Asbestos Inspection & Register

123-125 Donnison Street
Gosford NSW 2250

Report Number: R20465
Report Date: 24 March 2020
Total Number of Pages 31

Accredited for compliance with ISO/IEC 17020

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123-125 Donnison Street, Gosford NSW 2250

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1 Executive Summary

An inspection for Asbestos Containing Materials (ACM) was carried out at 123-125 Donnison Street, Gosford NSW 2250 on 24 February 2020. The purpose of the inspection is to comply with Australian Commonwealth and State Workplace Health and Safety Legislation to ensure, so far as is reasonably practicable, that asbestos or ACM is identified.

The findings of this inspection shall not be used for the purpose of identifying materials prior to maintenance, refurbishment, renovation or demolition whereby a specific inspection and management plan is required in consideration of the works to be undertaken. This inspection excludes the characterisation and assessment of soil and waste; however where debris to the surface is identified, it is recommended that an assessment be conducted in line with the National Environment Protection (Assessment of Site Contamination) Measure [NEPM] to comply with environmental legislation.

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.

Safe Environments is a Type A inspection body as accredited by NATA under AS ISO/IEC 17020 for the inspection of asbestos contaminated sites, demonstrating competence as outlined within Safe Work Australia, Code of Practice *How to Manage and Control Asbestos in the Workplace*. Details of the inspection methodology and limitations are outlined in detail at Section 3 of this report.

The results of the inspection, including the location, sample analysis or presumed ACM, risk assessment and recommendations, are tabulated through the use of an Asbestos Register at Section 4. Representative photographs of confirmed or presumed ACM are depicted at Section 5. A schematic of the site is provided at Section 6 to outline relative layout of the site and the location of ACM.

Table 1: Summary of inspection

Material	***Friable***	***Non-friable***
Asbestos	Not identified	Present

During the time of the inspection the following areas as listed below were inaccessible. Please note that any areas which were not accessed during the inspection should be presumed to contain asbestos until inspected.

Table 2: Areas that could not be accessed at the time of the inspection

Inaccessible Area	***Reason***
Above 3 metres in height	Not fully accessed in line with company OHS policies
Live electrical hazards	Not fully accessed in line with company OHS policies
Within confined spaces & underground structures	Not fully accessed in line with company OHS policies

LJ Hooker Commercial Central Coast should understand the methodology in undertaking the inspection which is outlined at Section 3. The inspection was conducted in a non-destructive manner and limited to

only those areas that were accessible at the time of the inspection; hence there is a possibility that asbestos and other building materials are located within structural elements to the site that may only be uncovered during an intrusive survey or major disturbance such as refurbishment and/or demolition. Should unexpected asbestos be suspected, it shall not be disturbed until investigated by a competent person.

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. Workplace Health and Safety Legislation requires the asbestos register to be reviewed when:

- Further ACM is identified at the workplace
- Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace
- The AMP is reviewed, being a minimum of at least once every 5 years

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.

This report is required to be read and understood in full and be made available to workers, health and safety representatives and other stakeholders.

2 Introduction

Safe Environments was engaged to undertake an asbestos inspection of 123-125 Donnison Street, Gosford NSW 2250 by LJ Hooker Commercial Central Coast. It is understood that the inspection was conducted to the site for the provision of managing asbestos. Please refer to Safe Environments report R5552 dated 1 October 2013 for the original survey.

2.1 Site Details

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

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 Purpose of the Inspection

The purpose of the inspection is to identify common asbestos containing materials to normally occupied and accessible areas within the selected buildings and structures as far as reasonably practicable. A risk assessment is provided on those materials identified as containing asbestos, on the basis of the normal occupant activity at the time of the inspection.

The findings of this inspection shall not be used for the purpose of identifying materials prior to maintenance, refurbishment, renovation or demolition. A specific inspection and/or Safe Work Method Statement is required prior to the commencement of these activities to identify materials that may be disturbed during works and managed appropriately in accordance with relevant workplace and environmental legislative requirements.

Hence, there is a possibility that even if ACM was not identified within normally accessible areas, there still may be asbestos materials present behind, within and underneath building elements, the subsurface, and within plant and equipment.

2.3 Scope of Work

- Identify Asbestos Containing Materials (ACM) within normally accessible areas to site
- Sample for laboratory analysis to determine type of asbestos, if present
- Undertake a visual assessment (Material & Priority Assessment) on identified ACM
- Take representative photographs and mark up on a schematic the location of identified ACM
- Provide client with report including asbestos register, photographs and plans

2.4 Workplace Health & Safety Requirements

Australian Commonwealth & State based Workplace Health & Safety Requirements Legislation is in the process of harmonisation; however throughout each jurisdiction, there is in effect, a requirement for a Person Conducting a Business or Undertaking (PCBU) with management or control of a workplace to identify as far as reasonably practicable all asbestos or ACM.

This is provided within the form of an asbestos register which is collated by a competent person that outlines where the asbestos is located. An assessment of the likelihood of exposure to asbestos is conducted based on the material condition and location amongst other factors. The asbestos register and risk assessment are required to formulate an Asbestos Management Plan to manage and control health and safety risks relating to potential asbestos exposure.

