

# HS.11 Asbestos Management



## Health & Safety



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# 1 Asbestos Management

## 1.1 Purpose

The purpose of this process is to provide guidance for the management of asbestos including any removal work to be conducted in accordance with Queensland's *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*.

The process is designed to effectively manage and minimise asbestos-related health risks within Maranoa Regional Council (Council) including persons working on or visiting Maranoa Regional Council sites.

The ultimate goal of Council is for the removal of all Asbestos Containing Material (ACM) wherever practical rather than seek to control by sealing, enclosing or encapsulating asbestos-containing material. This is a long-term plan. Where removal is not practical Council is committed to manage asbestos hazards based on prioritisation and assessment of risk.

Management of asbestos in Council is structured around 4 main levels:

1. **AMP** – For the purposes of legal requirements, this process constitutes Council's Asbestos Management Plan (AMP) and provides the high-level commitment and functions required to manage asbestos by directions for sites to follow and utilise for managing ACM.
2. **Asbestos Registers** –
  - Master Register- Council maintains the master register including information for asset management, rectification works and legislation requirements for Work Health and Safety.
  - Site Register (Individual Asset) - Each asset (if it has the potential to contain ACM) must have its own site register which contains asbestos information such as location, condition, risk levels and controls. Refer to section 2.4 regarding site registers and access.
  - Town Register- Town registers (including all relevant sites) have been developed to ensure information is readily accessible on Maranoa Regional Council's website.
3. **Instructions** – The work instructions relate to the processes required for working on or near asbestos.
4. **Forms** – The Forms provide a process to gather evidence or information regarding the management of asbestos at Council sites.

This process acting as the AMP must be read in conjunction with the asbestos register for each applicable building, structure, or waste facilities (tips).

## 1.2 Scope

This process is to be applied to all relevant Council owned structures and occupied premises where the lease deems Council responsible for compliance with the *Code of Practice How to Manage and Control Asbestos in the Workplace*.

The scope does not include the consideration of any Naturally Occurring Asbestos as publicly available geological information indicates that there are no sources within the council region.

## 1.3 Abbreviations and Acronyms

Abbreviation/Acronym	Full Detail
ACD	Asbestos contaminated dust or debris
ACM	Asbestos Containing Materials. any material or thing that, as part of its design, contains asbestos
AM	Asset Management
AMP	Asbestos Management Plan
AS/NZS	Australian Standard/New Zealand Standard
COP	Code of Practice
Council	Maranoa Regional Council
EPA	Environmental Protection Agency

Abbreviation/Acronym	Full Detail
HSR	Health and Safety Representative
IMMS	Integrated Maranoa Management System
NOHSC	National Occupational Health and Safety Commission formerly known as Worksafe Australia
P.C.	Principal Contractor
PPE	Personal Protective Equipment
RA	Risk Assessment
RPE	Respiratory Protective Equipment
WHS	Workplace Health and Safety
WHS	Workplace Health and Safety Queensland
SWMS	Safe Work Method Statement

## 2 Management of Asbestos

### 2.1 What is Asbestos?

Asbestos was widely used as construction and insulation material in buildings until the late 1980s when bans on its manufacture and use were put in place. However, the use of asbestos was only completely prohibited on 31 December 2003. As the bans were not absolute prior to 2003 and building materials may have been stockpiled, stored, or recycled and used, it is possible that asbestos may be present in buildings that were constructed up to 31 December 2003 and possibly later.

Asbestos within a building represents a health risk to people only when the asbestos fibres are 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.

Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents a lower asbestos-related health risk.

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates potential for harm, while 'risk' refers to the probability of that harm becoming real. 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 low.

#### 2.1.1 Assume asbestos is present until verified

Should ACM of unknown composition, or materials suspected of containing asbestos, be encountered on site, and are not documented in the existing asbestos register, such materials should be 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 a suitably 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 a suitably qualified person prior to the commencement of the planned demolition/refurbishment works.

### 2.2 What are the health risks and health effects associated with exposure to asbestos?

Current scientific and medical evidence supports the fact that simply living or working in a building containing asbestos is not dangerous as long as the asbestos is in good condition (i.e. undamaged).

It is when asbestos is worked with, or disturbed and asbestos fibres are released that the risk of developing an asbestos related disease is increased.

The people at greatest risk of developing an asbestos related disease are those that frequently undertake repairs, renovations and other work which can generate the release of asbestos fibres into the air.

Breathing in asbestos fibres has been linked to three asbestos related diseases, all of which can be fatal.

- **Asbestosis** - A chronic lung disease that can lead to respiratory impairment and to diseases such as lung cancer.
- **Mesothelioma** - A cancer of the lining of the pleura (outer lung lining) or of the peritoneum (the lining of the abdominal cavity).
- **Lung cancer** - Cannot be distinguished from those cancers that are caused by other agents such as tobacco smoke.

## 2.3 Communication and Consultation

It is important that personnel are involved in the implementation and review of asbestos management practices, associated procedures and Asbestos Registers. The following avenues of communication are made available for information regarding ACM:

- Site specific induction will highlight the presence of an Asbestos Register, its location, and any specific conditions regarding the ACM.
- When conditions of ACM change, personnel working on the site will be informed through notifications.
- When ACM is being removed, personnel will be notified of the timing and conditions to minimise exposure to asbestos fibres.
- Where the Council facility is to be accessed for work in areas containing ACM, the Asbestos Register must be made available and be up to date.
- When Council relinquishes management or control of premises or asset.

The supervisor for any removal work will meet with the person who has management or control (either Council or a lessee) of the building where the removal work is to take place and ensure that the following persons are informed of the asbestos removal work:

- The person's workers and any other persons at the structures.
- The person who commissioned the asbestos removal work.
- Anyone conducting a business or undertaking at or in the vicinity of the structures.
- Anyone occupying premises in the immediate vicinity of the structures.

The Activity Leader will consult with the supervisor of the asbestos removal work to arrange for a meeting with the supervisor or the person in control of operations in the area where the work is to be conducted and discuss the scope of the work. Information discussed should include areas/locations that will be affected, times and dates of removal, safety precautions, risk of materials (being removed) and areas that may be closed during the removal work.

### 2.3.1 Asbestos Information Posters

All buildings that contain or potentially contain ACM will display the Council Asbestos Information Poster ([D19/101932](#)) in a prominent place at the main entry and the power box. The purposes of these posters are to provide the following information to anyone carrying out works on the building:

- Access to this process (the AMP)
- Access to Council's most current Asbestos Registers
- Information on the health effects of asbestos
- Information on the health monitoring requirements of workers handling asbestos
- Other resource links to assist in the management of asbestos at Council.

## 2.4 Asbestos Registers – The Identification of Asbestos

Council undertakes asbestos surveys (using competent persons) of all facilities (sites) including leased or owned premises (constructed prior to 2003) to determine the presence of ACM, and the information is compiled in site Asbestos Registers. Registers contain information about all identified building and structures containing asbestos.

Note: Council recognises that potential asbestos sources may be discovered through its operations that do not include those identified in buildings. Examples of these situations include old sewage lines and communication pits, waste facilities (tips), Sewage, Plant or other items that are not covered in the building registers. Exposure to these elements may arise from Water, Sewage, and Gas activities or Construction activities. These events are managed through the processes contained in Sections 2.1.1 *Assume asbestos is present until verified* and 2.5.2 *Unplanned discovery or damage of Asbestos*.

