Attachment 5

Asbestos related management plan

RESOURCECO
THE SUSTAINABLE RESOURCE COMPANY

ASBESTOS MANAGEMENT PLAN WETHERILL PARK RRF

TABLE OF CONTENTS

1 SCOPE

This asbestos management plan applies for all works conducted by ResourceCo Pty Ltd trading as Wetherill ParkResourceCo Recovery Facility "Wetherill Park RRF" at Frank St. Wetherill Park NSW hereafter referred to as "the site". A Full history of "the site" and detailed site boundaries is available as Appendix item E. The Asbestos Management Plan has been prepared in accordance with relevant statutory guidelines**.** The management plan includes the following information;

- Work Area Boundaries
- Asbestos Management Procedures
- OH&S Policy
- Quality Policy
- Environment Policy

2 PURPOSE

The primary purpose of the Asbestos Management Plan (AMP) is to ensure that, any asbestos containing material (ACM) delivered to ResourceCo for processing, is identified and handled in a safe manner, so as to provide a safe working environment for all employees, visitors and contractors. The secondary purpose of the AMP is to prevent inclusion in manufactured final products.

This Asbestos Management Plan has been developed to ensure ResourceCo Pty Ltd are compliant with the required Western Australian legislative requirements in response to the potential presence of asbestos containing materials (ACMs) being present in the raw waste product that is received on a daily basis at ResourceCo.

Specific legislation referenced is the Code of Practice on Safe Removal of Asbestos [BOHSC: 2002(2005) and the Health (Asbestos) Regulations 1992 (Western Australia)

Additionally the AMP will address the need to develop and maintain an Asbestos Register for all buildings on ResourceCo sites.

Finally the AMP will outline the vocational training for all employees with regard to Asbestos and the processes to be incorporated to ensure both compliance with the plan and continued improvement.

3 INTRODUCTION

Asbestos is a generic term given to several naturally-occurring silicate minerals. The most common forms are; Chrysotile (White), Crocidolite (Blue) and Amosite (Brown). Asbestos-containing materials were used extensively in Australian buildings and structures, plant and equipment and in ships, trains and motor vehicles during the 1950s, 1960s and 1970s, and some uses, including some friction materials and gaskets, were only discontinued on 31 December 2003.

The most commonly found household building materials that contain asbestos are asbestos-cement products (also called 'fibro' and 'AC sheeting'). Appendix B lists other common asbestos containing materials. See Appendix C for a detailed list of Asbestos containing materials.

Asbestos containing material can be both "Friable" and "Non Friable" as defined below;

> 'Friable asbestos-containing material' means: material that contains more than 1% asbestos by weight, and is in the form of powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry.
>
> 'Non-friable asbestos-containing material' means material that contains more than 1% asbestos by weight and in which the asbestos fibres are bonded by cement, vinyl, resin or other similar material.

Notwithstanding the above definitions, ResourceCo will remove all Asbestos Containing Materials when identified. ResourceCo will also err on the side of caution and endeavour to remove Non Asbestos containing concrete sheeting to minimise confusion.

4 REFERENCES

- The Occupational Safety and Health Act 1984
- The Occupational Safety and Health Regulations 1996
- the Code of Practice on safe Removal of Asbestos [BOHSC:2002(2005)]
- The Health (Asbestos) Regulations 1992 (Western Australia).

5 DEFINITIONS

See *Appendix A*

6 RESPONSIBILITIES

Ultimately the directors of ResourceCo acting as the employers have a legal obligation under Section 1.4 of The Occupational Safety and Health Regulations 1996 to; where reasonably expected provide a safe workplace and promote safe systems of work for employees, visitors and contractors.

Conversely all employees, visitors and contractors have a duty of care to themselves and each other coupled with a legal obligation to adhere to the lawful command and instruction of their employer and or person in control of the site.

Customers have a legal obligation to accurately declare what they are disposing and are made aware of the substances that ResourceCo do not accept by;

- Notification during initial stage of setting up their account.
- Prominent signage at the entrance to the site that ResourceCo do not accept, liquid, hazardous, radioactive or listed wastes including asbestos.
- Prominent signage at the weighbridge, stating that Resourceco do not accept asbestos materials.
- Dockets issued for each and every load stating Resourceco do not accept, liquid, hazardous, radioactive or listed wastes including asbestos.
- Ensure terms and conditions for incoming loads with regard to asbestos and associated disclosure are accessible from the company's web page

A breakdown of the responsibilities is provided in *Appendix C – Responsibility Matrix*

7 RISK ASSESSMENT

Asbestos can become a hazard to human health when the individual fibres within the material are allowed to escape into the air. This can happen when the material is broken, sawn, drilled or sanded.

The risk from exposure to airborne asbestos fibres in general terms is low unless the material is disturbed or worked upon. The hardness and structure (non friable) of most asbestos materials and the sometimes (in most cases) relatively low asbestos content means that it is less likely to generate airborne asbestos fibres that say friable asbestos pipe lagging.

