



Waste and Recycling Management Plan  
Armidale Secondary College

Armidale, NSW

Prepared for:  
**NBRS Architecture**

Prepared by:  
**Metech Consulting Pty Ltd**

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## DOCUMENT OWNER

**METECH CONSULTING PTY LTD**

ABN 56 161 42 356

PO BOX 1184 SUTHERLAND NSW 1499

Tel: + 61 2 9575 7755

[www.metech.consulting](http://www.metech.consulting)

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# 1 Introduction

## 1.1 Preamble

Metech Consulting Pty Ltd was commissioned to prepare a Waste and Recycling Management Plan (WMP) for the Armidale Secondary College Project.

The Department of Education (DoE) has engaged NBRS Architecture as Head Design Consultant for the Armidale Secondary College Project. The project will consolidate the students from Armidale High School and Duval High School on the Armidale High School site located at Butler Street, Armidale, NSW (hereafter referred to as “the Site”).

The location of the Site is shown in **Figure 1** with the existing site layout shown in **Figure 2**.

Broadly, the redevelopment comprises the construction of new, larger school buildings to accommodate both schools and allow for future growth.

This Waste Management Plan (WMP) has been developed to support the proposed development.

Several iterations of the WMP have been issued previously. This WMP has been prepared to address the latest updates included in the Concept Design Report (NBRS, 2020<sup>1</sup>).

An additional WMP was prepared to address the ‘early works’ component of the project comprising all demolition works and some preliminary construction works (*Waste Management Plan: Early Works, Armidale Secondary College, Armidale, NSW*, October 2018, Metech Consulting, Ref. EP98\_RP02).

## 1.2 Scope

This WMP applies to the overall construction and on-going operation of the project.

This WMP has been prepared making reference to architectural drawings supplied by NBRS Architecture.<sup>2</sup>

This WMP has been divided into Design and Management (refer **Section 3**), and Generation and Avoidance (refer **Section 4**).

## 1.3 Objectives

The objectives of this WMP are to:

- Identify potential wastes likely to be generated at the Site during the construction and operational phases of the redevelopment, including a description of how waste would be handled, processed and disposed of (or re-used/recycled), in accordance with local and State requirements;

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<sup>1</sup> NBRS & Partners Pty Ltd, 22 June 2020, *Concept Design Report – Armidale Secondary College – Gymnasium*.

<sup>2</sup> NBRS & Partners Pty Ltd, 14 August 2020, *Armidale Secondary College: Proposed Site Plan*, Ref. 17352-NBRS-DA-012 Rev. 5.

- Encourage the minimisation of waste production and maximisation of resource recovery;
- Ensure the appropriate management of contaminated/hazardous waste;
- Identify procedures and chain of custody records for waste management; and
- Assist in ensuring that any environmental impacts during the development comply with the requirements of NSW Department of Planning and Environment and other relevant authorities.

#### **1.4 Project Description**

The overall project scope is for an upgrade and expansion of the current Armidale High School including the addition of new teaching spaces and upgrades to core facilities. The project will consolidate the students from Armidale High School and Duval High School. The redeveloped Armidale Secondary College will accommodate 110 full-time equivalent staff and 1,580 students (an increase of 1,000).

The Site contains the 'Armidale High School – Original Circa 1921, 2-Storey Building, Grounds' heritage item, as listed on the NSW State Heritage Inventory (refer **Figure 2**).

The proposed development will comprise: new general learning buildings forming an arc around the heritage-listed building; new games courts; a new multi-purpose hall; and re-landscaping of the area surrounding the new buildings (refer **Figure 3**).

Demolition of the existing building and preliminary construction are to take place prior to the works addressed in this WMP. Waste minimisation strategies for this phase of works are outlined in *Waste Management Plan: Early Works, Armidale Secondary College, Armidale, NSW* (Metech Consulting, 2018).

## 2 Waste Management and Recycling

### 2.1 Waste Management Hierarchy

This WMP aims to meet the principles of the waste management hierarchy by promoting waste as a resource through the following in order of preference:

- *Waste avoidance* through prevention or reduction of waste generation. Noting that waste avoidance is best achieved through better design and purchasing choices.
- *Waste reuse*, without substantially changing the form of waste.
- *Waste recycling* through the treatment of waste that is no longer usable in its current form to produce new products.
- *Energy recovery* through thermal treatment of residual waste materials and from green waste processing.
- *Waste disposal*, in a manner that causes the least harm to the natural environment.

### 2.2 Benefits of Implementing Better Practice for Waste Management and Recycling

The primary benefits of implementing a WMP strategy include:

- Enhanced social and environmental reputation of an organisation;
- Reduced costs associated with waste disposal;
- Benefits to all stakeholders and the wider community; and
- Improved environmental outcomes.

### 2.3 Waste Legislation and Guidance

The legislation and guidance outlined in **Table 2.1** forms the basis for the waste management strategies and requirements outlined in this WMP.

**Table 2.1: Waste Legislation and Guidance**

| Legislation                                    | Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Waste Avoidance and Resource Recovery Act 2001 | <p>To promote extended producer responsibility in place of industry waste reduction plans. Specific objectives include:</p> <ul style="list-style-type: none"><li>• To encourage efficient use of resources.</li><li>• To minimise the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the reuse and recycling of waste.</li><li>• To ensure that industry shares with the community the responsibility for reducing and dealing with waste.</li><li>• To ensure the efficient funding of waste and resource management planning, programs and service delivery.</li></ul> |

| Legislation                                                                                                      | Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Protection of the Environment Operations Act (POEO) 1997 & Amendment Act 2011                                    | Administered by the Environmental Protection Authority (EPA) to enable the Government to establish instruments for setting environmental standards, goals, protocols and guidelines.<br><br><i>Important note:</i> The owner of a premises, the employer or any person carrying on the activity which causes a pollution incident is to immediately notify the relevant authorities. A list of each relevant authority is provided in the POEO Amendment Act and will be noted in the Site's incident register. |
| POEO (Waste) Regulation 2014                                                                                     | Contains provisions relating to the waste levy, waste tracking, management requirements for certain waste types, payment schemes for councils, consumer packaging recycling and other miscellaneous provisions.                                                                                                                                                                                                                                                                                                 |
| Waste Classification Guidelines (DECCW, 2009)                                                                    | To assist waste generators to effectively classify, manage, treat and dispose of waste to ensure the environmental and human health risks associated with waste are managed appropriately and in accordance with the POEO Act and is associated regulations.                                                                                                                                                                                                                                                    |
| Building Code of Australia (BCA) and relevant Australian Standards (AS)                                          | The BCA (and AS) have the aim of achieving nationally consistent, minimum necessary standards of relevant health and safety, amenity and sustainability objectives efficiently.                                                                                                                                                                                                                                                                                                                                 |
| EPA's Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities 2012 | The NSW EPA's Better Practice Guidelines 2012 provides advice to help architects, developers, council staff and building managers to incorporate better waste management practice into the design, establishment, operation and ongoing management of waste services in commercial and industrial developments.                                                                                                                                                                                                 |
| NSW EPA's Waste Avoidance and Resource Recovery (WARR) Strategy 2014-21                                          | A key component of the State Government's vision for the environmental and economic future of the state that will be supported financially by the <i>Waste Less, Recycle More</i> funding initiative providing long-term targets for 6 key result areas including reduced illegal dumping.                                                                                                                                                                                                                      |

## 2.4 EIS Management and Mitigation Measures

An Environmental Impact Statement (EIS) was prepared for the development.

This Operational WMP includes the management and mitigation measures contained in the Waste and Recycling Management Plan prepared by Metech Consulting Pty Ltd dated 16/10/18 as included in Appendix 25 of the EIS.



## 3 Design and Management

This section outlines waste considerations in the design of the development and addresses operational waste management considerations, including arrangements for ongoing waste service collection.

### 3.1 Construction Design

Facilities for garbage and recycling are essential aspects of a building that are often overlooked. A small amount of planning in the design stage saves a great deal of difficulty and inconvenience for future occupiers, building managers and collection crews throughout the future life of the building.

The proposed development is designed to generate comparatively small amounts of waste and minimise off-site disposal. It is intended that much of the new works will utilize prefabricated components and finishes to minimise waste that would typically be produced in a traditional onsite construction process. When off-site disposal is required, it will be done so with careful consideration of any reuse or recycling opportunities (outlined in **Section 4.5**).

The following have been considered in the design of the proposed development:

- The appropriate location of waste management facilities.
- Design to standard material sizes to reduce potential generation of waste.
- Use of pre-cut/prefabricated material.
- Use of basic designs to reduce the need for off-cuts.
- Use of resource efficient building materials.
- Use of glazed windows to improve thermal performance and reduce energy input.
- Potential re-use of off-cuts in building design.

### 3.2 Ongoing Management

The proposed development is a secondary education facility with capacity for up to 1,580 students. This section outlines typical waste generation rates that may be experienced during active school year and relevant waste management procedures to accommodate.

Upon redevelopment, Armidale Secondary College should adhere to the WMP for compliance, in consultation with direction from the Management's Representative (refer **Section 3.2.7**).

#### 3.2.1 Operational Waste Generation Rates

The NSW EPA's *Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities* provides estimates for waste generation rates based on types of premises.

The guidelines do not provide generation rates for high schools. However based on an evaluation of the proposed development and with reference to the parameters of the premise types identified in these guidelines, the following comparison premises have been adopted for this WMP:

- Primary education.

- Tertiary education.
- Offices.

Details of the estimated waste generation rates for each type of premise are outlined in **Table 3.1**.

**Table 3.1: Guideline Waste Generation Rates**

| Type of Premises   | Average L per 100 m <sup>2</sup> per Week <sup>A</sup> |                      | Maximum L per 100 m <sup>2</sup> per Week <sup>A</sup> |                      |
|--------------------|--------------------------------------------------------|----------------------|--------------------------------------------------------|----------------------|
|                    | Waste Generation                                       | Recycling Generation | Waste Generation                                       | Recycling Generation |
| Primary education  | 35                                                     | 0                    | 35                                                     | 0                    |
| Tertiary education | 125                                                    | 15                   | 200                                                    | 35                   |
| Offices            | 40                                                     | 30                   | 80                                                     | 60                   |

<sup>A</sup>. Guideline waste generation rates are reported per day. Guideline rates have been multiplied by a factor of 5 to estimate weekly generation rates.

Reported waste generation rates from the current Armidale High School, as well as examples of reported waste generation rates from other schools in NSW, were also considered, as outlined in **Table 3.2**.

**Table 3.2: Examples of Comparable School Waste Generation Rates**

| School                                | Students (Approx.) | Estimated Maximum L per Week <sup>A</sup> |                                | Estimated Maximum L per Week per Student |                      |
|---------------------------------------|--------------------|-------------------------------------------|--------------------------------|------------------------------------------|----------------------|
|                                       |                    | Waste Generation                          | Recycling Generation           | Waste Generation                         | Recycling Generation |
| Existing Armidale High School         | 700                | 5,750                                     | 750 + 840 = 1,590 <sup>B</sup> | 8.21                                     | 2.27                 |
| Parramatta Public School <sup>C</sup> | 600                | 6,000                                     | 2,400                          | 10.0                                     | 4.00                 |
| Parramatta High School <sup>C</sup>   | 1600               | 15,000                                    | 3,360                          | 9.38                                     | 2.10                 |

<sup>A</sup>. Based on reported waste bin sizes and collection frequencies.

<sup>B</sup>. Sum of various recycling streams. Armidale High school currently employs multiple collection services, including community initiatives such as Challenge community recycling services and commercial recycling collection.