A qualitative asbestos risk assessment is undertaken each time an asbestos survey of Council buildings or structures is conducted. The risk assessment takes account of information including:

- The condition of the ACM (e.g. whether they are friable or bonded and stable, and whether they liable to damage or deterioration)
- The likelihood of exposure (considering accessible, condition)
- Whether the nature or location of any work to be carried out is likely to disturb the ACM
- Results from monitoring and/or samples taken.

Each asbestos situation is allocated either a 'High', 'Medium', 'Low' or 'Very Low' risk rating. These ratings are defined as follows:

- **High:** Asbestos containing material (ACM) is in poor or significantly deteriorated condition and elevated levels of respirable airborne fibre are probable with minimal disturbance. The ACM is readily accessible, prone to further disturbance and poses an immediate health risk to personnel. Area should be isolated immediately, and abatement (removal or repair) required as soon as practicable.
- **Medium:** ACM shows moderate signs of deterioration and/or unsealed. Elevated levels of respirable airborne fibre are possible, and further disturbance due to routine building activity and/or maintenance is likely. Includes unsealed friable ACM in air conditioning systems.
- **Low:** ACM shows moderate signs of deterioration and/or unsealed. Low levels of respirable asbestos fibre is possible, and further disturbance due to routine building activity and/or maintenance is likely. Includes accessible damaged asbestos containing materials and asbestos cement debris.
- **Very Low:** ACM shows no or very minor signs of damage/deterioration. Routine accessibility is unlikely to cause significant deterioration, or the material is adequately sealed.

The Manager – Regional Facilities (Land, Buildings & Structures) is responsible for managing the asbestos registers for Council buildings and structures. A register is required for each site where ACM exists or is suspected to exist. The register contains information that is relevant to managing ACM and is essential to all people that work at the site including contractors and others. Functions that maintain 'management and control' of their buildings and structures (i.e. Saleyards, Airports, Quarry etc.) are to liaise with the Regional Facilities (Land, Buildings & Structures) team so asbestos registers (located in RMS folder SF20/199) can be maintained centrally.

The register contains information on:

- The date(s) on which the inspection/identification of ACM was made and details on the competent person(s) who carried out the inspection/identification.
- Details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white).
- Details on any material presumed to contain asbestos.
- Any inaccessible areas that are likely to contain ACM.
- The results of any analysis to confirm a material is or is not an ACM.
- The results of any air monitoring for airborne asbestos fibres and an assessment of these results.
- Risk assessments of the ACM.
- The controls recommended for the ACM.
- Any work carried out on the ACM including the company or persons involved, the date and scope of the work undertaken and details on clearance certificates.
- Photographs of any confirmed ACM in-situ, where possible.

All current Council Asbestos Registers can be accessed in *Section 4.2 Documented Information (Referenced)*.

## 2.4.1 Developing Registers

Registers will need to be developed or redeveloped where sites/structures do not have a register; this may be through acquisition of sites. Where a site does not have a register, an ACM survey will be undertaken by a competent person (contractor) to determine what ACM is present at the premises, and the Asbestos Register will be updated or developed to incorporate the information from the survey for the premises.

An asbestos register is not required if a workplace:

- has been constructed after 31 December 1989 and

- no asbestos has been identified and
- no asbestos is likely to be present from time to time.

Representative samples of materials suspected of containing asbestos will be collected during the survey where confirmation of the presence of asbestos is required in the circumstance where a visual inspection is not adequate to confirm that the material is asbestos. If a confirmation test is not conducted, then it shall be assumed that the material is asbestos, and it will be treated accordingly.

In the circumstance where an analysis is conducted, then the survey report shall be accompanied by the sample analysis reports and a photographic record of identified asbestos materials.

## 2.4.2 Register Changes and Maintenance

To keep the register maintained and up to date, changes that occur to ACM that may affect the register need to be included such as reviews or removal of ACM from an area. The following are examples of where changes need to be included and/or updated:

- Dates of damage, removal, and reviews.
- Change in risk levels because of damage or removal.
- Change in controls.
- New samples taken and their outcomes.
- New areas exposed where ACM exists or is suspected to exist.
- New structures within a site that have been purchased, e.g. adjacent property.

These changes are to be reported to the Regional Facilities (Land, Buildings & Structures) team. All changes to ACM including verification evidence will be amended in the site-specific registers. Amendments to the master register will only be completed by the asbestos consultant (competent persons).

The Regional Facilities (Land, Buildings & Structures) team will reissue a new Asbestos Register for sites once an asbestos survey has been completed.

## 2.4.3 Asbestos Register Reviews and Re-Inspections

Re-inspections of ACM remaining on council sites are to be conducted regularly by contractors who hold the qualification of Asbestos Assessor. 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.

Those areas not able to be accessed during the course of the site assessment will also be documented. This is important for future reference.

Reviews will also be required when any of the following occur:

- There is evidence that the risk assessment is no longer valid.
- There is evidence that any control measures are not effective.
- A significant change is proposed for the structure or for work practices or procedures relevant to the risk assessment.
- There is a change in the condition of the ACM (deterioration).
- The ACM has been removed, enclosed, or sealed.

The review process must as a minimum assess:

- Removals recorded/removed and not recorded e.g. removed after last register issued.
- Risk levels – change of risk levels e.g. there is further deterioration or damage, old switchboards opened (e.g. needs to change from low to medium risk)
- Recommendations/Controls – e.g. may need to remove, dispose, remove on next service, signs needed etc.).

Re-inspections will be undertaken no longer than at five yearly intervals in accordance with the *How to Manage and Control Asbestos in The Workplace Code of Practice 2016*.

If previously unidentified or undocumented asbestos, or materials suspected of containing asbestos, are encountered during the re-inspection process - the asbestos register, where necessary, will be updated and re-issued to the relevant site at the completion of the re-inspection work.

#### **2.4.4 Access to Registers**

Council workers, contractors and lessees can access Council's Asbestos registers via the link or QR code displayed on the Asbestos Poster at the main entry and power box of the building. These posters provide the web address to Council's external Asbestos page that contain all current Asbestos Registers. Asbestos registers can also be obtained by contacting Council on 1300 007 662.

