KEMPSEY SHIRE COUNCIL

ASBESTOS MANAGEMENT

Policy No. and Title 5.6 Work Health and Safety Policy
Procedure 5.6.7.1 Asbestos Management Procedure
Version 1
Date Adopted 21 March 2013

1 OBJECTIVES

a) To reduce the incidence of workplace injury and illness.
b) To identify, implement and review asbestos management control measures and facilitate best practice asbestos management procedures.

2 STATEMENT

a) This procedure relates to products containing asbestos in situ and the process of removal from all buildings, facilities and plant owned or controlled by Kempsey Shire Council.

b) All personnel employed by Kempsey Shire Council and any contractor who carries out work at any Kempsey Shire Council work site shall strictly comply with this procedure.

c) The requirements stipulated in this procedure are minimum requirements.

d) Other activities may require additional control measures and will be detailed within supporting SWMS. Such measures shall be additional to, and not in place of the requirements stipulated in this procedure.

3 LEGISLATIVE REQUIREMENTS

b) Work Health & Safety Regulations 2011.
d) NSW Electrical Industry Asbestos Awareness Committee (EIAAC) – EIAAC 1 – Assessment of Commercial and Residential Metering/ Electrical Panel Installations for Potential Asbestos Containing Materials.
e) NSW Electrical Industry Asbestos Awareness Committee (EIAAC) – EIAAC 2 – Minor Works on Asbestos-Based Electrical Mounting Boards For Domestic and Commercial Metering/ Electrical Installations.
i) Code of Practice - How to Manage and Control Asbestos in the Workplace.
j) Code of Practice - How to Safely Remove Asbestos.

k) WorkCover NSW Guide - Working with Asbestos.

4 DEFINITIONS

**ACM** means Asbestos Containing Material.

**Airborne asbestos fibre** means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres are counted.

**Asbestos** means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue), and tremolite asbestos. For the purpose of these definitions the term asbestos refers to any material or thing that contains asbestos.

**Asbestos Licence** means a Licence required by the Regulator for the removal of all friable asbestos and more than 10 square meters of bonded asbestos sheeting. There are two levels of License Level A for friable and Level B for bonded sheet asbestos.

**Asbestos Control plan** means a SWMS for the control of an asbestos related task.

**Asbestos Management Plan (AMP)** means the parent document of a family of documents consisting of:

i) Asbestos Register for buildings;

ii) MapInfo Asbestos Pipe location information;

iii) (i) and (ii) are collectively known as Asbestos Register;

iv) Asbestos Management Procedure, and

v) Sectional SWMS for the handling and management of any asbestos hazard.

**Asbestos Register** means a register that:

i) Identifies the presence of asbestos or asbestos-containing products;

ii) Identifies the location type and condition of asbestos related products at the site;

iii) Alerts any person who may come into contact with asbestos during the course of their work of its presence, and

iv) Recommends actions for the management of asbestos-containing products eg monitoring recording and removal where necessary.

**Asbestos removalist** means a person who is competent to remove asbestos. This person can be either licensed or unlicensed depending on the type of asbestos removal work being carried out.

**Asbestos related work** means work involving asbestos (other than removal work).

**Asbestos removal work** involving the removal of asbestos. It can be class A (Friable) removal work or class B (Bonded) removal work.

**Competent person** in relation to carrying out clearance inspections and issuing clearance certificates means a person who is familiar with relevant asbestos industry practice, and holds a statement of attainment for the endorsed unit of competency for an asbestos assessor or a tertiary qualification in occupational health and safety, industrial hygiene, science, building, construction or environmental health. For all other purposes, competent person means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
**Exposure standard** for asbestos is a respirable asbestos fibre level 0.1 fibres/ml of air measured in a person’s breathing zone and expressed as a time weighted average fibre concentration of asbestos calculated over an eight hour working day and measured over a minimum period of four hours in accordance with:

i) The membrane filter method, or
ii) A method determined by the relevant regulator.

**Friable asbestos** means material that can be crumbled, pulverized or reduced to powder by hand pressure when dry that contains asbestos.

**In-situ asbestos** means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.

**NATA-accredited laboratory** means an asbestos testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA), or recognized by NATA either solely or with someone else.

**Naturally occurring asbestos (NOA)** means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment and soil.

**Non-friable asbestos** means material containing asbestos that is not friable, including material containing asbestos fibres reinforced with a bonding component.

**Respirable asbestos** means an asbestos fibre that:

i) Is less than 3 microns wide;
ii) More than 5 microns long, and
iii) Has a length to width ratio of more than 3:1.

