

**Australian  
Asbestos  
Management**



## **ASBESTOS MANAGEMENT PLAN**

Prepared for Mid-Western Regional Council

Rylstone Caravan Park  
9 Carwell Street  
Rylstone NSW

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20/6/2013

AMP 336-2

20/6/2013

ATTN; Julian Geddes  
Mid-Western Regional Council  
P.O. Box 156  
Mudgee NSW 2850

Dear Julian ,

We are pleased to **enclose** our Asbestos Management Plan (AMP) in relation to the premises situated at Rylstone Caravan Park, 9 Carwell Street, Rylstone NSW

The AMP contains an Asbestos Materials Register (AMR) for the premises. Your attention is drawn to the recommendations contained in the AMP.

You are required to nominate a person whose responsibility will be:

- Advise any persons prior to carrying out maintenance or work on the premises of the existence of the AMP;
- Provide access to the AMP; and
- Updating the AMR where any asbestos removal or changes in the premises has occurred.

Please do not hesitate to contact us should you require any further information or assistance with the report or the recommendations.

Yours Sincerely

Alan Weckert  
Technician  
Ph: 07 5450 1241  
Australian Asbestos  
Management Services

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# Introduction

## Workplace Asbestos Laws

The *Work Health and Safety Regulation 2011* prescribes mandatory requirements for managing and removing asbestos containing materials in the workplace by way of:-

- Code of Practice How to Manage and Control Asbestos in the Workplace 2011
- Code of Practice Safe Removal of Asbestos in the Workplace 2011

With the introduction of the new WHS laws asbestos removal work will continue to be licensed. A current licence for friable asbestos removal work will be recognised as a 'Class A' asbestos removal licence and a current licence for bonded asbestos removal work will be recognised as a 'Class B' asbestos removal work licence under the Work Health Safety Regulation 2011 (WHS Regulation).

From 1 January 2012:

- Class A (friable) and Class B (non friable) asbestos removal work licence will be required.
- Existing asbestos removal work licences will be converted to the equivalent asbestos removal licence class on renewal.
- Asbestos licences will be valid for 5 years.

From 1 January 2013:

- Health monitoring is a requirement before a worker begins asbestos removal work.
- An "A" class licence, also known as an Asbestos Removal Business Certificate, is required to remove 'friable' or loose asbestos in any quantity.
- A "B" class licence will be introduced, meaning only competent, licensed people can remove 'non-friable' asbestos (bonded materials such as cement sheeting) in quantities greater than 10m<sup>2</sup>.

## Building Owners' Obligations

Building owners must engage an appropriately qualified person to find out whether there are any asbestos materials installed in the building.

The person must possess the qualification and experience necessary to find asbestos materials in a building. This person could be a builder, building surveyor, occupational hygienist, architect, or asbestos specialist.

If any asbestos material is found, the building owner must also establish and maintain an Asbestos Materials Register (AMR). The register must:

- Contain the information in the Asbestos Management Plan;
- Be made available to each occupant and anyone entering the building to perform work (a copy must be given to any employer, self-employed person or principal contractor who proposes to demolish or dismantle any part of the building); and
- Be given to the new owner when a building is sold.
- The owner must also display a notice in a prominent place in the building, stating:
  - That there is an asbestos materials register in the building; and
  - When and where a person can inspect it.

## Controlling Exposure

If a building contains asbestos materials, the building owner must ensure that policies and procedures are in place to prevent people being exposed to asbestos materials. These policies must cover:

- The steps that can be taken to restrict access to prevent disturbance of the asbestos materials;
- Work practices undertaken in the same area as the asbestos materials; and
- Requirements for reassessment of the asbestos materials at regular intervals of at least one year and earlier if the nature or location of work in the same area as the asbestos material changes.

Asbestos materials that are friable, poorly bonded or unstable must be enclosed, sealed or removed. Removal must only be performed in accordance with the requirements of Part 8.7 of the Work Health and Safety Regulation 2011 (WHS Regulation).

# Executive Summary

The existence of asbestos in many buildings has created a need for management procedures to be developed. These procedures are designed to minimise health risks to building users and maintenance personnel, arising from the presence of asbestos.

The appropriately qualified person engaged to determine the presence, type and condition of asbestos must provide the building owner with an Asbestos Management Plan (AMP).