<sup>C</sup>. The Mack Group Waste Management Consultants, 11 October 2017, *Waste Management Plan (WMP) for Operational Waste – General Waste and Recyclable Waste DA Submission – Quakers East Hill Public School*.

### 3.2.2 Estimation of Operational Waste Volumes

The proposed development is a secondary education facility with capacity for up to 1,580 students and a total floor area of approximately 16,890 m<sup>2</sup>.

With reference to the guideline waste generation rates provided in **Table 3.1** and the comparable school waste generation rates in **Table 3.2** it is estimated that the waste generation will likely fall somewhere between those provided for tertiary and primary education.

Based on the proposed student capacity and floor areas provided for the development, an estimate of typical weekly waste generation volumes for the proposed development are provided below in **Table 3.3**.

**Table 3.3: Anticipated Operational Waste Generation Rates**

| School                     | Anticipated Size    |                                    | Estimated Maximum L per Week |                      |
|----------------------------|---------------------|------------------------------------|------------------------------|----------------------|
|                            | Students (capacity) | Total Floor Area (m <sup>2</sup> ) | Waste Generation             | Recycling Generation |
| Armidale Secondary College | 1,580               | 16,890                             | 14,500                       | 4,100                |

**Note:** All waste generation rates are approximate only.

### 3.2.3 Types of Waste and Waste Streams

The development should aim to reduce the amount of materials used and waste generated, as well as increase the number of materials being recycled.

**Table 3.4** outlines anticipated types of waste / waste streams for the proposed development.

**Table 3.4: Anticipated Types of Waste**

| Waste Stream         | Estimated Maximum Waste Generation <sup>1</sup> | Description                                                                                                                                                                                                                                                                                                                 | Management <sup>2</sup>                             |
|----------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| General Waste        | 14,500 L per week                               | General waste is made up of all materials that cannot be recycled through other waste streams. It is collected and transported to a landfill site where it is buried. Some landfill sites extract methane from decomposing waste for their energy needs. Paper contaminated with food waste needs to go into general waste. | Off-site disposal                                   |
| Organic Waste        |                                                 | Fruit and vegetable waste, and mulching recycles green waste.                                                                                                                                                                                                                                                               | Off-site disposal or composting systems/worm farms. |
| Paper Recycling      | 4,100 L per week                                | Paper and cardboard products are the most common items a school recycles. Secure documents are stored in locked bins before being shredded and joining other paper fibres.                                                                                                                                                  | Off-site recycling                                  |
| Co-Mingled Recycling |                                                 | Co-Mingled recycling collects aluminium cans, glass bottles, plastic bottles, steel cans, Tetrapaks and cartons for recycling.                                                                                                                                                                                              | Off-site recycling                                  |
| E-waste              |                                                 | Computers, phones, toner cartridges, printers and batteries all contain resources that can be recycled.                                                                                                                                                                                                                     | Off-site recycling                                  |

<sup>1</sup> A school waste audit should be conducted during operation to calculate precise volumes and types of waste generated by the school (refer **Section 3.2.6**).

<sup>2</sup> Refer **Section 5** for off-site disposal / recycling locations.

### 3.2.4 Waste and Recycling Storage

The proposed development is to include designated waste and recycling storage areas designed in accordance with Appendix F (Waste Management Plan Checklists - Design Phase) of the *Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities*.

Space is to be provided for the storage of all waste and recycling generated by the development in the designated bin areas.

The proposed areas for waste storage during the ongoing use of the premises are shown in **Figure 3**.

Interim waste storage locations will comprise small bins placed throughout the school. A schoolgrounds caretaker or nominated waste collector will collect and transport this waste to the central waste enclosure, that is open to the sky, located adjacent to the agriculture loading zone, shown in **Figure 3**.

The waste/recycling storage areas must be designed to accommodate bins that are of sufficient volume to contain the estimated quantity of waste generated between collections (refer **Table 3.3**).

**Table 3.5** offers suggested bin arrangements that are of sufficient volume to contain the estimated quantities of waste generated in between collection times (see **Table 3.3**) in typical conditions.

**Table 3.5: Suggested Bin Arrangements**

| Suggested Type of Bin                                                           | Bin footprints                      | Total bin storage area required                            | Area required considering maneuvering space                       |
|---------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------|
| Garbage: 3 x 3m <sup>2</sup><br>Recycling:<br>• Commercial: 1 x 3m <sup>2</sup> | 3m <sup>3</sup> - 2.7m <sup>2</sup> | Garbage: 8.1m <sup>2</sup><br>Recycling: 2.7m <sup>2</sup> | (8.1m <sup>2</sup> + 2.7m <sup>2</sup> ) x 2 = 21.6m <sup>2</sup> |
| Recycling:<br>• Challenge (community initiative): 6 x 240L                      | 240L – 0.43m <sup>2</sup>           | Recycling: 0.43m <sup>2</sup>                              | (0.43m <sup>2</sup> ) x 2 = 0.86m <sup>2</sup>                    |

Bin sizes and specifications vary according to type of equipment and manufacturer. A full list of bin types and dimensions is available in Appendix B (Waste Management Equipment) of the *Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities*.

Upon redevelopment, Armidale Secondary College must establish and/or maintain a valid contract with a licensed waste contractor for the regular collection and disposal of the waste and recyclables that are generated on site. The redeveloped Armidale Secondary College should keep written evidence of these contracts on site.

Arrangements must be in place for all parts of the development for the separation of recyclable materials from general waste. The type and volume of containers used to hold waste and recyclable materials must be compatible with the collection practices of the nominated waste contractor.

**Table 3.6** offers suggested collection frequencies to accommodate the estimated quantities of waste generated in between collection times in typical conditions, based on the bin arrangements listed in **Table 3.5**.

**Table 3.6: Suggested Collection Frequency**

| Suggested Type of Bin                                                           | Frequency                                        |
|---------------------------------------------------------------------------------|--------------------------------------------------|
| Garbage: 3 x 3m <sup>2</sup><br>Recycling:<br>• Commercial: 1 x 3m <sup>2</sup> | Garbage: 2 x per week<br>Recycling: 1 x per week |
| Recycling:<br>• Challenge (community initiative): 6 x 240L                      | Recycling: 1 x per week                          |

### 3.2.5 Signage

Waste management measures must be clearly communicated to building managers, administration and cleaners. The following communication strategies are recommended to achieve this:

- Use of consistent signage and colour coding throughout the development in accordance with the requirements of Appendix E of the NSW EPA's *Better Practice Guidelines Waste Management and Recycling in Commercial and Industrial Facilities*.
- Training of all staff in correct waste separation and management procedures.
- Provision of directional signage to show location of and routes to waste storage areas in accordance with the requirements of Appendix E of the NSW EPA's *Better Practice Guidelines Waste Management and Recycling in Commercial and Industrial Facilities*.
- Clear labelling of co-mingled and general waste bins to ensure no cross contamination.

### 3.2.6 Waste Audits

A waste audit calculates the volumes and types of waste a school generates and is a recommended tool to identify the main sources of waste in a school.

Audits are generally conducted on a representative sample of school waste, for example, classroom and playground bins for one grade directly after lunch.

Waste audits are conducted as follows:

1. Label large buckets or tubs with the waste categories of office white paper, compostable organic waste (fruit and vegetable scraps), recyclable paper and cardboard, recyclable containers (drink bottles and cans), and mixed waste (non-recyclable)
2. Spread out a large plastic tarpaulin, placing the containers on the corners
3. Allocate recorders to record weights and keep a tally of the number of tubs per category
4. Equip the students with plastic gloves and tongs
5. Tip the contents of the selected bins onto the tarpaulin
6. Sort the waste into the waste stream categories
7. Weigh the contents of each tub and record the weights
8. Tally the number of tubs to calculate volumes of waste

9. Calculate the percentages of each waste category based on weight and volume
10. Analyse and evaluate the results and propose strategies for reducing waste.

Further information about school waste audits is outlined in *Guide to Conducting a School Waste Audit* (NSW Department of Education, 2018).

### 3.2.7 Responsibilities

The responsibilities for the implementation of the WMP are outlined in **Table 3.7**, noting that the Management Representative is ultimately responsible for compliance with local and State requirements.

**Table 3.7: Waste Management Responsibility Allocation**

| Responsible Person                    | General Tasks                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Management Representative             | Ensure the WMP is implemented during the ongoing use of the premises.                                                                                                                                                                                                                                                                                  |
|                                       | Update the WMP on a regular basis (e.g. annually) to ensure the Plan remains applicable.                                                                                                                                                                                                                                                               |
|                                       | Undertake liaison and management of waste collections during the ongoing use of the premises.                                                                                                                                                                                                                                                          |
|                                       | Manage any waste-related complaints and non-compliances reported through waste audits etc.                                                                                                                                                                                                                                                             |
|                                       | Prepare and implement operational and maintenance plans to ensure: <ul style="list-style-type: none"> <li>• Waste storage areas and equipment are kept clean and in good condition;</li> <li>• Bins are not overfilled;</li> <li>• Signage remains clean, clear and applicable; and</li> <li>• Interim garbage holding areas are kept tidy.</li> </ul> |
|                                       | Establish and/or maintain contracts for the management of all waste management equipment, cleaning requirements, waste transfer and collection arrangements.                                                                                                                                                                                           |
| Caretaker / Nominated Waste Collector | Retain a copy of this WMP and copies of all waste disposal receipts.                                                                                                                                                                                                                                                                                   |
|                                       | Transport of bins to and from the bin holding areas as required.                                                                                                                                                                                                                                                                                       |
| Caretaker / cleaners                  | Cleaning of bins and waste and recycling rooms on a weekly basis or as required.                                                                                                                                                                                                                                                                       |
|                                       | Removal of general waste, recyclables, cardboard waste, bulk waste and e-waste, and hazardous waste from interim collection areas around the Site to the waste and recycling storage areas on a daily basis or as required.                                                                                                                            |
| Gardening Contractor                  | Removal of all garden organics waste generated during gardening maintenance activities for recycling at an offsite location or reuse as organic mulch on landscaped gardens.                                                                                                                                                                           |
| Building Contractor                   | Ensure the WMP is implemented during the construction and demolition phases of the development.                                                                                                                                                                                                                                                        |
|                                       | Update the WMP as necessary as further details of building plans become available to ensure the Plan remains applicable.                                                                                                                                                                                                                               |
|                                       | Undertake liaison and management of waste collections during the construction and demolition phases of the development.                                                                                                                                                                                                                                |
|                                       | Inform employees and subcontractors of Site waste management procedures.                                                                                                                                                                                                                                                                               |
|                                       | Keep a copy of this WMP and copies of all waste disposal dockets onsite.                                                                                                                                                                                                                                                                               |

## 4 Generation and Avoidance

The demolition and construction phases of developments have the greatest potential for waste minimisation. This section outlines waste estimates and management of site wastes during the construction phase of the redevelopment.

Waste estimates and management of site wastes during the demolition phase of the redevelopment can be found in *Waste Management Plan: Early Works, Armidale Secondary College, Armidale, NSW* (Metech Consulting, 2018).

### 4.1 Waste Avoidance

The Building Contractor must identify opportunities for waste avoidance including the following:

- Appropriate sorting and segregation of construction wastes to ensure efficient recycling of wastes;
- Selecting construction materials taking into consideration their lifespan and potential for reuse;
- Ordering materials to size and ordering pre-cut and prefabricated materials;
- Planned work staging;
- Reducing packaging waste on-site by returning packaging to suppliers where possible, purchasing in bulk, requesting cardboard or metal drums rather than plastics;
- Careful on-site storage and source separation; and
- Subcontractors informed of Site waste management procedures.