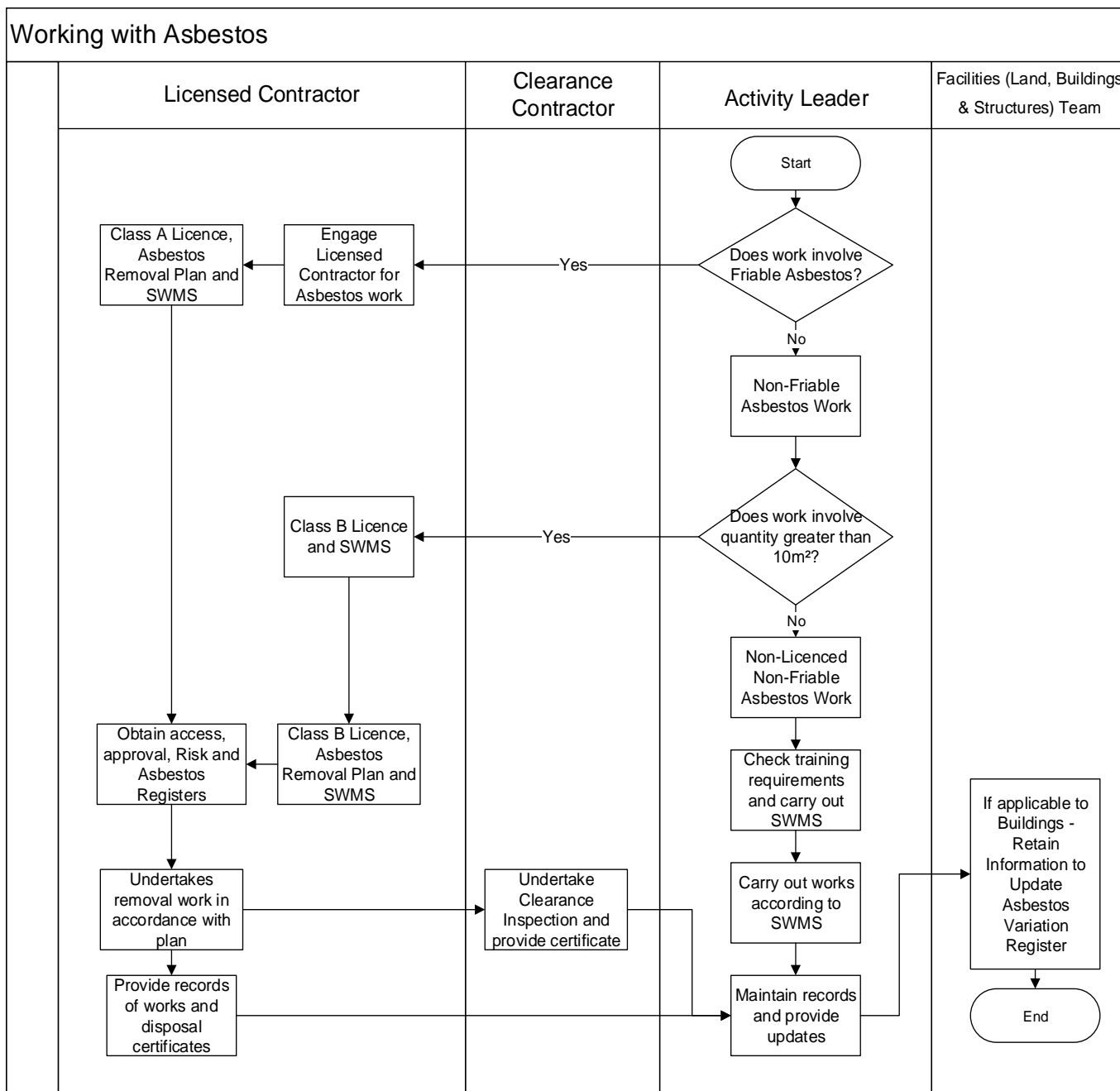


## 2.5 Working with Asbestos

### 2.5.1 Planning work with Asbestos

The process flowchart provides an overview of the work requirements for working with asbestos:

Process Flowchart – Working with Asbestos



### 2.5.1.1 Non-Licensed Work

No licence is required for the removal of:

- non-friable asbestos ACM up to 10 m<sup>2</sup> of or
- ACD that is:
  - associated with the removal of less than 10 m<sup>2</sup> of non-friable asbestos or ACM
  - not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Only contractors with appropriate risk control measures in place and Council staff who have been adequately trained are permitted to carry out non-licensed work. All control measures implemented to manage the risk of exposure are to be detailed in the activity's SWMS. Where adequately trained Council staff are required to develop a SWMS, the 02 Work involving or is likely to involve the disturbance of asbestos guide card ([D19/11559](#)), is available as a reference.

### 2.5.1.2 Licenced Work

Only contractors with the appropriate license will be authorised to conduct asbestos removal work according to the relevant licence conditions. There are two types of licences: Class A and Class B. The type of licence required will depend on the type and quantity of asbestos or ACM that is being removed at a workplace.

- **Class A** - Can remove any amount or quantity of friable asbestos or ACM, including any amount of asbestos containing dust (ACD) and any amount of non-friable asbestos or ACM.
- **Class B** - A Class B licence (is a business licence and is required to be held by any business who conducts bonded asbestos removal work) for removal of quantities 10m<sup>2</sup> or more of non-friable asbestos or ACM including any amount of ACD associated with the removal of non-friable asbestos or ACM.

All work requiring an asbestos licence will be engaged through Procurement for the verification and assessment of the relevant licence requirements.

#### Licensed Asbestos Assessor

The WHS Regulations require that a person must hold an asbestos assessor license to conduct the following:

- Air monitoring for Class A asbestos removal work
- Clearance inspections for Class A asbestos removal work
- Clearance certificates in relation to Class A asbestos removal work.

A licensed assessor can also carry out a number of other tasks including identifying asbestos, taking asbestos samples, carrying out a risk assessment or reviewing an asbestos register.

### 2.5.1.3 Safe Work Method Statements (SWMS)

A SWMS must be developed for any works involving asbestos such as sealing, drilling or removal. The SWMS provides the details of the hazards, risks and controls identified for each task being undertaken, and must include the following:

- The name, address, Asbestos Licence Number if removing asbestos and ABN of the contractor doing the work
- The specific control measures proposed to be used to undertake the task
- The way the contractor proposes to perform the activity, including how the control measures are to be implemented
- How the effectiveness of the control measures will be monitored and reviewed
- Provisions for training of workers into the SWMS, and communication of the activity to Council personnel
- Where friable asbestos is to be removed provisions for supervision by a competent person for asbestos removal
- Be signed and dated

### 2.5.1.4 Safe Work Practices

It is important that safe work practices are in place when carrying out asbestos work or asbestos related work. Wherever possible, dry asbestos should not be worked on. Techniques that prevent or minimise the generation of airborne asbestos fibres include:

- the wetting of asbestos using surfactants or wetting agents, such as detergent water
- the use of thickened substances, pastes and gels, including hair gel and shaving cream, to cover the surfaces of asbestos being worked on (these substances should be compatible with the conditions of use, including the temperature, and should not pose a risk to health)
- the use of shadow vacuuming, and
- performing the task in a controlled environment (for instance, a ventilated enclosure).

### 2.5.1.5 Maintenance or Service work involving ACM

Prior to any work being conducted on site involving penetration methods on walls, floors, ceilings, roofs or other parts of building structure, the site Asbestos Register must be reviewed to determine if the location of the work is to be in contact with or near ACM. Any work by Council personnel or contractors that may damage or interfere with the condition of ACM must:

- Follow the relevant Council pre-qualification process when undertaking the work. The contractor may have more detailed procedures to follow if they are a licensed asbestos removal contractor.
- Have a detailed SWMS providing details of how any invasive work into the ACM will minimise airborne particles, and what controls will be used
- Have approval by the person responsible for the maintenance of a building i.e Regional Facilities (Land Buildings, & Structures), Airports, Saleyards, Strategic Water, Sewerage, & Gas Office, or Quarry managers.
- Notify the Regional Facilities (Land, Buildings & Structures) team of any changes to the building or structure that may affect the information contained in the Asbestos Register.

If asbestos materials are present in the area, and may be impacted upon by the proposed works, the asbestos must be removed under controlled conditions, prior to the commencement of any building works. Depending on the nature of the asbestos, abatement options other than removal (such as encapsulation) may be feasible.

