Asbestos Register

&

Management Plan

Hazardous Materials Team

170-174 Leura Mall, Leura

Asbestos Register and Management Plan

Policy Ref. No:	*25132*	**Staff Consultative Committee Endorsement Date:**	*N/A*
HPE Record No:	*Use only the Record No, not the File No.*	**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:**	*Economy Place & Infrastructure / Property and Commercial Services*
Next review:	*2 years from adoption*	**Contact Position:**	*Program Leader Hazardous Materials Team*

Version History

Version	Adoption Date	Reason for Change
1	9/4/2019	Initial Version
2	26/11/2020	Asbestos Clearance (20/266554)

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1. Executive Summary

The materials identified in this report have been assessed as **A4** 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: Hazardous Materials Team - BMCC

Report N^{o}: 19/92288

Date of Report: 9/4/2019

The site is located: 170-174 Leura Mall, Leura

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:	Shop 1 and Shop 2 (Wayzgoose Café)	**Date:**	26/11/2020	**RAR No:**	179
Asset Address:	170-174 Leura Mall, Leura	**Inspection Carried Out By:**	Jason Adams	**HPE No:**	19/92288
Are Staff/PCBU aware that there is ACM onsite?		Yes			
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		Yes			

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														
268	Similar to 21880-117	Shop 1 External Eastern Gable Shared with Shop 2	Fibrous Cement Sheeting		Not Suspect						A5		Clearance Certificate Coffey 20/266554	
3151	21880-113	Shop 1 External Rear Entry Exterior Walls	Fibreboard		Negative						A5			
3153	Similar to 21880-118	Shop 1 External Window Frames Putty	Putty		Negative						A5			
270	2188-117	Shop 2 External East Wall adjacent Courtyard	Fibre Cement Sheeting		Not Suspect						A5		Clearance Certificate Coffey 20/266554	
271	Similar to 21880-117	Shop 2 External Upper Eastern Gable	Fibre Cement Sheeting		Not Suspect						A5		Clearance Certificate Coffey 20/266554	

3155	21880-118	Shop 2 External Window Frames Putty	Putty		Negative						A5			
Internal														
3154	2188-166	Shop 1 Internal Middle Room Wall Panel	Fibre Cement Sheeting		Negative						A5			
269	21880-115	Shop 1 Internal Front Room Electrical Backing Board	Bituminous	.25m2	Positive	2 Accessible	1 Good	1 Non-Friable	1 Sealed	4 Very Low	A4	No		5 Years
3156	No Sample Taken	Shop 2 Internal Adjacent Entrance Electrical Backing Board	Timber		Not Suspect						A5			
272	No Sample Taken	Shop 2 Internal Customer Service Area Eastern Wall Cladding	Timber		Not Suspect						A5			
273	21880-119	Shop 2 Internal Customer Seating Area Ceiling Lining	Fibre Cement Sheeting		Not Suspect						A5		Clearance Certificate Coffey 20/266554	
3157	21880-120	Shop 2 Internal Kitchen Ceiling Lining	Masonite		Negative						A5			
3158	21880-121	Shop 2 Internal Kitchen Wall Cladding	Fibre Cement Sheeting		Negative						A5		Clearance Certificate Coffey 20/266554	

3159	Similar to 21880-121	Shop 2 Internal Kitchen-Internal Walls Of Skylight	Fibre Cement Sheeting		Not Suspect						A5		Clearance Certificate Coffey 20/266554	
3160	No Sample Taken	Shop 2 Internal Kitchen Linoleum	Linoleum		Not Suspect						A5			
3167	No Sample Taken	Shop 1 & 2 Ceiling space			Assumed Positive						A4		No Access	

6. Risk Matrix

Variable	Score	Example of Score
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)
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

