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COLES MYER LTD

HAZARDOUS BUILDING MATERIALS SURVEY OFFICEWORKS, OFF0204, DEE WHY

REFERENCE NO. S3583

AUGUST 2005

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FINAL REPORT

for

HAZARDOUS MATERIALS SURVEY

OFFICEWORKS, OFF0204, DEE WHY

800 PITTWATER ROAD

DEE WHY NSW 2099

Prepared for

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August 2005

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OFFICEWORKS, OFF0204, DEE WHY
HAZARDOUS MATERIALS SURVEY

EXECUTIVE SUMMARY

This report presents the findings of a Hazardous Building Materials Survey and Risk Assessment of the Officeworks, OFF0204, Dee Why store located at 800 Pittwater Road, Dee Why, NSW, 2099. The survey was authorised by Mr Van Vidotto, Strategic Procurement of Coles Myer Ltd and was conducted by Hibbs & Associates Pty Ltd. The site inspection was carried out on 25/02/2005.

The hazardous material identified and there general locations are outlined below:

Asbestos

No asbestos containing materials were identified on this site.

Synthetic Mineral Fibre Materials

Minor sources of bonded synthetic mineral fibre containing materials are present on the site. These SMF materials have been installed in accordance with current industry practice and are in a good and stable condition and do not pose a significant health risk to the occupants in these buildings.

Polychlorinated Biphenyls (PCB's)

No electrical capacitors containing the class of compounds known as PCB's were identified in the fluorescent light fittings on this site.

Lead Based Paints

No peeling or deteriorating paint systems with the potential to contain lead were identified on this site.

OFFICEWORKS, OFF0204, DEE WHY
HAZARDOUS MATERIALS SURVEY

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1.0 INTRODUCTION

This report presents the findings of a Hazardous Materials Survey and Risk Assessment of the Officeworks, OFF0204, Dee Why store located at 800 Pittwater Road, Dee Why, NSW, 2099.

The survey was authorised by Mr Van Vidotto, Strategic Procurement of Coles Myer Ltd and was conducted by Hibbs & Associates Pty Ltd. The site inspection was carried out on 25 February 2005.

A summary of the findings is presented in Section 4.0. The qualitative risk assessment criteria and a risk assessment and recommendations are presented in Sections 5.0 and 6.0 respectively.

A Hazardous Material Building Register in a tabulated format detailing the location of the hazardous materials identified the type and description of the hazardous material, priority rating and recommendations and a re-inspection date is contained in Appendix 1.

2.0 SURVEY METHODOLOGY

2.1 General Methodology

An inspection of the Officeworks, OFF0204, Dee Why store was performed to establish the locations and applications in which the Hazardous Building Materials have been used. For the purpose of this audit hazardous building materials include:

1. Asbestos containing materials.
2. Synthetic Mineral Fibre (SMF) materials.
3. Fluorescent light capacitor fittings containing polychlorinated biphenyls (PCB).
4. Deteriorating or flaking lead based paint systems applied to the building.

The scope of the survey was limited to a visual inspection of the accessible and representative construction materials, finishing materials and building services, and the collection of materials suspected of containing the hazardous materials listed above. Representative samples of suspected hazardous materials were collected where it was possible to do so without substantially damaging the decorative finishes, waterproofing membranes, equipment etc. No destructive sampling or damage to the existing finishes or services was performed to obtain samples or gain access to otherwise inaccessible areas. Equipment not associated with the building fabric and operational services was not included in the survey.

Due to the destructive nature of the sampling process, it is not possible to collect samples of all materials. Where it is not possible to collect a sample of material, the inspector has used his professional experience to make a judgement on the status of the material or the areas concerned. Where the inspector believes or suspects the material may contain asbestos, SMF or PCB this has been recorded in the survey report and these materials should be treated as a hazardous material. If work is to be performed on these materials, they should first be analysed to confirm their status.

No previous documentation or reports were available for review.

A hazardous material sample analysis register is contained in Appendix 2.

2.2 Material Sample Identification

2.2.1 Asbestos and SMF Samples

Representative samples of materials suspected of containing asbestos or synthetic mineral fibre (SMF) were collected and analysed by Polarised Light Microscopy supplemented with Dispersion Staining. This analysis was performed in-house.

