

## Project Details:

### Project Name

Schofields Public School NSW

### Site location

60 Junction Road, Schofields NSW 2762

### ADCO Site Contact

Paul Andrews (Site Manager) 0439 065 709

### Asbestos Removal Contractor:

#### Beasy Pty Ltd

Kunal Singh 0420 975 743

#### Waste Management Centre

Horsley Park Waste Management

716-752 Wallgrove Road

Horsley Park NSW 2164

ABN 20051316584

## PLANNING

### PURPOSE

This procedure has been developed to provide guidance on **Asbestos Management**.

The procedure is not conclusive as alternative requirements may apply nationally. It is recommended that further guidance is obtained from your State Regulatory Authority or through [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

### DEFINITIONS

<b>Asbestos</b>	Asbestos is a naturally-occurring mineral found in rock, sediment or soil. It has strong fibres that are heat resistant and have good insulating properties.  You can't see asbestos fibres with the naked eye and because they are very light, they can be blown long distances by the wind.  Because of its durable properties asbestos building products have been used for many years prior to it being classified as unsafe and a carcinogen product.
<b>Friable Asbestos</b>	Friable asbestos is a material containing asbestos that when dry, it may be crushed or pulverised into powder form using your hand or plant. This material poses a higher risk of exposing people to airborne asbestos fibres.
<b>Non Friable / Bonded Asbestos</b>	Non-friable or bonded asbestos products are solid in nature and you generally can't crumble them in your hand—the asbestos has been mixed with a bonding compound such as cement. If non-friable asbestos is damaged or degraded it may become friable and will then pose a higher risk of fibre release.
<b>Naturally Occurring Asbestos</b>	Occurs in some rocks and soils as a natural mineral. With few exceptions, (like road building and maintenance in naturally occurring asbestos areas), the risk of exposure associated with naturally occurring asbestos is very low.

### SAFETY ESSENTIALS

The project team are required to review the [ADCO Safety Essentials](#) to ensure that all mandatory risk management requirements are understood and completed prior to commencement or works, during the works and upon completion of the works.

*Refer to [ADCO – Safety Essentials](#)*

### PROJECT RISK REGISTER AND MANAGEMENT PLANS

The Project Risk Registers/Management Plans developed by the **Project Manager** at the start of the project, provides project-specific information pertaining to identified high risk works, risks and control measures.

- / The Risk Registers/Management Plans must be reviewed by the site team to familiarise themselves with identified high risk works to be undertaken.
- / For the life of the project, the Risk Registers/management Plans should be reviewed on a regular basis and kept up to date with changes to scope and identified high risk works.
- / Copies of the Risk Register and Safety Management Plan must be made available to all workers and interested parties.

*Refer to [Procedure: Performance Management](#)*

## SITE PLANNING

Prior to commencing any work, the project team and relevant subcontractor must discuss and agree on the following, but not limited to:

- / Hazardous Material Report / Asbestos Register
- / Provision of an Asbestos Management Plan
- / Assessor/Hygienist
- / Sequence of work
- / Method of removal, encapsulation or remediation
- / Monitoring of work
- / Impact on workers or public
- / Decontamination for personnel and plant
- / Disposal methods and approved tipping facility
- / Air monitoring
- / Inspections, clearance certificates
- / Consultation and communication
- / Legal and other requirements

### Hazardous Materials Report

Prior to commencing any work such as Demolition, Asbestos Removal or any other construction work, a Hazardous Material Report which includes an Asbestos Register must be prepared for the intended project.

The Hazardous Material Report should include; but is not limited to the following:

- / Any hazardous materials in the workplace (e.g. lead, asbestos, SMF, PCB's)
- / Details of any asbestos known to be in the workplace (e.g. location, type, condition)
- / Results of any analysis that confirms a suspect material at the workplace.
- / Details of inaccessible areas.
- / Photographs or drawings to visually show the location of the asbestos in the workplace.

Verification of competency of the person completing the report.

- / The Report must be obtained by the **Project Manager / Site Manager** for review prior to commencing any work.
- / The report must be completed by a competent person (Licensed Asbestos Assessor)
- / Any testing and sampling must be in accordance with NATA specifications.

A copy of the Report must be kept on site and made available to interested parties

### Asbestos Register

A person with management or control of a workplace must ensure an **Asbestos Register** is prepared and kept at the workplace. The register must be maintained to ensure the information in the register is up to date.