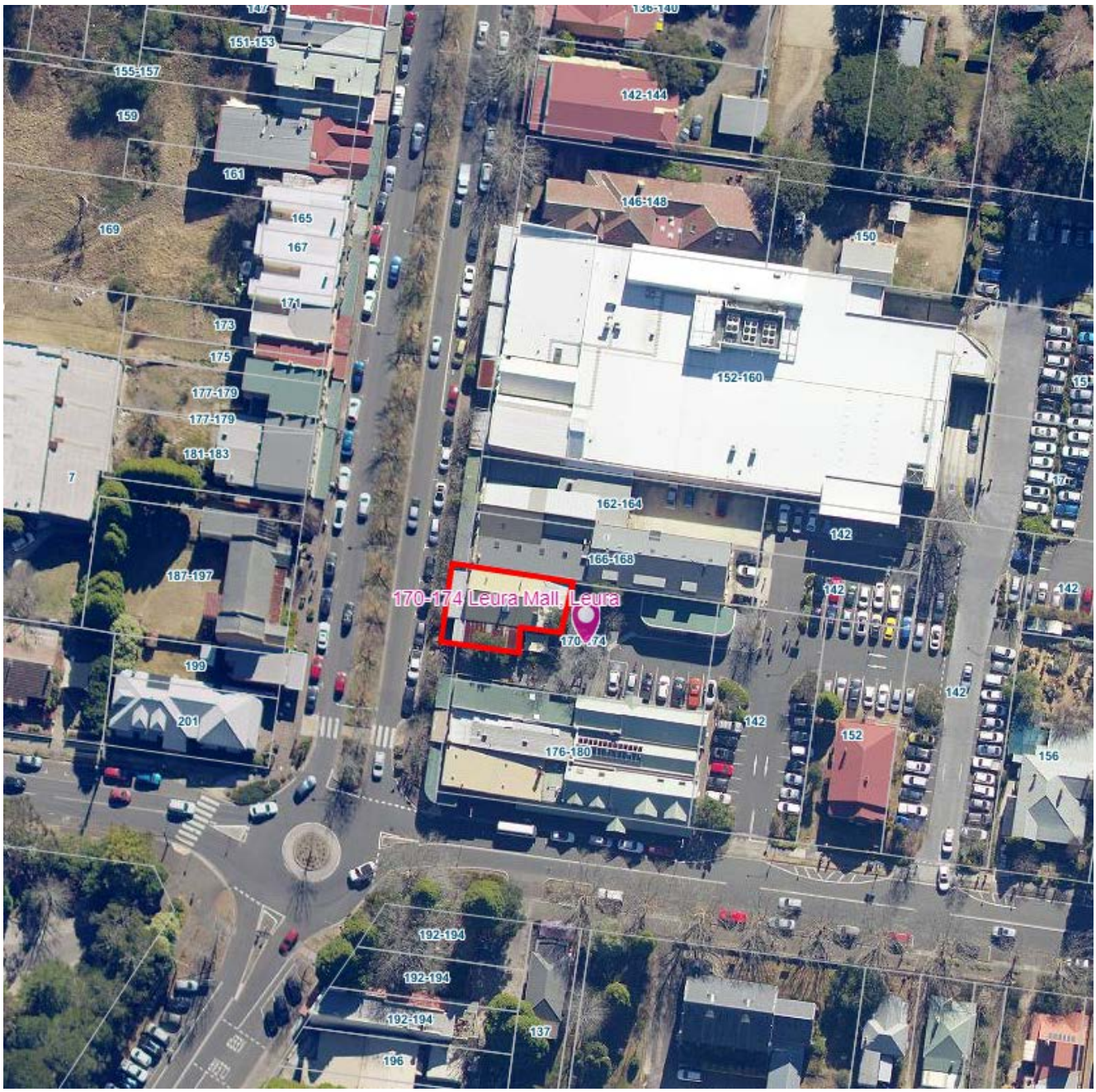
Risk Assessment Criteria for Land and Built Assets			
Question	Risk Assessment Criteria		
1.1	Identified Risk – Is the site known to council as a risk?	1 = Yes	☒
		5 = No	☐
1.2	Addressed Risk - Have we had a competent assess the site?	1 = No	☒
		2 = Yes	☐
1.3	Scale of ACM Risk - How much Asbestos material 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 (Photographs)

Reference Number Int / Ext Floor Specific Location	Photographs
269 Shop 1 Internal Front Room Electrical Backing Board	