Waste material brought onto site is brought to the site by Wetherill Park RRF customers. Wetherill Park Management has developed the following procedures to ensure that any material potentially containing asbestos material is dealt with in an appropriate manner:

- A strict policy advertised to all customers, on ResourceCo's web site and price lists prohibits hazardous materials or materials suspected of containing hazardous

materials including asbestos from being tipped at this facility. Signage located at the entrance to the facility also outlines what is not accepted.

- Initial contact for control is as the loads arrive at the yard. The weighbridge controller enquires as to the nature of the loads and what is in it. If any unapproved materials are detected, the load is rejected and recorded in a rejection registry. All loads brought into the yard are recorded and records stored for a period of 5 years. A statement on dockets confirming drivers are aware of the source of the material and confirming that their load is free of contaminant materials including any visible asbestos will be implemented.

- The load is physically checked by the Traffic Warden before allowing further access to the facility. If any unapproved materials are detected, the load is rejected and recorded in a rejection registry.

- Once tipped off, the material is again inspected for any contaminations. If any unapproved materials are detected, the load is rejected, reloaded (with a $100.00 reloading fee) and recorded in a rejection registry. If ACM is detected signage and barriers, indicating the removal of asbestos is in action, shall be set up until the area is deemed free of visible ACM. The tipped load will be thoroughly dampened down with water (not of sufficient force to release dust when it contacts the surface of the ACM) before loading back onto the offending vehicle for disposal at an approved landfill site.

- Once a load has been tipped off and inspected, the material is then raked/spread and again checked for any contaminations. If any unapproved materials are detected, the load is rejected, reloaded (with a $100.00 reloading fee) and recorded in a rejection registry. If reloading is not an immediately available option and any ACM is detected, signage and barriers, indicating the removal of asbestos is in action, shall be set up until the area is deemed free of visible Asbestos Containing Material (ACM). The tipped load will be thoroughly dampened down with water (not of sufficient force to release dust when it contacts the surface of the ACM) before loading onto a truck for disposal at an approved landfill site with details being recorded in the rejected loads register.

- While the stockpiled material is being sorted and the removal of material not suitable for PEF manufacture is conducted, ACM is again being assessed by the loader operator, the processing operator and the other site personnel. If any ACM is detected, stockpiling for sorting is halted immediately.

- Staff are expected to alert the site supervisor and isolate the load until a risk assessment can be conducted. If ACM is identified during the risk assessment, Asbestos Removal Procedures will be engaged and removal will be in accordance with:

8 IDENTIFICATION

Figure 1 **Asbestos Identification & Control Flow Chart** shows the steps that Resourceco employ, to identify Asbestos Containing Material, throughout the processing stages.

SALES

- All Large and Commercial loads are to be inspected in situ as part of the quotation process
- All new accounts are to read and sign our Asbestos Manage Plan in acknowledgement of our trading terms and conditions

WEIGHBRIDGE

- All medium and higher risk loads are inspected in detail using CCTV and an inspection platform.
- If any material suspected of containing asbestos is sighted then the load is rejected and documentation completed.
- If no suspect material is identified then the load is directed to the processing stockpile.
- The weighbridge operator notifies the traffic warden on the processing stockpile of incoming medium and higher risk loads for a more detailed inspection.

PROCESSING STOCKPILE

- The traffic warden inspects all loads delivered to the processing stockpile when they are unloaded.
- Loads that are medium to higher risk are unloaded in an area to ensure materials are not mixed with other loads and a thorough inspection takes place.
- High risk loads are spread out to allow a detailed inspection.
- If any material is identified or suspected of containing asbestos – the traffic warden will immediately notify the weighbridge clerk with the offending vehicles registration number and the name of the company.
- The Safe Operating Procedure - Asbestos Control (Appendix D) shall be implemented.

EXCAVATOR/

- The excavator operators task is to sort the raw product (by means of rotating grapple) and prepares the waste materials and removing any bulky plastics and materials prior to putting the materials into the raw feed stockpile ready for processing.
- During the above process the operator looks for any suspected asbestos containing materials.
- If any material is identified or suspected of containing asbestos – the operator will immediately notify the weighbridge clerk with as much detail as possible to help identify the offending customer.
- The Safe Operating Procedure - Asbestos Control (Appendix D) shall be implemented.

PLANT OPERATOR

- This person controls the material feed into the plant. All materials pass through an inspection point at this stage.
- If any material is identified or suspected of containing asbestos, the Safe Operating Procedure - Asbestos Control (Appendix D) shall be implemented.

