The asbestos issue

What is asbestos and where is it found?

Asbestos is a mineral found in certain types of rock formations. When mined and processed, it takes the form of very small fibres which are usually invisible to the naked eye.

Asbestos became a popular commercial product because it is strong, won't burn, resists corrosion, and insulates well. It was used in around 3,000 products manufactured worldwide, most commonly in the construction, car manufacturing and textile industries.

Between the 1940s until the late 1980s asbestos was widely used in domestic, commercial and government buildings in Australia as 'fibro' wall and ceiling sheeting, 'super six' roofing sheeting, floor and ceiling tiles, as an insulator around pipes or sprayed in buildings, and as a fire retardant. Asbestos is sometimes found in unauthorised material such as fill on school sites.

Bonded (non-friable) and Friable Asbestos

Bonded (non-friable) asbestos containing materials are those where the asbestos fibres are bonded into the matrix eg fibro and which cannot be crushed by hand when dry. Most of the asbestos found in NSW schools, colleges and homes is bonded. Organisations like NSW Health advise that these materials, if left undisturbed and in a reasonable condition, are not a significant health risk.

Friable Asbestos is asbestos fibres or material that contains asbestos and can be pulverized under hand pressure. Friable (loosely bound) asbestos is more hazardous than bonded (non-friable) asbestos, as the fibres can more easily become airborne, presenting a greater risk of them being inhaled. Millboard, pipe and boiler lagging are examples of friable asbestos. Asbestos cement product which has been damaged so that it can be crushed by hand is also considered as friable asbestos.

When is asbestos a problem?

The presence of asbestos containing material at a school does not automatically mean that health is at risk. The potential risk is dependent upon how the asbestos containing material is managed and whether it is bonded (non-friable) or friable.

Asbestos becomes a health risk when a large amount of asbestos fibres are released into the air and inhaled. Health problems usually occur when people are unaware of the hazards of working with asbestos containing materials. It is therefore important that any work undertaken with materials containing asbestos is done in a manner that ensures minimal release of dust or small particles.

If safety guidelines are followed, asbestos containing materials should not be a problem.

I think I have found some asbestos – what happens next?

If you identify a possible asbestos hazard at your school:

- Do not panic – asbestos that is properly managed represents a very low health risk. Immediately advise the School Principal; and
- Comply with all asbestos management requirements at the site.

The school principal will:

- See if the material has already been identified in the asbestos register;
- Isolate the immediate area where the material has not previously been identified or where the condition of the material has deteriorated;

- Not attempt to dispose of or remove any material; and
- Contact the DoE Regional Asset Management Unit on 132 779 as soon as possible.

The regional asset management unit will:

- Arrange inspections and testing if necessary;
- Arrange treatment or removal of material if required; and
- Advise when the area can be returned to normal use.

Management of asbestos containing materials

How does DoE manage asbestos containing materials?

DoE ensures that asbestos containing materials are managed in a way that provides the maximum safety to students, staff and visitors to the site. The process followed by DoE includes:

- Making School Principals aware of the requirements for managing asbestos;
- Assessing facilities to ascertain the presence or absence of asbestos;
- Developing and maintaining a register containing the location or suspected location of asbestos at each site;
- Assessing the potential health risks of asbestos containing materials;
- Removing or controlling asbestos containing materials that pose an immediate health risk;
- Ensuring asbestos removalists and maintenance workers are suitably qualified and protected;
- Regularly reviewing and monitoring identified areas to ensure they are in good condition and do not pose an immediate health risk;
- Schools are required to obtain the approval of the Regional Asset Management Unit before undertaking any building work on the site; and
- Within funding constraints, continually working towards asbestos free facilities.

What has DoE done so far?

- DoE has an asbestos management plan which details how it manages asbestos in its facilities and documents the procedures which are followed to minimise the risk of exposure to asbestos of all students, staff and other visitors to the site;
- Visual inspections and testing are undertaken immediately where possible asbestos hazards are identified at a school;
- Inspections of all DoE facilities been completed. A register of areas containing asbestos has been provided to each facility;
- Where there is a risk to health from exposure DoE takes action to encapsulate, enclose or remove the asbestos containing material (see page 7);
- All known hazardous, friable asbestos containing materials have already been removed from schools in previous programs; and
- Schools are provided with advice on how to maintain gardens, grounds and other facilities which have been treated for asbestos containing materials.

What are the methods of controlling asbestos hazards?

DoE has a number of options to control asbestos hazards. It is important to understand that the immediate removal of asbestos containing materials may not be necessary or even the most appropriate action. In some instances the removal process may prove more hazardous than other options as it may increase the risk of fibres being released into the air.

Depending on the particular circumstances and condition of the asbestos containing material DoE will utilise one of the following four options:

Remove

DoE will remove any unstable asbestos containing materials under controlled conditions to ensure the health and safety of all persons at the site.

Leave and monitor

DoE will firstly look to leave and monitor stable asbestos containing materials that are not prone to damage.

Encapsulate or seal

The second option is to encapsulate or seal (ie. paint or coat) stable asbestos containing material that may be prone to damage and therefore need to be protected.

Enclose

DoE may enclose stable asbestos containing material that may be prone to damage but where encapsulating or sealing does not provide sufficient protection or may disturb asbestos fibres.

What are the schools responsibilities?

The main responsibility of the school is to ensure the health and safety of its students, staff and visitors to the site including parents, tradespeople and contractors.

To achieve this, the school principal must:

- Read and comply with all instructions and information provided on asbestos issues
- Provide information to students, staff and parents on the management and control of asbestos in NSW Government schools
- Ensure that contractors appointed by the school to work on or near asbestos containing materials are working in a safe manner (see Page 9)
- Stop any work on or near asbestos containing materials where unsafe practices appear to be happening
- Contact the Regional Asset Management Unit on 132-779 if they have any concerns or require assistance in the management of asbestos, and
- Maintain gardens, grounds and other facilities that have been treated for asbestos or left in-situ in the manner advised by the Asset Management Unit or Contractor.

Staff also have responsibilities including:

- Informing the School Principal if they identify any potential asbestos containing material
- Taking reasonable care to ensure the health and safety of themselves and others under their supervision, and
- Complying with all asbestos management requirements at the site.

How do I know if work on or near asbestos containing materials is being done safely?

Building work done on or near asbestos containing materials will be closely supervised by the Facilities Maintenance Contractor, the Department of Public Works and Services or the Regional Asset Management Unit.

If the work is being undertaken in a safe manner:

- The Contractor will have been inducted onto the site and been given a copy of the Asbestos Register and Asbestos Management Plan
- The Contractor will have consulted the Asbestos Register to determine if there are any asbestos containing materials in the vicinity of the work

- A Permit to Work will have been issued to the Contractor
- The Contractor will have the appropriate licences and approvals (see Page 10)
- The Contractor will have prepared Safe Work method statements
- The work area will be effectively barricaded and / or isolated
- Warning signs will be erected
- Air-conditioning units in adjacent areas will be switched off and vents sealed
- Dust generated from the work will be contained within the immediate area
- Breathing protection devices, disposable coveralls and other necessary personal protective equipment will be worn
- Drop sheets will be used to gather work generated asbestos waste
- Asbestos material which is to be removed will be placed in heavy duty stiff plastic bags, and
- Asbestos disposal bins will be lined with plastic.

What licences and approvals should the contractor completing the works have?

The following environmental approvals and licenses are required for asbestos work and disposal:

- Contractors who remove, repair or disturb areas of 10m^2 or more of bonded (non-friable) asbestos must hold a bonded (non-friable) or a friable asbestos licence or a demolition licence issued by WorkCover NSW
- Contractors who remove, repair or disturb friable asbestos material must hold a friable asbestos removal licence issued by WorkCover NSW
- Friable asbestos work must have a permit issued by WorkCover NSW specific for the project undertaken
- WorkCover NSW must be notified at least five days prior to the commencement of work when 10m^2 or more of bonded (non-friable) asbestos containing materials are removed
- The facility that is to receive asbestos waste material must be licensed by the EPA to receive that material, and
- Contractors must hold insurance appropriate for the asbestos work that is to be carried out.

What do I do if it appears unsafe practices are occurring?

If you see any practices that appear to be unsafe you should advise the School Principal who will contact the Regional Asset Management Unit if required.

The School Principal has the right to stop the work, pending advice from the Asset Management Unit, where they have serious concerns about health and safety.

Work should also be stopped and the Regional Asset Management Unit contacted in all instances where a Contractor finds or suspects the presence of asbestos containing materials when undertaking building or maintenance work at the site.

Where can I get more information?

If you have any further queries you should contact the School Principal. This person will know the most about the asbestos situation at the school and should be able to answer most of your questions relating to the management and control of asbestos at the site. The Principal can seek further advice and support at any time from the Regional Asset Management Unit.

In addition, general information is available on a number of government websites. This information is useful not only for the management of asbestos in schools but also for the many homes and offices which contain asbestos throughout NSW and Australia.

