Northern Beaches Hospital Connectivity and Network Enhancement Project

For

Roads and Maritime Services

Asbestos Management Plan

Document No: NBHRDC-EN-ASB-PLN-0

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CONTENTS

Purpose and Scope ................................................................................................................... 1
Plan Amendments & Distribution ................................................................................................ 1
Overarching principles ............................................................................................................... 2
Roles & Responsibilities ............................................................................................................. 2
Asbestos Survey ....................................................................................................................... 3
Risk Assessment ....................................................................................................................... 4
Safe Work Method Statement .................................................................................................... 4
Asbestos Register and Asbestos Removal Control Plan ................................................................. 4
  1.1  Asbestos Register ........................................................................................................... 4
  1.2  Asbestos Removal Control Plan ........................................................................................ 4
Licence requirements for asbestos removal & Assessment ........................................................... 5
Notification of asbestos removal ................................................................................................ 5
Dealing with minor ACM fragments ............................................................................................ 6
Signage & Security .................................................................................................................... 7
Waste Disposal ......................................................................................................................... 7
Clearance Inspections and Clearance Certificates ........................................................................ 7
Information, instruction and training .......................................................................................... 8
Health Monitoring ..................................................................................................................... 9
Air Monitoring ........................................................................................................................... 9
UNEXPECTED FIND Response .................................................................................................... 9
Personal Decontamination ........................................................................................................... 10
Records and File ...................................................................................................................... 10
Definitions ............................................................................................................................... 10
References and Legislation ....................................................................................................... 11
Appendix 1: Asbestos Register ................................................................................................. 13
Appendix 2: Warning Signs and Labels .................................................................................... 14
Appendix 3: Asbestos Removal Licensing Requirement ............................................................ 15
Appendix 4: Components of the Asbestos Removal Control Plan ................................................ 16
Appendix 5: Notice of Asbestos Removal Work ......................................................................... 19
Appendix 6: PROCESS FLOWCHART - POTENTIAL ACM FOUND ................................................. 20
PURPOSE AND SCOPE

This Project Asbestos Management Plan details the systems in place to ensure asbestos is managed in such a way as to avoid harm to workers, visitors and the public.

This Plan has been designed to meet the requirements of relevant legislation, codes of practice, standards and guides and supplements the following Project Management Plans:

- Project WHS Management Plan
- Project Quality Management Plan
- Project Construction Environmental Management Plan and the Soil and Water Quality Management Plan
- Asbestos Removal Control Plan (to be developed by licenced asbestos removalist prior to commencing work)

This Plan does not replace the need to undertake site/work activity specific risk assessments and Safe Work Method Statements (SWMS). The requirements of this Plan are to be an input into each risk assessment involving asbestos removal and/or planned or potential disturbance of asbestos containing material (ACM).

The Plan is a ‘live document’ to be revised as the project develops.

A copy of the Plan shall be kept at the work site or premises where the work is being carried out and for such time as the work continues.

All workers on site are to be briefed of relevant aspects of this Plan and a record of that briefing maintained.

PLAN AMENDMENTS & DISTRIBUTION

The Safety Manager will maintain, review and update this Asbestos Management Plan in consultation with the Construction Team. The Construction Manager will approve any revisions prior to circulation.
OVERARCHING PRINCIPLES

Legislation now prohibits the importation, supply and use of all forms of asbestos in Australia.

The removal of potential or confirmed asbestos containing material (ACM) shall be dealt with in accordance with this plan. See Appendix 6 for a flow chart describing the process when potential ACM is found.