Appendix B (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
Jason Adams	BMCC	26/11/2020	Register Review	19/84837

AIRSAFE

93 Beattie Street Balmain NSW 2041 Australia
T. 02 9555 9034 | F. 02 9555 9035
info@airsafe.net.au | www.airsafe.net.au
ABN 84 164 293 690

TEST REPORT

March 6, 2014

Blue Mountains City Council
Locked Bag 1005
KATOOMBA NSW 2780

Your Reference: Blue Mountains City Council
Job Number: 21880

Attention: Steve Kezler

Dear Steve,

In accordance with your instructions, Airsafe tested samples from the above site for asbestos content.

The following samples were processed on the dates indicated.

Samples:	193 Sample's
Date of Sampling:	24/11/13-11/02/14
Date of Analysis:	24/11/13-18/02/14
Date of Preliminary Report Sent:	Not Issued

The results and associated quality control are contained in the following pages of this report.

Should you have any queries regarding this report please contact the undersigned.

Yours faithfully
AIRSAFE OHC PTY LIMITED

Kieran White
Manager

Sample No	Location/Reference	Sample Description	Asbestos ID - Material
21880-102	Katoomba Council Depot – Office/Store Building – External – Entrance Driveway/Ramp – Pump Store – ceiling lining	22x10x3mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-103	Katoomba Council Depot – Office/Store Building – Internal – Mezzanine Level Office's – southern external wall	6x6x3mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-104	Katoomba Council Depot – Office/Store Building – Internal – Mezzanine Level Office's – Toilets – internal wall cladding	10x5x3mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-105	Katoomba Council Depot – Office/Store Building – Internal – Mezzanine Level Office's – Purchasing Office – western internal wall cladding	12x12x3mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-106	Katoomba Cemetery – Receiving Building – External – eave linings	4x4x2mm fibrous cement sheet fragment	Chrysotile asbestos detected
21880-107	Katoomba Cemetery – Receiving Building – External – ceiling lining	5x4x2mm fibrous cement sheet fragment	Chrysotile asbestos detected
21880-108	2 Station Street, Katoomba – Storage Shed – External – external wall cladding	6x4x3mm fibrous cement sheet fragment	Chrysotile asbestos detected
21880-109	2 Station Street, Katoomba – Storage Shed – Internal – ceiling lining	5x2x1mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-110	2 Station Street, Katoomba – Storage Shed – Internal – internal wall cladding	7x5x1mm fibreboard fragment	Chrysotile asbestos detected [Organic fibres detected]
21880-111	Lawson Depot – Store Building – External – Eastern Perimeter – Electrical Box – electrical backing board	3x2x1mm bituminous backing board fragment	Chrysotile asbestos detected
21880-112	Lawson Depot – Store Building – External – External – Window Frames – window putty	12.5.3mm window putty fragment	No asbestos detected
21880-113	Shop 1 – 172 Leura Mall – External – Rear Add-on – external wall cladding	22x15x3mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-114	Shop 1 – 172 Leura Mall – External – Rear Add-on – circus signage	13x7x3mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-115	Shop 1 – 172 Leura Mall – Internal – Adjacent entrance door – electrical backing board	2x2x1mm bituminous backing board fragment	Chrysotile asbestos detected
21880-116	Shop 1 – 172 Leura Mall – Internal – Middle Room – western internal wall – panel	12x5x3mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-117	Shop 2 – 174 Leura Mall – External – eastern gable end (adjacent courtyard)	2x2x1mm fibrous cement sheet fragment	Chrysotile asbestos detected Crocidolite asbestos detected
21880-118	Shop 2 – 174 Leura Mall – External – Window Frames – window putty	82x7x5mm window putty fragment	No asbestos detected
21880-119	Shop 2 – 174 Leura Mall – Internal – Customer Seating Area – ceiling lining	2x2x1mm fibrous cement sheet fragment	Chrysotile asbestos detected Crocidolite asbestos detected
21880-120	Shop 2 – 174 Leura Mall – Internal – Kitchen – ceiling lining	7x4x3mm fibreboard fragment	No asbestos detected [Organic fibres detected]
21880-121	Shop 2 – 174 Leura Mall – Internal – Kitchen – internal wall cladding	5x4x1mm fibreboard fragment	No asbestos detected [Organic fibres detected]

8. Inaccessible Areas

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

- Ceiling Space

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 Error! Reference source not found. 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.