Department of Education Intranet

Asbestos Management Plan

https://education.nsw.gov.au/asset-management/compliance-and-safety/asbestos-information

Work, Health and Safety (WHS)

https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction

Control and Management of Asbestos in the workplace

https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/e-safety-support

Other government websites

NSW Government, *Fibro and Asbestos – A Renovator and Homeowner's Guide*

www.balranald.nsw.gov.au/wp-content/uploads/2014/04/asbestos-fibro-renovator-and-homeowners-guide.pdf

NSW Government, Fibro and Asbestos – *First Steps Checklist*

www.cbcinspections.com.au/Files/ASBESTOS.pdf

NSW Environment Protection Authority (EPA), *Asbestos Waste Monitoring*

http://www.epa.nsw.gov.au/wasteregulation/asbestos-monitor.htm

WorkCover Authority of NSW, *Asbestos*

www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

WorkCover Authority of NSW, Heads of Asbestos Coordination Authorities (HACA)

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/heads-of-asbestos-coordination-authoritis-haca

NSW Health, *Asbestos and Health Risks*

www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx

NSW Health, *DIY Safe*

www.health.nsw.gov.au/environment/diy/Pages/default.aspx

NSW Health, DIY Safe *Dust and Fume Hazard*

www.health.nsw.gov.au/environment/diy/Documents/diysafely.pdf

Department of Health, enHealth Document, Asbestos – A Guide for Householders and the General Public

www.health.gov.au/internet/publications/publishing.nsf/Content/CA2578620005D57ACA2579FB0008A15F/$File/asbestos-feb13.pdf

Department of Health, enHealth Document, Management of asbestos in the non-occupational environment

www.health.gov.au/internet/main/publishing.nsf/Content/ohp-enhealth-asbestos-cnt.htm

Asbestos related laws and codes of practice in NSW

Legislation

Work Health and Safety Regulation 2011

www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+674+2011+cd+0+N

Protection of the Environment Operations (Waste) Regulation 2005

www.legislation.nsw.gov.au/inforcepdf/2005-497.pdf?id=15937bef-eef8-c8ed-d2c1-dd4c148cc79c

WorkCover authority of NSW codes of practice / SafeWork Australia resources

How to Safely Remove Asbestos

www.workcover.nsw.gov.au/__data/assets/pdf_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf

How to Manage and Control Asbestos in the Workplace

www.workcover.nsw.gov.au/__data/assets/pdf_file/0015/15216/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf

Guide to Working with Asbestos

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/asbestos-training

Heads of Asbestos Coordination Authorities (HACA) – Asbestos Resources

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/heads-of-asbestos-coordination-authorities-haca

Appendix G

DoE hazardous materials (asbestos) register update

- Asbestos register
  - Example flow chart/s for updating register
  - Asbestos register review tool (ARRT) – operation manual
- Asbestos register – FMweb update procedure

Example flowcharts for updating of register

This section of AMP illustrates the involvement of the hygienist (asbestos assessor) and the updating of the asbestos records in the Asset Management System (AMS).

The following flowchart is provided as an example and explains maintenance of an asbestos register via a panel hygienist and their subsequent use of the Asbestos Register Review Tool (ARRT) prior to a project commencing. It does not aim to show all stakeholders and steps.

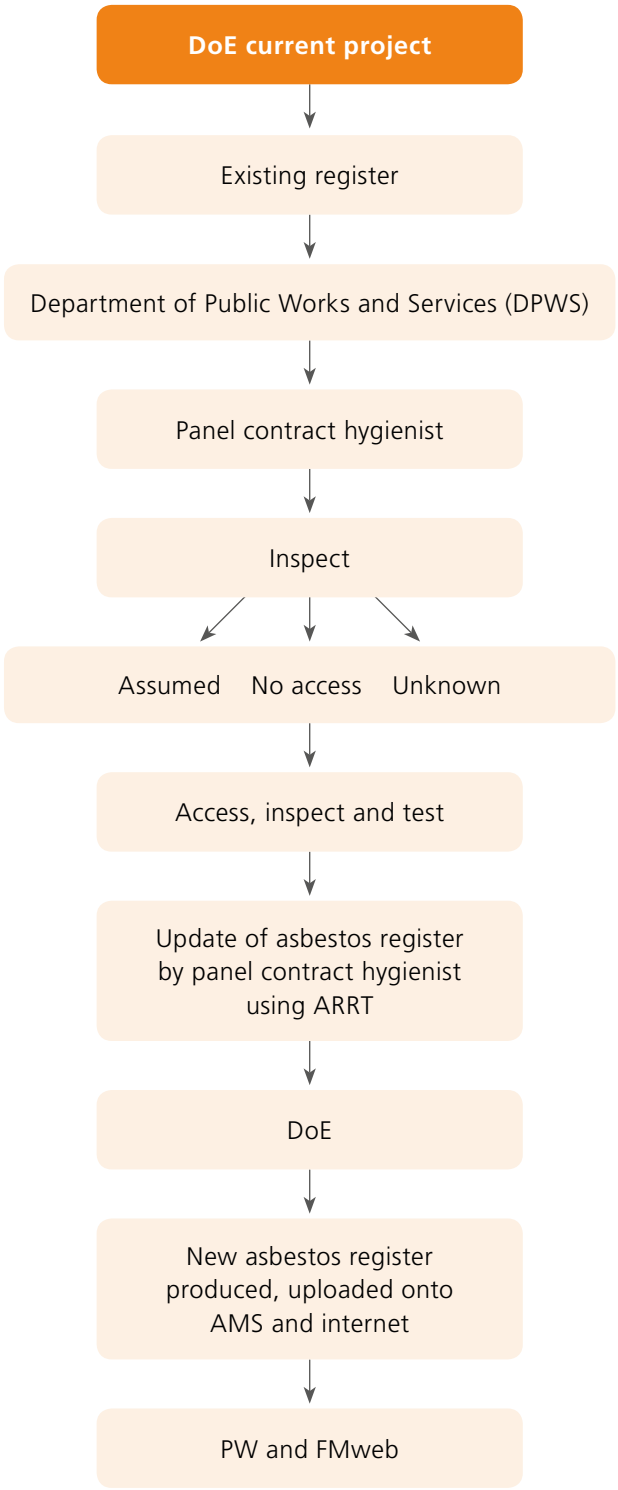


Figure G.1: Example flow chart – updating of register by panel contract hygienist

The following flowchart is provided as an example and explains maintenance of an asbestos register via a panel hygienist, their involvement in asbestos management during a project and their subsequent use of the Asbestos Register Review Tool (ARRT). It does not aim to show all stakeholders and steps.

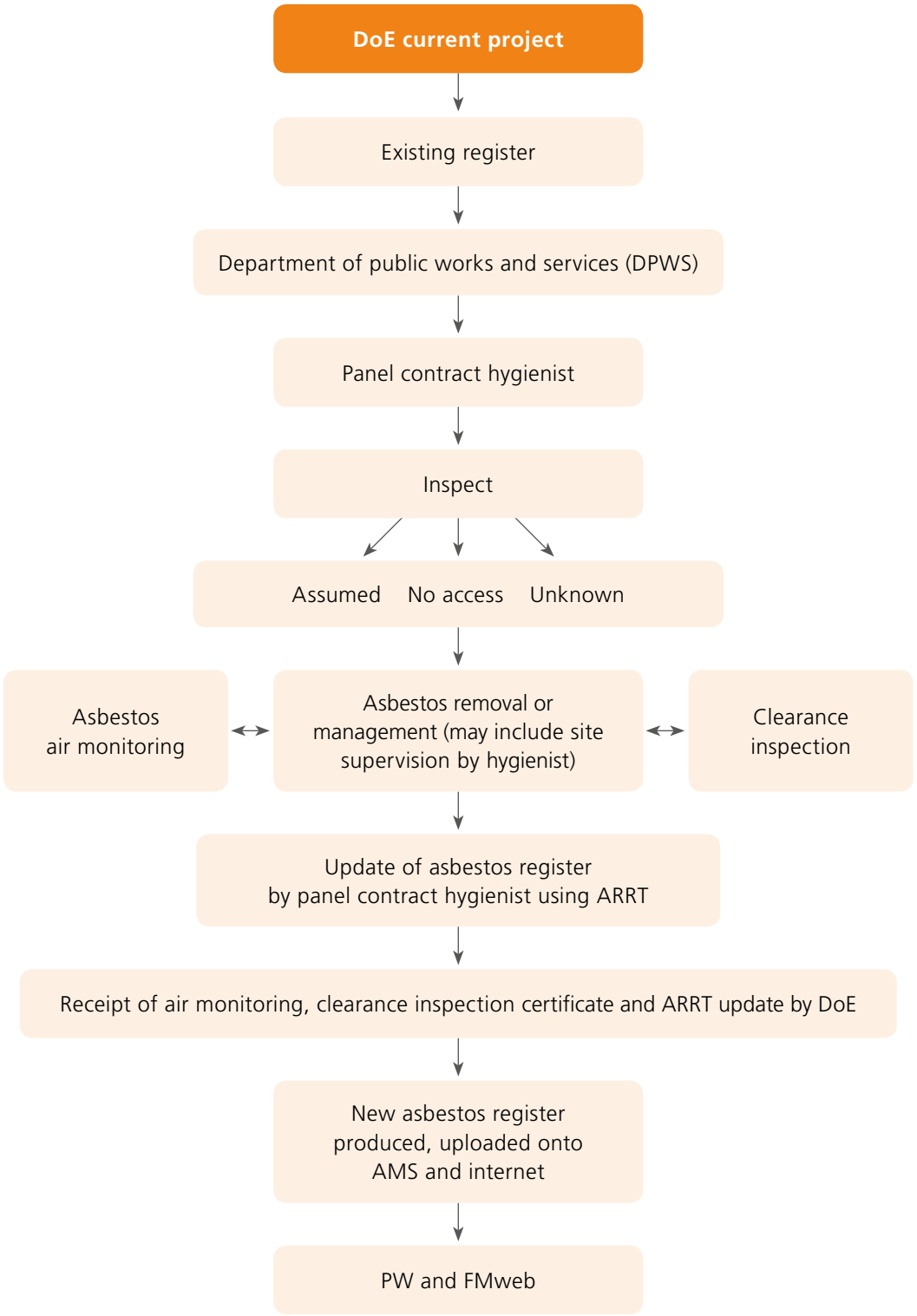
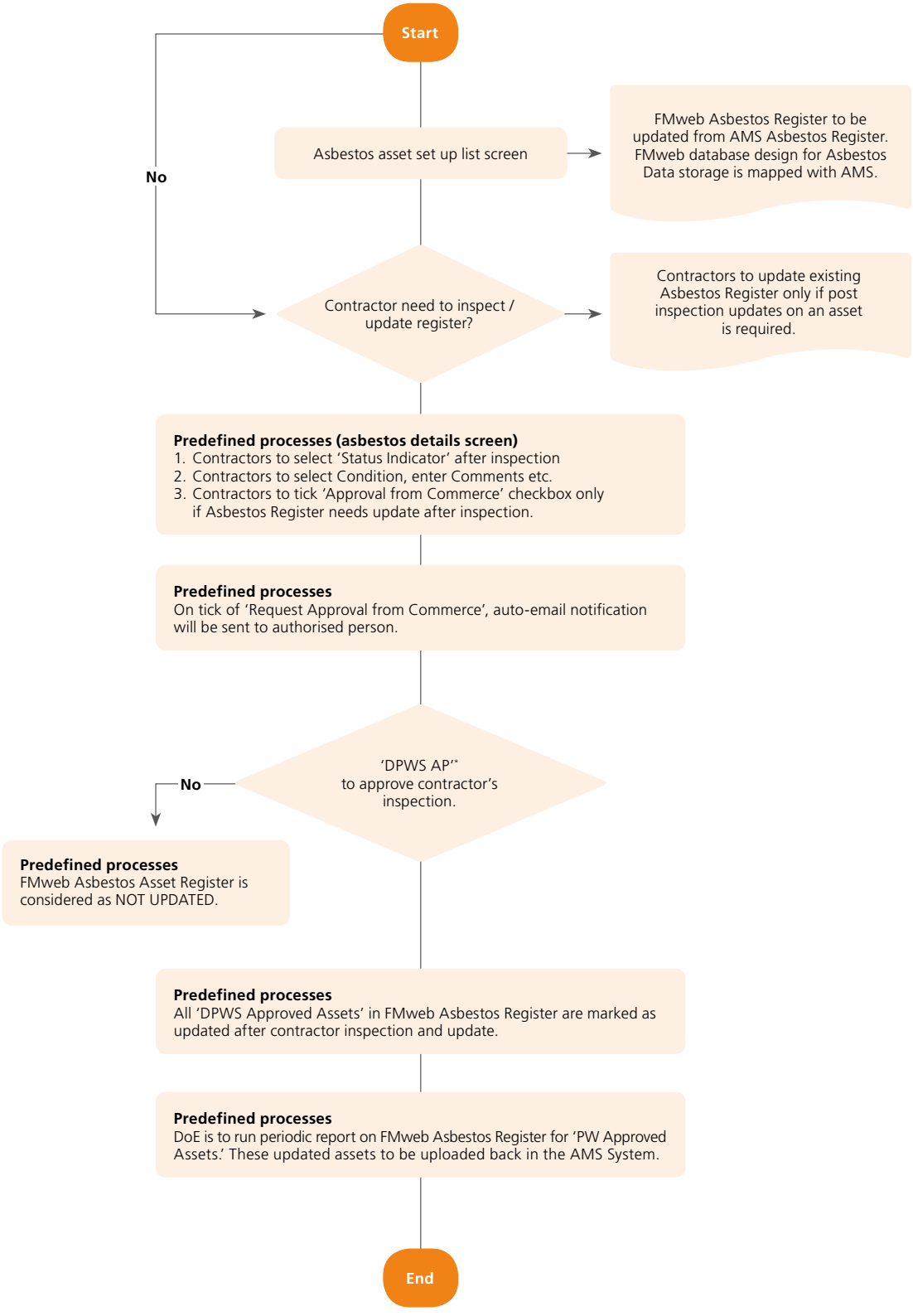