The AMP must state:

- The identification of asbestos and ACM, for example, a reference or link to the asbestos register for the workplace and the locations of signs and labels;
- Decisions and reasons for the decisions about the management of asbestos at the workplace, e.g. safe work procedures and control measures;
- Procedures for detailing accidents, incidents and emergencies of asbestos at the workplace;
- Workers carrying out work involving asbestos, e.g. consultation, information and training requirements.

Other information that may be included in the AMP is:

- An outline of how asbestos risk will be controlled, including consideration of appropriate control measures;
- A timeline for managing risks of exposure, e.g. priorities and dates for any reviews, circumstances and activities that could affect the timing of action;
- Identification of each person with responsibilities under the AMP and person's responsibilities;
- Procedures, including a timetable for reviewing (if necessary), revising the AMP and asbestos register;
- Air monitoring procedures at the workplace, if required

An officer designated as the "Nominated Officer" must be selected immediately to have authority and responsibility to control and ensure that any procedures implemented at the workplace for the management of any identified ACM are completed with by both workers and other persons that may be entering or working in restricted areas.

The Nominated Officer will also be responsible for updating the Register should any changes occur with regard to ACM removal.

The areas in which asbestos containing materials were presumed or sampled are as follows:

Location	Type	Condition	Health risks	Photo No.
Sheeting to soffits	Presumed	Good	Low	1
Backing panel to switchboard	Presumed	Good	Low	2
Sheeting to partitions of toilets	Presumed	Good	Low	3
Run off pipe to office	Presumed	Good	Low	4
Sheeting to ceilings throughout office building	Presumed	Good	Low	5

In the event of any maintenance work, or other works to be performed, the Asbestos Register and the Asbestos Management Plan must be consulted by maintenance personnel/contractors prior to proceeding with the work.

All work involving ACM must comply with relevant State and Federal Legislation.

Warning labels (**available on request**) are required to be placed in the areas where asbestos is present.

The identification, collection of samples and asbestos analysis procedures were conducted in accordance with Legislative requirements including the relevant Codes of Practice.

# Purpose of the Asbestos Management Plan (AMP)

The purpose of the plan is to minimise the potential hazard associated with asbestos to all building users. This includes occupants, visitors, operators, maintenance personnel and construction workers.

## Health Risks and Types of Asbestos

Asbestosis, mesothelioma and lung cancer, are the most prominent disease associated with asbestos are the result of excessive inhalation and exposure to respirable airborne asbestos fibres.

Airborne asbestos fibres must be respirable and generated either through severe deterioration or interference and disturbance (damage or work practices) for ACM to pose a potential health risk.

The degree of asbestos fibre release and inhalation exposure is in part dependent upon the matrix material binding the asbestos and its general condition.

The highest health risk is associated with exposure to amphibole asbestos (amosite, crocidolite) with crocidolite being cited as the material of greatest concern. Chrysotile is considered to be of lesser but still poses significant health risks.

The types of Asbestos are:

Chrysotile:	commonly known as white asbestos
Amosite:	commonly known as grey or brown asbestos
Crocidolite:	commonly known as blue asbestos



# Principles of the Asbestos Management Plan (AMP)

## General Principles

The principles of asbestos management have been adapted from general principles published by the National Occupational Health and Safety Commission. These principles are summarised below:

- The ultimate goal is for all workplaces to be free of asbestos.
- Asbestos removal may not be immediately necessary, but must be completed before a structure or part of a structure, is demolished.
- Removal of asbestos should be subject to priority setting, determined by the condition, location of the asbestos as well as scheduled refurbishment works.
- Asbestos presents a risk only when it is airborne. The risk to health increases as the number of fibres inhaled increases.
- Wherever practicable, substitutes shall be found for asbestos products. Such substitutes shall be thoroughly evaluated before use, to ensure that they do not constitute a health hazard. Ultimately, all asbestos products should be eliminated.
- Asbestos which has been incorporated into a stable matrix can be found in many working environments. Provided the matrix remains stable and no airborne dust is produced, it presents a negligible health risk.
- The presence of asbestos should be identified.
- No person shall be exposed to the risk of inhalation of asbestos in the course of employment without being provided with full information of the occupational health and safety consequences of exposure and appropriate control strategies.
- At present it is not possible to assess whether there is a level of exposure to asbestos in humans below which an increased risk of cancer would not occur. Accordingly, exposure to asbestos should always be kept to a minimum.
- Asbestos removalists and maintenance workers in an asbestos environment must be suitably protected.
- The recognised occupational exposure standard for asbestos is that adopted by the National Occupational Health and Safety Commission. The method used to measure exposure to asbestos is the Membrane Filter Method as endorsed by the National Commission.