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.

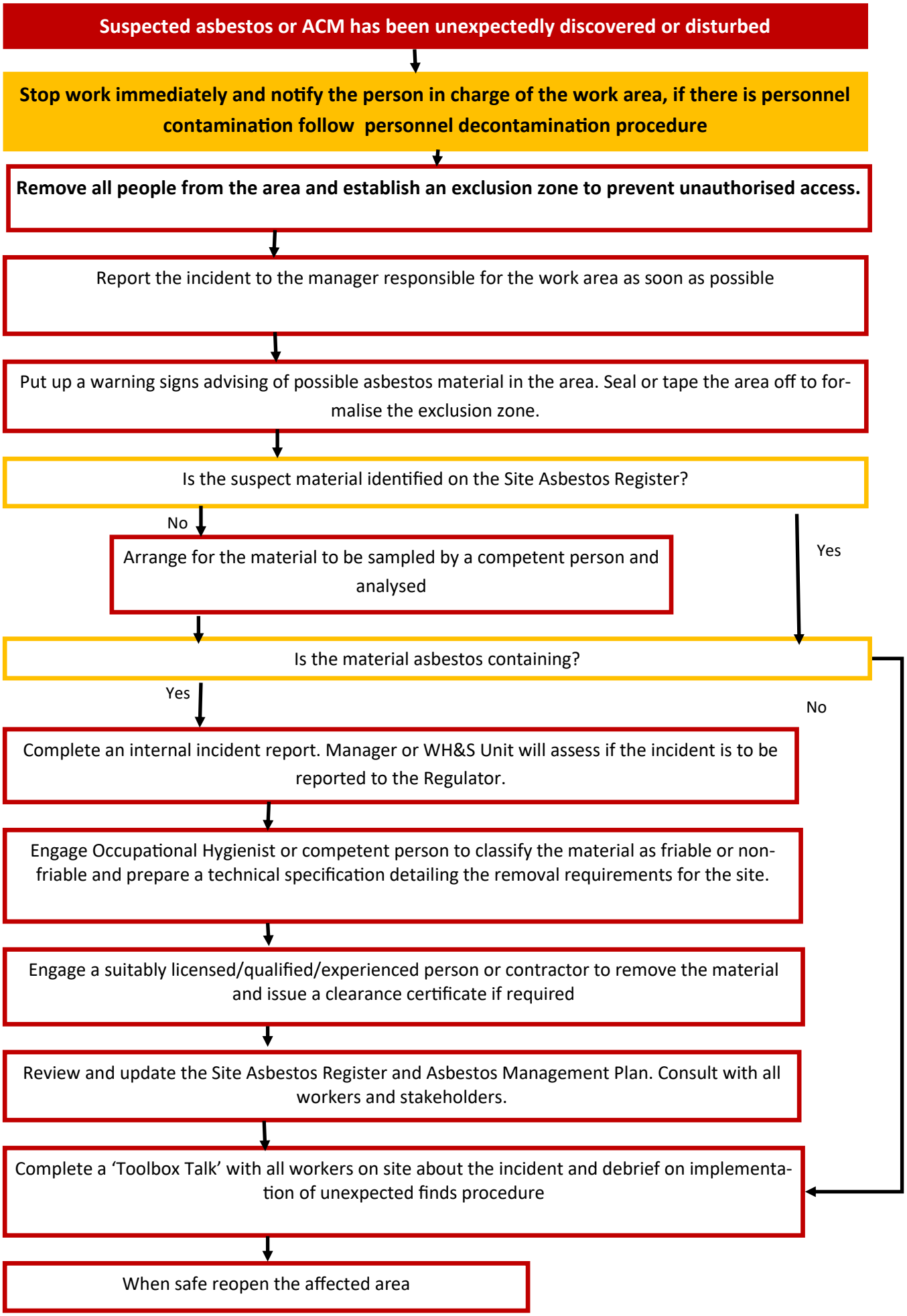
Standards

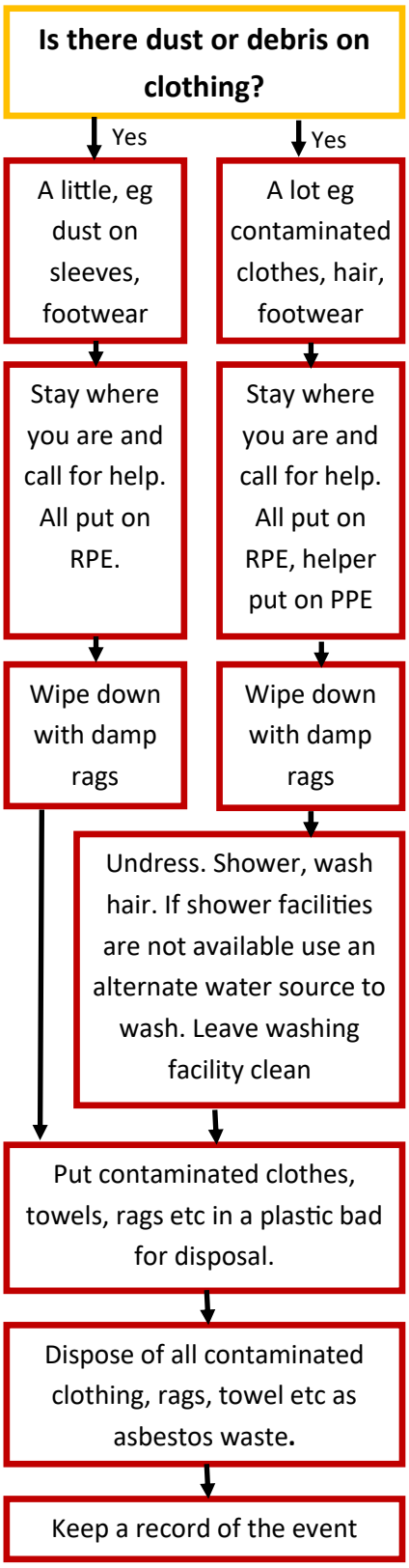
- AS/NZS4361.2 (2017) Guide to Lead Paint Management, Part 2: Residential and Commercial Buildings.
- National Occupational Health and Safety Commission (NOHSC):1012 (1994), National Standard for the Control of Inorganic Lead at Work.
- NOHSC: 1004 (1990), National Standard for Synthetic Mineral Fibres.
- 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


Suspected asbestos or ACM has been unexpectedly discovered or disturbed
Stop work immediately and notify the person in charge of the work area, if there is personnel contamination follow personnel decontamination procedure
Remove all people from the area and establish an exclusion zone to prevent unauthorised access.
Report the incident to the manager responsible for the work area as soon as possible
Put up a warning signs advising of possible asbestos material in the area. Seal or tape the area off to formalise the exclusion zone.
Is the suspect material identified on the Site Asbestos Register?
No
Yes
Arrange for the material to be sampled by a competent person and analysed
Is the material asbestos containing?
Yes
No
Complete an internal incident report. Manager or WH&S Unit will assess if the incident is to be reported to the Regulator.
Engage Occupational Hygienist or competent person to classify the material as friable or non-friable and prepare a technical specification detailing the removal requirements for the site.
Engage a suitably licensed/qualified/experienced person or contractor to remove the material and issue a clearance certificate if required
Review and update the Site Asbestos Register and Asbestos Management Plan. Consult with all workers and stakeholders.
Complete a 'Toolbox Talk' with all workers on site about the incident and debrief on implementation of unexpected finds procedure
When safe reopen the affected area


Is there dust or debris on clothing?
Yes
Yes
A little, eg dust on sleeves, footwear
A lot eg contaminated clothes, hair, footwear
Stay where you are and call for help. All put on RPE.
Stay where you are and call for help. All put on RPE, helper put on PPE
Wipe down with damp rags
Wipe down with damp rags
Undress. Shower, wash hair. If shower facilities are not available use an alternate water source to wash. Leave washing facility clean
Put contaminated clothes, towels, rags etc in a plastic bad for disposal.
Dispose of all contaminated clothing, rags, towel etc as asbestos waste.
Keep a record of the event