### 4.2 Waste Generation Rates

The Building Contractor should record the types and quantities (including the volume and weight) of wastes produced during the construction phase of the development, and on this basis, the numbers and capacity of skips/bins can be determined.

A guide/estimate of the potential waste percentages is provided based on “rule of thumb” waste generation rates for construction projects, as indicated in **Table 4.1**.

**Table 4.1: Guideline Waste Generation Rates**

| Guideline Waste Generation Rates for Construction <sup>A</sup> |                           |
|----------------------------------------------------------------|---------------------------|
| Material                                                       | Estimated Waste           |
| Timber                                                         | 5-7% of material ordered  |
| Plasterboard                                                   | 5-20% of material ordered |
| Concrete                                                       | 3-5% of material ordered  |
| Bricks                                                         | 5-10% of material ordered |
| Tiles                                                          | 2-5% of material ordered  |

<sup>A</sup>. Inner Sydney Waste Board, 1998, *Waste Planning Guide for Development Application*.



### 4.3 Construction

In accordance with Condition C33 of the Development Consent (DA-SSD 9095), all waste generated during construction must be assessed, classified and managed in accordance with the *Waste Classification Guidelines Part 1: Classifying Waste* (EPA, 2014).

The estimated volumes of waste materials generated by the construction of new buildings at the Site has been calculated using the guideline waste generation rates in **Table 4.1**.

It is noted that all waste generation rates are approximate only.

**Table 4.2: Estimated Quantities of Waste Construction Materials**

| Material            | Estimated Volume (m <sup>3</sup> ) |         |          | Details                                                                                                                                                                                                                                                                                                    |
|---------------------|------------------------------------|---------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | Reuse                              | Recycle | Disposal |                                                                                                                                                                                                                                                                                                            |
| Timber              | 70                                 |         | -        | Any additional timber will be assessed for potential reuse elsewhere onsite or removed for resale or recycling.                                                                                                                                                                                            |
| Concrete            | -                                  | 400     | -        | Removed from site, crushed and on sold as drainage media and road base.<br>In accordance with Condition C35 of the Development Consent (DA-SSD 9095), <i>concrete waste and rinse water must not be disposed of on the site and must be prevented from entering any natural or artificial watercourse.</i> |
| Bricks/pavers       | -                                  | 300     | -        | Removed from site, crushed and on sold as drainage media and road base.                                                                                                                                                                                                                                    |
| Plasterboard        | -                                  | 55      | -        | Removal for recycling, return to suppliers.                                                                                                                                                                                                                                                                |
| Tiles               | -                                  | 55      | -        | Separated onsite and removed for recycling.                                                                                                                                                                                                                                                                |
| Metal               | -                                  | 1.5     | -        | Separated onsite, removed and returned as scrap metal for reprocessing.                                                                                                                                                                                                                                    |
| Glass               | -                                  | 1.5     | -        | Removed from site, crushed and recycled.                                                                                                                                                                                                                                                                   |
| Fixtures & fittings | <1                                 |         | -        | Reused elsewhere onsite if possible or removed for resale or recycling.                                                                                                                                                                                                                                    |
| Floor coverings     | -                                  | 1       | -        | Separated onsite and removed for recycling or waste.                                                                                                                                                                                                                                                       |
| Plastics            | -                                  | 1       | -        | Separated onsite and removed for recycling or waste.                                                                                                                                                                                                                                                       |
| Garden organics     | -                                  | -       | -        | Mulched for reuse on site.                                                                                                                                                                                                                                                                                 |
| Paper/cardboard     | -                                  | 1       | -        | May be reused as mulch or recycled.                                                                                                                                                                                                                                                                        |
| Residual waste      | -                                  | -       | -        | -                                                                                                                                                                                                                                                                                                          |
| Hazardous wastes    | -                                  | -       | -        | Should any hazardous material be discovered during the construction works it is to be disposed of according to relevant guidelines and regulations. Refer <b>Section 4.4</b> .                                                                                                                             |
| Other               | -                                  | -       | 20       | Separated onsite and removed for recycling or waste.                                                                                                                                                                                                                                                       |

#### 4.4 Hazardous Materials Removal

Prior to the commencement of any alterations, additions or demolition works on a building, all hazardous materials shall be removed from the subject building. Hazardous materials may include:

- Asbestos Containing Material (ACM);
- Lead-based paint;
- Class of compounds known as Polychlorinated Biphenyls (PCBs); and
- Contaminated dust and combustible materials.

Before starting any demolition works, all areas of the workplace, including basements, cellars, vaults and waste dumps, should be examined to determine whether:

- There are any items which could present a fire and explosion risk;
- Any previous use of the site might cause a risk because of the nature of and/or degradation of materials; and
- There are any toxic or hazardous chemicals present.

The Building Contractor (refer **Section 3.2.7**) should inform all workers and other persons at the workplace of the presence of hazardous chemicals and the control measures for exposure and safe disposal. Safety Data Sheets (SDS) for hazardous chemicals must be made readily available for reference.

Appropriate, clean facilities and amenities must be provided for workers to minimise risks where there are hazardous materials present.

Further, in accordance with the *Unexpected Finds Procedure (Asbestos)*<sup>3</sup> prepared for the Site, prior to any contaminated material being removed from the site, the Planning Secretary must be provided with material testing results and disposal locations.

##### 4.4.1 Asbestos

Management and removal of ACM must be undertaken in accordance the requirements of:

- Condition C36 of the Development Consent (DA-SSD 9095);
- Safe Work Australia (March 2020) *Code of Practice: How to Manage and Control Asbestos in the Workplace*;
- Safe Work Australia (October 2018) *Code of Practice: How to Safely Remove Asbestos*; and
- *Work Health and Safety Regulations 2017*.

Any construction work including demolition work that involves or is likely to involve the disturbance of asbestos is defined by the WHS Regulations as high risk construction work and a SWMS must be prepared before this work commences.

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<sup>3</sup> Site Environmental & Remediation Services (SERS), May 2019, *Unexpected Finds Procedure (Asbestos)*, Ref. 156675\_UFP\_RS\_01052019.

Non-friable asbestos materials that are intact and structurally sound may remain in place provided that they are not disturbed (e.g. sawn, drilled, abraded or the like).

However where demolition, refurbishment, maintenance or other works are likely to disturb ACM, then the ACM must be removed in accordance with the *Asbestos Management Plan* (Richard Crookes Constructions, February 2019), refer **Appendix A**.

Where asbestos materials are encountered in soil, all works in the vicinity are to cease immediately and the protocols outlined in the *Unexpected Finds Procedure (Asbestos)* (SERS, 2019) are to be implemented.

All asbestos waste must be disposed at a waste collection facility licensed to receive asbestos waste (refer **Section 5**). All tipping dockets should be retained.

#### **4.4.2 Lead Paint**

If it is suspected that the structure contains lead based paint, a test for the presence of lead should be conducted. Testing can recognise dried paint film with more than 1 per cent (by weight) to be lead-containing paint.

If lead is present in paint that is still in good condition and it is not a friction or impact surface, it is not likely to present a health hazard unless disturbed by sanding or mechanical or water damage. However, if the paint is in poor condition, such as flaking, peeling or badly chalking, it may present a risk.

Precautions which should be undertaken when demolishing materials containing lead are as follows:

- Minimising the generation of lead dust and fumes;
- Cleaning work areas properly during and after work;
- Wearing the appropriate PPE, such as dust masks, overalls, etc.; and
- Maintaining good personal hygiene.

All works must be carried out in accordance with the requirements of *AS4361: Guide to Lead Paint Management*.

#### **4.4.3 Polychlorinated Biphenyls (PCBs)**

Prior to the commencement of any alterations, additions or demolition works on a building, fluorescent light and fan fittings should be isolated by a licenced electrician and disassembled to confirm the presence/absence of metal type capacitors that may contain PCBs.

Appropriate control measures should be implemented when handling damaged capacitors to ensure that any spillage does not contact workers and is appropriately cleaned up and disposed of.

If PCBs are identified in fluorescent light fitting capacitors, they should be safely removed and disposed of by a competent electrician in accordance with:

- Australian and New Zealand Environment and Conservation Council (ANZECC, 1997) *Identification of PCB Containing Capacitors*;
- *WHS Regulation 2017*;

- NSW EPA (1997) *Polychlorinated Biphenyl (PCB) Chemical Control Order*; and
- ANZECC (2003) *Polychlorinated Biphenyls Management Plan, Revised Edition*.

Any equipment or parts containing PCBs should be placed in a polyethylene bag and then placed into a marked sealable metal container.

If PCBs cannot be transported immediately for disposal, all containers should be stored in a protected area which prevents any discharge of PCBs to the environment.

PPE including gloves made of materials that are resistant to PCBs (for example polyethylene, nitrile rubber or neoprene), should be provided to workers and worn when there is any likelihood of exposure to PCBs.

#### **4.4.4 Hazardous Materials Disposal**

Hazardous and/or contaminated material that is not suitable to remain onsite shall be transported for offsite disposal to a suitably licensed facility.

Hazardous materials waste should be assessed and classified for disposal in accordance with the NSW EPA (2014) *Waste Classification Guidelines: Part 1 – Classifying Waste*.

At the time of the preparation of this WMP, the Armidale Waste Management Facility is licensed to accept asbestos waste under EPL 5860 (refer **Table 5.1**).

#### **4.5 Re-use, Recycling and Disposal**

Effective management of construction materials and construction waste, including options for reuse and recycling where applicable and practicable, must be conducted. Only project wastes that cannot be practicably and cost effectively reused or recycled are to be sent to landfill or appropriate disposal facilities.

The following specific procedures are to be implemented:

- Waste materials such as timber, metal, brick, concrete to be recycled by an appropriately licensed recycling facility for processing and reuse;
- All solid waste timber, brick, concrete, rock that cannot be reused or recycled to be taken to an appropriate landfill site and disposed of in an approved manner; and
- All garbage to be disposed of via a council-approved system.

#### **4.6 Waste Soils**

It is understood that contaminated soils have been identified at the site, and that a Remediation Action Plan (RAP) has been prepared.<sup>4</sup> The RAP provides specific work practices and environmental management techniques to be implemented while undertaking soil remediation, including specific requirements for removal of contaminated soils and off-site disposal.

All waste soil management should refer to the requirements outlined in the RAP (WSP, 2018).

---

<sup>4</sup> WSP Australia, October 2018, *Remedial Action Plan for Redevelopment Works, Armidale High School, Butler Street, Armidale NSW 2350*, Ref. PS107410-CLM-REP-RAP RevC.

#### **4.7 General Materials Waste Storage and Servicing**

In accordance with the Condition C32 of the Development Consent (DA-SSD 9095), *waste must be secured and maintained within designated waste storage areas at all times and must not leave the site onto neighbouring public or private properties.*

The number and capacity of skips and bins will be determined by the Building Contractor and must be able to accommodate the estimated quantities of waste produced during construction activities (refer **Table 4.2**). Sufficient space is to be provided for waste storage ensuring local council requirements are complied with, particularly in relation to the placement of skips and traffic control, if necessary.

All building waste generated on site, when it is not able to be directly deposited into the skip bins, is to be placed in designated stockpile areas within the site for transfer to the skip bins by bobcat or other means.

The Building Contractor will be responsible for establishing on-site waste sorting and segregation systems to ensure efficient recycling of waste, including appropriate signage for recycling areas/skip bins. This must include measures to prevent the migration of waste from the Site, damage by the elements and odour and health risks, and may include bunding, skip covers, asbestos rated enclosures or other appropriate controls, as needed.