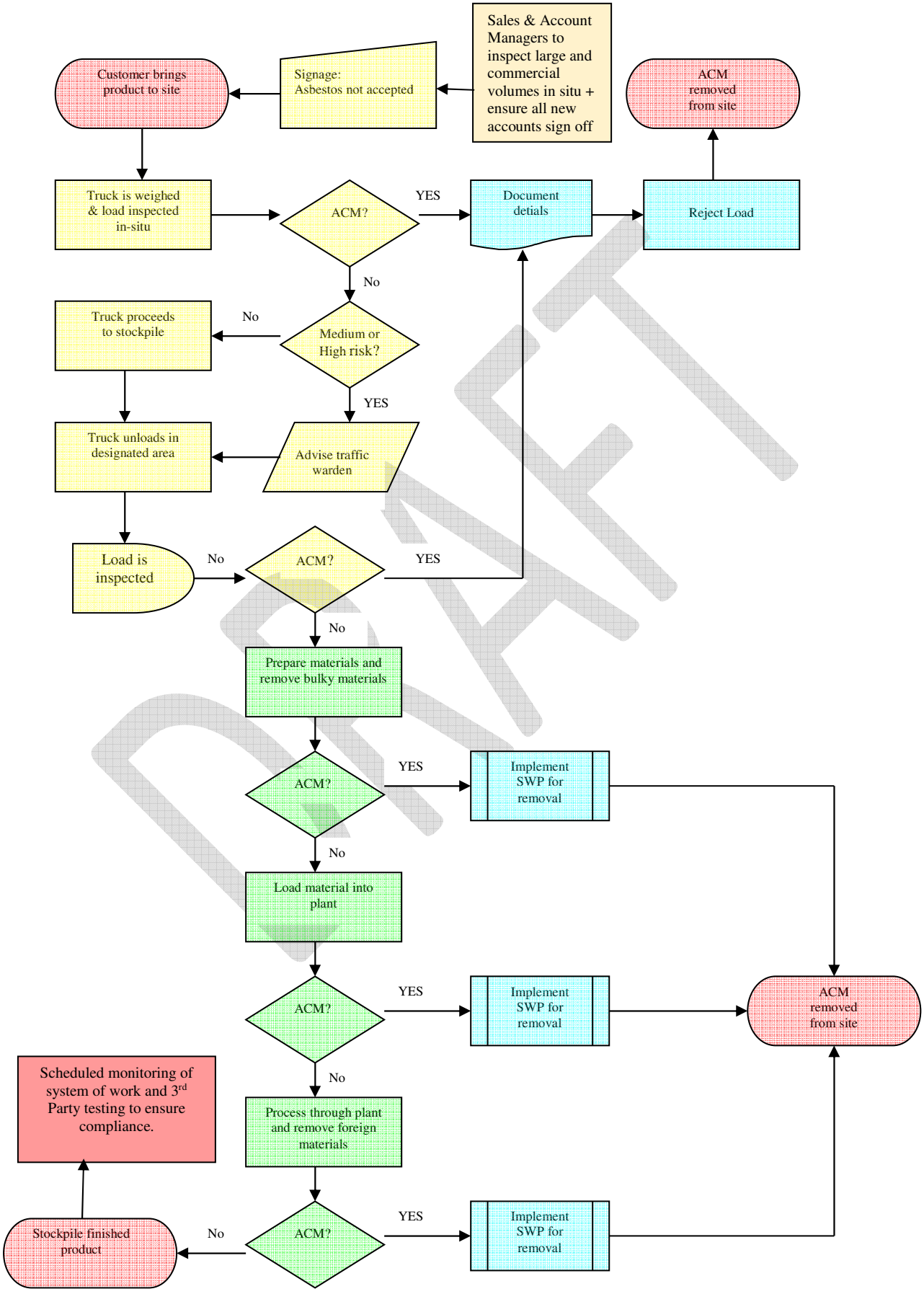
PICKING STATIONS

- As part of the process associated with the crushing plant, there are picking stations where staff visually scan and remove unwanted waste materials on the transfer belt.
- If any material is identified or suspected of containing asbestos, Safe Operating Procedure - Asbestos Control (Appendix D) shall be implemented
-

ENVIRONMENT MANAGER

- Scheduled spot checks of end product to confirm processes are working and end product meats specifications

Figure 1 Asbestos Identification & Control Flow Chart



9 HANDLING & REMOVAL

Any detected asbestos containing materials shall be handled, removed, stored and transported in accordance with the Safe Work Procedure – Asbestos Control (Appendix D). Only competent and trained personnel shall be involved in this process.

Smaller volumes will be managed by ResourceCo Wetherill Park employees in accordance with the Safe Work Procedure – Asbestos Control (Appendix D) and specialised vocational training in low level asbestos handling.

In the extremely unlikely event that volumes of this nature are detected, then the Site Manager will contact specialised removalists to undertake the removal.

For volumes smaller than this, competent and trained site personnel shall remove and store suspected asbestos containing materials in accordance with the Safe Operating Procedure 1 – Asbestos Control – Appendix D

10 TRAINING

ResourceCo as a strong culture of training and developing it's employee population and will train personal to fulfil the requirements in accordance with its Staff Training & Development Policy (Pol 26) (Appendix F) and the specific requirements of this Asbestos Management Plan. This training will include;

- Asbestos Product Identification
- Health aspects of Asbestos
- Inspecting Loads
- Safe Work Procedures for removing asbestos
- Notification Procedures
- Record keeping

All training shall be recorded and kept in relevant staff files with licenses and other training initiatives.

Employees will be assessed as either competent or not competent for the position and or role they have been chosen to undertake and only competent employees will be permitted to work.

Third party labour employees will be required to be assessed for (Appendix H) competency prior to commencement and will required to work the first 2 hours of their shift with a competent and permanent employee (buddy system).

