



Asbestos Containing Materials Report and Asbestos Management Plan



68 Latrobe Terrace

Paddington Qld 4064

10th July 2023



Asbestos Containing Materials Survey Report

68 Latrobe Terrace

Paddington Qld 4064

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Asbestos Containing Materials Survey Report

68 Latrobe Terrace

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Introduction

Ace Asbestos Consultant was engaged by the Paddington Heights CTS 8735 to undertake asbestos containing material survey located at 68 Latrobe Terrace Paddington Qld 4064. The site survey was completed by Alan Cox on 10th July 2023 and undertaken in accordance with the requirements outlined in the Work Health and Safety Act 2011 and the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace.



Scope of work, services and limitations

The scope of the asbestos containing materials survey as agreed with the client involved a visual inspection of representative construction materials and the collection and analysis of materials suspected of containing asbestos, where required. No asbestos register was available at the time of this survey 10th July 2023.

My professional judgement and experience were used in the identification and location of materials suspected of containing asbestos in accessible and representative areas.

Sampling was undertaken in accordance with the requirements documented in the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace, and Ace Asbestos Consultant safe work procedures for asbestos, with all sampling implements cleaned between sample collections to minimise sample cross contamination.

Executive Summary

The bonded ACMs documented within this report are in good to fair condition and therefore considered a low risk rating.

All bonded asbestos containing materials remaining in-situ should be effectively encapsulated (sealed/painted), labelled, managed or removed under controlled conditions by a B Class Licensed Asbestos Removal Contractor prior to refurbishment or any activity which may disturb this material.

Important note: Refurbishment & Demolition

This report may be used as a guideline to the location, condition and approximate extent of all accessible asbestos containing materials; however it is not possible without substantial stripping and demolition of the building, to guarantee that every source of asbestos was detected. Hence, care should be exercised when opening any previously uninspected and/or non-accessible areas as all areas and not accessed during the scope of this survey must be assumed to contain asbestos containing materials. Prior to refurbishment or demolition of the structure a fully intrusive ACM survey must be undertaken to gain access as far as practicable to all construction materials suspected of containing asbestos. Without full access to all areas of the building (i.e. wall cavities, beneath carpeted areas, internal of live equipment) all measurements are an on-site estimation, therefore, this report should not be used for the purpose of pricing the removal of asbestos containing materials unless accompanied by an appropriate and site-specific scope of works as part of an asbestos management and abatement program. Should any personnel come across any suspected asbestos material or materials unknown to them, work should cease immediately in the affected areas until further sampling and investigation is performed.

This report should be read in its entirety and must not be copied, distributed or referred to in part only.



Recommendations

Ace Asbestos Consultant recommends that the Persons Conducting a Business or Undertaking on the premises or PCBU implements the following actions to ensure compliance with National legislation and to ensure a healthy and safe workplace for staff, contractors and visitors to the site:

- ❖ **Where any asbestos containing materials are to be left in situ, maintain the asbestos management plan (AMP) at the site to ensure that the asbestos containing materials are effectively encapsulated (sealed/painted) labelled, managed and are not inadvertently disturbed through normal building operation/maintenance etc. The AMP would include such issues as in situ labelling of asbestos; work procedures on, or in the vicinity of, asbestos containing materials; induction and notification of contractors and key personnel responsibilities.**
- ❖ **The AMP should be prepared in accordance with and must comply with the Safe Work Australia Code of Practice-How to Manage and control of Asbestos in the Workplace 2011. This is a requirement under the Work Health and Safety Act 2011.**
- ❖ **The AMP must be made available to, and understood by, all participants involved in the management and operation of the site. The appropriate personnel at the site should be aware of the presence of the asbestos containing materials and the need to ensure that they remain undisturbed. They should also understand their role in achieving this.**
- ❖ **Provide a copy of the asbestos register located in Appendix A of this report to each of the occupants/tenants of the building/s (if applicable) and any contractors engaged to undertake refurbishment works who may be exposed to the asbestos.**
- ❖ **The asbestos containing materials should be reassessed at least every 5 years to monitor condition and to verify that control measures remain appropriate.**

Asbestos Legislation in Australia

The Work Health and Safety Act 2011 requires owners of structures or parts of structures that are workplaces (if all or part of the structure was built under an approval given by a local government before 31st December 2003), to comply with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace.

This requires owners to:

- ❖ Conduct an audit of the workplace for asbestos containing materials in accordance with WHS regulations;
- ❖ Prepare a register of asbestos containing materials;
- ❖ Where any asbestos containing materials are identified, prepare and implement an asbestos management plan (AMP); and
- ❖ Manage the risk of naturally occurring asbestos (NOA) at the site where identified.

The AMP should discuss the way asbestos is managed in the workplace, to minimise, or if possible eliminate, the potential for exposure to workers or other persons. This will include assessing if specific sources of asbestos containing materials are to be removed or otherwise enclosed or encapsulated. The plan should contain policies and procedures that define methods for restricting access to and preventing disturbance of asbestos containing materials. The AMP



should also include permits and work practices to be employed when working in the vicinity of asbestos containing materials. The AMP discusses the protocol for installing asbestos warning labels and signs on site and includes training requirements. The AMP represents an integrated risk management approach to ensure that practicable steps are taken to prevent or minimise the risk of exposure to asbestos containing materials at the site.