**Risk Control** means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating the hazard will also eliminate any risks associated with the hazard.

5 **RESPONSIBILITIES**

All Kempsey Shire Council workers are responsible for ensuring that breaches of this procedure do not occur.

5.1 **Person Conducting a Business or Undertaking (PCBU) - (General Manager and Directors)**

a) Provide the resources necessary for the implementation of the Asbestos Management Plan group of documents which include:

i) Asbestos Management Plan;

ii) Asbestos Management Procedure;

iii) Asbestos Register; and

iv) SWMS to assist with the task of managing asbestos in the work place.
5.2 Business Unit Managers, Project Managers, Team Leaders and Supervisors

a) Managers, Project Managers, Team Leaders and Supervisors are responsible for ensuring that tasks are carried out according to the procedures and WHS Regulations.

b) In particular Managers, Project Managers, Team Leaders and Supervisors are to ensure:
   i) Workers have been informed and are aware of the hazards associated with asbestos and products containing asbestos;
   ii) Workers have been instructed in the correct procedures when working in areas which have been identified as containing asbestos or asbestos containing products;
   iii) Reference is made to the Asbestos Register for a workplace before allowing any work to commence in that work place;
   iv) If demolition work is to occur on a site which contains or is presumed to contain asbestos or asbestos containing materials asbestos removal work occurs before demolition of the building;
   v) The removal work area is signed and barricaded;
   vi) There are facilities available to decontaminate the removal area, plant used, and workers carrying out the removal work;
   vii) Nothing that is likely to be contaminated with asbestos is removed unless it has been decontaminated or sealed appropriately;
   viii) Asbestos waste is contained and appropriately labelled before it is removed and is disposed of appropriately, and must ensure personal protective equipment (PPE) and clothing is used, sealed appropriately before it is removed and disposed of or laundered;
   ix) Only trained staff are allocated asbestos removal work;
   x) Obtain WorkCover approval prior to the commencement of work if any asbestos removal work requires a license, and
   xi) If licensed asbestos work occurs a clearance certificate is to be obtained. For Class A work the clearance certificate will be provided by an independent licensed asbestos assessor and for Class B work by an independent competent person.

5.3 Manager Technical Services

a) Ensure resources are in place to maintain the Asbestos Register.

b) Is the holder of Council’s Class B removal of asbestos licence (Bonded in excess of 10 square metres).

c) Ensure WorkCover is advised when licensed asbestos removal work is being undertaken and seek approval prior to commencement.

d) Obtain a clearance certificate when licensed asbestos removal work has been completed.
e) Obtain the resources necessary to manage the asbestos hazard should conditions at specific location warrant the removal of the product as the only viable safe option.

f) Provide a point of expertise for the identification, assessment and control of asbestos hazards.

g) Provide advice to the GIS Officer when asbestos is removed from Council works sites and a Clearance Certificate is obtained or the in-situ condition of the existing asbestos product changes so as to cause changes in the risk status. This advice is for the updating of the Asbestos Map.

5.4 Environmental Health Officer

a) Provide a point of contact for asbestos related complaints or enquiries from the general public for non-council buildings and asbestos dumping’s on public land.

b) Undertake inspections of non-council buildings and direct action should a hazard to the public exist.

c) Provide expert advice to the general public and internal workers regarding the likelihood of products containing asbestos, the condition of that asbestos and actions required for a safe clean up.

5.5 GIS Officer

a) Maintain the asbestos mapping information as current so as to reflect the condition and location of asbestos containing products on Council work sites.

5.6 Workers

a) Workers must carry out all activities in a safe manner with regard to Council procedures and the training undertaken.

b) In particular workers are to:

i) Be aware of the hazards associated with asbestos and products containing asbestos;

ii) Be aware of the Asbestos Register and how to access it;

iii) Observe the proper procedures when working in areas which have been identified as containing asbestos or asbestos related products;

iv) Implement SWMS requirements when working on asbestos or asbestos containing materials;

v) Not to interfere with, crush, break or pulverise any products which have been labelled as asbestos, or containing asbestos, and

vi) Wear appropriate personal protection equipment when work with or on asbestos or asbestos containing materials.