In accordance with Condition C34 of the Development Consent (DA-SSD 9095), the body of any vehicle or trailer used to transport waste or excavation spoil must be covered before leaving the premises to prevent any spillage or escape of any dust, waste or spoil. Mud, splatter, dust and other material likely to fall from or be cast off the wheels, underside or body of any vehicle, trailer or motorised plant leaving the site must be removed before leaving the premises.

## 5 Off-Site Recycling / Disposal

The nearest waste management centres to the Site are provided below in **Table 5.1**.

**Table 5.1: Waste Management Centres**

| Location                                                                | Distance from Site | Phone          | Hours:                                                             | Waste Accepted <sup>1</sup>                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------|--------------------|----------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Armidale Waste Management Facility<br><br>108 Long Swamp Road, Armidale | Approx. 5 km       | (02) 6772 7090 | Mon-Fri: 7:30am-5pm<br><br>Sat-Sun: 12pm-5pm                       | <ul style="list-style-type: none"> <li>• GSW (putrescible)</li> <li>• GSW (non-putrescible)</li> <li>• Asbestos waste</li> <li>• Waste tyres</li> <li>• Garden waste</li> <li>• Concrete, bricks and roof tiles</li> </ul><br>(License no. 5860) |
| Armidale Recycling Centre<br><br>108 Long Swamp Road, Armidale          | Approx. 5 km       | (02) 6772 2033 | Mon-Fri: 7:30am-5pm<br><br>Sat-Sun: 12pm-5pm                       | For operational waste generation only – not suitable for construction / demolition waste.                                                                                                                                                        |
| Guyra Recycling & Transfer Station<br><br>Everett Street, Guyra         | Approx. 40 km      | (02) 6779 2377 | Tues/Thurs: 9am-5pm (closed Mon, Wed, Fri)<br><br>Sat-Sun: 9am-5pm | Green waste, electronic waste, automotive waste, hazardous waste, paper and cardboard, paint, batteries, lights, oil – Transfer station should be contacted directly prior to any drop-offs.                                                     |

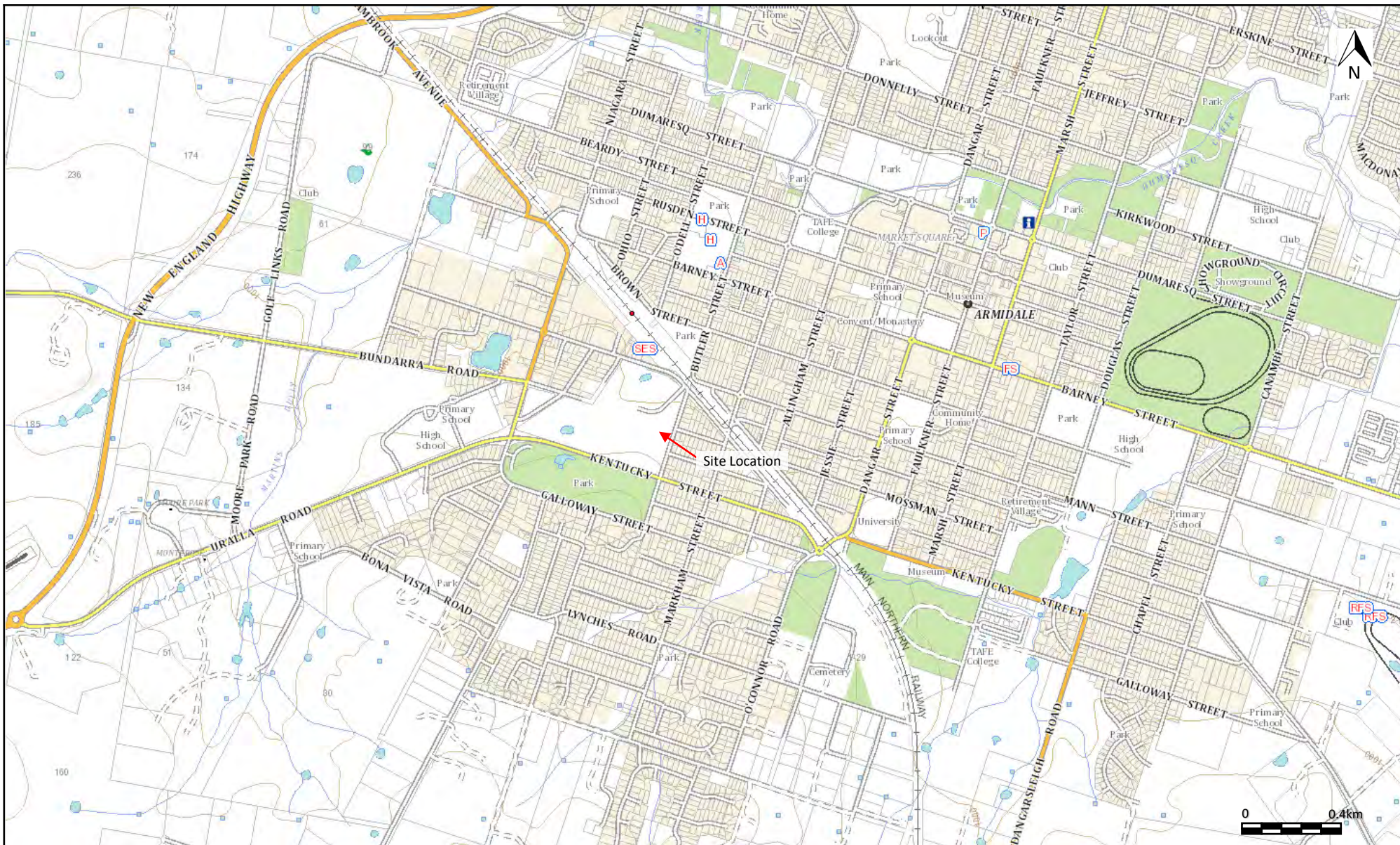
<sup>1</sup> Acceptable waste types as of 10 July 2019. Acceptable waste types for each facility may change over time. Please contact the facility directly or refer to Armidale Regional Council website for waste types, terms and conditions.

Records demonstrating lawful disposal of waste must be retained and kept readily accessible.

Operational collection services are to include community initiatives such as Challenge community recycling services and commercial recycling collection.

## Figures







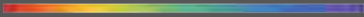






## **Appendix A**

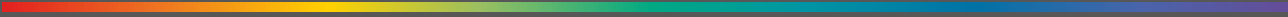
### **Asbestos Management Plan**

**RICHARD CROOKES**  
  
**CONSTRUCTIONS**

ARMIDALE SECONDARY COLLEGE  
1155

# ASBESTOS MANAGEMENT PLAN

5 February 2019



This plan has been approved for use by the following:

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Approved by / Date | 5/2/2019                                          |
|                    | Simon Karkkainen, Project Manager                 |
| Approved by / Date | 5/2/2019                                          |
|                    | Craig Richmond, Business Systems , QA/Env Manager |
| Approved by / Date | 5/2/2019                                          |
|                    | Garry Mansfield WHS Manager                       |
| Approved by / Date | 5/2/2019                                          |
|                    | Ian West, General Manager – Commercial & Risk     |

| AUTHORITY POSITION | COMPANY NAME                  | NO. OF COPIES |
|--------------------|-------------------------------|---------------|
| Client             | NSW Schools Infrastructure    | 1 copy        |
| Superintendent     | GHD                           | 1 copy        |
| Project Manager    | Richard Crookes Constructions | 1 copy        |
| Site Manager       | Richard Crookes Constructions | 1 copy        |

## REVISION REGISTER

| REVISION DATE | REVISION DESCRIPTION | PMS INITIALS (ACCEPTANCE OF CHANGES) |
|---------------|----------------------|--------------------------------------|
| 5/2/2019      | Original issue       |                                      |
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## ACM MANAGEMENT PLAN TRAINING REGISTER

| Name | Project Position | Signature | Trained By | Tool box date |
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# 1 INTRODUCTION

## 1.1 PURPOSE

The management of asbestos containing materials is important to ensure the Asbestos Containing Material (ACM) are not damaged nor deteriorate to such an extent that site workers, public, external contractors or visitors are unnecessarily exposed to airborne asbestos fibres.

The requirements of the contractor site induction and permit to work system will aid in the management of ACM's throughout the site. Any other unexpected finds that are or could be potentially hazardous will follow the same protocol as ACM.

## 1.2 GENERAL PRINCIPLES

The RCC's principles of asbestos management have been adapted from general principles published in the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]. These principles are summarised below:

- ☑ Consideration should be given to the removal of ACM during any renovations, refurbishments or maintenance work in preference to other control measures such as encapsulation, enclosure and sealing.
- ☑ The WHS Regulation requires all ACM within the construction area to be labelled. (Refer 6.3 Labelling)
- ☑ Where ACM is identified or presumed, the locations and type of ACM are to be recorded in the ACM Register located within the Asbestos management plan folder.
- ☑ A risk assessment must be performed on all identified or presumed ACM.
- ☑ Control measures must be established to prevent exposure to airborne asbestos fibres and should take into account the results of risk assessments conducted for the identified or presumed ACM.
- ☑ All workers and contractors on site etc. must be advised of the ACM Register at time of induction, and as requested, permitted access to the register for their review
- ☑ Only competent persons should undertake the identification of ACM.
- ☑ All workers and contractors on site where ACM are present or presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded.
- ☑ Reasonable steps must be taken to identify all possible locations of ACM within the site.
- ☑ Once a risk assessment has been completed and controls established, a SWMS is to be developed and submitted to RCC'S site management team for approval

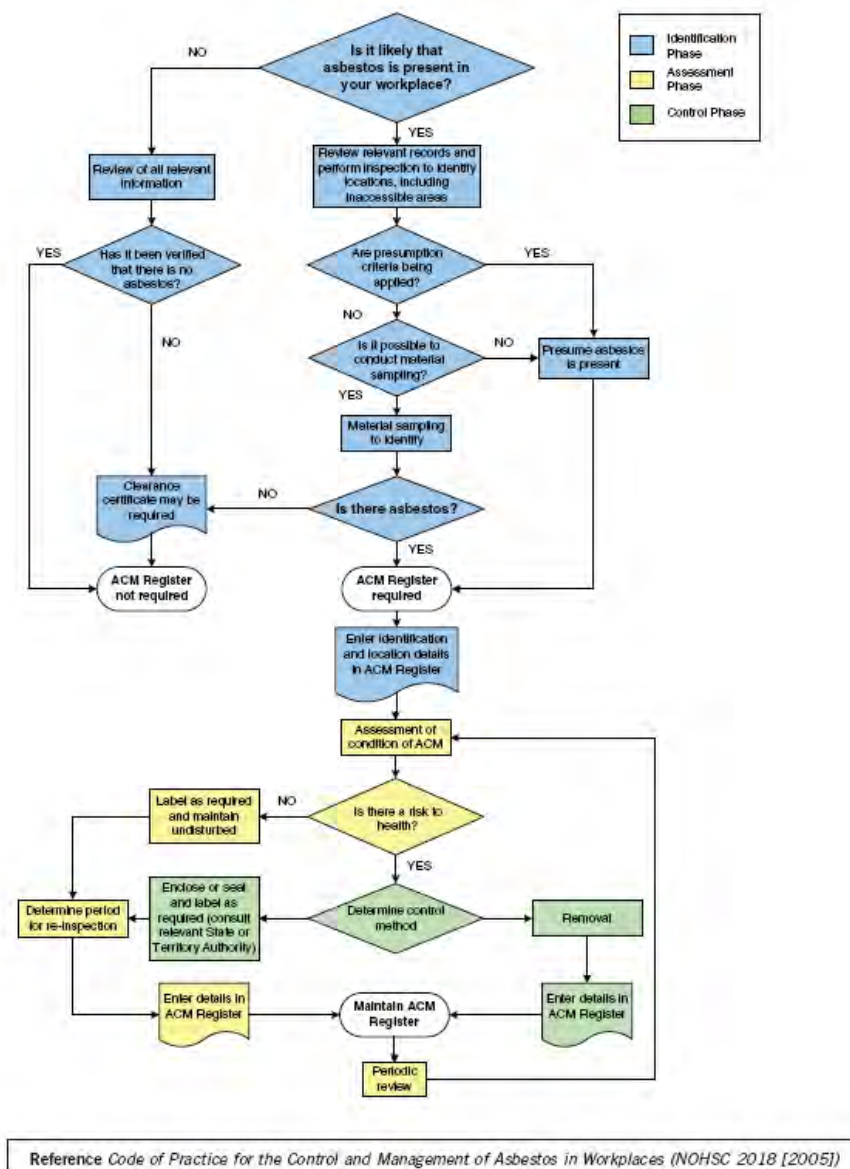


Figure 1: General principles of an asbestos management plan

Source: Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]

## 2 OBJECTIVES

- Remove all high-risk asbestos items where possible.
- Deliver effective asbestos management work programs.
- Ensure that no one is exposed to airborne asbestos fibres.
- Ensure compliance with this Asbestos Management Plan.
- Ensure the asbestos database and register is accurate.
- Comply with State and Commonwealth legislation.
- Remove asbestos containing items when and where possible

## 3 REGULATORY REQUIREMENTS

This asbestos management plan is consistent with removal, encapsulation, transport, and disposal or otherwise potential disturbance of asbestos containing materials. All these activities shall be performed in accordance with relevant Commonwealth and State Acts, Regulations, Codes of Practice, Advisory Standards and Industry Standards.