This document has been collated to fulfil the requirements relating to the development of an asbestos register and to assess the risk to occupant safety under normally occupied conditions. It is recommended that the risk assessment be conducted on an annual basis to assess potential:

- Damage, deterioration or maintenance that may have affected the condition of the material
- The use of areas within the building that may affect the priority assessment
- Updated legislative requirements or new information in the public domain regarding materials that previously may not have been commonly suspected as containing asbestos
- Removal of ACM that may no longer be present and/or the addition of new construction materials that otherwise may be considered to contain asbestos. If new material is disturbed and there is no information to indicate that it is non-ACM, the precautionary approach is to assume that the material is asbestos, invoking emergency shutdown, evacuation and clean up procedures.

If there is any evidence which suggests that the risk assessment is no longer valid, then a re-inspection is necessary. In any case, the review of the register shall not be longer than five years as recommended by the Code of Practice.

Please note Australian Commonwealth and State Legislation requires to the effect that a person with management or control of the workplace must ensure that a written Asbestos Management Plan (AMP) for the workplace is prepared. This report is not an AMP; however, the results of this inspection should be used to assist in the preparation of developing an AMP.

3 Inspection Methodology

3.1 General

The inspection is conducted through a *'walkthrough'* of the site to identify suspected building and associated construction materials that are, on the balance of probability, likely to contain asbestos. Suspected Asbestos Containing Materials (ACM) are then sampled and analysed to confirm the presence and type of asbestos, or presumed to contain asbestos if sampling is not conducted. The inspection methodology was conducted in accordance with:

- AS ISO/IEC 17020 *Conformity assessment - Requirements for the operation of various types of bodies performing inspection*, as accredited by the National Association of Testing Authorities (NATA)
- 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*
- Safe Environments In-house documents.

The inspection and/or sampling was not undertaken which would put the inspector at an unreasonable health or safety risk, or where the client or person with management or control of the premises has requested samples not to be taken. We have not inspected any part that pose a risk to electrical shock, within confined spaces or areas requiring specialist access equipment such as cherry pickers or scaffoldings. The inspection height will not exceed more than 3 metres above ground level, accessed using stepladders. Areas at height greater than three metres have not been inspected unless otherwise stated.

Where suspected ACM could not be reasonably sampled the material is '*presumed*' to contain asbestos as required by Workplace Health and Safety Legislation. Due to the incidence of the importation of asbestos containing materials into Australia, age of construction can no longer be used in a weight of evidence approach. Items that are presumed to contain ACM are identified within the asbestos register contain the prefix '*ACM'* under the column *'sample number'*. It is recommended that these materials be sampled when there is reasonable access to confirm the presence or absence of asbestos.

Where the prevalence of ACM is high, it is not reasonably practicable to sample or inspect each individual item; it is standard practice to apply professional judgment in referencing materials that are visually consistent in nature that have been sampled, analysed or otherwise visually inspected. In these instances, the inspection protocol is that if a suspected item is representative of a similar material that has previously been sampled, then the sample may be referenced to the previous item. These samples may be identified by the sample number within the asbestos register which contains the suffix*'/RX'* i.e. *'sample#/R1'* for the first referenced material, *'Sample#/R2'* for the next referenced material and so.

Where sampling was unable to be conducted, and is presumed to contain ACM, the sample number within the register will comprise the prefix ACM1, ACM2, ACM3.....ACMx

The risk assessment is based on the condition of the material at the time of the inspection; changes to material, nature and use of the building over time are likely to affect the overall risk assessment and regular inspections to assess the condition of hazardous material are recommended. In completing the risk algorithm, density checks have not been carried out to assess low or high density fibre board material with ACM referred to Asbestos Insulating Board (Fibro-Plaster) or Asbestos Cement (AC), they are assessed by appearance and physical properties when sampled.

3.2 Bulk Sample Analysis

Where representative samples of suspected ACM were collected, they were analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) to confirm the presence of asbestos, complying with:

- Australian Standard AS 4964 *Method for the qualitative identification of asbestos in bulk analysis* and Safe Environments in-house *SOP - Asbestos Identification*
- Australian & International Standard AS ISO/IEC 17025 *General requirements for the competence of testing and calibration laboratories.*

AS 4964 utilises Polarised Light Microscopy (PLM) as the primary technique for identification by confirming the refractive index is within a specified range through dispersion staining (DS), and that the fibres exhibit a crystalline structure through various other optical properties using PLM. It should be noted that PLM is a qualitative method with the potential for false positive and false negative results; the detection limit is considered to be approximately 0.1 g/kg or 0.01% wgt/wgt, depending on the type and homogeneity and interfering matrix of the material.

Reporting of asbestos to AS 4964 is permitted only for chrysotile, amosite and crocidolite asbestos; where analysis is reported as Unknown Mineral Fibres (UMF) the material is considered to contain asbestos. In these cases, it is recommended that further testing confirm the presence of asbestos by another analytical technique such Scanning Electron Microscopy (SEM) or Transmission Electron Microscopy (TEM).

