

Report

**ASBESTOS
MANAGEMENT PLAN**

**St John of God
Richmond Hospital**

**Prepared for:
Joe Livolsi**

**Project No.
47543**

**Date:
21/10/19**

The logo for AIRSAFE, featuring the word "AIRSAFE" in white, bold, uppercase letters inside a dark blue rectangular box.

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93 Beattie Street
Balmain NSW 2041 Australia
T. 02 9555 9034
F. 02 9555 9035
info@airsafe.net.au
www.airsafe.net.au

ABN 36 609 424 946

DISTRIBUTION

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Prepared by:	Liam Matthews Licensed Asbestos Assessor [Licence No LAA 001380]		21/10/19
Reviewed by:	Simon Gorham Licensed Asbestos Assessor [Licence No LAA 000143]		21/10/19

Distribution	
Recipient:	Joe Livolsi St John of God Burwood & Richmond Hospitals 13 Grantham Street Burwood NSW 2134

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REFERENCES

- AS 1319 – 1994 Safety Signs for the Occupational Environment
- AS 1716 – 2012 Respiratory Protective Devices
- Code of Practice: How to Manage and Control Asbestos in the Workplace [Safe Work Australia, 2018]
- Code of Practice: How to Safely Remove Asbestos [Safe Work Australia, 2018]
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]
- Incident Notification Fact Sheet [Safe Work Australia, 2015]
- What to do if you uncover or damage materials that may contain asbestos [Health and Safety Executive – EM1, 2012]
- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Amendment Act 2018
- NSW Work Health and Safety Regulation 2017
- Workplace Exposure Standards for Airborne Contaminants [Safe Work Australia, 2013]

TERMS AND DEFINITIONS

Airborne asbestos

Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

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 thing that, as part of its design, contains 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 removalist

A person conducting a business or undertaking who carries out asbestos removal work.

Asbestos removal work

- work involving the removal of asbestos or ACM
- Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulations.

Competent person

A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

Exposure standard

For asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method.

Friable asbestos

Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.

Non-friable asbestos

Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

PCBU

A person conducting a business or undertaking. In some cases, there may be more than one person with management or control of a workplace. For example:

- a person with management of a workplace is a tenant
- a person with control of a workplace has the power to make decisions and changes to the structure and use of the workplace. This person will usually be the owner of the workplace or a representative of the owner and may:
 - own the workplace and engage workers to carry out work there
 - own the workplace but lease it to another person conducting a business or undertaking at the workplace
 - have management or control over the workplace, for example a property management group or agent.

PPE

Personal Protective Equipment.

Respirable asbestos

An asbestos fibre that:

- is less than 3 microns (μm) wide
- is more than 5 microns (μm) long
- has a length to width ration of more than 3:1.

RPE

Respiratory Protective Equipment.

WHS

Work Health and Safety.

1 INTRODUCTION

1.1 AUTHORISATION

This inspection and report was authorized by Mr. Joe Livolsi on the 11th of September 2019.

1.2 PROJECT BRIEF

This asbestos management plan has been prepared to meet the requirement under Section 429 of the Work Health and Safety Regulation 2017 that a person with management or control of a workplace must ensure a written asbestos management plan is prepared for the workplace if asbestos or ACM has been identified or assumed present, or is likely to be present from time to time at the workplace.

1.3 SCOPE

This asbestos management plan has been prepared in accordance with the requirements of the Code of Practice: How to Manage and Control Asbestos in the Workplace [Safe Work Australia, 2018]. It provides practical guidance for persons conducting a business or undertaking on how to manage risks associated with asbestos and asbestos containing material (ACM) at the workplace and thereby minimise the incidence of asbestos-related diseases such as mesothelioma, asbestosis and lung cancer. It provides information on the identification of asbestos at the workplace and how to implement measures to eliminate or minimise the risk of exposure to asbestos fibers.

1.4 LIMITATIONS

This report has been prepared to meet the requirements outlined in the scope of work. It does not include evaluation of any other issues. Airsafe performed the services in a professional manner, in accordance with relevant guidelines and standards, and generally accepted industry practices. Airsafe does not make any other warranty, expressed or implied, as to the professional advice contained in this report.

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2 ASBESTOS MANAGEMENT PLAN

This asbestos management plan sets out how asbestos or ACM that is identified at the workplace should be managed.