Generally, FYJV will ensure where reasonably practicable:

- Asbestos at the workplace is identified
- The location of asbestos is clearly indicated and recorded in an Asbestos Register
- Assessing the risk of exposure to airborne asbestos (CoP)
- Eliminating or minimising the risks by implementing control measures (CoP)
- Reviewing control measures to ensure they are effective (CoP)
- A separate demolition plan is prepared which identifies, assesses and controls all risks relating to the disturbance or removal of asbestos during demolition work - refer NBHRDC-HS-STD-04
- Subject to Section 11 removal of asbestos and ACM must be performed by a licensed asbestos removalist under direction/recommendation of a Hygienist
- This written Asbestos Management Plan is established and reviewed on a regular basis

WHS Regulation 420 – ‘A person conducting a business or undertaking must ensure, so far as is reasonably practicable, exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable’

ROLES & RESPONSIBILITIES

Safety Manager

- Engage suitably qualified and licensed surveyor(s), asbestos removalists and asbestos assessor(s) and ensure they are effectively managed
- Establish and maintain an Asbestos Register for the project based on information provided by a qualified/licensed surveyor
- Ensure that necessary permits and licences are obtained, reviewed and accepted before work commences on the removal of asbestos on the project
- Engage occupational hygienists as required
- Approve Safe Work Method Statements and Asbestos Removal Control Plan(s)
- Ensure workers are consulted and informed of any subcontracted asbestos work through the arrangements defined in the Workplace Consultation Plan
- Establish appropriate controls to ensure the security and safety of any asbestos removal site and asbestos work area.

Safety Coordinator

- Monitor the implementation, adequacy and effectiveness of the safety measures
defined in this plan

- Review the Asbestos Removal Control Plan prepared by specialist removalist(s)
- Review this Asbestos Management Plan with the Construction Manager and the Environmental Coordinator
- Coordinate emergency response as required
- Coordinate training in asbestos management
- Ensure that the appropriate information about known and potential ACM and associated control measures is included in the site induction

**Senior Project Engineer/Construction Team**

- Supervise implementation of this Plan
- Engage occupational hygienists as required
- Ensure that Subcontractor Supervisors understand the location of ACM/potential ACM and control measures before they commence work on the project
- Ensure all subcontractors are informed, in advance and at the start of the shift, of planned asbestos removal work
- Conduct regular surveillance of compliance to the requirements of this Plan
- Obtain Clearance certificate from Hygienist clearing the area and allow works to proceed
- Notifications to commercial team and Management where unexpected Asbestos find may have a cost and time implication

**All employees**

- Maintain familiarity with the asbestos register and the physical locations where ACM is identified (confirmed or otherwise)
- Understand and comply with the requirements of this Plan
- When at locations on site where ACM is known or potentially present, observe compliance to the requirements of this Plan and immediately report any non-compliance.

**ASBESTOS SURVEY**

Asbestos survey is to be undertaken as part of the waste classification with the waste classifier in attendance. This will include monitoring for surface Asbestos and buried Asbestos in the test pits that are excavated as part of the required material classification process. This is to be undertaken by a competent person.

Additional checks of the immediate area may need to be undertaken where unexpected asbestos finds occur. Additional surveys may also be carried out as recommended by a Hygienist where there is a requirement to clear an area.

If any material in respect of the above survey or otherwise is suspected to potentially contain asbestos it must be assumed to be the case until positively identified by a competent person via sample and analysis results from an accredited laboratory.
RISK ASSESSMENT

Before commencing work that may involve contact or disturbance of asbestos, a thorough assessment of the risks must be undertaken. The following risks and hazards should be considered as a minimum during the risk assessment:

- the presence of unexpected asbestos (particularly in areas of existing fill)
- nature and degree of any exposure
- effects of control measures which have or will be implemented
- results of any monitoring or measurement of exposure that has taken place
- the results of any medical surveillance that is relevant
- Hygienist and the specialist Asbestos Contractors will be responsible for Asbestos removal plans, SWMS, and all other relevant plans when large quantities of Asbestos are found (greater than Section 11 limits)
- Consider the hierarchy of control i.e. eliminate risks before minimising risks
- The risk assessment and safety in design requirements i.e. to eliminate or minimise risks arising from the design including future operation, maintenance and decommissioning.

SAFE WORK METHOD STATEMENT

Work involving, or likely to involve the disturbance of asbestos is considered high risk construction work, therefore a Safe Work Method Statement (SWMS) must be completed and approval obtained per RMS D&C Specification G22 Work Health and Safety (Major Works) requirements, for work involving asbestos or ACM.