Figure G.2: Example flow chart – updating of register by panel contract hygienist (with project involvement)

Asbestos register – update procedure for FMweb

This section of AMP illustrates the procedure of updating the asbestos records in the FMweb program. The following flowchart explains maintenance of asbestos asset registers in FMweb.

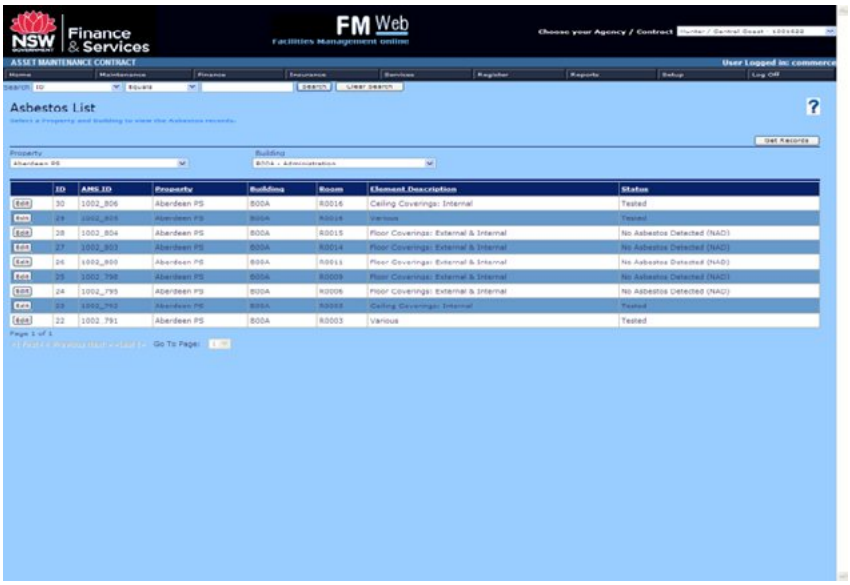
Maintenance of asbestos asset register in FMweb



*DPWS AP – Department of Public Works and Services Authorised Person

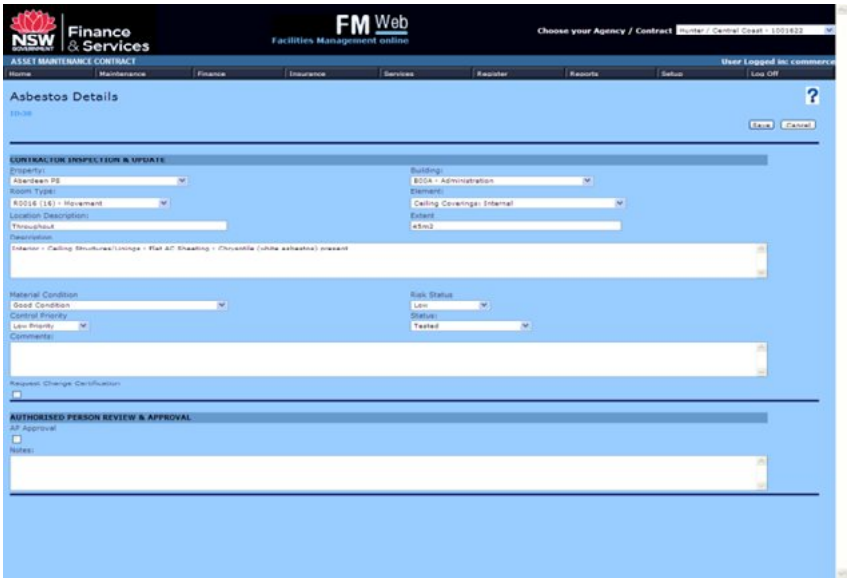
Asbestos list screen in FMweb:

- Log in using user name and password in FMweb.
- Click on ‘Register’ >> ‘Asbestos list’ from FMweb main menu to go to the asbestos list screen.
- Asbestos asset list screen shows important fields like asbestos asset ID, AMS ID, property name, building, room, element and status details for the selected property and building.
- To get the asbestos asset list, user must select property and building.



- Edit’ button on the ‘asbestos list’ screen open up the ‘asbestos details’ screen. Users can modify the details of recorded asbestos asset on this page.

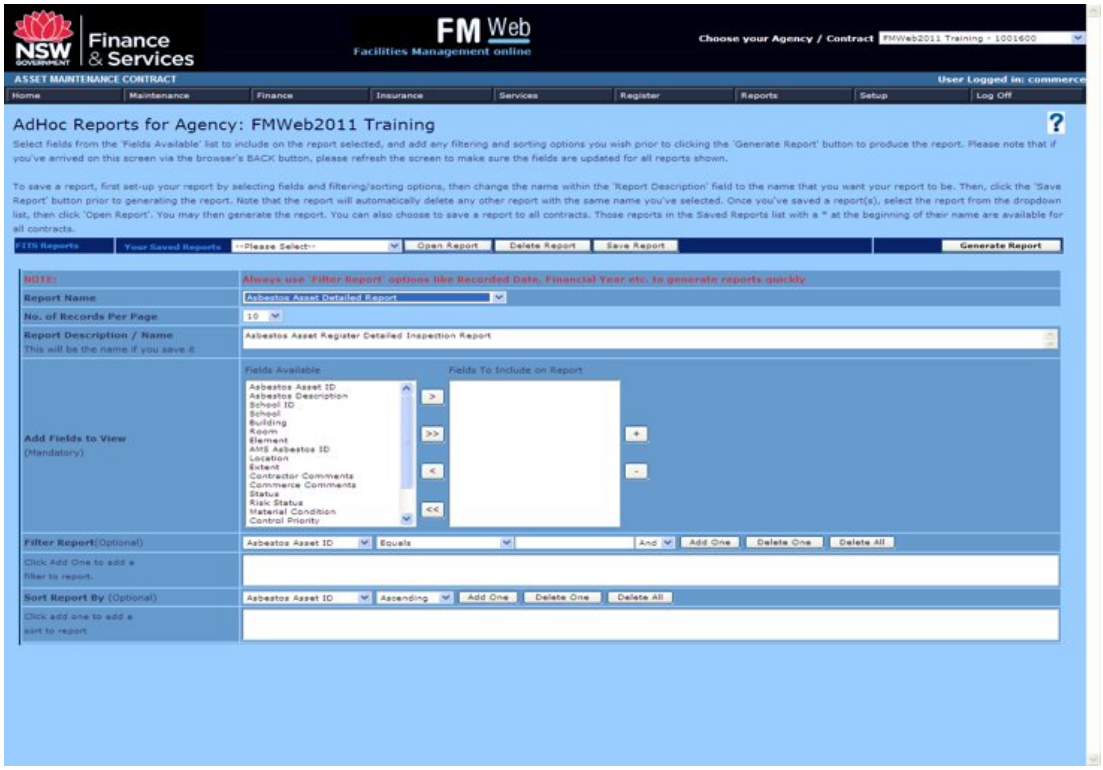
Asbestos details screen:



