

# ASBESTOS MANAGEMENT HANDBOOK

**FOR COMMERCIAL &  
NON-RESIDENTIAL PROPERTIES**

For property owners, managers, agents, contractors, project managers and foremen responsible for the safe management of asbestos in accordance with Work Health & Safety regulations.



***The more fibres inhaled, the greater the risk to health. If you've ignored the warnings in the past, it's time to take the warnings seriously and follow Work Health and Safety regulations to manage asbestos safely! It's just not worth the risk!***



**AC Cladding, Flashing & Capping**



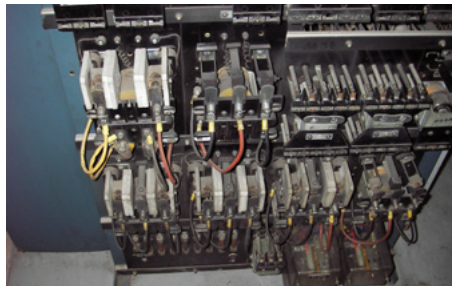
**AC Pipes**



**Vinyl Flooring with Asbestos**



**Asbestos in Ceiling**



**Elevator Control System**



**Pipe Lagging**

## ABBREVIATIONS

Asbestos Containing Materials	ACM	Person Conducting a Businesses or Undertakings	PCBU
Asbestos Management Plan	AMP	Person with Management or Control of a Workplace	PWMCW
Asbestos Registers	AR	Respiratory Protective Equipment	RPE
Asbestos Removal Control Plans	ARCP	Safe Work Method Statements	SWMS
Asbestos Cement	AC	Safety Management Plan	SMP
National Association of Testing Authorities	NATA	Work Health & Safety	WH&S
Personal Protective Equipment	PPE		

**WHAT IS A WORKPLACE?** A workplace is a place where work is carried out for a business or undertaking and includes any place where workers go when at work. If any work is conducted on a commercial or non-residential property, it is considered a workplace and all work must be conducted in accordance with Work Health and Safety Regulations 2017.



People who conduct a business or undertaking (PCBU) have the obligation under the Work Health & Safety Act 2011 to manage risks associated with asbestos and asbestos-containing material (ACM) at the workplace. The purpose is to minimise exposure of workers and others to asbestos fibres and thereby the incidences of asbestos-related diseases including mesothelioma, asbestosis and lung cancer.

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Visit the website to download additional resources including factsheets, templates and policies to manage asbestos safely.



Asbestos must be identified, recorded in an Asbestos Register and where practical, removed prior to works or labelled "Danger Asbestos".

## INTRODUCTION

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Although banned in the 1980s for use in commercial and non-residential properties, asbestos continued to be used in multiple locations throughout many of these properties prior to 31 December 2003. This Handbook and other useful resources have been developed to provide information and guidance relating to the safe management of asbestos and asbestos-containing material (ACM) for building owners, managers, contractors and workers, and to define their responsibilities in accordance with Work Health & Safety Regulations (WH&S) 2017.

Developed in consultation with stakeholders from the building, property management and government sectors, these resources also provide information and images on the types of materials and products installed (in these buildings) and their locations, the procedures for developing Asbestos Management Plans (AMP), Asbestos Check Lists and Asbestos Registers.

These resources are intended to act as a guide only to provide those industries most affected by asbestos in commercial and non-residential properties with essential information to increase understanding of the responsibilities associated with asbestos management and the requirements for compliance with government regulations.



**Preventing exposure** to asbestos fibres is the most effective means of preventing asbestos-related diseases.

## ASBESTOS & HEALTH RISKS

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Asbestos is a group of minerals that readily separate into long flexible fibres that occurs naturally in the environment and can be blue (crocidolite), brown (amosite), green (anthophyllite, tremolite and actinolite) or white (chrysotile, tremolite and actinolite).

Asbestos was mined for the manufacture of multiple products commonly used in the construction of a wide variety of residential, commercial and non-residential structures because it was cheap, durable, flexible, and was a naturally insulating and fireproofing material. However, because asbestos fibres were proven to cause cancers and other lung diseases, asbestos was completely banned in Australia in 2003 with governments throughout Australia actively engaged in community and trade education programs ensuring asbestos in all forms is managed safely.

### The risks of asbestos to the health of workers

Although the ultimate goal is for all workplaces to be free of asbestos, the risk to the health of workers occurs when work disturbs asbestos and releases microscopic fibres that can be inhaled. If fibres become airborne and settle on clothing, equipment and surfaces and are inhaled, this can lead to incurable diseases including mesothelioma, lung cancer and asbestosis. The more fibres inhaled, the greater the risk to the health of workers.

However, if undisturbed, well maintained and in a stable, sealed and good condition, asbestos and ACM is unlikely to release dangerous fibres and pose a health risk.

### Asbestos becomes a health risk when workers disturb asbestos and ACM including:

- When it is damaged or broken, cut, drilled, sawn, sanded scraped, waterblasted or disturbed during maintenance, demolition or refurbishment work; and
- When using tools, particularly power tools which can release a high concentration of fibres.

## UNDERSTANDING ASBESTOS & ASBESTOS CONTAINING MATERIALS

Asbestos-containing material (or ACM) is any material or product that may contain asbestos. Asbestos was used in multiple products and can be found in buildings constructed or refurbished prior to 31 December 2003.

It is difficult to identify if a material contains asbestos. Only testing by a National Association of Testing Authorities (NATA) accredited laboratory of a sample (collected by a competent person) can confirm the presence of asbestos in any workplace including in building materials commonly found in commercial and non-residential properties.

In residential buildings, asbestos products don't need to be removed if they're sealed, in good, stable condition and left undisturbed because they are unlikely to release dangerous fibres posing health risks. However, in commercial and non-residential properties, so far as is reasonably practicable, all asbestos that has been identified should be removed by a licenced asbestos removalist or encapsulated prior to commencing any work. For asbestos that is encapsulated, ensure it is labelled in accordance with regulations to prevent disturbance.

### Asbestos classification

Asbestos is classified as being "non-friable" or "friable".

**Non-Friable Asbestos** often referred to as "bonded asbestos" is any material (other than friable asbestos) that contains asbestos. Non-friable asbestos cannot be crumbled, pulverised or reduced to a powder by hand pressure when dry. Non-friable asbestos can be found in a variety of building locations.

### Examples of non-friable asbestos in commercial and non-residential buildings include:

1. Asbestos cement (AC) sheeting (fibro) flat or corrugated used internally and externally including roofing;
2. AC moulded products - architrave, joins, flues, downpipes, guttering, water and sewerage pipes;
3. AC ceiling tiles - perforated and solid;
4. Wall and floor coverings - vinyl and ceramic tiles, carpet underlay and vinyl sheeting;
5. Bitumen-based adhesives and water proofing;
6. Electrical stations (switchboards, fuses, wire sheathing) and plant;
7. Walls in bathrooms and partitions in toilet cubicles, kitchens and washrooms;
8. Textiles including asbestos ropes and fire blankets;
9. Resin based products used in a broad range of electrical, thermal and acoustic applications;
10. Plastic and paint products including epoxy paints;
11. Sealants, adhesives and filters; and
12. Friction products including gaskets.

### Over time, some non-friable material may become friable.

Examples of non-friable asbestos-containing material that can become friable as a result of a work process:

1. Asbestos cement sheeting that has been crushed;
2. Asbestos cement sheeting that has deteriorated from long-term exposure to a chemical mist, sun, rain or hail; and
3. Asbestos containing floor finishes that have become heavy worn such as sheet vinyl or vinyl tiles.

**Friable Asbestos** is any material containing asbestos in the form of a powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry. Friable asbestos was mainly used in industrial applications but non-friable asbestos can become friable if damaged, unsealed and exposed to weather.

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



**ONLY Class A Licenced Asbestos Removalists can remove friable asbestos.**

#### Examples of friable asbestos materials include:

1. Fire retardants - sprayed coatings on walls, beams including steel;
2. Insulation - sprayed in building cavities;
3. Loose asbestos in ceiling or floor and rise cavities and roof spaces;
4. Textured coatings sprayed onto ceilings;
5. Pipe lagging; and
6. Mill board – air conditioning heater banks and hot water system components.

*“A PWWCW must ensure that any workers who may be involved in asbestos removal or in carrying out asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM.”*

#### If asbestos is present, is it fixed or installed?

If the building was constructed or refurbished prior to 31 December 2003, then you must assume that asbestos is present and comply with the regulations ensuring it is managed safely.

**Fixed ACM** means that it is secured or attached such as asbestos-containing sheeting (AC sheeting) which is screwed or nailed (fixed) into position.

**Installed ACM** means that a material has been placed for a purpose such as loose-fill insulation which has been pumped or blown into a cavity such as ceiling space.

**‘In-Situ’** is the term often used to describe asbestos that has been fixed or installed.

# COMMERCIAL AND NON-RESIDENTIAL PROPERTY TYPES

There are many various commercial and non-residential structures built or refurbished prior to 31 December 2003 that may contain asbestos. Buildings and structures are categorised below.