2.1 REVIEWING THE ASBESTOS MANAGEMENT PLAN

The person with management or control of the workplace must ensure the asbestos management plan is reviewed and, if necessary, revised at least once every five years or when:

- there is a review of the asbestos register or a control measure
- asbestos is removed from or disturbed, sealed or enclosed at the workplace
- the plan is no longer adequate for managing asbestos or ACM at the workplace
- a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.

2.2 ACCESSING THE ASBESTOS MANAGEMENT PLAN

The person with management or control of the workplace must ensure the asbestos management plan is readily accessible to:

- a worker who has carried out, carries out or intends to carry out work at the workplace
- health and safety representatives who represent workers that carry out or intend to carry out work at the workplace
- a person conducting a business or undertaking who has carried out, carries out or intends to carry out work at the workplace
- a person conducting a business or undertaking who has required, requires or intends to require work to be carried out at the workplace.

The asbestos management plan should be kept at the workplace to ensure it is accessible.

3 IDENTIFICATION OF ASBESTOS

3.1 ASBESTOS REGISTER

A person with management or control of a workplace must ensure an asbestos register is prepared and kept at the workplace. The asbestos register must be maintained, to ensure the information in the register is up-to-date.

Reference should be made to the asbestos register for the site:

St. John of God Richmond Hospital – Hazardous Materials Survey [Airsafe Report AS47543, October 2019].

The asbestos register includes:

- records of any asbestos or ACM that has been identified at the work place. This includes:
 - the date on which the asbestos or ACM was identified
 - the location, type and condition of the asbestos
- details of any asbestos assumed to be in the workplace
- results of any analysis that confirms a material at the workplace is or is not asbestos
- details of inaccessible areas
- photographs to visually show the location of asbestos or ACM in the workplace.

3.1.1 Reviewing and Revising an Asbestos Register

A person with management or control of a workplace must ensure an asbestos register is reviewed and where necessary revised by a competent person if:

- the asbestos management plan is reviewed
- further asbestos or ACM is identified at the workplace
- asbestos is removed from or disturbed, sealed or enclosed at the workplace.

The register should be reviewed at least once every five years to ensure it is kept up-to-date.

When reviewing the asbestos register, the person should carry out a visual inspection of the asbestos and ACM listed to determine its condition and revise the asbestos register as appropriate. Previous asbestos registers and records relating to asbestos removal jobs, for instance clearance certificates, can assist in identifying all asbestos and ACM in the workplace.

3.1.2 Accessing an Asbestos Register

The person with management or control of the workplace must ensure the asbestos register is readily available to:

- a worker who has carried out, carries out or intends to carry out work at the workplace

- health and safety representatives who represent workers that carry out or intend to carry out work at the workplace
- a person conducting a business or undertaking who has carried out, carries out or intends to carry out work at the workplace
- a person conducting a business or undertaking who has required, requires or intends to require work to be carried out at the workplace.

Where work is being carried out or is about to be carried out at the workplace by a person conducting a business or undertaking and that work involves a risk of exposure to airborne asbestos, the person with management or control of the workplace must provide a copy of the asbestos register to that person.

A copy of the asbestos register should be kept at the workplace to ensure it is accessible.

3.1.3 Transferring an Asbestos Register

If the person with management or control of a workplace plans to relinquish management or control (for instance, selling the workplace or the business or undertaking), they must ensure, so far as is reasonably practicable, that a copy of the asbestos register is given to the person who is assuming management or control of the workplace.

3.2 INDICATING THE PRESENCE OF ASBESTOS IN THE WORKPLACE

A person with management or control of a workplace must ensure the presence and location of asbestos or ACM identified at the workplace is clearly indicated. If reasonably practicable, the asbestos or ACM must be indicated by a label.

All identified or assumed asbestos, including where the asbestos is inaccessible, must be clearly indicated. If it is reasonably practicable, labels must be used to identify the material as containing asbestos. However, signs may be more appropriate to use.

Examples of labels or signs that can be used to indicate the location or presence of asbestos or ACM are shown in Appendix A. These examples provide an indication of the words that may be used—these words are not mandatory.

3.2.1 Labels

If labels can be used, a competent person should determine the number and positions of the labels required. The location of labels should be consistent with the location listed in the asbestos register.