In accordance with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace, an asbestos containing materials register and AMP must be reviewed, maintained and updated at least every 5 years.

Existing Documentation

The following existing documentation was provided by the client and referred to during the asbestos survey program:

No asbestos register was available at the time of this survey 10th July 2023.

Sample Analysis (NATA Accreditation)

Samples were analysed by a NATA Accredited laboratory using quality-controlled procedures. Bulk sample analysis is undertaken in accordance with procedures and personnel that have been certified by the National Association of Testing Authorities (NATA).

Quality Assurance/Control

This work has been undertaken and performed in a professional manner, in accordance with generally accepted practices, using experience, skill and care ordinarily exercised by members of its profession and consulting practice. All quality assurance is undertaken by a qualified quality assurance professional to ensure that all procedures used in the field are controlled and can be duplicated if required.

Disclaimer

This report was prepared for Paddington Heights CTS 8735 solely for the purpose set out herein and it is not intended that any other person use or rely on it. Whilst this report is accurate to the best of my knowledge and belief, Ace Asbestos Consultant cannot guarantee completeness or accuracy of any descriptions or conclusions based on information supplied to it during site surveys, visits and interviews. Responsibility is disclaimed for any loss or damage, including but not limited to, any loss or damage suffered by Australasian Body Corporate Management arising from the use of this report or suffered by any other person for any reason whatsoever.

General Access Limitations

While the survey has attempted to locate all of the asbestos containing materials present, and as the survey was a visual inspection and sampling process, only those asbestos containing materials that were physically accessible could be located and identified. Therefore it is possible that materials that may be concealed within inaccessible areas/voids, may not have been located during the survey. Such inaccessible areas that fall outside the scope of this survey are listed below.

- In set ceilings or wall cavities.



-
- Service shafts, ducts etc., concealed within the building structure.
 - Voids or internal areas of plant, equipment, air-conditioning ducts etc.
 - Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works.
 - Height restricted areas.
 - Building facade fixing brackets.
 - Within internal wall partitioning;
 - Inside mechanical/plant equipment.
 - Gaskets, mastics and sealants to pipe-work, ductwork, mechanical equipment and construction/expansion joints.

Destructive surveying and sampling techniques were not employed to gain access to those areas listed above. Consequently, without substantial demolition of the building, it is not possible to guarantee that every source of asbestos has been detected therefore these areas must be assumed to contain asbestos containing materials.

Asbestos Risk Assessment Factors

In summary, to assess the health risk posed by the presence of asbestos containing materials, all relevant factors must be considered. These factors include:-

- Evidence of physical damage;
- Evidence of water damage;
- Proximity of air plenums or direct airstream;
- Friability of Asbestos containing materials;
- Requirement for access for building operations;
- Requirement for access for maintenance operations;
- Likelihood of disturbance of the Asbestos containing materials;
- Accessibility;
- Exposed surface areas; and
- Environmental conditions.

These aspects are in turn judged upon (i) potential for fibre generation, and (ii) the potential for exposure. Where these factors have indicated that there is a possibility of exposure to airborne fibres, appropriate recommendations for repair, maintenance or abatement of the asbestos containing materials are made.



General Asbestos Removal Requirements

- Asbestos abatement works must be performed in accordance with all legislative requirements. The statutory requirements for asbestos removal are prescribed in the Work Health and Safety Act 2011 and require compliance with the Safe Work Australia Code of Practice 2011- How to Safely Remove Asbestos.
- Prior to any refurbishment or demolition work that may disturb asbestos containing materials, remove any such asbestos containing materials. As prescribed by the Safe Work Australia -How to Safely Remove Asbestos Code of Practice 2011, only a "Class A" licensed asbestos removal contractor can conduct works involving the removal of friable Asbestos containing materials. Only a contractor holding a "Class B" license can remove bonded asbestos containing materials (such as asbestos cement sheeting) in quantities equal to or exceeding 10m². It is best practice to specify a "Class B" contractor for bonded asbestos removal work unless a risk assessment determines otherwise.
- The Person Conducting a Business or Undertaking (PCBU) or person commissioning the ACM removal works must engage a NATA-accredited Occupational Hygiene Laboratory to undertake air monitoring (Clearance inspection and Clearance Certification) following the completion of all ACM removal works and prior to re-occupation of the designated work area. Persons commissioning friable ACM removal works should ensure that;
- The asbestos removal area is enclosed to prevent the release of respirable asbestos fibres;
- Negative pressure is used, provided the enclosure being used is tested for leaks;
- The wet method of asbestos removal is used;
- The asbestos removal work area does not commence until the air monitoring is started by an independent licensed asbestos assessor





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Appendix A: Asbestos Containing Materials Register