ASBESTOS CLEARANCE CERTIFICATE

REMOVAL OF ASBESTOS CONTAINING MATERIALS FROM SHOPS 1-2, 170-174 LEURA MALL, LEURA NSW 2780

Prepared for:

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

Report Date: 26th November 2020

Project Ref: SYDEN234470

Fieldwork by:

Jake Iskenderian
WHS Consultant
LAA001449

Fieldwork/Written/Submitted by:

Patricy Cortes
WHS Consultant

Reviewed/Approved by:

Aaron Holmes
WHS Management and
Compliance Leader NSW/ACT)

Level 19, Tower B - Citadel Tower
799 Pacific Highway Chatswood NSW 2067
Coffey Services Australia Pty Ltd
ABN: 55 139 460 521

26th November 2020

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

Attention: Jason Adams

Dear Jason,

RE: Report – Removal of asbestos containing materials at Shops 1-2, 170-174 Leura Mall, Leura NSW 2780

Coffey Services Australia Pty Ltd (Coffey) is pleased to present this asbestos clearance certificate for remediation works which involved the removal of asbestos containing: ceiling lining within the customer seating area, wall lining adjacent to the skylight within the kitchen, gable lining from above courtyard and gable lining from above metal roof (eastern elevation), from Shops 1-2, 170-174 Leura Mall, Leura NSW 2780.

Please note that all activities and services provided by Coffey are subject to the Scope and Limitations contained within this report.

Please do not hesitate to contact the undersigned should you wish to discuss any aspect of the report.

For and on behalf of Coffey Services Australia Pty Ltd.

Aaron Holmes
WHS Management and Compliance Leader NSW/ACT/QLD/VIC

1 CLIENT DETAILS

Client Company:	Blue Mountains City Council
Client Contact:	Jason Adams
Client Address:	2-6 Civic Place, Katoomba NSW 2780

2 SITE DETAILS

Inspection Site:	Shops 1-2, 170-174 Leura Mall, Leura NSW 2780
Inspection Date:	23rd and 24th November 2020
Removal Contractor:	Empire Contracting
Inspected By:	Jake Iskenderian - Asbestos Assessor Licence No. LAA001449 and Patricy Cortes

3 OBJECTIVE

Coffey Services Australia Pty Ltd (Coffey) was requested by Jason Adams of Blue Mountains City Council to attend the above-mentioned site to conduct asbestos control air monitoring and associated clearance inspection as part of the removal of asbestos containing materials (ACM) from Shops 1-2, 170-174 Leura Mall, Leura NSW as described in **Section 5** of this report.

The objective of this clearance inspection is to assess whether the works conducted by Empire Contracting at the site were in accordance with the standard described in 'Part 3.10: Clearance inspections' of the Code of Practice*: How to Safely Remove Asbestos*, 2019.

Please note that all activities and services provided by Coffey are subject to the Scope and Limitations contained within this report.

4 METHODOLOGY

Coffey's clearance inspection was conducted to the standard described in *section 3.10 – Clearance Inspection* of the *Code of Practice: How to Safely Remove Asbestos,* 2019 and in accordance with in-house method WIFS3.

As part of the clearance process, Coffey conducted a visual inspection and asbestos control air monitoring during the removal works.

Airborne asbestos fibre monitoring was conducted in general accordance with:

- NSW Work Health & Safety Regulation, 2017; and
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)].

5 SCOPE OF WORKS

The remediation works at the site comprised of the removal of the following items:

- Asbestos containing ceiling lining within the customer seating area;
- Asbestos containing wall lining adjacent to the skylight;
- Asbestos containing gable lining above courtyard (eastern elevation); and
- Asbestos containing gable lining above metal roof (eastern elevation).