If a risk assessment suggests asbestos may be disturbed or people are likely to be exposed and it is not reasonably practicable to label asbestos directly, a prominent warning sign must be posted in its immediate vicinity. For example, if floor tiles have been identified as containing asbestos, an appropriate warning sign may be displayed on an adjacent wall.

3.2.2 Warning Signs

All warning signs should comply with AS 1319 *Safety Signs for the Occupational Environment*.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken. These signs should be weatherproof, constructed of light-weight material and adequately secured. Signs should be placed at all the main entrances to the work areas where asbestos is present.

Where direct marking of asbestos is not possible, identifying the presence and location of asbestos to workers such as plumbers, electricians and carpenters before they commence work may be achieved by implementing a permit-to-work system. The presence and location of the asbestos should be entered on site plans and the asbestos register and be accessible to all workers to ensure they are aware of the presence of asbestos.

4 MANAGEMENT OF ASBESTOS AT THE WORKPLACE

To eliminate risk of exposure, or if this is not reasonably practicable, minimising them so far as is reasonably practicable, a risk management process should be followed that involves identifying whether asbestos or ACM is at a workplace and including them in the asbestos register, assessing the risk of exposure and then implementing appropriate control measures.

When choosing the most appropriate control measure, the following hierarchy of controls must be considered:

- eliminating the risk (for example, removing the asbestos)
- substituting for the risk, isolating the risk or applying engineering controls (for example, enclosing, encapsulation, sealing or using certain tools)
- using administrative controls (for example, safe work practices)
- using PPE.

A combination of these controls may be required in order to adequately manage and control asbestos or ACM.

4.1 REMOVING ASBESTOS

The ultimate goal is to have a workplace free from asbestos. Removal may be the most appropriate way to achieve this. For example:

- **Friable asbestos** – If asbestos is friable and it has been determined that it should be removed, it must be removed by a Class A licensed removalist as soon as reasonably practicable. Instances where removal should be of the highest priority would include friable asbestos that is in poor condition and is located in an area where it poses a significant risk of exposure.
- **Non-friable asbestos** – If asbestos is non-friable, is more than 10 m² and has been determined that it should be removed, it must be removed by a licensed asbestos removalist as soon as reasonably practicable. Where it is not reasonably practicable to remove it, control measures must be put in place to eliminate any exposure, so far as is reasonably practicable, or to minimise exposure so far as is reasonably practicable, but always ensuring the exposure standard is not exceeded.

Specific instances where removal may be the best control measure include:

- asbestos lagging on pipes
- asbestos in plant
- asbestos-contaminated dust (ACD)
- loose fibre insulation
- cracked or damaged fibreboard containing asbestos.

The *Code of Practice: How to Safely Remove Asbestos* provides detailed guidance on appropriate work methods and additional controls for the removal of asbestos.

If it is not reasonably practicable to remove asbestos, then other control measures must be implemented to ensure people are not exposed to airborne asbestos, including either enclosing or sealing the asbestos.

4.2 ENCLOSING ASBESTOS

Where it is not reasonably practicable to remove asbestos, the preferred alternative control measure is enclosure.

This may be determined during the risk assessment by reviewing a range of issues including productivity, the condition of the asbestos, the risk it poses to health and cost. This is an interim control measure and should be supported through regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

4.2.1 Enclosure

Enclosure is the creation of a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances. Enclosure creates a separate physical barrier that prevents access to the asbestos and therefore minimises the potential for exposure to airborne fibres. Enclosure should only be used on non-friable asbestos where removal is not reasonably practical and where the asbestos is at risk of damage from work activities. Consideration must be given when designing the enclosure for the need to provide access to the asbestos for regular inspection of its condition.

4.3 ENCAPSULATION AND SEALING ASBESTOS

If the asbestos cannot be removed or enclosed, encapsulation or sealing is the next appropriate control measure. For example, if the asbestos is weathered, damaged or broken, it should be removed.

4.3.1 Encapsulation

Asbestos that is encapsulated in a resilient matrix, for example in reinforced plastics, vinyls, resins, mastics, bitumen, flexible plasters and cements have little opportunity to release airborne asbestos unless the matrix is damaged. This type of encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact. Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos.

Encapsulation helps protect the asbestos from mechanical damage, increases the length of serviceability of the product and may also be used to prevent the release of airborne asbestos during the removal process.