68 Latrobe Terrace Paddington Qld 4064					Audit Date: 10th July 2023						
Asbestos Containing Materials Register					Auditor: Alan Cox						
Location - Item Description - Comments	Sample No.	Sample Status	Photo No.	Extent	Cond	Friability	Disturb. Potential	Risk Status	Re-inspect Date	Control Priority	Comments / Control Recommendation
Internal –Ground level Garages 1,2,4 & 8 Drain trap surrounds Asbestos fibre cement No access to 3,6,7	AAC3515-001	Positive Chrysotile	1-4	4 x <1m ²	Fair	Bonded	Low	3	July 2028	2	Manage utilising site AMP or engage a class B licensed asbestos removal contractor to remove under controlled conditions
Internal/external –Level 2 to level 3 Stairwell area Ceiling to stairwell and external soffit Asbestos fibre cement	AAC3515-002	Positive Chrysotile	5-6	10m ²	Good	Bonded	Low	3	July 2028	3	Manage utilising site AMP or engage a class B licensed asbestos removal contractor to remove under controlled conditions
Internal/external –Level 2 Stairwell area Ceiling to stairwell and external soffit Asbestos fibre cement	Suspected	Presumed positive	7-8	8m ²	Good	Bonded	Low	3	July 2028	3	Manage utilising site AMP or engage a class B licensed asbestos removal contractor to remove under controlled conditions
External –Level 3 East and West elevations. Soffit panels Asbestos fibre cement	Suspected	Presumed positive	9-11	40m ²	Fair	Bonded	Low	3	July 2028	1	Manage utilising site AMP or engage a class B licensed asbestos removal contractor to remove under controlled conditions
Internal –Ground to basement level Stairs Ceiling panels Fibre cement	AAC3515-003	Negative	12	-	-	-	-	-	-	-	No further action required
Internal –Level 2 Ceiling of unit 8 Textured decorative coating	AAC3515-004	Negative	13	-	-	-	-	-	-	-	No further action required



68 Latrobe Terrace Paddington Qld 4064					Audit Date: 10 th July 2023						
Asbestos Containing Materials Register					Auditor: Alan Cox						
Location - Item Description - Comments	Sample No.	Sample Status	Photo No.	Extent	Cond	Friability	Disturb. Potential	Risk Status	Re-inspect Date	Control Priority	Comments / Control Recommendation
External –Roof level Perimeter of skylight Infill panels to windows Asbestos fibre cement	Suspected	Presumed positive	14	12m ²	Fair	Bonded	Low	3	July 2028	1	Manage utilising site AMP or engage a class B licensed asbestos removal contractor to remove under controlled conditions



ACM Register Key

Risk status takes into consideration the condition, location, disturbance potential, friability etc of the ACM'S in order to prioritise abatement works.

Risk Status 1 – Hazard with a high risk potential – There is a high potential for exposure to asbestos fibres or for fibres to be generated during normal use. Should be controlled first.

Risk Status 2 – Hazard with a medium risk potential – There is a risk of exposure to asbestos fibres only if works will disturb the ACM'S or if it is damaged and in a sensitive location (air handling units). Should be programmed second but may be managed in-situ if it can be stabilised.

Risk Status 3 – Hazard with a low risk potential – There is a risk of exposure to asbestos fibres only during maintenance or during dismantling, demolition, repair or alteration of ACM'S.

Disturbance Potential Indicates the potential for the ACM'S to be disturbed by personnel or work undertaken in the area.

High – ACM'S were in a location where work is undertaken or personnel are accessing in a way that may disturb the ACM'S regularly (daily).

Medium – ACM'S were in a location where work is undertaken or personnel are accessing in a way that may disturb the ACM'S infrequently (weekly/monthly).

Low – ACM'S were in a location where work is undertaken or personnel are accessing in a way that may disturb the ACM'S rarely (yearly or greater).

Friability Indicates whether the ACM'S were friable (can be easily crumbled, pulverised or reduced to powder by hand pressure). Friable materials are generally a greater risk than non friable if not managed correctly.

Extent is an estimation of the size in square (m²) or linear metres (Lm) of the documented ACM or Suspected ACM

Condition Indicates the condition of the ACM'S and potential for exposure to personnel.

Good – ACM'S were not damaged and is showing no or little signs of deterioration.

Fair – ACM'S were slightly damaged and is showing some signs of deterioration.

Poor – ACM'S were badly damaged and showing significant signs of deterioration.

Control Priority is a numerical value that refers to the priority order in which abatement work should be undertaken. Number 1 represents the most significant hazard and should be rectified first whilst successive numbers after one is the order for ongoing maintenance work.

Note: Risk status, Disturbance Potential, Friability and Control Priority does not apply to the Non Asbestos Materials documented in this ACM register.

Re-inspection date

Recommended date for regular condition assessment in accordance with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace (at least every 5 years)



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Appendix B: NATA Accredited Analysis Certificate





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Appendix C: Photographs

Arrow Legend:

	Indicates that sample was POSITIVE for asbestos (ie. contains asbestos)
	Indicates the sample was NEGATIVE for asbestos



Photographs



Photo #1
Internal –Ground level
Garages 1,2,4 & 8
Drain trap surrounds
Asbestos fibre cement



Photo #2
Internal –Ground level
Garages 1,2,4 & 8
Drain trap surrounds
Asbestos fibre cement

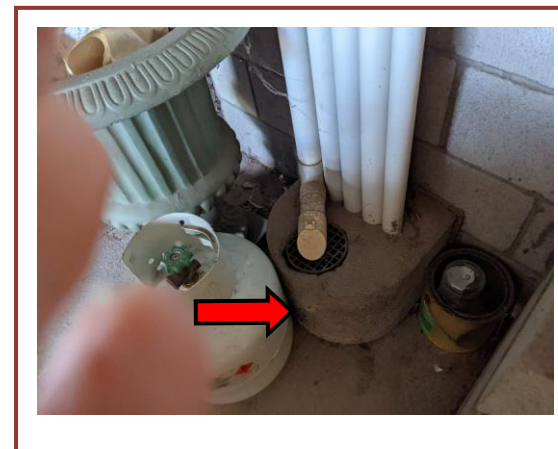


Photo #3
Internal –Ground level
Garages 1,2,4 & 8
Drain trap surrounds
Asbestos fibre cement