Asbestos Types and Common Name

Chrysotile	- White Asbestos	Crocidolite	- Blue Asbestos
Amosite	- Brown Asbestos		

2.2.1 Polychlorinated Biphenyl's (PCB's)

Representative samples of each major type of fluorescent light were examined to determine which lights are fitted with PCB containing ballast capacitors. The details of the brand and model of each capacitor were recorded and checked with the ANZECC database and our in-house database of known PCB capacitors and PCB free capacitors.

The Australian and New Zealand Environment Conservation Council "Polychlorinated Biphenyls Management Plan, November 1996" outlines the National Strategy for the management of PCB's.

These documents are similar and, in summary, define PCB materials and wastes as follows:

<2 mg/kg	- PCB free.
2 mg/kg - <50 mg/kg	- Non-Scheduled PCB material or waste.
>50 mg/kg	- Scheduled PCB material or waste.
>100,000 mg/kg (10%)	- Concentrated PCB material

2.2.2 Lead Based Paints

i) Lead Paint Standard

Australian Standard, AS 4361.2-1998 "Guide to Lead Paint Management, Part 2: Residential and Commercial Buildings" defines lead paint - a paint film or component coat of a paint system in which the lead content (calculated as lead metal) is in excess of 1.0% by weight of the dry film as determined by laboratory testing.

The "Standard for the Uniform Scheduling of Drugs & Poisons" defines a Third Schedule Paint as containing greater than 0.1% lead by dry weight (as from 1 December 1997).

It is generally accepted by industry that paints with greater than 0.25% lead require some precautions when working on them.

For the purpose of this survey, we have defined lead containing paint as, those paints showing positive response to the Lead Check® test swabs and / or containing greater than 0.1% lead by laboratory analysis.

ii) Lead Paint Sample Identification

Representative samples of paint films that were peeling or showing other signs of deterioration were collected and were screen tested in our laboratory using Lead Check® test swabs (acidic sodium rhodizonate).

The Lead Check® test swabs are most effective where the lead concentration exceeds 0.5% w/w [i.e. positive response to lead compounds at 0.5% or greater]. At lower levels, they may give a negative result, or a slow positive response.

No paint samples were collected for analysis by an external laboratory.

2.3 Statement of Building Survey Limitations

This report was prepared for Coles Myer Ltd solely for the purposes set out herein and it is not intended that any other person use or rely on the contents of the report. The information contained in this report is based on a limited review of the site, interviews with site personnel and review of documentation provided to Hibbs & Associates Pty Ltd at the time of the review. Whilst the information contained in the report is accurate to the best of our knowledge and belief, Hibbs & Associates Pty Ltd cannot guarantee the completeness or accuracy of any of the descriptions or conclusions based on the information supplied to it or obtained during the investigations, site surveys, visits and interviews. Furthermore, conditions can change within limited periods of time, and this should be considered if the Report is to be used after any elapsed time period subsequent to its issue.

Hibbs & Associates Pty Ltd has exercised reasonable care, skill and diligence in preparation of the Report. However, except for any non-excludable statutory provision, Hibbs & Associates Pty Ltd gives no warranty in relation to its services or the report, and is not liable for any loss, damage, injury or death suffered by any party (whether caused by negligence or otherwise) arising from or relating to the services or the use or otherwise of this report.

Where the client has the benefit of any non-excludable condition or warranty, the liability of Hibbs & Associates Pty Ltd is, to the extent permitted by law, limited to re-performing the services or refunding the fees paid in relation to the services or sections of the report not complying with the conditions or warranty.

This Report lists the known specific and typical locations/applications/sources of the hazardous materials identified in the areas of the buildings inspected. Whilst the Report has been prepared with all due care and every reasonable attempt has been made to identify and locate all the sources of the hazardous materials listed above, as the survey involves a visual inspection and sampling process, only those materials that are physically accessible and recognisable as hazardous materials, can be located and identified. Therefore, it is possible that hazardous materials which may be concealed within inaccessible areas / voids or have been installed in non-typical applications or installed in such a manner as to conceal their nature/identity, may not be identified and located during the survey. Such concealed and / or inaccessible areas fall into a number of categories.

