

## ASBESTOS MANAGEMENT RECOMMENDATIONS & GUIDELINES

The following requirements must be implemented before, during and after work is carried out on any building built or refurbished prior to 31 December 2003.

1. **Keep accurate records** of all asbestos-related work or activities planned or undertaken at the property or in various components of the property.
2. **Assume asbestos or ACM** is on site and that all material which may contain asbestos should be assumed to contain asbestos unless NATA accredited analysis confirms otherwise.
3. **Comply with WH&S regulations** when conducting maintenance of, or service work on non-friable asbestos or ACM.
4. **Ensure the exposure standard** for asbestos is not exceeded in the workplace.
5. **Ensure the PWCW, contractors and workers** know their responsibilities for all components of asbestos management on the workplace.
6. **The PWCW** must consult, cooperate and coordinate activities with building owners or managers as well as other businesses including tenants that are, or may be affected by work being conducted or may be involved in the same activities or share the same workplace.
7. **Ensure workers** have the appropriate training including asbestos awareness training.
8. **Prior to commencing asbestos-related work**, notify the regulator, the building owner and all others (such as business owners), tenants and workers that asbestos removal is to be undertaken.
9. **Check the site Asbestos Register** prior to commencing asbestos removal or disturbance work.
10. **If no Asbestos Register exists** for any structure built prior to 2003, engage a suitably qualified person such as licensed asbestos assessor, occupational hygienist or competent person to conduct an asbestos inspection and develop an Asbestos Register noting the types and locations of all confirmed or suspected asbestos and ACM.
11. **The qualified person** will also acquire samples of suspected asbestos or ACM for testing by a NATA accredited testing laboratory.
12. **The Asbestos Register must** list and identify the type of materials or products and their locations. The Register must be accessible to workers, contractors, consultants and health representatives and be updated should circumstances change or at five years periods.
13. **Label encapsulated or sealed** asbestos in accordance with regulations to prevent future disturbance.
14. **Undertake a Risk Assessment** prior to commencing work to control exposure risks to asbestos fibres ensuring exposure standards for asbestos are not exceeded when work is conducted.
15. **Develop a Risk Register** to record all possible risks or hazards including the possibility of personal injury, property damage or environmental impact. The Risk Register should include prevention or contingency actions and those responsible for managing those actions in relation to asbestos management.
16. **Develop and maintain** an Asbestos Management Plan (AMP) for the site, incorporating the risk register, ensuring processes and procedures for the effective management of asbestos is suitably documented. The AMP should be made accessible to workers, contractors, consultants and health representatives and any persons qualified to work with asbestos.
17. **Control the use of equipment** ensuring workers do not use certain types of equipment that can disturb asbestos or ACM.
18. **Only use qualified licensed asbestos removalists** to remove asbestos and ACM. Class A Licence for friable asbestos removal work and Class B Licence for non-friable asbestos removal work.

**DON'T MESS WITH ASBESTOS**

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Download what you need to know to manage asbestos in the workplace safely.

19. **Ensure removal and disposal** of asbestos or ACM is in accordance with the WH&S regulations.
20. **For maintenance or service work**, property owners, agents, managers or principal contractors should consider removing asbestos and ACMs as a control measure prior to conducting work. If removal is not practical, prior to work commencing, ensure workers (including plumbers, electricians and carpenters) have access to the Asbestos Register and are aware that unidentified asbestos may be present in the area/s where they will conduct the work.
21. **Ensure licensed asbestos removalists** are familiar with the site including site specific procedures and the Asbestos Register. Where possible they should be pre-inducted so that they can commence work immediately in the event of an incident or emergency.
22. **Asbestos removal must be conducted** according to Asbestos Removal Control Plans (ARCP). ARCPs must be prepared and implemented by the licensed removalist in line with safe work management systems. Copies of ARCPs must be supplied to the PVMCW and principal contractor and be made available to all workers on site. All removal work should proceed in accordance with this document.
23. **Remove all identified asbestos** - so far as is reasonably practicable. Asbestos must be removed by a licensed asbestos removalist or encapsulated, sealed and labelled (where practicable) prior to commencing any refurbishment or demolition work.
24. **Implement control measures** and procedures as recorded in the AMP if removal is not reasonably practicable such as the encapsulation, sealing and labelling of ACM.
25. **Engage a competent person** to carry out air monitoring of the work area if there is uncertainty as to whether exposure levels are likely to be exceeded and obtain copies of air monitoring reports and Clearance Certificates where required. These reports must be included in the AMP and made available and accessible to all relevant parties.
26. **Isolate the removal area** from other work areas erecting suitable warning signs and to prevent workers or others not working with the asbestos from being exposed to fibres.
27. **Inform workers** who may work with asbestos of any health monitoring requirements before work commences.
28. **Provide health monitoring** to workers who work with asbestos including during the licensed removal of asbestos or any other asbestos-related work if there is risk of exposure to fibres.
29. **Ensure all asbestos** and any asbestos contaminated materials are disposed of as asbestos waste in accordance with regulations.
30. **Asbestos and asbestos waste** must be transported and disposed of in accordance with jurisdictional legislation.
31. **Receipts of transport and disposal** must be supplied by the removalist to the PVMCW and be included in the AMP. The removalist should also provide a copy to the owner, manager and/or principal contractor for their records.

Search the online database at [asbestosawareness.com.au](http://asbestosawareness.com.au) for photographs of types of ACMs and their locations



**WARNING:** There are significant penalties if asbestos is not managed in accordance with regulations.