Photographs



Photo #4

Internal –Ground level
Garages 1,2,4 & 8
Drain trap surrounds
Asbestos fibre cement



Photo #5

Internal –Basement level
Garage to unit 1
Panel beneath laundry
equipment
Asbestos fibre cement



Photo #6

External –Roof level
Eaves panels to North South and
East sides including corner sections
to West
Asbestos fibre cement



Photographs



Photo #7

Internal/external –Level 2
Stairwell area
Ceiling to stairwell and external
soffit
Asbestos fibre cement



Photo #8

Internal/external –Level 2
Stairwell area
Ceiling to stairwell and external
soffit
Asbestos fibre cement



Photo #9

External –Level 3
Eat and West elevations.
Soffit panels
Asbestos fibre cement



Photographs



Photo #10
External –Level 3
Eat and West elevations.
Soffit panels
Asbestos fibre cement



Photo #11
External –Level 3
Eat and West elevations.
Soffit panels
Asbestos fibre cement



Photo #12
Internal –Ground to basement
level
Stairs
Ceiling panels
Fibre cement
No asbestos detected



Photographs



Photo #13
Internal –Level 2
Ceiling of unit 8
Textured decorative coating
No asbestos detected



Photo #14
External –Roof level
Perimeter of skylight
Infill panels to windows
Asbestos fibre cement



Photo #15
Internal
Basement level storage
No asbestos identified



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Appendix D: Asbestos Management Plan





1. Introduction

1.1 Purpose of this Asbestos Management Plan

The success of any option involving asbestos containing materials (ACMs) remaining in-situ is contingent on the necessity to ensure the asbestos remains undisturbed and in good condition.

As such, the purpose of this Asbestos Management Plan (AMP) is to ensure that all practicable steps are taken to prevent, or minimise the risk of exposure to ACMs, for all occupants of the site(s). This is driven by National legislation and is completed through the identification and listing of the known and typical locations of the ACMs and the implementation of appropriate control measures including engineering and administrative systems.

This AMP has been prepared in accordance with the Work Health and Safety Act 2011 and the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace, and encompasses the following principles:

- The ultimate goal is for the site to be free of ACMs;
- Consideration should be given to removal of ACMs where practicable, in preference to other control measures such as enclosure, encapsulation or sealing;
- Reasonable steps must be taken to label all identified ACMs;
- A risk assessment must be conducted for all ACMs;
- Control measures must be established to prevent exposure to airborne asbestos fibres (including monitoring the condition of ACMs and minimising the possibility of damage to ACMs);
- All employees, contractors and other persons who may be exposed to ACMs as a result of being on the premises must be provided with full information about the consequences of exposure to asbestos and appropriate control measures.

The AMP must be made available to, and understood by, all participants involved in the management and operation of the site. The appropriate personnel at the site should be aware of the presence of the ACMs and the need to ensure they remain undisturbed. They should also understand their role in achieving this.

1.2 Objectives of this Asbestos Management Plan

The AMP represents an integrated risk management approach to ensure that practicable steps are taken to prevent or minimise the risk of exposure to ACMs at the site.



The AMP therefore:

- Outlines the necessary actions to control the risk as required by state legislation.
- Identifies and describes the administrative line of authority for the site, outlining responsibilities, procedures and systems for the effective management and control of ACMs.
- Establishes a timetable for the review and assessment of the ACMs.
- Where appropriate instigates a work permit system, which ensures that any proposed maintenance, installation, alteration or renovation at the site is notified to the Management Plan Controller.
- Requires that all participants involved in the management and operations at the site are clearly informed and where necessary trained to manage the asbestos risks.

The Asbestos Register forms an integral part of an effective AMP. The AMP and Asbestos Register must be made available as required for inspection by tenants, other employers, employees, union representatives, government representatives, contractors and maintenance personnel.

2. Organisational Responsibilities

The AMP is an operation and maintenance program, designed in accordance with the *Safe Work Australia Code of Practice 2011-the How to Manage and Control Asbestos in the Workplace* to ensure that future works at 68 Latrobe Terrace Paddington Qld 4064, do not result in asbestos-related risks. All asbestos-related activities carried out at the site shall be employed under the auspices of the AMP, and the following key personnel are responsible for its implementation:

2.1 Management Plan Controller

The Management Plan Controller or PCBU is responsible for administration and supervision of asbestos-related tasks at the site.