- Where appropriate, products containing asbestos shall be labelled accordingly.
- The spraying of asbestos shall be prohibited. All future use of asbestos for insulation purposes shall be prohibited.
- Construction jobs including refurbishments impacting asbestos are to have the asbestos removed as part of the job.

The general principles of asbestos management are broadly covered by four separate phases and follow the risk assessment process. These are:

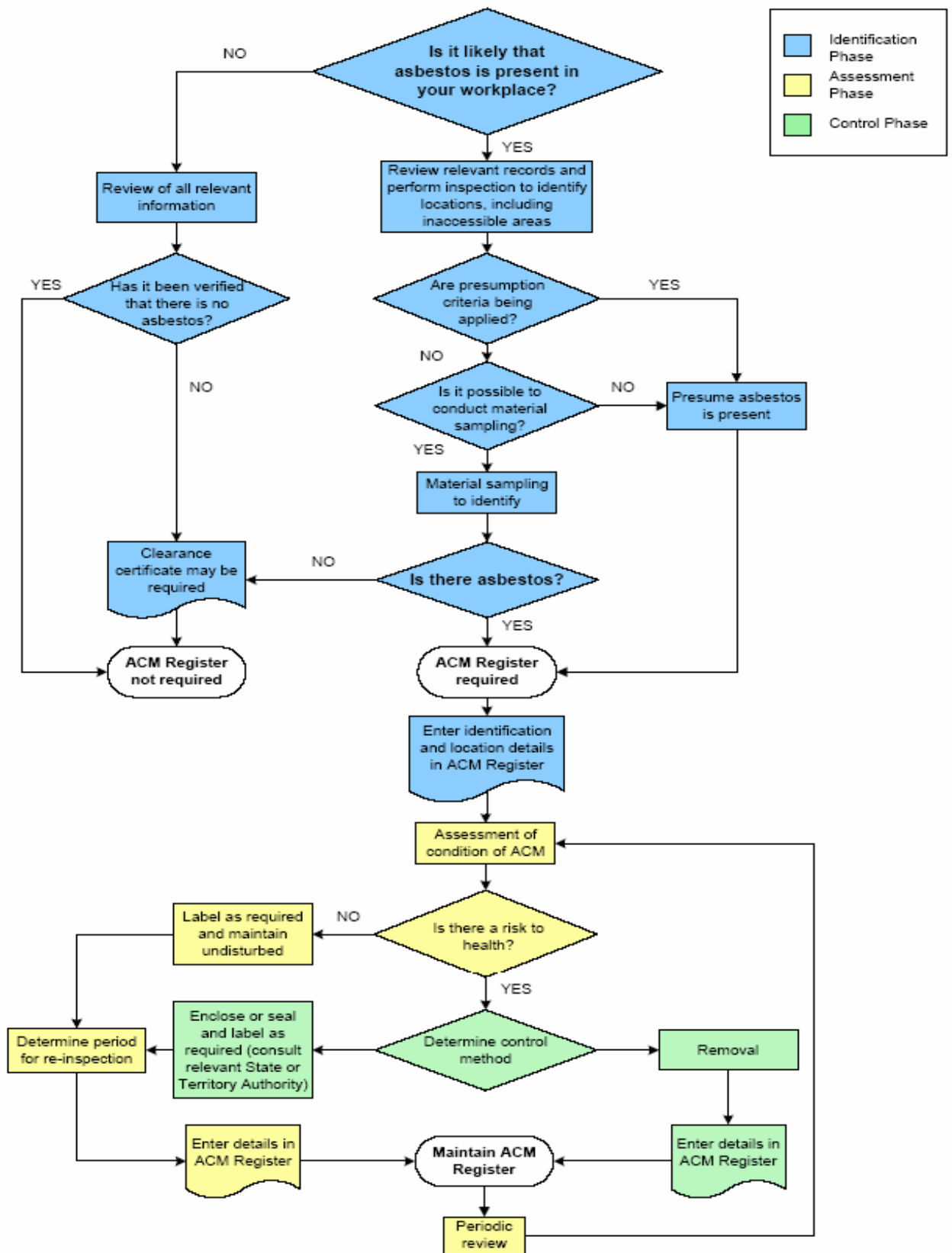
- Identification phase;
- Evaluation phase;
- Control phase; and
- On-going monitoring/re-assessment

These phases are best illustrated by the flow chart in Figure 1.