c) Report any potential exposures to asbestos
5.6 Licensed Removalists

A licensed removalist conducting a business or undertaking who is licensed under the WHS legislation to carry out asbestos removal work will:

a) Ensure, for removal work requiring a Class A license the asbestos removal supervisor is present at the removal area whenever removal work is being carried out;

b) Ensure, for removal work requiring a Class B license the asbestos removal supervisor is contactable while work is being carried out;

c) Not direct or allow a worker to carry out removal work unless the worker is qualified to carry out the class of removal work;

d) Provide appropriate training to the worker carrying out the removal work and keep record of the training undertaken;

e) Develop an asbestos removal control plan (SWMS) for each asbestos removal job undertaken on behalf of Council;

f) Notify the regulator about the removal work prior to and obtain approval for the removal prior to carrying out the work;

g) Provide evidence of approval for removal prior to commencing work;

h) Inform the Council Manager with management or control of the workplace about the removal work prior to the work being carried out;

i) Ensure a certificate of clearance is obtained for all licensed asbestos removal work and provide that certificate to Council Manager/Project Manager;

j) If the removal work requires a Class A license, ensure air monitoring is carried out by a licensed assessor and results of the air monitoring are given to the Council Manager/ Project Manager;

k) For removal work requiring a Class A license take appropriate action based on the recorded fibre levels;

l) If removing friable asbestos ensure so far as is reasonably practicable, the removal area is enclosed, tested for leaks (if negative pressure is used), the wet method is used, air monitoring is undertaken, any equipment is dismantled and disposed of safely and the enclosure is dismantled appropriately, and

m) Notify the regulator in writing of all asbestos removal work as per the WHS Regulations.

6 PROCEDURES GENERAL

6.1 Common Industrial Uses of Asbestos

a) The resistance of asbestos to fire and chemical breakdown and its fibrous structure are the properties which have made it so useful in many products.

b) Asbestos has been used in the manufacture of:
   i) Friction materials such as brake and clutch linings;
ii) Asbestos cloth, tapes and ropes, fire rated door seals and fire rated doors and building components;

iii) Switchboards or electrical meter boards;

iv) Flat, corrugated or compressed asbestos cement sheeting (fibro) and asbestos cement pipes such as water, drainage and flue pipes;

v) Rubber, plastic, thermosetting resins, adhesives and cements, paints, coatings, caulking compounds and sealants;

vi) Filter papers and gasket materials;

vii) Ceiling cavity insulation;

viii) White asbestos has also been used prior to 1976 as a spray-applied limpet asbestos, and

ix) For fire protection and thermal or acoustic insulation in building construction.

c) If these products are maintained in good order, they present no significant health risk.

d) However safety precautions must be taken when renovating or demolishing a building that has asbestos cement materials, or when disturbing any product containing asbestos, in a way which is likely to generate dust. E.g. drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, smashing, blowing or during disposal.

e) New fibrous cement products no longer contain asbestos.

f) Before 1970 however, (blue asbestos) was used in many products. Other types of asbestos were used in products until 1986.

g) The final prohibition for asbestos in the workplace came into effect on 31 December 2003 at which point asbestos containing material cannot be used or re-used in NSW.

6.2 General Requirements

a) Any work undertaken involving the hazards of asbestos will be covered by a SWMS for the task. At times this is known as an Asbestos Control Plan.

b) Asbestos hazards will be reported in Civic View.

c) An Asbestos Register will be developed and maintained which is part of the Asbestos Management Plan.

d) Council assets containing ACM will be subject to inspection at two yearly intervals and subject to risk circumstance.

e) Workers undertaking construction, demolition or refurbishment works on Council owned or controlled assets will refer to the Asbestos Register prior to commencing any work.

f) Council will obtain a Class B bonded asbestos removal license. The license will be held by the Manager Technical Services.
g) Only trained workers will undertake asbestos removal or clean-up work.

h) Records concerning asbestos hazard inspection will be consigned to TRIM.

i) If asbestos or ACM is identified in a workplace and demolition or refurbishment work is going to be carried out, the asbestos or ACM must be removed before demolition or modification occurs if it is likely to be disturbed.

j) Asbestos is either confirmed by way of sampling or can be assumed to be present either way the requirements of this procedure will be put in place.

k) All asbestos waste will be double bagged or double wrapped in 200-micron polythene prior to removal to a waste facility.

l) Licensing requirements will be complied with at all times. That is a Class A license will be in place for all friable asbestos removal work and a Class B license will be in place for all bonded asbestos removal work of more than 10 square meters.

m) WorkCover will be notified of all asbestos works requiring a license.

n) A Clearance certificate will be obtained and stored as a corporate record for licensed asbestos removal work.

o) The Environmental Officer of Council will provide an expert point of contact for information concerning the asbestos hazard.

6.3 Assessing Council’s Asbestos Register

a) Council’s Asbestos register will be accessed via the front page of the intranet.

b) An icon titled Asbestos Register will open up a choice of three selections being Asbestos Management Plan; Asbestos Management Procedure and the Asbestos Register.

c) The Asbestos Register is supported by a GIS map that details the work sites containing asbestos and the location, condition and amount of asbestos in place.