The following tasks are to be conducted by the Management Plan Controller:

- Maintain the Asbestos Register and ensure that the ACMs are **regularly re-assessed** to comply with the Work Health and Safety Act 2011 and the *Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace*. The register of ACM'S should be reviewed at least every 5 years and a visual inspection of identified ACMs should be undertaken as part of any review. More frequent reviews may be required where a risk assessment indicates the need for reassessment;
- Maintain the AMP and ensure the AMP is reviewed whenever the Asbestos Register is reviewed;
- Liaise with tenants, contractors and maintenance personnel and ensure that all contractors whose work may impact on ACMs are informed of the presence of asbestos at the site;



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- Administer asbestos inductions and asbestos awareness training for contractors, site management and other key personnel as necessary;
 - In the event of remedial works to be carried out, the management plan controller must ensure that a risk assessment with recommendations are performed by a competent person prior to the asbestos removal and that the asbestos removalist takes the risk assessment and recommendations into account when developing the asbestos removal control plan. The management plan controller should supply precise details of its asbestos removal requirements to the asbestos removalist, in the form of a technical asbestos removal specification.
 - **Inform occupants** of all asbestos remedial works and air monitoring results;
 - Engage a licensed asbestos removal contractor as required by state legislative requirements to conduct asbestos abatement works;
 - Administer the Permit to Work system;
 - Install asbestos warning signage and labels to ensure ACMs are not accidentally disturbed;
 - **Prior to renovation** or demolition works, ensure materials identified as containing asbestos are safely removed from any proposed work area or appropriately contained so as to prevent accidental damage;
 - Ensure exposure to asbestos is kept as low as reasonably achievable and that no person is exposed to airborne asbestos fibres in excess of the exposure standard;
 - **Ensure** asbestos-related **records are maintained** with this AMP. Documentation must be archived for an indefinite period and be accessible to WHS representatives if requested. File all asbestos related documentation on an on-going basis including summaries of asbestos register updates, asbestos removal specifications, contractor asbestos removal control plans, air monitoring and clearance inspection certificates and asbestos waste disposal documents.

2.2 Occupants

All occupants or nominated representatives **must** notify the PCBU or Management Plan Controller of proposed refurbishment, demolition or maintenance works that involves the disturbance of the building fabric/structure or areas where ACMs exist.

Occupants must coordinate and cooperate with property management to ensure ACMs are not inadvertently disturbed and that all appropriate asbestos controls are put in place.

2.3 Contractors

All contractors working at the site shall be responsible for ensuring that works are conducted in accordance with the AMP and all permits and inductions have been completed.



Contractors must ensure proper safety procedures are followed and works are conducted in accordance with all relevant legislative requirements and best industry practice.

2.4 Asbestos Consultant

As with occupational health and safety issues, if ACMs are present or thought to be present in a workplace, there must be full consultation, information sharing and involvement by everyone in the workplace, including employees, workers, contractors and others.

The Management Plan Controller may appoint a suitably qualified occupational hygiene (asbestos) consultant to assist in the following areas:

- Conduct surveys to assess risk involved with proposed works where disturbance of ACMs is likely to occur prior to commencing proposed works and regular review of ACMs as required by state legislation;
- Develop '**Scope of Works**' documentation for removal of ACMs;
- Provide **occupational hygienist** services during asbestos abatement works (e.g. airborne fibre monitoring, inspections); and
- Review the AMP on a regular basis.

2.5 Workplace Health and Safety

Workplace Health and Safety administers and enforces the asbestos related National legislation. The Work Health and Safety Act 2011 requires building owners to manage ACMs in accordance with the Safe Work Australia codes of practice 2011. The Work Health and Safety Act 2011 also details the overriding general obligation of various parties including employers, self-employed persons and persons in control of workplaces, to ensure the workplace health and safety of persons affected by their work activities. The Act and Regulation as such requires the implementation of an asbestos management plan to control the asbestos risks.

Work Health and Safety inspectors may request access to asbestos related documentation from time to time. The Work Health and Safety Act 2011 outlines the powers of inspectors.



2.6 Licensed Asbestos Removal Contractor (LARC)

The PCBU or Management Plan Controller will engage a licensed asbestos removal contractor as prescribed by National Legislation to conduct asbestos abatement works. The asbestos removal contractor must perform all works in accordance with licensing requirements outlined in the Safe Work Australia-How to Safely Remove Asbestos Code of Practice 2011.

The licensed asbestos removal contractor (LARC) must develop a site-specific asbestos removal control plan before commencing any asbestos removal works.

3. Proposed Refurbishment or Demolition

In the event of any proposed refurbishment or demolition works, an asbestos refurbishment/demolition risk assessment & scope of works documentation (specification) must be carried out. This will specify appropriate work procedures and identify necessary asbestos abatement works required.

The client must ensure that a risk assessment/works specification is prepared by a competent person prior to the asbestos removal and that the asbestos removalist takes this into account when developing the asbestos removal control plan.

The Asbestos Risk Management Report should not be used for the purposes of costing for removal or programming of future refurbishment or demolition works unless accompanied by an appropriate and site-specific scope of works (specification) as part of an asbestos management and abatement program.

4. Contractor Asbestos Induction

All contractors and maintenance personnel visiting the site must report to the PCBU or Property owner or Management Plan Controller prior to commencing any works. The Property owner, PCBU or Management Plan Controller will provide a brief induction course for the building, examine the works to be performed and advise what can, and cannot, be done. The induction will include the dissemination of the following information:

- Areas of the site that are known to contain ACMs;
- Paddington Heights CTS 8735 has an asbestos register for the building on the site and an Asbestos Management Plan. These are made available on site to all contractors for reference;
- The Asbestos Management Plan provides direction on how to work safely with the ACMs and work on site is controlled by the Permit to Work system;
- Any asbestos abatement works must be approved by the property owner and conducted by suitably qualified (licensed) contractors;



- During normal routine maintenance work, external contractors and other personnel must report any residual, deteriorating or damaged ACMs (or suspected ACMs) to the property owner or Management Plan Controller as soon as possible so that the appropriate corrective action can be initiated;
- There is no guarantee that all ACMs have been identified on site due to access limitations and any suspect materials encountered during building, demolition or maintenance works must also be reported to the property owner, PCBU or Management Plan Controller.