- Asbestos asset can only be recorded at the element level. Elements drop down list shows all the valid elements for selection.
- 'Location' is a free text box where multiple locations can be entered for a single asbestos asset recorded against element.
- 'Extent' is a free text where users can enter measurements of the assessed asbestos.
- 'Description' is a 500 character long free text where user can enter asbestos description and other details.
- 'Material condition' is a drop down box with the condition options.
- 'Risk status' is drop down box to mark the asbestos condition risk as high, medium or low.
- 'Control priority' is drop down to select priority ranking as high, medium or low.
- 'Status' drop down box allows users to select appropriate status based on the survey result. Contractors should update Asbestos asset status periodically. The status indicator have below 3 options:
  - a. Assumed asbestos
  - b. Tested
  - c. No asbestos detected (NAD)
- 'Comments' is a 500 character free text box where user can enter notes with respect to the periodic assessment of asbestos asset.
- Asbestos details screen is updated to provide an option for contractor to send an approval request to public works authorised person (AP), once inspection is carried out at the site.
- Once contractor tick 'request change certification' checkbox and save the record, auto-email notification will be sent to Public Works AP to inspect and action this item in FMweb.
- New 'authorised person review and approval' panel is added on asbestos details screen in FMweb where PW AP can tick on 'AP approval' check box and add comments in 'notes' text box.

FMweb reports:

- FMweb has reporting facility to generate ad-hoc reports on Asbestos Asset Register maintenance.



Appendix H

Window asbestos mastic and putty procedure

- Window asbestos mastic procedure
- Window asbestos putty procedure

NSW GOVERNMENT | Education

WINDOW ASBESTOS MASTIC PROCEDURE

NSW GOVERNMENT SCHOOLS DEMOUNTABLE

Revision	Details	Date	Amended by
00	Original	22 August 2012	
A	Amended with comments provided by the Asset Management Directorate	24 October 2012	
B	Insertion of photos to appendix B	17 November 2012	
C	Date amended	22 November 2013	
D	Date amended	15 April 2014	
E	Date amended	3 June 2014	
F	Date amended	1 February 2015	

Author: John G Batty

Signed:

Reviewer: Jason North

Signed:

Approved by: Jason North

Signed:

Date: See above

Distribution: 1 electronic PDF copy – DoE

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Please note that when viewed electronically this document may contain pages that have been intentionally left blank. These blank pages may occur because in consideration of the environment and for your convenience, this document has been set up so that it can be printed correctly in double-sided format.

Contents

Glossary

Acronym	Definition
A	Amosite Asbestos (brown asbestos)
ACM	Asbestos containing Material
AS 1216	Standards Association of Australia, Classification and Class Labels for Dangerous Goods
AS 1319	Standards Association of Australia, Rules for the Design and Use of Safety Signs for the Occupational Environment
AS 1715	Standards Association of Australia, Selection, Use and Maintenance of Respiratory Protective Devices
AS 1716	Standards Association of Australia, Respiratory Protective Devices
C	Crocidolite Asbestos (blue asbestos)
CH	Chrysotile Asbestos (white asbestos)
Competent person	Contractor that has undertaken asbestos awareness training, has appropriate experience and has been inducted to this WAMP
EPA	Environment Protection Authority
Fibres/mL	Countable Fibre per Millilitre of Air Sampled
L/min	Litres per Minute of Air
Minor Works	Removal of non-friable asbestos putty to an extent of less than <10m2 or approximately 3-4 windows
NAD	No Asbestos Detected
NATA	National Association of Testing Authorities, Australia
NOHSC	National Occupational Health and Safety Commission
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
WAMP	Window Asbestos Mastic Procedure (this document)

1. Introduction

This window asbestos mastic procedure (WAMP) has been developed to assist with the management of asbestos mastic associated with aluminium framed windows installed in some old system demountables located throughout NSW Government Schools.

This WAMP has been developed for the use of Department of Education (DoE), NSW Public Works and school contractors that have been engaged to repair a window following the identification of damage such as a broken window.

Any repairs to windows fitted with asbestos mastic must be undertaken by a competent person; that is, a contractor that has undergone at minimum an asbestos awareness training course, can demonstrate relevant experience and has been inducted into the use of this WAMP.

This WAMP only allows for the competent person to undertake remediation works that do not exceed $10m^2$ of mastic asbestos containing material. In respect of this value of $10m^2$, a comparative linear amount is difficult to determine.

It is considered appropriate that this might not be typically greater than 3-4 windows. Please note that it is not expected that the amount of asbestos containing mastic included within the removal of 3-4 windows is to exceed an amount of $10m^2$, however it is considered that a project of such size requires the involvement and guidance of a contractor working alongside a glazier.

If additional windows need to be repaired/ replaced or if the demountable is to undergo any refurbishment works, works to the windows or other asbestos containing materials must be undertaken by a contractor holding as a minimum a non-friable asbestos removal licence (ASB).

Please refer to Work Health and Safety Act and Regulations 2011 (NSW), WorkCover NSW How to Manage and Control Asbestos in the Workplace Code of Practice 2011, WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the DoE asbestos management plan (AMP), in particular Sections 7 and 9.

1.1 Background

An investigation was undertaken of a typical old style demountable with Public Works Suite 2 aluminium framed windows and asbestos containing mastic was identified in the following locations of the demountable:

a) Within the window frame where the glass pane is fixed to the external aluminium frame

b) On the window frame where the window is fixed to the demountable steel frame (not consistent)

c) On the frame of the plywood and aluminium wall panels where the panel is fixed to the demountable steel frame (not consistent)

As it is anticipated that repair works will only be undertaken to the glass pane of the demountable and as the asbestos mastic in its current form is enclosed and deemed to be stable and safe this WAMP shall only provide a procedure for the safe removal of small sections of asbestos mastic while repairing a window.

2. Window Asbestos Mastic Procedure (WAMP)

2.1 Determination if window is fitted with asbestos mastic

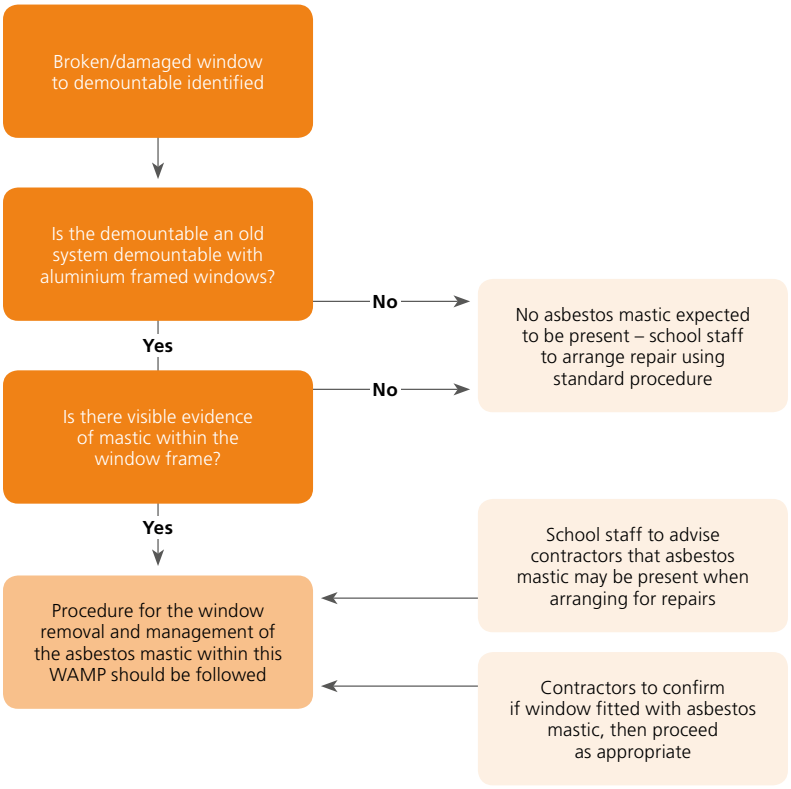

Figure 2.1 Demountable broken window

2.2 Asbestos removal control plan – minor works

The following plan has been developed as a guide to assist with the safe removal of asbestos mastic associated with the aluminium window frames of the old system demountable buildings located at NSW Government Schools.

Each contractor is to assess the works to be done prior to commencement, noting that all asbestos removal works must be undertaken in accordance with the requirements of Work Health and Safety Act and Regulations 2011 (NSW), WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the DoE asbestos management plan (AMP).

Asbestos removal works are only to be undertaken outside of school hours as detailed within the DoE AMP.

All asbestos removal/remediation works must be documented and a certificate of works (see Appendix A) completed and provided to the Asset Management Unit (AMU) representative. The school asbestos register is to be updated with the applicable information.

2.2.1 PPE requirements

All persons engaged in the asbestos removal and window replacement works should wear appropriate PPE including:

- Particulate respirator in accordance with AS 1715 and 1716; as a minimum it is recommended contractors are to be fitted with P2 disposable respirators
- Disposable coveralls that provide particle-tight protection (Type 5) and limited splash-tight protection (Type 6)
- Safe eye protections such as safety glasses, goggles or face shields
- Cut and slip resistant hand protection
- Ankle high, steel capped safety boots, and
- Hard hats.

Please regularly refer to relevant Australian Standard (AS) for further details, and updates.

2.2.2 Site set-up

The work area is to be set up so as not to contaminate areas on either side of the window. Prior to setting up the work area all non-fixed furniture, equipment and miscellaneous goods adjacent to the window should be removed from the area.