If encapsulation is recommended, the person carrying out the work should:

- be trained and experienced in working with asbestos
- isolate the area
- use suitable RPE that complies with AS/NZS 1716:2003 Respiratory Protective Devices
- wear suitable protective clothing such as disposable overalls

- follow a safe system of work that reduces the risk of creating airborne asbestos
- follow a decontamination procedure upon completion of the task.

4.3.2 Sealing

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne asbestos. Sealing asbestos is the least effective method for controlling the release of airborne asbestos. It should only be considered as an interim control while a more effective control such as removing or enclosing can be implemented. It is commonly used for pipe, furnace and boiler insulation. The process either coats the material, reducing fibre release, or binds the fibres together. Asbestos should be sealed, coated or painted to protect it. Sealing is inappropriate where the sealed material is likely to suffer mechanical damage (for example, drilling or sanding).

It is important to select coating that is appropriate to the material to be sealed and has the required fire resistance, thermal insulation and ultraviolet (UV) properties necessary for it to be an effective control. The coating will deteriorate if it is exposed to chemicals, extreme heat or cold, wet or dry conditions or physical impacts. For example, epoxy-based paints offer better durability and strength than other paints.

Under no circumstances should asbestos be water blasted or dry sanded in preparation for painting, coating or sealing, as there is no system of use that can effectively capture or suppress asbestos fibres in such circumstances. To treat asbestos, a method should be used that does not disturb the asbestos.

An airless sprayer at low pressure is preferred to rollers or brushes on exposed (or unsealed) asbestos, as rollers and brushes may cause abrasion/damage and result in fibres being released from the surface of the material. When using a spray brush, never use a high- pressure spray to apply the paint. You should apply it with a dry airless spray using a low pressure to avoid generating high levels of asbestos dust. Several coatings may be needed for full protection.

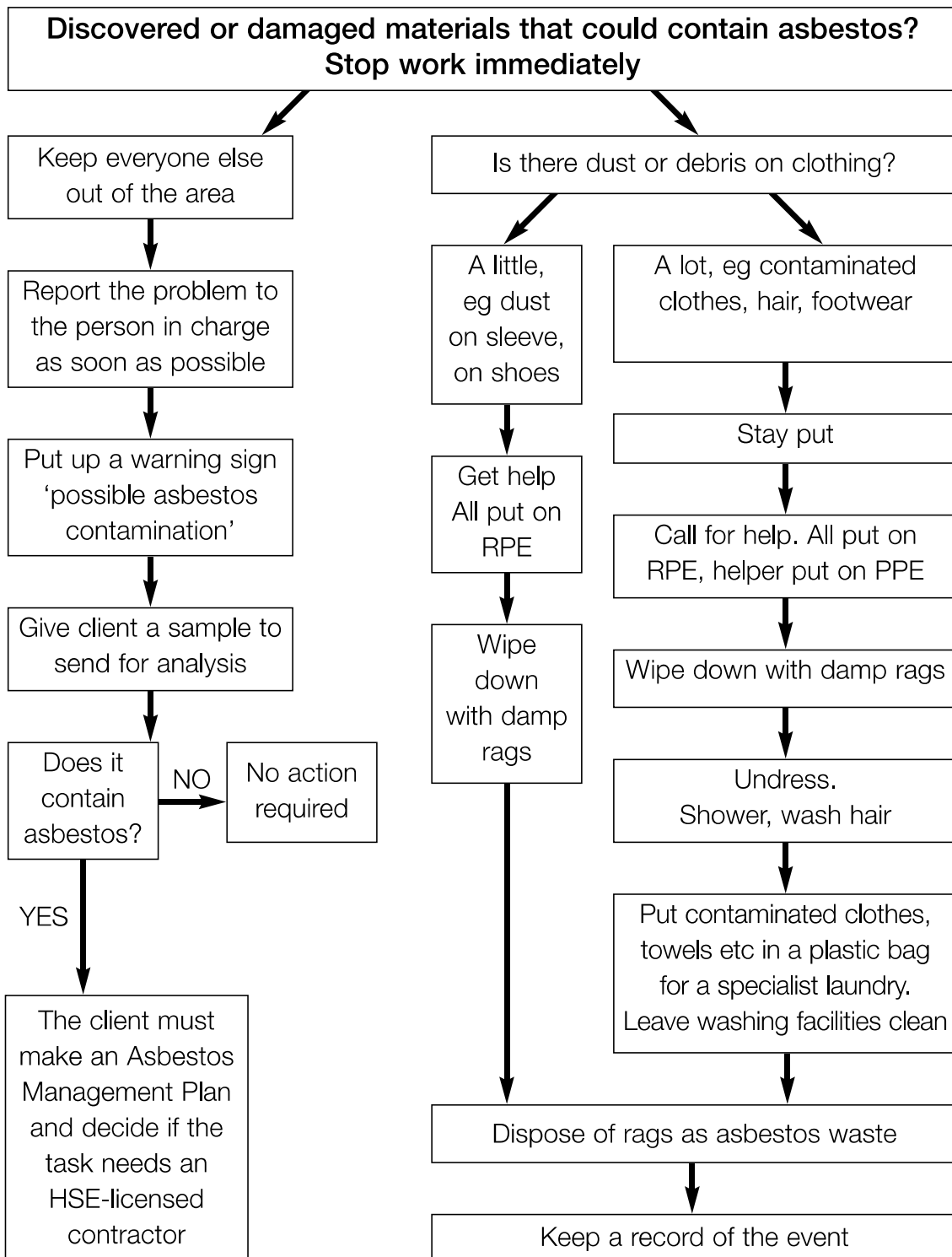
The surface on which the sealant is to be applied should be cleaned with an asbestos vacuum cleaner fitted with a high efficiency particulate air (HEPA) filter. This will help capture any loose dust or debris from the surface and ensure good adhesion of the sealant. The surface during application should not be disturbed as this releases asbestos dust.

