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### APPLICABILITY TABLE

**X**

indicates the businesses, within the division, to which this document applies.

Australian Vinyls / ModWood	<input type="checkbox"/>	Kleenheat	<input checked="" type="checkbox"/>	WesCEF Shared Services	<input checked="" type="checkbox"/>
Ammonia / Ammonium Nitrate	<input checked="" type="checkbox"/>	Sodium Cyanide	<input checked="" type="checkbox"/>	CSBP Fertilisers	<input checked="" type="checkbox"/>
				Decipher	<input checked="" type="checkbox"/>

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## **1. GENERAL PRINCIPLES**

The following, as documented in the Management Code, provide the general principles of this asbestos management plan (AMP):

- The ultimate goal is for all workplaces to be free of asbestos-containing material (ACM). Accordingly, consideration is given to the removal of ACM during renovation, refurbishment and/or maintenance, where practicable, in preference to other control measures such as enclosure, encapsulation or sealing;
- Where ACM is identified or presumed, the location, risk assessment, and controls must be recorded in an ACM register;
- Reasonable steps must be taken to label all identified ACM;
- Identification of ACM and associated risk assessments should only be undertaken by competent persons; and
- All workers and contractors on site where ACM are present or presumed to be present must be provided the ACM register for the site. This should include consequences of exposure to asbestos and appropriate control measures implemented.

## **2. OBJECTIVES**

Asbestos is a declared hazardous substance in Australia and a carcinogen. As such there are detailed legal requirements and guidance for its identification, treatment, and management.

The WesCEF AMP has been developed to provide a means of effectively managing ACM. Primarily the AMP has been designed to manage those ACM that has been identified during asbestos surveys undertaken across WesCEF sites.

The objectives are to:

- Meet the requirements of the national code of practice for the management and control of asbestos in workplaces [NOHSC:2018(2005)];
- Provide information and tools to proactively manage ACM;
- Provide control measures and procedures as required under relevant legislation; and
- Provide manageable controls to remove or minimise the risk of employees, its customers, visitors, and contractors being exposed to ACM.

## **3. LEGISLATION**

The AMP is based on the following regulation, codes of practice and guidance materials:

- Occupational Safety and Health Regulations, 1996;
- Health (Asbestos) regulations 1992;
- Code of practice for the management and control of asbestos in workplaces [NOHSC:2018(2005)];
- Code of practice for the safe removal of asbestos [NOHSC: 2002 (2005)];
- Guidance note on the membrane filter method for estimating airborne asbestos dust [NOHSC: 3003 (2005)]; and
- How to manage and control asbestos in the workplace published by NT Worksafe (NT sites only).

## 4. ROLES AND RESPONSIBILITIES

The following, as required by the Management Code, provide the general roles and responsibilities.

### Hygiene Advisor and safety team:

- Review, approval and distribution of the site asbestos survey reports, ACM register, AMP and other relevant information;
- Engaging consultants and organising asbestos surveys and re-surveys as required;
- Providing information and instruction to employees;
- Organising training and setting responsibilities as outlined within this AMP;
- Liaising with regulatory bodies, employee groups and the public regarding any asbestos-related issues;
- Responding to any issues and actions that may arise through the implementation of the AMP;
- Making the site ACM register available to employees, visitors and contractors where applicable;
- Organising or undertaking labelling of ACM at the site;
- Implementing the actions outlined in the site asbestos survey reports;
- Organising airborne fibre monitoring (AFM) as required and maintaining records of any results;
- Conducting periodic inspections of all ACM at the site;
- Responding to any emergency situations that occur at the site;
- Reporting any issues and actions to the responsible manager; and
- Recording and maintaining all records in relation to asbestos across sites.

### Responsible person/officer for each building will be responsible for:

- Making the site ACM register available to employees, visitors and contractors where applicable; and

### Technical Services will be responsible for:

- Issuing work permits and asbestos clearance certificates in accordance with the requirements of this AMP;
- Review Asbestos Removal Control Plans (ARCP) produced by asbestos removalist;
- Conduct AFM when required; and
- Engaging asbestos removal contractors and supervising all removal works.

### Employees will be responsible for:

- Reporting any damaged or suspect ACM identified during their work; and
- Participating in asbestos awareness sessions and monitoring programs.

## 5. ASBESTOS REGISTER

Asbestos surveys must be undertaken by a competent person to determine the presence and condition of readily accessible ACM.

During previous asbestos surveys, a number of ACM have been identified. The asbestos survey reports containing the ACM register include the location, material type, condition and risk rating for each identified ACM. Recommended actions based on the outcome of the risk assessment is also included in the asbestos survey report.

Each area where ACM has been identified should have access to a copy of the asbestos survey report saved on the document control centre on the server. The report for each area contains an ACM register which should be used for the management of identified ACM.

The responsible person at each building where ACM has been identified should ensure the asbestos survey report/register is made available to all staff, visitors and contractors who enter the premises. The register must be reviewed prior to the issue of any work permit.