Specialist removalist’s will be responsible for their own SWMS.

ASBESTOS REGISTER AND ASBESTOS REMOVAL CONTROL PLAN

FYJV will not undertake any work where asbestos or ACM is or may be present without firstly ensuring an Asbestos Register, an Asbestos Management Plan (i.e. this Plan) and where required an Asbestos Removal Control Plan have been prepared.

1.1 ASBESTOS REGISTER

The Construction Manager is responsible for ensuring that an Asbestos Register is established and maintained for the project based on information provided by the construction team. A copy of an example register is included as Appendix 1 of this Plan.

The Safety Manager/Team is responsible for ensuring the Asbestos Register is kept up to date and is readily accessible to all workers and subcontractors.

The FYJV Asbestos Register for the project must be transferred to Roads and Maritime during handover of the asset (CoP Section 3.4 and WHS Reg 428)

1.2 ASBESTOS REMOVAL CONTROL PLAN

Where the occurrence of Asbestos is greater than those outlined in Section 11 and a Licenced Asbestos removalist is required. The licensed asbestos removalist is to prepare a site specific Asbestos Removal
Control Plan (ARCP) before commencing any asbestos removal work to ensure that the removal is well planned and carried out in a safe manner. Refer to Appendix 4 of this Plan for a list of minimum requirements to be included in the ARCP.

The ARCP is to be submitted to FYJV before planned commencement of asbestos removal.

A copy of the ARCP is to be approved by the FYJV Construction Team and kept at the work site or premises where the work is being carried out for such time as the work continues.

It is likely that ACM will be present in:

- the premises that have been identified for demolition and removal
- the spoil stockpile located at the future compound location
- Telstra pits and ducting throughout the project site

LICENCE REQUIREMENTS FOR ASBESTOS REMOVAL & ASSESSMENT

Where licences are required asbestos removal work must be carried out by a licensed asbestos removalist who is appropriately licensed to carry out the work. Refer to the table below and Appendix 3 of this Plan for specific licensing requirements.

<table>
<thead>
<tr>
<th>License Type</th>
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<tr>
<td>Class A</td>
<td>Friable ACM (All types)</td>
</tr>
<tr>
<td></td>
<td>Non-friable ACM (All types)</td>
</tr>
<tr>
<td>Class B</td>
<td>Non-friable (All types)</td>
</tr>
<tr>
<td>Class A specific</td>
<td>Friable and non-friable ACM as specified on the license</td>
</tr>
<tr>
<td>Class B specific</td>
<td>Non-friable as specified on the license</td>
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</table>

An asbestos assessor licence is required for air monitoring, clearance inspections and the issuing of clearance certificates for Class A asbestos removal work, where a Class A licence is required. A competent person who is not a licensed asbestos assessor can carry out a clearance inspection for asbestos removal work that does not require a Class A licence.

All asbestos waste must be appropriately disposed of at a licensed asbestos waste disposal site – refer section 13 of this Plan for further details.

NOTIFICATION OF ASBESTOS REMOVAL

The licensed asbestos removalist must notify Safework NSW (the Regulator) in writing before the licensed asbestos removal work commences. Asbestos removalists licensed in NSW can lodge the notification electronically using WorkCover’s (SafeWork NSW) Asbestos and demolition online notification system or complete the notification form.

Before commencing asbestos removal work, the licensed removalist must also give a copy of the notification to the FYJV Construction Team for records keeping. RMS and Project Verifier (PV) will be given notification in advance of the commencement of any planned asbestos removal requiring a work cover (SafeWork NSW) licence.
In an emergency, notification of the removal work must be given immediately by phone to 13 10 50 and followed up with a written notification within 24 hours. The licensed removalist is to notify WorkCover (SafeWork NSW) immediately of any fibre counts levels above 0.02 f/ml. All notifications to WorkCover (SafeWork NSW) are to be immediately notified to the FYJV Construction Team.

