

# **Belvedere House**

Address: 20 Bath Street Alice Springs Prepared for Rubino's Pty Ltd Email: rubinosptyltd@bigpond.com



# BELVEDERE HOUSE ASBESTOS REGISTER &

MANAGEMENT PLAN

Note: No Asbestos Found



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## **1** INFORMATION

#### 1.1 CLIENT DETAILS

COMPANY NAME:	Rubino's Pty Ltd
COMPANY CONTACT:	Grant Tiver
BUILDING ADDRESS:	Belvedere House, 20 Bath Street Alice Springs
CONTACT PHONE:	0418 897 585

#### 2 PURPOSE & SUMMARY

This Asbestos Management Plan (AMP) details how the Building Owner and Occupants will manage asbestos or Asbestos Containing Material (ACM) that has been identified or may be identified in its workplaces listed below to minimise the risk of exposure to its workers, visitors and contractors and meet its legislative obligations under the Work Health Safety Act.

This AMP identifies health and safety risks that may be encountered in the workplace as a result of the identified asbestos or ACM and control measures that are to be implemented in order to minimise and / or eliminate the risks of exposure to workers of airborne asbestos particles.

This plan meets the requirements of:

- Work Health Safety Act and Regulations
- Code of Practice for how to manage and control asbestos in the workplace

This AMP and supporting appendices will be made available to all employees and sub-contractors involved in maintenance activities within the workplace.

#### 2.1 SUMMARY

On the instruction from Grant Tiver of Rubino's Pty Ltd, the property known as Belvedere House was inspected to identify potential Asbestos Containing Material's (ACM's) and to prepare an Asbestos Register.

No Asbestos Containing Material's (ACM's) were found within this property. Several potential or suspicious materials were sampled and tested and the property was inspected internally and externally however not all areas of the building could be entirely inspected therefore this Asbestos Management Plan has been prepared based on if an Asbestos Containing Material (ACM) potentially is present.

Details of the samples taken and results can be viewed as Appendix A.

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# **3** BUILDING DESCRIPTION

An inspection of the property known as Belvedere House was inspected on 17<sup>th</sup> of December 2014. The improvements were constructed circa 1990.

Externally, the building is predominately constructed of masonry and concrete. There are limited eave linings with the only external linings comprising plasterboard at the entrance. Other materials include metal roofing and metal screens to external windows.

Internally the floor is of concrete construction on all levels and generally covered with either ceramic tiles or carpet direct stuck to concrete. Some kitchen areas have vinyl clad floor. Ceilings throughout the building comprise plasterboard suspended tiles in office and common areas. Other ceilings to wet areas are flushed plasterboard.

Toilets on all levels are lined with ceramic tiles. Toilet partitions are built using an MDF wood which has been painted.

Hydraulic services are generally unlined and mechanical ducting is either using modern flexiduct or fibreglass insulated ductwork.

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## 4 PLAN DEVELOPMENT AND APPROVAL

This Asbestos Management Plan has been developed for the Building known as Belvedere House under instruction by Grant Tiver of Rubino's Pty Ltd in accordance with *Work Health Safety Regulation 429.* 

	NAME	ORGANISATION	POSITION	SIGNATURE	DATE
PREPARED BY:	Joe Penaluna	Probuild NT	Competent Asbestos Assessor		8/1/15
	Chris Hatt		Licence No.		
REVIEWED BY:		[The ClientName]			
IMPLEMENTED BY:	N/A	[The ClientName]			
APPROVED BY:	N/A	[The ClientName]			

 DATE OF PLAN
 8/1/15
 VERSION NO.
 1

## 4.1 PLAN DISTRIBUTION

PERSON	ROLE	LOCATION
Grant Tiver	Building Owner Representative	QLD

#### 4.2 **REVISION SCHEDULE**

DATE	SECTION AMENDED	AUTHORISED BY	AMENDED BY

A revision will only be required if Asbestos is found in the Building during the course of operations.

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## 5 KEY TERMS AND DEFINITIONS

Airborne Asbestos – any fibres of asbestos small enough to be made airborne

**Asbestos** – the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals

ACM - Asbestos Containing Material - any material or thing that, as part of its design, contains asbestos

**ACD** – **Asbestos Contaminated Dust or Debris** – dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos

Asbestos Register - a document that lists all identified (or assumed) asbestos in a workplace

**Asbestos related work** – work involving asbestos (other than asbestos removal work) that is permitted under the exceptions set out in regulation 419(3), (4) and (5)

Asbestos removalist – a person conducting a business or undertaking who carries out asbestos removal work

**Competent person** – a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task

**Friable Asbestos** – material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos

GHS - Globally Harmonised System of Classification and Labelling of Chemicals.