(i) Inside set ceilings or wall cavities.

(ii) Building facades or other height restricted areas.

(iii) Those areas accessible only by dismantling equipment or performing minor local demolition work.

(iv) Service shafts, ducts etc., concealed within the building structure or internal areas of the plant or equipment.

(v) Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during building works.

(vi) Hazardous materials covered or concealed (partially or otherwise) by other materials/items preventing or limiting visual access or identification/recognition.

(vii) Hazardous materials installed in non-typical applications, covered by other materials or installed in such a manner that disguises or conceals their nature in any way that may hinder their identification or recognition as a hazardous material.

Therefore, without substantial demolition of the building, It is not possible to guarantee that every source of hazardous material has been identified / detected.

During the course of future refurbishment or demolition works, care should be exercised when entering any previously inaccessible areas and it is imperative that work cease pending further sampling if any unknown materials or suspected hazardous materials are encountered.

This Report should not be used for the purpose of tendering, preparing costing or budgets, programming of works, refurbishment works or demolition works unless used in conjunction with a specification detailing the extent of works. The Report must be read in its entirety and must not be copied, distributed or referred to in part only. The Report must not be reproduced without the written approval of Hibbs & Associates Pty Ltd.

3.0 BRIEF DESCRIPTION OF THE SITE

The Officeworks, OFF0204, Dee Why store is located at 800 Pittwater Raod, Dee Why, Dee Why, NSW, 2099.

It is a multi level stand alone structure with profiled sheet roof, concrete and glazing units external walls, concrete internal walls, false ceilings and concrete floors.

The building constructed around 1995 is half used by Fitness First leisure centre. The Officeworks store includes a large open area shop floor/trade area. Several offices and staff areas are located to the rear of the building. There is a large store/warehouse at the rear of the building.

4.0 HAZARDOUS BUILDING MATERIALS – SUMMARY

The following table shows the location, type and recommendations for management of the hazardous building materials identified on the site.

OFFICEWORKS, OFF0204, DEE WHY HAZARDOUS BUILDING MATERIALS SUMMARY OF FINDINGS		
LOCATION	**MATERIAL**	**ASSESSMENT AND RECOMMENDATIONS**
ASBESTOS		

Not identified on this site.

SYNTHETIC MINERAL FIBRE		
Foil backed insulation to roof over whole store	Insulation on underside of roof	**Priority S2** Leave and maintain in good condition
Semi transparent profile sheet to roof in sections	Bonded synthetic mineral fibre material	**Priority S2** Leave and maintain in good condition

PCB's

Not identified on this site.

LEAD BASED PAINTS

Not identified on this site.

5.0 QUALITATIVE RISK ASSESSMENT - METHODOLOGY

5.1 Introduction

The site inspection and building survey identified and recorded the locations of the hazardous materials summarized in Section 4.0 and described in the Register in Appendix 1. The following section outlines the principal factors used for making a qualitative assessment of the risk the hazardous materials pose to all the building's occupants and the priority rating system for control of the hazardous materials. Section 6.0 outlines general comments on the condition of the hazardous material identified, remediation works that are recommended and areas where the condition of the hazardous materials has deteriorated.

The priority rating system outlined below is designed as a guide to those responsible for the development of a comprehensive hazardous materials management plan. The actual setting of priorities for the implementation of control procedures for the hazards, will be dependent not only on the allocated rating, but also on factors such as changes to work practices or the physical environment which would occur during refurbishment or demolition. Notwithstanding this, the allocated rating does provide a reasonable guide to appropriate priority setting with regard to the current condition of the materials.

5.2 Asbestos

The purpose of the on-site phase of the survey is to identify the presence of asbestos materials through a combination of visual inspection and material sampling. The qualitative risk assessment of any asbestos materials identified is based upon an evaluation of factors, such as the friability, location and condition of the identified materials, whether the nature of the work carried out in the area is likely to disturb the asbestos, the likelihood of fibres released entering the occupied space and any other information considered important or relevant.

These factors have also been utilised in the process of determining appropriate recommendations for the timing of future assessment activities. As part of the risk assessment process, each asbestos hazard identified has been allocated a Priority Rating. This will assist in the development of a comprehensive hazardous materials management control and abatement programme.