Procedures need to be designed and implemented to appropriately control any asbestos hazard, to ensure that personnel are not exposed to asbestos to an extent likely to cause danger to health. The procedures required may include:

- removal;
- substitution;
- engineering controls;
- safe working procedures;
- personal protective equipment;
- cleaning, decontamination and waste disposal;
- education;
- environmental monitoring; and
- medical surveillance.

Figure 1. General principles of an asbestos management plan



# Risk Assessment

The asbestos risk assessment process entails identifying, analysing, evaluating, controlling and monitoring sources of asbestos within buildings or other structures.

Asbestos within a building represents a health risk to people only when the asbestos fibres have become airborne, and are subsequently inhaled. The risk to health increases as the number of fibres inhaled increases, that is, the health risk is related to the dose, or level of exposure. Dose is a function of the amount, or concentration, of airborne asbestos fibres, and the duration of exposure. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents a negligible asbestos-related health risk.

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates a potential harm, while 'risk' refers to the probability of that harm becoming actual. For example, the presence of asbestos in a building is a hazard, but while that asbestos remains in sound condition and does not release fibres into the air, the risk is negligible.

A qualitative asbestos risk assessment is undertaken each time an asbestos survey is conducted. Each asbestos situation is allocated either a 'High', 'Medium' or 'Low' risk rating. These ratings are defined as follows:

<b>High Risk:</b>	Friable (un-bonded) asbestos material that has deteriorated significantly. The material is readily accessible and prone to further disturbance, or  Unsealed friable asbestos material located in air conditioning systems.
<b>Medium Risk:</b>	Minor deterioration of the asbestos material is evident and/or the asbestos material is prone to mechanical disturbance due to routine building activity and/or maintenance.
<b>Low Risk:</b>	Asbestos material shows no or very minor signs of damage/deterioration. Regular access to the asbestos material is unlikely to cause significant deterioration, or the material is adequately sealed.

Should materials of unknown composition, or materials suspected of containing asbestos, be encountered on site, and are not documented in the existing asbestos survey report, such materials should be sampled and treated as if they were asbestos until sample analysis confirms otherwise. In the event that additional asbestos is identified, a risk assessment shall then be conducted by an appropriately qualified and competent person. For example, in the event that demolition or refurbishment works are to be carried out in areas previously not inspected for the presence of asbestos, such as inaccessible wall cavities or beneath floors, an inspection and risk assessment should be performed by an appropriately qualified person prior to the commencement of the planned demolition/refurbishment works.

# Report of Asbestos Testing

## Introduction

The Asbestos Management Plan is developed as a result of a comprehensive inspection of the premises to identify the existence (if any) of Asbestos Containing Materials (ACM).

The Plan outlines the areas inspected and where sample materials suspected to contain asbestos were collected for analysis. The inspection was undertaken in such a manner that access was sought to all areas within the confines of the premises that were relevant to this inspection.

**Analysis was undertaken in accordance with the methodology outlined in the Australian Standards (AS 4964-2004) Method for Qualitative Identification of Asbestos in Bulk Samples.**

Recommended management strategies for identified ACMs are included in this plan (Section 6.1).

The AMP is site specific and to be utilised by the Nominated Officer (and other authorised personnel) for use on these premises only. It is a requirement of law that the AMP is continually updated and reviewed at a minimum interval of five years unless any work is carried out which may disturb the ACM.

## Survey Inspection Limitations

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.

Other areas that were not accessed during the course of this inspection are listed in Section 5.5 of the report.

## Glossary of Terminology

Asbestos	Defined as the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown or grey asbestos), crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, or any mixture containing one or more of these.
Risk	The probability that a potential harm may become actual.
Friable	Non-bonded asbestos fabric or material that is easily crumbled, pulverized or reduced to powder by hand pressure.
Non-Friable	Material, not in its natural state, that is bonded by a cement matrix, vinyl, resin, or other binding material.
Condition	The physical state of the material in question.
Authorised personnel	Persons who have been given clearance by the Nominated Officer

### Friable ACM

Good	The material is in a stable condition and is unlikely to present a significant risk if left in situ.
Poor	The material has deteriorated or been damaged or disturbed and should be considered for removal.