Please Note: This clearance certificate refers only to the areas outlined above, which will hereby be referred to as the 'work area'. Areas including but not limited to subfloors, wall cavities and areas too small to access were deemed inaccessible at the time of inspection and were excluded from this scope of works. Any other asbestos containing materials which may be present at site were not included in this scope of works.

6 RESULTS

Visual Inspection

Coffey inspected the work area on 23rd and 24th November 2020 and observed that the removal works have been satisfactorily completed, and no visible asbestos debris associated with the above listed removal works remained in the work area in question.

Asbestos Air Monitoring

Coffey conducted a visual clearance inspection upon completion of the works in conjunction with asbestos fibre monitoring within the work area during the works. Coffey have utilised this air monitoring result as part of the clearance process, as the air sample was collected in the immediate work area for the duration of the removal works.

The results from the air monitoring are described in the attached NATA laboratory report (see attached report in Appendix B). It is noted that the results of the air monitoring are less than the laboratory detection limit (<0.01 f/mL).

7 CONCLUSION

Based on the findings of Coffey's clearance inspection and the results returned from the air monitoring analysis, it is Coffey's opinion that the asbestos removal works, and associated clean-up works conducted by Blue Mountains City Council for the above-mentioned scope (**Section 5)** was completed to a satisfactory standard.

8 LIMITATIONS

Coffey has conducted work concerning the environmental status of the property which is the subject of this report, and has prepared this report on the basis of that assessment.

The work was conducted, and the report has been prepared, in response to specific instructions from the client to whom this report is addressed and in reliance on certain data and information made available to Coffey. The analyses, evaluations, opinions and conclusions presented in this report are based on those instructions, requirements, data or information, and they could change if such instructions etc. are in fact inaccurate or incomplete.

Investigations have been based on inspections conducted in accordance with relevant guidelines and standards, and normal industry practice, having regard to the client instructions, and interpretations of

conditions are based on the data from those inspections and, where relevant and conducted, testing. To the best of our knowledge, they represent a reasonable interpretation of the condition of the site as able to be inspected. However there can be no guarantee that conditions at specific points not able to be inspected do not vary from the interpreted conditions based on the available observations/data.

In order to determine actual environmental conditions at specific intermediate points away from those observed/tested to date, those specific points would need to be inspected/tested.

It is also noted that sub-surface conditions can change with time, and the report is based on data that was gathered at the time of the report. Coffey will not update the report and has not taken into account events occurring after the time its assessment was conducted.

This clearance certificate is not a confirmation that asbestos-containing materials have been removed in their entirety from the site and only relates to the work area and those works specifically described in **Section 5** of this clearance certificate at the time of inspection and subject to the exclusions noted, including; Inaccessible areas beyond safety boundaries, areas limited by WHS/height restrictions, areas deemed too small to physically access (e.g. within wall cavities) and any other asbestos containing materials which were not a part of this scope of works.

Should any other material suspected to contain asbestos be found at the site, then works should cease and a suitably trained asbestos hygienist should be engaged to sample the material.

