

## Asbestos Management Plan

**123-125 Donnison Street  
Gosford NSW 2250**

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**Issued by**

Safe Environments Pty Ltd  
Unit 4, 40 Bessemer Street  
Blacktown NSW 2148

**Prepared for**

LJ Hooker Commercial Central Coast  
87 Mann Street  
Gosford NSW 2250

**Approved by**



Carl Strautins  
Licensed Asbestos Assessor  
NSW LAA001036



## 123-125 Donnison Street, Gosford NSW 2250

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# 1 Executive Summary

An Asbestos Management Plan (AMP) was prepared at the request of LJ Hooker Commercial Central Coast to assist in preventing health risks associated from in-situ Asbestos Containing Materials (ACM). An AMP is required through Australian Commonwealth and State Workplace Health and Safety Legislation to outline how Asbestos Containing Materials (ACM) are managed to eliminate or control the potential risk of asbestos exposure to as low as reasonably practicable by a Person Conducting a Business or Undertaking (PCBU)

The scope of this AMP is limited to ACM identified within building and structures under normal day to day operations to the site 123-125 Donnison Street, Gosford NSW 2250. Please refer to Safe Environments report R20465 which includes the relevant asbestos register(s) and limitations of the inspection(s). In particular, the asbestos register which this AMP encompasses is limited to normally accessible parts of the building. Consequentially, there is a possibility that asbestos materials may be located within structural elements (between partition walls, under floor cavities etc.) that are not normally accessible during normal occupancy. Subsequently, the scope of this AMP does not include soil, waste, naturally occurring asbestos or prescriptive management of asbestos during removal or refurbishment.

During the relevant inspection(s), ACM identified which require action are outlined below in Table 1; other identified ACM that do not require action in the short to medium term are outlined within Section 2.2.

**Table 1: Summary of identified Asbestos Containing Material (ACM) requiring action**

<i>Asbestos Materials</i>	<i>General Location</i>	<i>Risk Level</i>	<i>Comments</i>
Asbestos cement telecom pit at front entry	External	Medium	This item poses a medium risk of exposure in current condition and use. Refrain from disturbing the material, including abrasive sanding and mechanical damage. It is recommended to label as asbestos containing and to check the condition on an annual basis.
Presumed asbestos thermal insulation internal to hot water system	G.2 Laundry	Low	Refer to manufacturer's specification to determine if the unit contains any asbestos. Until such time the item is presumed to contain asbestos, label and re-inspect condition on annual basis. Low risk of exposure in current state and use. Arrange for a sample to be taken as and when maintenance allows.

The recommendations have been provided to assist management in deciding control measures and require to be considered in conjunction with the organisations policies, procedures and Asbestos Management Plan (AMP). The items inspected and identified as ACM, whether confirmed or presumed, is on the basis of the risk assessment during normal occupant activity as observed during the time of the inspection and may change through time and use of the building. A long term strategic plan ought to be considered as to the removal of all ACM to the site.

Where ACM has been disturbed, emergency procedures are provided at Section 8 of this report. Where ACM has been damaged resulting in debris or dust, the area is to be isolated with access restricted until a competent person can undertake an assessment and advise clean-up and clearance protocols. For general requirements and recommendations, please refer to Sections 4 to 7.

Prior to any work being undertaken, the asbestos register and AMP shall be reviewed in line with this AMP. Management shall be informed of ACM that may potentially be disturbed to ensure that there are effective control measures to limit potential exposure. Any potential disturbance of ACM shall be documented through Safe Work Method Statements (SWMS) and be undertaken by suitably qualified and experienced contractor licensed in accordance with WHS and Environmental legislative requirements.

Safe Environments are not responsible for application of the AMP. It is the responsibility of the site PCBU with management or control of a workplace to ensure that recommendations within this report are adhered to by relevant parties and that the AMP is modified as required. The AMP shall be reviewed as required by Australian Commonwealth and State Workplace Health and Safety Legislation when:

- Further ACM is identified at the workplace
- There is a review of the asbestos register or a control measure
- Asbestos is removed from, or disturbed, sealed or enclosed
- A health and safety representative requests a review
- At least once every 5 years
- The AMP is no longer adequate

While the maximum period for a review of the asbestos register is at least once every five years, it is recommended that an annual re-inspection be undertaken by a competent person to assess potential deterioration and damage to ACM.

All employees, health and safety representatives, management, contractors and other stakeholders shall be made aware of and understand the purpose and use of this AMP along with associated asbestos registers which outline identification, assessment and control of asbestos in the workplace.

## 2 Introduction

An Asbestos Management Plan (AMP) was prepared at the request of LJ Hooker Commercial Central Coast to assist in preventing health risks associated from in-situ Asbestos Containing Materials (ACM). An AMP is required through Australian Commonwealth and State Workplace Health and Safety Legislation to outline how Asbestos Containing Materials (ACM) are managed to eliminate or control the potential risk of asbestos exposure to as low as reasonably practicable by a Person Conducting a Business or Undertaking (PCBU)

The scope of this AMP is limited to ACM identified within building and structures under normal day to day operations to the site 123-125 Donnison Street, Gosford NSW 2250. Please refer to Safe Environments report R20465 which includes the relevant asbestos register(s) and limitations of the inspection(s). In particular, the asbestos register which this AMP encompasses is limited to normally accessible parts of the building.