If unknown materials, or undocumented materials suspected of containing asbestos are encountered during building works, such materials are to be treated as if they contain asbestos and any work that would impact on that material must immediately cease. The Regional Facilities (Land, Buildings & Structures) team is to be contacted for further advice. The suspected material should be tested to confirm the presence of asbestos or alternatively the material may be treated as asbestos.

### 2.5.1.6 Asbestos Removal Plans

A site-specific Asbestos Removal Plan shall be developed by the contract company removing the asbestos. The plan shall include the following:

- Details of the ACM to be removed (e.g. the location(s), whether it is friable or non-friable, type, condition, and the quantity to be removed).
- Consultation details with Council
- Assigned responsibilities for the removal
- Program of commencement and completion dates
- Asbestos removal boundaries, including the type and extent of isolation or containment required and the location of any signs and barriers.
- Control of electrical and lighting installations
- Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE)
- Waste storage and disposal program
- Methods for removing the ACM (wet or dry methods)
- Asbestos removal equipment (spray equipment, tools etc.)
- Control measures to be used to contain asbestos within the asbestos work area
- Detailed procedures for workplace decontamination, the decontamination of tools and equipment, personal decontamination and the decontamination of non-disposable PPE
- Methods of disposing of asbestos wastes, including details on the disposal of disposable protective clothing and equipment
- Develop an emergency plan to include site specific emergencies, evacuations, first aid and equipment

### 2.5.1.7 Management of In-situ Asbestos

In-situ asbestos refers to Leave As-is, Encapsulation or Enclosure. The management of in situ asbestos is important to ensure ACM are not damaged or deteriorated to such an extent that Council personnel, external contractors, visitors, or members of the public are unnecessarily exposed to airborne asbestos fibres.

The requirements of the contractor site induction and works approval process will aid in the management of in situ ACM. It is also the policy of Council to incorporate asbestos issues into building works contracts, designed to ensure any asbestos on, or in Council sites is dealt with in the appropriate manner.

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, it's potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies are to be considered:

- leave in situ (defer action)
- encapsulation
- enclosure
- removal

These control strategies are discussed in the table on the following page.

Method of Control	Description	Appropriate When:	Not Appropriate When:	Advantages:	Disadvantages:
Removal	<ul style="list-style-type: none"> <li>Removal of asbestos must be performed under certain controlled conditions, depending on the type of ACM to be removed. Where demolition or refurbishment works are to occur, and this work is likely to impact on ACM, the ACM must be removed under controlled conditions prior to the commencement of any site works.</li> </ul>	<ul style="list-style-type: none"> <li>Surface friable or asbestos poorly bonded to substrata.</li> <li>Asbestos is severely damaged or liable to further damage or deterioration.</li> <li>Located in A/C duct.</li> <li>Airborne asbestos monitoring results exceed recommended exposure standard.</li> <li>Other control techniques inappropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Located on complex or inaccessible areas.</li> <li>Removal extremely difficult &amp; other techniques offer satisfactory alternative.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard removed and no further action required.</li> <li>Cost-effective long-term option.</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>Highest cost, most complex &amp; time-consuming method.</li> <li>Removal may increase fire risk within building; substitute required.</li> <li>Possible contamination of structure and increase in airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled.</li> </ul>
Encapsulate or Seal	<ul style="list-style-type: none"> <li>Coating of the outer surface of the ACM by the application of some form of sealant compound that usually penetrates to the substrate and hardens the material making it impermeable to asbestos.</li> <li>Helps protect the ACM 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 material.</li> </ul>	<ul style="list-style-type: none"> <li>Removal difficult or not feasible.</li> <li>Firm bond to substrata.</li> <li>Damage unlikely.</li> <li>Short life 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 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>Eventual removal may be more difficult and costly.</li> </ul>
Enclosure	<ul style="list-style-type: none"> <li>Enclosure involves installing a barrier between the ACM and adjacent areas where it is effective in inhibiting further mechanical damage to the asbestos. The type of barrier installed may include plywood or sheet metal products, constructed as a boxing around the asbestos.</li> </ul>	<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 enclosed 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>Maintenance of enclosure.</li> <li>Need to remove enclosure before removal of ACM.</li> <li>Precautions for entry into enclosure.</li> </ul>
Defer	<ul style="list-style-type: none"> <li>The identification of ACM 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 ACM will need to be inspected on a regular basis (as part of monthly Supervisor inspections and at 12 months to update the register) to ensure its integrity is maintained.</li> </ul>	<ul style="list-style-type: none"> <li>No risk of exposure.</li> <li>Asbestos inaccessible and fully contained.</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 monitoring results exceed 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 and management.</li> </ul>

### 2.5.1.8 Personal Protective Equipment

#### Disposable Coveralls

- Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or velcro fastenings should not be used, because these features can be contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators and loose cuffs should be sealed with tape. Disposable coveralls rated type 5, category 3 (prEN ISO 13982–1) or equivalent would meet this standard.
- Asbestos fibres must be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibres from work clothes using an asbestos vacuum cleaner or, depending on the level of contamination and risk, the use of a water spray bottle or damp cloths may be appropriate.
- Disposable coveralls need to be of a suitable standard to prevent penetration of asbestos fibres so far as is practicable. Disposable coveralls rated type 5, category 3 (prEN ISO 13982-1) or the equivalent would meet this standard.
- Any clothing worn under coveralls must be disposed of or suitably bagged for laundering as asbestos-contaminated clothing.

#### Footwear

- Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Lace less boots such as gumboots are preferred where practicable. If boot covers are worn, they should be of a type that has anti-slip soles to reduce the risk of slipping.
- Safety footwear must be decontaminated before being removed from the asbestos work area or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task.
- Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.

#### Respiratory Protective Equipment (RPE)

- A competent person should determine the most efficient respirator for the task.
- RPE should comply with AS/NZS 1716 *Respiratory Protective Devices* and be selected, used and maintained in accordance with AS/NZS 1715 *Selection, Use and Maintenance of Respiratory Protective Devices*. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.
- RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.
- Refer to the appendix guide for further guidance on selection of RPE.

### 2.5.1.9 Tools and Equipment

The use of high-speed abrasive power and pneumatic tools, including angle grinders, sanders and saws, and high-speed drills, is prohibited under the WHS Regulations, except where used with dust suppression/extraction controls. These controls include local exhaust ventilation (LEV) dust control hoods that attach to the tool and isolate the area being worked on (drilled, sanded etc.) from the environment, ensuring that the dust is captured.