### 3.1 STATE LEGISLATIVE REQUIREMENTS – NEW SOUTH WALES/ACT

Relevant State legislation includes:

- ☐ Work Health and Safety Act 2011
- ☐ Work Health and Safety Regulation 2011

### 3.2 CODE OF PRACTICE/GUIDES

Key Codes of Practice and Guidance Notes include:

- ☐ Code of Practice for the Management and Control of Asbestos in the Workplaces [NOHSC: 2018 (2005)].
- COP- How to Manage and Control Asbestos in the workplace-Dec 2011
- ☐ COP- How to safely remove asbestos-Dec 2011

### 3.3 RCC REQUIREMENTS

- ☐ Project Managers (PM) /Site Managers (SM) must be notified before asbestos removal work commences.
- ☐ Any new asbestos identified must be explicitly notified to the PM/SM.
- ☐ All Staff and Contractors must comply with this Plan.
- ☐ Tenants and other interested parties must be notified of the asbestos removal work in advance and asbestos awareness training shall be made available to those persons affected by the asbestos work.

## 4 ORGANISATIONAL RESPONSIBILITIES

| Person / Party                                                         | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction Manager (CM),<br>Project Manager (PM)                     | <ul style="list-style-type: none"> <li>Ensure all staff and contractors are aware of and comply with the plan.</li> <li>Project management</li> <li>Identification and bringing to the attention of appropriate staff, any suspect material</li> <li>Ensure all contractors working on asbestos are aware of and meet the requirement of the plan.</li> </ul>                                                                                                                                                                                                                                  |
| Site Manager (SM)<br>Health Safety and Environmental Coordinator (HSE) | <ul style="list-style-type: none"> <li>Obtain from Subcontractor, copy of WorkCover Notification (Requirement of RCC Asbestos removal permit)</li> <li>Ensure project personnel (including contractors) are inducted</li> <li>Surveying, identification and arranging for sampling of suspected asbestos containing materials by competent persons.</li> <li>Training and awareness</li> <li>Manage the asbestos works program and removal program</li> <li>Respond to incidents</li> <li>Document preparation, recording and filing</li> <li>Manage asbestos inspection contractor</li> </ul> |
| Contractors (C) and Trades Staff (TS)                                  | <ul style="list-style-type: none"> <li>Not to impact on an ACM without complying with the plan</li> <li>To bring to the attention of the SM/HSE any suspect material</li> <li>Refer to the plan for guidance to identify, manage, and remove asbestos</li> <li>Apply for Asbestos Permit to Work when performing asbestos removal work that requires notification.</li> <li>Undergo RCC Contractor Induction</li> <li>Develop a site specific asbestos removal control plan, SWMS AND Risk Assessment prior to performing the asbestos removal work</li> </ul>                                 |

## 5 CONTROL OF ASBESTOS HAZARDS

As part of the asbestos survey or subsequent resurvey, a 'Competent Person' is required to assess the risk posed by the ACM by completing a Risk Assessment; this will determine what, if any, control measures may be required.

Generally, there are four control options available to select:

- ☐ Leave in-situ and manage
- ☐ Seal / encapsulate
- ☐ Enclose / isolate
- Remove

The controls are to be appropriate to the risk of the ACM in question. The following information should be used as a guideline when determining the correct control measure for management of the ACM risks.

If the ACM is friable, and there is a risk to health from exposure, it should be removed.

If the ACM is bonded and in a stable condition, encapsulation may be appropriate if the ACM is unsealed. Encapsulation is not necessarily required if the ACM is unsealed but it does provide another "barrier" to the potential release of asbestos fibre as well as prolonging the lifespan of the material by providing protection against UV and environmental elements etc.

ACM that are bonded, stable and sealed, which are unlikely to be disturbed during normal activities, can be left in-situ and managed, but need to be recorded in the ACM Register.

ACM within the works zone must be removed prior to the commencement of demolition, partial demolition, renovation or refurbishment if they are likely to be disturbed by those works. This is in accordance with the NOHSC Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)].

### 5.1 REMOVAL OF ACM

#### 5.1.1 LICENSED CONTRACTORS

ACM falls into two broad categories (bonded and friable) and the category the ACM falls under will determine how the ACM is removed. If the ACM is classified as friable (e.g. sprayed limpet, pipe lagging, millboard insulation, vinyl sheet floor coverings with asbestos backing material, etc.) it is necessary to engage a contractor who holds a current AS-A class license for friable asbestos removal. The holder of an AS-A licence is also permitted to removed Bonded ACM

If the ACM is classified as bonded ACM (e.g. asbestos cement wall linings, Super Six roof sheeting, vinyl floor tiles, Zelemite electrical boards, etc.) the ACM may be removed by the contractor who holds a current AS-B licence for bonded asbestos removal. The holder of an AS-B licence is not permitted to remove friable ACM.

#### 5.1.2 WORKCOVER – NOTIFICATION

For Bonded ACM, in quantities greater than 10m<sup>2</sup>, requiring a licensed contractor (AS-B) to complete the removal works, a WorkCover Notification is required to be lodged by the Licensed Contractor.

The Notification is required to be lodged a minimum of seven (7) working days prior to starting the removal works. WorkCover will review the application and return the first two pages, stamped with an official WorkCover approval. No works are to proceed prior to the receipt of the Notification.

RCC will require a copy of the WorkCover stamped 'Notification' prior to issuing an RCC Asbestos removal permit.

### 5.1.3 WORKCOVER – PERMIT

For all Friable removal works, regardless of quantity, a suitably licensed contractor (AS-A) must apply to WorkCover for a Permit prior to removal works progressing.

The Permit application is required to be lodged a minimum of seven (7) working days prior to starting the removal works. WorkCover will review the application and return the first two pages stamped with an official WorkCover approval and, issue a separate numbered Permit. No works are to proceed prior to the receipt of the permit.

RCC will require a copy of the WorkCover 'Permit' and the application form prior to issuing an RCC Asbestos removal permit.

### 5.1.4 AIRBORNE FIBRE MONITORING

Airborne fibre monitoring must be conducted during and after the removal of all friable ACM by an independent competent person. For Bonded ACM, air monitoring is conducted as part of the clearance certificate (where required) or as requested by RCC, client or Hygienist. Air monitoring is conducted during the removal works to check the effectiveness of control measures implemented by the contractor (e.g. isolating the removal work area with a sealed, airtight enclosure fitted with negative air generating units, etc.).

Air monitoring is also conducted after the ACM has been completely removed and the work area has passed a satisfactory visual inspection to determine whether the area is safe to reoccupy by unprotected persons.

### 5.1.5 CLEARANCE CERTIFICATES

For all Friable ACM removal works or, as requested by the client or RCC for Bonded works, before an area can be re-occupied post asbestos removal, a clearance inspection must be carried out. The clearance inspection must be undertaken by an independent competent person only and a clearance certificate must be obtained from that competent person. Clearance monitoring is a mandatory requirement for all friable asbestos removal works and is recommended for bonded ACM removal works particularly when the bonded ACM is located internally or near sensitive receptors.

The complete removal of all ACM must be verified with a written clearance certificate which must include details of a satisfactory clearance inspection conducted by the independent competent person. If clearance air monitoring has been conducted, the results of the clearance monitoring must be included as part of the clearance certificate as well.

### 5.1.6 REMEDIATION

All remediation works will be carried out in line with the remediation action plan for the redevelopment works at Armidale High School, Butler Street, Armidale 2350 as prepared by WSP September 2018

### 5.1.7 WASTE

All asbestos waste shall be disposed of at an approved landfill disposal site by licensed contractors, and in accordance with the requirements of The Legislation. Transport and disposal of asbestos waste shall be carried out only in a manner that will prevent the liberation of asbestos fibres in to the atmosphere.

To achieve "final completion" of an asbestos removal activity, RCC require verification that the asbestos waste has been transported and disposed of in accordance with State/Territory legislative requirements. A copy of the EPA Waste Tracking document is the required documentation for disposal, and a copy of the necessary License for carrying out this removal and disposal is the required documentation for transportation.



## 5.2 RECORD KEEPING

RCC shall maintain detailed records of all activities relating to asbestos works which have been undertaken on site. The records kept should include:

- ☑ Copies of all asbestos survey/audit reports, including updates and amendments. (RCC ACM Registers)
- ☑ Copies of all WorkCover notifications and permits
- ☑ Risk Assessments and SWMS documents.
- ☑ RCC Asbestos removal permits
- ☑ RCC Air Monitoring and Clearance certificate records
- ☑ Records pertaining to the informing of employees/contractors about the presence of asbestos on site, and those employees have been appropriately trained in safe work procedures and practices.
- ☑ Clearance certificates indicating areas are safe to reoccupy after asbestos abatement works; and
- ☑ Airborne fibre monitoring results
- ☑ Previous versions of the asbestos register

All documentation is to be retained in the one file structure under the heading of Asbestos Management. All asbestos related records and documents are to be retained for a period of 30 years.

## 5.3 LABELLING

Current State and Territory legislation specify the requirements for some form of labelling in buildings. [NOHSC: 2018(2005)] states all in-situ ACM's should be labelled where practicable. The words 'should' and 'practicable' in the Code of Practice allow some flexibility in the approach to labelling. Similar flexibility is allowed under State and Territory workplace health and safety legislation.

RCC has advised that individual labelling of ACM is to be determined by a Competent Person usually nominated by the client however may not be necessary in every instance.

All friable and high risk asbestos situations, as well as any location containing ACM's where regular maintenance or repair work is likely to be carried must be labelled.

In locations where ACM has been identified within close proximity to the work area, but not required to be removed or disturbed, should be labelled or sign posted warning of 'Asbestos containing material, do not disturb' or in wording similar.

Ref: WHS Regulation, Chapter 8, Asbestos- Clause 469

An asbestos removalist must ensure that:

- a) Signs alerting persons to the presence of asbestos are placed to indicate where the asbestos removal work is being carried out, and
- b) Barricades are erected to delineate the asbestos removal area.