### 2.1 Site Details

Safe Environments undertook the inspection on 24 February 2020 by experienced personnel assessed as being competent through Safe Environments accreditation to AS ISO/IEC 17020.

The site comprises of a two-storey office building, with rendered external brick walls, carpet and tile internal floors, synthetic mineral fibre bonded floating ceiling tiles throughout.

Any areas not identified within the register and plans are considered outside the remit of this inspection.

### 2.2 Identified ACM

The identification of ACM was based on the nature of occupancy at the time of the asbestos inspection, as conducted in line with *Safe Work Australia Code of Practice: How to Manage and Control Asbestos in the Workplace*, *Code of Practice for Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*, UK Health & Safety Executive HSG 264 *Asbestos: The Survey Guide, Appendix 4 Materials Assessment Algorithm*, UK Health & Safety Executive HSG 227: *A comprehensive guide to Managing Asbestos in premises Appendix 3 Priority Assessment Algorithm* and in-house documents. Safe Environments is accredited by the National Association of Testing Authorities (NATA) to AS ISO/IEC 17020 *Conformity assessment - Requirements for the operation of various types of bodies performing inspection* for the inspection of asbestos and hazardous materials. Compliance with AS ISO/IEC demonstrates competence for asbestos inspections as outlined within the Code of Practice.

A Demolition and Refurbishment survey is recommended prior to any refurbishment / demolition work or any alterations which may affect the fabric of the building. This type of asbestos survey allows identification of ACM which may otherwise be hidden within the fabric of the building as far as reasonably practicable. All identified materials must be removed prior to these works taking place.

It should be noted that a Refurbishment, Demolition Full access sampling and identification survey of the property has not been undertaken as this is a destructive survey and can only be done when the

buildings are unoccupied and water, gas and electrical services are disconnected. Consequentially, there is a possibility that asbestos materials may be located within structural elements (between partition walls, under floor cavities etc.) that are not normally accessible during normal occupancy. Subsequently, the scope of this AMP does not include soil, waste, naturally occurring asbestos or prescriptive management of asbestos during removal or refurbishment.

The following table outlines ACM identified to the site during the course of the asbestos inspection(s) along with recommended management. The recommendations are to be reviewed by management an ongoing basis to ensure that risks to exposure to asbestos is reduced so far as reasonably practicable, given the organisations resources.

**Table 2: Summary of identified Asbestos Containing Material (ACM)**

<i>Asbestos Materials</i>	<i>General Location</i>	<i>Risk Level</i>	<i>Comments</i>
Asbestos cement telecom pit at front entry	External	Medium	This item poses a medium risk of exposure in current condition and use. Refrain from disturbing the material, including abrasive sanding and mechanical damage. It is recommended to label as asbestos containing and to check the condition on an annual basis.
Presumed asbestos thermal insulation internal to hot water system	G.2 Laundry	Low	Refer to manufacturer’s specification to determine if the unit contains any asbestos. Until such time the item is presumed to contain asbestos, label and re-inspect condition on annual basis. Low risk of exposure in current state and use. Arrange for a sample to be taken as and when maintenance allows.

The table above is not an asbestos register which was provided by way of a specific inspection report for the premises. The asbestos register provides further detailed information as to the location, photographs and identification of non-ACM building elements. All employees, management and contractors should be familiar with the asbestos register which is to be maintained in an easily accessible location for all premises.

All ACM shall be labelled to warn people of the hazard of potential exposure, and in particular maintenance personal who may potentially work on asbestos material be made aware of which element of the site contain ACM. The labelling of ACM should follow protocols of the Global Harmonised System (GHS).

### 3 Definitions

**Airborne asbestos** means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

**Asbestos** means 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)** means any material or thing that, as part of its design, contains asbestos.

**Asbestos-contaminated dust or debris (ACD)** means dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.

**Asbestos-related work** means work involving asbestos that is permitted under the exceptions set out in state specific regulations.

**Asbestos removalist** means a person conducting a business or undertaking who carries out asbestos removal work.

**Asbestos removal licence** means a Class A asbestos removal licence or a Class B asbestos removal licence.

**Asbestos removal work** means work involving the removal of asbestos or ACM, Class A asbestos removal work or Class B asbestos removal work.

**Asbestos waste** means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.

**Class A asbestos removal licence** means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

**Class A asbestos removal work** means the removal of friable asbestos which must be licensed under clause 485 of the Work Health and Safety Regulation 2011. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

**Class B asbestos removal licence** means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

**Class B asbestos removal work** means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

**Competent person** means 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 or a method determined by the relevant regulator.

**Friable asbestos** means 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.

**GHS** means Globally Harmonised System of Classification and Labelling of Chemicals.

**Independent** in relation to clearance inspections and air monitoring means:

- not involved in the removal of the asbestos
- not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

**licensed asbestos assessor** means a person who holds an asbestos assessor licence.

**licensed asbestos removalist** means a person conducting a business or undertaking who is licensed under the Work Health and Safety Regulation 2011 to carry out Class A asbestos removal work or Class B asbestos removal work.

**licensed asbestos removal work** means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

**NATA** means the National Association of Testing Authorities, Australia.

**NATA-accredited laboratory** means a testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else.

**Naturally occurring asbestos (NOA)** means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

**Non-friable asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. Note: Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos)

**Person Conducting a Business or Undertaking (PCBU)** means persons responsible for ensuring, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking.