Priority Rating for Control of Asbestos Hazards

Priority 1: Immediate Elevated Risk Level

Friable material, which due to its present condition and location presents an immediate health risk. Immediate control measures are required and the area containing this material should be isolated from personnel. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority 2: Potential Elevated Risk Level

Damaged or unstable material which if disturbed is likely to present an immediate health risk, with the likelihood that contamination may be spread to other areas. Control measures to stabilise this material should be initiated immediately, with formal abatement of the hazard being considered.

Priority 3: Low Risk Requiring Minor Maintenance

Non-friable or stable material that has some minor areas of damage requiring remedial action or is likely to be subject to damage or to degrade due environmental conditions. It is recommended that maintenance work be performed to stabilise and repair damaged areas. Controls must be implemented to protect these materials from further damage or degrading factors.

Priority 4: Negligible Risk under Present Conditions

Non-friable or stable material that is unlikely to present a risk to health unless damaged, tooled, cut, sanded, abraded or machined. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.3 Synthetic Mineral Fibre

The purpose of the on-site phase of the survey is to identify the presence of synthetic mineral fibre materials through a combination of visual inspection and material sampling. The qualitative risk assessment of synthetic mineral fibre materials identified is based upon an evaluation of factors, such as the friability, location and condition of the identified materials, whether the nature of the work carried out in the area is likely to disturb the synthetic mineral fibre, the likelihood of fibres released entering the occupied space and any other information considered important or relevant.

Priority Rating for Control of Synthetic Mineral Fibre Hazards

Priority S1: Elevated Risk Level

Friable synthetic mineral fibre material or damaged bonded material which due to its present condition and/or location is likely to be further damaged resulting in fibre release. It is recommended that maintenance work be performed to stabilise and repair damaged areas. Controls must be implemented to protect these materials from further damage or degrading factors.

Priority S2: Negligible Risk under Present Conditions

Non-friable or sealed stable friable material that is unlikely to present a risk to health unless damaged, tooled, cut, sanded, abraded or machined. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.4 Lead Based Paint

The purpose of the site inspection is to identify the presence of lead based paint materials through a combination of visual inspection, on-site testing and material sampling. The qualitative risk assessment of any lead based paints identified is based upon an evaluation of factors, such as the condition of the paint membrane (adhesion to the substrate, surface deterioration i.e. chalky or cracked etc.), an examination of the paint layers (i.e. inner layers of lead based paint covered with outer layers of lead-free paint to provide a protective coating), location of the paint (i.e. accessibility of children etc.) and any other information considered important or relevant.

Priority Rating for Control of Lead Paint Hazards

Priority L1: Immediate Elevated Risk Level

Damaged or deteriorated paint membrane, which due to its present condition and location, presents an immediate health risk. Immediate control measures are required and the area containing this material should be isolated from personnel. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority L2: Potential Elevated Risk Level

Paint membrane showing signs of deterioration and weathering which if left will continue to deteriorate and require abatement that is more extensive. Control measures to stabilise this material should be initiated as a priority, with formal abatement of the hazard being considered.

Priority L3: Negligible Risk under Present Conditions

Stable paint membrane that is in good condition and/or covered by a lead-free paint membrane, which is also in a good condition. Unlikely to present a risk to health unless damaged or deterioration occurs. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.5 Polychlorinated Biphenyl Capacitors

The purpose of the site inspection is to identify the presence of PCB containing electrical components through a combination of visual inspection and component sampling and testing. The qualitative risk assessment of any PCB containing electrical components identified is based upon an evaluation of the condition of the component item for leaking PCB oil. The site assessment examined a representative portion of the fluorescent light fittings throughout the building. However, it is possible that there will be a variation of capacitor types (or leaking capacitors) in fittings not examined.

Priority Rating for Control of PCB Hazards

Priority A: Immediate Elevated Risk Level

PCB oil leaking from the component item under consideration. Immediate control measures are required to prevent exposure of personnel and potential damage to the environment. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority B: Negligible Risk under Present Conditions

The component item is in good condition and no remedial works are required at this stage. Unlikely to present a risk to health unless capacitor is damaged or deteriorates.