#### Asbestos vacuum cleaners

- Asbestos vacuum cleaners must have the “High Hazard” H Class symbol; displayed on the outside and comply with the requirements in AS/NZS 60335.2.69:2003 *Household and similar electrical: Particular requirements for wet and dry vacuum cleaners, including power brush, for industrial and commercial use* (IEC 60335-2-69 Ed 3.2 MOD).
- All asbestos vacuum cleaners must have an annual inspection conducted by a competent provider using the DOP test or equivalent and records maintained.
- Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

## 2.5.2 Unplanned discovery or damage of Asbestos

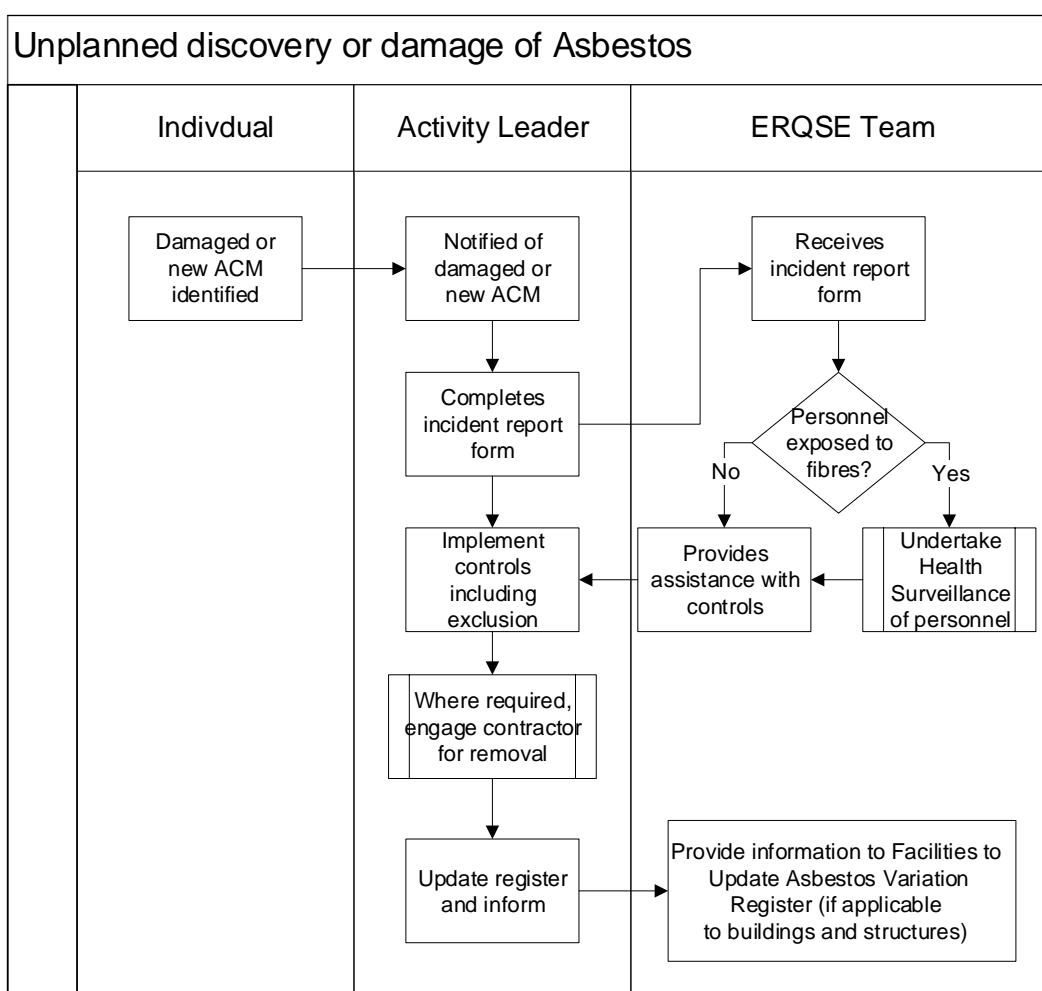
### 2.5.2.1 Asbestos Identified During Work

If asbestos is found during work;

- The workers shall contact their Activity Leader and the Continual Improvement Team.
- Work is to cease immediately with all personnel evacuated from the area.
- Decontamination procedures (as identified in the SWMS) will be followed promptly.
- The Activity Leader in consultation with the Continual Improvement Team shall notify the person in charge of the area that asbestos has been identified of what the removal process to take place will be including: location, dates and times of removal, safety precautions and areas closed.

When conditions arise where the risk to exposure through dust inhalation from ACM changes, such as through unplanned discovery, fire, storm, accidental or malicious damage, the process in the flowchart below must be followed.

Process Flowchart – Unplanned discovery or damage of Asbestos



### 2.5.2.2 Notification

Where ACM has been severely damaged including where a person might have been potentially exposed to asbestos fibres without protection, then the State Government's WHS department must be contacted, following the Council notification procedure. Council personnel working on the affected site will also be notified as soon as possible, including any conditions and controls to minimise exposure.

## 2.5.3 Disposal and clean-up of Asbestos

### 2.5.3.1 Removal of Asbestos

Removal of ACM from Council structures must only be completed using licensed contractors or trained Council staff as per the licence requirements detailed in Sections 2.5.1.1 Non-Licensed Work and 2.5.1.2 Licensed Work. The worker must be supplied with relevant information and equipment for the safe removal of the ACM, including the Asbestos and Risk Registers for the site.

Where removal work has been carried out, the Regional Facilities (Land, Buildings & Structures) team must be notified of the changes to trigger an amendment of the applicable asbestos register. An amended copy of the register must be made available via Council's website.

### 2.5.3.2 Clearance Inspections

Before clearance is granted for an asbestos work area to be re-occupied there must be a thorough clearance inspection. The clearance inspection must be conducted by a competent person who is independent from the person responsible for the removal work.

- To be independent for Class A asbestos removal work, the licensed asbestos assessor must not be involved in the removal of asbestos for that specific job and not involved in a business or undertaking involved in the removal of the asbestos for that specific job.
- To be independent for Class B asbestos removal work, the competent person must not be involved in the removal of the asbestos for that specific job.

Where friable asbestos removal occurs, this must be accompanied by monitoring results that establish that fibre levels are <0.01 fibres/ml. These records are to be kept by Council.

### 2.5.3.3 Disposal of Asbestos

All asbestos waste shall be double bagged prior to its removal from site, using 0.2mm thick polyethylene bags. Asbestos waste shall be bagged once at the worksite and a second time away from the worksite but prior to leaving the removal area enclosure. It is recommended that a maximum bag size of 1200mm (length) X 900mm (width) be used. Bags should be filled to no more than 50 per cent capacity, and contents should be wet before sealing. Consistent with good manual handling practice, bags should not exceed 20kg in weight.

Alternatively, other approved containers may be used. In the case of non-friable materials such as asbestos cement, such materials can be placed into a plastic lined industrial waste bin or similar container. Each bag or container shall be labelled on its outermost surface, with the following warning statement;

- **CAUTION – ASBESTOS**
- **DO NOT DAMAGE OR OPEN BAG**
- **DO NOT INHALE DUST**
- **CANCER AND LUNG DISEASE HAZARD**

Transport and final disposal of asbestos waste material shall be carried out in a manner that will prevent the release of asbestos dust to the atmosphere. All asbestos waste material shall be buried at an approved landfill site.

The landfill attendant is responsible for all loads being dumped at the landfill site that may contain ACMs. The landfill attendant will check all loads that have the potential to contain ACMs and ensure all the relevant authorisations/documentation is in place and is correct.

All asbestos waste shall be deposited in the designated area as directed by the landfill attendant. The asbestos material is to be covered with other waste normally deposited at the landfill as soon as practicable. All asbestos waste shall be contained within the landfill at a preferred depth of two metres (500mm is the minimum permissible cover) from the surface and flanks.

Any persons wanting to dump ACMs at a landfill site must pay the appointed charges set out by council and produce an invoice with the appropriate information documented to the landfill attendant prior to dumping the ACMs.

