



NATURALLY OCCURRING ASBESTOS

Asbestos Management Plan Guide



People who live and work in areas where Naturally Occurring Asbestos (NOA) is identified or suspected must ensure they are aware of NOA. They should identify the risks and develop an Asbestos Management Plan (AMP) to eliminate or minimise the risk of asbestos fibre exposure to workers, families and communities in most Australian states and territories. Property owners and managers are legally required under Work Health & Safety Regulations to develop an Asbestos Management Plan that addresses these risks, ensuring NOA is managed safely.

This Naturally Occurring Asbestos – Asbestos Management Plan Guide and a series of user-friendly templates and fact sheets have been developed to assist landowners to meet government requirements. By providing property managers, workers and farmers with information, recommendations and resources to develop an effective Asbestos Management Plan to manage NOA safely.

*This Guide should be seen as a **general guide only**. Circumstances can vary from property to property and region to region depending on location, type of work conducted and other circumstances. Be sure to check with your state or territory government for regulations specific to your region.*

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WHAT LANDOWNERS NEED TO KNOW

What is asbestos?

Asbestos is a group of minerals that readily separate into long flexible fibres. It occurs naturally in some rocks, sediments and soils globally and throughout Australia, including in various regions.

Asbestos was mined for the manufacture of multiple products commonly used in homes, commercial properties, sheds and farm buildings 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 banned in Australia in 2003 with governments actively engaged in community education programs ensuring asbestos-containing materials (ACMs) and asbestos in its natural forms is managed safely.



Is asbestos dangerous?

If left undisturbed, asbestos is not considered dangerous. However, if disturbed and microscopic fibres become airborne or settle on clothing, equipment or machinery and can be disturbed and inhaled, this can lead to incurable diseases including mesothelioma, lung cancer and asbestosis. The more fibres inhaled, the greater the risk to health.

PREVENTING EXPOSURE TO ASBESTOS FIBRES IS THE MOST EFFECTIVE MEANS OF PREVENTING ASBESTOS-RELATED DISEASES.

WHAT IS NATURALLY OCCURRING ASBESTOS OR NOA?

Asbestos in its natural form can be blue (crocidolite), brown (amosite), green (anthophyllite tremolite and actinolite) or white (chrysotile, tremolite and actinolite). Known as Naturally Occurring Asbestos or NOA, it's found in some rocks, sediments and in soils and is not easily identified. 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 or in its natural forms in the environment.



WHAT DOES NOA LOOK LIKE? PHOTOGRAPHS OF NOA IN THIS GUIDE ARE PROVIDED TO ASSIST LANDOWNERS TO IDENTIFY NOA. ONLY TESTING CAN CONFIRM THE PRESENCE OF NOA.



Why is it important to identify NOA on a property?

By identifying the potential for the occurrence of NOA you can determine the risks, control measures and the levels of controls required to manage it safely. The higher the probability of NOA, the greater control measures required. The lower the probability, the lower the control measures required.

Who to contact for advice about NOA?

Contact your local council for advice on the probability of NOA being in your region, if NOA has been identified on your property by previous owners, or if the property has been mined or quarried. Council can also advise on how to manage NOA safely in accordance with regulations.

What if NOA is on a property?

In regions where NOA is known or suspected, to prevent disturbing NOA and risking exposure to asbestos fibres; it's vital that property owners, managers and workers who may disturb the ground surface in their day-to-day work, take appropriate precautions to ensure NOA is identified and managed safely in accordance with regulations including developing an Asbestos Management Plan.

WANT TO LEARN MORE? VISIT ASBESTOSAWARENESS.COM.AU OR THE GOVERNMENT REGULATOR IN YOUR STATE OR TERRITORY



WHEN IS NOA A POTENTIAL RISK?

In regions where NOA has been identified, work or activities that could disturb affected earth, rocks and soils and release asbestos fibres into the air that could be inhaled or settle on clothing and equipment and later be inhaled include:

- Drilling post holes or digging the ground for other purposes such as planting;
- Ploughing, cultivation and crop harvesting;
- Excavation including when building dams, digging foundations, pool and spa excavation, laying formwork for residential or farm structures or installing in-ground septic tanks or pits, and underground water storage units;
- Laying of water and drainage pipes for homes, stock sheds or irrigation;
- Using digging equipment including earthmoving, grading, shovels and backhoes;
- Timber growing, tree felling and land clearing;
- Stock movement (particularly in dry or drought affected regions where stock can generate dust);
- Quarrying;
- Road construction and maintenance;
- Vehicles travelling on unsealed roads or through dry paddocks;
- Gardening in rural regions including market and domestic gardens;
- Recreational activities including fossicking, off-road motorcycle riding, driving and riding including quad bikes, horses, bicycles over unpaved roads, trails or paddocks where dust can be generated;
- Sporting activities on dry and dusty playing fields including football, cricket, netball or grass-courts; and,
- Camping and related activities on exposed dusty grounds.

WHEN TO CONSULT THE EXPERTS

If the property is in a high, medium or low NOA probability region and you are planning work on the property that could disturb NOA (including excavation or post digging), engage a competent person with the appropriate level of training, qualification, experience, knowledge and skill to identify NOA. If the test for NOA is positive, it is recommended that you engage a Licenced Asbestos Assessor to conduct air monitoring during work that may generate dust to measure fibre levels in the air to demonstrate they don't exceed a safe level of 0.01 fibres/ml.

WANT TO LEARN MORE? CONTACT COUNCIL OR THE GOVERNMENT REGULATOR IN YOUR STATE OR TERRITORY TO FIND A LICENCED ASBESTOS ASSESSOR



MANAGING ASBESTOS IN THE WORKPLACE

What constitutes 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 your property, it is considered a workplace and all work must be conducted in accordance with **Work Health and Safety Regulations 2011**.

ASBESTOS MANAGEMENT PLANS ARE MANDATORY IF WORK IS CONDUCTED ON PROPERTIES LOCATED IN REGIONS WHERE NOA HAS BEEN IDENTIFIED OR IS ASSUMED.

How do Asbestos Management Plans help manage all forms of asbestos safely in a workplace?

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. If NOA is on a property where work or activities are conducted, preventing exposure to asbestos fibres from NOA is essential.

2. Protection

Through an effective Asbestos Management Plan, workers are trained on procedures to manage NOA safely to protect themselves and others from exposure to asbestos fibres. Procedures include the use of Respiratory Protective Equipment (RPE), Personal Protective Equipment (PPE) and safe work procedures to avoid disturbing NOA. Download the **NOA RPE & PPE FACT SHEET** at asbestosawareness.com.au

3. Decontamination

After working with any asbestos-containing material including NOA, workers must ensure they decontaminate themselves, equipment and the work area to ensure no residual fibres remain. Download the **NOA Asbestos Decontamination Fact Sheet** at asbestosawareness.com.au

4. Lawful disposal

All asbestos-containing and NOA contaminated materials including PPE kits must be transported and disposed of as asbestos waste according to regulations. Not all waste facilities are authorised to accept asbestos waste.

CHECK WITH COUNCIL FOR YOUR NEAREST AUTHORISED ASBESTOS WASTE CENTRE OR SEARCH THE NATIONAL ONLINE DATABASE OF DISPOSAL FACILITIES AT ASBESTOSSAFETY.GOV.AU.

NOA LEGAL REQUIREMENTS

Are there legal requirements for managing NOA?

Yes. Where there is a risk of exposure to people living and working on properties in areas where NOA has been identified or is suspected, it is a legal requirement of the Work Health and Safety Regulations 2011 that an Asbestos Management Plan is developed and managed to identify risks and formulate management strategies ensuring NOA is managed safely by property owners and workers in the workplace.