3.3 Inaccessible Areas

While inspectors seek to inspect all areas to the site, this is not possible for a number of reasons. Site specific instances of inaccessible areas that otherwise may be anticipated as part of the inspection are outlined within Table 2 at Section 1 *'Executive Summary'* and the Section 4 *'Asbestos Register' under normal conditions and usage*. In general, the following examples are outside the scope of the inspection methodology as they are not safely and readily accessible; these include, but are not limited to:

- Within support columns, enclosed within cladding or concealed within the fabric of the building; sealed voids (under floor, wall or ceiling) and confined spaces
- Areas such as the internals of partition walls or above fixed and/or plasterboard ceilings

- Solid construction materials or areas bound by them, such as the internals solid partition walls or above fixed ceilings
- Areas below fitted floorings, such as non-asbestos tiling, fitted vinyl or carpet where access would usually cause excess decorative and structural / functional damage
- Under ceramic wall and floor tiles in wet areas and lining under properties with confined spaces
- Under suspected ACM, i.e. nothing that would disturb possible asbestos and give rise to airborne fibres
- Within live electrical fittings, fuse or switch boxes; air conditioning systems such as reheating banks, conduits and all other live plant items at the time of the inspection
- Confined spaces or areas with restricted entry and access
- Lift shafts or machinery, unless the client arranged the safe access with a qualified engineer
- Within any fire doors; any access within fire doors would cause functional damage
- Soil and subterranean items and structures such as pipes and sewers.

Bulk samples have not been taken where the act of sampling would endanger the inspector or affect the functional / structural integrity of the item concerned.

3.4 Risk Assessment (UK HSE Algorithm)

The risk assessment is based on the propensity of the material to liberate fibres and the likelihood of released fibres to expose people within the area by using the algorithms outlined within the UK Health & Safety Executive publications HSG 264 *Asbestos: The Survey Guide, Appendix 4 Materials Assessment Algorithm* and HSG 227: *A comprehensive guide to Managing Asbestos in premises Appendix 3 Priority Assessment Algorithm* in conjunction with in-house documents.

Material Assessment

The material assessment considers the condition of the material and the ability to release fibres when disturbed. The contributing parameters that comprise the material Assessment score include:

- Product type
- Extent of damage
- Surface treatment
- Asbestos type

Priority Assessment

A priority assessment has also been carried out which assesses the potential for people to be exposed to ACM taking into account the likelihood of disturbance of the ACM, involving factors such including:

- Occupant activity
- Likelihood of disturbance
- Human exposure potential
- Maintenance activity

The priority assessment is the responsibility of the person with management or control of the premises. Safe Environments has completed it taking into account the apparent use and occupancy of the area.

Risk Assessment Score and Action Level

The combined algorithms of the material and priority assessment generates a *Risk Assessment Score* to a maximum of 24, which is the worst-case and requires urgent attention.

- (18 +) High risk material
- (14-17) Medium risk material
- (9-13) Low risk material
- (2-8) Very low risk material

For low scoring materials, the only action required in the immediate future may be to carry out periodic inspections. For materials attaining a higher score, e.g. greater than 13, there may be a requirement to carry out urgent work which may consist of repairing or enclosing the damaged material, sealing off the area, or to remove the material entirely.

The final score for each ACM acts as a comparative quantitative measure, which can be used to aid the prioritisation of action within an Asbestos Management Plan (AMP). A copy of the material assessment algorithm and priority assessment categorisation is contained in Appendix A.

3.5 Limitations

The recommendations presented in this report are professional opinions based on the indicated data described within this report. They are intended only for the purpose, the location, and the project described. Please note that this inspection is not a definitive study as it is not reasonably practicable to inspect every area or material. Due diligence and professional judgment has been used to attempt to identify and sample all suspected Asbestos Containing Material (ACM) as far as reasonably practicable.

Should unexpected asbestos be suspected, it shall not be disturbed until investigated by a competent person. Whether identified or otherwise, inaccessible asbestos materials may be present in areas where access or visual observation are not possible. If such features should become accessible as a result of future refurbishment or alterations, they should be inspected for possible asbestos content.

This inspection excludes the characterisation and assessment of soil or waste; however, where immediately apparent on adjoining land, debris was sampled to provide an indication, amongst other factors, as to whether further investigation is warranted. Where the site has confirmed or is likely to contain ACM, hazardous building materials or other chemicals and the like it is recommended that an assessment be conducted in line with the National Environment Protection (Assessment of Site Contamination) Measure [NEPM] to comply with applicable environmental legislation.

Some ACMs are heterogeneous in nature; hence it is possible to get a false negative when sampling materials such as textured coatings, dust and debris. Therefore, Safe Environments has taken multiple samples, where required, to ensure ACMs are detected as far as reasonably practicable. Please also note that Polarised Light Microscopy (PLM) method may also yield false negative results at low concentrations of asbestos fibres.

More sensitive laboratory analyses such as scanning electron microscopy (SEM) and transmission electron microscopy (TEM) may result in the detection of asbestos and higher asbestos concentrations due to their increased resolution. An analytical result of No Asbestos Detected (NAD) is not definitive that the material is free of asbestos, but rather on the balance of probability does not contain significant qualities that pose a measurable health risk, based on the sensitivity and specificity of the method and applicable detection limits. Due to the additional time and expense involved these methods are not normally used unless agreed in advance with the client for a specific purpose.