## 6. MANAGEMENT OF ASBESTOS

The following overall approach to the management of ACM on site has been adopted:

- Where ACM are to remain in-situ, they should not be disturbed by actions such as drilling, abrading, or breaking as this could release asbestos fibres which may become airborne and inhaled. Handling ACM should only be conducted in a way in which fibre release is minimised and inhalation prevented;
- Labelling of ACM is to be maintained in conjunction with provision of access to the ACM register on-site in order to inform relevant personnel of the presence of ACM and prevent inadvertent disturbance, particularly by visiting contractors; and
- The selection of the most appropriate management option for in-situ ACM will be determined from ACM risk assessments in addition to a detailed knowledge of the workplace and activities. Further assessment of risk through AFM, to determine the concentration of asbestos fibres in air, will be conducted where necessary to assist with decisions on the most appropriate and urgency of control measures.

### 6.1 MANAGE OR REMOVE

The following general principles will be used to assist in the decision process:

- If the ACM is friable and in a poor/unstable condition and accessible with risk to health from exposure, immediate access restrictions should be applied. Removal should be conducted as soon as practicable using an unrestricted licensed removalist;
- If the ACM is friable, accessible and in a good/stable condition, it is preferred to be removed. Short-term control measures (i.e. restrict access, sealing, enclosure etc.) may be employed until removal can be facilitated;
- If the ACM is non-friable and in a poor/unstable condition; minimising disturbance and encapsulation or removal may be appropriate controls; and
- If the ACM is non-friable and in a good/stable condition, ongoing maintenance and periodic inspection would be appropriate controls until removal in line with refurbishment programmes.

## 6.2 PERIODIC INSPECTION OF ASBESTOS-CONTAINING MATERIALS

As recommended in site survey reports and in accordance with the code of practice the register of ACM, including any risk assessments, should be reviewed annually. A visual inspection of identified ACM should be undertaken as part of the review.

The WesCEF divisional Hygiene Advisor will be responsible for undertaking annual visual inspections of identified ACM that are present. The site survey report and ACM register should be referenced, and all ACM identified should be inspected. Inspections should include checking if there has been any new damage or deterioration of the ACM, checking that all surfaces are sealed and ensuring there are no natural or mechanical forces being applied to the material that could cause damage (i.e. tree branches rubbing against an asbestos cement roof or gutter).

The asbestos management database should be updated when materials are removed, other actions are planned and undertaken, new materials are identified and when the building or site is re-surveyed or inspected. Updating of ACM registers should include the date upon which the update was made and the name of the person who was responsible for the update.

## 6.3 AIRBORNE FIBRE MONITORING

AFM should be conducted when there is an asbestos situation that may pose a risk to the health of employees, contractors or visitors. AFM may also be required prior to, during and after any asbestos work that occur at WesCEF sites.

All AFM should be conducted in accordance with the NOHSC guidance note on the membrane filter method for estimating airborne asbestos fibres.

Results are expressed in fibres per millilitre of air (fibre/ml) and should be compared to the following:

- Workplace exposure standard of 0.1 fibres/ml for all types of asbestos/ any mixture; and
- A value less than 0.01 fibres per/ml should be applied for all control/clearance type AFM.

All AFM conducted should be recorded within the occupational hygiene data management system.

## 6.4 WARNING SIGNS AND LABELS

Warning signs should be placed at all of the main entrances to the work areas where ACM is present, while all identified or presumed ACM or their enclosures should be clearly labelled. The purpose of labelling is to warn people of the presence of ACM.

Where a clear indication of exact labelling location has not been given in an asbestos survey report, the following guidelines should be followed:

- AS 1319 – Safety Signposting for the Occupational Environment;
- Code of practice for the management and control of asbestos in workplaces [NOHSC:2018(2005)];
- All labelling of ACM should be prominent. Label locations should allow a person to easily identify the ACM when approaching, passing or working in the vicinity of that material;
- Where large areas of ACM are present (e.g. asbestos cement wall lining throughout a large office space), labels should be placed at intervals so that regardless of where a person is working a label is clearly visible. Alternatively, a large warning sign in a prominent location at the entrance to the area may be suitable; and
- Where the ACM itself cannot be clearly labelled due to its nature or location, prominent labels or warning signs should be affixed nearby that clearly identify the material and its location.

## 6.5 UNEXPECTED ACM FINDS IN SOIL

If ACM or buried waste suspected of containing ACM is encountered during excavation, work shall stop immediately, and workers are to exit the excavation work area. The nominated excavation authoriser and accountable person are to be made aware of the potential ACM find and are responsible for contacting the following persons:

- WesCEF environmental advisor;
- WesCEF hygiene advisor; and
- WesCEF technical services field supervisor.

Advice will be provided on requirements for ACM removal, decontamination and appropriate controls to proceed with the excavation. Advice on appropriate management of ACM waste must also be sought from the environment advisor.