Where required the licensed removalist should also forward a notification letter to all neighbouring properties to advise of any removal work that is proposed – refer to appendix 5 for a sample letter. Prior to any distribution, a copy of the notification letter together with the intended distribution area is to be reviewed and approved by the Construction Manager.

DEALING WITH MINOR ACM FRAGMENTS

There is a potential to encounter isolated minor ACM fragments that are remnant from previous activities throughout the project boundary. These fragments generally pose a minor risk and do not require licensing or notification prior to removal.

Where small fragments of ACM or suspected ACM materials are found then the following procedure may be implemented provided that the:

- total number of fragments is approximately 20 or less; or
- total surface area of the fragment/piece is equivalent to 1sq m or less; or
- fragments are found to be spread over an area of less than 10m²; and
- fragments are non-friable and
- fragments are located on ground surface or within the topsoil layer

**Procedure upon unexpected find of ACM or suspected ACM**

- Cease work and contact site safety representative
- Update the Asbestos Register with the unexpected find including date, location and quantity
- FYJV/Subcontractor to prevent access by any unauthorised personnel to the unexpected substance(s) and install appropriate measures (e.g. bunting or witches cone) to delineate the impacted area where required – with asbestos or ACM signage posted
- Nominated ‘asbestos handler’ to visit the site and assess whether the find falls within the threshold of this Section 11
- If the find falls within the limits above, the asbestos handler can remove the material using two sealed plastic bags
- The asbestos handler should also inspect the immediate area for additional fragments
- Fragments should be treated as asbestos and managed accordingly
- Safety barriers/controls may be removed from the area once the material is removed
- Double bagged asbestos to be disposed of in a labelled contaminated waste bin.
- When the bin is full FYJV shall organise for a suitably licenced contractor to remove the material to a suitably licenced waste facility (samples are required to be kept on Site for 4 weeks in labelled bags)
- If the site is in or adjacent to schools or private property, the FYJV Senior Project Engineer will determine the risks and need for notification and consultation

Nominated staff will be assigned and trained to manage and remove unexpected non-friable asbestos fragments from Site. Training will include:

- Awareness training on safe handling of asbestos
- Required disposal method (i.e. place the fragment in two bags and dispose in a labelled contaminated waste container designated for asbestos waste)
- Notification requirements (i.e. advise safety team/environment team where required).
- Correct PPE requirements for handling asbestos (standard PPE plus a P2 Dust mask) and
- waste disposal requirements.
A record of the project based training will be kept and additional staff provided with awareness training as required.

All site staff will be advised of potentially hazardous unexpected finds procedure with regard to isolated non-friable asbestos fragment finds through site toolbox talks.

**SIGNAGE & SECURITY**

For specialist removals signs and labels are to be used to clearly identify asbestos affected areas and where asbestos related work is being carried out. Where it is impractical to place signs or warning labels eg. floor tiles or lagging, a prominent warning sign displayed on an adjacent wall or structure identifying the ACM should be used.

Refer to Appendix 2 of this plan for sample warning signs and labels.

If asbestos is discovered on site and cannot be removed quickly, then unauthorised persons must be prevented from entering the asbestos removal work area. Protective barricades are to be installed to delineate the asbestos related area(s) and restrict unauthorised persons from entering the asbestos removal work.

Signage and barricades are to remain in place until completion of all licensed asbestos removal work and the clearance is provided by the Hygienist, with a final certificate to be issued (see section 14 of this Plan). Stockpiles would be covered and appropriately labelled where required.

**WASTE DISPOSAL**

All asbestos waste must be disposed of at a licensed asbestos waste disposal site by the licensed asbestos removalist. The licensed asbestos removalists should design the waste disposal program and document in the Asbestos Removal Control Plan prior to commencement of the asbestos removal work. This should include the route for removal of the asbestos waste through the asbestos removal work area, method of transport and routes to be used for removing waste.

No specialist removed ACM is to be stored on site beyond the date of its removal without approval from the Construction Manager.

A list of approved asbestos waste facilities is available from the NSW EPA website: http://www.epa.nsw.gov.au/waste/asbestos/

A Dump Receipt/Certificate issued by the disposal authority should be provided by the licensed asbestos removalist to FYJV and retained on site in accordance with the Project Records Management Plan.