6.4 Building Asset Inspection

a) The key task in preventing exposure to asbestos contained within buildings or other assets is the development and then maintenance of a sound set of records detailing the exact location, quantity and condition of where asbestos is within that Council asset.

b) **New Assets:** procured by Council will be subjected to inspection during the procurement process.

   i) This inspection will be undertaken, recorded and sent on to the Asset Coordinator for inclusion on the Asbestos Register, that way by the time the asset is Council owned there will already be an Asbestos Register listing describing the current circumstances.

c) **Existing Assets:** will be inspected at a frequency of two yearly under satisfactory risk conditions.

   i) This frequency may vary depending upon the findings from the previous inspection and will be determined by the Manager Technical Services, see the tables below.
d) Where the risk finding is rated high or changes from the previous inspection the Manager Technical Service will be advised by the Asset Coordinator and will be required to instigate action as per the tables below.

e) Asbestos asset inspections will be undertaken by Technical Services Staff and or contractors under the direction of Technical Services Staff with the skill to identify asbestos in the work place in its various forms and to be able to determine the risk status from their observation.

f) The resulting reports will be provided to Assets Coordinator for the update of the Asbestos Register.

g) The inspection will consider the question of is there asbestos on site, what its condition is at the time of the inspection, a risk assessment will be written for each identification and the inspection information sent to the Assets Coordinator.

h) All ACM will be identified, listed out, risk assessed, photographed and sent to the Assets Coordinator for inclusion in the Asbestos Register.

i) Under some circumstances there may be need to confirm the presence of asbestos by way of sample testing an example may be that the asset is to be demolished.

j) If confirmation is required because of use, demolition or modification of the asset, contact the Manager Technical Service who will engage a suitable contractor to complete the assessment.

k) The outcomes from these assessments need to be recorded within the Asbestos Register and the report consigned to TRIM.

l) When asbestos is removed from a work site or the condition of the in-situ asbestos changes in a way that impacts on the risk the asset coordinator will advise the GIS Officer to enable the updating of the asbestos Map.

### 6.4.1 High Risk

<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Risk Measurement</th>
<th>Action and Time Frame</th>
</tr>
</thead>
</table>
| The product is friable and there is a likelihood of exposure. | 1A (High) | Action is required immediately:  
- Notify the asset owner  
- Application to remove is required. Contact WorkCover  
- Remove product  
- Engage a Licensed removalist  
- Air Monitoring will be required  
- Obtain a record for the disposal of the recovered product  
- Engage a Hygienist/Licensed Asbestos Assessor to undertake a clearance assessment and provide a certificate  
- Update asbestos records on completion |
The product is non-friable but is showing evidence of significant damage or product breakdown.

The product is not sealed and there is potential for exposure to staff, contractors or visitors.

<table>
<thead>
<tr>
<th>1B (High)</th>
<th>Action is required as soon as possible:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Notify the asset owner</td>
</tr>
<tr>
<td></td>
<td>• License removalist required if job is more than ten square meters</td>
</tr>
<tr>
<td></td>
<td>• Application to remove is required. Contact WorkCover</td>
</tr>
<tr>
<td></td>
<td>• Remove product</td>
</tr>
<tr>
<td></td>
<td>• Update asbestos records on completion</td>
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<tr>
<td></td>
<td>• Obtain a record for the disposal of the recovered product</td>
</tr>
</tbody>
</table>

**6.4.2 Medium Risk**

<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Risk Measurement</th>
<th>Action and Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>The product is bonded and minor deterioration is evident. The product is prone to mechanical disturbance due to building activities or maintenance or is subjected to environmental condition</td>
<td>3C (Medium)</td>
<td>Corrective action is required in a timely manner:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notify the asset owner</td>
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<tr>
<td></td>
<td></td>
<td>• Inspect at six monthly interval until removal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Licence removalist required if job is more than ten square meters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Consider product removal or other suitable alternative</td>
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<tr>
<td></td>
<td></td>
<td>• Update asbestos records on completion</td>
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<td></td>
<td></td>
<td>• Obtain a record for the disposal of the recovered product</td>
</tr>
</tbody>
</table>

The product is bonded and minor deterioration is evident. The product is not prone to disturbance or environmental deterioration and potential for exposure is limited