Key Competencies by Role

	Visually Inspect Load	Recognise types of material that may contain Asbestos	Understand Material Risk Classification Matrix	Communicating with other employees – Inc. 2 –way radio	Process for Rejecting loads	Completing an Incident report	Load Assessment (High v Low Risk)	Removal Protocols – Segregate, Soak, Sequentially numbered and sealed bag	Temporary Storage of Asbestos + Asbestos Log Book	PPE (Disposable Overalls, P2 Respirator, Gloves & Safety Glasses	Safe Operating procedure – Asbestos Control	Asbestos Management Plan & Quiz
Sales	X	X	X	X	X	X	X	X	X	X	X	X
Weighbridge	X	X	X	X	X	X	X	X	X	X	X	X
Traffic	X	X	X	X	X	X	X	X	X	X	X	X
Presort	X	X		X		X		X	X	X	X	X
Plant Operator		X		X		X		X	X	X	X	X
Picker		X		X		X		X	X	X	X	X
Supervisor	X	X	X	X	X	X	X	X	X	X	X	X

Figure 2 Competency by Role Matrix

11 Monitoring & Compliance

ResourceCo will carry out periodic (no less than 6 times per year) air monitoring of dust which shall include monitoring for Airborne Asbestos Fibres. This monitoring will measure Resparable Asbestos fibres and the results assessed against the National Exposure Standard of 0.1 fibres per millilitre of air.

Tests will be sent to the DEC at the same time as they are sent to our Local Government Council – The City of Fairfield.

In accordance with ResourceCo's Risk Assessment protocols a quarterly review or compliance and performance audit (Site Inspection – Form 11.1) will be conducted by management. This will include a review of all systems and protocols for prevention of ACM entering the site as well as the reporting systems related to this AMP are functioning and compliant with the DEC Guidelines A summary of improvements will be noted in our general improvement reporting.

If an incident occurs where ACM is tipped at our facility, the incident and action arising must be recorded. Procedures for detailing accidents, incidents and or emergencies are outlined in The Incident Investigation Procedure – PROC 12 (Appendix K).

A compliance and performance audit will be conducted quarterly by senior management to ensure all systems for prevention of ACM entering the site as well as the reporting systems related to this AMP are functioning and compliant with the DEC Guidelines.

The schedule for auditing and monitoring will be incorporated into the ResourceCo EQ&S schedule as part of its accredited Integrated QA System

12 APPENDICIES

Appendix A – Definitions

Accredited Laboratory	a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.
Airborne Asbestos Fibres	any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres (those fibres less than 3 µm wide, more than 5 µm long and with a length to width ratio of more than 3 to 1) are counted. Note: Airborne asbestos fibres are generated by the mechanical disintegration of Asbestos-Containing Materials (ACM) and subsequent dispersion of the fibres into the air from activities such as mining and the use, removal and disposal of asbestos and ACM. Airborne dust has the potential to contain respirable asbestos fibres.
Air Monitoring	airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures.
Asbestos	the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Asbestos-Cement (AC) products	consisting of sand aggregate and cement reinforced with asbestos fibres (e.g. asbestos cement pipes and flat or corrugated asbestos cement sheets).
Asbestos-Containing Material (ACM)	any material, object, product or debris that contains asbestos
Asbestos Management Plan (AMP)	a documented approach to promoting a safe and compliant system of work and associated work practices when dealing with asbestos
Clean Brick	brick free of any other C&D material.
Clean Concrete	concrete that is free of any other C&D material.

Clean Bitumen	Waste bitumen free of other C&D material.
Competent Person	a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work.
Construction and Demolition Waste – Inert	Waste arising from commercial or industrial premises, refurbishments and demolition and construction work and includes bricks, concrete, masonry, soil, tiles, gyprock, paper, ferrous and non-ferrous metals, timbers and organic waste.
Construction and Demolition Waste - Mixed	Waste arising from commercial or industrial premises, refurbishments and demolition and construction work and is relatively free of bricks, concrete, & masonry.
Contaminated Loads Register	a record of the date and registration details of vehicles delivering C&D material that were rejected because asbestos was identified in the load.
Exposure Monitoring	air monitoring to determine a person's likely exposure to a hazardous substance. Exposure monitoring is designed to reliably estimate the person's exposure, so that it may be compared with the NES. Note: Exposure monitoring includes airborne asbestos fibre sampling, analysis, estimation of time-weighted average exposure and interpretation. Samples are taken within the breathing zone and are usually obtained by fastening the filter holder to the worker's jacket lapel.
Friable Asbestos	asbestos-containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.
Load	the quantity of waste material delivered to the stockpile by truck, bin or trailer
Manufactured Products	Materials that have gone through the production process producing sand, aggregates and rubbles of various sizes.
Mixed Waste Dry	Commercial quantities of dry waste largely containing combustible materials relatively free of putrescible waste and suitable for sorting and processing into processed Engineered Fuel.
Personal Protective	equipment and clothing that is used or worn by an