**Respirable asbestos** means an asbestos fibre that:

- is less than 3 microns ( $\mu\text{m}$ ) wide
- is more than 5 microns ( $\mu\text{m}$ ) long
- has a length to width ratio of more than 3:1.

## 4 General Requirements

Asbestos is a term used for a number of naturally occurring minerals which have crystallised to form long thin fibres and fibre bundles. The fibres have high tensile strength, and chemical, electrical and heat resistance, and were widely used for these properties; either raw (e.g. asbestos textiles and insulation packings), or more often, combined with other materials (fireproofings, insulations, boards, asbestos cement sheets etc.). There are six regulated types of asbestos, the three main types being - chrysotile, amosite and crocidolite, which were widely used in Australia. These are also referred to as white, brown and blue asbestos respectively. The other three types of regulated asbestos are fibrous actinolite, fibrous tremolite and fibrous anthophyllite, although these were less commonly used.

Although asbestos is a hazardous material, it can only pose a risk to health if the asbestos fibres become airborne and then inhaled. ACMs only release fibres into the air when they are disturbed. If you therefore maintain all your ACMs in good condition, they cannot release fibres and put the health of your workers or others at risk. ACMs are disturbed:

- during any direct action on them, e.g. drilling, boring, cutting, breaking, smashing, etc.;
- during their removal;
- during the demolition of buildings containing them;
- through minimal, but repeated damage, eg an unprotected asbestos insulating board panel on the back of a door which is continually being accidentally knocked or scraped;
- when damaged asbestos, eg damaged pipe insulation or sprayed asbestos on beams/columns, is subject to mechanical vibration and/or strong air currents;
- during any other action that causes the ACM to be disturbed.

**If ACMs are not disturbed airborne fibres will not be released and therefore they will not pose a risk to health.**

### 4.1 Legal Requirement

The person or organisation undertaking a business 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.

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.

A person with management or control of a workplace must ensure asbestos or ACM at the workplace is identified by a competent person. This is done by appointing a competent person to provide the property controller with a valid asbestos register.

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, and
- a person conducting a business or undertaking who has required, requires or intends to require work to be carried out at the workplace

The purpose of an asbestos management plan is to help key personnel with control of premises to comply with the asbestos prohibition and prevent exposure to airborne asbestos fibres while ACM remain in the workplace.

#### **4.2 Control risk of exposure**

- must ensure, so far as is reasonably practicable, that exposure of a person at the workplace to airborne asbestos is eliminated, except in an area that is enclosed to prevent the release of respirable asbestos fibres and negative pressure is used. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable
- must ensure the exposure standard for asbestos is not exceeded at the workplace.

#### **4.3 Health monitoring**

- must ensure health monitoring is provided to a employee who is carrying out licensed removal work, other ongoing asbestos removal work or asbestos-related work and there is risk of exposure when carrying out that work
- must ensure the health monitoring is carried out under the supervision of a registered medical practitioner and information as specified in the WHS Regulations is provided to that medical practitioner
- must pay all expenses for health monitoring, obtain report and keep records of all health monitoring.

#### **4.4 Training and use of equipment**

- must ensure that information, training and instruction provided to a worker is suitable and adequate and that it is provided in a way that is readily understandable by any person to whom it is provided
- must ensure that, if a worker is either carrying out asbestos-related work or may be involved in asbestos removal work, they are trained in the identification and safe handling of asbestos and ACM and the suitable control measures
- for workers who carry out work where naturally occurring asbestos (NOA) is likely to be found, training must be provided on hazards and risks associated with NOA.