## 5.4 WARNING SIGNS

All site areas which are known or suspected to contain ACM's shall have a warning sign at every main entry into the area indicating that an asbestos register exists for the site and a point of contact must be contacted before undertaking any works.

The warning sign must be clearly visible from all directions leading onto the area.

## 5.5 SAFE WORK PRACTICES

Prior to commencing any works on RCC sites, such as demolition, refurbishment, maintenance or installation of new equipment, the asbestos register must be consulted to determine if any ACM are present which may be disturbed. This ACM must be removed before commencement of the work. If unknown materials, or undocumented materials suspected of containing asbestos are encountered during building works, stop work and follow the Incident response procedures shown in figure 7.0.

If a project is likely to impinge upon ACM the principal contractor (RCC) must assess the requirement for a licensed asbestos removalist to perform the asbestos removal work. A WorkCover permit / Notification may be required as part of an RCC, Asbestos Permit to work, prior to the asbestos removal work commencing.

### 5.5.1 MAINTENANCE PROCEDURES

Maintenance tasks that may impact on ACM are to be performed under controlled conditions to prevent the distribution of airborne asbestos fibres. [NOHSC: 2018(2005)] has procedures for certain maintenance tasks and these must be followed. These maintenance tasks include:

- ☐ The drilling of asbestos containing materials
- ☐ Sealing, painting, coating of asbestos cement products
- ☐ Cleaning leaf litter from the gutters of asbestos cement roofs
- ☐ Replacing cabling in asbestos cement conduits or boxes
- ☐ Working on electrical mounting boards (switchboards) containing asbestos

### 5.5.2 TOOLS AND EQUIPMENT

Tools and equipment to be used for asbestos removal jobs are required to minimise the generation of airborne asbestos fibres. High-speed abrasive power or pneumatic tools such as angle grinders, sander, saws and high speed drills must never be used. Hand tools are preferred over power tools.

At the end of the removal work, all tools should be:

- ☐ Decontaminated (i.e. fully dismantled and cleaned under controlled conditions as described in the Code, or
- ☐ Disposed of in sealed containers similar to that for disposal of the ACM waste product.

Vacuum cleaners used for asbestos cleaning must comply with:

- ☐ AS 3544-1988 (Industrial Vacuum Cleaners for Particulates Hazardous to Health) and
- ☐ AS4260-1997 High Efficiency Particulate Air Filters (HEPA) - Classification, construction and performance.

### 5.5.3 RCC ASBESTOS REMOVAL PERMIT

An RCC Asbestos Removal Permit form must be completed for any work on ACM.

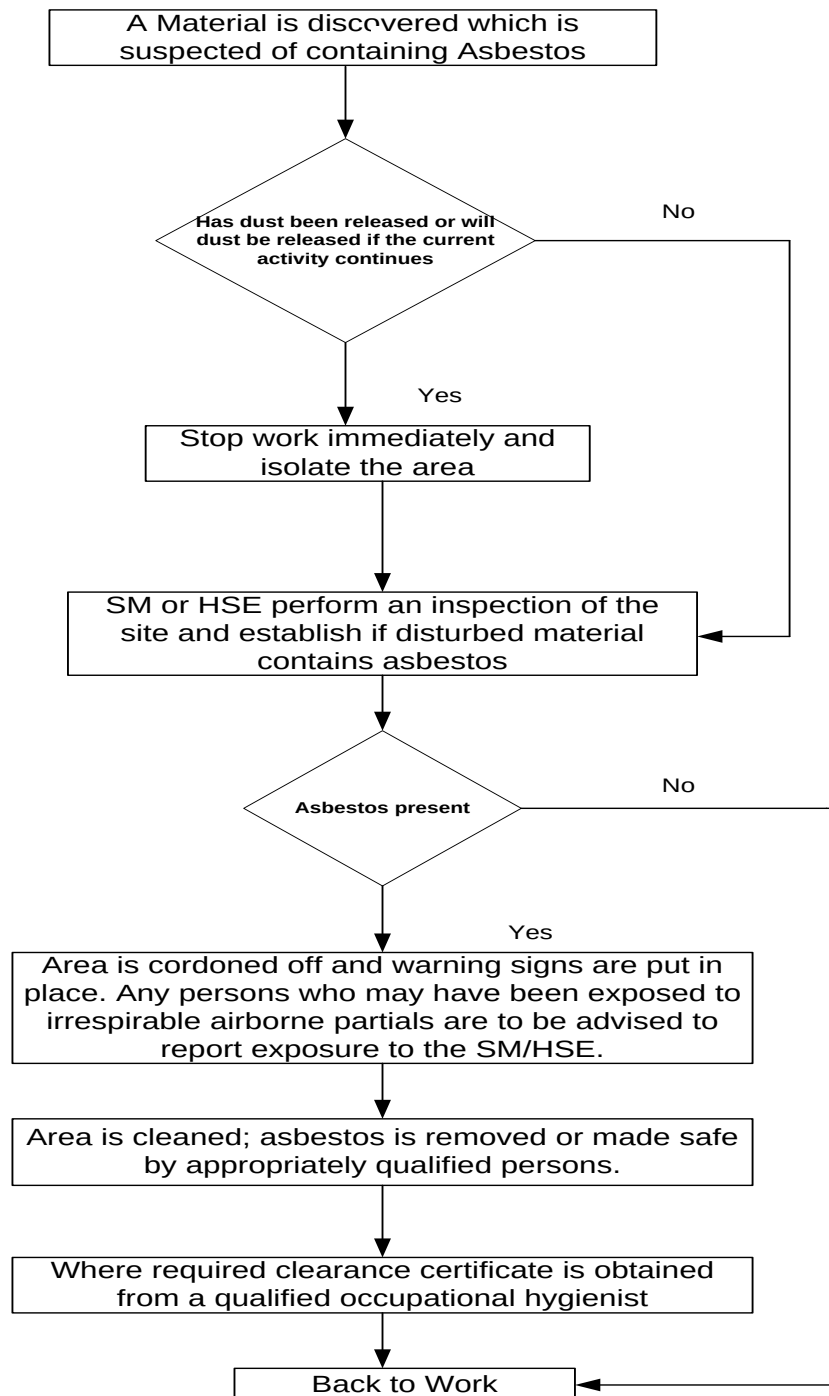
Before being issued with an Asbestos Removal Permit, individuals will be required to peruse the RCC Asbestos Management Plan and the Asbestos Register. Where practicable, contractors should be made aware of the requirements of the plan prior to tendering to ensure they allow for such requirements when quoting.

The Asbestos Removal Permit is designed to ensure appropriate work practices are employed when working with ACM. The Asbestos Removal Permit will document what ACM's are to be removed, encapsulated or otherwise protected, prior to the contracted works proceeding. The Asbestos Removal Permit will also check other requirements such as the need for barricading and airborne fibre monitoring.

The Demolisher or asbestos removal contractor will be responsible to ensure that their workers are aware of their responsibilities and abide by the requirements of the permit.

RCC's Site Manager or HSE Coordinator shall be advised immediately of any incidents of non-compliance with the RCC Asbestos Management plan or the Code.

## 6 INCIDENT RESPONSE FLOW CHART



## 7 DOCUMENTATION REQUIREMENTS

### 7.1 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER FORM 21.1A

The RCC ACM register will be generated where no report has been received from the client or when additional ACM items have been identified but not listed in previous reports.

The RCC ACM register and the clients ACM report will be monitored and signed off where required, when ACM works are completed.

Supporting information that should be included in the register is:

- ☑ Register of ACM items
- ☑ Register of items which were samples but found to contain no asbestos
- ☑ Certificates of analysis
- ☑ Photos
- ☑ Floor plans with asbestos containing items marked up

### 7.2 ASBESTOS REMOVAL PERMIT FORM 21.1B

The RCC Asbestos removal permit is required to be completed prior to any ACM removal / remedial works.

The requirements for supporting documentation are listed within the permit.

### 7.3 ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING & CLEARANCE CERTIFICATE RECORD FORM 21.1C (NOTE: 1 FORM PER ACTIVITY / ITEM)

Asbestos Containing Material (ACM) Air Monitoring & Clearance Certificate Record is used to collate all associated documentation involved in the identification, removal, remediation, transport and disposal of logged ACM.

## 8 TRAINING

### 8.1 ASBESTOS AWARENESS TRAINING

Asbestos awareness training provides participants with a general overview of asbestos including history and background; asbestos types and properties; common asbestos situations; health effects; risk in perspective and management of asbestos. Conducted by RCC person, ACT region training conducted by MBA or other ATO accredited company mandatory for Act Workers.

### 8.2 ASBESTOS REMOVAL TRAINING

This course is typically provided by an external registered training organisation (RTO) to personnel who intend to remove bonded ACM, pre-requisite for obtaining a WorkCover recognised licence

## APPENDIX 1 – 21.11 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER

| Project Name:   |              |            |                 |                   | Report date:                   |                                                                                                             |  |                     |
|-----------------|--------------|------------|-----------------|-------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------|--|---------------------|
| Project Number: |              |            |                 |                   |                                |                                                                                                             |  |                     |
| Item No.        | Date Entered | Entered by | Location of ACM | Sample Tested Y/N | Asbestos Bonded / Friable / NA | Description of ACM type & condition, remedial works planned (Scattered pieces, sheeting, pipe lagging etc.) |  | Date work completed |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
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|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |
|                 |              |            |                 |                   |                                |                                                                                                             |  |                     |

## APPENDIX 2 – 21.11A ASBESTOS REMOVAL PERMIT

|                                                                                                                                                                          |             |                                                                                              |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Project Name:                                                                                                                                                            |             | Company Performing Work:                                                                     |                                                                      |
| Contractors Contact:                                                                                                                                                     |             | Position:                                                                                    |                                                                      |
| Location of works:                                                                                                                                                       |             |                                                                                              |                                                                      |
| Description of Work:                                                                                                                                                     |             |                                                                                              |                                                                      |
| RCC Asbestos Register – Item Identification number:                                                                                                                      |             |                                                                                              |                                                                      |
| <b>Asbestos Type</b>                                                                                                                                                     |             |                                                                                              |                                                                      |
| Bonded Less than 10m <sup>2</sup> <input type="checkbox"/>                                                                                                               |             | No License or Permit / Application required                                                  |                                                                      |
| Bonded Greater than 10m <sup>2</sup> <input type="checkbox"/><br>AS-B Lic. No: _____                                                                                     |             | Copy of WorkCover Stamped, Notification to be obtained from contractor prior to start.       |                                                                      |
| Friable <input type="checkbox"/><br>AS-A Lic. No: _____                                                                                                                  |             | Copy of WorkCover stamped, Permit application to be obtained from contractor prior to start. | WorkCover Permit No: _____                                           |
| <b>Permit begins</b>                                                                                                                                                     |             | <b>Permit expires</b>                                                                        |                                                                      |
| Date: / /                                                                                                                                                                | Time: am/pm | Date: / /                                                                                    | Time: am/pm                                                          |
| Date: / /                                                                                                                                                                | Time: am/pm | Date: / /                                                                                    | Time: am/pm                                                          |
| Date: / /                                                                                                                                                                | Time: am/pm | Date: / /                                                                                    | Time: am/pm                                                          |
| Date: / /                                                                                                                                                                | Time: am/pm | Date: / /                                                                                    | Time: am/pm                                                          |
| <b>RCC Emergency Contact information</b>                                                                                                                                 |             |                                                                                              |                                                                      |
| Name of RCC Contact:                                                                                                                                                     |             | Tel:                                                                                         | ( )                                                                  |
| <b>Authorisation by company representative</b>                                                                                                                           |             |                                                                                              |                                                                      |
| The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work. |             |                                                                                              |                                                                      |
| RCC Representative Name:                                                                                                                                                 |             | Position:                                                                                    | Signature:                                                           |
|                                                                                                                                                                          | Yes         | N/A                                                                                          |                                                                      |
| Work area has been inspected prior to works proceeding                                                                                                                   |             |                                                                                              | Contractor has read the requirements of the RCC, ACM Management plan |
| Risk Assessment completed                                                                                                                                                |             |                                                                                              | Disposal method established                                          |
| Will the area be occupied during the works                                                                                                                               |             |                                                                                              | Air conditioning / Mechanical ventilation isolated:                  |
| Is it necessary to vacate the building during the works                                                                                                                  |             |                                                                                              | Electrical isolated (Written confirmation from Electrician required) |
| SWMS reviewed by RCC                                                                                                                                                     |             |                                                                                              | Signage / Barricades in place                                        |
| Air monitoring required                                                                                                                                                  |             |                                                                                              | Clearance certificate required                                       |
| <b>Weekly Review of Permit</b>                                                                                                                                           |             |                                                                                              |                                                                      |
|                                                                                                                                                                          | Week 1      | Week 2                                                                                       | Week 3                                                               |
| Signature and position of person issuing the permit:                                                                                                                     |             |                                                                                              |                                                                      |
| Signature of the person conducting the Work:                                                                                                                             |             |                                                                                              |                                                                      |