<p><b>Hospitality</b></p> <ul style="list-style-type: none"> <li>• Cafes</li> <li>• Commercial Kitchen</li> <li>• Fast Food</li> <li>• Function Centres / Venues</li> <li>• Hotels</li> <li>• Motels</li> <li>• Pubs and Clubs</li> <li>• Restaurants</li> </ul>	<p><b>Government</b></p> <p><b>Local Government Buildings including</b></p> <ul style="list-style-type: none"> <li>• Childcare Facilities</li> <li>• Community Centres</li> <li>• Council Chambers</li> <li>• Libraries</li> <li>• Public Pools</li> <li>• Public Toilets</li> <li>• Sporting Facilities</li> </ul> <p><b>State Government</b></p> <ul style="list-style-type: none"> <li>• Ambulance Stations</li> <li>• Courts</li> <li>• Fire Stations</li> <li>• Police Stations</li> <li>• Prisons and Correctional Services</li> <li>• Public Transport Stations and Depots</li> <li>• Schools</li> <li>• Sporting Facilities</li> <li>• State Government Department Buildings</li> <li>• Train Stations</li> </ul> <p><b>Federal Government</b></p> <ul style="list-style-type: none"> <li>• Consulates</li> <li>• Courts</li> <li>• Defence               <ul style="list-style-type: none"> <li>• Airforce</li> <li>• Barracks</li> <li>• Military</li> <li>• Navy</li> </ul> </li> <li>• Federal Government Department Buildings</li> <li>• Postal Services</li> </ul>	<p><b>Agricultural</b></p> <ul style="list-style-type: none"> <li>• Abattoir</li> <li>• Animal Shelters</li> <li>• Farms</li> <li>• Granary</li> <li>• Marine</li> <li>• Storage</li> <li>• Winery</li> <li>• Vets</li> </ul>	<p><b>Recreational</b></p> <ul style="list-style-type: none"> <li>• Amusement Parks</li> <li>• Art Galleries</li> <li>• Cinema</li> <li>• Clubs</li> <li>• Community Centres</li> <li>• Convention Centre</li> <li>• Gym</li> <li>• Museums</li> <li>• Parks</li> <li>• Racecourses</li> <li>• Sports Fields with Stadiums</li> <li>• Scout and Community Halls</li> <li>• Sporting Facilities</li> <li>• Studios (art, dance, music, drama)</li> <li>• Swimming Pools</li> <li>• Theatres</li> <li>• Tourist Attractions</li> </ul>
<p><b>Commercial Properties</b></p> <p><b>High Rise</b></p> <ul style="list-style-type: none"> <li>• Convention Centre</li> <li>• Hotels</li> <li>• Office Building</li> <li>• Shopping Centres</li> </ul> <p><b>Mid Rise</b></p> <ul style="list-style-type: none"> <li>• Commercial Property Estate (multiple building tenants)</li> <li>• Data Centre</li> <li>• Department Store</li> <li>• Office Building</li> <li>• Shopping Centre</li> <li>• Supermarket</li> </ul> <p><b>Low Rise</b></p> <ul style="list-style-type: none"> <li>• Automotive Repairs</li> <li>• Bakery</li> <li>• Beautician</li> <li>• Book Shop</li> <li>• Car Wash</li> <li>• Petrol Station</li> <li>• Shop – General</li> <li>• Street Frontage Shop</li> </ul>	<p><b>Health Care Facilities</b></p> <ul style="list-style-type: none"> <li>• Allied Health Providers (Physios etc)</li> <li>• Chemist / Pharmacy</li> <li>• Doctors Surgeries</li> <li>• Hospice</li> <li>• Hospitals</li> <li>• Nursing Homes</li> <li>• Rehabilitation Facilities</li> <li>• Vets</li> </ul>	<p><b>Education Complexes</b></p> <ul style="list-style-type: none"> <li>• Adult Education Centres</li> <li>• Boarding Schools</li> <li>• Museums</li> <li>• Preschools</li> <li>• Schools: Primary, Secondary and Tertiary</li> </ul>	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Home offices</li> <li>• Religious Buildings (churches, synagogues, temples, mosques etc)</li> <li>• Tourist Attractions</li> </ul>
<p><b>Industrial Buildings</b></p>	<ul style="list-style-type: none"> <li>• Distribution Centres</li> <li>• Factories</li> <li>• Foundry</li> <li>• Power Stations</li> <li>• Industrial Estate (multiple tenants)</li> <li>• Telecommunication Stations / Pits etc</li> <li>• Warehouses</li> <li>• Water Utilities</li> </ul>		

## MANAGING ASBESTOS IN COMMERCIAL & NON-RESIDENTIAL PROPERTIES

Asbestos and ACM may be found in any commercial and non-residential structure built prior to 31 December 2003. In the effective control, management or removal of any asbestos or ACM from a commercial or non-residential property, the PWCW must ensure, so far as is reasonably practicable, that prior to commencing work:

1. All asbestos has been identified;
2. Asbestos is removed safely and in accordance with regulations by a licenced asbestos removalist;
3. Asbestos or ACM should be encapsulated, stable, in good condition and labelled if it's not practicable to remove it; and
4. For asbestos that is not identified but is assumed (such as underground pipes), there are procedures in place to prevent or minimise disturbance in accordance with regulations including ensuring these locations are noted in the Asbestos Register.

*“Whoever has responsibility over the workplace must never use, allow or instruct any worker to use certain types of tools or equipment on asbestos or ACM unless control procedures are implemented.”*

## COMPLIANCE WITH LEGISLATIVE REQUIREMENTS IN THE WORKPLACE

There are strict requirements regarding the management, control and/or removal of asbestos and ACM in a workplace. Under the **Work Health & Safety Act 2011** (WH&S) it is mandatory that a PCBU develop and implement a definitive and effective framework to ensure the health of workers and others are not put at risk when work is being carried out. The WH&S framework should be applied in conjunction with the Codes of Practice; **How to manage and Control Asbestos in the Workplace**, **How to Safely Remove Asbestos** and the **Work Health and Safety Consultation Cooperation and Coordination**.

Developing and implementing Asbestos Policies and Management Procedures will assist in effectively managing asbestos safely while complying with WH&S regulations and Codes of Practice.

### Effective asbestos management in accordance with regulations aims to ensure:

1. **Prevention:** The most important thing in managing asbestos safely in the workplace is to identify the risks and minimise disturbing asbestos-containing materials to prevent releasing fibres that can be inhaled.
2. **Protection:** Through an effective Asbestos Management Plan (AMP), workers are trained on procedures to manage asbestos safely ensuring they protect themselves and others from exposure to asbestos fibres. Documented procedures will include safe work Procedures to avoid disturbing asbestos and ACM and the use of Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) as required.
3. **Decontamination:** After working with any ACM, decontamination of workers, equipment and the work area ensures no residual fibres remain.
4. **Lawful Disposal:** All asbestos-containing or contaminated materials including disposable PPE must be transported and disposed of as asbestos waste according to regulations.



**POLICIES AND PROCEDURES MADE EASY** - To access templates for Asbestos Policies and Management Procedures visit [asbestosawareness.com.au](http://asbestosawareness.com.au)



## THE MOST COMMON BREACHES OF REGULATIONS THAT MUST BE AVOIDED

Industry and regulatory authorities have identified the most common breaches of regulations in relation to asbestos in commercial or non-residential properties. By managing asbestos in accordance with regulations and utilising the information, templates and fact sheets available, the following examples of incidents and breaches can be avoided.



**WARNING:** Significant penalties apply if asbestos is not managed in accordance with government regulations.

### Common breaches of regulations include when persons in control of a building or workplaces fail to ensure:

1. Asbestos Registers and AMPs are accurate, up to date, maintained and available to workers;
2. Suspected or assumed materials are treated as asbestos until proven otherwise;
3. Site specific Asbestos Removal Control Plans (ARCP) and Safe Work Method Statements (SWMS) or Safety Management Plans (SMP) are developed and implemented;
4. Workers are provided with appropriate training, communication and consultation in relation to the presence of asbestos and ACM;
5. Accurate information in relation to the presence of asbestos is provided to the PCBU, workers and contractors;
6. A nominated supervisor is onsite or readily available (within 20 mins of the site);
7. Adequate asbestos removal controls (no water available, no plastic on the ground below removal area, removal zones not delineated, inadequate signage, inadequate encapsulation, wrapping etc.) are in place;
8. PPE controls (not clean shaven, respirators being worn outside coveralls, non-compliant type of coveralls, shoe laces with boots/shoes etc.) are adhered to;
9. Decontamination areas are provided and adequately designed for the purpose;
10. That no water blasting of asbestos roofs or facades with high pressure cleaning occurs;
11. Excessive breakage of asbestos during removal is prevented;
12. That those who remove asbestos are adequately licenced to do so;
13. That clearance inspections are undertaken prior to and following demolition;
14. Those who undertake clearance inspections are suitably qualified (Class A or B Licence depending on if friable or non-friable); and
15. Asbestos waste is not dumped or disposed of in general landfill but disposed of according to regulations.

### CLEARANCE CERTIFICATE - INFORMATION REQUIRED



**Client Details:** Name of the client and contact details.

**Removal Work Details:** The date of removal, site address, specific asbestos removal work area/s and the name and contact details of the licenced removalist supervisor.

**Clearance Inspection Details:** Time and date the clearance inspection was conducted.

**Ensure:** Copies of the ARCP, the notification form and work is consistent with the ARCP.

## Examples of poor asbestos management practices that must be avoided

The following are examples of poor asbestos management practice in breach of regulations. These may occur as a result of a series of contributing factors ranging from materials not being identified in registers, to workers not being suitably trained or aware of the risks. The following examples should be avoided through implementing best practice Asbestos Management Procedures.

### EXAMPLE 1

#### The Problem:

1. A commercial building is having several bathrooms across multiple levels refurbished.
2. The building was built in the 1980s and has had one bathroom refurbishment to date.
3. The Asbestos Register is consulted and does not indicate the presence of asbestos in bathroom areas.
4. Demolition proceeds and after a short time it is found that the original wall and ceiling linings have been sheeted over at some point.
5. By the time the workers realise the second layers of sheeting behind the outer layers may be an ACM, a lot of material has already been broken and some has already left site for landfill.
6. Work stops and the material is confirmed as ACM by a hygienist.
7. Several workers have been exposed to asbestos.
8. Air monitoring and dust sampling indicates a large area of the site is contaminated.
9. Asbestos containing waste has been illegally transported and dumped in landfill.

#### The Solution:

Never assume an area is free of asbestos because the asbestos register does not identify an area as containing asbestos. Invasive inspections may not have been completed during the development of the Asbestos Register. Always engage a competent person to conduct inspections prior to commencing work.

### EXAMPLE 2

#### The Problem:

1. A building known to contain asbestos is having the mechanical services ductwork removed and replaced. Mechanical services ducts are air conditioning system ducts for the supply and return of air within building tenancies to plant rooms etc.
2. Several existing mechanical services heater banks contained within the ductwork have been tested for asbestos and returned negative results. Heater banks contain heating elements within air conditioning systems to maintain constant temperatures.
3. The method of removal of the duct work is not appropriate in that it is being allowed to drop to the floor after its support rods are cut.
4. The duct is partially dropped to the floor and white fibrous material spews from the open end.
5. The material is later confirmed to be asbestos.

#### The Solution:

Had all heater banks been tested prior to removal, the asbestos would have been identified prior to being disturbed and removed safely in accordance with regulations.

## Examples of proactive management practices that should be implemented

The following are examples of proactive asbestos management practices demonstrating how asbestos containing materials are managed safely and in accordance with legislation.