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

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

**NOA** - **Naturally Occurring Asbestos** – the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

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

Respirable asbestos - an asbestos fibre that:

- is less than 3 microns (µm) wide
- is more than 5 microns (µm) long
- has a length to width ratio of more than 3:1

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## 6 LEGISLATIVE REQUIREMENTS

#### 6.1 REQUIREMENT FOR ASBESTOS MANAGEMENT PLAN

A workplace must have an asbestos management plan if asbestos or ACM has been identified or assumed to be present in the workplace.

**R.429** A person with management or control of a workplace must ensure a written asbestos management plan is prepared for the workplace if asbestos or ACM has been identified or assumed present, or is likely to be present from time to time at the workplace.

The asbestos management plan must be maintained to ensure the information is up-to-date.

#### 6.2 REVIEW OF ASBESTOS MANAGEMENT PLAN

The asbestos management plan must be reviewed at least every 5 years or sooner when there are changes to the asbestos register, the work environment or if requested by health and safety representatives in the workplace.

**R.430** The person with management or control of the workplace must ensure the asbestos management plan is reviewed and, if necessary, revised at least once every five years or when:

- there is a review of the asbestos register or a control measure
- · asbestos is removed from or disturbed, sealed or enclosed at the workplace
- · the plan is no longer adequate for managing asbestos or ACM at the workplace
- a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.

#### 6.3 ACCESS TO ASBESTOS MANAGEMENT PLAN

The asbestos management plan must be readily accessible to any person who may undertake work at the workplace that this plan applies to.

**R.429** The person with management or control of the workplace must ensure the asbestos management plan is readily accessible to:

- · a worker who has carried out, carries out or intends to carry out work at the workplace
- health and safety representatives who represent workers that carry out or intend to carry out work at the workplace
- a person conducting a business or undertaking who has carried out, carries out or intends to carry out work at the workplace
- a person conducting a business or undertaking who has required, requires or intends to require work to be carried out at the workplace.

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#### 6.4 DUTY TO TRAIN WORKERS

Workers who may be required to carry out asbestos related work must be trained in the identification, safe handling and suitable control measures to undertake works.

**R.39** A person conducting a business or undertaking must ensure that information, training and instruction provided to a worker is suitable and adequate, having regard to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time the information, training or instruction is provided
- the control measures implemented.

The person must, so far as is reasonably practicable, ensure the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

**R.445** A person conducting a business or undertaking must ensure workers who they reasonably believe may be involved in asbestos removal work in the workplace or the carrying out of asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM.

Duty holders or designated responsible personnel under this AMP must also receive training in its contents, how and when to use the plan, along with their responsibilities.

## 7 LIMITATIONS EXCLUSIONS OF ASBESTOS MANAGEMENT PLAN

This plan provides recommendations on ACM locations based on assumptions which have been made. In sections of a building, materials assumed to be containing asbestos may have been removed or replaced by materials not containing asbestos over a period in the building's history prior to the implementation of this plan.

It should also be noted that due to the inaccessibility of many asbestos products, not all asbestos that may be present on the property during inspection will be described in this plan.

Areas excluded from this audit include insulation material of the older Air Conditioner Handling Units. Photos can be viewed below. All other areas of the building were able to be viewed with the exception of the Lift Plant Room.

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Photos: Plant Room Mechanical system lining not sampled.

Asbestos is known to have been used in a range of 3,000 building products, the most common being in fibro cement products, vinyl flooring, electrical switchboards and insulation materials to hot water and steam pipes. However, asbestos can also be found in many other products located in inaccessible components of buildings, plant and equipment including in the following areas:

- Interior parts of air conditioning systems
- Wall cavities, slabs, underside of floors
- Interior workings of pumps and boilers
- Services, in ceiling or floor spaces or underground
- Wall "chased" lagged pipework
- Floor coverings subsequently overlaid
- Where asbestos products have been removed (eg vinyl floor coverings), then residue may exist under skirting boards and/or subsequently laid floor coverings.