200 µm thick polythene sheeting is to be utilised as drop sheets on either side of the window to collect any debris and to prevent cross-contamination. The drop sheets should extend at least 2 metres from the window.

2.2.3 Removal procedure

The broken glass is to be removed as detailed within the contractor's Safe Work methods statement (SWMS). If mastic is found to be present on the glass pane, the glass is to be placed within 200 µm thick polythene bags and sealed for disposal as asbestos waste. If the glass is found to be free of mastic or if the mastic can be removed cleanly then the glass pane can be disposed of or recycled as normal.

An airless spray should be used to wet the asbestos mastic with a mix of water and wetting agent such as detergent, prior to attempting its removal.

The remaining mastic within the frame is to be scrapped out with the use of hand tools such as scrappers, screw drivers or chisels.

Note: No power tools are to be used during any mastic removal.

Mastic is to be removed as far as reasonably practicable. It is understood that corrugations are present within the aluminium frame which may prevent the removal of all of the mastic. It is expected that residual mastic will remain within the frame; however every effort should be made to remove as much mastic as reasonably practicable prior to the installation of the new window pane. A note to this effect should be placed on the certificate of works detailed within Appendix A.

The frame and tools are to be cleaned with wet rags. If the rags are unable to remove the residual mastic a solvent may be utilised.

The mastic removed along with rags and any debris and dust are to be placed within 200 µm thick polythene bags for disposal as asbestos waste.

Any debris or dust generated during the removal process must be removed via wet wiping and drop sheets are to be rolled onto themselves and placed within the 200 µm thick polythene bags for disposal as asbestos waste.

Following the installation of the new glass pane the edges of the window frame are to be sealed with non-asbestos mastic to ensure the remaining asbestos mastic is enclosed and cannot be accessed during normal activity in the area.

At the conclusion of all works the area is to be Decontaminated of all dust and debris with the use of wet wipes to ensure the area is clean and free of dust prior to allowing students and staff to return.

2.2.4 Decontamination

Personal Decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos removal work. Personal Decontamination should be done within the asbestos work area where re-contamination cannot occur. Refer to WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the NSW WHS Regulation 2011 made under NSW WHS Act 2011 for personal Decontamination methods.

For non-friable (bonded) asbestos removal works a dry Decontamination area is to be set up at the entry point of the asbestos work area. This will include a weighed down sheet of 200µm thick polythene sheeting laid on the floor with access to an airless water spray bottle and rags or towels.

When leaving the work area all site personnel must make their way to the nominated dry Decontamination area, spray down their coveralls with water, remove their coveralls inside out and clean their masks and boots using the wet rags. The respirator must remain on during Decontamination and must only be removed on completion of Decontamination.

All equipment that is to leave the work area must also be Decontaminated in the dry Decontamination area with the use of wet rags.

Once the Decontamination process is complete contaminated rags and coveralls must be disposed of in 200µm polythene bags.

2.2.5 Containment, labelling and waste disposal

In accordance with Section 4.8 of WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011, all asbestos containing materials removed or asbestos contaminated material must be either wrapped and sealed within 200 µm thick polythene or placed within 200 µm polythene bag/s that are no longer than 1200 mm and no wider then 900 mm wide. Refer to Section 4.8 for additional guidance.

Bags containing waste are to be sealed with duct tape via the goose neck method and placed and sealed within another 200 µm polythene bag for transport to an appropriate waste disposal facility licensed to accept asbestos waste.

Polythene sheeting parcels are to be wrapped additionally within 200 µm thick polythene sheeting for transport to an appropriate waste disposal facility licensed to accept asbestos waste.

Prior to leaving site all bags and parcels are to be labelled appropriately and in accordance with Appendix B of WorkCover NSW How to Manage and Control Asbestos in the Workplace Code of Practice 2011 and Section 4.8 of WorkCover NSW How to Safely Remove Asbestos.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos all waste drums or bins should be lined with plastic (minimum 200 µm thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin with the words, 'Danger: Asbestos Do not break seal' or similar warning.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos, if the volume or size of the asbestos waste cannot be contained within asbestos waste bags, drums or bins, a waste skip, vehicle tray or similar container in good condition should be used. The asbestos should be sealed in double-lined, heavy-duty plastic sheeting or double bagged before it is placed in the skip. However, non-friable asbestos waste may be placed directly into a skip or vehicle tray that has been double-lined with heavy-duty plastic sheeting (200 µm minimum thickness) provided it is kept damp to minimise the generation of airborne asbestos.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos, all asbestos waste must be disposed of as soon as is practicable at a licensed asbestos disposal site. The asbestos waste must be disposed of as soon as reasonably practicable, whether that is at the end of the removal job, when the waste containers are full or at the end of each day if the asbestos waste cannot be secured at the removal site.

Refer to both above mentioned documents for further information.

3. Statement of limitations

3.1 Scope of services

This hazardous materials control plan ('the report') has been prepared in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Parsons Brinckerhoff (PB) ('scope of services'). In some circumstances the scope of services may have been limited by a range of factors such as time, budget, access and/or site disturbance constraints.

3.2 Reliance on data

In preparing the report, PB has relied upon data, surveys, analyses, designs, plans and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ('the data'). Except as otherwise stated in the report, PB has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ('conclusions') are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. PB will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to PB.

3.3 Environmental conclusions

In accordance with the scope of services, PB has relied upon the data and has not conducted any environmental field monitoring or testing in the preparation of the report. The conclusions are based upon the data and visual observations and are therefore merely indicative of the environmental condition of the site at the time of preparing the report, including the presence or otherwise of contaminants or emissions.

Within the limitations imposed by the scope of services, the assessment of the site and preparation of this report have been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable environmental consultants under similar circumstances. No other warranty, expressed or implied, is made.

3.4 Report for benefit of client

The report has been prepared for the benefit of the Client and no other party. PB assumes no responsibility and will not be liable to any other person or organisation for or in relation to any matter dealt with or conclusions expressed in the report, or for any loss or damage suffered by any other person or organisation arising from matters dealt with or conclusions expressed in the report (including without limitation matters arising from any negligent act or omission of PB or for any loss or damage suffered by any other party in relying upon the matters dealt with or conclusions expressed in the report). Other parties should not rely upon the report or the accuracy or completeness of any conclusions and should make their own enquiries and obtain independent advice in relation to such matters.

3.5 Other limitations

PB will not be liable to update or revise the report to take into account any events, emergent circumstances or facts occurring or becoming apparent after the date of the report.

The scope of services did not include any assessment of the title to nor ownership of the properties, buildings and structures referred to in the report, nor the application or interpretation of laws in the jurisdiction in which those properties, buildings and structures are located.

Appendix A of WAMP

- Certificate of works

Certificate of works demountable window repair

Works undertaken compliant with window asbestos mastic procedure

Site details:

Schools

Date Time

Demountable No.

Competent person details:

Company

Contractor name

Details of repair/remediation works:

Location of window#

Pane of glass**

Details of work

Conclusion:

Has the asbestos mastic been removed as far as reasonably practicable? Yes ☐ No ◯

(If no make comment below)

Has residual asbestos mastic been sufficiently encapsulated with non-asbestos mastic? Yes ☐ No ◯

(If no make comment below)

Sign off:

I of

confirm that the asbestos mastic has been removed as far as reasonably practicable and the remaining mastic residue has been encapsulated with non-asbestos mastic. The area is now in a safe condition to be returned to normal occupation.

Signature

Name

Position

Company Date

Reference

 # Location of window:

In terms of describing the window location the following assumptions are made:

The elevation with the entrance shall be referred to as the 'front.' The elevation with no entrance shall be referred to as the 'back.' Looking at the front, windows shall be numbered 1 onwards from the left. Looking at the back, windows shall be numbered 1 onwards from the right.

Example: The fourth window from the left on the front of the demountable shall be given the identifying number – front-4.

**** Pane of glass:**

Typically a window has 4 panes. See diagram below:

Fixed pane	Slider
Hopper beneath fixed pane	Hopper beneath slider

Appendix B of WAMP

- Photographs

Photograph 01:
Old system demountable showing typical wall panels and windows – view from front

Photograph 02:
Old system demountable showing typical wall panels and windows – view from rear

Photograph 03:
Typical panels removed from demountable – red arrows show the location of the asbestos containing mastic on the aluminium frame of the panel

Photograph 04:
Typical panels showing location of asbestos containing mastic on aluminium frame

Photograph 05:
Typical windows – view from inside demountable

Photograph 06:
Position where asbestos containing mastic is used to seal the join between the steel frame of the demountable and the aluminium frame of the windows / panels

Photograph 07:
Asbestos containing mastic in the grove of the window where the glass pane is inserted

NSW GOVERNMENT | Education

WINDOW ASBESTOS PUTTY PROCEDURE

NSW GOVERNMENT SCHOOLS BUILDINGS

Revision	Details	Date	Amended by
00	Original	11 December 2012	
01	Date amended	22 November 2013	
02	Date amended	15 April 2014	
03	Date amended	3 June 2014	
04	Date amended	1 February 2015	

Author: John G Batty

Signed:

Reviewer: Jason North

Signed:

Approved by: Jason North

Signed:

Date: See above

Distribution: 1 electronic PDF copy – DoE

Doc. Ref: 2171371A PR_DRAFT

Please note that when viewed electronically this document may contain pages that have been intentionally left blank. These blank pages may occur because in consideration of the environment and for your convenience, this document has been set up so that it can be printed correctly in double-sided format.