Quantities of materials identified as part of the inspection are estimates of magnitude made by the inspector to calculate the risk algorithm; these estimates shall not be used for the purpose of tendering for work. Contractors are required to undertake their own measurement, or Safe Environments can provide a more accurate inspection for this specific purpose.

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 a management plan. It is the responsibility of the site Person Conducting a Business or Undertaking to ensure that recommendations within this report are considered by relevant parties and that an Asbestos Management Plan (AMP) plan and Asbestos Removal Control Plan (ARCP) is created to control risks associated with ACM as identified within the inspection.

4 Asbestos Register, Risk Assessment & Recommendations

Site: 123-125 Donnison Street, Gosford NSW 2250			**Building Reference**: Offices						**Date:** 24 February 2020
Location	**Building Component**	**Asbestos Detected** CHR, AMO, CRC, UMF, NAD	**Sample Number**	**Extent (m^2)**	**Photo**	**Risk Assessment**			**Comments & Recommendations**
						Friable or Non Friable	**Final Risk Rating**	**Action Level**	
External	Non-asbestos textured paint; grey colour	**NAD**	AS623	-	3839	-	-	-	**No further action required**
External	Non-asbestos fibreboard soffit and eaves at rear	**NAD**	AS622	20	3840	-	-	-	**No further action required**
External	Asbestos cement telecom pit at front entry	**CHR, AMO, CRO**	AS625	<1	3898	NF	16	B	**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.**
External	Non-asbestos bituminous ground movement joint	**NAD**	AS626	-	3899	-	-	-	**No further action required**
Throughout	Non-asbestos vinyl wall skirting; black colour	**NAD**	AS621	-	3827	-	-	-	**No further action required**
Throughout	Non-asbestos fibreboard fascia panels horizontal on balconies and external entry points	**NAD**	AG465	1	6309	-	-	-	**No further action required**
1.1 Open Plan Offices	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.2 Balcony	Non-asbestos fibreboard eaves around balcony	**NAD**	AS622/R1	20	3809	-	-	-	**No further action required**
1.3 Double Door Room 1	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**

Sample Numbers: **/*/**R1, 2, 3… / RX denotes sample has been referenced. ACM denotes material presumed to contain asbestos (no sample was taken)
Asbestos Detected refers to results of asbestos testing to AS 4964 where: CHR = Chrysotile, AMO = Amosite, CRO = Crocidolite, UMF = Unknown mineral fibre, NAD = No Asbestos Detected.
Risk Score: A – High risk requiring immediate attention, B –Medium risk requiring near term attention, C – Low risk requiring regular inspection, D – Very low risk requiring annual inspection, E – No asbestos detected

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1.4 Double Door Room 2	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.5 Double Door Room 3	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.6 Double Door Room 4	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.7 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.8 Storage	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.9 Meeting Room/ kitchenette	Non-asbestos vinyl floor sheeting; light grey colour	**NAD**	AS620/R1	10	3811	-	-	-	**No further action required**
1.10 Stairs	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.11 Group Room 1	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.12 Waiting room	Non-asbestos vinyl floor sheeting; light grey colour	**NAD**	AS620	10	3815	-	-	-	**No further action required**
1.12.1 Female Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.12.2 Male Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.12.3 Room	Non-asbestos cement wall lining	**NAD**	AG466	5	6310	-	-	-	**No further action required**
1.13 Corridor	Non-asbestos vinyl floor sheeting; light grey colour	**NAD**	AS620/R2	10	3870	-	-	-	**No further action required**
1.14 Group Room 2	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.15 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**

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1.16 Offices	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.17 Foyer	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.18 Male Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.19 Female Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.20 Electrical Cupboard	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.12 Fire Hydrant	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.22 Telecom Cupboard	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.23 Corridor	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.24 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.25 Kitchen	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.26 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.27 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.28 Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
1.29 Balcony	Non-asbestos fibreboard eaves around balcony	**NAD**	AS622/R3	15	3866	-	-	-	**No further action required**
G.1 Empty Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**

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G.2 Laundry	Presumed asbestos thermal insulation internal to hot water system	**Presumed Asbestos**	ACM	1	3876	NF	10	**C**	**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.**
G.3 Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.4 Interview Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.5 Student Lounge	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.6 Training Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.7 Training Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.8 Female Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.9 Disabled Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.10 Male Toilet	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.11 Manager Office	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.12 Kitchen	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.13 Open Staff Offices	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.14 Printer Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.15 Corridor	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.16 Reception	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**