## APPENDIX 3 – 21.11B ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING AND CLEARANCE CERTIFICATE RECORD

|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |                     |                       |                                                                   |                  |                  |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------|-----------------------|-------------------------------------------------------------------|------------------|------------------|--------------|
| <p>In all Friable removal works and in other cases where requested by RCC or the client, a clearance certificate may be required post completion of ACM removal works. Clearance certificates may require air monitoring to be conducted during the removal process. All monitoring records are to be maintained and kept for a period of 30 years post completion. Separate form required for each location.</p> |                                                              |                     |                       |                                                                   |                  |                  |              |
| Project Name:                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |                     |                       |                                                                   | Project Number : |                  |              |
| Clearance Certificate location / item details                                                                                                                                                                                                                                                                                                                                                                     |                                                              |                     |                       |                                                                   |                  |                  |              |
| RCC ACM Register No:<br>(Refer to ACM register)                                                                                                                                                                                                                                                                                                                                                                   | Item description, type & Location<br>(Wall sheeting, Bonded) |                     |                       |                                                                   | Removed          |                  | Date removed |
|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |                     |                       |                                                                   | Yes              | No               |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |                     |                       |                                                                   |                  |                  |              |
| Air Monitoring Results                                                                                                                                                                                                                                                                                                                                                                                            |                                                              |                     |                       |                                                                   |                  |                  |              |
| Monitoring Unit ID;                                                                                                                                                                                                                                                                                                                                                                                               | Sample location                                              | Start time (24hour) | Finish time (24 Hour) | Average flow rate (mL)                                            | Fibres / Fields  | Result Fibres/mL |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |                     |                       |                                                                   |                  |                  |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |                     |                       |                                                                   |                  |                  |              |
| Completion sign off by competent person                                                                                                                                                                                                                                                                                                                                                                           |                                                              |                     |                       |                                                                   |                  |                  |              |
| Copy of final clearance certificate attached <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                             |                                                              |                     |                       | Copy of waste transport receipt attached <input type="checkbox"/> |                  |                  |              |
| Copy of waste disposal dockets attached <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                  |                                                              |                     |                       | Copy of ACM work permit attached <input type="checkbox"/>         |                  |                  |              |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              | Position:           |                       | Signature:                                                        |                  | Date:            |              |

## APPENDIX 4 – 40.3 SAFE WORK METHOD STATEMENT: REMOVAL OF BONDED ASBESTOS SCATTERED AT RANDOM

|                                                                |                                                                                                     |                                                                                                                                           |                                                                                               |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| [PCBU Contractor Name, contact details]                        |                                                                                                     | Principal Contractor (PC)<br>[Name, contact details]                                                                                      |                                                                                               |
| Works Manager: Contact Phone:                                  |                                                                                                     | Date SWMS provided to PC:                                                                                                                 | Revision No:                                                                                  |
| Work activity/trade:                                           |                                                                                                     | Project Name::                                                                                                                            |                                                                                               |
| <b>HIGH RISK CONSTRUCTION WORK:<br/>HRCW</b>                   | Risk of a person falling more than 2 metres ( <i>Note: in some jurisdictions this is 3 metres</i> ) | Work on a telecommunication tower                                                                                                         | Demolition of load-bearing structure                                                          |
|                                                                | Likely to involve disturbing asbestos                                                               | Temporary load-bearing support for structural alterations or                                                                              | Work in or near a confined space                                                              |
|                                                                | Work in or near a shaft or trench deeper than 1.5 m or a tunnel                                     | Use of explosives                                                                                                                         | Work on or near pressurised gas mains or piping                                               |
|                                                                | <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines                        | Work on or near energised electrical installations or services                                                                            | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |
|                                                                | <input type="checkbox"/> Tilt-up or precast concrete elements                                       | <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than | <input type="checkbox"/> Work in an area with movement of powered mobile plant                |
|                                                                | <input type="checkbox"/> Work in areas with artificial extremes of temperature                      | <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning                                           | <input type="checkbox"/> Diving work                                                          |
| Person responsible for ensuring compliance with                |                                                                                                     | Date SWMS received:                                                                                                                       |                                                                                               |
| What measures are in place to ensure compliance with the SWMS? |                                                                                                     |                                                                                                                                           |                                                                                               |
| Person responsible for reviewing SWMS control measures:        |                                                                                                     | Date SWMS received by reviewer:                                                                                                           |                                                                                               |

|                                                                                                    |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>How will the SWMS control measures be</b>                                                       |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Review date:</b>                                                                                |                                                                                                              | <b>Reviewer's signature:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Procedure (in steps):</b>                                                                       | <b>Possible Hazards</b>                                                                                      | <b>Control Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Break the job down into steps. Each of the steps should accomplish some major tasks and be logical | Situation with potential to harm – injury, illness, damage, environmental impact Eg.loss of control of plant | What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE                                                                                                                                                                                                                                                                                                                                                    |  |
| Isolation / protection of Asbestos containing material (ACM)                                       | Disturbance of ACM<br>Incorrect removal                                                                      | Isolate identified material by removing workers from the area and barricading off minimum radius of 5 metres – Danger tape.<br>Warning signage to be placed at the barrier to area warning of ACM<br>Restrict access to one entry point ONLY<br>Asbestos register to be updated in accordance with ACM Register.<br>Initiate RCC ACM works permit process                                                                                                                                     |  |
| Establish works area / removal area                                                                | Unauthorised entry to areas                                                                                  | Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress.<br>Identify area for removal site i.e. the isolated region around the works, identify with danger tape & signage warning of restricted access<br>ACM removal works in progress.                                                                                                                                         |  |
| Protection of surrounding areas / adjoining structures                                             | Adjoining areas contaminated by removal process                                                              | Prior to any removal:<br>Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls)<br>Isolation / lock out of mechanical ventilation required prior to starting                                                                                                                                                                                                                                                                               |  |
| Sealing of ACM prior to removal                                                                    | Disturbance of ACM<br>Water run off<br>Electrical outlets i.e. switches, lights, outlets, alarms etc.        | Ensure all electrical items are isolated from supply.<br>Ensure all Any drains within the area to be protected.<br>PPE as identified above.<br>Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent.<br>Ensure surface is saturated but minimise run off<br>Ensure ACM is saturated through it's full depth prior to removal / disturbing.<br>Spray all accessible voids where dust may exist |  |
| Removal process                                                                                    | Damage to sheets                                                                                             | Determine methodology for removal Remove any loose sections prior to                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

|                   |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | General disturbance<br>Manual handling                                           | <p>removing fixed sheets.</p> <p>Ensure all disturbed areas remain saturated, re-apply dampening method as required.</p> <p>Avoid breaking sheets where possible. Should sheets continually break, reassess method of removal.</p> <p>Support sheets prior to removing fixings</p> <p>Where possible, remove nails / fixings or punch nail heads through sheeting.</p> <p>2 person lifts for heavy or awkward materials.</p> <p>PPE as specified above.</p>                                                                                                                                                                                                                                                                                                              |
| Packaging waste   | Packages become loose and tear<br>Materials spill onto ground<br>Manual handling | <p><b>For small pieces</b>, ACM to be packaged into man-handleable packages, enclosed in heavy duty 200 micron plastic. (Bag or wrap) Where possibility of tearing is identified 2 layers may be required.</p> <p>Bags to be labelled with appropriate warnings similar to ' Caution Asbestos' or Asbestos within, do not open bag.</p> <p>Where bags are used, opening to be twisted and folded over and fixed with tape or other means.</p> <p><b>For larger sections</b>, skips may be used but must be in good condition.</p> <p>Skip is to be lined in 2 layers of 200 micron plastic. ACM must be kept wet.</p> <p>Once skip is full, it's contents must be sealed with the plastic sheeting.</p>                                                                  |
| Clean up          | Adjoining areas contaminated by removal process<br>Manual handling               | <p>Ensure all disturbed areas remain saturated, re-apply dampening method as required.</p> <p>Start from the top and work down cleaning ledges, sills &amp; high flat areas that ACM can settle. Remove any loose items.</p> <p>Start cleaning and removing plastic from furthest workpoint from exit working towards the exit point.</p> <p>The use of an Asbestos vacuum is permitted for dry decontamination cleaning.</p> <p>All waste to be disposed of in Same way to ACM. (Lined bin, plastic bag 200 micron)</p> <p>All PPE to remain on till area is decontaminated.</p> <p>Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag.</p> <p>All disposable PPE to be placed in Asbestos waste bag and not re-used.</p> |
| Disposal of waste | Incorrect disposal of waste                                                      | Materials to be disposed of at registered waste management fascility,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                           |  |                                                                                                                        |
|---------------------------|--|------------------------------------------------------------------------------------------------------------------------|
|                           |  | capable of receiving Hazardous waste.<br>Receipts of waste disposal to be collected and recorded in Asbestos register. |
| Other items as identified |  |                                                                                                                        |

| Project | Company |
|---------|---------|
|---------|---------|

I/We the undersigned, employees of \_\_\_\_\_, declare that I/we have attended "Work Activity Training" in the tasks to be performed on this project and have had an opportunity to participate in the development / review of the SWMS. We acknowledge that all work will be performed in the manner described within the Safe Work Method Statement.