### Asbestos-cement products

Good	The material is in stable condition with little or no deterioration evident and is unlikely to present any risk if left in situ.
Poor	The material has deteriorated to such an extent that peeling, cracking and structural instability has resulted and should be considered for removal.

### Abbreviations

NAD	No asbestos detected
CH	The material has deteriorated to such an extent that peeling, cracking and structural instability has resulted and should be considered for removal.
C	Chrysotile
A	Amosite

CF	Compressed fibre
CA	Castable asbestos material
AC	Asbestos cement sheeting
Pb	Polymer bound i.e. vinyl tiles, electrical switchboards
MB	Compressed millboard sheeting
TX	Textile woven sheet & rope
GB	Galbestos galvanized sheet/asbestos compound fixed to one side
MA	Machinery

## Results of the Inspection

Locations and samples taken from identified materials within the premises that had the potential for containing asbestos fibres are as follows:

Asbestos was confirmed or presumed in products at the following locations.

<b>Sample</b>	<b>Location</b>	<b>Photo No.</b>	
Presumed	Sheeting to soffits	1	
Presumed	Backing panel to switchboard	2	
Presumed	Sheeting to partitions of toilets	3	
Presumed	Run off pipe to office	4	
Presumed	Sheeting to ceilings throughout office building	5	



## Areas not accessed

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.

# Control of Asbestos Hazards

The control of asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. Based upon the assessment of the condition of the asbestos, its potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies are relevant:

- Leave in situ (defer action);
- Encapsulation;
- Enclosure; and
- Removal.

These control strategies are discussed below:

## Leave in Situ (defer action)

The identification of asbestos in a building does not automatically necessitate its immediate removal. Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ. The asbestos will need to be inspected on a regular basis (every year, depending on risk) to ensure its integrity is maintained, should be labelled with an appropriate warning, and must be removed under controlled conditions prior to demolition or refurbishment works that may disturb the asbestos.

## Encapsulation or Sealing

Encapsulation refers to the coating of the outer surface of the asbestos material by the application of some form of sealant compound that usually penetrate to the substrate and harden the material. Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the asbestos from mechanical damage, and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment, and increase the length of serviceability of the product.

The use of encapsulation or sealing may be of limited application. It is not considered to be an acceptable alternative to repairing or removing severely damaged asbestos materials.

## Enclosure

Enclosure involves installing a barrier between the asbestos material and adjacent areas. This is effective in inhibiting further mechanical damage to the asbestos, and friable products such as calcium silicate pipe lagging or sprayed limpet asbestos may be targeted for enclosure where removal is not an option. The type of barrier installed may include plywood or sheet metal products, constructed as a boxing around the asbestos.

## Removal

Removal of asbestos must be performed under certain controlled conditions, depending on the type of asbestos product to be removed. Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard from the work place. The removal process, however, does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled. Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants.

The removal of asbestos is considered appropriate when the asbestos product is deteriorated, has reached an unserviceable condition, or is at risk of being disturbed, and the other control options are not feasible. Where demolition or refurbishment works are to occur, and this work is likely to impact on asbestos must be removed under controlled conditions prior to the commencement of any site works.

Table 1 provides a summary of the relative advantages and disadvantages of each control method, as well as situations in which each may be considered appropriate.