**Note:** A register is not required to be prepared when:

- / The workplace is a building that was constructed after 31 December 2003, and
- / No asbestos has been identified at the workplace, and
- / No asbestos is likely to be present at the workplace from time to time.

However, if asbestos is identified, a person with management or control of a workplace must ensure a register is prepared for the workplace.

A person with management or control of a workplace must ensure an asbestos register is reviewed where necessary if:

- / The asbestos management plan is reviewed
- / Further asbestos or ACM is identified at the workplace
- / Asbestos is removed from or disturbed, sealed or enclosed at the workplace, or refurbishment or demolition work is to be undertaken.

# PROCEDURE ASBESTOS MANAGEMENT



The register should be reviewed at least once every five years to ensure it is kept up to date.

## Asbestos Management Plan

A person who has management or control of the workplace must ensure that an **Asbestos Management Plan (AMP)** is prepared if asbestos has been identified.

The asbestos management plan must:

- / Identify the location of asbestos and any naturally occurring asbestos.
- / Include decisions—and reasons for them—about the management of asbestos at the workplace, for example safe work procedures and control measures.
- / Outline procedures for incidents and emergencies involving asbestos.
- / Be maintained with up-to-date information.
- / Be reviewed at least every five years or when requested by a health and safety representative, or when asbestos is removed, disturbed, sealed or enclosed, or when changes to a control measure are made or when the plan is no longer adequate.
- / Be accessible to any worker or who has carried out or intends to carry out work at the workplace and any health and safety representatives who represent workers at the workplace.
- / Provide information, consultation and training responsibilities to workers carrying out work involving asbestos.

Other information that could be included in the asbestos management plan includes:

- / An outline of how asbestos risks will be controlled, including consideration of appropriate control measures.
- / Identify those with responsibilities and their responsibility under the asbestos management plan.
- / Air monitoring procedures at the workplace, if required.
- / Disposal requirements.
- / Appointment of the Asbestos Assessor.

Plan must be obtained by the **Project Manager / Site Manager** for review prior to commencing any work.

General notes:

- / Where the activity involves removal of more than 10m<sup>2</sup> of (ANY TYPE) of Asbestos, a AMP inclusive of a SWMS is required for the works.
- / The AMP must be prepared by a licenced asbestos removalist.
- / Where the activity involves removal of less than 10m<sup>2</sup> of non-friable Asbestos, an AMP is not required. However, a detailed SWMS is required.

A copy of the AMP must be kept on site and made available to interested parties.

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## REGULATORY PERMITS AND NOTIFICATIONS

The **Project Manager** must ensure relevant permits have been acquired and are current for the intended works.

- / Check with your State Regulatory Authority for notification and permit requirements.
- / Contact: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or the relevant State Regulatory Authority.
- / Evidence of notification or permits must be kept on site and made available to interested parties.

## CONTRACTOR COMPETENCY

**Licensed Asbestos Assessor** A licenced Asbestos Assessor must be appointed for the asbestos works.  
The purpose of the Assessor is to:

- / Manage air monitoring requirements
- / Identify potential asbestos and ACM
- / Assess the risk of exposure to airborne asbestos
- / Suggest measures to minimize or eliminate the risk of exposure
- / Prepare an Asbestos Management Plan, or review existing plan if required
- / Prepare an Asbestos Register for your site, or review your current register
- / Be present and monitor air quality and procedures during asbestos work
- / Conduct clearance inspections
- / Provide clearance certificates

A copy of the Assessors licence must be verified, kept on site and made available to interested parties.

**Contractor Licence** Prior to commencing any work, the subcontractor must provide written proof that they are currently licenced with the **State Regulatory Authority**.

- / Note: check with your State Regulatory Authority for licence requirements.
- / Contact: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or the relevant State Regulatory Authority.

A copy of the Contractor licence must be verified, kept on site and made available to interested parties.

Note: Ensure the nominated supervising person is noted on the contractor's licence

**Worker Competency** Prior to commencing any work, the subcontractor must provide evidence of competency for his supervisor's managing the works.

- / [CPCCB4051A - Supervise Asbestos Removal](#)

Prior to the start of work, the contractor must provide evidence of competency for his workers.