Do you need a licence to work with NOA?

No. However, you must have an Asbestos Management Plan that incorporates training for workers, identifies risks and hazards, and itemises safe work management practices of NOA in the workplace.

Who are the regulators governing management of NOA?

- **Councils** are the lead regulators for NOA that remains undisturbed by any work practice. Where development applications propose activities that may disturb NOA on properties, councils are responsible for setting and confirming compliance with conditions to ensure safe NOA management.
- Various government departments in all states and territories have regulatory powers over:
 - Work processes that may disturb NOA including roadwork, excavation and remediation work;
 - Asbestos disposal; and,
 - Where NOA is part of a mineral extraction process.

**WANT TO LEARN MORE?
CONTACT YOUR STATE OR
TERRITORY GOVERNMENT
FOR REGULATIONS**



WHAT IS AN ASBESTOS MANAGEMENT PLAN?

Asbestos Management Plans are used across many industries affected by asbestos in the workplace. They identify and document asbestos risks and safety procedures that must be conducted to minimise exposure of workers to asbestos fibres if they come into contact with asbestos-containing materials (ACMs) in the workplace.

Who should have an Asbestos Management Plan for NOA?

The overall objective of implementing an Asbestos Management Plan is to identify and manage NOA safely. In regions where NOA has been identified as having a high, medium or low probability or is suspected, an Asbestos Management Plan is required to protect farmers, property managers, workers and communities from exposure to asbestos fibres that may become airborne when dust is generated as a result of work conducted.

Who is responsible for the NOA Asbestos Management Plan?

The NOA Asbestos Management Plan should be developed, managed and maintained by a competent person with management or control over the property or workplace in regions where NOA has been identified or is assumed. For smaller properties this is often the property owner or manager.



THE NOA ASBESTOS MANAGEMENT PLAN MUST:

1. Be reviewed and maintained with up-to-date information as it occurs or revised if the plan is no longer adequate for managing NOA on the property;
2. Be reviewed at least every five years or when changes are made to the property or workplace;
3. Be accessible to anyone working on the property so they can ensure NOA is managed correctly;
4. Be accessible to health and safety representatives of workers, if required;
5. Be accessible to regulators on request including council, and state or territory government representatives;
6. Include a record of all NOA management activities;
7. Record all workers including their names, contact details and the asbestos awareness training they've received. These records must be kept for five years after workers cease employment; and,
8. All test results of air monitoring or NOA materials must be kept for 40 years.

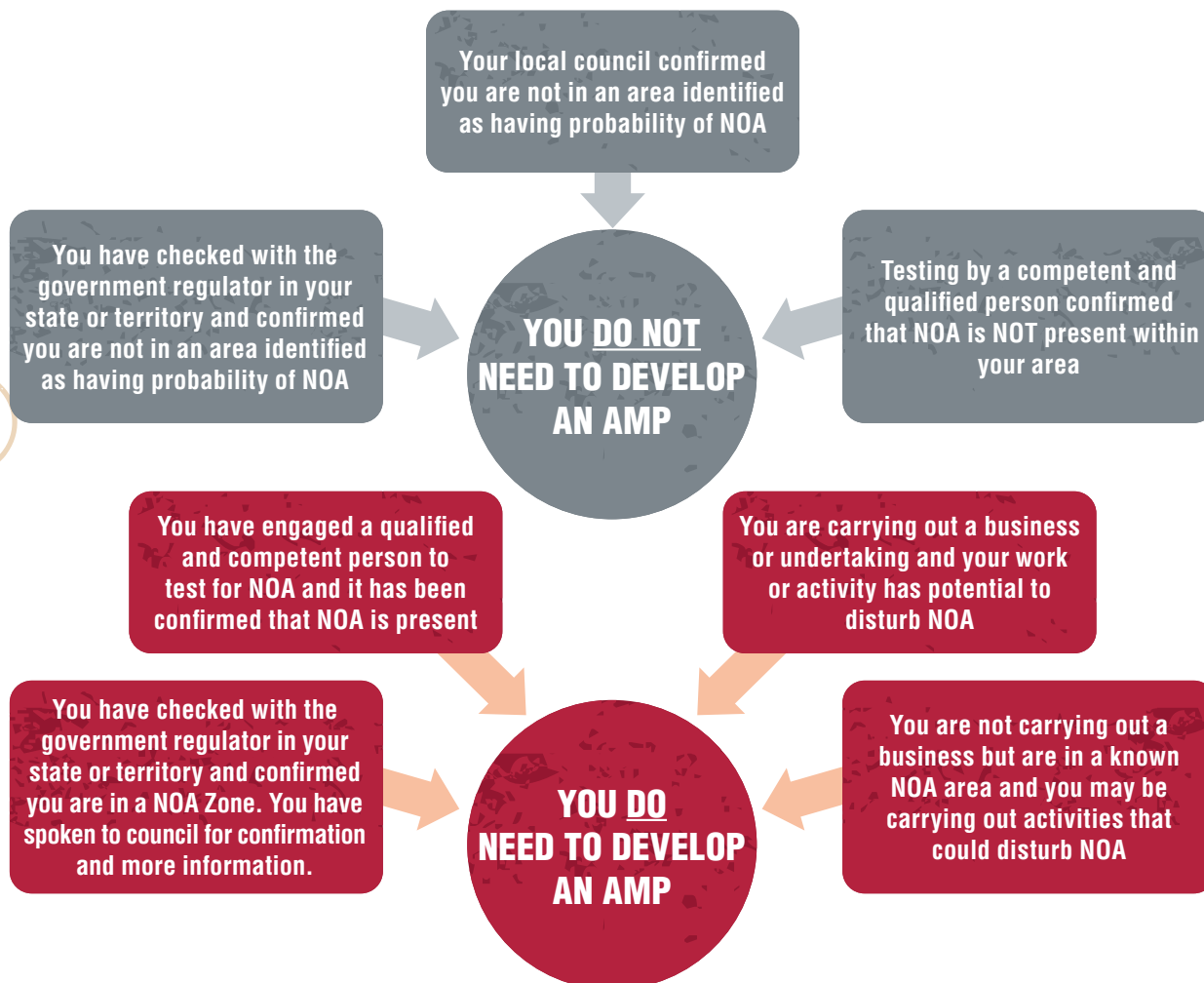
NOA DOs

- ✓ **DETERMINE** if the property is in a NOA region
- ✓ **DEVELOP** an Asbestos Management Plan
- ✓ **CONDUCT** risk assessments and testing when required
- ✓ **ENSURE** workers are trained
- ✓ **FOLLOW** safe work procedures
- ✓ **IMPLEMENT** control measures
- ✓ **APPLY** decontamination procedures
- ✓ **DISPOSE** of contaminated materials as asbestos waste
- ✓ **MANAGE** and dispose of NOA according to regulations
- ✓ **MAINTAIN** records

NOA DON'Ts

- ✗ **NEVER** disturb ground without an Asbestos Management Plan
- ✗ **NEVER** conduct major works before contacting council
- ✗ **NEVER** work in windy conditions
- ✗ **NEVER** use water near electrical wiring or equipment
- ✗ **NEVER** transport NOA in open vehicles or containers
- ✗ **NEVER** dump NOA or asbestos waste

HOW TO KNOW IF YOU NEED A NOA ASBESTOS MANAGEMENT PLAN (AMP)



WHAT STEPS MUST I TAKE TO DEVELOP AN ASBESTOS MANAGEMENT PLAN?