<table>
<thead>
<tr>
<th>4A (Medium)</th>
<th>Corrective action is required and should be undertaken when possible:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Notify the asset owner</td>
</tr>
<tr>
<td></td>
<td>• If corrective action is to be delayed the frequency of inspection should be increased during the delay in repair</td>
</tr>
<tr>
<td></td>
<td>• Inspect at six monthly intervals until removal</td>
</tr>
<tr>
<td></td>
<td>• Licensed removalist required if job is more than ten square meters</td>
</tr>
<tr>
<td></td>
<td>• Consider other suitable alternative to management. That is sealing repair or observation</td>
</tr>
<tr>
<td></td>
<td>• Update asbestos records on completion</td>
</tr>
<tr>
<td></td>
<td>• Obtain a record for the disposal of the recovered product</td>
</tr>
</tbody>
</table>
6.4.3 Low Risk

<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Risk Measurement</th>
<th>Action and Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos or other material shows no or very minor signs of damage/ deterioration.</td>
<td>5B ( Low)</td>
<td>Corrective action may be required subject to the risk identified at the next inspection:</td>
</tr>
<tr>
<td>Routine accessibility is unlikely to cause significant deterioration or the material is adequately sealed</td>
<td></td>
<td>• Notify the asset owner</td>
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<tr>
<td></td>
<td></td>
<td>• If corrective action is to be delayed the frequency of inspection could be increased</td>
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<tr>
<td></td>
<td></td>
<td>and management then would be via observation.</td>
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<td></td>
<td></td>
<td>• Inspect at yearly intervals</td>
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</tbody>
</table>

6.5 Asbestos Hazard Reporting

a) Asbestos hazards will be reported using Civic View and WHSF051 Early Incident Notification Form.

b) In the event that an asbestos hazard is reported in regards to a Council owned assets, the report will be investigated by the Manager Technical Services.

c) A request the assistance of the Environmental Health Officer or expert advice may be required.

d) This could also occur where expert advice is required or an understanding of the licensing requirement for removal is necessary.

e) Corrective action will be determined and put in place to prevent exposure to workers and the general public.

f) Where hazards are caused by illegal dumping of asbestos in a public place attempts will be made to identify the source.

g) The dumping will be risk assessed, for the purpose of identifying the safest approach to a cleanup of the site.

h) In the event that the dumped material exceeds 10 square meters a removal license will be required.

i) Illegal dumping will not be recorded in Council’s Asbestos Register.

j) Records of the cleanup will be managed within the Civic View system.

6.6 Indicating the presence of asbestos in Council facilities

a) Council foundation approach will be to maintain an accurate and current Asbestos Register for all Council owned facilities.

b) This will include a GIS map overlay rather than labels or signage on each wall building etc.
c) An obligation is placed on each staff member and Supervisor controlling works to refer to the Asbestos Register and advise people entering the work site of the existence of asbestos.

d) In support of the Asbestos Register permits to work will be issued for all contractor engagement on Council facilities where asbestos is present and there is a potential for disturbance of the product.

e) Section 355 Committees who manage buildings on Council behalf will be advised of the presence of asbestos within the facility.

i) The advice will be in the form of an extract from the Asbestos Register for the structure they control with the direction to request repairs through the Team Leader Building Maintenance and using Council pre-qualified contractors.

f) Under no circumstances are they to undertake repairs or modifications to Council buildings containing asbestos when the modification or repairs could lead to an exposure to asbestos fibres.

7 CONSULTATION

a) Consultation with Council workers and their Health and Safety Representatives is a critical part of managing work health and safety risks associated with asbestos.

b) When you are aware that asbestos is present or you are presuming that it is, it is important to consult with people who could be affected by any exposure as early as possible.

c) The consultation will detail identification and safe handling of any potential sources of exposure.

d) Workers usually know the hazards associated with their work and the risks they face and the opportunity to contribute will ensure safe work approaches are implemented.

8 ASBESTOS REMOVAL LICENCE

a) Council will obtain a Class B license to remove bonded asbestos refer to WHS Regulation Clause 487.

b) The license will be held by the Manager Technical Service.

c) For each removal of ten square meters or above a site specific SWMS will be developed. This safe work procedure is refer to in the Code of Practice “How to Safely Remove Asbestos” as an Asbestos Removal Control Plan.

d) For the removal of any amount of friable asbestos from plant or structures a Contractor will be engaged. The contractor will hold a Class A asbestos license. This contract engagement will sit at Level 2 Medium as per council Contractor Management Procedure.

e) Any asbestos removal work that requires a license is required to be notified to the Regulator (WorkCover) at least five days prior to the removal work commencing.

f) All works undertaken to remove asbestos where a license is required with require a clearance certificate issued by an appropriate person Refer to WHS Regulation Clause 473.
9 EXPOSURE TO ASBESTOS

a) In the event that a worker has been exposed to asbestos follow the incident reporting procedure.

b) That is complete and provided an incident early notification report WHSF051 and then undertakes a full investigation.

c) You are also required to contact the Team Leader Human Resources and have the exposure recorded on the exposure register for any follow up medical testing and or health monitoring that may be required.