Equipment (PPE)	individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear
National Exposure Standard (NES)	an airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers.
Non Friable Asbestos Containing Material	material that contains more than 1% asbestos by weight and in which the asbestos fibres are bonded by cement, vinyl, resin or other similar materials.
Processing	the complete recycling process, including inspection of incoming loads, removal of extraneous material, crushing and blending of different materials to create a recycled product.
raw waste product	Dry mixed waste delivered to ResourceCo for processing.
Respirable Asbestos Fibre	a fibre of Asbestos small enough to penetrate into the gas exchange regions of the lungs. Respirable asbestos fibres are technically defined as fibres that are less than 3 µm wide, more than 5 µm in length and have a length to width ratio of more than 3 to 1.
Unclean Concrete	Waste concrete containing up to 5% of foreign materials including green waste, plastics, wiring, timber, paper, insulation, tin and packaging.
Unclean Brick	Waste brick containing up to 5% of foreign materials including green waste, plastics, wiring, timber, paper, insulation, tin and packaging.
Unclean Bitumen	Waste bitumen containing up to 5% of foreign materials including green waste, plastics, wiring, timber, paper, insulation, tin and packaging.
waste containing friable asbestos	waste consisting of non-bonded asbestos fabric or waste material that contains more than 1% asbestos by weight and is in the form of powder or can be crumbed, pulverised or reduced to powder by hand pressure when dry
waste containing non-friable asbestos	waste material that contains more than 1% asbestos by weight and in which the asbestos fibres are bonded by cement, vinyl, resin or other similar materials

Appendix B - Common Examples of ACM

(This is not an exhaustive list)

A

Air-conditioning ducts: exterior or interior acoustic and thermal insulation

Arc shields in lift motor rooms or large electrical cabinets

Asbestos-based plastics products - as electrical insulates and acid-resistant compositions or aircraft seat

Asbestos ceiling tiles

Asbestos-cement conduit

Asbestos-cement electrical fuse boards

Asbestos-cement external roofs and walls

Asbestos-cement in the use of form work when pouring concrete

Asbestos-cement internal flues and downpipes

Asbestos-cement moulded products such as gutters, ridge cappings, gas meter covers, cable troughs and covers

Asbestos-cement pieces for packing spaces between floor joists and piers

Asbestos-cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc

Asbestos-cement render, plaster, mortar and coursework

Asbestos-cement sheet

Asbestos-cement sheet behind ceramic tiles

Asbestos-cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.

Asbestos-cement sheet internal walls and ceilings

Asbestos-cement sheet underlays for vinyl

Asbestos-cement storm drain pipes

Asbestos-cement water pipes (usually underground)

Asbestos-containing laminates (e.g. formica) used where heat resistance is required, e.g. ships

Asbestos-containing pegboard

Asbestos felts

Asbestos marine board, e.g. marinate

Asbestos mattresses used for covering hot equipment in power stations

Asbestos paper used variously for insulation, filtering and production of fire resistant laminates

Asbestos roof tiles

Asbestos textiles

Asbestos textile gussets in air-conditioning ducting systems

Asbestos yarn

Autoclave / steriliser insulation

B

Bitumen-based water proofing such as malthoid, typically on roofs and floors but also in brickwork

Bituminous adhesives and sealants

Boiler gaskets

Boiler insulation, slabs and wet mix

Brake disc pads

Brake linings

C

Cable penetration insulation bags (typically Telecom)

Calorifier insulation

Car body filters (not common)

Caulking compounds, sealant and adhesives

Cement render

Chrysotile wicks in kerosene heaters

Clutch faces

Compressed asbestos-cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings

Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks - block insulation

Electric hot water services - normally not asbestos but some millboard could be present

Electric light fittings, high wattage, insulation around fitting (and bituminised)

Electrical switchboards – see Pitch-based

Exhausts on vehicles

F

Filler in acetylene gas cylinders

Filters - beverage; wine filtration

Fire blankets

Fire curtains

Fire door insulation

Fire-rated wall rendering containing asbestos with mortar

Fire-resistant plaster board, typically on ships

Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry

Flexible hoses

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

Gaskets - chemicals, refineries

Gaskets - general

Gauze mats in laboratories / chemical refineries

Gloves - asbestos

H

Hairdryers - insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in electric reheat units for air-conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens - wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lifts shafts - asbestos-cement panels lining the shaft at the opening of each floor, and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives - steam; lagging on boilers, steam lines, steam dome and gaskets

M

Mastics

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc., can be square packing, rope or loose fibre

Packing material on window anchorage points in high rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Pitch-based (e.g. zelemite, ausbestos, lebah) electrical switchboard

Plaster and plaster cornice adhesives

R

Refractory linings

Refractory tiles

Rubber articles - extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastics in air-conditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation - acoustic wall and ceiling

Sprayed insulation - beams and ceiling slabs

Sprayed insulation - fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves - old domestic type; wall insulation

T

Tape and rope - lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains - country - guards vans - millboard between heater and wall