- **Conduct a risk assessment** including finding out if your property is in an affected region by contacting the government regulator in your state or territory.
- **Contact council** to see if NOA has been identified in your region and what their regulations are.
- **Assume NOA is present** if the property is in a high, medium or low NOA probability region and take appropriate precautions including implementing an Asbestos Management Plan.
- **NOA has occasionally** been found up to 150m outside NOA identified regions. It is recommended that owners of properties located within 200m of areas identified as having the probability of NOA be aware of NOA and take appropriate precautions where necessary.
- **The most accurate means** of determining if NOA is present is to engage a suitably qualified and experienced geologist or geotechnical engineer to inspect the site (including the subsurface) and provide a report. The report will provide details of NOA locations and depths.
- **Develop** an Asbestos Management Plan if NOA is present.

The image shows two overlapping forms. The top form is titled "Asbestos Management Plan PROPERTY RISK ASSESSMENT TEMPLATE Naturally Occurring Asbestos". It includes sections for "Details of the property where the risk assessment is being conducted", "Asbestos Management Plan - Manager", and "Defining the probability or possibility of NOA being found on the property by conducting the following:". The bottom form is titled "Asbestos Management Plan INCIDENT PROCEDURES & REPORT Naturally Occurring Asbestos". It includes a table for recording incidents with columns for "Yes", "No", and "N/A".

What is a risk assessment?

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 cannot be eliminated. The five basic steps for conducting a risk assessment include identifying hazards, those who might be at risk, determining control measures, note the results, and maintain updated records as required.

Who is qualified to test for NOA?

A competent person with appropriate training, qualifications, experience, knowledge and skill (a licenced asbestos removalist, asbestos assessor or an occupational hygienist) takes a sample of the material and sends it to a NATA accredited laboratory for testing. An experienced geologist or geotechnical engineer can also inspect and test the site (including the subsurface). All results of testing should be supplied in a report which includes the tests conducted and the results which should be retained in your records.

Find a licenced service provider by contacting:

- The government regulator in your state or territory
- Australian Institute of Occupational Hygienists (AIOH)
- Search online to find a geologist or geotechnical engineer in your region.

Do property owners and managers need to check every square metre of land for NOA?

No. It is not necessary to survey every square metre of a property.

Is underground NOA a risk and can it be confirmed?

NOA is only a potential risk if it is accessible or disturbed in a way that generates airborne dust. If NOA is beneath the surface of your property, an Asbestos Management Plan will help identify its location and the procedures required to manage it safely. Only accredited testing can confirm if NOA is present.

If you are considering excavating areas of your property such as for dams or building foundations, engage a competent person to conduct testing of the location to ensure NOA is not disturbed during work. An experienced geologist or geotechnical engineer can also inspect the subsurface and provide a report.

What is dust suppression and why is it important in managing NOA?

The aim of dust suppression is to prevent or minimise the release of airborne asbestos fibres. If your property lies within a high, medium or low NOA probability region, particles of asbestos can be in soil which, if disturbed and released in dust during work or activities, can be harmful to your health, the health of workers and others in the community. Controlling the spread of dust beyond the work area is also critical in preventing people outside the work area from being exposed to asbestos fibres. Work conducted will vary from property to property and where it's often not practical to relocate fences, dams and roads away from NOA areas, it's important to implement appropriate dust suppression controls to minimise airborne asbestos fibres.

HOW TO COVER NOA TO MINIMISE THE RISK OF DISTURBANCE

- Covering NOA with a layer of organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source and add vegetation such as groundcover.
- Depending on the NOA location, you may wish to install a sign, "NOTICE No Digging".



Should I disturb or remove rocks and soil identified as NOA on my property?

No. Leaving the material in place and covering it (as above) is considered an effective control of NOA. However, if you plan to do work that disturbs NOA or requires it to be relocated to another site on your property; it must be managed in accordance with an Asbestos Management Plan.

What if NOA is near my house?

Cover areas containing NOA around the home (as above). If landscaping requires digging, use dust minimising practices. Depending on the NOA location, you may wish to install a sign, "NOTICE No Digging".

Would fencing around known NOA deposits be beneficial?

Yes. Fencing can exclude unnecessary access to, and disturbance of NOA areas. Covering and signing NOA (as above) will help minimise the possibility of disturbance. When planning to plant vegetation and fence off NOA areas, you must have an Asbestos Management Plan in place to minimise the disturbance of NOA when the work is being conducted including digging holes for fence posts.



If NOA is identified on my property can I take it to an asbestos waste facility?

In most instances it's not practical to remove and relocate NOA. Strict controls would need to be in place throughout the entire process. A practical and cost-effective solution is to bury NOA and/or cover it to help minimise potential disturbance.

IF TRANSFERRING NOA TO ANOTHER LOCATION ON YOUR PROPERTY IT MUST:

- **Remain wet at all times (including during handling or loading)**
- **Be transported in a covered, leak-proof, sealed vehicle**
- **Be buried in a non NOA area and/or covered with NOA free material**

What if I need to remove NOA to a licenced waste facility?

Not all waste facilities are licenced to accept asbestos waste. If circumstances require the removal of NOA, check with council for your nearest licenced facility. Before transporting NOA waste contact the facility to confirm their requirements. When transferring NOA waste:

- It must remain wet at all times (including during handling or loading);
- Be transported in a covered, leak-proof, sealed vehicle; and,
- When unloading and disposing of NOA at a facility, it must be unloaded and disposed of in a manner which prevents the generation dust.

Is relocating NOA to a place that is NOT a licenced waste facility, illegal?

Yes. Removing and relocating NOA material to a property that is not licenced to accept asbestos could be considered dumping. Dumping of any asbestos waste including NOA is an offence with heavy fines and/or imprisonment. However, landowners can dispose of NOA on their own property according to procedures.

WANT TO LEARN MORE ABOUT ASBESTOS TRANSPORT AND DISPOSAL AND RELATED REGULATIONS?

Contact the government regulator in your state or territory and the licenced asbestos waste facility before transporting asbestos waste to confirm if it is accepted and any other requirements the facility might have.

What if unsafe work is being conducted on land that is not mine?

If work is being conducted in a region identified as having a high, medium or low probability of NOA and work is being conducted either on private or public land that is generating unnecessary dust and it appears that appropriate control procedures are not in place:

- contact council if it is not a work place OR
- contact the government regulator in your state or territory if it is a work place.

WANT TO LEARN MORE? CONTACT YOUR STATE OR TERRITORY GOVERNMENT FOR REGULATIONS



CAN NOA AFFECT PLANTS, ANIMALS & WATER?

The primary risk to health from NOA is when asbestos fibres become airborne, or settle on clothing, equipment or buildings and can later be disturbed and inhaled. Generally, NOA will not impact on plants, animals or water.

Can NOA be absorbed by crops?

No. There is no evidence that plants and plant roots can absorb asbestos that can become part of the foliage or fruit. However, the serpentinite soils typically associated with NOA may also contain heavy metals such as chromium, cobalt and nickel which, depending on chemical characteristics, might be taken up by plants.

Can NOA be absorbed by root vegetables?

No. There should be no adverse effects from NOA on crops or their suitability for consumption as long as root vegetables are always thoroughly washed to remove soil. However, to plant and harvest root vegetables in a region with a high, medium or low NOA probability, an Asbestos Management Plan must be in place.

Does vegetation absorb NOA and will it affect native animals or livestock on grazing land?

No. There is no evidence that plant roots and plants can absorb asbestos.

Is water from a NOA run-off that ends up in a dam safe for animals to drink?

Yes. Water suppresses the generation of dust which may contain NOA. Only when fibres are airborne and can be inhaled is there a risk to the health of humans and other animals.