An "environmental authority" is required to transport asbestos waste. This will depend on the amount of waste being transported and whether the activity is interpreted as being the "main purpose" of the business or not (commercial or non-commercial). The Environmental Health and Regulatory Services branch should be contacted to ensure vehicles used in the transporting of asbestos meet all requirements.



## 2.6 Air Monitoring

Air monitoring involves sampling airborne asbestos fibres to assist in assessing exposure to asbestos and the effectiveness of implemented control measures. It must be conducted in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust, 2nd Edition [NOHSC: 3003 (2005)]*. If the Activity Leader is uncertain as to whether the exposure standard is likely to be exceeded, air monitoring must be carried out by a competent person.

Additionally, air monitoring may be required when:

- it is not clear whether new or existing control measures are effective
- there is evidence (for example, dust deposits are outside the enclosure) the control measures have deteriorated as a result of poor maintenance
- modifications or changes in safe work methods have occurred that may adversely affect worker exposure
- there has been an uncontrolled disturbance of asbestos at the workplace.

Specific air monitoring requirements include:

- **Friable asbestos removal** – A licensed assessor must be engaged to carry out air monitoring when it is required.
- **Non-friable asbestos removal (more than 10 m<sup>2</sup>)** – A licensed assessor or competent person must be engaged to carry out air monitoring when it is required. A qualified hygienist is acceptable as a competent person to conduct air monitoring for non-friable asbestos removal work.
- **Public Location** – air monitoring will be conducted where the asbestos removal work is being undertaken in or next to a public location.
- **Uncontrolled Asbestos Release** - Where air monitoring is otherwise required, for instance to determine whether the exposure standard has been exceeded following an uncontrolled disturbance or release of asbestos at the workplace, an independent licensed asbestos assessor or competent person may carry it out. However, if the release involves friable asbestos, only an independent licensed asbestos assessor can carry out the air monitoring.

All air monitoring will be carried out by an appropriately qualified and competent person.

## 2.7 Health Surveillance

Where a worker is at risk of exposure to asbestos due to work other than licensed asbestos removal, health monitoring must also be undertaken. 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. The need for health monitoring for these workers should be determined on the basis of:

- the potential for exposure
- the frequency of potential exposure
- the duration of the work being undertaken.

Council must arrange for health surveillance of personnel that have been potentially exposed, or at risk of exposure to asbestos fibres. Health monitoring requirements are to be carried out in accordance with the [Health Monitoring for Exposure to Hazardous Chemicals – Guide for persons conducting a business or undertaking](#).

### Incidental exposures

An incidental exposure is where an individual may be exposed to a low level of asbestos dust for a short period of time (e.g. when a bystander is present when a worker disturbs asbestos containing material and asbestos fibres become airborne).

Health monitoring is not required for incidental exposures to airborne asbestos fibres. As asbestos-related diseases take many years to develop, there is no reason to subject individuals with a suspected incidental exposure to even small doses of ionising radiation from X-rays or CT scans.

It is recommended that to record the incident and take steps to ensure there are controls to prevent or minimise this kind of incident occurring in the future. The worker can register their suspected exposure through the National Asbestos Exposure Register. The incident does not need to be reported to WHSQ as a dangerous event.

### 3 Training

Training Group	Course Type	Training Course	Description
<b>All Employees and Contractors</b>	Online - Internal	General Induction – Basic Asbestos Awareness Processes	Awareness of ACM and the requirements to consult the AMP and Asbestos Registers prior to undertaking and carrying out works on ACM or material potentially containing asbestos.
<b>Employees carrying out non-licensed asbestos works or removal (up to 10 metres squared).</b>	Delivered Externally (Face-To-Face)	Induction and safety training for unlicensed work (Asbestos Awareness Training)	Training for workers carrying out asbestos-related work and small amounts of non-licensed asbestos removal (up to 10 metres squared).

## 4 Documented Information

### 4.1 Documented Information (Process)

Maintained Documented Information			Retained Documented Information
Document Name	RMS Number	Document Purpose	Completed Document Storage Location
Asbestos Registers	SF20/199	Identification and risk assessment of ACM for buildings and structures.	Managed as per Regional Facilities (Land, Buildings and Structures) Team requirements. To be uploaded to Council's external asbestos web page for contractor and lessee access.
Health Surveillance Reports	N/A	Baseline and ongoing assessment of worker health if exposed or at risk of exposure to asbestos.	Retained in Employee Personnel files.
ACM Sample Analysis Reports or Air Monitoring Results	N/A	Determination if material is ACM through lab testing of a sample.	Managed as per Regional Facilities (Land, Buildings & Structures) team requirements, or applicable Manager if works are carried out under the management and control of another function.
Records of asbestos works carried out	N/A	Records of works undertaken including what was done, by who, and where ACM was worked on.	Managed as per Regional Facilities (Land, Buildings & Structures) team requirements, or applicable Manager if works are carried out under the management and control of another function.

*All records regarding ACMs shall be kept for a minimum of 30years.*

### 4.2 Documented Information (Referenced)

Document Name	RMS Number / Link
Queensland Government – Asbestos	<a href="https://www.asbestos.qld.gov.au/">https://www.asbestos.qld.gov.au/</a>
Workplace Health and Safety Queensland	<a href="https://www.worksafe.qld.gov.au/injury-prevention-safety/asbestos">https://www.worksafe.qld.gov.au/injury-prevention-safety/asbestos</a>

### 4.3 Documented Information (Legislation)

Document Name	RMS Number / Link
Work Health and Safety Act 2011	<a href="https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018">https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018</a>
Work Health and Safety Regulation 2011	<a href="https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240">https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240</a>
How to Manage and Control Asbestos In The Workplace Code of Practice 2016	<a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>
How To Safely Remove Asbestos Code of Practice 2016	<a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>