Trains - Harris cars - sprayed asbestos between steel shell and laminex

V

Valve, pump, etc. insulation

W

Welding rods

Woven asbestos cable sheath

Appendix C Responsibility Matrix

Concrete Waste Processing Steps	Control Process	Responsibility	How
Trading Account Application	Customer aware of types of waste not accepted	Account Manager	Customer communication
Customer vehicle enters site	Signage of type of waste not accepted	Customer	Visual
Customer vehicle weighed on weighbridge	Signage of type of waste not accepted	Customer	Visual
	Customer given docket with type of waste not accepted printed on reverse	Weighbridge Operator	Document
	Load inspected for suspect material	Weighbridge Operator	Visual inspection by CCTV or via inspection platform
Customer vehicle unloads	Load inspected for suspect material	Traffic Warden	Visual inspection
Material is sized by excavator	Stockpile inspected for suspect material	Pulveriser operator	Visual inspection
Material is loaded into crushing plant	Inspected for suspect material	Crusher Operator	Visual inspection
Material is processed through plant	Inspected for suspect material	Pickers x 3	Visual inspection

Appendix D

SAFE OPERATING PROCEDURE
SOP 1.1 – ASBESTOS CONTROL - UNDECLARED

PURPOSE AND SCOPE
In conjunction with the Asbestos management Plan (AMP) this procedure is to be implemented upon the identification of asbestos in delivered material to site.

RESPONSIBILITIES
Account Managers, Production / Site Managers, Supervisors, Weighbridge Clerks, Plant Operators, Traffic Wardens/Inspection Officers & Pickers all have a direct responsibility to ensure they are familiar with this procedure.

KEY HAZARDS

	○ Asbestos is a dangerous product. ○ Do not inhale asbestos fibers. Do not disturb the material. Use water to wet the material down to ensure particles are not disturbed.

PPE REQUIREMENTS

- Disposable white overalls
- P2 Filtered Respirator
- Protective Gloves
- In addition to any site PPE Requirements

PROCEDURE

ABESTOS CONTROL
1. Suspected asbestos is identified.
2. Traffic warden and or Site Supervisor to assess whether volume of suspected Asbestos is (a) greater than 10m2 and or (b) “actively mixed” throughout the load to the extent that the entire load warrants rejection and or (c) not “actively mixed” throughout the load and able to be removed and stored in accordance with ResourceCo’s AMP by trained ResourceCo personnel 3. Traffic warden and or Site Supervisor to notify weighbridge clerk with the Registration No. and company of the offending vehicle. If possible, the weighbridge will call the truck back to reload the material after it has been watered down.
4. Isolate load and communicate to all staff working in the location.
5. Call water cart to spray load with water to contain dust emissions.
6. Do not disturb the material and wait on instructions from management on disposal strategy if unable to nominate source for collection (if significant number of pieces and or 10m2) then must be removed by a qualified asbestos revivalist.
7. In the amount of asbestos is determined by the Site Supervisor and or the traffic warden to be manageable by ResourceCo employees then trained ResourceCo employee adhere to the following; 1. -Wear protective overalls. 2. -Wear P2 respirator.

3. -Wear protective gloves.
4. Ensure asbestos is wet
5. Spray inside plastic bags
6. -Carefully place asbestos pieces in the bag(s), gooseneck the bags opening and seal using cloth tape. Bags to be sequentially numbered and number to be recorded on Incident Report.

8. If a picker picks a piece of asbestos from the line then they should complete the following;

1. spray the individual piece of asbestos with water
2. spray inside of plastic bag
3. place it in a small plastic bag
4. place the bag in short term storage container,
5. remove their gloves and place them in short term storage container
6. The short term storage container should them be emptied on at least a weekly basis as per step 7.4

9. Trained employees to deposit bagged asbestos into the storage containers, or arrange removal from site.

10. Site Manager to contact McMahon Services when storage containers are full so they can be disposed of.

11. Traffic Warden and or Site Supervisor and or Picker to complete incident report ASAP stating the name of the customer and the outcome (load removed from site, material bagged and stored, etc.)

12. Incident Report to be documented on Incident Register for Board Reporting

RELATED FORMS

FORM 2 – Incident Report – Form 2, Asbestos Register, AMP, Incident Register – Reg. 5

RECORD KEEPING

(N:\documents\QA – ResourceCo Management System\Environment, Quality & Safety\4.0SafeOperatingProcedure)

Appendix E – Historical Site Background

Site History & Background

Site Address: 35 – 37 Frank Street Wetherill Park NSW 2164 .

Common Name of Site: Former Sims Site, Wetherill Park.

Land Title Details: Lot 31 DP589097

Site Land Area: 20,600 square metres

Local Government: Fairfield City Council.

Zoning: 4(a) General Industrial Local Government Area

Sims ceased operations at the Site in December 2013 consolidating operations at their scrap metal facility at St Marys with the intention to divest the Site.

Site Description

The Site is within a large industrial area with heavy industry, light industry and commercial enterprises. The properties directly adjacent to the Site are sealed with concrete hardstand and warehouses that are used by transport logistics companies.

Directly adjacent to the northern Site boundary is a small strip of vegetation and trees located on the grounds of a large logistics complex. The Site is located approximately 250 m east of a large concrete-lined canal (formerly a creek line), which trends across Wetherill Park.