Do weather conditions pose increased NOA risks?

If contained and suppressed, NOA can be safely managed. However, dry or drought conditions that impact on flora can diminish coverage of NOA that, if exposed could be disturbed and release airborne asbestos fibres.

Why should work be avoided in windy conditions?

During windy conditions in dry or drought affected regions, dust containing asbestos fibres can become airborne and settle on clothing, equipment, machinery and other objects in the environment and can be inhaled. Conducting work where NOA has been identified or is suspected during windy conditions poses a high risk of exposure for families, workers, neighbours and the community.

Will heavy rain or hailstones cause NOA fibres to be released into the air?

No. Wetting asbestos material is the primary management procedure used to minimise airborne fibres so it is unlikely that rain or hailstones will generate fibres that can be inhaled. However, in badly eroding landscapes, heavy rainfall or flooding has the potential to expose NOA and wash away surface soil containing NOA to different areas where it may be at risk of being disturbed during work or in windy conditions so it's important to stabilise eroding areas.

WANT TO LEARN MORE?
CONTACT THE LAND SERVICES
DEPARTMENT IN YOUR
STATE OR TERRITORY OR
ENGAGE A CONSULTANT ABLE
TO STABILISE THE AREA.



WHO CAN HELP LANDOWNERS WITH INFORMATION REGARDING NOA?

Contact your local Council

Many councils have developed an Asbestos Management Policy to effectively manage all forms of asbestos in their region and may be able to provide you with information on how to manage asbestos and NOA safely.

Are you considering property development?

Any property development needs to comply with council regulations including approval of development proposals. If your property is located in a high, medium or low NOA probability region and the proposed development may disturb NOA (such as excavation for foundations or a pool), council approvals will most likely contain conditions including testing to determine if NOA is present and if so, at what level beneath the surface. If NOA is confirmed on the chosen location, an Asbestos Management Plan is required.

WARNING

Before digging to bury NOA, ensure NOA is not present on the site chosen for disposal to prevent disturbing NOA.

When should you try to relocate the work?

If NOA has been confirmed on the proposed development site and development involves disturbing the ground, it's best to remove the potential risk by relocating the proposed development away from the known NOA site. However, for fences, dams and roads it may not be practical to relocate them away from NOA areas so an Asbestos Management Plan would detail how to manage these activities safely.

If NOA needs to be excavated, relocated and buried on the same property, its location must be noted in the Asbestos Management Plan to accurately identify the burial location to ensure workers and any future landowners don't accidentally disturb the contaminated site. You may wish to install a sign, "NOTICE No Digging".



NOA SAFE WORK PROCEDURES & CONTROL MEASURES

WARNING

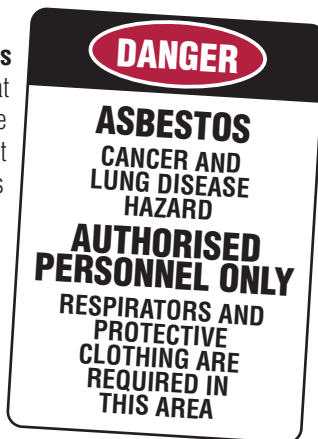
NEVER work in dry, windy conditions.
DO NOT wet any area that may contain electrical wiring or equipment that may be connected to electricity such as power tools.



1. WORKSITE ACCESS AND SIGNAGE

Prior to commencing work in a known or suspected NOA area;

1. **Isolate NOA work areas** ensuring 10m exclusion zones are delineated using barricades (fencing, flags, hazard tape or orange traffic cones).
2. **Asbestos warning signs** **MUST** be positioned at regular intervals outside the exclusion zone to alert people that NOA work is being conducted.
3. **Secure the work area** to limit un-authorised people from entering the area and limit the access points.
4. **Ensure ONLY workers** required to perform the task are on site and are trained in safe work procedures.
5. **All workers within the work area** **MUST** wear PPE, RPE and undergo decontamination procedures.
6. **In addition to the use of PPE**, implement procedures that ensure any contaminated clothing does not leave the workplace.
7. **If it's not practical to wear PPE shoe covers** due to the type of work, Gumboots or boots without laces must be decontaminated (see Decontamination Procedures) after use with socks disposed of as asbestos waste daily. If boots can't be decontaminated, dispose of as asbestos waste.
8. **Notify workers** who are NOT tasked to work on the NOA site that NOA work is being conducted.
9. **Notify neighbours** and council (if required) that NOA work is to be conducted and when.



2. SITE CLEARANCE

Prior to removing signage and barricades from the exclusion zone, the work area should be inspected by a competent person trained in NOA awareness and management to ensure all NOA has been appropriately covered and the work area can be declared safe, taking into account the final land use.

3. WHAT IS RPE AND PPE? WHY MUST IT BE USED?

1. **RPE or Respiratory Protective Equipment** is a respirator worn over the mouth and nose (or entire face) 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 (see Fact Sheet).
2. **The most suitable RPE** for use when managing NOA is either a half-face particulate filter (cartridge) respirator or a disposable, half-face particulate respirators grades P2 or P3.
3. **If medical conditions preclude** the use of negative pressure respirators, workers should be provided with a continuous-flow, positive pressure respirator wherever possible.
4. **PPE or Personal Protective Equipment** is worn as a 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.
5. **A complete PPE Kit includes** coveralls, gloves, safety footwear, shoe covers and protective eyewear. Most items must be **USED ONLY ONCE** and be disposed of as asbestos waste after use.

IMPORTANT

ALL PPE MUST BE 'DOUBLE BAGGED' USING 200UM PLASTIC BAGS OR 'DOUBLE WRAPPED' USING 200UM PLASTIC ROLLS, SEALED WITH DUCT TAPE AND LABELLED 'DANGER ASBESTOS WASTE' BEFORE BEING REMOVED FROM THE WORK AREA FOR APPROPRIATE TRANSPORT AND DISPOSAL.

YOU MUST CONTINUE TO WEAR YOUR PPE THROUGHOUT THIS PROCESS.

REMOVE YOUR MASK LAST!

6. **Use of protective shoe covers** during NOA work is often not practical (due to wetting down procedures). Gumboots or boots without laces must be decontaminated after use with socks disposed of as asbestos waste daily. If boots can't be decontaminated dispose of as asbestos waste.
7. **For items that are not PPE** and cannot be disposed of (such as reusable RPE), they must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.
8. **For step-by-step personal decontamination** procedures, download the NOA RPE & PPE FACT SHEET from asbestosawareness.com.au.

RPE AND PPE IS AVAILABLE FROM MOST MAJOR HARDWARE STORES OR ONLINE.



4. DUST SUPPRESSION PROCEDURES

The following procedures are recommended to minimise and prevent asbestos fibres in NOA from becoming airborne both within and beyond the work area.

1. **Don't undertake work** in windy conditions particularly in dry or drought affected regions
2. **Ensure all NOA containing material** is kept wet before, during and until completion of work through the use of a water cart, hose or portable spray containers.
 - Soak areas before commencing excavating (such as digging post holes);
 - Use a hose or hand held water sprayer/pump to create a water mist to keep the area wet during work; and,
 - Keep disturbed surfaces and uncapped stockpiles moist to prevent generating dust that may contain airborne fibres.
3. **Select appropriate** plant, machinery, equipment and tools to minimise dust generation.
4. **Restrict vehicle speeds** and access to only vehicles that are required to complete the job.
5. **Cover all disturbed surfaces** and uncapped stockpiles with a suitable cover determined from the risk assessment.
6. **Use vehicles with sealed air-conditioned cabins** with filtered air (HEPA Filter) where possible.
7. **Vehicles such as tractors and graders** should be fitted with High Efficiency Particulate Air (HEPA) filters designed to capture 99.97% of microscopic pollutants and particles including asbestos from the air to a size of 0.3µm. If driving on unsealed roads in NOA area; reduce speed, have the windows wound up with the air conditioner on and set to recycle.

