

ASBESTOS MANAGEMENT PLAN

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Epicure Pty. Ltd.
North West Constructions Pty. Ltd.**

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FOREWORD

This plan is developed to assist GRC Properties comply with government policy and legislative requirements in the management of asbestos containing materials (ACM) in workplaces.

Legislative Requirement

GRC Properties as an employer, has responsibility to maintain a safe working environment under the provisions of:

- Regulation 3.1a of the *Occupational Safety and Health Regulations 1996 (OSH Regulations 1996)*, which requires an employer to identify hazards at a workplace, assess the risk of harm to a person from each hazard and to take steps to reduce the risk.
- Regulation 5.43 (*OSH Regulations 1996*) which specifically requires the presence and location of asbestos at a workplace to be identified and that the process of identification and risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM.

Whilst working towards this goal, agencies have an obligation to identify and manage ACM in public buildings to meet the Occupational Health and Safety requirements.

ACM in sound condition, left undisturbed, presents negligible risk to building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, where practical.

All work conducted on ACM must be undertaken in such a manner as to minimise health risks.

IDENTIFICATION OF ASBESTOS HAZARDS

Surveys of GRC Properties buildings have been conducted by SLR Consulting Australia Pty Ltd over the period 1 July 2013 to 1 August 2013. The surveys include a risk assessment and recommendation for future control measures. Results of surveys are recorded in the Landlord asbestos register, maintained by the Landlord and held at 83 McMinn Street.

RISK ASSESSMENT

A matrix comprising the condition of the ACM and the likelihood of disturbance has been applied to all material found or assumed to contain asbestos during survey. A qualitative risk ranking has subsequently been assigned to each occurrence of ACM.

CONTROL MEASURES

The recommended control measures that have been considered and approved by GRC Properties management are as follows:

Category 1

- Risk Ranking {See asbestos surveyor's report}
- Immediate isolation until remedial action completed
- Immediate removal of asbestos containing material

Category 2

- Risk Ranking {See asbestos surveyor's report}
- Remove source of disturbance; or
- Isolate asbestos containing material

Category 3

- Risk Ranking {See asbestos surveyor's report}
- Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.
- Monitor risk until remedial action is completed

Category 4

- Risk Ranking {See asbestos surveyor's report}
- Monitor and manage in accordance with the review of risk assessments

Approval was granted by {Officer or group} on {Date}

Category 1 Risk Ranking items

All category 1 items identified at survey have been reported by the asbestos surveyor and immediate remedial action taken. Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal agency maintenance channels. Any friable, unstable ACM must be treated as a category 1 risk.

Category 2 Risk Ranking items

Category 2 risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Category 3 Risk Ranking items

Category 3 items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

{Issue 1 decision – including due by date and responsible officer}

{Issue 2 decision – including due by date and responsible officer}

Etc.

Category 4 Risk Ranking items

These items are low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

Monitoring and Management

The following elements of monitoring and management, all requirements under the code of practice, have been determined after consideration of the asbestos surveyor's recommendations relating to landlord's buildings and the landlord's business requirements.

Labelling and Signage

1. Labels in plant rooms only
2. All remaining ACM is labelled and signs are placed at all entry points
3. No labelling considered necessary as all areas are access controlled and remaining ACM is strongly bonded
4. Although public access is relatively unrestricted, no labelling or signage is considered appropriate as cautionary text may raise undue concern or lead to heightened incidence of malicious vandal damage.
5. Other

Approval was granted by {Officer or group} on {Date}

Access

1. Access controlled by logged permit
2. Access controlled by security card, no public access
3. No access restriction required as all remaining ACM is well bonded and unlikely to be disturbed
4. No access restriction required as full signage and labelling is present
5. Other

Approval was granted by {Officer or group} on {Date}

Work Permits

1. Work permits not considered necessary as all remaining ACM is labelled
2. Work permits not considered necessary as all remaining ACM is in restricted access areas
3. Work permits required – controlled by Building Manager
4. Other

Approval was granted by {Officer or group} on {Date}

Log Books

1. Log book is maintained by the Building Manager and all work permits are logged
2. Log books not considered necessary as all remaining ACM is well bonded and unlikely to be disturbed
3. Log books not considered necessary as full signage and labelling is present
4. Other

Approval was granted by {Officer or group} on {Date}

Recording Work on ACM

Work done on ACM that materially changes a register entry is to be recorded in the asbestos register by the Landlord and will include details of:

- The company conducting the work
- The date of the work
- The scope of the work done
- Any clearance certificates

Maintenance of Asbestos Register

Maintained by the Landlord.

Access to Asbestos Register

The asbestos register is to be made available to contractors on every occasion that work may be done which could possibly disturb ACM. Reasonable requests by staff members for inspection of the asbestos register will be granted.

Safe Work Methods

{See consultant surveyor's report}

CONSULTATION, INFORMATION SHARING AND TRAINING

Advice regarding ACM is to be included in induction training procedures and follow up briefings are to be conducted after each review of the ACM register, after any material change in the ACM register, or each 5 year period after initial survey.

Induction briefings for contractors who may work within the building(s) are to be conducted each year.

Briefings will include details as per Attachment A and/or Attachment B

Where necessary, the briefings will be site specific.

Updates, where a change to the AMP or extensive work to buildings is planned, are to be delivered by

1. Occupational Safety and Health newsletter
2. Briefing meetings
3. Other

AGENCY OPERATIONAL CONSIDERATIONS

A workplace is defined under the OSH Act (1984) as: "a place, whether or not in an aircraft, ship, vehicle, building or other structure, where employees or self employed persons work or are likely to be in the course of their work." Accordingly, this plan also needs to account for work outside the usual office building.

As part of this plan, all agency operations have been reviewed and particular precautions and control measures are to be taken in accordance with Attachment A.

(This will include such tasks as visits to external places etc.)

REVIEW

The register of ACM is to be reviewed annually or when a change to the register is necessary.

The asbestos management plan is to be reviewed annually or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibres;
- Controlling maintenance workers and contractors;
- Highlighting the need for action to maintain or remove ACM;
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

ATTACHMENTS

Attachment A

Schedule of Operational Precautions and Practices

Attachment B

Extract from *Code of Practice for the Management of Asbestos in Workplaces [NOHSC: 2018(2005)]* Part 6 – Health aspects of exposure to airborne asbestos fibres.

Attachment C

Extract from *Code of Practice for the Management of Asbestos in Workplaces [NOHSC: 2018(2005)]* Part 7.2 – Awareness training for workers, contractors and others

Attachment D

Schedule of Briefings

Attachment B - Health aspects of Exposure to Airborne asbestos Fibres

Extract from *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 6*

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world.

Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The NES of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached. The Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)] provides additional information on control levels.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, smashing or blowing with compressed air (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- the inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- the maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or
- the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

Attachment C – Awareness Training For Workers, Contractors and Others

Extract from *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 7.2*

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly.

Depending on the circumstances this asbestos awareness training may include:

- the purpose of the training;
- the health risks of asbestos;
- the types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- the trainees' roles and responsibilities under the workplace's asbestos management plan;
- where the workplace's register of ACM is located and how it can be accessed;
- the timetable for removal of ACM from the workplace;
- the processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace;
- where applicable, the correct use of maintenance and control measures, protective equipment and work methods to minimise the risks from asbestos, limit the exposure of workers and limit the spread of asbestos fibres outside any asbestos work area;
- the NES and control levels for asbestos; and
- the purpose of any air monitoring or health surveillance that may occur.