10 HEALTH MONITORING (WHS Regulation Clause 435-444)

a) Council will ensure health monitoring is provided to a worker as set out in WHS Regulation Clause 435-444, if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos related work and are at risk of exposure to asbestos when carrying out the work.

b) Health monitoring includes a medical examination to provide an initial baseline medical assessment. Health monitoring must include the following (unless another form of health monitoring recommended by a registered medical practitioner.

c) Workers must be informed of any health monitoring requirements before the worker carries out work that may expose them to asbestos.

10.1 When should Health Monitoring occur

a) Where a worker is at risk of exposure to asbestos due to work other than licensed asbestos removal, health monitoring must also be undertaken:

   i) Examples of work where there is a risk of exposure include ongoing unlicensed removal work, undertaking maintenance work on ACM regularly as part of another job (for instance, electricians or building maintenance staff in older buildings) and carrying out asbestos-related work.

b) The need for health monitoring for these workers should be determined on the basis of:

   i) The potential for exposure;

   ii) The frequency of potential exposure, and

   iii) The duration of the work being undertaken.

   c) If a worker is carrying out licensed asbestos removal work, the health monitoring must be conducted prior to the worker commencing the work.

   d) Health monitoring should also be provided to the worker at regular intervals after commencing the asbestos-related work but at least once every two years.

11 DEMOLITION AND REFURBISHMENT WORK (WHS Regulation Clause 447-457)

a) The person who has management and control of a work place where demolition or refurbishment work is proposed to occur, will ensure the following take place:
i) Review the Asbestos Register for the site and identify the presence or not of asbestos;

ii) Provide advice on the presence or not of asbestos including its location and quantity to those undertaking the work;

iii) Provide a copy of the Asbestos Register for the work location to the person undertaking the work. If an Asbestos Register is not available the person undertaking the demolition or refurbishment work should not commence work until the building has been inspected for the presence of asbestos by a competent person;

iv) Ensure asbestos that is likely to be disturbed is removed prior to work commencing;

v) During the process to remove asbestos from a facility. The removalist will place signs and use barricades refer to WHS Regulation Clause 469 to clearly indicate the area where the asbestos removal work is being performed;

vi) Signs should be placed at all of the main entry points to the work area and comply with AS 1319-1994, and

vii) The use of barricades is to delineate and isolate the asbestos removal work area from pedestrian traffic not involved with the works. The nature of the barricades is dependent upon the risk posed by the removal work and the nature of the asbestos present.

12 CLEARANCE INSPECTIONS AFTER LICENSE ASBESTOS REMOVAL WORK (WHS Regulation Clause 473)

a) The person commissioning licensed asbestos removal work as part of the contract will request from the contractor the provision of a clearance certificate prior to the building being re-occupied confirming all asbestos is now clear.

b) For “Class A” license work (friable asbestos) the clearance certificate will be provided by an Independent Licensed Asbestos Assessor.

c) For Class B license work the clearance certificate can be issued by an Independent Competent Person. That is a person who is not involved in the asbestos removal on the specific site and is not involved with the PCBU undertaking the work.

d) When the clearance certificate is issued the Asbestos register will be updated to reflect the change and the clearance certificate consigned to the TRIM system for storage.

13 AIR MONITORING (WHS Regulation Clause 475)

a) Air monitoring involves sampling airborne asbestos fibres to assist in assessing exposure to a hazardous substance and the effectiveness of implemented control measures.

b) The WHS Act requires that a person conducting a business or undertaking at a workplace must ensure that a competent person carries out air monitoring of the work area where asbestos-related work is being carried out. In particular if there is uncertainty as to whether the exposure standard is likely to be exceeded.

c) The WHS Regulations requires a Person Conducting a Business or Undertaking (PCBU) ensures that the exposure standard is never exceeded at the workplace.
d) A person who commissioned asbestos removal work which requires a Class A license will ensure that an independent licensed assessor undertakes air monitoring of the asbestos removal area at the workplace as part of the overall procedure.

e) The Manager/Project Manager who commissioned the work will also ensure the results of the air monitoring is provided to the following persons:

i) Workers at the workplace;

ii) Health and safety representatives for the workplace;

iii) Persons conducting a businesses or undertaking (PCBU), and

iv) Other persons at the workplace.

f) Where results show that asbestos fibre levels exceed the exposure standard for asbestos action must be taken immediately to stop the exposure and control the level of airborne asbestos fibres.

g) The control measures to be put in place will be consistent with those measures established at the time of the risk assessment.