WARNING

DO NOT USE WATER SPRAYS NEAR, OR WHEN USING ELECTRICAL EQUIPMENT.

5. OPERATION OF MOBILE AND FIXED PLANT EQUIPMENT PROCEDURES

When planning work or activities, consider what vehicles and equipment are essential on the site. The use of vehicles and plant equipment should be incorporated in the Asbestos Management Plan including the following recommended procedures:

1. **Select** only plant and machinery appropriate to the job.
2. **Restrict** vehicle speeds and access. Only vehicles that are required to complete the job should be used.
3. **Close** all windows, doors and other openings in cabs with air-conditioning set to recycle.
4. **Ensure** all machinery and vehicles are fitted with HEPA filters that are inspected, cleaned and replaced (according to manufacturer's procedures) particularly when working in hot and dry conditions.
5. **Enforce** a 10m exclusion zone when using vehicles or plant equipment that can involve NOA ground-disturbing activities.
6. **Apply** signage, fencing or flagging where activities are constantly moving, such as trenching, by dragging a 10m long rope with a flag attached to the end.
7. **Decontaminate** all plant equipment and machinery through wash-down procedures prior to leaving the site, including wheels.
8. **For major works**, where possible use pool vehicles that remain on the 'dirty side' of the work area inside the exclusion zone. This may be a utility for workers, contractors and visitors to use in addition to PPE. When the work is completed or the vehicle is no longer required it must be thoroughly decontaminated and clearance obtained from a competent person.
9. **If disembarking** from the vehicle during work that potentially disturbs NOA and generates dust, PPE and RPE P2 or P3 must be worn outside vehicles but are not required within a vehicle if windows are wound up and the air conditioner set to recycle.



6. ASBESTOS WASTE MANAGEMENT PROCEDURES

Asbestos waste is any material that contains or may be contaminated by asbestos fibres including PPE (after use) and soil containing NOA. When disposing of NOA waste the following procedures are recommended.

1. **In most instances**, NOA material or waste should be disposed of on-site by burying it and covering the surface with organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source.
2. **Prior to digging the hole**, ensure the burial site does not contain NOA.
3. **If NOA material or waste** requires disposal off-site then it must be transported in a sealed truck and lawfully disposed of at an approved disposal site.

Disposing of any asbestos contaminated items other than NOA

1. **PPE and disposable RPE must** be disposed of as asbestos waste.
2. **Any items** that are disposable or can't be decontaminated according to procedures (including some items of clothing such as socks) must be disposed of as asbestos waste.
3. **When disposing** of items considered asbestos waste (other than NOA) refer to the **NOA RPE & PPE FACT SHEET** from asbestosawareness.com.au

Transporting NOA Material: On-Site

In most cases any NOA material must be left on-site (where practicable) and buried with the NOA covered with organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source. In circumstances where NOA is to be transported and buried in an alternative location on the same property, it must be transported safely and recorded in the Asbestos Management Plan. Records should include the location, a map using an online map and details of the management of the site. You may wish to install a sign, "NOTICE No Digging".

When transporting NOA you must ensure that loads are:

1. **Kept wet** at all times to minimise dust before, during and after loading and unloading;
2. **Covered prior** to leaving the work area (such as for wheelbarrows);
3. **Not allowed to spill** from the truck during transportation and must be contained in a sealed vehicle;
4. **Wheels of all vehicles** used on the site must be washed prior to leaving the site; and,
5. **Wash down vehicles** and all other equipment after use.

NOTE: Procedures should include transport and disposal of all contaminated items (such as PPE) as asbestos waste.

WANT TO LEARN MORE? CONTACT COUNCIL TO CONFIRM REQUIREMENTS AND THE NEAREST LICENCED ASBESTOS WASTE FACILITY.

Transporting NOA Material: Off-Site

For larger jobs such as excavation of a dam or building site where the NOA may need to be transported to a licenced waste facility, it must be transported safely and recorded in the Asbestos Management Plan. Before moving NOA material off the property, contact council to ensure regulations are met including locations of licenced asbestos waste facilities, transport requirements etc.

When transporting NOA off-site you must:

1. **Always contact** the waste facility before transporting asbestos waste including NOA to learn if asbestos waste is accepted and any other requirements when delivering asbestos to the facility.
2. **Where possible**, use licenced asbestos removalists to dispose of NOA waste.
3. **Keep NOA wet** at all times to minimise dust, before, during and after loading and unloading.
4. **Ensure NOA cannot** spill from the truck during transportation. A sealed vehicle must be used.
5. **Wheels** of all vehicles used on the site must be washed prior to leaving the site.
6. **Wash down** vehicles and other equipment after use.

NOTE: Procedures should include transport and disposal of all contaminated items (such as PPE) as asbestos waste.

7. DECONTAMINATION PROCEDURES FOR WORKERS AND EQUIPMENT

When working in areas where NOA is identified, just using RPE and PPE is not sufficient to prevent exposure to asbestos fibres. Your Asbestos Management Plan must include procedures for; decontamination of workers, vehicles and any equipment if the work or activity involves NOA and is likely to generate dust to eliminate or minimise asbestos fibres from leaving the worksite and becoming airborne.

Personal Decontamination

1. **Establish** a dedicated decontamination area suitable for workers to change into and out of PPE.
2. **Ensure water** is available for basic personal decontamination e.g. washing face, hands and boots.
3. **Contaminated PPE** should be disposed of as asbestos waste (See RPE and PPE Fact Sheet).

4. **For larger or long-term jobs** consider using demountable buildings positioned to create 'clean buildings' where all workers will enter and leave the site and 'dirty buildings' in which workers change into and out of PPE and shower prior to changing into clean clothing and prior to leaving the site.
5. **When using vehicles** fitted with a HEPA filter with windows wound up and the air conditioner set to recycle, it is not necessary for workers to decontaminate themselves however the vehicle including the wheels should undergo the wash down procedure before leaving the NOA area.
6. **Step-by-step personal decontamination procedures** -download the NOA RPE & PPE FACT SHEET at asbestosawareness.com.au

Plant, Equipment and Tool Decontamination

1. **Only use** vehicles and plant equipment that are essential on the site.
2. **Establish** a dedicated decontamination area suitable for cleaning plant and equipment.
3. **Water access** should be suitable to conduct wash down procedures.
4. **All equipment**, tools and vehicles should be washed down before leaving the NOA area.
5. **After driving** through known NOA areas, a vehicle wheel wash should be considered.
6. **For major or ongoing NOA works**, if possible utilise pool vehicles that remain on the 'dirty side' of the exclusion zone such as a utility for staff, contractors and visitors to use once they've changed into PPE. When the job is complete or the vehicle is no longer required it must be thoroughly decontaminated and cleared for work by a competent, trained person.

8. WHAT ARE HEPA FILTERS? WHY, WHERE AND WHEN SHOULD THEY BE USED?

HEPA filters or 'High Efficiency Particulate Air' filters should be used in the cabins of farm vehicles and plant equipment such as tractors and trucks if dust may be generated during work. Their job is to filter particles from the air to prevent them from being inhaled including asbestos fibres. HEPA filters are designed specifically for vehicles and fitted to air-conditioning systems. They should be manufactured to Australian Standard AS 4260:1997 (HEPA Grade H14) Efficient to capture 99.97% of microscopic particles to a size of 0.3µm, be fitted by a specialist, inspected regularly and replaced as asbestos waste when used.