**CLEARANCE INSPECTIONS AND CLEARANCE CERTIFICATES**

Once the licensed asbestos removal work has been completed, a clearance inspection is to be carried out and a clearance provided by the Hygienist, with a certificate pending issue before the workplace can be re-occupied. The clearance inspection is to be conducted by:

- an independent licensed asbestos assessor, for work that must be carried out by a Class A licensed asbestos removalist (for example, if the removal work involved friable asbestos)
- a competent person, for asbestos work that is not required to be carried out by a Class A licensed asbestos removalist (for example, if removal work involved less than 10 m³ of non-friable asbestos).
To be independent, the licensed asbestos assessor must not be involved in the removal of asbestos for that specific job and is not involved in a business or undertaking involved in the removal of the asbestos for that specific job.

The independent licensed assessor or competent person must not issue a clearance certificate unless they are satisfied that the asbestos removal area and the area immediately surrounding it are free from visible asbestos contamination. To do this, they can conduct a visual inspection for evidence of dust and debris. If air monitoring was also conducted, the results of that test must show that asbestos is below 0.01 fibres/ml.

If a clearance has not been obtained, the asbestos removal area must not be re-occupied for normal use or other work activities. A clearance certificate must be pending issue before the area can be re-occupied for demolition or other work. E.g. Hygienist does progressive clearance and authorised FYJV personnel are required to enter area to rectify access roads after asbestos removal.

Unauthorised persons cannot enter the asbestos removal work area prior to a clearance certificate being issued and any protective barricades should remain in place until completion of all licensed asbestos removal work and the final clearance certificate is issued.

A copy of the clearance certificate should be retained in the Project Site Filing system in accordance with the Project Records Management Plan.

Please note this section refers to authorised and unauthorised persons. An authorised person is someone not directly related to asbestos removal who has been given verbal permission to enter the area and carry out other works related to asbestos removal (e.g. reinstate a haul road after asbestos removal). Where there are works ongoing with Authorised persons they should be excluded from the asbestos removal area that is yet to be cleared. Unauthorised persons are those that have not been allowed access by the Hygienist.

INFORMATION, INSTRUCTION AND TRAINING

The Construction Manager is to ensure that effected workers are consulted and informed of any asbestos work (including outsourced work) through the arrangements defined in the Project Workplace Consultation Plan.

FYJV will provide information, instruction and training (where required) to any worker (that may be exposed to asbestos or ACM in the course of FYJV activities). Consultation with workers will be via the FYJV Site Induction, Daily Prestart, Toolbox Talks, Safety Committee and any other forum as deemed necessary.

The Project H&S Advisor is responsible for coordinating the training and will cover as a minimum:

- Health risks of asbestos including its interaction with smoking
- Types, uses and likely presence of asbestos in the workplace
- Role and responsibilities under the Asbestos Management Plan
- Where the Asbestos Register is located, how it can be accessed and how to understand the information contained in it
- The activities which could result in asbestos exposure and the importance of preventative controls to minimize exposure
- Safe working practices, control measures (including those in Safe Work Method Statements) and protective equipment
- Emergency procedures

Hygiene requirements
Decontamination procedures
Waste handling procedures
Purpose of any air and health monitoring that may occur
Use, care and maintenance of PPE

The Project H&S Advisor is to verify that workers engaged directly by the licensed asbestos removalist have been provided adequate instruction and training.

HEALTH MONITORING

The licensed subcontractor engaged to remove asbestos on the Project worksite is responsible for providing health monitoring to their workers in accordance with relevant legislation. Such health monitoring must be conducted prior to the worker commencing the work and be provided at least every two years after commencing the asbestos removal.

All persons other than the licensed asbestos removalists should be kept away from the asbestos removal zone during asbestos removal works. Hence, it is not expected that workers will be exposed to Asbestos or ACM during works onsite. FYJV will however provide health monitoring by a registered medical practitioner where a worker is found to be at risk of exposure to asbestos. All health monitoring records will be maintained in accordance with section 9.6 of NBHRDC-HS-PLN_B_Project WHS Management Plan.