**TABLE 1**

Appropriate When	Not Appropriate When	Advantages	Disadvantages
<p><b>DEFER</b></p> <ul style="list-style-type: none"> <li>▪ Negligible risk of exposure; and</li> <li>▪ Asbestos inaccessible and fully contained; or</li> <li>▪ Asbestos stable and not liable to damage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possibility of deterioration or damage</li> <li>▪ Airborne asbestos dust exceeds recommended exposure standard</li> </ul>	<ul style="list-style-type: none"> <li>▪ No initial cost</li> <li>▪ Cost of removal deferred</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard remains</li> <li>▪ Need for continuing assessment</li> <li>▪ Asbestos management program required</li> </ul>
<p><b>ENCAPSULATE OR SEAL</b></p> <ul style="list-style-type: none"> <li>▪ Removal difficult or not feasible</li> <li>▪ Firm bond to substrate</li> <li>▪ Damage unlikely</li> <li>▪ Short life of structure</li> <li>▪ Readily visible for regular assessment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asbestos deteriorating</li> <li>▪ Application of sealant may cause damage to material</li> <li>▪ Water damage likely</li> <li>▪ Large areas of damaged asbestos</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quick and economical for repairs to damaged areas</li> <li>▪ May be an adequate technique to control release of asbestos dust</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard remains</li> <li>▪ Cost for large areas may be near removal cost</li> <li>▪ Asbestos management system required</li> <li>▪ Eventual removal may be more difficult and costly</li> </ul>
<p><b>ENCLOSURE</b></p> <ul style="list-style-type: none"> <li>▪ Removal extremely difficult</li> <li>▪ Fibres can be completely contained within enclosure</li> <li>▪ Most of surface already inaccessible</li> <li>▪ Disturbance to, or entry into, enclosure area not likely</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enclosure itself liable to damage</li> <li>▪ Water damage likely</li> <li>▪ Asbestos material cannot be fully enclosed</li> </ul>	<ul style="list-style-type: none"> <li>▪ May minimise disturbance to occupants</li> <li>▪ Provides an adequate method of control for some situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard remains</li> <li>▪ Continuing maintenance of enclosure</li> <li>▪ Asbestos management program required</li> <li>▪ Need to remove enclosure before eventual removal of asbestos</li> <li>▪ Precautions necessary for entry into enclosure</li> </ul>
<p><b>REMOVAL</b></p> <ul style="list-style-type: none"> <li>▪ Surface friable or asbestos poorly bonded to substrate</li> <li>▪ Asbestos is severely water damaged or liable to further damage or deterioration</li> <li>▪ Located in A/C duct</li> <li>▪ Airborne asbestos exceeds recommended exposure standard</li> <li>▪ Other control techniques inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Located on complex and inaccessible surfaces</li> <li>▪ Removal extremely difficult and other techniques offer satisfactory alternative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard removed</li> <li>▪ No further action required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increases immediate risk of exposure especially to removal workers</li> <li>▪ Creates major disturbance in building</li> <li>▪ Often highest cost, most complex and time consuming method</li> <li>▪ Removal may increase fire risk within building; substitute required</li> <li>▪ Possible contamination of whole building if removal done poorly</li> </ul>

# Recommendations

All asbestos containing materials identified in this report were in a good and stable condition at the time of the inspection. Left undisturbed these areas pose very little health risks to personnel on the site.

In all locations where asbestos fibres were located:

- Avoid damage and abrasion of product;
- All areas should be kept well painted;
- Monitor condition of product and should significant damage or deterioration occur, then the product is to be removed in accordance with the relevant codes of practice and guidelines. A non-asbestos product is to be used as replacement material;
- Cutting, drilling and any other dust generating work should be avoided.
- Where it is necessary, dust suppression devices, measures to isolate the product and working area and personal protective equipment must be used.
- You must comply with all relevant State and Federal Legislation when working with asbestos.
- Asbestos Cement products that require extensive maintenance work should be removed and replaced with a non-asbestos product.
- A warning sign or label should be displayed

Note: All respirable dust, of any type can be harmful to health. All precautions should be taken to minimise dust generation and appropriate respiratory protection should be worn at all times.

## Re-Inspections

Re-Inspections of asbestos materials remaining on site are to be conducted by an **appropriately qualified** person. Such re-inspections will comprise a visual assessment of the condition of the materials to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection. Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the asbestos materials, is required.

**Re-inspections will be performed on a regular basis every five years.**

Normally, re-sampling of materials would not be required during re-inspections. If, however, previously unidentified or undocumented asbestos, or materials suspected of containing asbestos, are encountered during the re-inspection process, sampling and analysis will need to be performed. The asbestos register, where necessary, will be updated and re-issued at the completion of the re-inspection work.

# Co-ordination, Responsibilities and Restricted Work Areas

## Coordination

The planning, control and monitoring measures outlined below are to be managed by the Nominated Officer who will be responsible for regularly reviewing these management strategies to ensure that they comply with current State and Federal legislation. The Register will continue to be maintained by the Nominated Officer and is to be amended following any building work or interference with the ACM, or in conjunction with any scheduled follow-up inspections.

**Australian Asbestos Management will have the AMP on file and the Nominated Officer should contact us to make any amendments of discuss any issues relation to the AMP.**

The Nominated Officer is responsible to all building occupants to ensure they are fully aware of the AMP.

Australian Asbestos Management will hold a copy of the AMP.