### EXAMPLE 1

#### The Problem:

1. A building is suspected of having asbestos containing vinyl flooring in certain locations which are noted in the asbestos register as 'suspected' ACM.
2. The site manager proactively ensures a licenced asbestos assessor, occupational hygienist or competent person samples each area of flooring at the start of each stage of the project.
3. Where asbestos is identified in the flooring it is noted in the Asbestos Register and is removed under controlled conditions by a licensed asbestos removalist.
4. After four stages are completed, the final stage commences.
5. More samples of the flooring are taken and return negative results.
6. The site manager is not convinced that all areas of flooring are the same and seeks more tests prior to demolition.
7. Subsequent additional tests identify one room has a combination of non-asbestos containing vinyl and asbestos containing vinyl – both are identical in appearance.

#### The Positive Outcome:

The ACM is noted in the Asbestos Register and safely removed by a licenced asbestos removalist, preventing workers from being exposed to asbestos fibres.

### EXAMPLE 2

#### The Problem:

1. The site manager of a project in a building known to contain asbestos reviews the asbestos register.
2. The services risers are not identified as containing asbestos. Services risers are vertical shafts or compartments that run through multiple building levels (generally from basement to roof top) and contain services such as water, drainage, electrical, mechanical, telecommunications etc.
3. The site manager notices fibre cement fragments on the riser floor and on top of the switchboard and is concerned that it may contain asbestos and assumes it does.
4. A licenced asbestos assessor, occupational hygienist or competent person is engaged and confirms the presence of asbestos.
5. The material is coming from the ceiling of the service riser that has an asbestos cement sheet that was used as form work for the concrete floor above when the building was constructed.
6. The sheet is so high up it is not clearly visible and looks like concrete from a distance.
7. The material has been disturbed through previous work where other contractors have unknowingly drilled through the material from within the service riser on the floor above to run cables.

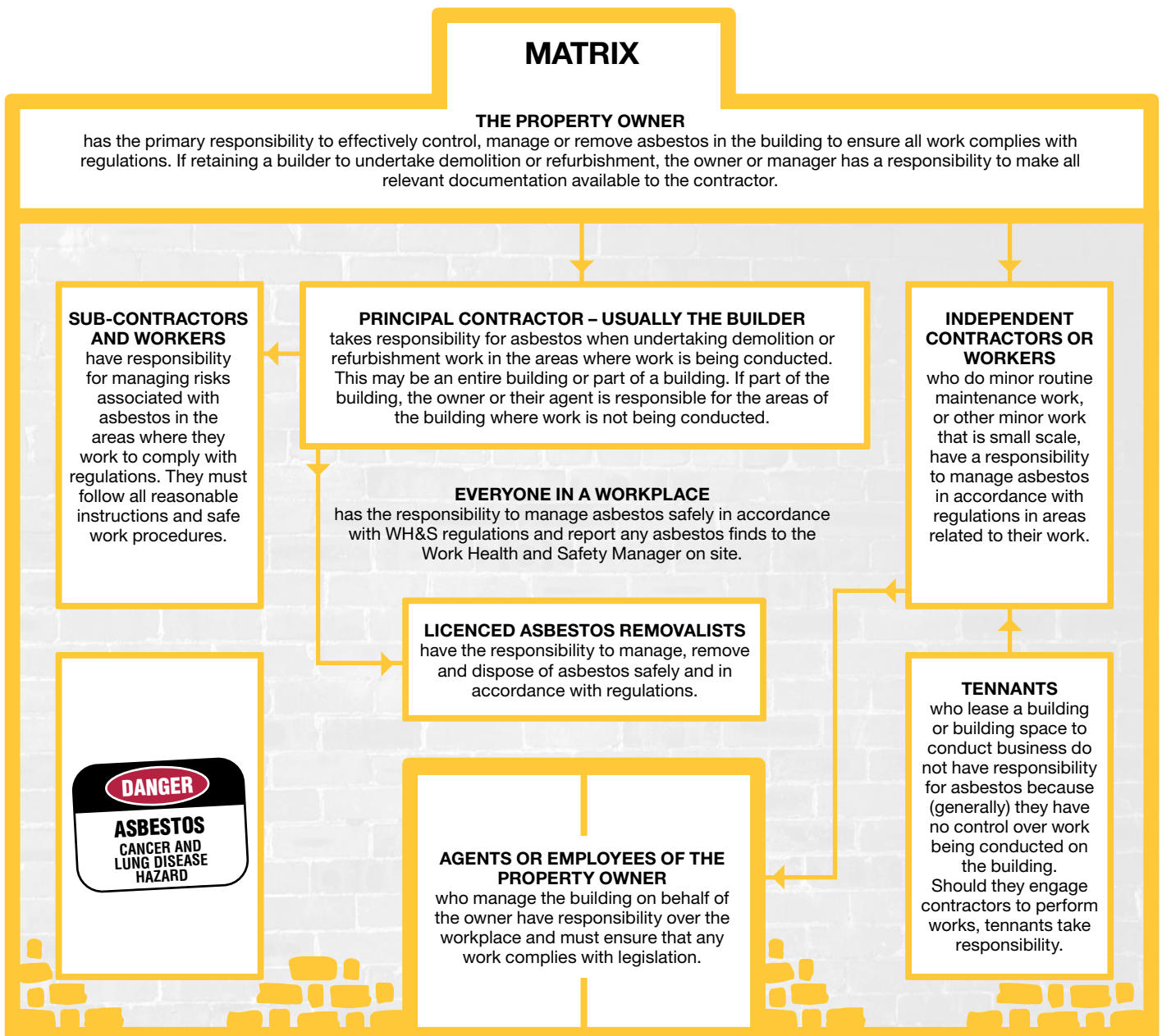
#### The Positive Outcome:

The site manager's proactive approach to having the materials tested prior to demolition has prevented other workers from being exposed to asbestos fibres.

# ROLES AND RESPONSIBILITIES FOR THE MANAGEMENT OF ASBESTOS & ACM

Generally, persons conducting businesses or undertakings (PCBU) involving management or control of workplaces (PWWCW), are those with the power to make decisions about maintenance and any changes to the structure of the building. They have the responsibility for managing asbestos on a commercial property. However, people in various roles have shared responsibilities for management or control over a commercial or non-residential property where work is conducted and asbestos may be present. These include:

1. The property owner;
2. The property owner's employees (if tasked with building management responsibilities);
3. A person who may not be located at the property but has been legally assigned management over the property such as an agent;
4. Anyone in control of a workplace within a property such a principal contractor or builder; and
5. If a principal contractor takes possession of a site to conduct work then they are responsible for the workplace where the work is being conducted.



## Who does not have control over the workplace?

1. Contractors and sub-contractors don't often assume control of the workplace as they are engaged or employed by the building owner, manager or principal contractor or specified controller (agent).
2. Tenants (generally) who lease a building or a building space to conduct business are not considered responsible for the management or control of the workplace because they can't make changes to the structure of a building (subject to contractual leasing arrangements). However, if work is to be conducted in a building where tenants work, they must be notified in writing that asbestos work is to be undertaken.

## Responsibilities of property owners, agents or managers with management or control over the workplace

The person with management or control over the workplace (the building owner or manager), holds the responsibility for the effective control, management or removal of any asbestos or ACM.

They have a duty to ensure that asbestos is removed (where practicable) or remains undisturbed, in good condition and is labelled. If asbestos is removed, it must be removed in accordance with an ARCP and WH&S regulations.

When a principal contractor or builder takes possession of a site, the building owner or manager has a direct responsibility to provide the builder with the Asbestos Register and all other relevant WH&S information including:

1. The Asbestos Register - If none exists it must be developed, managed and updated as required;
2. Building plans;
3. Design specifications;
4. Correspondence with builders and plant manufacturers on previous work conducted; and
5. Consultation with property owners, managers and workers in the workplace who may provide information relating to previous work.

## Responsibilities of principal contractors

While the responsibility for asbestos management lies with the building owner, their agent or manager; when maintenance, refurbishment or demolition work is to be carried out, responsibility for managing the workplace is assigned to the principal contractor or builder after they've taken possession of the property.

When the principal contractor takes possession of the areas where work is to be undertaken in the property, they take responsibility as the PWCW although the owner or manager also shares responsibility.

Prior to commencement of any work principal contractors or contractors (often the builder) must assume asbestos is present in any property constructed prior to 31 December 2003. They must comply with the WH&S regulations in conjunction with the Codes of Practice *"How to manage and Control Asbestos in the Workplace"* and *"How to Safely Remove Asbestos"* and the *"Work Health and Safety Consultation, Cooperation and Coordination"*.

## The principal contractor is responsible for ensuring:

1. Their workers are provided with a copy of the Asbestos Register and all relevant information in the AMP;
2. Workers are trained in Asbestos Awareness and to address any asbestos related hazards and implement appropriate controls identified in the Asbestos Register and AMP within their SWMS or SMP; and
3. Providing any sub-contractors (also PCBU's) with a copy of the Asbestos Register. This is supplied directly to the sub-contractor's management around the time of contract letting but must be prior to the compiling of the sub-contractor's SWMS or SMP.

## Responsibilities of sub-contractors

### The sub-contractor is responsible for ensuring:

1. Their workers are provided with a copy of the Asbestos Register;
2. Workers are trained in Asbestos Awareness and to address any asbestos related hazards and implement appropriate controls for asbestos that has been identified in the Asbestos Register; and
3. They provide workers with all required equipment to ensure they can carry out their work safely.

## Dual responsibilities of owners, managers and principal contractors

### Either the building owner, manager or the principal contractor (whichever has control over the workplace) has the responsibility to ensure:

1. Induction of all workers to the site – includes providing information about asbestos risks and controls;
2. Workers have a SWMS or SMP that identifies the asbestos hazard and controls;
3. Workers have been trained in the SWMS or SMP;
4. Workers have the required competencies by checking licences or training records;
5. Workers have appropriate equipment;
6. Monitor work activities to ensure it is being completed as per the SWMS or SMP;
7. All known asbestos is labelled or sign posted (where practicable);
8. A copy of the building Asbestos Register is available on site and that workers have access to it;
9. Any suspect materials are tested/inspected by a competent person and that those materials are treated as asbestos until proven otherwise;
10. Communicate any changes in relation to asbestos - i.e. newly identified material, suspect material, restricted areas, clearance of material, asbestos related incidents etc.;
11. When asbestos is being removed, an ARCP is in place and the contractors are appropriately licenced;
12. The ARCP is being implemented correctly;
13. Asbestos waste is being transported by licenced contractors;
14. Asbestos waste is tracked and received by licensed waste facilities;
15. The regulator is notified of any licensed asbestos work;
16. Any independently sourced asbestos Inspection Reports, Clearance Certificates and the like are provided to the building owner, agent and/or management for their records and updated in the Asbestos Register and AMP; and
17. Workers involved in the removal of asbestos have undergone health monitoring.