AIR MONITORING

FYJV when using a licensed asbestos removalist is to arrange for air monitoring by an independent licensed asbestos assessor before and during asbestos removal requiring Class A asbestos removal licence. The monitoring should occur immediately before the removal work commences and continue until the removal work is complete. Results of the monitoring must be made available to the workers, and copies made available to the RMS / PV and any stakeholder who had been notified. A copy of air monitoring results should also be filed by FYJV as part of the Project Records.

If the asbestos fibre levels exceed 0.02 fibres/ml, the licensed removalist must:

- order asbestos removal work to stop
- notify the regulator (Safework NSW)
- investigate the cause of the respirable asbestos fibre level
- implement controls to prevent exposure of anyone to asbestos
- prevent the further release of respirable asbestos fibre

Air monitoring must also be carried out as part of the clearance inspection as detailed in section 15 of this Plan.

UNEXPECTED FIND RESPONSE

In the event that a worker identifies or disturbs asbestos or ACM that has not been previously identified in the Asbestos Register, the following should occur in the stated order:

- STOP the activity/work immediately
- Notify the Construction Team/Project H&S Coordinator
- FYJV to notify RMS and PV representatives
- Worker to follow personal decontamination procedure in accordance with this plan (if worker has come in contact with asbestos)
- Adequately signpost or barricade affected area to restrict entry
- FYJV to investigate the unexpected find with the ‘asbestos handler’ to determine if within the limits set out in Section 11.
- FYJV to engage a Hygienist if ACM is found to be outside the conditions set out in Section 11
- Construction Team/Project H&S Advisor to advise RMS/PV Representative with findings of Hygienist
- If directed by the Hygienist engage licensed Asbestos removalist and begin remediation in accordance with this Plan

PERSONAL DECONTAMINATION

Personal decontamination is to be addressed in each ARCP and must meet the following minimum standards.

Personal decontamination must be undertaken before workers leave the asbestos work area at any time. Asbestos contaminated PPE must not be transported outside the asbestos work area except for disposal or laundering purposes where it is double bagged, sealed and labelled.

Before leaving the asbestos work area, workers must remove all visible dust from protective clothing and footwear using an asbestos vacuum cleaner and/or wet wiping with a damp cloth. Respiratory protective equipment must be worn until all contaminated coverall and clothing has been vacuumed and/or removed and bagged for disposal/laundering and the personal washing has been completed.

Personal hygiene is critical with the decontamination process and workers must ensure that they carefully wash with particular attention to hands, fingernails, face and head.

RECORDS AND FILE

Records generated by the implementation of this Plan are to be filed in accordance with the Project Records Management Plan.

DEFINITIONS

ARCP – Asbestos Removal Control Plan

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

Asbestos – a naturally forming mineral containing thin fibrous crystal which are toxic. This includes the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including:

(a) actinolite asbestos,
(b) grunerite (or amosite) asbestos (brown),
(c) anthophyllite asbestos,
(d) chrysotile asbestos (white),
(e) crocidolite asbestos (blue),
(f) tremolite asbestos,

Asbestos Containing Material (ACM) - material or thing that, as part of its design, contains asbestos.

Competent Person - in relation to carrying out clearance inspections for Asbestos Removal means a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds a certification in relation to the specified VET course for asbestos assessor work or a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health. For all other purposes, competent person means a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.

Friable Asbestos – material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.

Hazard Identification - the process used to identify all possible situations, events and circumstances that may expose people to injury, illness, disease or death, or may cause damage or loss of equipment and property, or damage to the environment.

Non-friable Asbestos – material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Risk Assessment - the systematic process of identifying hazards and estimating risk based on the likelihood of a hazard causing harm and the consequences associated with the same hazard or event.

Safe Work Method Statement (SWMS) - a document which describes what steps are involved in completing a task, what hazards and risks are associated with each step of the task, and what controls need to be in place to proceed.