The use of sealants of a different colour to the asbestos being sprayed is helpful in identifying its condition over time and when conducting reviews of the asbestos register. A date-stamped photograph of the sealed surface is also a good way of assisting in the recording of condition.

5 PROCEDURES FOR DETAILING ACCIDENTS, INCIDENTS OR EMERGENCIES OF ASBESTOS AT THE WORKPLACE

5.1 EMERGENCIES

In the event of an emergency where asbestos materials get damaged by accident, the following procedures should be adhered to:



5.2 INCIDENTS

5.2.1 Overview

The WHS Act requires the regulator to be notified of certain ‘notifiable incidents’.

Notifying the regulator of ‘notifiable incidents’ can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

5.2.2 The WHS Act

In summary, Part 3 of the WHS Act requires:

- immediate notification of a ‘notifiable incident’ to the regulator after becoming aware of it
- if the regulator asks – written notification within 48 hours of the request, and
- preservation of the incident site until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to notify is a criminal offence and penalties apply.

5.2.3 What is a ‘notifiable incident’

A ‘notifiable incident’ as outlined in the WHS Act is:

- the death of a person
- a ‘serious injury or illness’, or
- a ‘dangerous incident’.

arising out of the conduct of a business or undertaking at a workplace.

‘Notifiable incidents’ may relate to any person – whether an employee, contractor or member of the public.

Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the regulator.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

5.2.4 Only work-related incidents are notifiable

Incidents are only notifiable if:

- there is a death
- a ‘serious injury or illness’ is suffered or there is a dangerous incident, **and**

- the incident arises out of the conduct of the business or undertaking.

An incident is not notifiable just because it happens at or near a workplace.

Incidents may occur for reasons which do not have anything to do with the conduct of the business or undertaking. These kinds of incidents are **not notifiable**.

5.2.4.1 Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident. For example:

- an awning over a shop-front collapses, hitting a person passing by underneath.

5.2.5 Who is responsible for notifying?

Any PCBU from which the ‘notifiable incident’ arises must ensure the regulator is notified immediately after becoming aware it has occurred.

Procedures should be put into place to ensure work health and safety incidents are promptly brought to the relevant individual’s attention, for example a manager and then notified to the regulator, if required.

5.2.5.1 Incidents involving multiple businesses or undertakings

If the ‘notifiable incident’ arises out of more than one business or undertaking then each must ensure that the incident has been notified to the regulator.

There is no need for all duty holders to notify – only one needs to.

In these circumstances the duty holder must, so far as is reasonably practicable, consult, cooperate and coordinate to out appropriate reporting and notification arrangements in place.

5.2.6 When and how to notify

A regulator must be notified of a ‘notifiable incident’ immediately after the PCBU becomes aware of incident arising from the business or undertaking.