- / [CPCCD3015A - Removal friable asbestos \(Class A\)](#)
- / [CPCCD3014A - Removal of non-friable asbestos \(Class B\)](#)

A copy of all competencies must be verified, kept on site and made available to interested parties.

## REVIEW AND APPROVAL

Prior to any works, all associated documentation relevant to the high-risk work must be reviewed, approved and regularly revised by the **Project Manager / Site Manager**.

Any concerns or issues must be raised immediately with the subcontractor and addressed. Where concerns or issues cannot be resolved, these must be elevated to the **Construction Manager**.

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## CHECKLIST COMMENCEMENT

Prior to commencing any work, the **PLANNING** section of the activity checklist must be completed and authorised by the **Project Manager**. If the **Project Manager** is unavailable to approve the **PLANNING** section of the checklist, the **Construction Manager** must complete and approve in their absence.

**Activity Checklist – Asbestos Management**  
*Refer to Procedure: Permit Management*

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## SITE ACTIVITY MANAGEMENT

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### WORK AREA INSPECTION

Prior to commencing any work, the **Site Manager** together with the subcontractor supervisor must complete an inspection of the work area. The purpose of the inspection is to:

- / Review the work area.
- / Agree on the work activity, work schedule, risks and control measures.
- / Review emergency procedures
- / Obtain information required to complete the relevant Checklists and ATW Permit

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### CHECKLIST COMPLETION

Prior to commencing any work, the **SITE ACTIVITY MANAGEMENT** section of the activity checklist must be completed and authorised by the **Site Manager** prior to issuing an Authority to Work Permit. If the **Site Manager** is unavailable to approve the **SITE ACTIVITY MANAGEMENT** section of the checklist, the **Project Manager** or **Construction Manager** must complete and approve in their absence.

**Activity Checklist – Asbestos Management**  
*Refer to Procedure: Permit Management*

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### AUTHORITY TO WORK PERMIT

Prior to commencing the work activity, an **Authority to Work Permit** must be issued by the **Site Manager** for the intended works.  
*Refer to Procedure: Permit Management*

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### CONSULTATION

Information relating to the work and control measures must be provided to subcontract workers at site induction and through any other forms of consultation utilised on the project.  
*Refer to Procedure: Consultation and Communication*

## MONITORING REQUIREMENTS

### MONITORING

The Site Manager must ensure that controls measures have been established and maintained for the duration of the works.

Monitoring should include:

- / Compliance to SWMS methodology and controls
- / Compliance to Permit condition
- / Compliance to the Asbestos Management Plan
- / Compliance to any additional agreed control measures
- / Compliance to work activity PPE etc.

Observations should be recorded in the *Weekly Site Inspection* or other inspection formats.

Non – Compliance issues must be addressed in accordance with system requirements.

Refer to *Procedure: Subcontractor Management*

Refer to *Procedure: Performance Management*

#### Air Monitoring

Air monitoring involves the sampling of airborne fibres to assess exposure and the effectiveness of control measures.

- / Friable Asbestos – Mandatory requirement
- / Non-friable Asbestos –Recommended

Air Monitoring:

- / Must be completed before, during and after the work by a competent person (Asbestos Assessor)
- / Results should be posted on site and discussed with relevant / interested parties e.g. workers, HSE Committees etc
- / Results are to be filed and archived for 30 years.

#### Waste Management

Material containing asbestos:

- / Must not accumulate in work areas and should be collected and bagged/binning by the end of each shift.
- / Must be sealed in double-lined, heavy-duty plastic sheeting ((200 µm minimum thickness) or double bagged before placement in a designated and excised waste skip.
- / Must be labelled ASBESTOS

Waste skips used for the storage and disposal of asbestos waste must:

- / Be placed in the asbestos removal work area or separately fenced.
- / Be lined with plastic (min 200 µm thickness).
- / Carry labels on the exterior warning of the ASBESTOS.

#### Waste Transport

Some states require operators of vehicles transporting hazardous waste to be licensed;

- / **QLD/VIC:** Contaminated waste > 250kg in any load requires that the transport vehicle be licensed by a regulatory authority (i.e. EPA).
- / **NSW:** Any load of >10m<sup>2</sup> of asbestos sheeting or 100kg of asbestos waste must be notified on-line to the EPA by the waste transporter.
- / **WA:** No licence required

A copy of all licences must be kept on site

# PROCEDURE ASBESTOS MANAGEMENT



Copies of all waste disposal / tipping dockets must be obtained by the **Project Manager** or **Site Manager** and filled.