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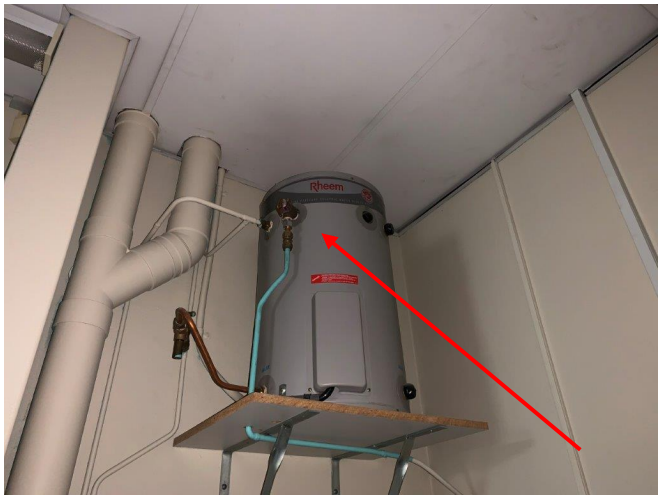
Location	**Building Component**	**Asbestos Detected** CHR, AMO, CRC, UMF, NAD	**Sample Number**	**Extent (m^2)**	**Photo**	**Risk Assessment**			**Comments & Recommendations**
						Friable or Non Friable	**Final Risk Rating**	**Action Level**	
G.17 Parole Emergency Exit Room	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
G.18 Fuse Cupboard	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**
Roof	No Asbestos Identified	-	-	-	-	-	-	-	**No further action required**

Sample Numbers: **/*/**R1, 2, 3… / RX denotes sample has been referenced. ACM denotes material presumed to contain asbestos (no sample was taken)
Asbestos Detected refers to results of asbestos testing to AS 4964 where: CHR = Chrysotile, AMO = Amosite, CRO = Crocidolite, UMF = Unknown mineral fibre, NAD = No Asbestos Detected.
Risk Score: A – High risk requiring immediate attention, B –Medium risk requiring near term attention, C – Low risk requiring regular inspection, D – Very low risk requiring annual inspection, E – No asbestos detected

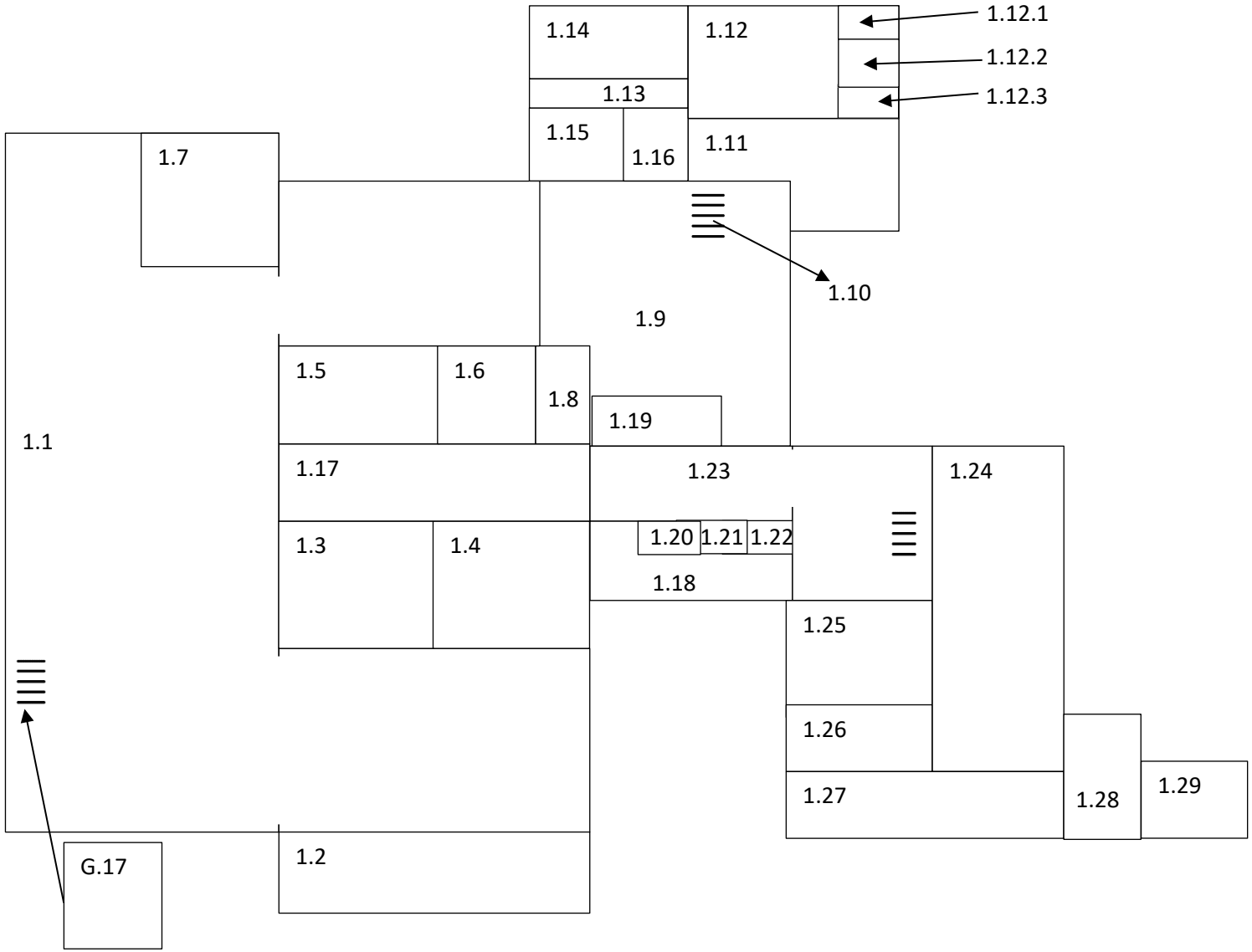
5 Representative Photographs of Confirmed or Presumed ACM

This section is provided as a visual aid to assist in identifying asbestos containing materials that have been confirmed or presumed to contain asbestos during the course of the inspection. Not all photographs have been provided, however where a material has been found in several locations a 'representative' photograph may have been included.