## Responsibilities

Personnel carrying out work in the premises should be responsible for complying with the procedures stated in his document and any other procedures stipulated or specified in contract documents.

For maintenance and/or construction activities that may affect the current condition of identified ACM, the Nominated Officer should advise workers of their responsibility. For refurbishment work, contract documents should specify that the contractor is to advise his employees of their responsibility and obligations.

The transfer of responsibility to maintenance/construction workers could be formalised by the issue of an access permit. (see Annexure 4)

The Nominated Officer may make this document available, for perusal, to any interested persons upon request.

All work must be carried out to comply with the Workplace Health and Safety Act (1995), the Workplace Health and Safety Regulation (1997), and the National Code of Practices for the Management (NOHSC: 2018 (2011)) and Removal of Asbestos (NOHSC: 2002 (2011)).

## Restricted Work Areas

Restricted work areas for maintenance and construction activities are listed in Annexure 3.

## Access

All maintenance and construction activities in the restricted work area(s) should be carried out in accordance with Annexures 4 and 5.

Access to any restricted work area for maintenance and construction activities should be prohibited unless an Access Permit has been issued. The Nominated Officer will be responsible for issuing permits to personnel who are required to carry out work within restricted work areas.

The permit will authorise only the signatories listed to access the restricted work areas. It will detail the task to be performed and the condition to be complied with during the access period.

On completion of work, the authorised personnel will relinquish the permit (by signature) and return it to the Nominated Officer who will cancel it. It is recommended that used permits be returned and stored in Annexure 3.

The Nominated Officer will be responsible for supervision, enforcement and records of the permit system.



**Annexure 1**

**Asbestos Material Register**

# ASBESTOS MATERIALS REGISTER

**Premises:** Rylstone Caravan Park, 9 Carwell Street,  
Rylstone NSW

**Date of Inspection:** 18/6/2013

**Technician:** Alan Weckert

**Number of Samples:** Nil

**Samples Analysed by:** Environmental & Laboratory Solutions Pty Ltd

**Methodology:** Samples are examined in accordance with the methodology outlined in Australian Standards (AS4964/2004) – Method for the Qualitative Identification of Asbestos in Bulk Samples.

Location	Sample Number	Type	Friable Bonded	Condition	Priority	Photo No.
Sheeting to soffits		Presumed	Bonded	Good	Low	1
Backing panel to switchboard		Presumed	Bonded	Good	Low	2
Sheeting to partitions of toilets		Presumed	Bonded	Good	Low	3
Run off pipe to office		Presumed	Bonded	Good	Low	4
Sheeting to ceilings throughout office building		Presumed	Bonded	Good	Low	5

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.

## **Annexure 2**

### **Details of Re-Inspection and Removal Status**

# Details of Re-inspection and Removal Status

AREA	LOCATION	PHOTO No.	DETAILS	SCHEDULED RE-INSPECTION DATES			
				00/00/2014	00/00/2015	00/00/2016	00/00/2017
INTERNAL OR EXTERNAL	Sheeting to soffits	1	CONDITION				
			PRIORITY				
			REMOVED BY				
			REMOVAL DATE				
INTERNAL OR EXTERNAL	Backing panel to switchboard	2	CONDITION				
			PRIORITY				
			REMOVED BY				
			REMOVAL DATE				
INTERNAL OR EXTERNAL	Sheeting to partitions of toilets	3	CONDITION				
			PRIORITY				
			REMOVED BY				
			REMOVAL DATE				
INTERNAL OR EXTERNAL	Run off pipe to office	4	CONDITION				
			PRIORITY				
			REMOVED BY				
			REMOVAL DATE				
INTERNAL OR EXTERNAL	Sheeting to ceilings throughout office building	5	CONDITION				
			PRIORITY				
			REMOVED BY				
			REMOVAL DATE				

Name of Inspector:					
Signature of Inspector:					
Date of Inspection:	/ /	/ /	/ /	/ /	/ /

**Annexure 3**  
**Restricted Work Areas**

# Restricted Work Areas

The Asbestos Management Plan defines the situations on the premises where ACM has been identified.

The Restricted work areas comprise the following:-

Location	Photo No.
Sheeting to soffits	1
Backing panel to switchboard	2
Sheeting to partitions of toilets	3
Run off pipe to office	4
Sheeting to ceilings throughout office building	5

Any maintenance and construction activities that may affect the current condition of the identified ACM must comply with State and Federal legislation.