Contents

Glossary

Acronym	Definition
A	Amosite Asbestos (brown asbestos)
ACM	Asbestos containing Material
AS 1216	Standards Association of Australia, Classification and Class Labels for Dangerous Goods
AS 1319	Standards Association of Australia, Rules for the Design and Use of Safety Signs for the Occupational Environment
AS 1715	Standards Association of Australia, Selection, Use and Maintenance of Respiratory Protective Devices
AS 1716	Standards Association of Australia, Respiratory Protective Devices
C	Crocidolite Asbestos (blue asbestos)
CH	Chrysotile Asbestos (white asbestos)
Competent person	Contractor that has undertaken asbestos awareness training, has appropriate experience and has been inducted to this WAPP
EPA	Environment Protection Authority
Fibres/mL	Countable Fibre per Millilitre of Air Sampled
L/min	Litres per Minute of Air
Minor Works	Removal of non-friable asbestos putty to an extent of less than <10m2 or approximately 3-4 windows
NAD	No Asbestos Detected
NATA	National Association of Testing Authorities, Australia
NOHSC	National Occupational Health and Safety Commission
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
Trained Personnel	A person from the school, DoE, AMU, Public Works, FM contractor or hygienist; who has gone through an asbestos awareness training session that details the correct method of sampling putty for asbestos content
WAPP	Window Asbestos Putty Procedure (this document)

1. Introduction

This window asbestos putty procedure (WAPP) has been developed to assist with the management of asbestos putty associated with windows installed in NSW Goverment Schools.

This WAPP has been developed for the use of Department of Education (DoE), NSW Public Works and NSW Government school contractors that have been engaged to repair a window following the identification of damage such as a broken window.

Any repairs to windows fitted with asbestos putty must be undertaken by a competent person; that is, a contractor that has undergone at minimum an asbestos awareness training course, can demonstrate relevant experience and has been inducted into the use of this WAPP.

This WAPP only allows for the competent person to undertake remediation works that do not exceed 10m^2 of putty asbestos containing material. In respect of this value of 10m^2, a comparative linear amount is difficult to determine.

It is considered appropriate that this might not be typically greater than 3-4 windows. Please note that it is not expected that the amount of asbestos containing putty included within the removal of 3-4 windows is to exceed an amount of 10m^2, however it considered that a project of such size requires the involvement and guidance of a contractor working alongside a glazier.

If additional windows need to be repaired/ replaced or if the building is to undergo any refurbishment works, works to the windows or other asbestos containing materials must be undertaken by a contractor holding as a minimum a non-friable asbestos removal licence (ASB).

Please refer to Work Health and Safety Act and Regulations 2011 (NSW), WorkCover NSW How to Manage and Control Asbestos in the Workplace Code of Practice 2011, WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the DoE asbestos management plan (AMP), in particular Sections 7 and 9.

1.1 Background

It has been brought to the attention of the DoE that windows within its school buildings may contain asbestos putty. Typically this putty can be identified at the following locations:

a) Within the window frame where the glass pane is fixed to the external window frame

b) On the window frame where the window is fixed to the building brick or timber work

As it is anticipated that repair works will only be undertaken to the glass pane of the window and as any other asbestos putty should be enclosed and deemed to be stable and safe this WAPP shall only provide a procedure for the safe removal of small sections of asbestos putty while repairing a window.

2. Window Asbestos Putty Procedure (WAPP)

2.1 Determination if window is fitted with asbestos putty

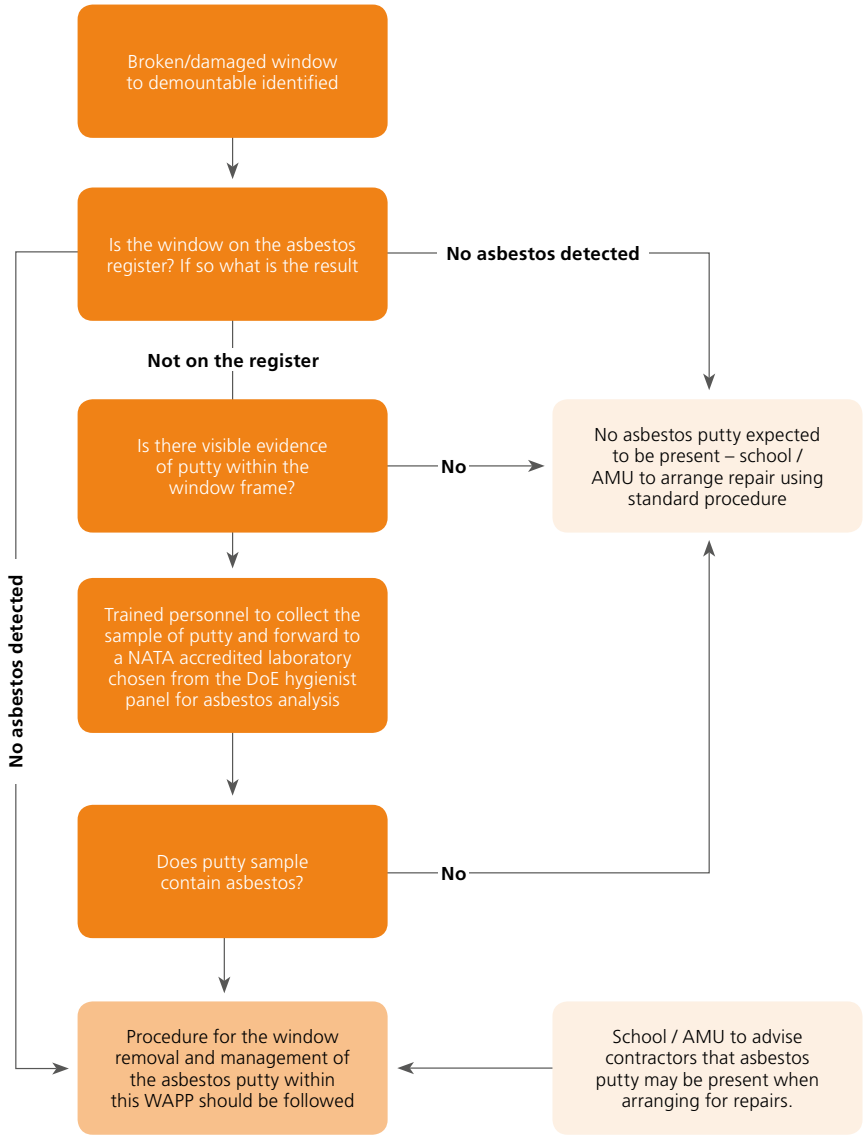

Figure 2.1 Broken window

2.2 Asbestos removal control plan – minor works

The following plan has been developed as a guide to assist with the safe removal of asbestos putty associated with the window frames of buildings identified as containing asbestos putty windows.

Each contractor is to assess the works to be done prior to commencement, noting that all asbestos removal works must be undertaken in accordance with the requirements of Work Health and Safety Act and Regulations 2011 (NSW), WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the DoE asbestos management plan (AMP).

Asbestos removal works are only to be undertaken outside of school hours as detailed within the DoE AMP.

All asbestos removal/remediation works must be documented and a certificate of works (see Appendix A) completed and provided to the Asset Management Unit (AMU) representative. The school asbestos register is to be updated with the applicable information.

2.2.1 PPE Requirements

All persons engaged in the asbestos removal and window replacement works should wear appropriate PPE including:

- Particulate respirator in accordance with AS 1715 and 1716. As a minimum it is recommended contractors are to be fitted with P2 disposable respirators;
- Disposable coveralls that provide particle-tight protection (Type 5) and limited splash-tight protection (Type 6);
- Safe eye protections such as safety glasses, goggles or face shields;
- Cut and slip resistant hand protection;
- Ankle high, steel capped safety boots; and
- Hard hats.

Please refer to relevant Australian Standard (AS) for further details, and updates.

2.2.2 Site set-up

The work area is to be set up so as not to contaminate areas on either side of the window. Prior to setting up the work area all non-fixed furniture, equipment and miscellaneous goods adjacent to the window should be removed from the area.

200 µm thick polythene sheeting is to be utilised as drop sheets on either side of the window to collect any debris and to prevent cross-contamination. The drop sheets should extend at least 2 metres from the window.

2.2.3 Removal procedure

The broken glass is to be removed as detailed within the contractor's Safe Work methods statement (SWMS). If putty is found to be present on the glass pane, the glass is to be placed within 200 µm thick polythene bags and sealed for disposal as asbestos waste. If the glass is found to be free of putty or if the putty can be removed cleanly then the glass pane can be disposed of or recycled as normal.

An airless spray should be used to wet the asbestos putty with a mix of water and wetting agent such as detergent, prior to attempting its removal.

The remaining putty within the frame is to be scrapped out with the use of hand tools such as scrappers, screw drivers or chisels.

Note: No power tools are to be used during any Putty removal.

Putty is to be removed as far as reasonably practicable. It is understood that corrugations may be present on the frame which may prevent the removal of all of the putty. It is expected that residual putty will remain within the frame; however every effort should be made to remove as much putty as reasonably practicable prior to the installation of the new window pane. A note to this effect should be placed on the certificate of works detailed within Appendix A.

The frame and tools are to be cleaned with wet rags. If the rags are unable to remove the residual putty a solvent may be utilised.

The putty removed along with rags and any debris and dust are to be placed within 200 µm thick polythene bags for disposal as asbestos waste.

Any debris or dust generated during the removal process must be removed via wet wiping and drop sheets are to be rolled onto themselves and placed within the 200 µm thick polythene bags for disposal as asbestos waste.

Following the installation of the new glass pane the edges of the window frame are to be sealed with non-asbestos putty to ensure the remaining asbestos putty is enclosed and cannot be accessed during normal activity in the area.

At the conclusion of all works the area is to be Decontaminated of all dust and debris with the use of wet wipes to ensure the area is clean and free of dust prior to allowing students and staff to return.

2.2.4 Decontamination

Personal Decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos removal work. Personal Decontamination should be done within the asbestos work area where re-contamination cannot occur.

For non-friable (bonded) asbestos removal works a dry Decontamination area is to be set up at the entry point of the asbestos work area. This will include a weighed down sheet of 200µm thick polythene sheeting laid on the floor with an airless water spray bottle and rags or towels.