123-125 Donnison Street, Gosford NSW 2250

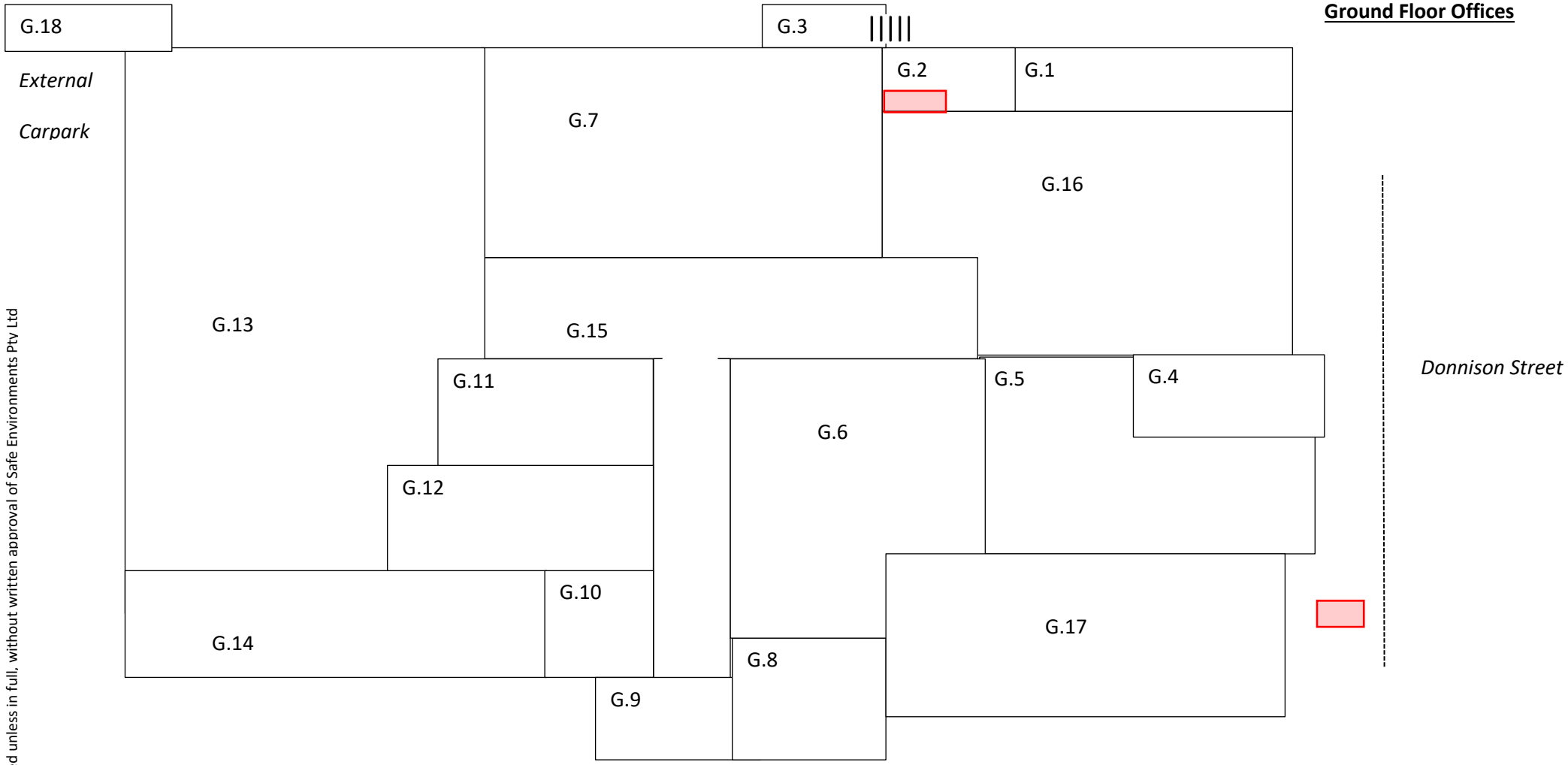
Photograph: 3898	**Photograph:** 3876
Description: Asbestos cement telecom pit at front entry	**Description:** Presumed asbestos thermal insulation internal to hot water system
Locations Found: External	**Locations Found:** G.2 Laundry
	