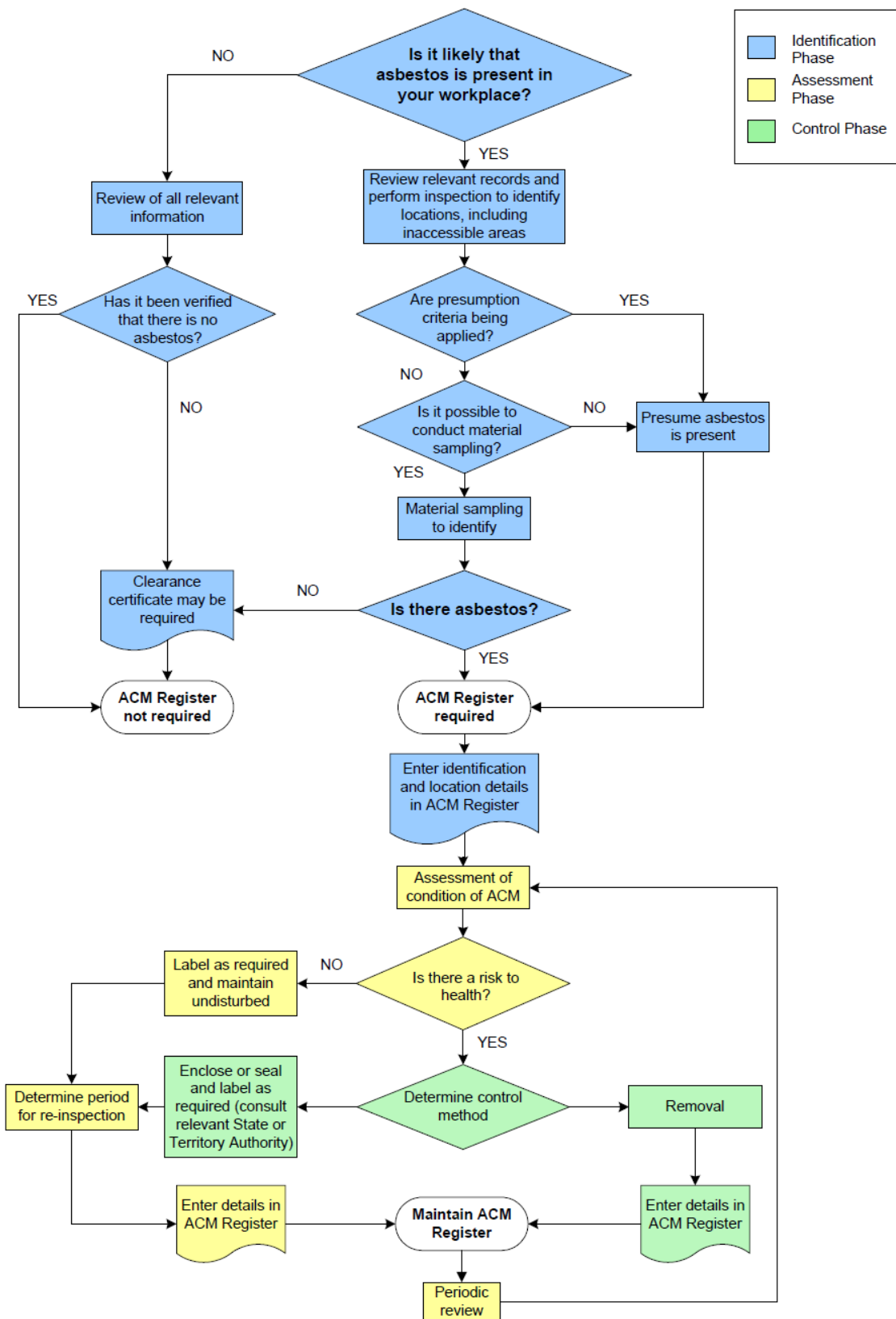
#### **4.5 Controlling the use of equipment**

- must not use, direct or allow a worker to use, certain equipment on asbestos and ACM. This includes high pressured water spray (unless for fire fighting or fire protection purposes), compressed air, power tools or any other implements that may cause the release of airborne asbestos into the atmosphere.

#### **4.6 Asbestos-related work**

- must, if there is uncertainty as to whether work is asbestos-related work, assume asbestos is present or arrange for an analysis of a sample to be undertaken to determine if asbestos or ACM is present
- must give information as specified in regulation 480 of the WHS Regulations to a person who is likely to be engaged to carry out asbestos-related work
- must ensure the asbestos-related work area is separated from other work areas at the workplace, signs are used to indicate where the asbestos-related work is being carried out and barricades are used to delineate the asbestos-related work area
- must ensure a competent person carries out air monitoring of the work area if there is uncertainty as to whether the exposure standard is likely to be exceeded
- must ensure that decontamination facilities (including containers and labels labelled in accordance with the GHS) are available when asbestos-related work is being carried out
- must ensure that asbestos waste is contained and labelled in accordance with the GHS before it is removed, and is disposed of as soon as practicable
- must ensure, where personal protective equipment (PPE) is used and contaminated with asbestos, such PPE is sealed, decontaminated, labelled and disposed of in accordance with the WHS Regulations. If this is not reasonably practicable, the PPE must be laundered in accordance with the WHS Regulations. PPE that is not clothing and cannot be disposed of must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.

## 5 Asbestos Management Flowchart



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## 6 Responsibilities

The responsibilities of all persons involved and the sections of the plan they are responsible for, training arrangements for workers and contractors, a procedure for reviewing and updating the management plan and the register of ACM, including a timetable; and safe work method statement

**Table 3: Asbestos management plan responsibilities and actions**

<b>Responsible Persons</b>	<b>Action</b>
Person conducting a business or Undertaking (PCBU)	<p><b>Control risk of exposure</b></p> <ul style="list-style-type: none"> <li>• must ensure, so far as is reasonably practicable, that 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</li> <li>• must ensure the exposure standard for asbestos is not exceeded at the workplace.</li> </ul>
Person conducting a business or Undertaking (PCBU)	<p><b>Health monitoring</b></p> <ul style="list-style-type: none"> <li>• must ensure health monitoring is provided to a worker who is carrying out licensed removal work, other ongoing asbestos removal work or asbestos-related work and there is risk of exposure when carrying out that work</li> <li>• must ensure the health monitoring is carried out under the supervision of a registered medical practitioner</li> <li>• must pay all expenses for health monitoring, obtain report and keep records of all health monitoring.</li> </ul>
Person conducting a business or Undertaking (PCBU)	<p><b>Training and use of equipment</b></p> <ul style="list-style-type: none"> <li>• must ensure that information, training and instruction provided to a worker is suitable and adequate and that it is provided in a way that is readily understandable by any person to whom it is provided</li> <li>• must ensure that, if a worker is either carrying out asbestos-related work or may be involved in asbestos removal work, they are trained in the identification and safe handling of asbestos and ACM and the suitable control measures</li> <li>• for workers who carry out work where NOA is likely to be found, training must be provided on hazards and risks associated with NOA.</li> </ul>
Person conducting a business or Undertaking (PCBU)	<p><b>Controlling the use of equipment</b></p> <ul style="list-style-type: none"> <li>• must not use, or direct or allow a worker to use, certain equipment on asbestos and ACM.</li> </ul>