**Health Surveillance** Working with asbestos has the potential for the following diseases if controls and precautions aren't established as detailed below.

The licenced subcontractor must arrange and pay for health checks by a medical practitioner for all workers or workers who may be exposed to asbestos during the removal process.

All health reports for asbestos must be kept for 40 years. worker must receive a copy of their health report.

Contact: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or the relevant State Regulatory Authority for health surveillance requirements.

**Asbestosis:** Asbestosis is a chronic chest disease caused by inhalation of high concentrations of asbestos fibres. The condition can develop 10 to 20 years after initial exposure.

**Lung Cancer:** Lung cancer of the bronchial tubes, lungs and alveoli can develop after exposure to asbestos. Those who have been exposed to asbestos and who have smoked run a much greater risk of getting lung cancer.

**Mesothelioma:** Mesothelioma is a cancer of the lung lining. It can result from low-level exposure to asbestos and can take 30 to 45 years to develop after initial exposure.

**Pleural Disease:** Inflammation and irritation of outer lining of the lung, the pleura. The pleura stiffens and thickens and can fill with fluid. This thickening can restrict breathing.

**Presence of Asbestos** A person with management or control of a workplace must ensure the presence and location of:

- / all asbestos or ACM identified at the workplace is clearly indicated, and
- / all asbestos or ACM assumed to be at the workplace, including where the asbestos is inaccessible, is clearly indicated.

If reasonably practicable, the presence and location of the asbestos or ACM must be indicated by a label. However, it may be more appropriate to use signs.

**Decontamination Units** As directed by the Hazardous Material Report or risk assessment, a decontamination unit may be required for workers and equipment.

A decontamination unit is a transportable shower unit with a series of separate "cleaning" compartments which personnel proceed through to remove contaminants / pollutants they may have been exposed to during their work.

- / The unit must be installed prior to the start of works
- / Ensure it is fit for purpose
- / Is connected and functional

Decontamination units may vary from size and design pending supplier or subcontractor preference.

**Encapsulation** As directed by the Hazardous Material Report or risk assessment, the Asbestos affected areas may require partial or full encapsulation.

Asbestos encapsulation refers to the treatment of asbestos containing materials with sealants. These sealants then surround the asbestos fibres, thus preventing them from being released. The bridging encapsulant used in this method creates a membrane that penetrates the asbestos containing material and binds itself with the fibres.



# PROCEDURE ASBESTOS MANAGEMENT



Asbestos encapsulation may also mean creating a plastic “bubble” wrap around a building or area where asbestos is to be removed

## Sampling ACM

A person with management or control of a workplace may identify asbestos or ACM by arranging for a sample of material to be analysed.

A sample must only be analysed by:

- / NATA-accredited laboratory accredited for the relevant test method
- / Laboratory approved by the regulator, or
- / Laboratory operated by the regulator

Any sample taken should be sealed within a container, or double bagged using heavy duty plastic (200 µm thickness polyethylene), and appropriately labelled.

Once the results of the sampling are known, the person with management or control of the workplace must ensure the asbestos register is updated.

## Personal Protective Equipment

Ensure all workers or other persons within the asbestos work zone are correctly protected and using prescribed PPE.

All protective equipment must meet Australian Standards.

PPE must be discarded as contaminated waste

## Unexpected Finds

Any suspected ACM found during works which was not originally identified must be managed and controlled by:

- / Stopping all work in the immediate area
- / Establishing an exclusion zone around the affected area
- / Erecting asbestos warning signs
- / Covering the suspected material
- / Keeping the material damp or wet
- / Arranging for the material to be inspected and tested
- / Advising all workers of the potential danger and control measure

Once material has been confirmed as asbestos, the **Site Manager** must ensure correct removal and disposal arrangements are arranged and undertaken.

## Exclusion Zones

Exclusion zones are typically established / demarcated and or managed by:

- / Solid barricades such as hoarding, barriers (concrete or water filled), crowd fencing, fixed fencing, temporary fencing, power webbing etc.
- / Exclusion zones must be clearly sign posted to warn of dangers.
- / Exclusion zones should have clear entry/exit points.
- / As required, exclusion zones may require the assistance of spotters.