## Responsibilities of all sub-contractors and workers

Although the PWCW has management control over the workplace, Contractors, sub-contractors and workers all have a legal obligation to manage asbestos safely and to be diligent in ensuring they and others take all the necessary precautions when dealing with asbestos and ACM.

### All workers on a site have responsibility to:

1. Follow all reasonable instructions;
2. Work in accordance with the safe work method systems and if they cannot, they must stop and notify their direct report;
3. Wear all clothing and safety equipment provided;
4. Not wilfully damage safety equipment;
5. Not endanger others through their actions; and
6. Report any suspected ACM to the person in control of the workplace.

## DEMOLITION & REFURBISHMENT OF COMMERCIAL & NON-RESIDENTIAL PROPERTIES

For the demolition or refurbishment of buildings constructed or refurbished before 31 December 2003 or any part of a building such as one or more floors; prior to work being carried out, the PWMCW for the property must:

1. Review the Asbestos Register – If no register exists, an Asbestos Register must be developed;
2. Provide a copy of the AMP and Asbestos Register to the person carrying out the demolition or refurbishment work; and
3. Ensure asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable, removed before refurbishment or demolition work commences.

The licence holder engaged to conduct demolition or refurbishment must obtain a copy of the Asbestos Register before work commences ensuring asbestos is managed in accordance with regulations.

### Examples of demolition or the dismantling of a structure or part of a structure may include:

1. Dismantling of a decommissioned industrial plant;
2. Demolition of a building or part of a building; and
3. Dismantling of an old boiler for the purpose of disposal.

### Examples of refurbishment may include the partial demolition or the dismantling of:

1. A boiler for the purpose of cleaning and repairing;
2. Large plant in order to access and remove asbestos-containing gaskets to replace them with non-asbestos-containing gaskets;
3. A building by removing sections of an asbestos cement roof; and
4. Part of a building for the purpose of renovation.



**Demolition or refurbishment works** MUST NOT be carried out without reference to the Asbestos Register and Asbestos Management Plan. If work is to be conducted, both records MUST be reviewed and incorporated into the SWMS and ARCP prior to work commencing.

### What is not considered demolition and refurbishment work?

Demolition does not refer to the removal of formwork, falsework or other structures that allow access or containment during work or the removal of power, light or telecommunication poles.

Demolition and refurbishment work does not include minor routine maintenance work, or other minor work that is small scale, often short in duration and may be unscheduled. Minor work includes small tasks that are of short duration, such as cutting a small hole into an asbestos-containing eave to install a cable, removal of an asbestos-containing vinyl tile to install a plumbing fixture, or hand-drilling holes into an AC sheet to attach a fitting.

However, precautions must still be taken by the worker to prevent contamination of themselves, others and the surrounding environment. This includes the use of PPE (P2 or P3 mask, coveralls etc.), the laying down of plastic immediately below removal area, the use of PVA and water sprays and HEPA filter vacuums during the work, wet wiping surfaces after completion and regulated disposal.



For information relating to PPE & RPE, equipment, required procedures, decontamination and disposal, refer to Fact Sheets at [asbestosawareness.com.au](http://asbestosawareness.com.au)

# IDENTIFYING ASBESTOS IN COMMERCIAL & NON-RESIDENTIAL PROPERTIES

It is a legal requirement that all structures built prior to 31 December 2003 must be inspected for asbestos in accordance with WH&S legislation. The following images will assist property owners, contractors, project managers and workers to identify where asbestos or ACM might be expected.

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

*“Those with responsibility over a workplace must ensure asbestos or ACM is identified by a competent person, the locations of materials are clearly noted in an Asbestos Register including in-situ asbestos that is labelled.”*



**AC Ceiling**



**AC Promenade Tiles**



**Acetylene Gas Cylinders**



**AIB Ceiling and Fire Breaks**



**AIB Duct**



**Asbestos Pipes**



**Asbestos Cement Roof**



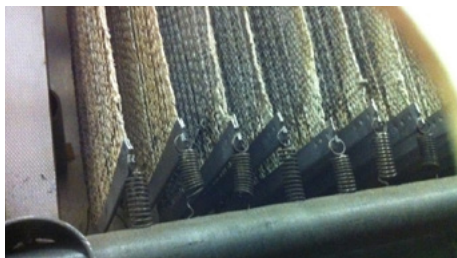
**Asbestos Containing Grout**



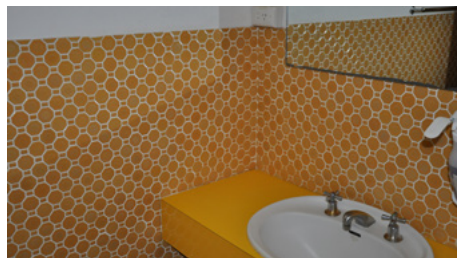
**Asbestos Cement & AC Pipes**



**Flue, AC Roofing, Ridge Capping and Guttering**



**Friable Asbestos Insulation in an Electrical Fuse Housing**



**Asbestos Behind Tiles - Adhesive and Wall**





**Electrical Switch Board**



**Gaskets**



**Lino Flooring**



**Sprayed Insulation**



**Window Putty**



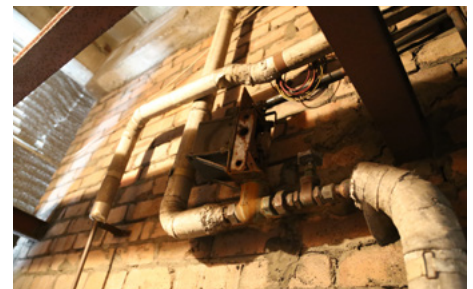
**Underground pipes**



**Tilux in Bathroom**



**Mastic**



**AC Pipes Lagging**



**Woven insulation – cable bandages**



**Fire Door**



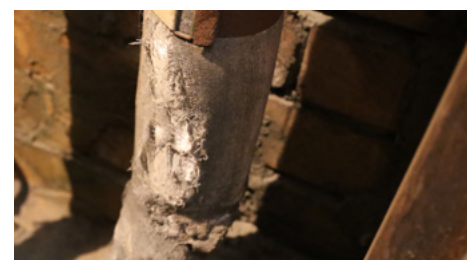
**AC Pipe**



**Low Density Fibreboard Ceiling Panels**



**Wall Cladding, Flashing and Corner Capping**



**Textile - Asbestos Sheathing Over Lagging**

## Types and locations of asbestos and ACMs

- Acetylene gas cylinders: filler
- Air Conditioning: ducting exterior or interior acoustic and thermal insulation
- Air Conditioning: Sealants and mastics in air-conditioning ducting joints
- Air-conditioning ducting systems - Asbestos textile gussets
- Arc shields in lift motor rooms or large electrical cabinets
- Asbestos ceiling tiles
- Asbestos cement conduits
- Asbestos cement render, plaster, mortar and coursework
- Asbestos cement sheet
- Asbestos felts Asbestos marine board (eg marinate)
- Asbestos mattresses used for covering hot equipment in power stations
- Asbestos paper used variously for insulation, filtering and production of fire resistant laminates
- Asbestos-based plastics products: electrical insulates, acid-resistant compositions or aircraft seats
- Asbestos-containing pegboard
- Attenuators: internal insulation
- Autoclave/steriliser insulation
- Bitumen-based water proofing, such as malthoid (typically on roofs and floors, but also in brickwork)
- Bituminous adhesives and sealants
- Boiler gaskets, insulation, slabs and wet mix
- Brake disc pads & clutch linings
- Cable penetration insulation bags
- Cable sheaths or bandages
- Cable troughs and covers: asbestos cement
- Calorifier insulation
- Car body filters (not common)
- Carpet underlay
- Caulking compounds, putty, sealants and adhesives
- Ceiling: Asbestos cement sheet solid and perforated
- Cement render
- Choke Boxes: street lighting
- Clutch faces
- Compressed asbestos fibres (CAF) for brakes and gaskets in plant and vehicles
- Corrugated asbestos cement sheeting
- Door and window moulding / architrave
- Downpipes
- Eaves
- Electric heat banks: block insulation
- Electric hot water services (normally not asbestos, but some millboard could be present)
- Electric light fittings, high wattage, insulation around fitting (and bituminised)
- Electrical switchboards or backing boards (eg Zelemite, Ausbestos, Lebah)
- Electrical: Fuses and circuit breakers
- Engine packing
- Exhausts on vehicles
- Exhausts: Asbestos cement sheet internal over exhaust canopies, such as ovens and fume cupboards
- Filters: beverage, wine filtration
- Fire blankets
- Fire curtains
- Fire dampers
- Fire door insulation
- Fireplace, gas heater and wood fire heaters
- Fire-rated wall rendering containing asbestos with mortar
- Fire-resistant plaster board, typically on ships
- Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry
- Flexible hoses
- Floor: Asbestos cement sheet underlays for vinyl and lino
- Flooring: bituminous adhesives for lino, vinyl, carpets and tiles plus in backing
- Flooring: Compressed asbestos cement panels for flooring, verandas, bathrooms and steps for demountable buildings
- Flues and downpipes: moulded asbestos cement
- Form Work: Asbestos cement in the use of form work when pouring concrete
- Galbestos™ roofing materials (decorative coating on metal roofs for sound proofing)
- Gas meter covers: asbestos cement
- Gaskets: chemicals, refineries
- Gaskets: general Gauze mats in laboratories/chemical refineries
- Gloves: for insulation against heat