# 5 Responsibilities

Role	Responsibilities
<b>Council</b>	<ul style="list-style-type: none"> <li>• Develop and implement and maintain an asbestos management plan.</li> <li>• Assess all Council premises for the potential presence of ACM.</li> <li>• Develop and maintain a register of the identified or suspected ACM, including details on its location, accessibility, condition, risk assessments and control measures.</li> <li>• Assess the condition of ACM that are found and the associated risks.</li> <li>• Develop measures to remove or manage the ACM to minimise the risks and prevent exposure to asbestos.</li> <li>• Ensure the control measures are implemented and are maintained as long as the ACM remain in the workplace.</li> </ul>
<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• Ensure that Council complies with this AMP and any WHS Legislative or other requirements relating to ACM.</li> <li>• Review a summary of any Asbestos survey results and any asbestos related incidents annually.</li> <li>• Ensure sufficient resources (including an allocated budget for 5 yearly ACM review) are allocated to allow management to successfully implement and manage compliance with legislation relating to ACM.</li> <li>• Ensure senior management instigates systems for the AMP to be implemented, monitored, maintained and updated.</li> </ul>
<b>Directors</b>	<ul style="list-style-type: none"> <li>• Assist the CEO in ensuring that Council complies with the AMP and any legislative or other requirements relating to ACM.</li> <li>• Ensure the AMP requirements are implemented in Council facilities.</li> <li>• Ensure the Regional facilities (Land, Buildings &amp; Structures) team maintain a site-specific Asbestos Register.</li> <li>• Review any survey results and any asbestos related incidents prior to the annual Review.</li> </ul>
<b>Responsible Manager</b>	<ul style="list-style-type: none"> <li>• To maintain this AMP, and inform the Directors when changes occur.</li> <li>• Ensure this AMP and Asbestos Registers are available to all personnel including contractors and undertake reviews of the AMP as required.</li> <li>• Report to the Directors any survey results and any asbestos related incidents.</li> <li>• To facilitate competent persons to conduct regular (at least 5-yearly) surveys of locations containing ACM and develop a register to report on condition.</li> <li>• Assist with the training and awareness of asbestos related issues and ACM in the workplace.</li> <li>• Ensure that an Asbestos Register is maintained for each site where ACM has been identified, and the information is kept up to date.</li> <li>• Coordinate the audit of relevant sites for the management of asbestos and the AMP.</li> <li>• Ensure that Asbestos Registers are documented and maintained at each relevant site and provide updated information as site conditions change.</li> <li>• Ensure Risks Assessments are conducted when working around/with areas containing ACM.</li> <li>• Ensure that all required notices and labels are in place for ACM on site.</li> <li>• Ensure that personnel including contractors, suppliers, visitors, and the public are informed and/or made aware of ACM at specific sites.</li> <li>• Ensure all personnel who work on or near ACMs have been trained on the relevant asbestos procedures.</li> <li>• Implement the controls identified from surveys where ACM are damaged.</li> <li>• Implement and maintain appropriate controls for the removal or control of exposure to ACM fibres.</li> <li>• Notify the Senior Advisor Safety of any asbestos related incidents.</li> <li>• Monitor work areas containing ACM to check for any damage, deteriorations, or defects.</li> <li>• Report any changes to ACM to the Continual Improvement team and Directors.</li> <li>• Manage any works done to ACM by licensed contractors.</li> <li>• Report anyone potentially affected by ACM to the Continual Improvement team.</li> </ul>

<b>Activity Leader</b>	<ul style="list-style-type: none"> <li>• Provide contractors with the relevant asbestos registers prior to any works commencing</li> <li>• Liaise with the Supervisor (Contractor) of the asbestos removal works to review scope of works, areas/locations that will be affected, times and dates of removal, safety precautions, risk of materials (being removed) and areas that may be closed during the removal works.</li> <li>• Facilitate onsite induction meetings and review any identified hazards, risks and controls prior to works commencing.</li> <li>• If asbestos is found, facilitate the process to ensure immediate actions commence relating to cessation of works, decontamination process and subsequent removal process including location, dates and times of removal, safety precautions and areas closed.</li> <li>• Facilitate the procedure for air monitoring to be carried out by a competent person to assist in assessing exposure to asbestos and the effectiveness of implemented control measures, should there be concerns of the exposure standards being exceeded.</li> <li>• Provide relevant information to the Regional Facilities team in the event that there are amendments to any asbestos registers.</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>• To comply with the requirements of this AMP.</li> <li>• To follow SWMS and procedural requirements and wear the identified PPE when working with ACM or as directed.</li> <li>• Not to put themselves or any other person at risk by the use of inappropriate behaviour and work practices.</li> <li>• To notify the Senior Advisor Safety of any incidents associated with ACM that may expose persons to the risk of exposure or damage to ACM.</li> <li>• Notify their Manager and/or Senior Advisor Safety of any suspected ACM materials incorrectly disposed on Council property.</li> </ul>
<b>Contractors &amp; Suppliers</b>	<ul style="list-style-type: none"> <li>• Must review the relevant asbestos register prior to undertaking any works on Council facilities.</li> <li>• To not interfere with ACM without appropriate Council approval, and compliance with this AMP.</li> <li>• When working with ACM to have developed the required SWMS and risk assessment.</li> <li>• To work with/remove ACM individuals must hold a B Class Asbestos Licence for working with bonded asbestos and hold A Class Asbestos Licence for removal of friable asbestos and have a "competent person" to directly supervise the removal works.</li> <li>• To notify the relevant Council Manager of any incidents associated with ACM that may expose persons to the risk of exposure or damage to ACM.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• To follow instructions given by Council personnel in relation to ACM.</li> <li>• Wear any required PPE.</li> <li>• Report any asbestos related incidents to Council.</li> </ul>

## 6 Definitions

Term	Definition
<b>Activity</b>	Refers to any activity delivered under a Council function encompassing day-to-day service and program delivery, one off projects, capital projects, and maintenance activities.
<b>Activity Leader</b>	The Activity Leader referred to in this process is defined as the person leading (managing) and/or delivering (supervising) an activity undertaken as part of a Council function.
<b>ACM</b>	Asbestos Containing Materials. any material or thing that, as part of its design, contains asbestos
<b>Asbestos-contaminated dust or debris (ACD)</b>	Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.
<b>Asbestos</b>	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, Amosite (brown asbestos), Anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
<b>Asbestos Removal Control Plan</b>	A document which identifies the control measures which will be implemented to ensure workers and other persons are not at risk when asbestos removal work is being conducted.
<b>Asbestos Removal Work</b>	Work involving the removal of asbestos or ACM Class A or Class B asbestos removal work
<b>Bonded Asbestos or Non-friable Asbestos</b>	ACM containing a bonding compound reinforced with asbestos fibres, e.g. Asbestos cement pipes and flat or corrugated asbestos cement sheets consist of sand and cement reinforced with asbestos fibres. For removal of bonded asbestos the person must have a B Class licence <sup>1</sup> or work under the supervision of a business that has an A Class licence and has a supervisor on site that is deemed a competent person for asbestos removal work. All persons will need to follow a SWMS for removal.
<b>Clearance Inspection</b>	An inspection, carried out by a competent person (Licensed Asbestos Assessor), to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection and may also include clearance monitoring and/or settled dust sampling. Note: A clearance inspection should only be carried out when the asbestos work area is dry.
<b>Clearance Monitoring</b>	Air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being below 0.01 fibres/ml.
<b>Competent Person for Friable asbestos removal</b>	A person who is competent under legislation to remove friable asbestos, holding Class A licence.
<b>Competent Person for Clearance Inspections (Licensed Asbestos Assessor)</b>	Means a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience, and skill, for the safe performance of the specific work.
<b>Competent Person for Identification of Asbestos</b>	The WHS Regulations define a competent person to be someone who has acquired knowledge and skills to carry out the task through training, a qualification or experience. This may mean that the competent person who can identify asbestos is: <ul style="list-style-type: none"> <li>trained to handle and take asbestos samples, have the knowledge and experience to identify suspected asbestos and be able to determine risk and controls measures</li> <li>familiar with building and construction practices to determine where asbestos is likely to be present</li> <li>able to determine that material may be friable or non-friable asbestos and evaluate its condition.</li> </ul>