9. AIR MONITORING: WHY, HOW AND WHEN SHOULD IT BE USED?

For effective management of NOA, particularly during major works or when conducting work in dry or drought conditions that will generate dust, implementing an air monitoring program will effectively assess the amount of airborne fibres and asbestos exposure levels during work.

IF DRIVING ON UNSEALED ROADS IN A KNOWN NOA AREA; REDUCE SPEED, WIND UP WINDOWS AND HAVE THE AIR CONDITIONER SET ON RECYCLE.



When is air monitoring required?

It is recommended that an air monitoring program be implemented if you suspect that exposure to NOA dust during work might exceed safe levels of airborne asbestos. Only licenced asbestos assessors are qualified to conduct air monitoring. If air monitoring is conducted, request a Clearance Certificate for your records.

When is air monitoring not required?

There is no requirement to carry out air monitoring if the NOA is not going to release asbestos fibres from the activity; for instance if NOA is below the ground or the dust suppression controls in place are suitable and sufficient.



10. IS HEALTH MONITORING OF WORKERS REQUIRED?

There is no mandatory requirement to conduct health monitoring of workers relating to NOA. However, an effective Asbestos Management Plan would incorporate health monitoring of workers in workplaces known to have high, medium or low levels of NOA.

To determine if health monitoring of workers is required, the following should be considered when conducting a risk assessment:

- What is the potential for exposure during the activity?
- What is the frequency of their exposure?
- What is the duration of the work being undertaken?

HOW TO DEVELOP A NOA ASBESTOS MANAGEMENT PLAN

An Asbestos Management Plan must be undertaken to effectively identify and manage NOA. While the following steps will assist property owners and managers, the recommended procedures listed below should be seen as a general guide only, as circumstances can vary from property to property dependent on the NOA probability, risk assessment and work carried out on the property.

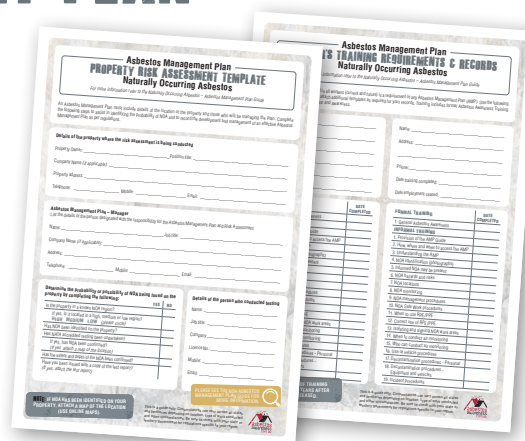
1. APPOINT A COMPETENT PERSON TO MANAGE AND MAINTAIN THE ASBESTOS MANAGEMENT PLAN

Appoint the person with management or control over the property or workplace. Their name and contact details must be included in the Asbestos Management Plan.

2. RECORD KEEPING PROCEDURES - MAINTAIN ASBESTOS MANAGEMENT PLAN AND RELEVANT DOCUMENTATION

All records regarding an Asbestos Management Plan relating to NOA must be kept including:

- 1. The person responsible** for implementing the Asbestos Management Plan and their contact details.
- 2. Risk assessments** and results.
- 3. Test reports** and test results, if testing is required.
- 4. Clearly identify** the site/s of NOA (if known) and the management procedures implemented.
- 5. Training** provided to workers. Training records must be kept for five years after employment has ceased.
- 6. Decisions made** and the reasons for those decisions.
- 7. All records of works** specific to individual jobs for specific NOA sites.
- 8. Details of the work** to be carried out are written in a way that instructions can be clearly understood.
- 9. Safe work procedures** and control measures.
- 10. If NOA is buried on site**, you must keep a record identifying the location, that it is covered with mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source (type and thickness) and monitor it to ensure it remains undisturbed.
- 11. Waste facility receipts** to demonstrate waste has been disposed of according to regulations.
- 12. Emergencies or incidents** that may have occurred and steps taken to manage and evaluate incidents.
- 13. Documentation** from regulators including council.



3. CONDUCT AN INITIAL NOA PROPERTY RISK ASSESSMENT

Determine if your property lies within a high, medium or low NOA probability region, if NOA is known or suspected to be on your land, and the steps to take to identify it.

- 1. Check** with the regulators in your state or territory for NOA regions.
- 2. Contact council** to confirm if your property is located in a NOA region.
- 3. Request information** from council as some councils provide Asbestos Management Plan guidelines developed specifically for their regions.
- 4. Determine if and when testing is required.** Only testing will confirm the presence of NOA.
- 5. Review a range of issues** including productivity, the location and condition of NOA, the risk it poses to health and how best can it be avoided or managed when work is conducted.
- 6. Note where NOA has been confirmed** and control measures to avoid disturbance.
- 7. Note if NOA may be present** in a work area and if it could be potentially disturbed.
- 8. Note safe work controls** to be implemented during work to prevent or minimise disturbing NOA.

OCCASIONALLY NOA HAS BEEN IDENTIFIED UP TO 150M OUTSIDE NOA MAPPED REGIONS.

OWNERS OF LAND LOCATED WITHIN 200M OF NOA PROBABILITY AREAS SHOULD BE AWARE OF NOA AND TAKE APPROPRIATE PRECAUTIONS.

4. IDENTIFYING NOA

Based on the initial risk assessment, if your property lies within a known NOA region:

1. **Record the exact locations** of known NOA e.g. the south perimeter, and attach a map.
2. **Determine** if and when testing is required.
3. **Implement controls** and safe work procedures to reduce the risk of disturbing NOA.
4. **Conduct a risk assessment** which is specific to the new location and determine if air monitoring or health monitoring of workers is required.
5. **Detail incident management procedures.** Where NOA has been confirmed or is assumed while work is underway (particularly ground disturbing activities), implement incident management procedures which include stopping work until a site-specific Asbestos Management Plan has been implemented.

TRAIN WORKERS TO IDENTIFY NOA AND REPORT IT TO THE PROPERTY MANAGER TO ENSURE IT'S RECORDED IN THE ASBESTOS MANAGEMENT PLAN AND MANAGED SAFELY.

5. WHEN TO CONDUCT A RISK ASSESSMENT TO MANAGE SITE-SPECIFIC NOA

If your property lies within a region identified as having a NOA probability there is the likelihood that there will be NOA deposits on your land. If and when NOA is identified or suspected, a risk assessment must be undertaken by a competent person trained in asbestos awareness and NOA management to identify the NOA location, the level of risk of disturbance and safe work management procedures.

6. PROCEDURES FOR CONDUCTING AN NOA SITE-SPECIFIC RISK ASSESSMENT

1. **Know what to look for.** While NOA is difficult to identify, learn the indicators of NOA probability and review photographs to assist in identifying NOA.
2. **Note NOA location** in a work area and if it could be potentially disturbed.
3. **Identify foreseeable risks** such as windy conditions.
4. **Note control measures** required to prevent or minimise disturbing NOA.
5. **Evaluate the risk** and determine procedures to manage the work while minimising risks including the use of PPE, RPE, decontamination, dust suppression and air monitoring procedures.