6 Schematic of Confirmed or Presumed ACM



123-125 Donnison Street, Gosford NSW 2250

Ground Floor Offices



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Appendix A

UK HSE Material & Priority Assessment Algorithm

Material Assessment Algorithm

Sample Variable	*Examples*	*Score*
Asbestos Type	Chrysotile	1
	Amosite and other amphiboles (except crocidolite)	2
	Crocidolite	3
Product Type (Product Friability)	Asbestos reinforced composites, plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paints, decorative finishes and asbestos cement	1
	Asbestos insulating board, mill board, low density boards, textiles, ropes, fabrics, felt, and paper	2
	Thermal Insulation, including lagging, sprayed and loose asbestos, mattresses and packing	3
Surface Treatment	Composite materials	0
	Asbestos cement, enclosed thermal insulation, encapsulated boards and textiles	1
	Non-encapsulated boards and textiles, encapsulated thermal insulation	2
	Unsealed thermal insulation	3
Extent of Damage	Good condition, no visible damage	0
	Low damage, a few scratches	1
	Medium damage, significant breakages. Loose fibres visible	2
	High damage, visible asbestos debris	3

Priority Assessment Algorithm

Normal Occupant Activity – Non Maintenance		***Average of these two scores***
Rare disturbance – little used store	0	
Low disturbance – office type	1	
Periodic disturbance – Industrial or vehicular activity	2	
High disturbance – e.g. fire door in constant use	3	
Other Occupant Activity – Non Maintenance		
Rare disturbance – little used store	0	
Low disturbance – office type	1	
Periodic disturbance – Industrial or vehicular activity	2	
High disturbance – e.g. fire door in constant use	3	
Likelihood of Disturbance – Location		***Average of these three scores***
Outdoors	0	
Large rooms > 100m^2	1	
Rooms up to 100m^2	2	
Confined spaces	3	
Accessibility of Material		
Usually inaccessible	0	
Occasionally visited	1	
Easily visited	2	
Routinely visited	3	
Extent/Amount		
Small amounts (fuse boxes, single items, etc.)	0	
<10m^2 OR <10m run	1	
>10m <50m^2 OR >10m <50m^2	2	
>50m^2 OR 50m run	3	

Priority Assessment Algorithm (continued)

No. of Occupants		***Average of these three scores***
None	0	
1 to 4	1	
4 to 10	2	
>10	3	
Frequency of Use		
Infrequently	0	
Monthly	1	
Weekly	2	
Daily	3	
Average Time of Use		
<1 Hour per day	0	
>1 Hour and <3 Hours per day	1	
>3 Hours and <6 Hours per day	2	
>6 Hours per day	3	
Maintenance Activity		***Average of these two scores***
Minor disturbance possible	0	
Low disturbance possible	1	
Medium disturbance possible	2	
High disturbance possible	3	
Maintenance Frequency		
Material unlikely to be disturbed	0	
< 1 activity per Year	1	
> 1 activity per Year	2	

Appendix B

Sample Analysis Report

SafeEnvironments
MANAGING PROPERTY RISK

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NATA
Accreditation No. 17139

Asbestos Identification to AS 4964 Method for the Qualitative Identification of Asbestos in Bulk Samples

R20465
LJ Hooker Commercial Central Coast
-

Sampling location:
123-125 Donnison Street
Gosford NSW 2250

Accredited for compliance with ISO/IEC 17025 – Testing

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

NATA is a signatory to the ILAC Mutual Recognition Arrangement for the mutual recognition of the equivalence of testing, medical testing, calibration and inspection reports

AsbestosCheck
CREATING SAFE ENVIRONMENTS
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NATA
ACCREDITED FOR TECHNICAL COMPETENCE

24 March 2020

Test Report No. R20465

AS 4964 Method for the qualitative identification of asbestos in bulk analysis

Requested by:	LJ Hooker Commercial Central Coast
Clients Address:	87 Mann Street Gosford NSW 2250
Clients Ref/Job No:	-
Sampling Location:	123-125 Donnison Street Gosford NSW 2250
Date(s) Sample(s) Received:	24 February 2020
Date(s) of Analysis:	9 & 12 March 2020

This report consists of 3 pages

This test method for the qualitative identification of asbestos in bulk analysis polarized light microscopy (PLM) as the primary technique for identification because of its simplicity, low cost, relevance and detection limits. The determination of principal refractive indices by dispersion staining (DS) on its own is not sufficient and needs to be used in conjunction with various other optical properties using PLM.

The Standard sets out relatively simple aspects of sample preparation and PLM that enable a large proportion of commercial samples containing chrysotile, amosite and crocidolite asbestos to be identified, even though some samples will be difficult or impossible to analyse. These samples may require the use of an independent confirming technique such as infrared spectroscopy, X-ray diffraction, scanning electron microscopy or transmission electron microscopy, if PLM fails to give an unequivocal identification, or they require more complex sample preparation.

The procedure has the following known limitations:

(a) PLM is a qualitative technique only.
(b) It does not cover the identification of airborne and water-borne asbestos.
(c) Most samples of tremolite, actinolite and anthophyllite asbestos show a wide range of optical properties and cannot be equivocally identified by PLM and dispersion staining. Materials identified as unknown mineral fibre may contain asbestos which requires further analysis.
(d) For valid asbestos identification there must be sufficient sample of the unknown fibres for them to exceed the practical detection limit of the technique used. To report ‘trace’ levels using confirming techniques the fibres must be observed at ‘trace’ levels by PLM, because of the difference in detection limits between the techniques.