Details of contractors or other personnel who have attended the induction are to be kept on file.

5. Work Permit System

5.1 When is a work permit required?

Prior to performing any works on the site that may impact on the building fabric/structure, it must be ascertained if the works will disturb, or potentially disturb, any ACMs. As such the occupant/contractor **must** obtain a **Work Permit** from the property owner when either of the following applies.

- The **Asbestos Register** has identified or suspects the presence of ACMs in the area of the proposed works; or
- The area where proposed works are to be conducted has not been fully assessed with regard to the presence of ACMs.

5.2 Why is a work permit required?

The Work Permit is required to ensure that future works at the site are conducted in a controlled manner to prevent the accidental disturbance of ACMs.

Any works likely to disturb the building fabric require the completion of the Work Request Form. During the completion of the Work Request Form, it is to be determined if an Asbestos Work Permit is required.

5.3 Building Owner

The building owner (or person acting on the owner's/client's behalf) must perform the following in relation to proposed asbestos removal works:

- Ensure an **appropriately licensed asbestos removalist** carries out the asbestos removal work;
- Give a copy of the **current asbestos register** to the asbestos removalist;
- Supply **precise details of asbestos removal requirements** (e.g. in the form of an asbestos removal technical specification or scope of works document) to the asbestos removalist;



5.4 Asbestos removal contractor

As prescribed by the WHS Regulations, only a “Class A” licensed asbestos removal contractor can conduct works involving the removal of friable ACMs.

Only a contractor holding either a “Class B” or “Class A” license can remove bonded ACMs (such as asbestos cement sheeting) in quantities equal to or exceeding 10m². The management plan controller will generally specify a “Class B” contractor for bonded asbestos removal work unless a risk assessment determines otherwise.

The asbestos removal contractor must prepare an asbestos removal control plan/ safe work method statement (SWMS), detailing the proposed work methodologies to be used to safely and effectively remove, enclose or encapsulate (as directed by Property Management) the ACMs. This SWMS must be submitted to Property Management and/or the nominated Occupational Hygienist for review and approval prior to commencing work on site.

5.5 Occupational Hygiene Consulting Services

5.5.1 Prepare an Asbestos Removal Scope of Works Document

The building owner/client or PCBU may engage a competent asbestos consultant to prepare the mandatory technical documentation/specification to describe how the ACMs are to be removed safely from the site including the requirement for occupational hygiene services.



6. Abatement of Asbestos Containing Materials

Materials identified as containing asbestos should be removed from any proposed work areas or satisfactorily contained prior to commencement of refurbishment or demolition works. A specific scope of works document (works specification) must be produced to manage the asbestos abatement project.

The removal of asbestos must be controlled within a strict asbestos removal technical specification. This specification must be prepared in accordance with the Safe Work Australia How to Safely Remove Asbestos Code of Practice 2011 and should include:

- Work area isolation (barrier protection, buffer zone);
- Removal methods (friable/non-friable);
- Contamination control methods (negative air pressure/decontamination procedures); and
- Health and safety procedures (respiratory protection, working at heights, scaffolding).

Asbestos abatement works must be performed in accordance with all legislative requirements. The statutory requirements for asbestos removal are prescribed in the WHS Regulations 2011 and requires compliance with the Safe Work Australia-How to Safely Remove Asbestos Code of Practice 2011.

By law, a licensed asbestos removal contractor will need to be engaged for any friable asbestos removal work. Licensing requirements for the removal of any bonded ACM'S (such as asbestos cement sheeting) depends on the quantities to be removed. However it is recommended that any works involving the removal, encapsulation or otherwise abatement of ACM'S in any form or quantity, shall be performed by a Class A licensed asbestos removal contractor.

A suitably qualified consultant must provide independent verification of the work practices; engineering controls and standard of workmanship employed during removal operations (refer *Occupational Hygiene Consulting Services* in section 6.3 below).

6.1 Building Owner

The building owner (or person acting on the owner's/client's behalf) must perform the following in relation to proposed asbestos removal works:

- Ensure an **appropriately licensed asbestos removalist** carries out the asbestos removal work;
- Give a copy of the **current asbestos register** to the asbestos removalist;
- Supply **precise details of asbestos removal requirements** (e.g. in the form of an asbestos removal technical specification or scope of works document) to the asbestos removalist;



6.2 Asbestos removal contractor

As prescribed by the WHS Regulations, only a “Class A” licensed asbestos removal contractor can conduct works involving the removal of friable ACMs.

Only a contractor holding either a “Class B” or “Class A” license can remove bonded ACMs (such as asbestos cement sheeting) in quantities equal to or exceeding 10m². The management plan controller will generally specify a “Class B” contractor for bonded asbestos removal work unless a risk assessment determines otherwise.

The asbestos removal contractor must prepare an asbestos removal control plan/ safe work method statement (SWMS), detailing the proposed work methodologies to be used to safely and effectively remove, enclose or encapsulate (as directed by Property Management) the ACMs. This SWMS must be submitted to Property Management and/or the nominated Occupational Hygienist or Licensed Asbestos Assessor for review and approval prior to commencing work on site.