<b>Responsible Persons</b>	<b>Action</b>
<p>Person conducting a business or Undertaking (PCBU)</p>	<p><b>Asbestos-related work</b></p> <ul style="list-style-type: none"> <li>• must, if there is uncertainty as to whether work is asbestos-related work, assume asbestos is present or arrange for an analysis of a sample to be undertaken to determine if asbestos or ACM is present</li> <li>• must give information as specified in regulation 480 of the WHS Regulations to a person who is likely to be engaged to carry out asbestos-related work</li> <li>• must ensure the asbestos-related work area is separated from other work areas at the workplace, signs are used to indicate where the asbestos-related work is being carried out and barricades are used to delineate the asbestos-related work area</li> <li>• must ensure a competent person carries out air monitoring of the work area if there is uncertainty as to whether the exposure standard is likely to be exceeded</li> <li>• must ensure that asbestos waste is contained and labelled in accordance with the GHS before it is removed, and is disposed of as soon as practicable</li> <li>• must ensure, where personal protective equipment (PPE) is used and contaminated with asbestos, such PPE is sealed, decontaminated, labelled and disposed of in accordance with the local OHS Regulations. If this is not reasonably practicable, the PPE must be laundered in accordance with the local OHS Regulations. PPE that is not clothing and cannot be disposed of must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.</li> </ul>
<p>PCBU with management or control of a workplace</p>	<p><b>Identifying or assuming asbestos or ACM</b></p> <ul style="list-style-type: none"> <li>• must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person or assume its presence may identify asbestos or ACM by arranging a sample of the material to be analysed.</li> </ul>
<p>PCBU with management or control of a workplace</p>	<p><b>Indicating presence and location</b></p> <ul style="list-style-type: none"> <li>• must ensure the presence and location of asbestos or ACM identified (or assumed to be identified) at the workplace is clearly indicated (by a label if reasonably practicable).</li> </ul>
<p>PCBU with management or control of a workplace</p>	<p><b>Asbestos register</b></p> <ul style="list-style-type: none"> <li>• must ensure an asbestos register is prepared, maintained, reviewed and kept at the workplace. It must be readily available to workers, their health and safety representatives and other persons</li> <li>• must ensure, when management or control of the workplace is relinquished, a copy of the asbestos register is given to the person assuming management or control.</li> </ul>
<p>PCBU with management or control of a workplace</p>	<p><b>Asbestos Management Plan (AMP)</b></p> <ul style="list-style-type: none"> <li>• must, where asbestos has been identified at the workplace, ensure an asbestos management plan is prepared, maintained and reviewed. It must be accessible to workers, their health and safety representatives and other persons.</li> </ul>

<b>Responsible Persons</b>	<b>Action</b>
PCBU with management or control of a workplace	<p><b>Naturally Occurring Asbestos (NOA)</b></p> <ul style="list-style-type: none"> <li>• must manage the risks associated with NOA at the workplace and, where identified at the workplace or likely to be present, ensure that a written asbestos management plan is prepared, maintained and reviewed.</li> </ul>
PCBU with management or control of a workplace	<p><b>Demolition and Refurbishment Work</b></p> <ul style="list-style-type: none"> <li>• prior to demolition or refurbishment work starting, must review the asbestos register and ensure all asbestos that is likely to be disturbed is identified and removed so far as is reasonably practicable</li> <li>• must provide a copy of the asbestos register to the person carrying out the demolition or refurbishment work before the work commences</li> <li>• must, if an emergency occurs and a structure or plant is to be demolished, ensure that before the demolition occurs there is a procedure to reduce the risk of exposure to asbestos to below the exposure standard and notify the regulator about the emergency.</li> <li>• must, prior to the demolition or refurbishment work being carried out: obtain a copy of the asbestos register for the workplace from the person with management or control before the work commences</li> <li>• if an asbestos register is not available, ensure the structure or plant to be demolished or refurbished has been inspected by a competent person to determine if any asbestos or ACM is fixed to or installed (or assume it's presence)</li> <li>• where asbestos is determined to be fixed to or installed, tell the occupier, owner (if at a domestic premises) or the person with management or control in any other case</li> <li>• ensure asbestos at domestic premises that is likely to be disturbed by the demolition or refurbishment is identified and, if reasonably practicable, removed before the work starts</li> <li>• if an emergency occurs at domestic premises where asbestos is identified (or assumed) and it must be demolished, ensure there is a procedure to reduce the risk of the exposure to asbestos to below the exposure standard and notify the regulator about the emergency.</li> </ul>
Employees	<p><b>All Work</b></p> <ul style="list-style-type: none"> <li>• Attend Asbestos awareness training to ensure good knowledge of Asbestos safety</li> <li>• Ensure no damage is caused to any asbestos materials identified throughout building as a result of their day to day activities</li> <li>• Report any damage immediately to PCBU with management or control of a workplace</li> <li>• Comply with all directions to ensure safe management of asbestos</li> </ul>