The Site itself occupies a rectangular block that slopes gently at the northern end. The Site perimeter is marked by a 1.8 m high chain wire fence (north and south), a 2m high brick wall with colorbond fencing on top (east) and a colorbond fence (west).

The following describes the Site's operational layout under its use as a scrap metal yard prior to its closure in December 2013. The southern (front) section of the Site was predominantly covered with concrete slabs.

A large building complex comprised of a brick front office, metal clad shed, two-storey amenities and office building, an open sided workshop and storeroom and an enclosed warehouse space was located adjacent to the southern boundary. Located between this building and the main work area was a weighbridge and associated demountable office and a covered washbay.

The main scrap processing area encompassed the centre of the Site consisting of a scrap metal shear and associated tower mounted grapple crane surrounded by numerous stockpiles of scrap metal. A concrete sealed ring road ran along the eastern and western boundary as well as cutting through the centre of the Site at both the southern and northern end of the shear.

The main stockpile areas to the west and south of the shear were partially sealed and scrap metal stockpiled on both unsealed and sealed sections. A transformer substation was located on the eastern boundary at the northern end of the road. Stormwater was directed towards the western boundary and into the stormwater retention pond located at the northern boundary.

The stormwater retention pond was setup as a 'first flush' system to receive surface water runoff from the entire Site which was passed through an oily water separator prior to discharge to stormwater. The northern (rear) section of the Site was unsealed and contained several stockpiles of material (scrap metal and non-metallic refuse). Cutting of heavy gauge scrap using oxy-acetylene was undertaken on the north eastern section of the Site. Surface run-off in the northern part of the Site was directed towards the stormwater retention pond.

Following its closure as a scrap metal yard the weighbridge and associated demountable office, wash bay building, shear and all stockpiled scrap metal were removed. No new activities have been conducted on the Site since its closure as a scrap metal yard. The physical layout remained the same up until the commencement of remedial works in October 2014.

Appendix F – Staff Training & Development Policy + Record

POL 26 - STAFF TRAINING & DEVELOPMENT POLICY

Introduction

This policy sets out ResourceCo's commitment to the current and future development of employee skills, expertise and ability to support ResourceCo in the delivery and execution of its business strategies. ResourceCo recognizes that an integral component of sustained organizational success is the continued engagement of its employees through the provision of learning opportunities and skills development that eventuate in career advancement and promotion. Additionally ResourceCo recognize its legal obligation to ensure that its employees are trained and competent congruent with their job descriptions, and associated duties that is assigned to them as per the relevant SWI's & SOP's.

Scope

The Staff Training & Development Policy applies to all staff groups irrespective of differences in terms and conditions of service, seniority, tenure, location or any other irrelevant distinctions. The implementation of this policy will work alongside the company's Occupational Health & Safety Policy (POL 1), Behavioral Policy (POL 4) & Quality Policy (POL 8).

The identification of training opportunities will be sourced from the following initiatives; mandatory statutory requirements as listed on the company's EQ&S schedule, operational gaps as identified through a training needs analysis and documented on the Skills Register (REG 15) and or staff development planning identified through performance appraisals and performance management objectives.

Training may be both formal and or informal and may include initial training, retraining, and or refresher training, all training should be documented and employee files updated accordingly.

Responsibilities

Staff training is the responsibility of all employees, including the employee themselves, specifically;

- **Senior Managers** – in accordance with the overarching organizational goals of promoting a dynamic and learning organization; senior manager must provide the resources including time for employees to continue to learn and grown with and within the organization
- **Middle/Line Managers –** must champion ResourceCo's Staff Training & Development Policy ensuring that the training being subscribed is both relevant and purposeful for the
- respective employee. Moreover middle managers must ensure the immediacy of operational demands and productivity KPI's is balanced with the equally important commitment to long term learning and development agendas.
- **Individual Employees** – must identify areas that they believe they can be developed in and apply and conduct themselves in a professional manner when the chance to realize these opportunities through training arises.
- **Training Providers –** only accredited training organizations and trainers are to be employed to provide training to ResourceCo employees.

Policy

The QA committee will ensure as per Procedure 13, Legal & Other Requirements Policy and the corresponding Legal & Other Requirements Register REG 14 that all statutory required training will be allocated onto ResourceCo's EQ&S Schedule.

Additional training and development initiatives will be identified through ResourceCo's performance management and appraisal system (FORM's 24.1, 24.2 & 24.3), in conjunction with the Skill Register (REG 16) and ResourceCo's forward planning strategies.

ResourceCo will look to build relationships with third party suppliers who are recognized and established brands with documented credentials and testimonials. Moreover these relationships will favor suppliers who are familiar with our business and have a capacity to provide training that is customized to ResourceCo's business objectives and specific operational requirements.

These suppliers include;

- CITC
- Red Earth Training
- ATEC
- St Johns

The final tier of ResourceCo's Staff Training and Development Policy involves the mentoring of potential leaders and supervisors, whereby senior managers should look to personally encourage, mentor and develop both through external training but also internal training initiatives the next generation of ResourceCo supervisors and management. Where management will be measured on their success at developing their subordinates as part of their own appraisal(s).