Contact details for the regulator for this site are as follows:

Jurisdiction	Regulator	Telephone	Website
New South Wales	SafeWork NSW	13 10 50	www.safework.nsw.gov.au

The notice must be given by the fastest possible means which could be by telephone or in writing, for example by facsimile, email or other electronic means.

If notifications are made by telephone follow-up information may be requested either by telephone or in writing. If you are asked to follow-up in writing you must provide the required information in writing within 48 hours of the request being made.

Regulators have adopted a commonsense approach to assessing whether an incident has been notified immediately. In other words incidents must be notified immediately as the particular circumstances permit.

In general a PCBU 'becomes aware' of a notifiable incident at the time that any of their workers in supervisory or managerial roles become aware of that incident. It is essential that PCBUs develop appropriate internal communication systems to ensure safety incidents are promptly brought to the relevant persons' attention.

5.2.6.1 What information will be requested?

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. The table provided in Appendix B details the information that should be collected as a minimum at the point of incident notification.

Although all of this information may not be available at the time of notification, PCBUs must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the regulator at a later time.

5.2.7 Can work continue where the incident occurred?

The person with management or control of a workplace at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier).

Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation, or
- after an inspector has given a direction to do so either in person or by telephone.

The sooner the regulator is notified, the sooner the site can be released.

If however after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply – no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

5.2.7.1 Site Preservation requirements only apply to the incident site

Requirements to preserve a site only apply in relation to the immediate area where the incident occurred – not the whole workplace.

If you are unsure about what you need to do to preserve a site, ask the regulator when you notify them of the incident.

You can also ask the regulator to be relieved of your legal obligations to preserve the incident site at this point – even if you don't meet the strict criteria above.

5.2.8 Upgrading Notifications

If a notifiable incident escalates from a serious illness or injury to a death the regulator must be separately notified of the death immediately after becoming aware that the person has died.

5.2.9 Record keeping requirements

The notifier must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.

As a practical matter these records should include any directions or authorisations given by an inspector at the time of notification (including authorisations to disturb incident sites) and any confirmation you received from the regulator that you notified them about the incident.

6 MANAGING EXPOSURE TO ASBESTOS

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable.

The exposure standard for asbestos must not be exceeded at the workplace.

6.1 CONSULTATION

6.1.1 Consulting With Workers

The WHS Act requires the person conducting a business or undertaking to consult, so far as is reasonably practicable, with workers who carry out work who are (or are likely to be) directly affected by a work health and safety matter.

If the workers are represented by a health and safety representative, the consultation must involve that representative.

Consultation with workers and their health and safety representatives is a critical part of managing work health and safety risks.

Consulting with and involving workers in the identification and safe handling of asbestos can assist in ensuring that safety instructions and safe work practices are complied with.

Health and safety representatives must have access to relevant information on matters that can affect the health and safety of workers, for example asbestos exposure data and the asbestos register.

6.1.2 Consulting, Cooperating and Coordinating Activities With Other Duty Holders

The WHS Act requires that persons conducting a business or undertaking consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

Sometimes there may be other businesses that are involved in the same activities or share the same workplace.

6.2 TRAINING WORKERS ABOUT ASBESTOS OR ACM

A person conducting a business or undertaking must ensure that information, training and instruction provided to a worker is suitable and adequate, having regard to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time the information, training or instruction is provided
- the control measures implemented.

The person must, so far as is reasonably practicable, ensure the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

A person conducting a business or undertaking must ensure workers who they reasonably believe may be involved in asbestos removal work in the workplace or the carrying out of asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM.

This training may include the following topics:

- purpose of the training
- health risks of asbestos
- types, uses and likely presence of asbestos in the workplace
- persons conducting a business or undertaking and the worker's roles and responsibilities under the asbestos management plan
- where the asbestos register is located, how it can be accessed and how to understand the information contained in it
- processes and safe work procedures to be followed to prevent exposure, including exposure from any accidental release of airborne asbestos
- where applicable, the correct use of PPE including respiratory protective equipment (RPE)
- the implementation of control measures and safe work methods to eliminate or minimise the risks associated with asbestos to limit the exposure to workers and other persons
- exposure standard and control levels for asbestos
- purpose of any exposure monitoring or health monitoring that may occur.