REFERENCES AND LEGISLATION

The table below summarises the key legislation, codes of practice, standards and guidance documents relating to asbestos in New South Wales. The currency of this information must be checked when preparing the activity specific Risk Assessments and SWMS.

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<th>Jurisdiction</th>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>National</td>
<td>Environmental</td>
<td>National Environmental Protection Council (NEPC) - Assessment of Site</td>
</tr>
<tr>
<td>Environmental</td>
<td>Protection</td>
<td>Contamination National Environmental Protection Measure (NEPM)</td>
</tr>
<tr>
<td>Protection</td>
<td>Measure</td>
<td>Sets out the general principles for assessment and remediation of sites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contaminated with a number of hazardous materials including asbestos.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evidence Guide</td>
</tr>
<tr>
<td>Evidence</td>
<td>Guide</td>
<td>1.4 OFSC Targeted Areas – H4 Asbestos</td>
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<td></td>
<td>Refer to WorkCover NSW for a comprehensive list of relevant documents</td>
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<td>Act</td>
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<td>Work Health and Safety Act 2011</td>
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### Regulation

**Work Health and Safety Regulation 2011**
- Chapter 8, Asbestos (clauses 419 to 529)
  

### Code of Practice

**How to Manage and Control Asbestos in the Workplace (2011)**


**How to Safely Remove Asbestos (2011)**


### Standards are available through SAI Global [http://www.saiglobal.com/](http://www.saiglobal.com/)

**AS 1715** Selection, use and maintenance of respiratory protective devices

Sets out the principles of respiratory protection and provides information on the correct selection, use and maintenance of respirators.

**AS 1715** Respiratory protective devices

Specifies requirements, performance and testing criteria to be observed in the manufacture of respirators.

**AS 2601** The demolition of structures

### Client Specifications

**RMS QA Specification G22 Work Health and Safety (Major Works)**

**Annexure G22/H14 Asbestos Removal/Disturbance Checklist**
APPENDIX 1: ASBESTOS REGISTER

See document NBHRDC-HS-ACM-REG in Teambinder
APPENDIX 2: WARNING SIGNS AND LABELS

![Warning Signs and Labels](image-url)
APPENDIX 3: ASBESTOS REMOVAL LICENSING REQUIREMENT

Subject to Section 11 of the Asbestos Mgmt Plan

Is the ACM friable?

Yes

A class A-licensed removalist is required

No

The ACM is non-friable

Is the ACM fixed or installed?

Yes

Will it take more than one hour to remove, or is it greater than 10sq.metre

Yes to either question

A class A or B licensed removalist

No

Will it take more than one hour to remove/collect

No

A class A or B-licensed removalist or unlicensed person can perform this removal

Yes

Is the removal/ collection associated with or derived from the removal of fixed or installed ACM

No

A Class A-licensed removalist required

Yes

A class A or B licensed removalist
### APPENDIX 4: COMPONENTS OF THE ASBESTOS REMOVAL CONTROL PLAN

<table>
<thead>
<tr>
<th>Information to be included in the asbestos removal control plan</th>
<th>Buildings and structures</th>
<th>Plant and Equipment</th>
<th>Friction products</th>
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<tr>
<td></td>
<td>Friable</td>
<td>Non-friable</td>
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<td><strong>Notification</strong></td>
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<tr>
<td>a Notification requirements have been met and required documentation will be on site (eg. Removal licence, control plant, training records)</td>
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<tr>
<td><strong>Identification</strong></td>
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<td>b Details of the ACM to be removed (eg. The location(s), whether it is friable or non-friable, type, condition and the quantity to be removed)</td>
<td>✓</td>
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<td><strong>Preparation</strong></td>
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<td>c Consultation</td>
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<td>d Assigned responsibilities for the removal</td>
<td>✓</td>
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<td>e Program of commencement and completion dates</td>
<td>✓</td>
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<td>f Emergency Plans</td>
<td>✓</td>
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<tr>
<td>g Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers</td>
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<td>h Control of electrical and lighting installations</td>
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<tr>
<td>i Personal Protective equipment (PPE) to be used, including respiratory protective equipment (RPE)</td>
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## Asbestos Management Plan

### Details of air monitoring program

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### Waste storage and disposal program

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### Methods of removing the ACM (wet or dry)

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### Asbestos removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc.)