14 GUIDELINES FOR ASBESTOS REMOVAL

14.1 Removal of Asbestos Sheeting

a) A SWMS will be in place or developed covering the works to be undertaken. It will specifically address the generation and release of asbestos fibres and prevent an exposure to asbestos dust.

b) Refer to Council’s Asbestos register to identify where asbestos is located.

c) Ensure licensing and notification requirements are met.

d) Advise WorkCover of a licensed asbestos removal, complete WorkCover form WC03556 fax to 0292817486 allow five days for approval.

e) Wear disposable coveralls and an approved respirator.

f) Use non-powered hand tools as the generate much less dust.

g) Do not use abrasive cutters or sanders on asbestos cement products.

h) Wet down material to reduce the release of dust.

i) Work in well ventilated areas.

j) Use drop sheets to collects debris.

k) Wet clean or only use approved vacuum cleaning equipment. Do not use household vacuum cleaners.

l) Wet clean gutters and collect the material for waste disposal.

m) Dispose of smaller asbestos pieces and the collected dust in plastic bags, which are clearly label asbestos waste.

n) All asbestos waste should be double bagged or double wrapped
o) Asbestos Containing Materials will not be re-used.

p) Do not abrade scrub, or water blast products confirmed or suspected of containing asbestos.

q) For any external work close all windows and doors and seal any opening with plastic.

r) Barricade off the work area to non-essential people and erect warning signs on all asbestos work sites.

s) Seal asbestos cement sheets with PVA, paint or wet down prior to removal.

t) Clean any asbestos cement residues using an approved vacuum cleaner containing HEPA Filters.

u) Remove asbestos cement sheets with minimal breakage, avoid dropping to the ground.

v) Stack the removed sheets on a plastic ground sheet, double wrap seal and remove as soon as possible to prevent damage.

w) If asbestos cement sheeting has been severely damaged by hail, weather, heat/fire or water blasting the bonded nature of the product may have changed. The sheeting could now be friable, the options are engage a Hygienist for testing to confirm or engage a suitable licensed contractor to remove the product.

14.2 Removal of Asbestos Pipe

a) A SWMS will be in place or developed covering the works to be undertaken. It will specifically address the generation and release of asbestos fibres and prevent an exposure to dust.

b) Refer to Council’s Asbestos register to confirm the presents of asbestos prior to the commencement of work.

c) If you are removing more than 10 square meters a license is required, contact the Manager Technical Services.

d) To advise WorkCover of a licensed asbestos removal complete WorkCover form WC03556 fax to 0292817486 allow five days for approval.

e) In case of an emergency Complete WC03556 and fax to 0292817486. Work can continue in an emergency without prior approval.

f) Barricade off the work area to non-essential people and erect warning signs on all asbestos work sites.

g) Wear disposable coveralls and an approved respirator.

h) Where possible, a complete length of asbestos cement pipe will be removed from a pipe line where there is a need to repair a broken main.

i) After excavation has been completed to expose the main, the pipe will be wet down in the area of work to avoid the creation of airborne dust.

j) DO NOT pressure clean the pipe.
k) If the slip collars cannot slide manually along the pipe, they may be split using a hammer and chisel. During this operation care should be taken to ensure the pipe remains wet in the vicinity of this split.

l) After the pipe has been removed from the trench, handle it carefully so as to prevent any damage and the generation of dust.

m) The pipe should be double wrapped in plastic, sealed and labelled as asbestos waste.

n) If a complete pipe cannot be removed because of site conditions’ cutting is permissible using an approved cutter (wheeler type or squeeze and pop equipment).

o) The area of the cut should be kept wet during this task. Under no circumstance is an abrasive cutter to be used.

p) On completion of the job all debris and contaminated PPE will be sealed in plastic bags signed and then consigned for disposal at an approved landfill site.

q) All tools and equipment will be washed down in the excavation on the site prior to the removal of PPE.

r) Any asbestos slurry created by the cutting will be collected and bagged, signed and disposed of at an approved landfill location.