[illegible]

|                                                                                                                                                              |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Project: (List Project Name)</b>                                                                                                                          | <b>Signed by Senior Management Company Rep.</b> |
| <b>Contractor:</b> Richard Crookes Constructions. Lvl 3. 4 Broadcast Wav. Artarmon NSW 2064                                                                  | <b>Signature: (Who has reviewed the SWMS)</b>   |
| <b>Description of Work:</b> SWMS - Removal of BONDED Asbestos containing material ONLY (ACM) quantity less than 10 square metres <b>Revision date:</b> ..... | <b>Title: (Your title)</b>                      |
| <b>(Non licensed - Minor works)</b>                                                                                                                          | <b>Date: (Date reviewed prior to release)</b>   |

| Potential Environmental Impacts: |                                                         |                                     |
|----------------------------------|---------------------------------------------------------|-------------------------------------|
| Air (odour, dust, fumes)         | <input checked="" type="checkbox"/> Spills to ground    | <input checked="" type="checkbox"/> |
| Noise                            | <input type="checkbox"/> Soil Erosion                   | <input type="checkbox"/>            |
| Vibration                        | <input type="checkbox"/> Contamination/Haz materials    | <input checked="" type="checkbox"/> |
| Spills to drains/waterways       | <input checked="" type="checkbox"/> Traffic / community | <input type="checkbox"/>            |
| Flora                            | <input type="checkbox"/> Fauna                          | <input type="checkbox"/>            |
| Waste:                           | <input checked="" type="checkbox"/> Other:              |                                     |

| Safety Equipment        |                                     |
|-------------------------|-------------------------------------|
| Fire extinguishers      | <input type="checkbox"/>            |
| Barricades              | <input checked="" type="checkbox"/> |
| Ventilation             | <input type="checkbox"/>            |
| Lighting                | <input type="checkbox"/>            |
| Ladders/mobile scaffold | <input type="checkbox"/>            |
| Traffic control         | <input type="checkbox"/>            |
| Welding screens         | <input type="checkbox"/>            |
| Dust extraction         | <input type="checkbox"/>            |
| Emergency response      | <input type="checkbox"/>            |

| Permits                            |                          |
|------------------------------------|--------------------------|
| Hot Work                           | <input type="checkbox"/> |
| Excavation                         | <input type="checkbox"/> |
| Confined Space                     | <input type="checkbox"/> |
| Tag out / Lock out                 | <input type="checkbox"/> |
| Formwork stripping                 | <input type="checkbox"/> |
| Fall Arrest Systems                | <input type="checkbox"/> |
| Scaffold                           | <input type="checkbox"/> |
| Other: RCC Asbestos Permit to Work |                          |

| Personal Protective Equipment (PPE)                                                         |                                     |
|---------------------------------------------------------------------------------------------|-------------------------------------|
| Hard Hat                                                                                    | <input checked="" type="checkbox"/> |
| High Vis. Clothing                                                                          | <input type="checkbox"/>            |
| Steep capped boots                                                                          | <input checked="" type="checkbox"/> |
| Face Shield/Welding Shield                                                                  | <input type="checkbox"/>            |
| Safety Glasses                                                                              | <input checked="" type="checkbox"/> |
| Gloves                                                                                      | <input checked="" type="checkbox"/> |
| Hearing Protection                                                                          | <input type="checkbox"/>            |
| Fall Protection/Harness                                                                     | <input type="checkbox"/>            |
| Other Task Specific: Face mask - Type 2 Cartridge, Disposable overalls (Non - Velcro type). |                                     |

| Procedure (in steps):                                                                              | Possible Hazards                                                                                             | Risks                                                           | Inherent Risk Score (risk with no controls)                  | Control Measures                                                                                                                           | Residual Risk Score (risk after controls in place)           | Resp. Person |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------|
| Break the job down into steps. Each of the steps should accomplish some major tasks and be logical | Situation with potential to harm – injury, illness, damage, environmental impact Eg.loss of control of plant | List Eg. Damage to plant, buildings etc.injury or death, spills | Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3 | What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE | Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3 |              |
| Isolation / protection of Asbestos                                                                 | Disturbance of ACM                                                                                           | Dust inhalation                                                 | 1                                                            | Isolate identified material by removing                                                                                                    | 3                                                            | HSE          |

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

| Procedure (in steps):                                  | Possible Hazards                                | Risks                                                                    | Inherent Risk Score<br>(risk with no controls) | Control Measures                                                                                                                                                                                                                                                                                                                                   | Residual Risk Score<br>(risk after controls in place) | Resp. Person             |
|--------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|
| containing material (ACM)                              | Incorrect removal                               | Long term health effects<br>Cross contamination<br>Whole of site closure |                                                | workers form the area and barricading off minimum radius of 5 metres – Danger tape.<br>Warning signage to be placed at the barrier to area warning of ACM<br>Restrict access to one entry point ONLY<br>Asbestos register to be updated in accordance with ACM Register.<br>Initiate RCC ACM works permit process                                  |                                                       | SM                       |
| Establish works area / removal area                    | Unauthorised entry to areas                     | Workers exposed to ACM                                                   | 2                                              | Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress.<br>Identify area for removal site i.e. the isolated region around the works, identify with danger tape & signage warning of restricted access ACM removal works in progress. | 3                                                     | SM, HSE Competent Person |
| Protection of surrounding areas / adjoining structures | Adjoining areas contaminated by removal process | Workers exposed to ACM                                                   | 1                                              | Prior to any removal:<br>Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls)<br>Isolation / lock out of mechanical ventilation required prior to starting                                                                                                                                    | 3                                                     | Competent Person         |
| Sealing of ACM prior to removal                        | Disturbance of ACM                              | Cross contamination                                                      | 2                                              | Ensure all electrical items are isolated                                                                                                                                                                                                                                                                                                           | 3                                                     | Competent                |

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk



| Procedure (in steps): | Possible Hazards                                                                | Risks                                                                                             | Inherent Risk Score<br>(risk with no controls) | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Residual Risk Score<br>(risk after controls in place) | Resp. Person     |
|-----------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------|
|                       | Water run off<br>Electrical outlets i.e. switches, lights, outlets, alarms etc. | to other areas<br>Electrocution<br>Explosion<br>Slips / falls                                     |                                                | from supply.<br>Ensure any drains within the area are protected.<br>PPE as identified above.<br>Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent.<br>Ensure all exposed surfaces (where exposed) are saturated but minimise run off, prior to removal / disturbing.<br>Ensure ACM is saturated (where exposed), prior to removal / disturbing.<br>Spray all accessible voids where dust may exist |                                                       | Person           |
| Removal process       | Damage to sheets<br>General disturbance<br>Manual handling                      | Workers exposed to ACM<br>Dust generation<br>Cross contamination to other areas<br>Strains / cuts | 1                                              | Determine methodology for removal<br>Remove any loose sections prior to removing fixed sheets.<br>Ensure all disturbed areas remain saturated, re-apply dampening method as required.<br>Avoid breaking sheets where possible.<br>Should sheets continually break, reassess method of removal.<br>Support sheets prior to removing fixings<br>Where possible, remove nails / fixings or punch nail heads through sheeting.<br>2 person lifts for heavy or awkward                                     | 3                                                     | Competent Person |

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

| Procedure (in steps): | Possible Hazards                                                                 | Risks                                                                                                            | Inherent Risk Score<br>(risk with no controls) | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Risk Score<br>(risk after controls in place) | Resp. Person                  |
|-----------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------|
|                       |                                                                                  |                                                                                                                  |                                                | materials.<br>PPE as specified above.                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                               |
| Packaging waste       | Packages become loose and tear<br>Materials spill onto ground<br>Manual handling | Workers exposed to ACM<br>Dust generation<br>Whole of site closure<br>Environmental damage<br><br>Strains / cuts | 1                                              | <b>For small pieces</b> , ACM to be packaged into man handle-able packages, enclosed in heavy duty 200 micron plastic. All asbestos waste must be double bagged or wrapped in 2 layers of 0.2mm plastic<br>Bags to be labelled with appropriate warnings similar to 'Caution Asbestos' or Asbestos within, do not open bag.<br>Where bags are used, opening to be twisted and folded over and fixed with tape or other means.                  | 3                                                     | Competent Person              |
| Clean up              | Adjoining areas contaminated by removal process<br>Manual handling               | Workers exposed to ACM<br>Dust generation<br>Environmental damage<br>Strains                                     | 1                                              | Ensure all disturbed areas remain saturated, re-apply dampening method as required.<br>Start from the top and work down cleaning ledges, sills & high flat areas that ACM can settle. Remove any loose items.<br>Start cleaning and removing plastic from furthest work point from exit working towards the exit point.<br>The use of an Asbestos vacuum is permitted for dry decontamination cleaning.<br>All waste to be disposed of in Same | 3                                                     | SM<br>HSE<br>Competant Person |

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

| Procedure (in steps):     | Possible Hazards            | Risks                                                                                                                  | Inherent Risk Score<br>(risk with no controls) | Control Measures                                                                                                                                                                                                                                                                                       | Residual Risk Score<br>(risk after controls in place) | Resp. Person |
|---------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------|
|                           |                             |                                                                                                                        |                                                | <p>way to ACM. (Lined bin, plastic bag 200 micron)</p> <p>All PPE to remain on till area is decontaminated.</p> <p>Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag.</p> <p>All disposable PPE to be placed in Asbestos waste bag and not re-used.</p> |                                                       |              |
| Disposal of waste         | Incorrect disposal of waste | <p>Environmental contamination</p> <p>Environmental fines imposed</p> <p>People exposed</p> <p>Commercial disgrace</p> | 1                                              | <p>Materials to be disposed of at registered waste management facility, capable of receiving Hazardous waste.</p> <p>Receipts of waste disposal to be collected and recorded in Asbestos register.</p>                                                                                                 | 3                                                     | SM           |
| Other items as identified |                             |                                                                                                                        |                                                |                                                                                                                                                                                                                                                                                                        |                                                       |              |

| Details of Site Supervisory staff |                |                                                            | Training Required to Complete Work                     |
|-----------------------------------|----------------|------------------------------------------------------------|--------------------------------------------------------|
| Name:                             | Qualification: | Certificates of Competence / WorkCover Approvals required: | General WHS Induction Training                         |
|                                   |                |                                                            | Work activity training – (Asbestos awareness training) |
|                                   |                |                                                            | SWMS Training                                          |
|                                   |                |                                                            | Manual Handling training                               |
|                                   |                |                                                            | Personal protective equipment                          |
|                                   |                |                                                            | Other: RCC Asbestos Management Plan                    |

| Plant & Equipment:<br>(Log books to be supplied) |  | Codes of Practice, Legislation, etc. applicable :                                                                                                                                                  |
|--------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  |  | Act: Work Health & Safety Act 2011<br>Protection of the Environment Operations Act 1997                                                                                                            |
|                                                  |  | Regulation: Work Health & Safety Regulation 2011                                                                                                                                                   |
|                                                  |  | Codes of Practice:<br>COP For the safe removal of Asbestos [NOHSC:2002(2005)]<br>COP- How do manage and control asbestos in the workplace-Dec 2011<br>COP- How to safely remove asbestos- Dec 2011 |
|                                                  |  | Hygienists report, if submitted.                                                                                                                                                                   |
|                                                  |  |                                                                                                                                                                                                    |

| Project | Company |
|---------|---------|
|---------|---------|

I/We the undersigned, employees of \_\_\_\_\_, declare that I/we have attended "Work Activity Training" in the tasks to be performed on this project and have had an opportunity to participate in the development / review of the SWMS. We acknowledge that all work will be performed in the manner described within the Safe Work Method Statement.

[illegible]



## SYDNEY

LEVEL 3, 4 BROADCAST WAY  
ARTARMON NSW 2064

PO BOX 1024  
CROWS NEST NSW 1585

PHONE: +61 2 9902 4700  
FAX: +61 2 9439 1114

## NEWCASTLE

LEVEL 1, 118A BELFORD ST  
BROADMEADOW NSW 2292

PO BOX 835  
HAMILTON NSW 2303

PHONE: +61 2 9902 4700  
FAX: +61 2 6766 3022

## TAMWORTH

SUITE 1, 493 PEEL ST  
TAMWORTH NSW 2340

PO BOX 576  
TAMWORTH NSW 2340

PHONE: +61 2 6766 5225  
FAX: +61 2 6766 3022

## ACT

UNIT 1, 155 NEWCASTLE ST  
FYSHWICK ACT 2609

PO BOX 771  
FYSHWICK ACT 2609

PHONE: +61 2 6143 2900  
FAX: +61 2 6280 8774