## 7 Management of Asbestos Containing Materials

### 7.1 General

Asbestos must be continuously monitored within premises to ensure that all changes and damage to asbestos materials are promptly identified and corrective action is taken

- Asbestos survey must be conducted by competent person and an asbestos register to be complied and kept on site
- Documentations kept within the site management plan specifying asbestos re-inspection dates (recommended once a year)
- All asbestos documentations (Asbestos Register), must be referred to prior to any maintenance, refurbishment or demolition work
- Reasonable steps must be taken to label all identified ACM. Where ACM are identified or presumed, the locations must be recorded in a register of ACM
- If a risk assessment suggests an ACM might be disturbed or persons might be exposed and it is not practical to label the ACM (e.g. floor tiles or a friable ACM such as lagging), a prominent warning sign, specifying the ACM, should be posted in its immediate vicinity.
- All warning signs and labels should comply with Australian Standard 1319 Safety Signs for the Occupational Environment
- Any areas of a workplace which contain ACM, including plant, equipment and components, should be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken
- These signs should be placed at all of the main entrances to the work areas where asbestos is present
- Prior to refurbishment or demolition or redesign of building, a Demolition (Intrusive) Asbestos Survey should be conducted to identify asbestos materials which may be encountered within building fabric, which were previously inaccessible during the Asbestos Management Survey.
- All identified or presumed ACM — or their enclosures if the ACM are inaccessible — should be clearly labelled. In conjunction with warning signs and the register of ACM, these labels should warn people of the presence of ACM. Safe Environments recommends to have materials which are identified as asbestos containing to be labelled accordingly. This should correspond with Asbestos register provided as part of the original asbestos survey conducted.
- All contractors must agree that their work within premises does not disturb any asbestos materials identified within Asbestos Survey reports
- Asbestos Containing Materials must be removed should any proposed work impact on their condition and pose a threat to health and safety of all whom are involved
- Procedures must be put into action to ensure that any work carried out around asbestos materials minimises accidental damage or exposure to asbestos
- Any dust or debris must be immediately reported if suspected to have originated from an asbestos containing material

- Any changes to the condition of asbestos containing materials must be immediately reported
- Emergency procedures must be put into place to deal with any damage or possible exposure to asbestos materials

## 7.2 Maintenance and Removal of Asbestos

Where materials encountered during this survey have been found to be in a good condition, then no further action may be necessary other than ensuring the material remains in a good condition and undertaking periodic re-inspection. This is recommended at an annual basis and a minimum frequency of once every 5 years which may need to be altered if the material condition or use of area changes.

Where materials have been encountered in a condition that is unsatisfactory, then encapsulation, sealing or removal will probably be required. The following provides a brief description of the abatement requirements for various types of ACM and identifies further approved guidance.

Generally, insulation (lagging), ropes, blankets, flash guards, paper insulating products and sprayed asbestos, both within the buildings and externally, above and below ground, must only be removed by a licensed asbestos removal contractor. Some weathered non-friable asbestos can become friable over the years and produce ACD, which must also be removed by licensed removalist.

Removal of asbestos cement (including sheets, guttering, down pipes, ceiling panels, tanks) is required to be undertaken by contractors (Class B) with licence to remove **non-friable asbestos**, where the total surface area is 10m<sup>2</sup> or more. A licence to remove non-friable asbestos does not allow removal of friable asbestos.

Removal techniques must minimise damage to the material and should include lowering sheets, for example, to the ground; avoiding the use of power tools or using power tools only with integral dust suppression; and spraying sheets with binding and wetting solutions (e.g. surfactant solution) to minimise fibre release during handling. The materials will require wrapping individually or placing in a lined skip and then sealed until it is removed from site for disposal at a suitably licensed hazardous waste disposal site.

A **licence for friable asbestos** (Class A) is required to remove, or work with, any friable material. A licence to remove or work with friable asbestos also covers removal of any amount of non-friable asbestos.

Asbestos removal contractor should prepare an asbestos removal control plan (ARCP) prior to commencement of works preferably in consultation with the Hazardous materials consultant. An asbestos removal control plan is a document that identifies the specific control measures a licence holder will use to ensure workers and other persons are not at risk when asbestos removal work is being conducted. It should include as a minimum:

- how the asbestos removal will be carried out, including the method, tools, equipment and PPE to be used;
- the asbestos to be removed, including the location, type and condition of the asbestos.

Prior to asbestos removal the following must be present:

- Notification from the regulator of asbestos removal works;

- Limited access, displayed signs and installed barricades;
- Decontamination unit and Negative pressure unit (If applicable, friable only);
- Waste contamination and disposal rout and method

During and after asbestos removal the following are required:

- **More than 10 m<sup>2</sup> of non-friable asbestos removal** – Air monitoring is not required but may be considered to be carried out by an independent licensed asbestos assessor or competent person to ensure compliance with the duty to eliminate or minimise exposure to airborne asbestos and to ensure the exposure standard is not exceeded.
- **Friable asbestos removal** – Air monitoring is mandatory for all friable asbestos removal. This includes prior to dismantling an enclosure and for the purposes of the clearance inspection.
- **Clearance Certificate** - A person commissioning licensed asbestos removal work must ensure that, once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued before the workplace can be re-occupied by an independent competent person (Non-friable work) or a licensed asbestos assessor (Friable work). Please note this is state specific and reference to relative state legislature must be made.
- **Public Location** – Air monitoring should be considered where the asbestos removal work is being undertaken in or next to a public location.