When leaving the work area all site personnel must make their way to the nominated dry Decontamination area, spray down their coveralls with water, remove their coveralls inside out and clean their masks and boots using the wet rags. The respirator must remain on during Decontamination and must only be removed on completion of Decontamination.

All equipment that is to leave the work area must also be Decontaminated in the dry Decontamination area with the use of wet rags.

Once the Decontamination process is complete contaminated rags and coveralls must be disposed of in 200 mm polythene bags.

Refer to WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011 and the NSW WHS Regulation 2011 made under NSW WHS Act 2011 for personal Decontamination methods.

2.2.5 Containment, labelling and waste disposal

In accordance with Section 4.8 of WorkCover NSW How to Safely Remove Asbestos Code of Practice 2011, all asbestos containing materials removed or asbestos contaminated material must be either wrapped and sealed within 200 mm thick polythene or placed within 200 mm polythene bag/s that are no longer than 1200 mm and no wider then 900 mm wide. Refer to Section 4.8 for additional guidance.

Bags containing waste are to be sealed with duct tape via the goose neck method and placed and sealed within another 200 mm polythene bag for transport to an appropriate waste disposal facility licensed to accept asbestos waste.

Polythene sheeting parcels are to be wrapped additionally within 200 mm thick polythene sheeting for transport to an appropriate waste disposal facility licensed to accept asbestos waste.

Prior to leaving site all bags and parcels are to be labelled appropriately and in accordance with Appendix B of WorkCover NSW How to Manage and Control Asbestos in the Workplace Code of Practice 2011 and Section 4.8 of WorkCover NSW How to Safely Remove Asbestos.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos all waste drums or bins should be lined with plastic (minimum 200 mm thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin with the words, 'Danger: Asbestos Do not break seal' or similar warning.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos, if the volume or size of the asbestos waste cannot be contained within asbestos waste bags, drums or bins, a waste skip, vehicle tray or similar container in good condition should be used. The asbestos should be sealed in double-lined, heavy-duty plastic sheeting or double bagged before it is placed in the skip. However, non-friable asbestos waste may be placed directly into a skip or vehicle tray that has been double-lined with heavy-duty plastic sheeting (200 mm minimum thicknesses) provided it is kept damp to minimise the generation of airborne asbestos.

As per Section 4.8 of WorkCover NSW How to Safely Remove Asbestos, all asbestos waste must be disposed of as soon as is practicable at a licensed asbestos disposal site. The asbestos waste must be disposed of as soon as reasonably practicable, whether that is at the end of the removal job, when the waste containers are full or at the end of each day if the asbestos waste cannot be secured at the removal site.

Refer to both above mentioned documents for further information.

3. Statement of limitations

3.1 Scope of services

This hazardous materials control plan ('the report') has been prepared in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Parsons Brinckerhoff (PB) ('scope of services'). In some circumstances the scope of services may have been limited by a range of factors such as time, budget, access and/or site disturbance constraints.

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The scope of services did not include any assessment of the title to nor ownership of the properties, buildings and structures referred to in the report, nor the application or interpretation of laws in the jurisdiction in which those properties, buildings and structures are located.

Appendix A of WAPP

- Certificate of works

Certificate of works buildings window repair

Works undertaken compliant with window asbestos putty procedure

Site details:

Schools

Date Time

Demountable No.

Competent person details:

Company

Contractor name

Details of repair/remediation works:

Location of window#

Pane of glass**

Details of work

Conclusion:

Has the asbestos mastic been removed as far as reasonably practicable? Yes ◯ No ◯

(If no make comment below)

Has residual asbestos mastic been sufficiently encapsulated with non-asbestos mastic? Yes ◯ No ◯

(If no make comment below)

Sign off:

I of

confirm that the asbestos mastic has been removed as far as reasonably practicable and the remaining mastic residue has been encapsulated with non-asbestos mastic. The area is now in a safe condition to be returned to normal occupation.

Signature

Name

Position

Company Date

Appendix I

- Panel contract brochure

NSW Government Contract 1300020

NSW GOVERNMENT | Education

DoE Occupational Hygienist Panel Contract

Briefing information sheet

Advice for school principals and facility managers, regarding responsibilities when using the Occupational Hygienist panel contract. To accompany Memorandum to Principals, Executive Directors and Institute Directors DN/15/00038.

General

- This contract provides Occupational Hygienist Services for the management of its assets to ensure compliance with the relevant legislation, including the NSW Work Health and Safety (WHS) Regulation 2011, particularly as this relates to asbestos as a licenced asbestos assessor.
- The Panel Contractors, providing these services are:
  - Parsons Brinckerhoff Australia Pty Ltd
  - GreencapNAA Pty Ltd (Previously known as Noel Arnolds and Associates)
  - AECOM Australia Pty Ltd
- The contract is for three (2013 – 2016) years, with a possible one year extension period.
- DoE has mandated the use of this panel contract for asbestos disturbance works such as; all capital works programs (both major and minor works), whether administered centrally via Public Works or DoE or regionally via AMU, school facilities maintenance contract (asbestos issues), programmed inspections to update Asbestos Registers, school funded or administered works and the fibro in-grounds program (both investigations and remediation works).
- All contractors working on asbestos issues in DoE schools are asbestos assessors, licenced with Workcover NSW.
- Panel contractor's services are also to be used for other analytical services such as: Hazardous Materials (HazMat) surveys, Air Quality assessments, lead contamination, water testing, training for asbestos sample taking and other investigations e.g. mobile phone towers.
- When needed, DoE will provide updated information on this contract via the DoE Intranet and this will include a Question/Answer section for issues as they arise, particularly issues identified on the Site Inspection and Test Plan (ITP) Report by schools or contractors:

  https://education.nsw.gov.au/asset-management/compliance-and-safety/asbestos-information

Any questions/issues, Principals have regarding the panel contract should be initially directed to the AMU Project Officer or reported on-line using: **compliance@det.nsw.edu.au**

Panel contractor responsibilities

It is generally the case that Panel Contractors will conform to the following, when there are programmed activities being undertaken on a school site e.g. update of Asbestos Registers.

For Urgent Works, such as critical WHS or Workcover related inspections, notification times may need to be dispensed with.

Notification

- Contractors should only contact schools after initial conformation by DoE is undertaken.
- Contractors will provide advice and inspection results to Asset Management Directorate.
- Contractors are required to notify school principals two weeks prior to any programmed activity, with additional confirmation 48 hours prior to arrival. At the commencement of the programmed activity process schools/colleges may be requested to accept a shorter notification period.
- A record of all notifications must be maintained by contractors.

Site induction briefing

- Contractors are required to participate as required with the normal site briefings provided by the school such as:
  - Site emergency procedures, access to amenities, site specific WHS issues and signing on.

Service/Works process

- Contractors will make contact with the Principal/Director or nominated person prior to commencing works to ensure student sensitive areas (e.g. toilets & change rooms) and locked secure areas can be accessed as needed.
- DoE supports the contractors being given free access to the remainder of sites to facilitate the service/works process. Where schools/colleges have a full time general assistant it would be beneficial if the contractor could be given support to facilitate access.

Sample (Asbestos) Collection

- Contractors may be required to take samples in some buildings. Such sampling (for asbestos) is to be undertaken in the absence of staff and students in the immediate area.
- Sampling (asbestos) is to be undertaken in full compliance with the Safe Work Method Statement agreed with DoE, which is fully in accordance with WorkCover and legislative requirements.

Completion, for programmed works

- The Contractor / DoE Site Inspection and Test (ITP) Report is to be signed off by the Principal/Director/delegate to verify attendance at the site for the times indicated.
- A signed ITP is required for the payment to contractors.

Reporting

- Electronic copies of reports (in DoE AMS file format) will be provided to DoE Asset Management Directorate with payment claims and the reports will be available to schools via "AMS on the web" at a later date.

School responsibilities

For programmed works, especially the update of Asbestos Registers, the following applies:

Prior to use of hygienist services:

- Advise staff the date the hygienist services/works is to be undertaken e.g. updating of Asbestos Registers, and any updated timeline advised by the contractor.
- When the Panel contractor initially contacts the school/college to schedule any works, a nominated person in addition to the Principal/Director must be specified. When programmed updates of Asbestos Registers is being undertaken, the Panel Contractor will seek advice from the School/College regarding any other facilities on site that may require inspection and activities that may impact on the inspection works e.g. DoE pre-school and defined events which may be underway during the use of hygienist services (for e.g. HSC, school examinations). It will generally not be practicable to alter programed hygienist services to accommodate local school activities.
- Where possible, negotiate for the General Assistant to be available on the day/s of service to assist regarding site access.

Note: For Urgent Works, such as critical WHS or Workcover related inspections, access will need to be expedited.

During the use of hygienist services, particularly asbestos surveys:

- The contractor is given supervised access to student sensitive spaces (toilets) at a convenient time and any space locked for security purposes.
- Contractors will need to walk freely around the site, making visual inspections of building externals and all habitable internal spaces. It may be necessary for contractors to briefly enter occupied spaces to visually inspect surfaces.
- Some sites will require detailed inspection of buildings or particular spaces which are suspected to contain asbestos containing materials (ACM); such inspections may take some time and require samples to be taken. Other sites and buildings may be surveyed quickly due to buildings being of construction types with little or no ACM or certain buildings constructed after 1988 that are known not to contain ACM.
- The use of hygienist services may also require a photograph of each building inspected, to be taken for administrative purposes. Contractors have been advised that photographs must not include images which permit the identification of students or staff.
- The contractor may need to charge the battery for the survey tablet and have temporary storage of a large ladder and possibly lifting equipment to access high spaces. When there is a specific Work Health and Safety (WHS) requirements, some activities will need to be undertaken in the absence of staff and students or outside of school hours.