14.3 Removal of Asbestos Electrical Back Boards/Meter Panels

a) SWMS will be in place or developed covering the works to be undertaken. It will specifically address the generation and release of asbestos fibres and prevent an exposure to dust.

b) Refer to Council’s Asbestos Register to confirm the presents of asbestos prior to commence work.

c) If the back board needs to be cut, drilled or modified to accommodate a change in the electrical arrangement the back board should be replaced with a non-asbestos type and the Asbestos Register updated.

d) Workers who undertake these tasks must have completed an asbestos awareness training course and have been inducted to the SWMS involved.

e) Electrical Panels installed pre 1988 should be considered as containing asbestos unless confirmed otherwise.

f) If an electrical panel is identified as containing or is assumed to contain asbestos it should be tagged with an asbestos label sticker and included in the Asbestos register.

g) If equipment is removed from the electrical box it should have any dust or swarf cleaned and disposed of as asbestos waste.

h) PPE required for the specific task will be identified within the SWMS.

i) Asbestos waste will be double bagged and labelled as asbestos waste prior to removal from site. It will be consigned to a suitable land fill site with records to support appropriate disposal.
14.4 Removal of Illegally Dumped and/or Asbestos Found at Waste Facilities.

a) There are several ways that Council Workers could encounter asbestos or asbestos containing materials during the course of their duties. These are:
   i) ACM found in public bins;
   ii) ACM found in domestic bins and /or collection vehicles;
   iii) ACM in commercial bins, including open skips;
   iv) ACM in illegally dumped materials, OR
   v) ACM dropped off at transfer stations.

b) Material made from or containing asbestos can include fibro sheeting (flat/corrugated) pipes, guttering, roofing shingles linoleum tiles, lagging etc. If unsure it is best to presume the material may contain asbestos and treat it accordingly.

c) SWMS will be in place or developed covering the works to be undertaken. It will specifically address the generation and release of asbestos fibres and prevent an exposure to dust.

d) Workers who undertake these tasks must have completed an asbestos awareness training course and have been inducted to the SWMS involved.

e) If the material is friable or the amount exceeds 10 square meters a license for removal is required. Contact Council's Manager Technical Services.

f) If a License is required to remove WorkCover approval is required. To advise WorkCover of a licensed asbestos removal complete WorkCover form WC03556 fax to 0292817486 allow five days for approval.

g) Restrict access to the area using barrier tape and place warning signs detailing the presents of asbestos.

h) Wear PPE items identified within the SWMS. These must include disposable coveralls, gloves and P2 respiratory protection.

i) Wet down the material during removal. Avoid water runoff.

j) Place the suspected ACM into heavy duty 200 um bags or wrap in sheet plastic seal and identify as asbestos containing waste.

k) Wet and wipe any surfaces that have come into contact with the ACM, dispose of any wet rags used in heavy duty bags.

l) Clean all tools and boots and again dispose of the cleaning medium in the asbestos containing bags.

m) Remove coveralls and place in waste bags.

n) Double bag the asbestos contaminated bags of materials, remove respiratory protection and glove and place into second bag. Tape and seal closed.

o) Ensure disposable PPE items are restocked for the next use.

p) All ACM must be double wrapped in 200 um plastic and correctly labelled before moving in a vehicle.
15 GUIDELINES FOR HEALTH AND BUILDING INSPECTORS

Health and Building inspectors investigating asbestos complaints will ensure:

a) SWMS are in place or developed covering the works to be undertaken. It will specifically address the generation and release of asbestos fibres and prevent an exposure to dust.

b) They have completed an asbestos awareness training course and have been inducted to the SWMS involved.

c) On arrival at the site the Inspector will undertake a site inspection from a safe distance. The site inspection will detail the levels of risk faced by the inspector and members of the public in the vicinity. This is a dynamic inspection and does not require documentation.

d) They wear appropriate PPE detailed within the SWMS and confirmed by their site inspection prior to entry to the site.

e) For illegally dumped materials efforts should be made to identify the person/s responsible subject to any risk involved.

16 WORKER TRAINING (WHS Regulation Clause 445)

a) The WHS Regulation requires Worker who undertake asbestos related works be trained in:

   i) The identification, and

   ii) Safe handling and suitable control measures for hazards associated with the work to be completed.

b) The training delivered should address the following topics:

   i) Purpose of the training;

   ii) Health risks of asbestos;

   iii) The likely presence of asbestos in the work place;

   iv) An explanation of the worker roles and responsibilities under the Asbestos Management Plan and its supporting documents;

   v) Where the Asbestos Register is held and how to access it;

   vi) An explanation of the content of the Asbestos Register;

   vii) The Safe Work Procedures that are to be employed to prevent exposure;

   viii) Correct use of PPE, and

   ix) The purpose of any exposure and/or health monitoring that could occur.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.