This training is more general than the training that a worker undertaking asbestos removal work would receive. Workers who are undertaking licensed asbestos removal work are required to complete specific units of competency. Further information on these specific training requirements is available in the *Code of Practice: How to Safely Remove Asbestos*.

Records of all training must be kept while the worker is carrying out the work and for five years after the day the worker stops carrying out the work. These records must also be available for inspection by the regulator.

6.3 DEMOLITION AND REFURBISHMENT WORK

Prior to any demolition or refurbishment work being carried out, a person with management and control of a workplace must:

- review the asbestos register
- provide a copy of the asbestos register to the person carrying out the demolition or refurbishment work

- ensure asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable, removed.

The person conducting a business or undertaking who will carry out demolition or refurbishment at a workplace must obtain a copy of the asbestos register before they commence the work.

Demolition and refurbishment work does not include minor routine maintenance work, or other minor work.

6.4 LIMITED USE OF EQUIPMENT

A person conducting a business or undertaking must not use, or direct or allow a worker to use, specific equipment on asbestos or ACM unless the use of the equipment is controlled.

High-pressure water spray and compressed air must not be used on asbestos or ACM. However, high-pressure water spray can be used for fire fighting or fire protection. Power tools, brooms and any other equipment or tool that may release airborne asbestos in the workplace may only be used if it is controlled by it being:

- enclosed
- designed to capture or suppress airborne asbestos
- used in a way that is designed to capture or suppress airborne asbestos safely.

A combination of the controls mentioned above may be required to ensure that airborne asbestos is not generated.

6.5 CONTROL MEASURES FOR MAINTENANCE WORK

Whatever the control method used, it should be effective in making all maintenance workers aware of the presence of asbestos and preventing any work activity that might expose them, or others nearby, to airborne asbestos. Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the asbestos register, such as wall cavities and ceiling spaces.

When choosing the most appropriate control measure, the following hierarchy of controls must be considered:

- eliminating the risk
- substituting the risk, isolating the risk or applying engineering controls
- using administrative controls
- using PPE.

A combination of these controls may be required in order to adequately manage and control asbestos or ACM.

6.5.1 Elimination

Eliminate the risk by not conducting the work.

6.5.2 Substitution, Isolation or Engineering Controls

Minimise the risk by using either an isolation control, engineering control or a combination of these.

All workers must be provided with instruction and training so they understand the reason for the control measure and the relevant procedures.

6.5.3 Administrative Controls

If the risk is still present and attempts have been made to minimise the risk to health, so far as is reasonably practicable, through elimination, isolation and engineering controls, administrative controls can be implemented.

Administrative controls are systems of work or work procedures designed to eliminate or minimise risk. These controls are lower order controls that cannot be relied upon to be as effective as the higher order controls such as elimination, isolation and engineering. This is because administrative controls are systems or procedures that rely on human behavior to be effective and can easily fail. Administrative control measures must be understood, implemented and maintained. This requires training, information and supervision for workers but the controls can still fail if procedures are not followed or understood.

6.5.4 PPE

If a risk to health still remains after the higher order control measures have been implemented, PPE must be used to supplement higher order controls.

Although PPE can be effective in controlling the risk from airborne asbestos fibres, the successful implementation and maintenance of this control measure requires further action and resources, including:

- the correct selection of appropriate PPE, including respirator, cartridge and coveralls
- the issuing of PPE to each individual
- training and supervision – all employees who are required to conduct asbestos-related activities and wear PPE must be given adequate training and supervision to enable them to fit and use the equipment correctly and conduct the task in a safe manner
- maintenance of PPE – non-disposable respirators must be checked before and after use to ensure the components are in good working order and are not damaged
- employee compliance and support for the system – it is essential that employees use PPE when it is required. An understanding of the risk to health from asbestos, the higher order control measures already in place and the need to use PPE to further reduce the risk to health all contribute to employees' willingness to use PPE.

6.6 AIR MONITORING

Air monitoring involves sampling airborne asbestos fibres to assist in assessing exposure to asbestos and the effectiveness of implemented control measures. It must be conducted in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust*, 2nd Edition [NOHSC: 3003 (2005)].

6.6.1 When Is Air Monitoring Required?

Air monitoring may be required when:

- asbestos is being removed from the workplace
- it is not clear whether new or existing control measures are effective
- there is evidence (for example, dust deposits are outside the enclosure) the control measures have deteriorated as a result of poor maintenance
- modifications or changes in safe work methods have occurred that may adversely affect worker exposure
- there has been an uncontrolled disturbance of asbestos at the workplace.