Compliance

- All contractors attending Department sites need to check the requirement of child protection check on: **www.kidsguardian.nsw.gov.au**
- All contractors attending sites must wear photo ID indicating they are employees of a Panel Contractor, and must sign in using the FMC site log book.
- The Department/Public Works will arrange random audits of hygienist services works to ensure compliance with contract requirements.

Specific advice: programmed works – update of Asbestos Registers

- DoE undertook a state-wide survey of schools in 2007/8, which resulted in the creation of an Asbestos Register for all DoE owned facilities; school, TAFE and administrative offices. The Work, Health and Safety (WHS) 2011 Legislation, made additional requirements for Asbestos Registers. DoE is using this panel contract to ensure fully compliance with WHS 2011 legislation.
- Programmed surveys of schools to update Asbestos Registers will focus on schools with large numbers of unresolved asbestos occurrences i.e. assumed asbestos materials, no access spaces, spaces requiring inspection due to building changes, ceiling voids, subfloor areas and vinyl under carpet. This program will supplement asbestos registers being updated as a result of major and minor capital works.
- The use of asbestos containing materials in school building construction ceased prior to 1987, so all facilities constructed prior to 1988 will be surveyed but schools/ colleges wholly constructed after 1988 will only be given a superficial inspection to confirm the construction type/age.
- At the conclusion of the update, the results of materials testing will be incorporated into individual school/college Asbestos Registers. Other site information will also be referenced in the Registers relating to existing grounds occurrences of asbestos (Site Specific Asbestos Management Plan) and known demountable buildings on site.
- All updated registers should be stored with the DoE Asbestos Management Plan (2015). The DoE Asbestos Management Plan (AMP) is available on the DoE Intranet and will be provided for schools in the 2015 school year.
- All school and colleges can access current Asbestos Registers via the DoE Asset Management System (AMS on the Web).

Panel contract inclusion

- Department owned facilities including schools and administration centres on DoE sites will be inspected. This includes Department operated pre-schools, behaviour schools/ out of School Hour care centres located on Department sites and Department owned facilities leased to others.
- Building externals and all habitable internal building spaces and service spaces such as store rooms, plant rooms, electrical rooms/cabinets, under floor areas, ceiling spaces will be inspected.
- It is essential that Asbestos Registers updates are able to resolve all spaces with; assumed asbestos materials, no access spaces, spaces requiring inspection due to building changes, ceiling voids, subfloor areas and vinyl under carpet. Every support should be given to Panel Contractors to resolve these issues.

Panel contract exclusions

- Accommodation leased to DoE will not be surveyed, as an Asbestos Register is required to be maintained by the owner of the building.

Panel contractor details

Parson Brinckerhoff Australia

Level 27, Ernst & Young Centre
680 George Street, GPO Box 5394
Sydney NSW 2001 Australia
T +61 2 9272 5100
www.pbworld.com

Contact person:
Jason North
T +61 2 9272 5091
M +61 457 520 328
janorth@pb.com.au

GreencapNAA (previously known as Noel Arnold and Assoc.)

Level 2, 11-17 Khartoum Rd
North Ryde NSW 2113 Australia
T +61 2 9889 1800
F +61 2 9889 1811
www.greencap.com.au

Contact person/s:
Leigh Rampley
T +61 2 9889 1800
M +61 401 044 295
leigh.rampley@greencap.com.au

Donna McQuade
T +61 2 9889 1800
M +61 466 777 248
donna.mcquade@greencap.com.au

AECOM Australia

17 Warabrook Boulevard,
Warabrook NSW 2304
T +61 2 4911 4900
F +61 2 4911 4825
www.aecom.com

Contact person:
Haley Bates
T +61 2 4911 4937
M +61 437 006 269
haley.bates@aecom.com

Any change in the contact details can be found online at:
https://education.nsw.gov.au/asset-management/compliance-and-safety/asbestos-information

Site Inspection and Test Plan (ITP) Report

Both the Principal (Principals Delegate or Facility Manager) and Contractors representative are required to initial that each of the following has been completed:

DoE Site (Schools):		**School code:**	
Principal/Director name:		**Signature:**	
Principal/Director delegate (name):		**Signature:**	
Contractor (business name):			
Contract Surveyor name:		**Signatures:**	

Contract Requirement

		Principal/Director/ nominated person initials	Contractors initials
A. Briefing			
A briefing has been provided to the Principal/Director and/or nominated person		initial above	initial above
B. Arrival (First day)			
Time/s and Date/s of Arrival from School	Time (am/pm) : Date (dd/mm/yy) / /	initial above	initial above
C. Departure (Last day)			
Time/s and Date/s of Departure from School	Time (am/pm) : Date (dd/mm/yy) / /	initial above	initial above
D. Personnel			
Names of Panel Contractor and personnel attending the site		initial above	initial above
E. Date of Form completion	Time (am/pm) : Date (dd/mm/yy) / /	initial above	initial above
F. Unresolved issues			
Note any unresolved issues regarding the inspection are listed to the right		initial above	initial above

A copy of this schedule should be retained by the school and contractor (original). The contractor is required to affix this schedule to claims for payment.

Contractors must also sign the maintenance contract site log book daily on arrival and departure.

Appendix J

Notes on the asbestos survey 2008 and update of information

How to read asbestos register

- Asbestos register – permanent facilities
- Asbestos register – demountable facilities
- Asbestos register – list of electronic files
- Asbestos register – site specific AMP (where applicable)

Asbestos Register (Hazardous Materials and Risk Assessment) for

8165 Bega High School

NSW GOVERNMENT Education

Initial Survey : Noel A… S… Green…

the type of building product identified

Descriptive information of the building material identified

Unique sample number is derived from the; school number, number, room number and material description

The laboratory analysis result

An estimated amount of the asbestos material present

The location reference within the area/room the material was identified

Descriptive information of asbestos material state or condition. Refer Section 3.3.2 of AMP

The risk of the asbestos material affecting the occupants of the area/room. Refer Section 3.3. of AMP

8165 Bega High School

Product	Material Description	Sample No	Test Result	Extent	Location Reference	Material Condition	Risk Status	Control Priority

B00A - Multi Purpose Facilities - 1963 - Brick/Block

the block number and description of the blocks' function, construction date

the priority rating for the need to control the asbestos material identified. Refer Section 3.3.4 and Appendix G of AMP

Exterior

Underfloor Voids	No Asbestos Found							
Wall lining	Flat AC Sheeting	8165/B00A/Wall lining/S27	No Asbestos Detected					
Ceiling Voids	Non Accessible Area							

Interior

M0001 - Movement (7.02 m2)

No Asbestos

M0002 - Control Room (7.64 m2)

No Asbestos

M0003 - Performing Arts Store (9.92 m2)

No Asbestos

R0001 - Multi-Purpose Space (250.83 m2)

Ceiling Structures/Linings	Flat AC Sheeting	Assumed Asbestos		60m2	West, Lower portion	Good Condition (1)	Low (1)	Low Priority (2-3)
		Height Restriction						

Ceiling Structures/Linings unable to be sampled due to height. due to appearance considered to be Assumed Asbestos

R0002 - Sport Equipment Store (10.59 m2)

No Asbestos

R0003 - Student Canteen (13.79 m2)

No Asbestos

Space inspected by Hygienist. No material present that require testing i.e. Building material used would be Bricks, concrete, Timber, Masonites, Plasterboards etc.

R0004 - Stage (103.19 m2)

No Asbestos

R0006 - Sport Equipment Store (11.59 m2)

Asbestos Register (Hazardous Materials and Risk Assessment) for
8582 Bossley Park High School

NSW GOVERNMENT Education

The type of building product identified

Descriptive information of the building material indentified

Unique sample number is derived from the; school number, block number, room number and material description

The laboratory analysis result

An estimated amount of the asbestos material present

The location reference within the area/room the material was identified

Descriptive information of the asbestos materials' state or condition. Section 3.3.2 of AMP

The risk of the asbestos material effecting the occupants within the area/room. Refer Section 3.3 of AMP

8582 Bossley Park High School

Product	Material Description	Sample No	Test Result	Extent	Location Reference	Material Condition	Risk Status	Control Priority
B00A - General Learning/Science Learning/Library - 1988 - Brick/Block								
Exterior								
Eaves Linings	Flat AC Sheeting	8582/B00A/Eaves Linings/S2	No Asbestos Detected					
Ceiling Voids	Requires Inspection							
Underfloor Voids	Requires Inspection							
Interior								
M0002 - Tiered Learning Area (22.03 m2)								
No Asbestos								
R0003 - Staff Study (15.5 m2)								
Vinyl Tiles (Under Floor Covering/Carpet)	No Asbestos Found							
R0004 - General Learning Space (48.29 m2)								
Vinyl Tiles (Under Floor Covering/Carpet)	No Asbestos Found							
R0006 - General Learning Space (41 m2)								
In-fill-panel	Flat FC Sheet	8582/B00A/R0008/In-fill-panel/S3	No Asbestos Detected					
R0007 - General Learning Space (47.97 m2)								
Vinyl Tiles (Under Floor Covering/Carpet)	No Asbestos Found							
R0008 - Study Space (15.66 m2)								
In-fill-panel	Flat FC Sheet	8582/B00A/R0008/In-fill-panel/S3	No Asbestos Detected					
R0009 - General Learning Space (48.03 m2)								
Vinyl Tiles (Under Floor Covering/Carpet)	No Asbestos Found							
R0011 - Main Area (437.55 m2)								

The block number and description of the blocks' function and construction date

The priority rating for the need to control the asbestos material identified. Refer Section 3.3.4 and Appendix G of AMP

Eave linings material that may contain asbestos sampled and found not to contain asbestos.

The room number and description of the rooms' function

Some building product used as in-fill panel in Room R0005, R0006 and R0008; Sample results for Room R0008 used.

Appendix K

DoE hazardous materials (asbestos) register

Schools to insert current asbestos registers

- Asbestos register, from AMS on the web
- Site specific AMPs (where applicable) from AMS on the web

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