	<ul style="list-style-type: none"> <li>• There may be a person within the business that is competent to identify asbestos. If there is not, an external competent person should be engaged. Persons who may be considered to be competent in the identification of asbestos include: <ul style="list-style-type: none"> <li>○ occupational hygienists who have experience with asbestos</li> <li>○ licensed asbestos assessors</li> <li>○ asbestos removal supervisors</li> <li>○ individuals who have a statement of attainment in the unit competency for asbestos assessors</li> <li>○ a person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020 General criteria for the operation of various types of bodies performing inspection for surveying asbestos.</li> </ul> </li> </ul>
<b>Control Monitoring</b>	<p>Means air monitoring, using static or positional to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures and should not be used for that purpose.</p> <p>Note: Static of positional samples are taken at fixed locations which are usually between one and two metres above floor level.</p>
<b>Exposure Standard</b>	<p>For asbestos it is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with:</p> <ul style="list-style-type: none"> <li>• the Membrane Filter Method; or</li> <li>• a method determined by the relevant regulator.</li> </ul>
<b>Facility</b>	A place, amenity, or piece of equipment provided for a particular purpose.
<b>Friable Asbestos</b>	Asbestos-containing material which, when dry, is or may become crumbled, pulverised, or reduced to powder by hand pressure. The removal of friable asbestos can only be done by a business that has an A Class licence and has a supervisor on site that is deemed a competent person for asbestos removal work. All persons will need to follow a SWMS for removal.
<b>In situ</b>	Fixed or installed in its original position, not having been moved.
<b>Inaccessible area</b>	Areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.
<b>Licensed Asbestos Assessor</b>	A person who holds an asbestos assessor licence.
<b>Licensed Asbestos Removalist</b>	<p>A competent person who performs asbestos removal work.</p> <p>Note: An asbestos removal licence is required in all State and Territory jurisdictions for the removal of friable ACM. Some States and Territories also require a licence for removal of specified quantities of ACM, regardless of whether they are friable, and relevant WHS authorities should be consulted prior to any removal work.</p>
<b>Manager</b>	Is the head of a department of multiple functions
<b>Person with control</b>	<p>In relation to premises, a person who has control of premises used as a workplace. The person with control may be:</p> <ol style="list-style-type: none"> <li>a) The owner of the premises</li> <li>b) A person who has, under any control or lease, an obligation to maintain or repair the premises</li> <li>c) A person who is occupying the premises</li> <li>d) A person who is able to make decisions about work undertaken at the premises; or</li> <li>e) An employer at the premises.</li> </ol>
<b>Respirable Asbestos Fibres</b>	<p>An asbestos fibre that:</p> <ul style="list-style-type: none"> <li>• is less than 3 microns (<math>\mu\text{m}</math>) wide</li> <li>• is more than 5 microns (<math>\mu\text{m}</math>) long has a length to width ratio of more than 3:1.</li> </ul>
<b>Site</b>	Includes the associated buildings, workplaces, facilities, plant etc within a business address or property.
<b>Structure</b>	<p>Includes but not limited to:</p> <ol style="list-style-type: none"> <li>a) a building, construction, wall, mast, tower, pylon, structural cable or telecommunications structure; or</li> </ol>

- b) underground works (including shafts and tunnels), pipe, pipeline, river works, earthworks or earth retaining construction or other construction designed to preserve or alter a natural feature; or
- c) a road or highway, footpath or driveway, railway line or siding, tramway line, dock or harbour, water storage or supply system (including a constructed lagoon), sewerage or drainage system, electricity or gas generation facility, transmission, or distribution facility,
- d) gasholder, park, or recreation ground (including, for example, a playing field or swimming pool); or
- e) production, storage, or distribution facilities for heavy industries; or
- f) fixed plant.

## 7 Version Control

Version Date	Developed By	Reviewed By	Approved By	Change Description
15/01/2019	Micah Wicham			Draft
21/10/2019	ERQSE	Shane Sellars (CLS)		Review and amend as per focus group feedback.
04/12/2019	Emma Beitz	Marian Vierveyzer		Format and hyperlinks
29/01/2020			Rob Hayward	As per notes in RMS
12/02/2021		E-Risk	ELT	As per meeting management review meeting minutes D21/12045
30/11/2021		Continual Improvement		Format changes and amendments to 2.6 Air Monitoring. Included reference to guide card in 2.5.1.1 and reference to asbestos register folder in 2.4.
19 <sup>th</sup> January 2022		Continual Improvement	Norm Garsden (Acting CEO)	Refer to D22/14556. Minor amendments include formatting and link to guide card for internal staff and the in section 2.6 the addition of 4 dot points with the paragraph commencing "additionally". This is to strengthen the comment relating to "uncertain as to whether the exposure standards are likely to be exceeded."

Note: Any review or amendment changes to this process will require the external Council website to be updated to reflect most current approved process.



# 8 Appendices

## Appendix 1 Air Monitoring Action Levels

Action Level	Control	Action
Less than 0.01 fibres/ml	No new control measures are necessary	Continue with control measures
At 0.01 fibres/ml or more than 0.01 fibres/ml but less than or equal to 0.02 fibres/ml	1. Review	Review control measures
	2. Investigate	Investigate the cause
	3. Implement	Implement controls to eliminate or minimise exposure and prevent further release
More than 0.02 fibres/ml	1. Stop removal work	Stop removal work
	2. Notify regulator	Notify the relevant regulator by phone followed by fax or written statement that work has ceased and the results of the air monitoring
	3. Investigate the cause	Conduct a thorough visual inspection of the enclosure (if used) and associated equipment in consultation with all workers involved with the removal work
	4. Implement controls to eliminate or minimise exposure and prevent further release	Extend the isolated/barricaded area around the removal area/enclosure as far as reasonably practicable (until fibre levels are at or below 0.01 fibres/ml, wet wipe and vacuum the surrounding area, seal any identified leaks (e.g. with expandable foam or tape) and smoke test the enclosure until it is satisfactorily sealed
	5. Do not recommence removal work until further air monitoring is conducted	Do not recommence until fibre levels are at or below 0.01 fibres/ml

## Appendix 2 Guide for the Selection of RPE for Asbestos Removal Work

The table below provides guidance for the selection of appropriate respiratory protection for different tasks, assuming the correct work procedures are being followed. This table does not take into account personal features including facial hair or where glasses are worn. Full protection cannot be achieved if either of these factors interferes with the face seal.

Work Procedure	Required respirator	Filter type
Simple enclosure erection for containing undamaged asbestos materials to prevent damage – no direct handling but possible disturbance of asbestos	Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator	P1 or P2
Inspection of the condition of any installed friable asbestos, which appears in poor condition or has been disturbed	Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator	P1 or P2
Sampling material for the purpose of identifying asbestos	Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator	P1 or P2
Removal of non-friable asbestos (e.g. asbestos cement sheets, ceiling tiles and vinyl tiles)	Disposable, half-face particulate respirators OR Half-face, particulate filter (cartridge) respirator	P1 or P2
Extensive sample operations on friable asbestos	Full-face, particulate, filter (cartridge) respirator	P3
Maintenance work involving the removal of small quantities of friable asbestos (e.g. replacement of friable asbestos gaskets and insulation)	Full-face, particulate, filter (cartridge) respirator	P3
Certain forms of wet stripping in which wetting is prolonged and effective, and certain small-scale dry stripping operations	Full-face, powered air-purifying particulate respirator OR Full-face, positive pressure demand air-line respirator	P3
Certain forms of dry stripping and ineffective wet stripping (light wetting, no time given to saturate)	Full-face, powered air-purifying particulate respirator OR Full-face, positive pressure demand air-line respirator No lesser respirator will suffice	P3
Dry stripping in confined areas	Full suit or hood, positive pressure demand continuous flow air-line respirator No other respirator will suffice	P3 only as a backup