- Hairdryers: insulation around heating elements
- Header (manifold) insulation
- Head tiles
- HVAC Ducts in insulation and lagging
- Insulation blocks
- Insulation in electric reheat units for air conditioner systems
- Joist and Piers: Asbestos cement pieces for packing spaces
- Kerosene heaters: Chrysotile wicks
- Laboratory bench tops
- Laboratory fume cupboard panels
- Laboratory ovens: wall insulation
- Lagged exhaust pipes on emergency power generators
- Lagging in penetrations in fireproof walls
- Lagging or insulation around pipes and boilers
- Laminates: Asbestos-containing laminates (eg Formica) used where heat resistance is required (eg ships)
- Lift brakes and shafts: asbestos cement panels lining the shaft at the opening of each floor and asbestos packing around penetrations and brakes
- Limpet asbestos spray insulation
- Linoleum / lino: backing and adhesive
- Locomotives (steam) lagging on boilers, steam lines, steam dome and gaskets
- Loose fill insulation
- Mastics
- Millboard between heating units and walls
- Millboard lining of switchboxes
- Mortar
- Ovens and Stoves: old domestic type, wall insulation and rope heat seals on oven doors
- Packing material on window anchorage points in high-rise buildings
- Packing materials for gauges, valves, etc: can be square packing, rope or loose fibre
- Paint (typically industrial epoxy paints)
- Penetrations through concrete slabs in high-rise buildings
- Pipe insulation including moulded sections, water-mix type, rope braid and sheet
- Pipes: Asbestos cement water and waste pipes
- Plaster and plaster cornice adhesives
- Pump insulation
- Refractory linings
- Refractory tiles
- Roof tiles made of asbestos
- Roofing: corrugated asbestos cement sheets
- Roofing: moulded asbestos cement products, such as gutters, ridge capping, flashing, downpipes
- Rubber articles (extent of usage unknown)
- Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts
- Spackle or plasterboard wall-jointing compounds
- Sprayed insulation: acoustic wall and ceiling; beams and ceiling slabs; fire retardant sprayed on nut internally, for bolts holding external building wall panels
- Storm drain pipes: Asbestos cement storm drains
- Switchboards: Fuse blankets and ceramic fuses
- Tape and rope: lagging and jointing
- Tapered ends of pipe lagging (where lagging is not necessarily asbestos)
- Telecommunications Pits: Asbestos cement underground pits, as used for traffic control wiring and cabling
- Textiles: Asbestos rope, braid, cable sheaths gloves, yarn, cloth and webbing
- Tiles: Asbestos cement sheet behind ceramic wall tiles, adhesives and bonding compound
- Tilux sheeting: in place of ceramic tiles in bathrooms, kitchens and laundries
- Trailing cable under lift cabins
- Trains: Harris cars (sprayed asbestos between steel shell and laminex)
- Trains: guards vans, millboard between heater and wall
- Valve insulation
- Vent pipes
- Vermiculite ceiling
- Villaboard
- Vinyl tiles
- Walls - external: Corrugated Super-6 asbestos cement, flat, or moulded, imitation brick or cladding
- Walls - internal: Asbestos cement sheet flat
- Welding rods
- Windows: Sealant, mastic or putty and sandwich panels

## DOCUMENTATION FOR MANAGING ASBESTOS AND ASSOCIATED RISKS

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Having policies and procedures in place will assist in managing asbestos in accordance with legislation. The following records must be developed, implemented and maintained in accordance with regulations by the PVMCW (property owner or manager).

1. Asbestos Management Policy;
2. Asbestos Management Plan;
  - a. Risk Assessment
  - b. Asbestos Register
  - c. Safe Work Procedures and Control Plans
  - d. Unexpected Asbestos Finds Procedures
  - e. Procedures for Emergencies, Incidents and Investigation Reports
3. Training of Workers;
  - a. Records of training undertaken
  - b. Consultation with workers
  - c. Health monitoring of workers
4. Copies of Asbestos Removal Plans that are the responsibility of the licenced asbestos removalist.
5. Any air monitoring undertaken and Clearance Certificates issued; and

### Transfer of asbestos-related records

If and when the PVMCW intends to relinquish their role, they must ensure (so far as is reasonably practicable), that all records pertaining to asbestos are transferred to the person who will assume management or control over the property.

Circumstances include if a property is sold, a new agent is appointed to manage the property or following completion of work in an area of the property by the principal contractor who has acted as the PVMCW.

## ASBESTOS MANAGEMENT GUIDES & TEMPLATES

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To assist property owners, managers, contractors, project managers and foremen in developing and maintaining effective Asbestos Management Plans and the required records, the following templates have been developed.

1. [Asbestos Management Plan \[LINK\]](#)
2. [Asbestos Register \[LINK\]](#)
3. [Inspection Checklist \[LINK\]](#)
4. [Workers Training Requirements & Records \[LINK\]](#)
5. [Model Asbestos Policy for Contractors & Builders \[LINK\]](#)
6. [Model Asbestos Management Procedures for Contractors & Builders \[LINK\]](#)
7. [Fact Sheet C1 - Unexpected Asbestos, ACM Finds or Incidents Procedures Flow Chart LINK](#)
8. [Fact Sheet C2 - Unexpected Asbestos Finds or Incidents \[LINK\]](#)
9. [Fact Sheet C3 - Asbestos Management Recommendations and Guidelines \[LINK\]](#)
10. [Fact Sheet C4 - Using PPE and RPE \[LINK\]](#)
11. [Fact Sheet C5 - Roles and Responsibilities for the Management of Asbestos and ACM \[LINK\]](#)



To access and download Templates and Fact Sheets visit [asbestosawareness.com.au](http://asbestosawareness.com.au)

# DEVELOPING AN ASBESTOS MANAGEMENT PLAN (AMP)

The PWMCW is responsible for developing and maintaining the AMP and all associated records including the Asbestos Register.

## The purpose of an Asbestos Management Plan (AMP)

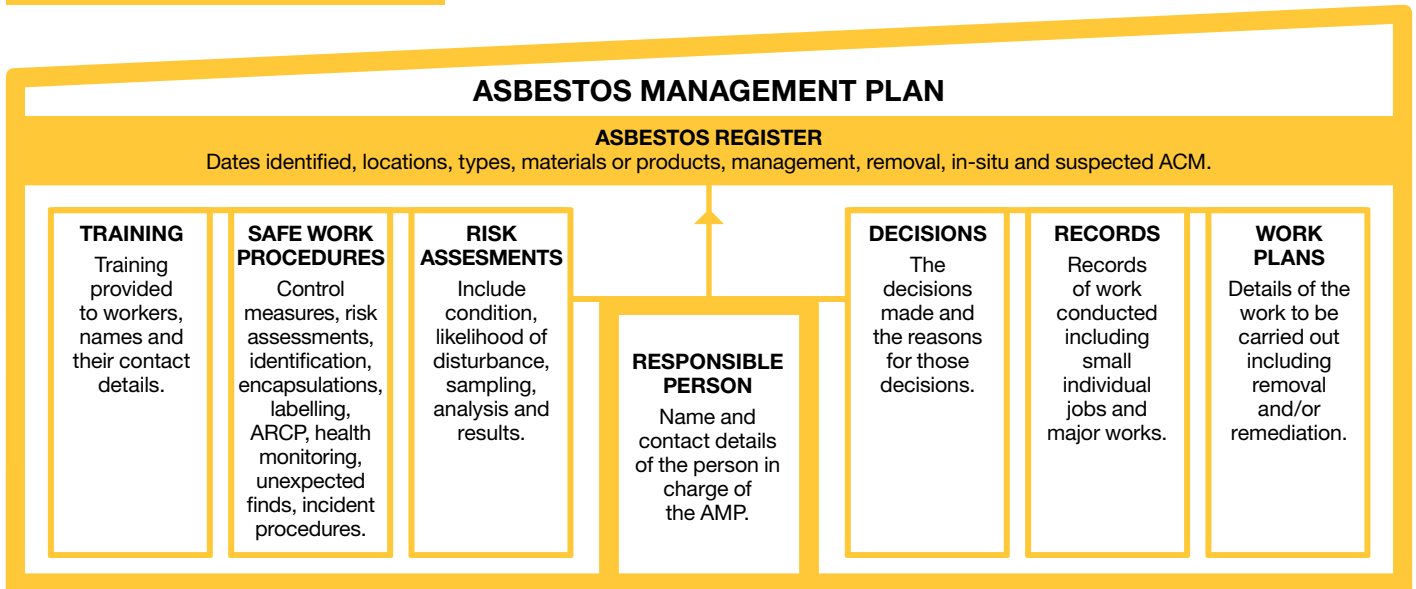
An AMP is a mandatory requirement that ensures all practicable steps are taken to prevent or minimise the risk of exposure to asbestos fibres by any contractors, workers, the public or anyone present at a property if and when work is to be conducted where asbestos has been identified or is assumed.

An AMP ensures asbestos is managed in accordance with regulations to identify asbestos, remove, manage or monitor its condition, and implement appropriate control measures including ensuring asbestos or ACM is not disturbed.

### To prevent asbestos risks, the AMP will document:

1. All identified or suspected asbestos or ACM which must be noted and referenced to the Asbestos Register;
2. The decisions made (in managing asbestos) and the reasons for those decisions;
3. Specific safe work procedures and control measures including procedures that minimise the possibility of accidental damage to asbestos containing materials that may release fibres;
4. Determine and record the removal and management of asbestos or ACM;
5. The monitoring of the condition of the asbestos containing materials that remain in-situ; and
6. Record all other documentation associated with effective asbestos management in the workplace including all those listed above and any copies of inspection reports, Clearance Certificates, disposal receipts and any communication with others including regulators.

## Key components of an AMP



## Developing and maintaining an AMP

While the following steps will assist property owners and managers, these recommended procedures should be seen as a guide only as circumstances can vary from property to property dependent on the year of construction, the outcome of inspections and Risk Assessments and any work that has been carried out over the life of the building.

## Best practice for an AMP

1. The name of the PWMCW – the person responsible for implementing the AMP and their contact details;
2. Risk Assessments conducted, the outcomes and recommendations;
3. Procedures for the collection of samples by suitably qualified persons to be tested by a NATA accredited laboratory;
4. Test reports and results of the testing carried out;
5. An Asbestos Register recording the identification of the types of asbestos or ACM identified, the locations and the management procedures implemented;
6. The training provided to workers. Records must be kept for five years after employment has ceased;
7. Decisions made in the management of asbestos or ACM and the reasons for those decisions;
8. All records of works specific to individual jobs for all work undertaken such as maintenance, refurbishment or demolition;
9. Details of the work to be carried out written in a way that instructions can be clearly understood;
10. Documented safe work procedures and control measures including Risk Assessments, identification, removal, encapsulation, labelling, Asbestos Removal Plans, training of workers, health monitoring, air monitoring, incident procedures, the use of PPE and RPE and other procedures relevant to the safe management of asbestos in accordance with the WH&S regulations;
11. Clearance Certificates from licenced asbestos assessor, occupational hygienist or competent person;
12. Waste facility receipts to demonstrate waste has been disposed of according to regulations;
13. Emergencies or incidents that may have occurred and steps taken to manage and evaluate incidents;
14. Copies of all correspondence and documentation issued to and from stakeholders (such as tenants) and regulators; and
15. Current information - updates as circumstances arise or, at least every 5 years.