6.6.2 Results Of The Air Monitoring

Once the results of the air monitoring are received, action must be taken depending on the respirable fibre level. Where the results show that respirable asbestos fibre levels exceed the action levels outlined in Table 1, action must be taken immediately.

Action level	Control	Action
Less than 0.01 fibres/ml	No new control measures are necessary	Continue with control measures
At 0.01 fibres/ml or more than 0.01 fibres/ml but less than or equal to 0.02 fibres/ml	1. Review	Review control measures
	2. Investigate	Investigate the cause
	3. Implement	Implement controls to eliminate or minimise exposure and prevent further release
More than 0.02 fibres/ml	1. Stop removal work	Stop removal work
	2. Notify regulator	Notify the relevant regulator by phone followed by fax or written statement that work has ceased and the results of the air monitoring
	3. Investigate the cause	Conduct a thorough visual inspection of the enclosure (if used) and associated equipment in consultation with all workers involved with the removal work
More than 0.02 fibres/ml	4. Implement controls to eliminate or minimise exposure and prevent further release	Extend the isolated/barricaded area around the removal area/enclosure as far as reasonably practicable (until fibre levels are at or below 0.01 fibres/ml, wet wipe and vacuum the surrounding area, seal any identified leaks (e.g. with expandable foam or tape) and smoke test the enclosure until it is satisfactorily sealed.
	5. Do not recommence removal work until further air monitoring is conducted	<ul style="list-style-type: none"> ■ Do not recommence until fibre levels are at or below 0.01 fibres/ml

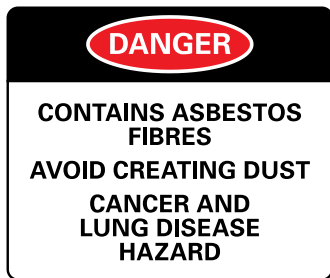
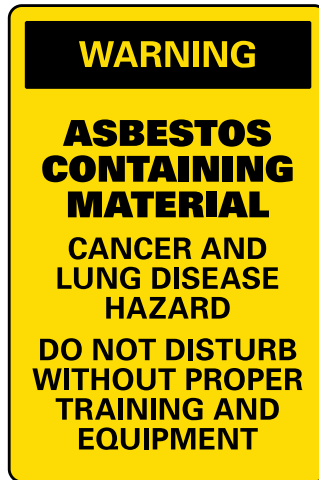
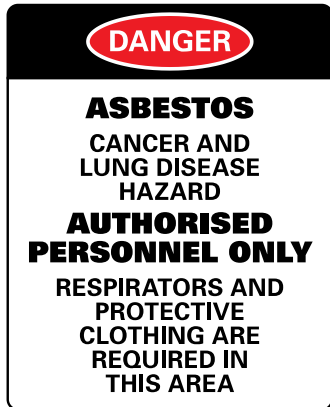
Table 1: Air monitoring action levels.

6.6.3 Communicating The Results Of The Air Monitoring

The person who commissions the air monitoring must ensure the results are given to the following persons:

- workers at the workplace
- health and safety representatives for the workplace
- persons conducting businesses or undertakings at the workplace
- other persons at the workplace.

APPENDIX A – EXAMPLES OF WARNINGS SIGNS AND LABELS



APPENDIX B – INCIDENT NOTIFICATION

Incident Notification	
What happened: an overview	<ul style="list-style-type: none"> • Provide an overview of what happened. • Nominate the type of notifiable incident – was it death, serious injury or illness, or ‘dangerous incident’?
When did it happen	Date and time.
Where did it happen	<p>Incident address.</p> <p>Details that describe the specific location of the notifiable incident – for example section of the warehouse or the particular piece of equipment that the incident involved – to assist instructions about site disturbance.</p>
What happened: detailed description	Detailed description of the notifiable incident.
Who did it happen to	<ul style="list-style-type: none"> • Injured person’s name, salutation, date of birth, address and contact number. • Injured person’s occupation. • Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	<ul style="list-style-type: none"> • Description of serious injury or illness – i.e. nature of injury. • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none"> • Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none"> • Notifier’s name, salutation, contact phone number and position at workplace. • Name, phone number and position of person to contact for further information (if different from above).