6.3 Occupational Hygiene Consulting Services

6.3.1 Prepare an Asbestos Removal Scope of Works Document

The building owner/client or PCBU may engage a suitably qualified asbestos consultant or Competent Person to prepare the mandatory technical documentation/specification to describe how the ACMs are to be removed safely from the site including the requirement for occupational hygiene services such as air monitoring during ACM removal works, Clearance inspections and the issue of NATA-accredited Clearance Certificates following the completion of ACM removal works prior to reoccupation of the designated work areas.

6.3.2 Asbestos Removal Tendering Process

The building owner/client or PCBU may engage a suitably qualified asbestos consultant to manage the asbestos removal tendering process on behalf of the building owner/client.

6.3.3 Review of Contractor Asbestos Removal Control Plan/SWMS

The contractor Asbestos Removal Control Plan/SWMS must be reviewed to ensure it adequately covers the safe working requirements of the project. The Management Plan Controller may request a suitably qualified occupational hygienist undertake such a review.

7. Transport and Disposal of Asbestos Waste

Waste containing asbestos must be stored and transported in a receptacle designed to prevent the release of its contents. This can include standard 200µm thick clear polythene labelled asbestos waste bags or suitably sealed and labelled drums.



Asbestos is deemed a regulated waste under the Environmental Protection Regulation 2008. An EPA issued license is required for the transporting of regulated waste commercially or in quantities of more than 250 kg in a load.

Asbestos waste must be disposed of at local authority approved landfills.

EPA waste tracking documentation (i.e. Waste Transport Certificate) must be completed by:

- The producer or storer of asbestos waste;
- The asbestos waste transporter; and
- The asbestos waste receiving facility.

The asbestos removal contractor must supply a completed copy of the waste transport documentation to the Management Plan Controller.

The property manager may withhold payment on invoices until waste disposal documentation is received.

8. Damaged Asbestos Containing Materials

Damaged ACMs are to be reported to the PCBU or Property Manager/Owner as soon as possible. PCBU or Property Manager/Owner will instigate the appropriate corrective action and arrange to have the damage assessed if necessary and the materials repaired or removed as required.

The emergency response procedure for damaged asbestos or suspected ACMs is detailed overleaf in item 9.

A list of local licensed asbestos removal contractors that can be contacted to provide emergency clean up works is provided in Appendix C of this AMP. This list is not exhaustive and other reputable organisations may be available.

All reports of damaged ACMs are to be kept on file with the AMP.



9. Asbestos Disturbance – Emergency Response Procedure

In the event that an activity involves the accidental disturbance of ACMs, the following steps should be followed:

Step	Who	Steps / Notes
1.	Property Manager / Owner	Remove personnel from areas considered to be at risk in relation to asbestos exposure.
2.	Property Manager / Owner	Access to the area should be isolated, controlled by barriers or barricades and sign posted to prevent unauthorised persons entering the disturbance area. Inform tenant and appropriate personnel.
3.	Property Manager / Owner	The air handling system should be shut-off and/or temporarily modified to prevent the distribution of airborne asbestos fibres from the area to other areas in the building.
4.	Property Manager / Owner Asbestos Consultant & LARC	Contact an asbestos consultant or Competent Person to confirm the presence of ACM'S and to advise on appropriate control strategies. Following advice from the asbestos consultant, engage a licensed asbestos removal contractor (LARC) to undertake asbestos clean-up works. LARC to carry out removal works according to the Safe Work Australia Code of Practice 2011-How to Safely Remove Asbestos and within a detailed Scope of Works.
5.	LARC & NATA accredited Laboratory	Airborne asbestos fibre monitoring outside the area of the asbestos contamination shall be conducted by a NATA accredited laboratory while LARC clean-up works are being conducted to ensure that dust levels do not exceed acceptable levels.
6.	Asbestos Consultant & NATA accredited Laboratory	After clean-up works have been completed, airborne monitoring shall be conducted in the affected area to ensure that asbestos fibre levels are at an acceptable level. Only when the asbestos level is acceptable and the clean up works have been conducted to a satisfactory standard, shall personnel be allowed to reoccupy the affected area.



10. Unknown or Suspected Asbestos Containing Materials

It is not possible to guarantee that every source of asbestos at the site has been identified. The following should also be noted:

As parts of the site were constructed at a time when ACMs were widely used in building materials, it is possible that materials, which may be concealed within inaccessible areas/voids, may not have been located during previous surveys. Such inaccessible areas fall into a number of categories.

- Locations behind locked doors;
- In set ceilings or wall cavities;
- Those areas accessible only by dismantling equipment or performing minor localised demolition works;
- Service shafts, ducts etc, concealed within the building structure;
- Voids or internal areas of plant, equipment, air conditioning ducts etc;
- Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works; and
- Height restricted areas.

Destructive surveying and sampling techniques were not employed to gain access to those areas listed above. Consequently, without substantial demolition of a building, it is not possible to guarantee that every source of asbestos has been detected. In accordance with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace areas deemed inaccessible during the survey should be assumed to contain asbestos containing materials (ACM).

Therefore prior to any refurbishment works, further investigations should be performed using destructive survey sampling techniques. During the course of normal site works care should be exercised when entering any previously inaccessible areas and it is imperative that work cease pending further sampling if materials suspected of containing asbestos or unknown materials are encountered.

Therefore if any ACMs, or suspected ACMs, are encountered which are not listed in the Asbestos Survey Register, work should cease immediately pending further inspection, sampling and assessment by a suitably experienced asbestos consultant or Competent Person.