**Before and during asbestos-related work, the AMP and the Asbestos Register must be made accessible to workers, to their health and safety representatives, and to the PCBU who intends to undertake work themselves or have work performed by others.**

## Procedures and requirements for review of an AMP

**An AMP must be reviewed and updated as required in circumstances when:**

1. There is a review of the Asbestos Register or a control measure;
2. Asbestos is removed, encapsulated or disturbed at the workplace;
3. When additional / new ACMs are discovered;
4. The AMP is no longer adequate for managing asbestos or ACM;
5. If a Health & Safety Representative requests a review;
6. If directed by a regulator; and/or
7. At least once every 5 years.

## RISK ASSESSMENTS

A risk assessment is the process of identifying hazards and risk factors with the potential to cause harm. A risk assessment determines appropriate ways to eliminate or control identified risks when hazards can't be eliminated. The basic steps of a risk assessment include; identifying hazards, the people who might be at risk, the likelihood of the hazard occurring, and any possible consequences. It determines control measures and reviews residual risk levels after the measures have been put in place. It must be updated as new hazards or increased risk levels are identified.

## Assessing the risk of exposure to asbestos fibres

A visual inspection of materials, the locations and having an understanding of the work practices to be conducted at the workplace will assist in assessing if asbestos poses a risk to the health of workers or others.

If asbestos or ACM is sealed, in good condition and left undisturbed, it is unlikely to generate airborne fibres that can be inhaled with the risk to health considered extremely low. These materials must be recorded in an Asbestos Register, monitored for any signs of wear and tear or damage over time, and recorded in the AMP.

When conducting a Risk Assessment, consider any asbestos-related work activities (including maintenance), the possibility of unusual or infrequent activities such as incidents, and the proximity of the asbestos or ACM to a work area, which may affect possible potential exposure if it is disturbed.

NOTE: Although a maximum of 10m<sup>2</sup> of non-friable ACM can be removed by non-licensed personnel, it is recommended that asbestos and ACM be removed by a licensed asbestos removalist to minimise risks.

## Asbestos with a lower likelihood of releasing airborne fibres

**When assessing the risk to health from asbestos, consider whether the asbestos or ACM is:**

1. In poor condition;
2. Likely to be further damaged or to deteriorate; or
3. Likely to be disturbed due to work practices carried out in the workplace in an area where workers are exposed to the material, for example, routine and maintenance activities and frequency of work.

## Asbestos with a higher likelihood of releasing airborne fibres

**The higher the number, the greater the likelihood of releasing airborne fibres.**

1. Decorative paints and plasters.
2. Floor tiles, mastic and roof felt; and
3. Asbestos cement sheeting (ACM);
4. Millboard and paper;
5. Rope and gaskets;
6. Asbestos insulating board;
7. Lagging and packings - that are not enclosed;
8. Sprayed (limpet) coatings/loose fill;
9. Loose fill asbestos - insulation that may be in ceilings or wall cavities or sub-floor space;
10. Asbestos-contaminated dust - including dust left in place after past asbestos removal;

## Conducting Asbestos Risk Assessments - sampling and analysis

To identify potential asbestos risks, a competent person with appropriate training, qualifications, experience, knowledge and skills may make visual identification of asbestos or ACM. A licensed asbestos assessor, occupational hygienist or competent person should be engaged to inspect the property and take samples of any suspected materials which are then tested by a NATA accredited laboratory.

All results of testing should be supplied in a report to the PVMCW. The report must include the tests conducted and the results which must be retained with the AMP. Results are recorded in the AMP and the Asbestos Register is to be referred to as required.

If asbestos or ACM is sealed and in good condition and unable to be removed, its presence must be indicated by clearly labelling its location/s, where practicable. If a Risk Assessment deems the asbestos or ACM to be an exposure risk when directly labelling the material, warning signs complying with Australian Standard AS 1319 'Safety Signs for the Occupational Environment' should be erected.

## Asbestos labelling

The procedures for the placement of labels should be included in the AMP.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be labelled with warning signs to ensure the asbestos is not unknowingly disturbed and the correct procedures are undertaken when monitoring, encapsulating or removal is required.



Where direct labelling of asbestos is not practicable, identifying the presence and location of asbestos for workers such as plumbers, electricians and carpenters, before they commence work should be achieved by providing access to the Asbestos Register and site induction or toolbox meeting.

## Warning Signs

Warning Signs are installed when asbestos removal work is undertaken or in the case of an unexpected find or an incident. Asbestos warning signs should be weatherproof, constructed of light-weight material and adequately secured.

Signs will be placed at all the main entrances to the work areas where asbestos is present. All asbestos warning signs must comply with Australian Standard AS 1319 Safety Signs for the Occupational Environment.



## THE IMPORTANCE OF THE ASBESTOS REGISTER

An Asbestos Register is an important and mandatory document that records all identified (or assumed) asbestos in a workplace. If an asbestos register already exists and is up to date, there is no need to develop a new Register. The existing Register can be reviewed and revised as required.

However, when principal contractors review a register and if the register notes that material within their work zone is assumed to be non-asbestos, they should ensure a sample of the material is collected by a competent person for testing by a NATA accredited facility to verify if the material does or does not contain asbestos.

The Register should be comprehensive and must list the date/s when asbestos or ACM was identified, the locations, the type of asbestos (friable, non-friable, fixed or installed) the material or product containing asbestos (wall or floor coverings, lagging, sprayed insulation) and the condition of the material (sealed, unsealed, damaged etc.).

It must also include details and the locations of inaccessible areas where asbestos is suspected (although unconfirmed) including in fire doors, within roof, wall cavities, electrical, mechanical services equipment, ducts etc. or beneath ground pipes.

If testing is conducted, results of any analysis that confirms a material is or is not asbestos should be included. Photographs or drawings that visually demonstrate the location and type of asbestos or ACM will prove beneficial to workers and should be included in the Register. If no asbestos or ACM is identified, it should also be recorded in the Register that no asbestos or ACM has been identified and if it is unlikely to be present.



**WARNING:** PCBU's, property managers, contractors and workers, must be aware that often Asbestos Registers do not identify all or any asbestos containing materials within a building. This can be due to materials being hidden within the building structure or due to being inaccessible at the time the register was developed. Therefore, when demolition or partial refurbishment activities are planned, as part of any risk management strategy, it is imperative that further invasive inspections or sampling of suspected materials is undertaken by a licenced asbestos assessor, occupational hygienist or competent person.



## Providing access to contractors

If work is being scheduled at the workplace by contractors, they must be given access to the relevant sections of a current Asbestos Register to identify any asbestos or ACM that they may come into contact with asbestos in the areas where they are working, for example, asbestos in items of plant.

The PWWCW responsible for the workplace where an Asbestos Register is kept must ensure it is:

1. Prepared and kept at the workplace;
2. Maintained to ensure the information is accurate and up to date;
3. Reviewed and revised as required including if further asbestos or ACM is identified, if asbestos is removed, disturbed, sealed, enclosed or labelled, that the AMP is updated; and
4. Accessible to workers, their health and safety representatives, and the PWWCW before and during asbestos-related work.

## TRAINING OF WORKERS

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It is a mandatory requirement that PWWCW provides workers, contractors (or any other persons working with asbestos or ACM) with suitable and adequate information, training, instruction, equipment and supervision to ensure they understand the nature of the risks associated with asbestos and the procedures required to manage asbestos safely in accordance with regulations.

Records of training must be maintained and include the name and contact details of all workers and the training they are given. These records are retained with the AMP for five years after employment has ceased.

If workers are involved in asbestos removal work in the workplace or carry out any asbestos-related work, they must be trained in the identification, safe handling and suitable control measures for asbestos and ACM. Training may include:

1. The purpose of the training;
2. Accredited Asbestos Awareness training;
3. Health risks associated with asbestos and ACM;
4. The types, products, uses, possible locations and the likely presence of asbestos in the workplace;
5. Roles and responsibilities of the property owner and the worker under the AMP and legislation;
6. The location of the AMP, Asbestos Register, how to access it and understand the information contained in the AMP and Register;
7. Procedures for unexpected finds or incidents;
8. Timetable for the removal or remediation of asbestos and ACM;
9. Processes and safe work procedures to be followed to prevent exposure to asbestos fibres, including exposure from any accidental release of airborne asbestos;
10. Maintenance and control measures, the use of personal protective equipment (PPE), respiratory protective equipment (RPE) and the safe work methods required to minimise associated risk, including potential contamination of other areas;
11. Control levels and exposure standards for asbestos; and
12. The purpose of any air monitoring or health surveillance undertaken.

*“The person responsible for the workplace must ensure (when reasonably practical), exposure of anyone to airborne asbestos is eliminated or minimised at the workplace.”*

### Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is worn as a final barrier when working with asbestos to protect workers and their clothing from fibres. There should be no tears or breaks in any PPE products. Any damaged or perished PPE must NOT be used and must be disposed of to prevent use. An asbestos PPE Kit includes coveralls, gloves, safety footwear, shoe covers and protective eyewear. Disposable items must be USED ONLY ONCE and be disposed of as asbestos waste.

### Respiratory Protective Equipment (RPE)

Respiratory Protective Equipment (RPE) is a respirator worn over the mouth and nose (or entire face or head) to prevent the inhalation of dust and other harmful particles including asbestos. The RPE is an important piece of PPE and instructions for use and fitting should be accurately followed. RPE considered suitable for use when managing asbestos may be either a half-face particulate filter (cartridge) respirator or a disposable, half-face particulate respirators grades P2 or P3 (P3 is preferred). Disposable RPE must be USED ONLY ONCE and be disposed of as asbestos waste. Non-disposable RPE must be decontaminated according to regulations.