6. **Relocate work where possible** such as relocating a property development site.
7. **Determine if work may affect others.** If the proposed work is in an area that may affect others including neighbours, avoid conducting work.
8. **Notify neighbours** in writing if work is to be conducted and implement dust control measures.
9. **If other community members may be affected,** conduct work outside peak times and adhere to dust minimising procedures.
10. **If the NOA site is known** but work can't be avoided or relocated, it may not be practical to relocate fences, dams and roads away from NOA areas so implement appropriate controls. For example, if the NOA has been confirmed at a specific depth avoid excavating to that depth.
11. **Isolate work areas.** Install movable barriers (orange traffic cones and hazard tape) and reposition as required as work progresses.
12. **Install signage** at regular intervals to warn others of the asbestos hazard. Only authorised personnel wearing appropriate RPE and PPE should enter the work area.
13. **If relocation and burial of NOA is required,** undertake appropriate NOA transport and burial procedures and document the location where NOA has been relocated to in the Asbestos Management Plan.
14. **Document** the reasons for NOA management decisions that were made and why. e.g. *"We need to plough the south paddock where NOA has been identified. We are in drought and there is no groundcover so PPE and RPE will be worn and air monitoring conducted."*



7. PROCEDURES TO DETERMINE WHEN TO GET THE EXPERTS IN

1. **Contact council** prior to conducting any property development, major works and for asbestos waste management.
2. **Prior to excavation,** if NOA is suspected, conduct testing.
3. **If air monitoring is required** when work could pose a risk of generating dust, arrange for a qualified licenced asbestos assessor to conduct air monitoring and provide a report.

8. TRAINING OF WORKERS REQUIREMENTS & RECORDS

Anyone who may come in contact with NOA in the workplace must receive information, supervision and training in asbestos awareness and safe work practices before commencing work. If your property is located in a region already identified as having a probability of NOA, all workers (present and future) must undergo NOA training as standard safe work practice.



Appropriate training, information and supervision for workers would include:

1. **Provide** a copy of this Guide.
2. **How, where and when** to access the Asbestos Management Plan and how to read it as required.
3. **Asbestos Awareness training** including general information about asbestos and asbestos management and the hazards and risks when working with NOA.
4. **Make workers aware** of the possibility of NOA being present and provide them with information in relation to the identification of serpentinite and NOA.
5. **How to identify NOA.** While only testing can confirm NOA, all workers must be trained in what to look for should they come across it on the property. Provide photographs of NOA to assist in identification.
6. **Hazards and risks** to be avoided when working with NOA.
7. **Confirmed NOA sites** and how to monitor and manage it safely.
8. **Asbestos Management Plan** procedures including dust suppression.
9. **When NOT to use** water when wetting NOA if electrical equipment is in use
10. **NOA management procedures** when NOA has been newly identified during work.
11. **When RPE and PPE must** be used and where it is stored. Keep a range of sizes of all components in stock for easy access if required. A complete PPE Kit includes coveralls, gloves, safety footwear, shoe covers and protective eyewear and RPE. RPE should be half-face particulate filter (cartridge) respirator or disposable half-face particulate respirators grade P2 or P3. Items must be used **ONLY ONCE** and be disposed of as asbestos waste after use.
12. **Correct use of RPE and PPE:** If RPE and PPE are not worn correctly; workers and their clothing could become contaminated with asbestos fibres. All protective equipment **MUST** be used correctly.
13. **A list of all PPE items** and step-by-step instructions on how to wear RPE and PPE correctly can be found in the NOA RPE & PPE FACT SHEET at asbestosawareness.com.au and used as a handout for workers.
14. **Use of protective shoe covers** during NOA work is often not practical (due to wetting down procedures). Gumboots or boots without laces must be decontaminated after use with socks disposed of as asbestos waste daily. If boots can't be decontaminated dispose of as asbestos waste.
15. **Isolate the NOA** work area from other surrounding areas using appropriate barriers and asbestos hazard warning signs.
16. **When air monitoring** is required and who is qualified to conduct air monitoring.
17. **Safe work procedures** and suitable control measures of NOA to minimise dust and disturbance.
18. **Use of vehicle procedures** when NOA is present or suspected.
19. **Decontamination procedures** for workers and equipment entering and leaving the NOA work area ensuring correct decontamination of themselves and any equipment including washing down of vehicles used during work to prevent asbestos fibres from leaving the work area.
20. **Contaminated items** including tools, equipment and clothing must **NOT** be removed from the work area unless items have been decontaminated and contaminated PPE and RPE must be disposed of as asbestos waste.
21. **Emergency and incident procedures** to manage unforeseen hazards should incidents occur.
22. **Records of training** must be kept for five years after employment has ceased.
23. **Workers Training Requirements & Records** templates can be downloaded from asbestosawareness.com.au.

WANT TO LEARN MORE? RPE AND PPE ARE AVAILABLE FROM HARDWARE STORES OR ONLINE. NOA DECONTAMINATION AND NOA RPE & PPE FACT SHEETS CAN BE DOWNLOADED FROM ASBESTOSAWARENESS.COM.AU.

9. IMPLEMENT SAFE WORK PRACTICES, PROCEDURES AND CONTROL MEASURES

Safe work procedures are an essential inclusion in the Asbestos Management Plan and should include:

1. **When and how** to conduct a site-specific risk assessment if NOA has been newly identified or is suspected.
2. **Procedures** when planning property development.
3. **Workers must be trained** to refer to and understand the Asbestos Management Plan.
4. **Limit the number of workers** so that only those required to be there to conduct the work are on site.
5. **Dust suppression** noting the circumstances and techniques including, wetting down to minimise dust when undertaking work such as digging post holes. Wetting includes soaking the area prior to commencing work and using water sprays and mists while work is being undertaken.
6. **When NOT to use water** or water sprays near to or when electrical equipment is in use.
7. **When PPE and RPE** must be used and disposed of as asbestos waste.
8. **Disposing of asbestos** waste other than NOA including PPE and RPE.
9. **Personal and equipment decontamination** using wash down facilities to prevent fibres spreading.
10. **NOA waste disposal** including burial and/or the covering of NOA on site with organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source.
11. **Transport of NOA** either to an alternative location on the property or to a licenced waste facility.
12. **Weather conditions** and wind direction.
13. **Precautions** needed when disturbing soils during planting, seeding or digging.
14. **Procedures** when undertaking major earth works.
15. **Dust minimising procedures** when moving livestock and working in cattle yards.
16. **Heavy machinery** and excavation equipment procedures appropriate when working in NOA locations.
17. **Monitoring of HEPA filters** in all work vehicles procedures. When filters need to be checked, changed and maintained and disposed of as asbestos waste.
18. **When air monitoring is required** if disturbing soils during planting, seeding, dipping and particularly when undertaking major earth works.
19. **Circumstances** requiring health monitoring of workers.
20. **Emergency and incident procedures** should unforeseen hazards and incidents occur.

WARNING

SAFE WORK PROCEDURES MUST INCLUDE PROHIBITING THE USE OF WATER OR WATER SPRAYS NEAR TO OR WHEN ELECTRICAL EQUIPMENT IS IN USE.

10. PLANNING WORK AND PROCEDURES TO BE APPLIED WHEN NOA HAS BEEN IDENTIFIED

1. **Identify** the location of NOA on the property or worksite and attach a map for future reference.
2. **When planning property development**, conduct a risk assessment of the planned location and include testing if required. If NOA is present, where possible plan the work to be conducted on an alternative site.
3. **Construct new buildings** away from areas containing NOA (where possible) to avoid disturbing NOA.
4. **Consider the effect dust** may have on areas downwind of work and activities, particularly if excessive dust will be generated and implement dust minimising procedures.
5. **Note information** relevant to the work being conducted including:
 - Location of the NOA deposit;
 - Determine if it is necessary to inform neighbours, council etc.;
 - Name and contact details of the person managing the specific work site;
 - Number of workers doing the work;
 - Duration of work including start and end dates;
 - Test results;
 - Equipment to be used including plant and vehicles;
 - Containment procedures including dust suppression, the use of RPE and PPE, barriers, wash down, decontamination etc.;
 - Disposal of the NOA, buried and/or covered, and the materials to be used; and,
 - If any other activities are required such as air monitoring.