It is important to note that this plan is not intended for use as a pre demolition or pre refurbishment survey. If demolition, significant alterations or refurbishment incorporating demolition is undertaken, a more intrusive inspection may be need to be requested through a qualified asbestos removal company.

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## 8 **RESPONSIBILITIES UNDER THE ASBESTOS MANAGEMENT PLAN**

Occupants of the building including management, senior staff or safety personnel are responsible for ensuring that the asbestos management plan is followed and maintained in accordance with the details in this plan. Some of the responsibilities include:

- Undertaking review as prescribed
- Educating / inducting all workers on its content and location
- Recording works on ACM affected by this plan
- Assisting in emergency response requirements
- Transferring Asbestos Management Plan and asbestos register to a new owner / occupier / designated responsible person

Designated responsible personnel are to sign the section below to acknowledge the requirements of the Asbestos Management Plan.

NAME	COMPANY TITLE/ROLE	DATE	SIGNATURE

#### 8.1 CHANGES TO DELEGATED PERSONS

As personnel or tenants for the building that this plan applies to change; the new person/s delegated as responsible must add their own details to the list at the bottom, crossing out any inactive delegates and review this plan as per Monitoring and Review requirements.

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## 9 IDENTIFICATION OF ASBESTOS HAZARDS

Identifying asbestos or ACM is the first step in managing the risk of exposure to asbestos in the workplace. A **competent person** will need to confirm the locations and presence of asbestos, unless the person with management or control of the workplace assumes that asbestos or ACM is present or not present. If asbestos is assumed to be present all requirements under this AMP must be met in relation to the assumed asbestos.

If it is assumed to be asbestos, it is considered to be asbestos for legal purposes. Once the presence and location of asbestos has been assumed:

- all requirements for managing asbestos must be followed until the material is removed or testing has confirmed that it is not or does not contain asbestos
- the workplace asbestos register must include all the presumptions made about materials in the workplace with a simple, generic statement such as, 'Roof sheeting is presumed to contain asbestos' or 'All underground conduits are presumed to contain asbestos.'

A competent person in relation to identification of asbestos includes:

- occupational hygienists who have experience with asbestos
- licensed asbestos assessors
- asbestos removal supervisors
- individuals who have a statement of attainment in the unit competency for asbestos assessors
- a person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020: 2000 General criteria for the operation of various types of bodies performing inspection for surveying asbestos.

#### 9.1 FACTORS TO CONSIDER WHEN IDENTIFYING ASBESTOS

There are a number of factors that may be taken into account to identify or assume that asbestos is present in a workplace. These include:

When was the building constructed?	Asbestos was widely used as construction and insulation material in buildings until the late 1980s.
Were there any refurbishments or additions to the building prior to 31 December 2003?	Any refurbishment or extensions to the original building prior to 1990 may have involved the use of asbestos. Even if the original parts of the building did not contain asbestos, it should not be assumed that subsequent additions have no asbestos.
What type of material was used to construct the building?	The main construction materials used are made from timber, brick, steel and cement sheet. If cement sheet is present and was installed up until 1990, it is likely to contain asbestos bonded to the cement particles. For example, a roof made from corrugated cement sheeting is likely to contain asbestos. Areas of buildings that are prone to wet conditions may contain asbestos in the walls and floors due to its hardiness and waterproofing qualities compared to other materials. For example, bathrooms, toilets and laundries may have asbestos sheeting or vinyl tiles. Likewise, pipes throughout the building that carry water and sewage may also contain asbestos.
Talk to designers, manufacturers or suppliers of plant, or refer to design plans	Asbestos may be present in specific parts of the plant in a workplace as it was used in gasket and friction brake products. Despite a large reduction in its use, chrysotile asbestos was still being used in some specific applications until recent years, including rotary vane vacuum pumps and in gaskets for certain types of equipment. If there is plant that was designed, built and installed prior to 1 January 2004, the supplier, manufacturer or designer of the plant should be consulted to find out if asbestos is present and, if possible, obtain this advice in writing. If this is not possible, review the design plans and seek advice from an experienced engineer or plant designer. Quality assurance systems or checks should be in place to confirm whether asbestos is present.