If medical conditions preclude the use of negative pressure respirators, workers should be provided with a continuous-flow, positive pressure respirator wherever possible.

### Decontamination of workers and equipment

After working with any asbestos-containing material, workers must ensure they decontaminate themselves, equipment and the work area to ensure no residual fibres remain.



For detailed information relating to PPE & RPE, and decontamination, refer to Fact Sheets at [asbestosawareness.com.au](http://asbestosawareness.com.au)



## UNEXPECTED ASBESTOS FINDS OR INCIDENTS

Most asbestos incidents happen when somebody disturbs asbestos because it hasn't been identified or suspected.

**These incidents are often:**

1. Uncontrolled;
2. Around unprotected persons; and
3. Not properly acted upon.

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

### Procedures for managing unexpected finds or incidents

#### 1. STOP WORK IMMEDIATELY

- a. LEAVE the area and alert nearby workers;
- b. REPORT the incident to your manager or Safety Manager;
- c. WORKERS or the person controlling the workplace who believe a worker or workers have or may have been exposed to asbestos or ACM must be decontaminated as soon as possible;
- d. CLOTHING must be treated as asbestos waste and disposed of in the asbestos waste bags with any disposable PPE and the wet wipes used for decontamination - any item that can't be decontaminated such as socks must also be disposed of as asbestos waste; and
- e. WORKERS suspected of being exposed to asbestos or ACM should undertake a baseline medical examination as soon as practical after the exposure.

*"Have RPE and PPE (including disposable coveralls), wet wipes and asbestos waste bags on site if exposure could be a risk."*

#### 2. INFORM WORKERS AND ISOLATE THE AREA

- a. INFORM workers to clear the workplace until the hazard has been contained;
- b. ESTABLISH a suitable exclusion zone (minimum of 10 metres) using barricades and warning signs to restrict access. The size of the zone should be based on the nature of the disturbance and advice from hygienist. Anything less than 10 metres will require asbestos air monitoring to be conducted at the exclusion zone boundary;
- c. CONSULT a licenced asbestos assessor, occupational hygienist or competent person for advice should access within the exclusion zone be unavoidable (for example for essential maintenance), prior to entering the exclusion zone;
- d. MINIMISE disturbance of the material; and
- e. WORKERS must wear minimum PPE of P2 respirator (P3 preferred), disposable coveralls and boot covers should emergency access to the exclusion zone be required.

#### 3. INSTALL WARNING SIGNS

- a. ASBESTOS warning signs must be positioned at all points of entry to the contaminated area;
- b. IF NO warning signs are onsite, use danger flags or normal warning signs as a temporary measure; and
- c. If asbestos is assumed or confirmed, warning signs should be obtained for use when asbestos or ACM is being removed or used in the case of an unexpected find.

#### 4. REPORTS TO REGULATOR

- a. EVALUATION of the incident by the Safety Manager will determine if the relevant Safety Authority should be notified such as in incidences of uncontrolled escape, spillage or leakage of asbestos; and
- b. NOTIFY the regulator immediately or within a maximum of 24 hours after becoming aware of the incident if the Safety Manager determines it is required.

#### 5. ASSESSMENT, REMOVAL AND DECONTAMINATION

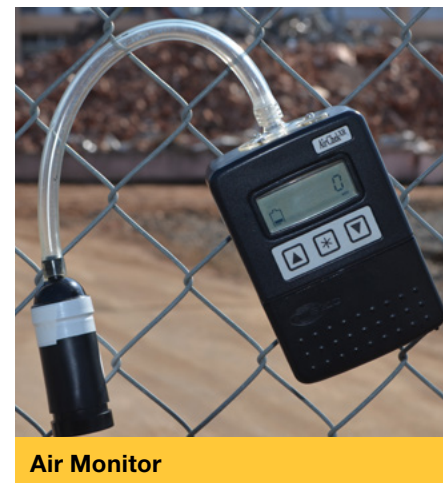
- a. ENGAGE a licenced asbestos assessor, occupational hygienist or competent person who will inspect, test and assess the area and the material and provide advice for remediation/ decontamination.
- b. ENGAGE a licenced asbestos removalist to safely remove the asbestos and decontaminate the area in accordance with regulations.

#### 6. AIR MONITORING

- a. AIR MONITORING should be conducted by a licenced asbestos assessor, occupational hygienist or competent person with the analysis conducted by a NATA accredited testing facility.

#### 6. CLEARANCE AND REOCCUPATION

- a. NO UNPROTECTED PERSONS are permitted into the affected area (except asbestos removalists) prior to a Clearance Certificate being issued; and
- b. AFTER DECONTAMINATION and air monitoring has been completed a licenced asbestos assessor, occupational hygienist or competent person can conduct a clearance inspection and issue a Clearance Certificate prior to reoccupation.



Air Monitor

### Investigation and incident reporting

1. After remediation of the site has been concluded, you must conduct a thorough investigation (as soon as reasonably practical) to learn why the incident occurred to prevent reoccurrence.
2. Circumstances to consider that may have caused the incident include:
  - a. Was the Asbestos Register and AMP up to date and made available to all workers?
  - b. Were workers adequately trained?
  - c. Did workers strictly follow safe work procedures?
  - d. Did an activity occur which allowed fibres to be transferred such as the sharing of contaminated equipment?
  - e. Is health monitoring of workers required?
3. Record the outcome of the investigation in the AMP to prevent reoccurrence. Develop corrective actions and communicate with workers.
4. If inadequate training was deemed responsible, ensure workers undergo appropriate training.
5. Review and amend the AMP as necessary based on the outcome of the investigation.
6. If it was deemed necessary by the Health and Safety Manager to notify the regulator immediately or within 24 hours following the incident; notify the regulator that the site has been remediated, that the situation was investigated and remedied (such as updating and making the Asbestos Register accessible or increasing training of workers) and if health monitoring is being conducted.
7. You must provide the regulator with copies of all documents associated with the incident including results of any air monitoring and Clearance Certificates.

## HEALTH MONITORING OF WORKERS

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Health monitoring of workers must be conducted if workers are carrying out licenced asbestos removal work or any asbestos-related work if they're at risk of exposure to asbestos fibres such as electricians or building maintenance staff.

**The need for health monitoring for workers should be determined based on:**

1. The potential for exposure;
2. The frequency of potential exposure; and
3. The duration of the work being undertaken.

Workers must be informed of any health monitoring requirements before they carry out work that may expose them to asbestos. Health monitoring includes a medical examination to provide an initial baseline medical assessment including the following:

1. Consideration of the worker's demographic, medical and occupational history;
2. Consideration of records of the worker's personal exposure; and
3. Arrange a physical examination of the worker with emphasis on the respiratory system, including standardised respiratory function tests unless another form of health monitoring is recommended by a registered medical practitioner.

Health monitoring of licensed asbestos removal workers is the responsibility of their managers.

## CONDUCTING ASBESTOS INSPECTIONS OR SURVEYS

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Asbestos inspections or surveys are typically non-destructive in nature to avoid disturbing asbestos. Surveys are an inspection conducted by a suitably qualified person such as a licenced asbestos assessor, occupational hygienist or competent person who inspects all accessible areas within a structure to identify asbestos and suspected ACM.

The property owner is required under WH&S legislation to conduct asbestos resurveys or re-inspections every 5 years or sooner if asbestos not previously identified becomes evident.

### Non-destructive Asbestos Surveys

The scope of the non-destructive asbestos survey includes all construction materials, finishing materials, and building services (including fixed plant and equipment) within and adjacent to a structure. Equipment stored within a structure is not usually included in the scope of works unless otherwise specified.

A suitably qualified person such as a licenced asbestos assessor, occupational hygienist or competent person should be retained to conduct surveys and generate reports for the person responsible for incorporating the assessment or survey results into the AMP and Asbestos Register.

### Destructive Asbestos Surveys

Destructive asbestos surveys are conducted to identify asbestos or ACM prior to commencing refurbishment or demolition work which may disturb any unidentified materials. They require partial demolition of a structure in order to identify ACM which may be hidden in building cavities, under floor coverings or open blind service ducts/risers, etc.

This type of survey may result in damage and destruction to the building fabric and should only be undertaken after the occupants have vacated the building and in accordance with safe work procedures. If the ACM identified during the survey is to be removed as part of the refurbishment or demolition works, a Risk Assessment may not be required to assess the condition and risk of asbestos or ACM.

## Asbestos re-surveys or re-inspections

Re-inspections or re-surveys must be conducted by a suitably qualified person comprising a visual assessment of the condition of the in-situ asbestos or ACM to determine whether the material remains in a satisfactory condition or if deterioration has occurred, to determine if remedial action, such as encapsulation, isolation or removal of the ACM, is required.

Generally, re-sampling of materials is not required during re-inspections. However, if previously unidentified or undocumented asbestos or ACM (or suspected), is encountered during re-inspection, sampling and analysis may be required. The Asbestos Register and AMP must be updated.

## REMOVAL AND REMEDIAL WORKS TO ASBESTOS CONTAINING MATERIALS

Any identified asbestos or ACM must be removed from any proposed work area or be contained and labelled prior to commencement of refurbishment or demolition works in that area. An ARCP is produced by a licenced removalist detailing the scope of works to be conducted when managing and documenting asbestos removal in accordance with regulations including:

1. Isolating the area where asbestos is being removed (barrier protection, buffer zone);
2. Warning signs alert people to the presence of asbestos indicating where the asbestos removal work is being carried out;
3. Removal methods (friable or non-friable);
4. Contamination control methods (negative air pressure/decontamination procedures); and
5. Health and safety procedures (respiratory protection, working at heights, scaffolding etc.).

## Licensed asbestos removal work

All asbestos removal and remedial works must be performed in accordance with legislation.

**Only asbestos removalists with the appropriate licences can remove asbestos.**

1. Class A licence holders can remove all types of asbestos or ACM including friable (crumbly material).
2. Class B Licence holders can only remove non-friable (solid) asbestos or ACM.



**NOTE:** Regulations about asbestos removal vary from state-to-state. Contact the regulator in your State or Territory to ensure you comply with regulations.