When carrying out licensed asbestos removal work, the licensed asbestos removalist must ensure that asbestos waste is contained and labelled in accordance with the documented safe work method statement and relative state legislature and codes of practice for safe removal of asbestos; before the waste is removed from the asbestos removal area. It must be disposed of as soon as is practicable at a site authorised to accept asbestos waste in accordance with EPA guidelines.

### **7.3 Clearance inspections and certificates**

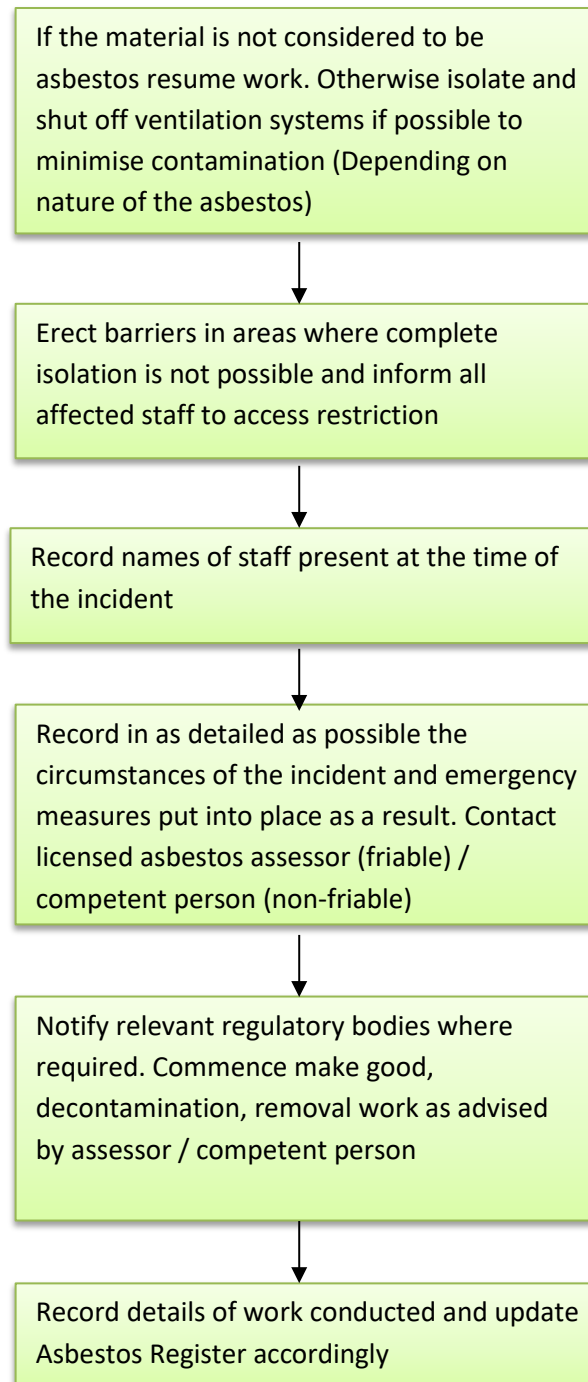
Where LJ Hooker Commercial Central Coast commissions any licensed asbestos removal work, LJ Hooker Commercial Central Coast will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (friable asbestos) or competent person (non-friable asbestos). Please note this is state specific and reference to relative state legislature must be made.

The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site as air monitoring is mandatory for all friable asbestos removal.

The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

## 8 Emergency Procedures

When an asbestos material has been damaged and has caused asbestos debris or asbestos fibres may have become airborne the following procedures should be adhered to:



## 9 Limitations

The recommendations presented in this report are professional opinions based on the indicated data described within report. They are intended only for the purpose, the location, and the project described.

Please note that the survey is not a definitive study as it is not reasonably practicable to inspect every area. Due diligence and professional judgment has been used to attempt to identify and sample all suspect ACM as far as reasonably practicable. Whether identified or otherwise, inaccessible ACM may be present in areas where access or visual observation is not possible. If such features should become accessible as a result of future refurbishment or alterations, they should be surveyed for possible asbestos content.

Recommendations are to be considered by management and are not definitive. Further consultation may be necessary as Safe Environments are not aware of the specific resources that may be allocated based on the organisations financial budgets or priorities and risk aversion, in particular public relations, industrial relations and community expectations which may be significantly different than that to control the current potential health risks. Quantities of materials identified as part of the survey are estimates made by the surveyor and should not be used for the purpose of tendering for work. Contractors should make their own measurement.

Changes in standards may occur as a result of legislative amendments or the progress in understanding effects of asbestos. Accordingly, the findings of this report may be nullified, wholly or in part, by changes beyond our control. Opinions and judgments expressed herein, which are based on our current understanding and interpretation of current legal standards and guidelines, should not be interpreted as legal judgments.

Safe Environments are not responsible for application of Asbestos Management Plan. It is the responsibility of the site PCBU with management or control of a workplace to ensure that recommendations within this report are adhered to by relevant parties and that the Management plan is modified as required.