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Talk to workers who have worked at the workplace for a long time	Speaking with experienced workers will assist in the identification process as they may be aware of the history of the building, including its age, construction, renovation or repairs, and may know where asbestos is located in the workplace	
Visually inspect the workplace to identify asbestos, ACM and inaccessible areas	A thorough inspection of all areas of the workplace must be conducted, including all buildings, structures, ceiling spaces, cellars, shafts, storage areas and wall cavities. Material needs to be considered to contain asbestos unless proven otherwise if:	
Take notes and photographs	Taking notes and photographs while the inspection is being conducted can assi in producing the asbestos register.	

#### 9.2 ASBESTOS SURVEY INFORMATION

This plan provides recommendations on ACM locations based on inspection and sampling. All samples are tested by a NATA accredited laboratory, with copies of the results attached at Appendix D.

Assumptions have been made that where a sample has been taken and a material looks similar, it will be illustrated as an ACM. In sections of a building, materials assumed to be containing asbestos may have been removed or replaced by materials not containing asbestos over a period in the building's history prior to the implementation of this plan.

It should also be noted that due to the inaccessibility of many asbestos products, not all asbestos that may be present on the property during inspection will be described in this plan.

A more intrusive inspection will need to be requested prior to demolition, refurbishment or significant building alteration works.

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#### **10 RISK ASSESSMENT**

All ACMs identified on the Asbestos Register include a risk rating which has been assessed based on the type, condition, its accessibility and the exposure potential if the ACM is damaged. The risk rating has been applied to all material found or assumed to contain asbestos during survey. The risk matrix below identifies how the risk scoring associated with ACM's will be applied.

#### **10.1 CONDITION OF ACM**

The asbestos condition has been broken into three categories:

SCORE	DESCRIPTOR		
1	GOOD	No sign of damage or deterioration, non-friable	
2	FAIR	Only Mild damage or deterioration, potentially friable with force	
3	POOR	Severe Damage or deterioration, friable with potential fibre release	

#### **10.2 RISK MATRIX**

A risk assessment for each asbestos hazard identified by:

- (i) Determining the consequences (refer Table 1)
- (ii) Determining the likelihood of the consequence occurring (refer Table 2)
- (iii) Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- (iv) Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE		
LEVEL	DESCRIPTOR	
INSIGNIFICANT	No illness or injuries	
MINOR	First aid treatment	
MODERATE	Medical treatment required	
MAJOR	Serious Injury/illness	
CATASTROPHIC	Death	

TABLE 2 - LIKELIHOOD		
LEVEL	DESCRIPTOR	
ALMOST CERTAIN	Occurs regularly	
LIKELY	Expected to occur	
POSSIBLE	Has occurred in the last two years	
UNLIKELY	Has occurred only once or twice during the preceding 5 years	
RARE	Has not occurred during the preceding 5 years	

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	<b>MAJOR - 16</b>	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

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RISK	LEVEL	PRIORITY	
νн	VERY HIGH	The ASBESTOS MUST BE REMOVED IMMEDIATELY. Activities in area MUST STOP AND AREA EVACUATED until controls are implemented to reduce risk.	1
н	HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	2
м	MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	3
L	LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.	4

HEIRARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

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## **11 RECOMMENDED CONTROLS**

Three levels of controls may be used to control hazards associated with asbestos or ACM:

- removal;
- enclosing or
- encapsulation and sealing

#### 11.1 REMOVAL

Removal of the hazard is the most effective control and ultimate aim, but may not be practicable at the time of assessment for many reasons. Specific instances where removal may be the best control measure include:

- asbestos lagging on pipes
- asbestos in plant
- asbestos-contaminated dust (ACD)
- loose fibre insulation
- cracked or damaged fibreboard containing asbestos.

#### 11.2 ENCLOSING

Where it is not reasonably practicable to remove asbestos, the preferred alternative control measure is enclosure. This is an interim control measure and should be supported through regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

Enclosure is the creation of a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances.

Enclosure should only be used on non-friable asbestos where removal is not reasonably practical and where the asbestos is at risk of damage from work activities.

Consideration must be given when designing the enclosure for the need to provide access to the asbestos for regular inspection of its condition.

#### **11.3 ENCAPSULATING OR SEALING**

If the asbestos cannot be removed or enclosed; encapsulation or sealing is the next appropriate control measure.

Asbestos that is encapsulated in a resilient matrix, for example in reinforced plastics, vinyls, resins, mastics, bitumen, flexible plasters and cements have little opportunity to release airborne asbestos unless the matrix is damaged. This type of encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact. Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos.