Access to carry out works that may in anyway disturb, damage or interfere with any ACM in any restricted work area, should be not allowed unless authorised by the Nominated Officer (or their authorised representatives) and an Access Permit has been issued.

All work in restricted work areas should be carried out in compliance with the conditions laid down within the Access Permit system.

**Annexure 4**  
**Access Permit**



# **Access Permit**

Access for maintenance and construction activities that may damage or interfere with the condition of the ACM in any area designated by the Nominated Officer should be prohibited unless an Access Permit has been issued to the personnel involved.

This Access Permit is issued to a nominated party for the specific instance indicated on the permit. The permit must be produced on request or prominently displayed at the premises.

The nominated party must ensure that all workers involved sign both parts of the form at Section 1 and return the access permit to the Nominated Officer at the completion of the work.

## Access Permit

LOCATION OF PREMISES: Rylstone Caravan Park, 9 Carwell Street,  
Rylstone NSW

RESTRICTED WORK AREAS

VALID FROM TO DATE

REASON FOR ACCESS

ASBESTOS CONTAINING MATERIAL (TYPE)

WARNING SIGNS/BARRIERS REQUIRED YES/NO

Special Conditions

Health and Safety Officer advised

Name: Date: / /

Work Place Representative advised

Name: Date / /

### ACKNOWLEDGEMENT

I understand the above instructions and undertake to carry out all work to comply with the Workplace Health and Safety Act (2011), the Workplace Health and Safety Regulation (2011), and the National Code of Practices for the Management (NOHSC: 2018 (2011)) and Removal of Asbestos (NOHSC: 2002 (2011)). I have received instruction on Fire evacuation and Safety procedures.

Contractor/Supervisor Name: Signature:

Time: Date: / /

### AUTHORISATION

Access to the Restricted Work Area is authorised according to the conditions of this permit. Nominated Officer

Time: Date: / /

### CANCELLATION

Satisfactory Completion of work is acknowledged. The Workplace has been left in a clean and tidy condition. Nominated Officer

Time: Date: / /

Asbestos Management Report upgraded YES/NO Signature:

Time: Date: / /

## **Annexure 5**

### **Working in a Restricted Area**

# Procedures for Working in a Restricted Area

All work must be carried out to comply with the Workplace Health and Safety Act (1995), the Workplace Health and Safety Regulation (1997), and the National Code of Practices for the Management (NOHSC: 2018 (2011)) and Removal of Asbestos (NOHSC: 2002 (2011)).

If maintenance is required, you must contact the nominated officer who will ascertain from the AMP the relevant matters that need to be addressed.

Should the maintenance and construction activities damage or interfere with any ACM the nominated officer must issue an Access Permit to authorise the work.

**The person in charge of the workplace must submit a plan to the nominated officer outlining the work to be carried out, the timing and acknowledge any procedures or requirements which are to be followed.**

Those procedures should include:

1. Preparation of site including the erection of barriers and posting of signage to restrict access to the work area.
2. Selections of appropriate Personal Protective Equipment (PPE).
3. The use of plastic drop sheets.
4. The control of dust and residues resulting from the work. **NB** Under no circumstances is a standard vacuum cleaner to be used! The **MINIMUM** requirement necessitates use of a spray bottle and/or HEPA Filter Equipped Vacuum.
5. Decontamination of personnel, tools and equipment.
6. The preparation and disposal of waste.

**Annexure 6**

**Photograph**

Identified as containing asbestos fibres.  
Consider ongoing monitoring of condition.

**Location 1:** Sheeting to soffits

**Photograph 1**



**Location 2:** Backing panel to switchboard

**Photograph 2**



**Location 3:** Sheeting to partitions of toilets

**Photograph 3**



**Location 4:** Run off pipe to office

**Photograph 4**



**Location 5:** Sheeting to ceilings throughout office building

**Photograph 5**





**Annexure 7**

**Sample Analysis Reports**

**Annexure 8**  
**Acknowledgements and**  
**References**

## Acknowledgment and References

1.	New South Wales Government, Work Health and Safety Act No. 10.
2.	New South Wales, Work Health and Safety Regulation 2011
3.	Code of Practice – How to Managemet Asbestos in the Workplace (2011)
4	Code of Practice – Safe Removal of Asbestos in the Workplace
5	<u>Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:300392005]</u>