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### Details on required enclosures including details on their size, shape, structure, etc., smoke testing enclosures and the location of negative pressure exhaust units.

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### Details on temporary buildings required by the asbestos removalist (e.g. Decontamination units)

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### Other control measures to be used to contain asbestos within the asbestos work area

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### Decontamination

### Detailed procedures for workplace decontamination, the decontamination tools and equipment, personal decontamination and the decontamination of non-disposable PPE and RPE.

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### Waste Removal

### Methods of disposing of asbestos wastes including details on the disposal of:
- Disposable protective clothing and equipment, and
- The structure(s) used to enclose the removal area

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### Clearance & air monitoring

### Name of the independent licensed asbestos assessor or competent person engaged to conduct air monitoring (if any)

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### Consultation

### Consult with any people who may be affected by the removal work, including neighbours

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APPENDIX 5: NOTICE OF ASBESTOS REMOVAL WORK

The following Notice of Asbestos Removal Work template can be downloaded from the Safework NSW website:

To whom it may concern,

Asbestos removal works will be undertaken at: ____________________________________________

Between the hours of _____:____ am and _____:____ pm

On ___/____/_____ to ___/___/____

By ______________________ who holds asbestos removalist license number ________________

WorkCover NSW was notified of this work on ___/___/____

The following site procedures will apply:

- Signage, barriers and/or temporary fencing will be erected.
- PVA solution or water will be applied to asbestos containing materials to mitigate dust.
- Asbestos containing materials will not be broken, where possible.
- Plastic will be used to cover horizontal surfaces and surrounds.
- Asbestos containing material will be wrapped onsite and disposed of at an appropriate facility.
- An independent party will undertake an inspection of the site on completion of the work, and issue a clearance certificate.

The above license details can be confirmed and more information can be found, at http://www.workcover.nsw.gov.au/

For more information about this work, contact ______________________ on _____________

Yours sincerely,

____________________________________
Name

____________________________________
 Signature
APPENDIX 6: PROCESS FLOWCHART - POTENTIAL ACM FOUND

Potential Asbestos Containing Material (ACM) found.
Supervisor stops work in the area and notifies Engineer.

Engineer notifies -
- Safety Team
- Environment Team
- Commercial Manager
- Senior Project Engineer

Commercial Manager to issue Early Warning Notice (EWN) to PV and RMS.

Engineer to obtain a site record from PV, with estimated quantities to be disposed of (i.e. survey report).

Cover the area!
Flag-off the area!
Put up ACM warning signage!

Senior Project Engineer to inform PV and RMS immediately.

Engineer arranges for hygienist to -
- confirm ACM
- conduct testing
- prepare an Asbestos Sample Analysis Report (ASAR)

Engineer forwards the hygienist report to the Senior Project Engineer (SPE).
SPE to send the report to Commercial Manager, PV and RMS.

A nominated ‘asbestos handler’ can remove the ACM using doubled bags (two layers) and wearing the appropriate PPE. The bags must be placed in an ‘Asbestos Only’ bin and only removed by a licensed subcontractor.

Are there less than 10 ACM fragments?
Is the total surface area of ACM equivalent to 1 sqm or less?
Are the fragments non-friable and spread over an area less than 10 sqm?
Are the fragments on the surface or within 100mm of topping?

No
Yes

Engineers to save in Asbestos Folder -
- all reports from licensed contractor and hygienist
- Tip summaries
- Clearance Certificates

Asbestos Folder can be found at:
S:\HS - Health and Safety\10. Occupational Health\10.4 Asbestos Management\Asbestos Documents

ACM Register Update - Engineers to provide information on ACM finds to Safety Team. Register details - S:\HS - Health and Safety\10. Occupational Health\10.4 Asbestos Management\Asbestos Register.

Site Environmental Advice No. 6

Issue Date: 31/08/2017