# Appendix A

Maintenance Details



# Appendix B

Asbestos Removal Checklist

## Asbestos Removal Checklist

**To be completed by a representative of the Asbestos Removal Contractor, prior to commencement of work**

Site Address: -----  
-----

In accordance with the Asbestos Removal Specification for these works I confirm I have checked the following:

- Control authority notified, applicable fees paid and appropriate permit obtained
- Copy of asbestos removal licence displayed at site
- Warning signs/barricade posted
- Licensed asbestos assessor (friable removal) or competent person (non-friable) engaged to conduct asbestos air monitoring
- Method statement for asbestos removal provided and verified by independent asbestos consultant
- Notification of asbestos removal works provided for display in common area of site for staff
- Air condition system isolated
- Decontamination facilities available
- Appropriate PPE provided
- Approved HEPA vacuum provided
- Approved asbestos waste bags on site
- Disposal arrangement and documentations on site
- Asbestos carriers licence provided
- Asbestos fibre monitoring results and clearance test results will be provided

Contact Name:----- Position:-----

Company:----- Contact No:-----

Emergency Contact:----- Date: -----/-----/-----

Signature:-----

**Acknowledgement by PCBU with management or control of a workplace:**

I received this completed Asbestos Removal Checklist on ----- / ----- / ----- (date)

Name:----- Signature:-----

Asbestos removal works were authorised to commence following receipt.

# Appendix C

## Reviews of the Asbestos Register and Condition Assessment

*The register of ACM, including any risk assessments, recommended to be reviewed every 12 months or earlier where:*

- *a risk assessment indicates the need for reassessment*
- *any ACM has been disturbed or removed.*
- *A visual inspection of identified ACM should be undertaken as part of any review by a competent person.*

*The asbestos management plan should be reviewed whenever the register of ACM is reviewed*

*These reviews should critically reassess all asbestos management processes and their effectiveness in:*

- *Preventing exposure to airborne asbestos fibres;*
- *Controlling maintenance workers and contractors;*
- *Highlighting the need for action to maintain or remove ACM;*
- *Raising awareness among all workers; and*
- *Maintaining the accuracy of the register of ACM.*

# Appendix D

## Air Monitoring & Clearance Certificates

### *Air Monitoring and Clearance Certificates*

*Air monitoring should be performed whenever ACM are being removed, to ensure the control measures within the asbestos removal control plan are effective. Before clearance is granted for demolition there must be a thorough clearance inspection by a competent person who is independent from the person responsible for the removal work*

<b>Asbestos Clearance Checklist</b>	
<b>To be completed by a representative of the Asbestos Removal Contractor, Asbestos Analyst and Management upon completion of asbestos removal / maintenance work</b>	
Site Address: .....	
.....	
<b>Asbestos Removal Contractor</b>	
Comments: ..... ..... .....	
I have checked the location where the work has been carried out and am satisfied the work has been carried out in accordance with specifications and asbestos removal checklist previously forwarded. Personnel and equipment have been withdrawn, normal safeguards have been restored and asbestos has been correctly disposed.	
Contact Name:.....	Position:.....
Company:.....	Contact No:.....
Emergency Contact:.....	Date: ...../...../.....
Signature:.....	
<b>Asbestos Assessor / Consultant</b>	
Comments: ..... ..... .....	
<input type="checkbox"/> Air Monitoring conducted (Results to be forwarded) <input type="checkbox"/> Clearance inspection conducted <input type="checkbox"/> Evidence of safe disposal to approved site is attached <input type="checkbox"/> Safe re-occupation recommended (This maybe dependant on clearance air testing, please note in comments)	
I am satisfied that the works have been completed in accordance within the specification and asbestos removal checklist and that the area has been cleaned to the required standard. Dependant on the air test results confirming that the area can be safely re-occupied	
Contact Name:.....	Position:.....
Company:.....	Contact No:.....
Signature:..... Date: ...../...../.....	
<b>Reviewed by PCBU with management or control of a workplace:</b>	
Received on ..... / ..... / ..... (date)	
Name:.....	Signature:.....

# Appendix E

## Staff Asbestos Awareness Training and Notice



The asbestos management plan and register for this premises has been prepared and available from the Person Conducting a Business or Undertaking (PCBU) with management or control of a workplace. It can be reviewed by employees

Asbestos is considered hazardous if airborne and is normally considered safe if left alone and undamaged.

Asbestos containing materials were used within building construction, up to 2004

Serious respiratory problems as well as cancer can occur if asbestos is breathed in

Asbestos is categorised into:

- **Friable Asbestos Materials**
  - Easily Disturbed and crushed by hand pressure
  - Exposed fibres visible
  - High Airborne friability
  
- **Non-Friable (Bonded) Asbestos Materials**
  - Bound by hard matrix (Resin, cement, etc.) and cannot be crushed by hand pressure
  - Requires significant disturbance to release bound asbestos fibres

Asbestos is very low risk when it is found in good condition and cannot become airborne (breathable) unless cut, broken or severely worn out

Relevant emergency procedures are kept with PCBU with management or control of a workplace.

Should anyone find asbestos materials broken or in bad condition please leave the area and inform the PCBU with management or control of a workplace as soon as possible

The asbestos management plan explains how LJ Hooker Commercial Central Coast aims to protect the health and safety of all occupants within our premises

If you have any further questions regarding asbestos containing materials please feel free to contact PCBU with management or control of a workplace

# Appendix F

## Contractor Asbestos Acknowledgment Form