ASBESTOS AWARENESS TRAINING WILL ALSO BE USEFUL TO WORKERS WHO MAY COME INTO CONTACT WITH ASBESTOS CONTAINING MATERIALS (ACM) SUCH AS ASBESTOS CEMENT SHEETING (FIBRO) WHICH MAY BE FOUND ON PROPERTIES IN BUILDINGS AND FARM SHEDS.

6. **Delay dust-generating activities** on windy days and in dry or drought conditions.
7. **Conduct all work up-wind** of prevailing wind currents or major dust-generating activities if necessary.
8. **Have PPE and RPE on site** and ensure workers have access to it for use when deemed necessary.
9. **Determine if air monitoring** is required and if so, engage a licenced asbestos assessor or an occupational hygienist and request reports for your records.
10. **Isolate the workplace** and use asbestos hazard signage when required.
11. **Deviate proposed excavation** to ensure avoidance of an NOA deposit, where possible.
12. **If deviating excavation is not possible**, list the appropriate controls that must be undertaken to manage NOA safely including beneath surface testing.
13. **Use sealed excavation**, mining equipment and vehicles with air-conditioned cabins fitted with HEPA filters.
14. **If NOA cannot be covered or removed**, maintain regular surveillance of NOA and list the appropriate precautions to avoid disturbance.
15. **Monitor all known NOA sites** to minimise disturbance.

11. PROCEDURES FOR USE OF VEHICLES ON A PROPERTY IDENTIFIED AS HAVING A NOA PROBABILITY

1. **Reduce speed to minimise dust generation** when driving or riding vehicles across areas where NOA is exposed in dry conditions and keep vehicle windows closed and air conditioning set to recycle.
2. **For vehicles fitted with HEPA filters**, ensure they are inspected, cleaned and replaced according to the manufacturer's requirements particularly when working in hot and dry conditions.
3. **Avoid** riding quad bikes, horses, motorcycles etc. in dry conditions over areas where NOA is known.

12. PRECAUTIONS REQUIRED WHEN USING HEAVY MACHINERY THAT MAY GENERATE DUST

1. **Apply procedures** for use of vehicles on a property identified as having a NOA probability.
2. **Use high efficiency particulate air (HEPA) filters** in cabins.
3. **If disembarking** from the vehicle during work that potentially disturbs NOA and generates dust, PPE and RPE P2 or P3 must be worn outside vehicles, but are not required within a vehicle if windows are wound up and the air conditioner set to recycle.

13. PROCEDURES FOR MOVING LIVESTOCK OR WORKING IN CATTLE YARDS OR DRY PADDOCKS

1. **Avoid rotating or moving** stock on dusty or windy days particularly in dry or drought conditions.
2. **Stay up-wind** and use PPE if required to minimise dust exposure.

14. PROCEDURES TO UNDERTAKE WHEN DISTURBING SOILS DURING PLANTING, SEEDING OR DIGGING

1. **Wet the ground** before, during and after the activity to minimise dust generation.
2. **Cover asbestos-containing rock** or soil in yards and gardens with organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source.



15. PROCEDURES WHEN PLANTING AND DIGGING

1. **Do not conduct work** on windy or dry days particularly in dry or drought conditions.
2. **Use dust minimising practices** – keep soil wet.
3. **Wash down** tools and equipment after use.
4. **Wear PPE and RPE** as required and dispose of as asbestos waste.
5. **When covering** NOA with plants use organic mulch, woodchips, soil or 100mm of rock or gravel from a NOA free source.



16. PROCEDURES WHEN CONDUCTING MAJOR EARTH WORKS OR PROPERTY DEVELOPMENT

1. **Consult** with council for regulations.
2. **Do not** conduct work on windy days particularly in dry or drought conditions.
3. **Implement** safe work practices including dust minimising procedures.
4. **Isolate** the work area and use signage.
5. **Workers must use PPE and RPE** and undertake personal and equipment decontamination procedures.
6. **Notify neighbours** before work commences.
7. **Avoid doing work** on days and times during busy periods when other members of the community might be nearby e.g. during school drop off or pick up times, or during peak hour.

17. INCIDENT PROCEDURES (USE PROCEDURES TEMPLATE AS REQUIRED)

Predetermined emergency and incident procedures must be in place should an incident occur.

Workers should stop work immediately if:

1. **Airborne** dust is visible;
2. **Should** strong, dry winds occur; and,
3. **Air monitoring** has shown a positive result for fibres.

Once work has ceased, contain the hazard:

4. **Apply** PPE and RPE procedures.
5. **Isolate** the workplace or the affected area of the workplace until controls are in place.
6. **Implement** pre-determined emergency controls including wet down NOA and wash down of equipment.
7. **Liaise** with council and the appropriate agencies if required as soon as practicable.

After the hazard has been contained:

8. **Conduct** a thorough investigation to learn why the incident occurred to prevent it occurring again. Things to consider may include:
 - Were workers adequately trained and strictly following procedures?
 - Was there an environmental change such as a strong or dry wind?
 - Is health monitoring required?
 - Did an activity occur which allowed fibres to be transferred such as the sharing of contaminated equipment?
9. **Record** the outcome of the investigation in the Asbestos Management Plan to prevent reoccurrence.
10. **Review and amend** the AMP if identified as necessary based on the outcome of the emergency/incident investigation.

OTHER ASBESTOS RISKS PROPERTY OWNERS SHOULD BE AWARE OF

What other asbestos hazards may exist on properties or farms?

In rural regions many farm structures were constructed from ACM (fibro) as a cost-effective means of housing farm equipment and stock including sheds and barns. It was also widely used to construct 'sleep-out' additions to farmhouses, workers accommodation for shearers and farm-hands, outhouses, water tanks and animal enclosures. Fibro was also commonly used to build community housing throughout much of regional Australia.

Some of the possible asbestos risks property owners should be aware of include abandoned homes and farm structures that may be damaged, neglected and unpainted and dumped asbestos materials.

What if your property has been contaminated with asbestos from illegal dumping or demolition?

Sites contaminated with asbestos require an Asbestos Management Plan to ensure it is managed safely.

ASBESTOS MANAGEMENT PLAN TEMPLATES FOR NATURALLY OCCURRING ASBESTOS

The following templates will assist property owners to develop and manage an Asbestos Management Plan including templates for record keeping of training and Fact Sheets on how to use PPE and RPE and asbestos decontamination. Download templates and Fact Sheets from asbestosawareness.com.au.

- **Asbestos Management Plan - Property Risk Assessment Template**
- **Asbestos Management Plan - Site Specific Template**
- **Incident Procedures & Report**
- **Workers Training Requirements & Records**
- **Fact Sheet: FS1 NOA Decontamination**
- **Fact Sheet: FS2 NOA RPE & PPE**

Need More Advice and Information? Contact council for information relevant to your region and council requirements.



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Developed by Insight Communications in consultation with the Heads of Asbestos Coordination Authorities (HACA) to aid in identifying the presence of naturally occurring asbestos, this Guide provides recommendations and resources to assist property managers, workers, farmers and gardeners to develop an effective Asbestos Management Plan so they can manage NOA safely in accordance with government requirements.

Special thanks to SafeWork NSW and Orange City Council.