#### 11.4 RECOMMENDED CONTROLS FROM ASBESTOS ASSESSOR SURVEY

Implementation of the following items is recommended based on the results of the survey and sampling:

ITEM	DETAILS OF RECOMMENDATION	RECOMMENDED DUE DATE	ASSIGNED TO:	DATE CLOSED
1.	No Asbestos Found – N/A			
2.	[CHECK – Add recommendation]			
3.	[CHECK – Add recommendation]			

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## **12 RECOMMENDED CONTROLS FOR ASBESTOS MANAGEMENT PLAN**

Once the recommended controls are put into place the AMP is utilized to ensure that the controls remain effective. The following additional controls are required to ensure that the plan remains effective.

#### 12.1 LABELLING AND SIGNAGE

All materials found to be containing asbestos to be appropriately labelled with Asbestos Warning Label Sticker. The warning label can be viewed at Figure 1. Figure 2 demonstrates other warning signs that may be used in the workplace to alert workers to the asbestos hazards.

#### Labelling Exclusions:

Not every ACM can have a label applied to it, or every room applied with a label. Labels are generally applied to various visible areas of buildings as a guide only. For a more detailed illustration refer to the Asbestos Location Plans in Appendix A of this plan.

Note: floor coverings containing asbestos are generally not labelled as the stickers will wear and likely dislodge due to everyday wear and tear on the floors.



#### **12.2 ACCESS CONTROLS**

- Prevent works that will damage Asbestos Materials
- Do not cut, penetrate or drill ACM sheets.
- No access restriction required as all remaining ACM is well bonded and unlikely to be disturbed due to its relatively isolated nature.
- No access restriction required as labelling is present.

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#### 12.3 WORK PERMITS AND SAFE OPERATING PROCEDURES

Any works being undertaken on or affecting the ACM will require:

- a permit to work,
- a safe operating procedure (SWMS or JSEA) that outlines what controls will be used during works, including safe disposal of waste
- confirmation that workers have been inducted to this Asbestos Management Plan as being aware that the material may contain Asbestos and the procedures to limit dust creation during the works to be implemented.

#### **12.4 WORKS LOG BOOKS**

- A Works Log book can be found at APPENDIX B.
- The Works Log Book must be maintained by the Building Manager or delegate with all work affecting ACM to be registered in the Works Log Book.
- Once works are completed the Asbestos Register and Location Plan must be updated

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## **13 EMERGENCY RESPONSE REQUIREMENTS**

#### **13.1 EMERGENCY RESPONSE**

- In case of an uncontrolled release of asbestos fibres into the workplace all persons must be kept away from the affected area.
- An adequate assessment by a competent person is required and the emergency action plan as follows should be carried out:



#### **13.2 EMERGENCY RESPONSE FOLLOW UP ACTIONS**



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## 14 RECORDING WORK ON ACM

Works done on ACM or works that will change any details to the asbestos register are to be recorded in Appendix B Works Log Book by the Manager or delegate and must include the:

- The Task or scope of the work completed (i.e. installation of lights, installation of air-conditioner, removal of damaged Asbestos Sheeting etc.)
- ACM Location affected
- Precautions and controls used
- Date the work is done
- The Company and Person conducting the work

Removal of Asbestos must include:

- Any clearance certificates issued for removal.
- Copy of Asbestos Removal Control Plan and any Safe Work Method Statements used in accordance with: Work Health & Safety (National Uniform Legislation) Act 2011
   Work Health & Safety (National Uniform Legislation) Regulations 2011
  - Code of Practice: How to Safely Remove Asbestos

The asbestos register is to be made available to contractors on every occasion that work may be done which could possibly disturb ACM.

## **15 CONSULTATION, INFORMATION SHARING AND TRAINING**

Advice regarding asbestos or ACM is to be included in induction training procedures and routine briefings are to be conducted after each review of this AMP and the Asbestos Register, after any material change in the Asbestos Register, or annually from the date of the initial survey.

Induction briefings for contractors who may work within the building(s) are to be conducted each time work is conducted where ACM is located, shall be site specific to ensure the person undertaking works is aware of ACM within the property. Briefings are to be conducted by the Manager or delegate such as Safety Manager, Maintenance/Asset Manager.

Briefings will include details contained in the Asbestos Register at Appendix A and the completion of the Works Log Book at Appendix B.