6.0 QUALITATIVE RISK ASSESSMENT – HAZARD CONTROL STRATEGIES AND RECOMMENDATIONS

6.1 Asbestos Materials

No asbestos containing materials were identified on the site.

6.2 Synthetic Mineral Fibre Materials

Minor sources of bonded synthetic mineral fibre containing materials are present on the site. These SMF materials have been installed in accordance with current industry practice and are in a good and stable condition and do not pose a significant health risk to the occupants in these buildings.

The handling or removal of any SMF containing materials should be conducted in accordance with the requirements of the Worksafe Australia Synthetic Mineral Fibres National Standard (NOHSC:1004) and National Code of Practice (NOHSC:2006).

6.3 Lead Based Paint Systems

No peeling or deteriorating paint systems with the potential to contain lead were identified on this site.

6.4 Polychlorinated Biphenyl Capacitors

No PCB containing electrical components were identified during our site inspection.

OFFICEWORKS, OFF0204, DEE WHY
HAZARDOUS MATERIALS SURVEY

APPENDIX 1: HAZARDOUS BUILDING MATERIALS REGISTER

INSTRUCTIONS TO STORE MANAGER

ALL TRADESPERSONS *must be instructed to check this register before commencing any work on the premises and to identify whether or not their work could involve contact with asbestos containing materials. If any work requires the disturbance of asbestos containing materials (whether or not they are listed in the register), appropriate safety procedures must be employed.*

Any questions regarding working procedures shall be directed to:

Project Manager Tel: (02) 9736 2388

HAZARDOUS BUILDING MATERIALS REGISTER: OFFICEWORKS, OFF0204, DEE WHY 25/02/2005						
ROOF: profiled sheet	**EXT WALLS: concrete and glazing units**	**INT WALLS: concrete**	**CEILINGS: n/a**	**FLOORS: concrete**		
LOCATION	**MATERIAL**	**SAMPLE REFERENCE**	**PRIORITY RATING AND RECOMMENDATIONS**	**FUTURE REASSESS-MENT**	**COST OF REMOVAL ($)**	
ASBESTOS						
Shop floor/trade area, cleaners store and staff area on first floor	Vinyl floor tiles	S3583/0204/01	**No asbestos detected**	NA	n/a	
Sprayed insulation to steel on shop floor/trade area	Sprayed vermiculite material	S3583/0204/02	**No asbestos detected**	NA	n/a	
SYNTHETIC MINERAL FIBRE						
Foil backed insulation to roof over whole store	Insulation on underside of roof	Not sampled	**Priority S2** Leave and maintain in good condition	NA	n/a	
Semi transparent profile sheet to roof in sections	Bonded synthetic mineral fibre material	Not sampled	**Priority S2** Leave and maintain in good condition	NA	n/a	
PCB's						
Whole store	No PCB's identified -		**NA**	NA	n/a	

HAZARDOUS BUILDING MATERIALS REGISTER:

OFFICEWORKS, OFF0204, DEE WHY **25/02/2005**

ROOF: profiled sheet	EXT WALLS: concrete and glazing units	INT WALLS: concrete	CEILINGS: n/a	FLOORS: concrete

LOCATION	MATERIAL	SAMPLE REFERENCE	PRIORITY RATING AND RECOMMENDATIONS	FUTURE REASSESS-MENT	COST OF REMOVAL ($)
Lead Based Paints					
Whole store	No lead based paint identified		**NA**	NA	n/a

OFFICEWORKS, OFF0204, DEE WHY
HAZARDOUS MATERIALS SURVEY

APPENDIX 2: HAZARDOUS MATERIALS SAMPLE ANALYSIS REGISTER

Asbestos Analysis Results

Sample No.	Sample Location	Analysis Result
S3583/0204/01	Shop floor/trade area, cleaners store and staff area on first floor - Vinyl floor tiles.	No asbestos fibres detected
S3583/0204/02	Sprayed insulation to steel on shop floor/trade area - Sprayed vermiculite material.	No asbestos fibres detected

(1) Chrysotile - White Asbestos.

(2) Amosite – Brown Asbestos

(3) Crocidolite – Blue Asbestos

(4) SMF – Synthetic Mineral Fibre.

Lead in Paint Analysis Results

No potential lead based paints were sampled.