## Air monitoring requirements

An independent licenced asbestos assessor must conduct air monitoring during and after removal of friable asbestos and during asbestos removal works. The purpose is to measure fibre levels of any airborne asbestos to check the effectiveness of control measures implemented by the licenced asbestos removalist (e.g. isolating the removal work area with a sealed, airtight enclosure fitted with negative air generating units, etc.). Air monitoring is also recommended immediately following accidental disturbance of asbestos or ACM.

Air monitoring demonstrates the safe level of 0.01 fibres/ml is not exceeded. If air monitoring results determine 0.02 fibres/ml, the regulator must be notified.

Clearance air monitoring continues after the ACM has been completely removed and the work area has passed a satisfactory visual inspection to determine whether the area is safe to reoccupy by unprotected persons.

Documentation such as statutory notification, air monitoring reports, Clearance Certificates etc. should be retained with the AMP to record evidence that all works were conducted in accordance with regulations.

## Exposure standard for asbestos

The exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day. It is measured over a minimum period of four hours in accordance with the Membrane Filter Method and/or a method determined by the relevant regulator.

## Clearance inspections and clearance certificates

A clearance inspection by a licenced asbestos assessor, occupational hygienist or competent person is a mandatory requirement for all friable asbestos removal works and for non-friable (bonded) ACM removal works greater than 10m<sup>2</sup>. After inspection a Clearance Certificate must be issued before an area can be re-occupied.

The complete removal of all ACM, dust and debris and inspections of waste routes must be verified with a written Clearance Certificate that includes details of the clearance inspection of the workplace. If clearance air monitoring is conducted, results must be included in the Clearance Certificate.

NOTE: Clearance Certificate records should be retained with the AMP and Asbestos Register.

## Managing asbestos waste

Asbestos must not be stored or buried on the removal property. All asbestos waste must be disposed of at an approved landfill disposal site by licensed asbestos removalists, and in accordance with regulations. Transport and disposal of asbestos waste must only be carried out in a manner that will prevent the release of asbestos fibres into the atmosphere.

Verification that the asbestos waste has been transported and disposed of in accordance with State/Territory regulations is required. In NSW a copy of the [EPA Waste Tracking](#) document is required. A copy of the appropriate license for carrying out asbestos removal and disposal is required for regulated transportation. All disposal documents must be retained with the AMP.

## ASBESTOS REMOVAL CONTROL PLAN (ARCP)

The primary goal of an Asbestos Removal Control Plan (ARCP) is to minimise the risk of asbestos exposure for workers and the public during and after asbestos removal works.

It is a mandatory requirement for licenced asbestos removalists to prepare an ARCP prior to conducting any licensed asbestos removal works. When preparing the ARCP, the asbestos removalist should develop the plan in accordance with the asbestos Codes of Practice, and consult with those commissioning the works, workers and health and safety representatives.

### All removal work should proceed in accordance with Asbestos Removal Control Plans.

The PWWCW has an obligation to ensure that asbestos removal is conducted according to an ARCP. While an ARCP is only required for licenced asbestos removal greater than 10m<sup>2</sup> or friable asbestos, it is considered best practice to develop an ARCP for any asbestos removal works including for removal of less than 10m<sup>2</sup>. The ARCP must:

1. Identify site specific risks of exposure and control measures required to ensure all workers and the public are protected during removal works;
2. Provide specific details on how the removal is to be conducted;
3. Detail the removal method to be used, location/type/condition of ACM to be removed; and
4. Determine the tools, equipment and RPE and PPE used.

A copy of the ARCP must be supplied to the PWWCW (whichever has control over the workplace) and be made accessible to workers and others who may be affected.

## Asbestos Removal Control Plan (ARCP)

Although each site will require a site-specific ARCP, the following recommended inclusions are dependent on the specific circumstances of individual sites. An ARCP may include:

1. **No asbestos removal** work is to be undertaken during any period of high wind or within the period of effect of any high wind warning, gale warning or other storm warning.
2. **Only licensed asbestos removal contractors** - Class A Licence for friable asbestos removal work and Class B Licence for non-friable asbestos should remove asbestos or ACM.
3. **Air monitoring** should be undertaken during all asbestos removal work.
4. **Ensure site access** is restricted and unauthorised access into the site is prevented prior to commencing any asbestos management works.
5. **All non-essential persons** are to be separated from any asbestos work area by at least 10 metres. If a shorter boundary is required then a licensed asbestos assessor should determine the new boundary based on a risk assessment. A shorter exclusion zone will require air monitoring at the boundary.
6. **Where an asbestos removal exclusion zone** is established in the vicinity of a fire exit or emergency egress route, procedures should be implemented such that emergency evacuation may still occur unhindered, else an alternative emergency evacuation route should be established. If this is not practicable, only conduct works when the site is otherwise unoccupied.
7. **Should removal works extend** beyond one day, the removal contractor shall ensure that the removal site and any associated asbestos removal equipment is made weather/storm proof prior to leaving site daily.
8. **The removal contractor:**
  - a. Will seal all penetrations, holes, vents, air plenums, ducting and the like prior to the commencement of work;
  - b. Shall cover all vegetation, shrubs, grassed surfaces, gardens and the like with 0.2mm plastic sheeting with taped joints prior to the commencement of work;
  - c. Shall remove or seal all soft furnishings, floor coverings, window coverings, fly screens, and other porous or perforated materials prior to the commencement of work; and
  - d. Is to ensure that all drains etc. are fitted with an appropriate filter in order to remove contaminants from any water leaving the site. The condition of the filters shall be checked regularly and filters replaced as required.
9. **Decide whether electrical services** etc. are to remain in operation during remedial works and ensure all other services are assessed prior to commencement. Arrange service alternatives as required.
10. **Ensure that fire extinguisher(s)** suitable for the area of work are present and accessible at all times during the removal works.
11. **Ensure that dust generation** is minimised - the removal contractor shall ensure that all sources of dust are suppressed with low-pressure water sprays. The sprays will apply minimal amounts of water to the work areas in a fine mist to minimise or eliminate water run-off and free water.
12. **Ensure that all confined spaces** are adequately designated, and that all works within any identified confined spaces are conducted in accordance with the relevant legislative requirements.
13. **Any ancillary workers** (tradesman/machinery operators/specialist technicians and the like) required to be present during the asbestos removal, must undergo asbestos awareness training prior to the commencement of work and be provided with the appropriate equipment including PPE and RPE.

*“Should contractors or workers identify or suspect asbestos on site, they MUST notify the person responsible for the Register ensuring it’s updated to include the material and location.”*



#### 14. The removal contractor is responsible for:

- a. The proper disposal of all wastes in accordance with all statutory requirements. Waste disposal receipts and/or tipping documentation are to be supplied to the principal. Refuse arising from the execution of work (including food scraps and the like) shall be removed from the site;
  - b. Ensuring all workers required to wear respiratory protective equipment have undergone a qualitative fit testing assessment to ascertain that they are able to maintain an adequate facial seal while wearing the chosen RPE; and
  - c. Establish an area for decontamination of equipment/plant/vehicles and wetting down and disposal of PPE. Decontamination facilities must be appropriate for the nature of the planned removal.
15. **No components of PPE** (including coveralls) are to be worn outside of the removal area.
16. **No vehicle or container** shall leave the site unless it is loaded appropriately, within the safe working limit of the vehicle/container and is adequately covered.
17. **Asbestos containing materials** should not be broken in any way and are to be disposed of as whole components.
18. **All tools and equipment** that have entered the contaminated areas are to undergo decontamination in the decontamination area prior to leaving the contaminated area.
19. **At the completion** of the scheduled asbestos removal work, the licenced removalist is to undertake a walkthrough inspection to ascertain the complete removal of all ACM within the current scope of work.
20. **When the licenced asbestos removalist** is satisfied that the scope of work is completely finished, the licensed asbestos assessor is to conduct a final visual clearance inspection.
21. **Subsequent to satisfactory inspection** by the licenced asbestos assessor, occupational hygienist or competent person, all surfaces within the work area are to be sprayed with a dilute PVA emulsion.
22. **Subsequent to a satisfactory clearance inspection**, remove non-essential containment and associated equipment. Any contaminated or potentially contaminated containment materials (e.g. plastic sheeting) are to be disposed of as asbestos waste.
23. **The licenced asbestos removalist** is to conduct a final walk-over inspection to ascertain the complete make-good of the workplace, prior to handing the site back to the principal.



**WARNING:** There are potential clean-up costs, fines and reputational damage if asbestos is mishandled or if asbestos materials are illegally dumped. Businesses must ensure compliance with regulations.

## 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 PVMCW, contractors and workers** know their responsibilities for all components of asbestos management on the workplace.

6. **The PWMCW** 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 licenced 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 licenced 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.
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 licenced 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 implement by the licenced removalist in line with safe work management systems. Copies of ARCPs must be supplied to the PWMCW 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 licenced 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 / encapsulate 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 licenced 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 PWWCW and be included in the AMP. The removalist should also provide a copy to the owner, manager and/or principal contractor for their records.

## REGULATIONS

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The Handbook was developed with reference to the Work Health and Safety Act and the NSW Government Codes of Practice for asbestos management and removal and is intended to act as a guide only.

Regulations may vary from state to state. For regulations governing the management of asbestos in commercial or non-residential properties, please refer to the regulator in your State or Territory to ensure compliance.

## USEFUL LINKS & RESOURCES FOR BEST PRACTICE

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**Asbestos Awareness**

**SafeWork NSW**

**NSW Work Health & Safety Regulations 2017**

**Code of Practice: How To Manage And Control Asbestos In The Workplace**

**Code of Practice: How to Safely Remove Asbestos**

**Work Health and Safety Consultation Cooperation and Coordination**

**NSW Environment Protection Authority**

**NSW Environment Protection Authority Waste**

**Asbestos Disposal Facilities Database**



For more information about asbestos and how to manage it safely, visit [asbestosawareness.com.au](http://asbestosawareness.com.au) *it's not worth the risk!*

The Australian Federal Government is recording the details of members of the community who think they may have been exposed to asbestos fibres. If you think you may have been exposed either during the course of your employment, at home or in the community, please [register your details online](#).

*This document and supporting materials were developed and produced by Insight Communications Pty Ltd.*

***When it comes to asbestos, don't ignore the warnings! Property owners, agents, managers, contractors and workers all have a duty to follow Work Health and Safety regulations to ensure asbestos is managed safely in the workplace. They have a responsibility to protect themselves and others from asbestos fibres. Don't mess with asbestos - It's not worth the risk!***