All works that are/have been undertaken on, around or upon discovery of asbestos must be noted on Appendix B Works Log Book and references updated in the Asbestos Register.

Extract from Code of Practice "How to Manage and Control Asbestos in the Workplace"

All training and instruction must be provided in a way that is readily understandable by any person to whom it is provided. The level of training will depend upon the type and nature of work being undertaken, but must include:

- types, uses and likely presence of asbestos in the workplace
- location and requirements under the Asbestos Management Plan and Asbestos Register
- the implementation of control measures and safe work methods to eliminate or minimise the risks associated with asbestos to limit the exposure to workers and other persons

Records of all training must be kept while the worker is carrying out the work and for five years after the day the worker stops carrying out the work. These records must also be available for inspection by the regulator.

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## **16 MONITORING AND REVIEW**

The Asbestos Management Plan must be routinely monitored by the designated responsible personnel. A review must occur at least every 5 years or as deemed to be required. Review is required when:

- there are significant changes to the workplace or personnel
- alterations or renovations are planned
- an incident that may have damaged any asbestos or ACM present has occurred
- requested by workers or their health and safety representative

Review of the AMP is recorded in the revision schedule; any amendments must be noted in Sections Amended, along with the date. Review must encompass the Appendixes including the asbestos register.

When reviewing the Asbestos Register a visual inspection of the asbestos and ACM listed must be made to determine its condition. The asbestos register and associated appendix are then revised as appropriate.

Where changes have occurred in relation to condition, a risk assessment of the effectiveness of current controls is required. Where asbestos or ACM has deteriorated significantly since the last review, removal may be required.

Once the AMP review is completed, staff briefings and training on the changes to the plan is completed as per consultation, information sharing and training.

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# **APPENDIX A – ASBESTOS REGISTER**

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## ASBESTOS REGISTER



Workplace Address:	Belveder House - 20 Bath Street Alice Springs								
DATE OF IDENTIFICATION	MATERIAL DESCRIPTION AND LOCATION	FRIABLE / NON-FRIABLE	CONDITION OF ASBESTOS	IS THIS AN INACCESSIBLE AREA	RISK RATING	CURRENT CONTROL / RECOMMENDATION	ASBESTOS WARNING LABEL PRESENT?		

NO ASBESTOS	NO ASBESTOS WAS FOUND DURING ISNPECTION AND SAMPLING OF THIS PROPERTY. DETAILS OF SAMPLES TAKEN ARE INCLUDED FOR REFERENCE BELOW						
17/12/2014	Typical insulation from older ductwork in ceiling spaces.	N/A	N/A	N/A	N/A	N/A	N/A
17/12/2014	External Caulking sealing between Brick work and concrete.	N/A	N/A	N/A	N/A	N/A	N/A
17/12/2014	Vinyl to 2nd floor kitchen area known as Assistant Commissioner of Regional Operations.	N/A	N/A	N/A	N/A	N/A	N/A
17/12/2014	Bitument coating to External Rooftop Plant Room concrete slab.	N/A	N/A	N/A	N/A	N/A	N/A

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#### ASBESTOS LOCATION PLAN/S

No ACM's Found.

#### LEGEND

Eaves	
Wall Linings	
Ceiling	
Floor Coverings	
Other Materials	
May be asbestos	



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#### PHOTOGRAPHS



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# **APPENDIX B – WORKS LOG BOOK**

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#### WORKS LOG BOOK

TASK / ASBESTOS REMOVED	ACM LOCATION	PRECAUTIONS / CONTROLS DATE		BY WHOM COMPANY/NAME
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# **APPENDIX C – ASBESTOS MANAGEMENT PLAN TRAINING**

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#### ASBESTOS MANAGEMENT PLAN TRAINING REGISTER

[CHECK - INSERT / REPLACE PAGE WITH COMPANY SPECIFIC TRAINING MANAGEMENT REGISTER OR USE REGISTER BELOW]

NAME	DEPARTMENT / COMPANY	CONTACT NUMBER	INDUCTED TO AMP BY:	DATE	SIGNATURE AS CONFIRMATION OF TRAINING

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NAME	DEPARTMENT / COMPANY	CONTACT NUMBER	INDUCTED TO AMP BY:	DATE	SIGNATURE AS CONFIRMATION OF TRAINING

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# **APPENDIX D – TEST RESULTS AND SAMPLE SHEET**

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