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Test Report No: R20465
Client Ref: -
Sampling Procedures: Samples taken by client; analysed as received

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Analytical method: Polarised light microscopy including dispersion staining to AS 4964
Sample Preparation: Safe Environments in-house SOP - Asbestos Identification
Approved Identifier: Yuliana Vargolomova

Sample Description & Results:

Sample Number	Sample Description	Weight[1] (g)	Analysis Result[2]
AS620	Sample containing polymer with fibrous backing: - Polymer backing material (homogenous) consisting of synthetic mineral fibres. - Fibrous backing material (homogenous) consisting of synthetic mineral fibres.	2	No Asbestos Detected
AS621	Sample containing polymer material (homogenous) consisting of no fibres.	3	No Asbestos Detected
AS622	Sample containing fibreboard material (homogenous) consisting of organic fibres.	1	No Asbestos Detected
AS623	Sample containing paint material (homogenous) consisting of no fibres.	1	No Asbestos Detected
AS624	Sample containing fibreboard material (homogenous) consisting of organic fibres.	5	No Asbestos Detected
AS625	Sample containing fibre cement material (homogenous) consisting of asbestos.	1	Chrysotile, Amosite & Crocidolite Asbestos Detected
AS626	Sample containing bitumen material (homogenous) consisting of no fibres.	4	No Asbestos Detected

ilac-MRA
NATA Accreditation No. 17139

Carl Strautins
Approved Signatory

[1] Approximate sample weight only– not covered as part of the scope of accreditation
[2] Reporting detection limit of 0.1 g/kg by polarised light microscopy including dispersion staining

Asbestos Identification to AS 4964 Method for the Qualitative Identification of Asbestos in Bulk Samples

R5552
Citicoast Realty Pty Ltd
-

Sampling location:
125 Donnison Street
Gosford NSW 2250

NATA Accreditation Number 17139

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

Accredited for compliance with ISO/IEC 17025

NATA is a signatory to the APLAC mutual recognition arrangement for the mutual recognition of the equivalence of testing, calibration and inspection reports

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25 October 2013

Test Report No. R5552

AS 4964-2004: Method for the qualitative identification of asbestos in bulk analysis

Requested by:	Citicoast Realty Pty Ltd
Clients Address:	87 Mann Street Gosford NSW 2250
Clients Ref/Job No:	-
Sampling Location:	125 Donnison Street Gosford NSW 2250
Date(s) Sample(s) Received:	1 October 2013
Date(s) of Analysis:	15 October 2013

This report consists of 3 pages

This test method for the qualitative identification of asbestos in bulk analysis polarized light microscopy (PLM) as the primary technique for identification because of its simplicity, low cost, relevance and detection limits. The determination of principal refractive indices by dispersion staining (DS) on its own is not sufficient and needs to be used in conjunction with various other optical properties using PLM.

The Standard sets out relatively simple aspects of sample preparation and PLM that enable a large proportion of commercial samples containing chrysotile, amosite and crocidolite asbestos to be identified, even though some samples will be difficult or impossible to analyse. These samples may require the use of an independent confirming technique such as infrared spectroscopy, X-ray diffraction, scanning electron microscopy or transmission electron microscopy, if PLM fails to give an unequivocal identification, or they require more complex sample preparation.

The procedure has the following known limitations:

(a) PLM is a qualitative technique only.
(b) It does not cover the identification of airborne and water-borne asbestos.
(c) Most samples of tremolite, actinolite and anthophyllite asbestos show a wide range of optical properties and cannot be equivocally identified by PLM and dispersion staining. Materials identified as unknown mineral fibre may contain asbestos which requires further analysis.
(d) For valid asbestos identification there must be sufficient sample of the unknown fibres for them to exceed the practical detection limit of the technique used. To report ‘trace’ levels using confirming techniques the fibres must be observed at ‘trace’ levels by PLM, because of the difference in detection limits between the techniques.

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Test Report No: R5552
Client Ref: -
Sampling Procedures: Safe Environments Hazardous Materials Procedure Complying with ISO 17020

Analytical method: Polarised light microscopy including dispersion staining to AS 4964-2004
Sample Preparation: Safe Environments Asbestos Identification Standard Operating Procedure
Analysis by: Ryan Voorderhake

Sample Description & Results:

Sample Number	Sample Description	Weight[1] (g)	Analysis Result[2]
AG466	Sample containing cement sheeting material (homogenous) consisting of organic fibres.	< 1	No Asbestos Detected
AG465	Sample containing cement sheet material (homogenous) consisting of organic fibres.	2.5	No Asbestos Detected

NATA ACCREDITED FOR TECHNICAL COMPETENCE

Carl Strautins
Occupational Hygienist

[1] Approximate weight only – not covered as part of the scope of accreditation
[2] detected by polarised light microscopy including dispersion staining