## Work at Height

Refer to *Procedure – Work at Height*

## Traffic Management and Movement

Refer to *Procedure – Traffic Management*

## Operational Plans

The **Site Manager** is required to update project operational plans to reflect site operational conditions (*Traffic Movement Plan, Services Plan, Evacuation Plan etc.*)

# PROCEDURE ASBESTOS MANAGEMENT



Refer to *Procedure: Working around live services*  
Refer to *Procedure: Traffic Management / Movement*  
Refer to *Procedure: Emergency Management*

## End of Shift Inspection

At the end of each shift / close of each day, the **Site Manager** is required to review / inspect the work area to confirm that required control measures are in place and, that the work area is safe / secure.

Observations should be recorded in the *Weekly Site Inspection*  
Refer to *Procedure: Performance Management*

## ACTIVITY COMPLETION

### WORK AREA REVIEW

At the end of each shift / close of each day / completion of work activities for which the Permit was issued, the **Site Manager** and Subcontractor Supervisor is required to review / inspect the work area to confirm that required control measures are in place and that the work area is safe / secure, and no further hazards / risks exist.

### CLEARANCE CERTIFICATION

A Clearance Certificate is a document issued by a licensed Asbestos Assessor to confirm that:

- / There is no visible asbestos residue remaining in the removal area or in the surrounding area.
- / The work area is deemed to be free of airborne contaminants.

A Clearance certificate is required for all asbestos removal work on completion of the asbestos removal work (i.e. for each work area) and prior to any other works being permitted in the removal areas.

Clearance Certificates must be made available to any person who has access to the project site and posted on the site notice board.

### DOCUMENTATION CLOSE OUT

After completion of the work, the **Site Manager** is required to close out the Permit.

Refer to *Procedure: Permit Management*

## ADDITIONAL INFORMATION

### LEGISLATION REFERENCE

National	<a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>
Victoria, Western	Refer to State Legislation
Code of Practice	How to Management and Control Asbestos in the workplace – Code of Practice 2018
Australian Standards	AS2601-2001 – <i>The Demolition of Structures</i>

# PROCEDURE ASBESTOS MANAGEMENT



## EXAMPLES

Asbestos Fire Retardant



Asbestos Roof Sheeting



Asbestos Piping



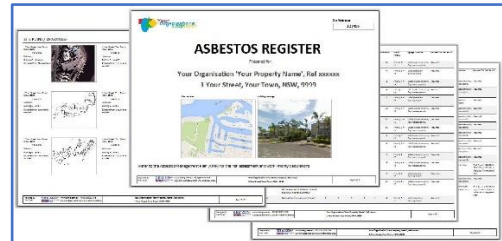
Asbestos Popcorn Ceiling



Asbestos - Air monitoring



Asbestos - Register / Removal Plan



Asbestos - Waste Management



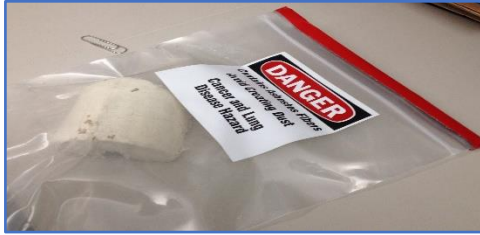
Asbestos - Identification



Asbestos - Sampling

Asbestos - Encapsulation

# PROCEDURE ASBESTOS MANAGEMENT



ACM - Unexpected finds



PPE - Personal protective equipment



## Unexpected Finds Protocol

### ACTIONS TO BE FOLLOWED WHEN SUSPECT MATERIALS ARE FOUND

Stop all work activities in the immediate finds area.

Contact the ADCO Site Manager and advise of the find.

Site Manager to construct temporary barricading around area.

Site Manager to contact the Project Manager and HSE Manager who will engage an Asbestos Assessor.

Asbestos Assessor to undertake detailed inspection, sampling and analysis.

On advice of a positive result, the Asbestos Assessor will supervise remediation, undertake validation and provide sample analysis and clearance certificates (as required)

Site Manager to consult with site workers and advise that area is safe and clear of suspect materials.

Site Manager to remove barricading. Work continues.