Asbestos Management Plan
INCIDENT PROCEDURES & REPORT
Naturally Occurring Asbestos

For more information refer to the Naturally Occurring Asbestos – Asbestos Management Plan Guide

List the NOA incident and steps taken to evaluate and record the incident.

Site address: __________________________________________________________

Specific location: _______________________________________________________

Asbestos Management Plan – Manager: _________________________________

Job Title: ________________________________ Company (if contractor): ___________

Telephone: __________________ Mobile: ______________ Email: ______________

Incident Description
Accidental asbestos finds can occur when work is in progress. Note details of the emergency or incident.

Date: ______________ Location of incident: ______________________________

NOA Incident Procedures Checklist
If NOA has been found undertake the following procedures and confirm completion.

(please tick ✔)

1. Work ceased immediately. Yes No N/A

2. The area was isolated until control procedures were implemented. Yes No N/A

3. A risk assessment was conducted. Yes No N/A

4. PPE and RPE procedures implemented. Yes No N/A

5. Dust minimisation procedures implemented including wetting. Yes No N/A

6. Was air monitoring required?
   a. A licenced asbestos assessor conducted monitoring. Yes No N/A
   b. Analysis report received and recorded. Yes No N/A
   c. Clearance certificate received and recorded. Yes No N/A

7. A sample of the material was collected by a competent person for NATA testing.
   a. Analysis report received and recorded. Yes No N/A

8. Location mapped and details added to the property Asbestos Management Plan. Yes No N/A

9. Has suspected NOA been covered with non-asbestos containing materials to stabilise NOA? Yes No N/A

10. Decontamination procedures implemented. Yes No N/A

11. Should works in the location where NOA was identified be avoided in future? Yes No N/A

12. If future works must be conducted on the site, implement safe work procedures and control measures. Yes No N/A
An investigation into why the incident occurred has been conducted.

*(please tick ✓)*

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Did workers have adequate training?</td>
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<td>Did workers strictly follow procedures?</td>
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<td>Was there an environmental change such as a strong or dry wind?</td>
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<td>Is health monitoring required?</td>
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<td>Did a non-standard activity occur that allowed fibres to be transferred such as the sharing of contaminated equipment?</td>
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Record the outcome of the investigation and include it in the Asbestos Management Plan for your records and to prevent reoccurrence of incidents.

This is a guide only. Circumstances can vary across all states and territories depending on location, type of work conducted and other circumstances. Be sure to check with your state or territory government for regulations specific to your region.