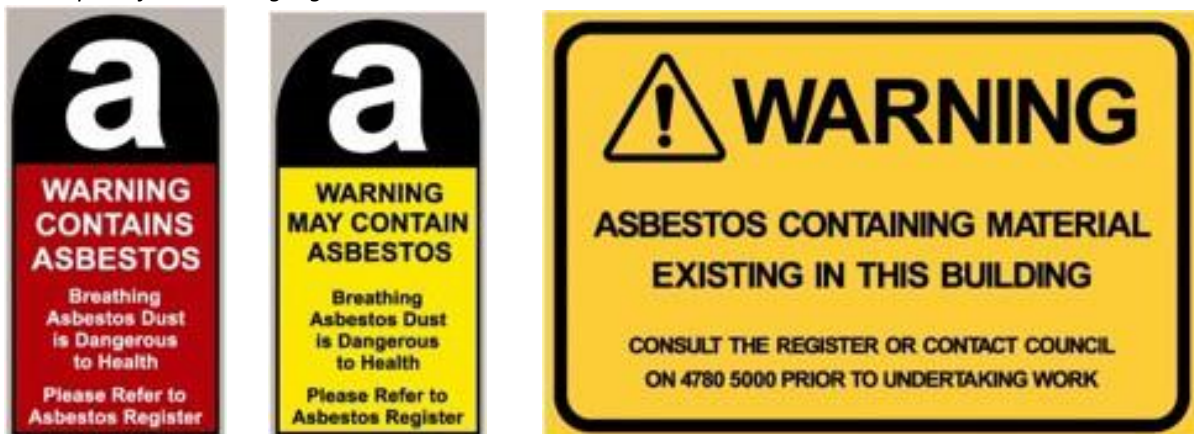
- The purpose of the training.
- The health risks associated with the ACM.
- Types, uses and likely occurrence of ACM in workplace.
- Roles and responsibilities of the trainee under the Asbestos Management Plan.
- Location, access and use of the site Asbestos Register.
- Timetable for removal/remediation 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.

## 8. 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.

*Examples of asbestos signage*



## 9. 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 the document control section of this Asbestos Management Plan.

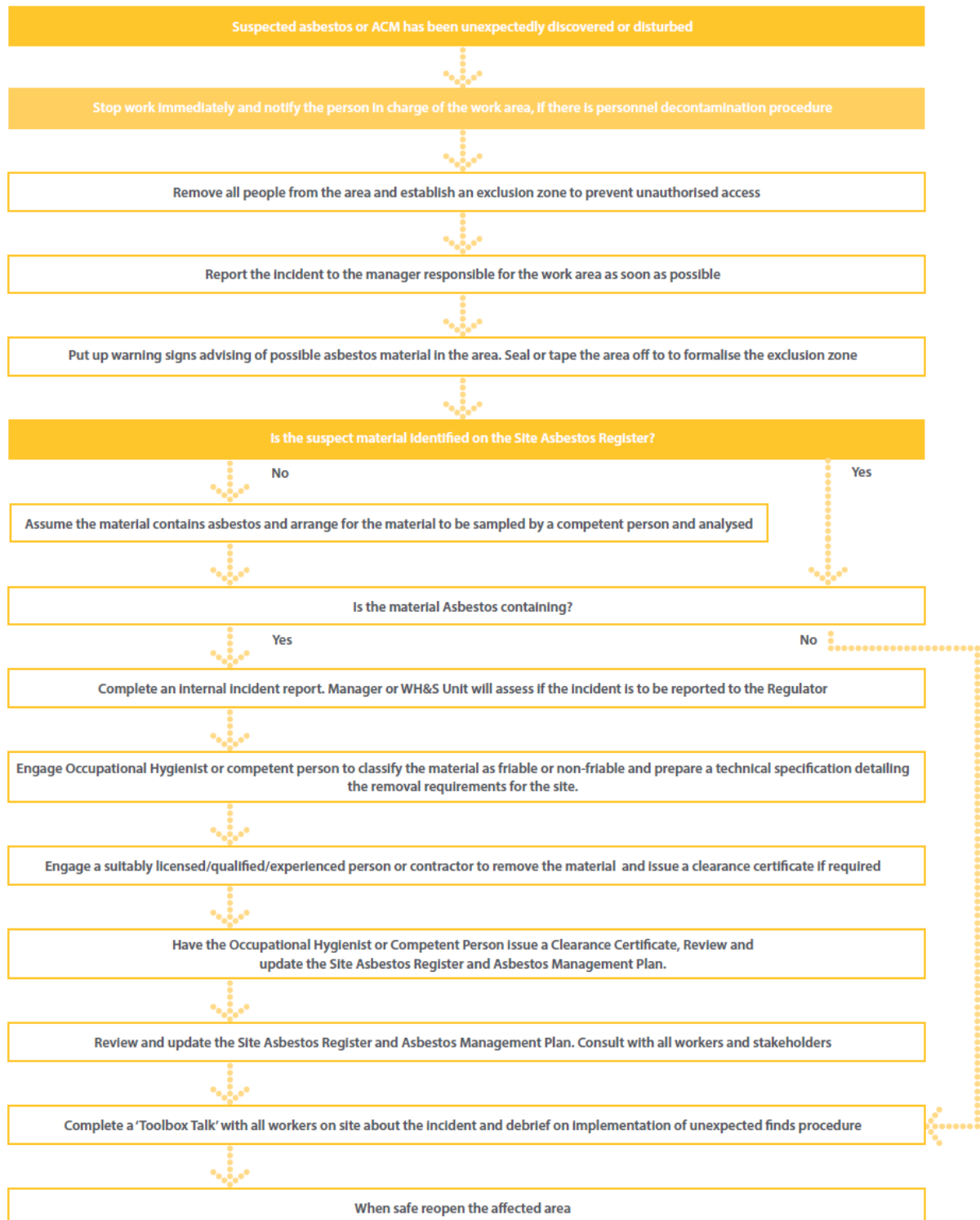
## 10. Emergency Procedures

If known or suspected ACM is damaged or otherwise disturbed, the workflow in Figure 1 Emergency Procedures Chart must be consulted

In summary, the procedure is:

- stop work immediately,
- minimise the spread of contamination to other areas,
- keep risk of exposure as low as possible, and
- immediately report incident to Council on (Insert Council Number here)

Figure 1 – Emergency Procedures Chart



## 11. 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 number of related Codes of Practice, Standards and guidelines pertain to the management of asbestos materials.

### XIII. 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).

### XIV. Code of Practice

- Safework NSW (2019), How to Manage and Control Asbestos in the Workplace: Code of Practice.
- Safework NSW (2019), How to Safely Remove Asbestos: Code of Practice.

### XV. 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.
- Guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd Edition [NOHSC: 3003(2005)].



## 12. 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)
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 <i>Work Health and Safety Act 2011</i>
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	<i>NSW Work Health and Safety Regulations 2011</i>
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
RTO	Registered Training Organisation
SOP	Safe Operating Practice
Worker	People conducting work associated with council including employees, contractors, consultants, and volunteers (as defined by clause 7 of the NSW <i>WHS Act 2011</i> )
WHS	Work Health and Safety