COFFEY SERVICES AUSTRALIA PTY LTD

Appendix A – Photographs

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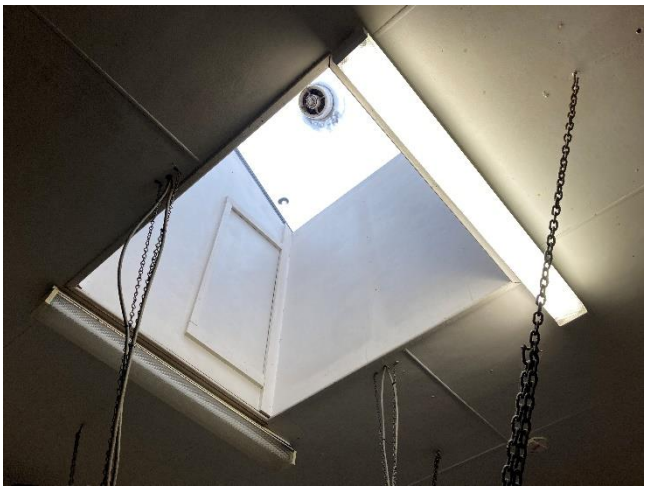
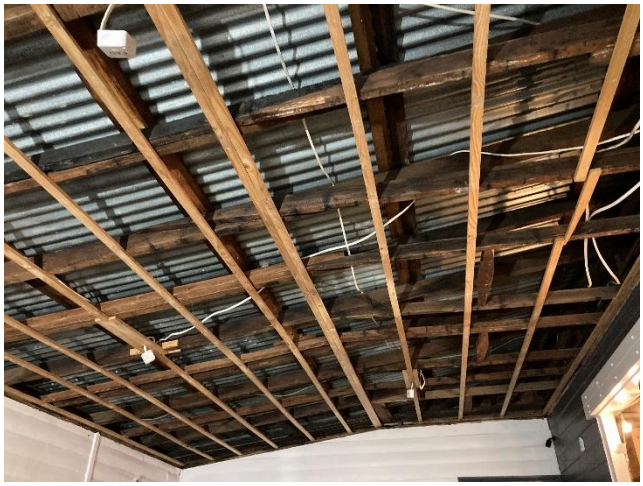
Photograph 1: Work area prior to removal works.	**Photograph 2**: Work area prior to removal works.
	
Photograph 3: Work area prior to removal works.	**Photograph 4**: Work area prior to removal works.
	
Photograph 5: Work area following removal works.	**Photograph 6**: Work area following removal works.
	

Photograph 7: Work area following removal works.	**Photograph 8**: Work area following removal works.
	

Appendix B - Asbestos Air Monitoring Report

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Analytical Report

Job No:	SYDEN234470
Client:	Blue Mountains City Council
Client Address:	2-6 Civic Place Katoomba NSW 2780
Contact:	Jason Adams
E-mail:	jadams@bmcc.nsw.gov.au
Date Sampled:	23-11-2020
Date Printed:	26-11-2020
Sampled By:	Jake Iskenderian
Site:	Shops 1-2, 170-174 Leura Mall Leura NSW 2780

Accredited for compliance with ISO/IEC 17025 - Testing
Accreditation No:2220
Corporate Site No:16909

Airborne Fibre Monitoring

Test Method: Dust particulates collected and filters examined in accordance with The Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres NOHSC:3003 (2005) and in-house method WILAB 2. Fibres counted may include various substances i.e. not necessarily asbestos.

Matthew Tang
Approved Counter

Jake Iskenderian
Approved Signatory

Slide No.	Description	Fibres	Fields	Fibres/mL
A1	External, western perimeter adjacent northern entry - on door frame	0.0	100	<0.01
A2	External, western perimeter adjacent southern entry - on door frame	0.0	100	<0.01
A3	External, eastern elevation adjacent rear entry to shop - on wall	3.0	100	<0.01
A4	External, eastern elevation adjacent entry to courtyard - on temporary fence	0.0	100	<0.01
FB	Field Blank	0.0	100	NA

Analytical Report

Job No:	SYDEN234470
Client:	Blue Mountains City Council
Client Address:	2-6 Civic Place Katoomba NSW 2780
Contact:	Jason Adams
E-mail:	jadams@bmcc.nsw.gov.au
Date Sampled:	24/11/2020
Date Printed:	24/11/2020
Sampled By:	Patricy Cortes
Site:	Shops 1-2, 170-174 Leura Mall, Leura NS

Accredited for compliance with ISO/IEC 17025 - Testing
Accreditation No:2220
Corporate Site No:16909

Airborne Fibre Monitoring

Test Method: Dust particulates collected and filters examined in accordance with The Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres NOHSC:3003 (2005) and in-house method WILAB 2. Fibres counted may include various substances i.e. not necessarily asbestos.

Matthew Tang
Approved Counter

Matthew Tang
Approved Signatory

Slide No.	Description	Fibres	Fields	Fibres/mL
A1	External, northeast elevation of work area, adjacent aspects of Leura arcade - on temporaty fence	0.0	100	<0.01
A2	External, southeast elevation of work area - on temporaty fence	0.0	100	<0.01
A3	External, southwest elevation of work area - on stacked tables of shop adjacent	0.0	100	<0.01
FB	Field Blank	0.0	100	NA