11. Signage and Labelling

11.1 Displaying of Asbestos Warning Signs

In accordance with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace, any areas of a workplace which contain ACMs should be sign posted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken.

The labelling/signposting program should be undertaken as part of the implementation of the asbestos management plan.

The type of typical generic warning labels are illustrated below.





Definitions

Asbestos is defined as the fibrous form of mineral silicates. There are two major groups of asbestos:

- **Serpentine** group minerals: **Chrysotile** (white asbestos); and
- **Amphibole** group minerals: **Amosite** (brown asbestos), **Crocidolite** (blue asbestos) and minor forms including **Actinolite**, **Tremolite** and **Anthophyllite**.

Asbestos minerals have separable long fibres that are strong and flexible enough to be spun and woven and are heat resistant. Because of these characteristics, asbestos has been historically used for a wide range of manufactured goods, mostly in building materials, friction products, heat-resistant fabrics, gaskets, and coatings.

Asbestos containing materials can be classified into two main groups, **friable** and **non-friable**.

Asbestos containing materials considered to be **friable** are materials that can be crumbled, pulverised or reduced to powder by hand pressure when dry. Friable asbestos materials are considered **higher risk** materials as they are more readily damaged, thereby possibly releasing fibres into the air.

Those that cannot be pulverised are considered as **non-friable** and generally considered '**low**' **risk** if properly handled. Non-friable asbestos containing materials are often referred to as 'bonded', where asbestos is bound in a bonded matrix such as Portland cement (e.g. fibre cement sheeting) or various resin/binders (e.g. vinyl floor tiles). The photographs below show asbestos mineral silicate in fibre form.

Crocidolite

Amosite

Chrysotile





Friable	Non-Friable (bonded)
▪ Sprayed asbestos materials applied to ceilings, walls and other surfaces for fire-rating purposes. This material is often referred to as 'limpet asbestos'. ▪ Asbestos-containing preformed or hand moulded insulation on pipes, boilers, tanks, duct's etc, often referred to as asbestos lagging. ▪ Asbestos containing low density fibre board / 'Asbestolux' ▪ Asbestos paper products, millboard in electrical switchboards or underlying lining for linoleum or vinyl floor coverings. ▪ Asbestos textiles, braided asbestos, rope, tape, gaskets etc (note that rope or gaskets when worn or in poor condition are potentially friable). ▪ Asbestos millboard from inside auxiliary switchboxes/fuse boards or air-conditioning re-heat boxes. ▪ In ground/buried asbestos material debris. ▪ Weather worn or damaged bonded asbestos cement 'super six' corrugated roof panels and associated gutter debris.	▪ Asbestos fibre cement sheeting and corrugated sheeting products, i.e. cement-like or concrete-like products (e.g. 'fibro' and 'super six roofing' –see description below). ▪ Vinyl tiles and vinyl flooring mastic and associated adhesives. ▪ Asbestos containing compounds, gaskets and mastic from mechanical fittings, and roofing membranes. ▪ Electrical switchboards containing compressed asbestos tar electrical boards (Zelemite), and asbestos rope to spark arresters. ▪ Roofing sealants, bituminous membranes, tar composites and similar materials were occasionally mixed with asbestos materials.. ▪ Asbestos fibre cement wall and ceiling lining. ▪ Asbestos fibre cement soffit or eaves linings. ▪ Asbestos fibre cement support columns. ▪ Asbestos fibre cement debris, buried or surfaced.



12. Asbestos Awareness Training

In accordance with the Safe Work Australia Code of Practice 2011-How to Manage and Control Asbestos in the Workplace, it is recommended that selected staff be provided with asbestos awareness training. It may be prudent to also offer training to tenants and contractors (especially long term/regular contractors) to increase their awareness of asbestos issues at the site. The training should cover the following aspects:

- Background information on asbestos;
- Asbestos related health effects and risks (e.g. asbestos is only a health risk when disturbed, resulting in the release of asbestos fibres into the airborne environment which may be subsequently inhaled);
- Asbestos-related legislation;
- Sources and general locations of ACMs at the site (as noted in the asbestos register);
- An overview of the structure and function of the AMP (i.e. a summary of how asbestos issues are managed at the site); and
- Responsibilities of the building owner, management, tenants, staff and contractors.

The training should be designed to serve a number of purposes:

- To increase the awareness and knowledge of building management personnel with respect to their statutory obligations in respect of the management of asbestos hazards at the site;
- To provide valuable introductory information to staff/contractors who may have a requirement to handle asbestos or enter areas where asbestos is present; and
- To assist the employer in addressing their statutory duties in respect of providing information, instruction and training to those potentially exposed to risk.

Specific PowerPoint based asbestos awareness training packages can be developed to meet such training requirements.



13. Duty Holders & AMP review

Complete the relevant tables below to identify nominated duty holders and AMP maintenance review dates;

Date	PCBU	Management plan controller	Job title/Position
AMP review date	PCBU	Management plan controller	Competent person



References

Ace Asbestos Consultant referred to the following documents during this survey.

- Work Health and Safety Act 2011;
- How to Manage and Control Asbestos in the Workplace- Safe Work Australia Code of Practice 2011;
- How to Remove Asbestos Safely-Safe Work Australia Code of Practice 2011; and
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC: 3003(2005)].