Appendix – G FORM 4.2 Contractor Induction Form

Date: _____ Site: _____	
Full Name: _____ Contact Phone Number: _____	
Company: ABN/ACN:	
Reporting to on site: Expected duration: (day/week/month/year)	
Task to be performed:	

1. General:

Introduced to the Responsible Supervisor		
Given an overview of the designated work areas		
Given directions on the entry/exist procedures	(Induction Book)	
Advised of road rules and speed limits on site	(Induction Book)	
Advised of sign in/out procedures	(Induction Book)	
Advised of any temporary or specific hazards for their task or working area		

2. Shown the Location of:

Emergency Exits & Muster Points		
First Aid Kits and Emergency Information	(Induction Book)	
Safety Equipment – eye wash station, emergency shower etc	(Induction Book)	
Parking arrangements for work and private vehicles	(Induction Book)	
Toilets/Amenities	(Induction Book)	

3. Made Aware of:

ResourceCo Policies, SWI's & SOP's	(Induction Book)	
Incident/Accident Reporting requirements	(Induction Book)	
Hazard Reporting requirements	(Induction Book)	
Emergency Response Procedures	(Induction Book)	
Presence of operating heavy vehicles	(Induction Book)	
Hot Works permit requirements	(Induction Book)	
Lock Out Procedure	(Induction Book)	
Asbestos	(Asbestos Management Plan)	
Personal Protective Equipment (PPE) Requirements	(Induction Book)	

Quality Policy Contractors who are responsible for International Standards ISO 9001 (QA), ISO 14001 (Envt) and ISO 18001 (OH&S)

4. Contractor MUST Provide the following Information before commencing work:

Completed and Signed Contractor Agreement (if not on file)	
JSEA/Risk Assessment Completed or Provided (if not on file)	

I acknowledge that I have received an induction as per this checklist

Contractor's Signature: _____ Date: _____

Name of Person Providing Induction: _____

Licences/Qualifications:

Record Details of Driver's Licence, Trade Certificates etc below or attach copies

Licence/Certificate Details			
Type & Authority	Number	Expiry Date	Name on Lic/Cert

Insurance

Type	Policy Number	Expiry	Copy Attached
Third Party			
Work Cover			
Goods in Transit			

Licence/Certificates Checked by:

Name: _____ Date: _____

Signature: _____

System Records

Name of Record	Responsible Person	Location
Contractor Induction Record	Department Manager	Enter in site induction register

Appendix H POL 1- OCCUPATIONAL HEALTH & SAFETY POLICY

ResourceCo considers the occupational health and safety of its employees to be of primary importance. ResourceCo accepts the challenges of its operating environment and believes that the creation of a responsible health and safety culture in all its operations is integral to long term success.

It is the ResourceCo policy to strive to minimise occupational health and safety risks in all its activities and take an active role in raising the health and safety awareness and responsibility of employees, visitors, suppliers, contractors and customers.

For this Policy to be implemented ResourceCo will:

- Conform to all relevant legislation and any other requirements.
- Provide a safe work environment for all staff, contractors and visitors.
- Recognize the required commitment to communicate and consult with all employees.
- Ensure that all its establishments have appropriate policies, procedures and facilities so that such standards can be achieved.
- Integrate health and safety into all ResourceCo management and reporting systems to ensure safety is at the forefront of our operations.
- Apply the principles of continuous improvement and best practice to health and safety performance through measurable objectives and targets aimed at the elimination of work related injury and illness, as detailed in the ResourceCo OH&S Issues Resolution Policy (POL 25).
- Promote health and safety awareness and responsibility among all employees, suppliers and customers.
- Co-operate with all relevant health and safety agencies.
- Conduct regular reviews of conformance to requirements and achievement of objectives at Board level.
- In the event of a work related injury, conform to all areas of the ResourceCo Rehabilitation & Return to Work Policy.
- Be available to interested parties.

Compliance with this Policy is a responsibility of all ResourceCo's employees, visitors, suppliers, contractors and customers.

Simon Brown

Managing Director

Appendix I POL 3 - ENVIRONMENT POLICY

ResourceCo considers its impact on the environment to be of primary importance. ResourceCo aims to protect, conserve, and where possible, enhance the natural environment in which we operate, recognizing that this is integral to long term business success.

For this policy to be implemented ResourceCo will:

- Conform to all relevant legislation, standards, practices and any other requirements.
- Provide the resources and expertise to meet our environmental obligations.
- Take all reasonable and practicable measures to minimize pollution and impacts associated with site activities to air, land, water, amenity, flora and fauna.
- Respond promptly and appropriately to any adverse environmental impacts that may result from our activities.
- Ensure that all its sites have appropriate policies, procedures and practices so that such quality standards and objectives can be achieved;
- Promote environmental responsibility among all employees, suppliers, contractors and customers
- Strive for continuous improvement of our environment management system and environmental performance
- Co-operate and work collaboratively with all relevant environment agencies;
- Monitor and review environmental performance and report conformance findings with company objectives at Board level
- Work with the public sector, industry groups and customers to encourage sustainable environmental practice.

Compliance with this Policy is a responsibility of all ResourceCo's employees and contractors.

Simon Brown

Managing Director

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