An incident must be raised with actions and the asbestos management database updated to reflect any material confirmed to contain asbestos.

## 7. WORKING WITH OR NEAR ASBESTOS CONTAINING MATERIALS

Asbestos presents a risk if it is disturbed, becomes airborne and is inhaled with the fibres lodging in the lungs. The risk is proportional to the amount of fibre deposited in the lungs (without inhalation of fibre there is no risk).

Where there is the risk of disturbing known ACM through building maintenance or service activities, a safe system of work must be implemented to minimise the risk of exposure to airborne fibres.

To ensure minimal disturbance or damage of ACM during maintenance and service activities abrasive or pneumatic power tools should never be used on ACM. These include angle grinders, sanders, saws and high-speed drills. If no alternative option is available for the asbestos work a team-based risk assessment must be conducted prior to the task. In addition, compressed air or high-pressure water should never be used to clean ACM or areas which may have any asbestos contamination.

Where it is possible to establish and maintain a restricted working area without risk of impacting on employee's asbestos work may be undertaken during normal working hours. Where a restricted area cannot be established and maintained the asbestos work should be undertaken outside of normal working hours when employees are not present.

Prior to the beginning of the work appropriate signposting should be erected and the area barricaded to restrict access. No personnel, other than those required to undertake the work within the restricted area should enter the area under any circumstances.

A wet method of work should be utilised whenever possible and wet methods should be applied for cleaning after the completion of works provided, they can be undertaken safely. Where a wet method cannot be used for cleaning, a HEPA rated vacuum cleaner should be used for the removal of dust and debris. If vacuuming and/or wet methods are not fully effective in removing all contamination, then polyvinyl acetate (PVA) sealant should be applied.

The asbestos management code of practice has procedures for certain maintenance tasks which should be adopted. These maintenance tasks involve:

- The drilling of ACM;
- Sealing, coating and painting of ACM;
- Cleaning leaf litter from gutters of asbestos cement roofs;
- Replacing cabling in asbestos cement conduits and boxes;
- Working on electrical mounting boards (switchboards) containing asbestos; and
- Inspection of asbestos friction materials.

## **7.1 ASBESTOS CERTIFICATE**

Where there is the potential to dislodge or damage in-situ ACM during works an Asbestos Certificate must be completed and issued with the corresponding Work Permit. The Certificate and Work Permit should be issued by the responsible WesCEF Technical Services Field Supervisor on site and accepted by the person or persons undertaking the work.

The Asbestos Certificate is for the management of minor maintenance and services work only. In the instance of major refurbishment, demolition or asbestos removal an appropriately qualified person or organisation should be engaged to manage and oversee the works and provide a clearance certificate.

## **8. ASBESTOS REMOVAL**

WesCEF has identified a number of asbestos situations where targeted removal is required. These situations along with any other known situations or situations that become apparent in the future need to be managed appropriately to ensure employees, contractors and visitors are not put at risk of asbestos exposure during removal.

### **8.1 ENGAGING A REMOVALIST**

Under legislation in Western Australia there are licensing requirements for asbestos removalists. This said, not all asbestos removal will require a licensed removalist as such. Small areas of asbestos cement materials, vinyl floor tiles, gaskets and brake linings can be removed without a licence. The WesCEF divisional hygiene advisor and WesCEF technical services field supervisor should be contacted for advice prior to organising any asbestos removal work.

When seeking information regarding asbestos removal requirements or a licensed asbestos removalist a WesCEF Technical Services Field Supervisor team member should be contacted for information and contact details. Under no circumstances should any asbestos removal occur without first contacting WesCEF technical services.

### **8.2 PLANNING REMOVAL**

Planning of removal works should be undertaken in consultation with the removalist that will be responsible for the works. When planning removal works, the following should be considered:

- Can the removal be undertaken safely;
- Is an ARCP needed for the works;
- Can the works be undertaken during normal work hours without impacting other workers;
- What areas will need to be restricted during the works;

- How will areas that are restricted be physically guarded to ensure unauthorised personnel do not enter;
- Who needs to be advised of the works (e.g. employees, supervisors, and safety team);
- What controls will need to be in place to reduce the risk of asbestos exposure;
- Has an appropriate organisation been engaged to conduct AFM and clearance inspections;
- What methods will be in place for the containment and disposal of asbestos materials waste; and
- How will relevant information be communicated between WesCEF, the removalist and other relevant parties.

### 8.3 AT THE COMPLETION OF REMOVAL

At the completion of any asbestos removal works certain actions need to be undertaken to ensure the workplace can be safely re-occupied, these include:

- Visual inspection of the area by an independent competent person to determine if the removal has been completed to a satisfactory standard in accordance with the code of practice;
- Clearance AFM by an independent competent person, if deemed necessary; and
- A clearance certificate issued containing confirmation of visual clearance inspection and clearance AFM results.

## 9. TRAINING AND AWARENESS

Training regarding asbestos hazards and risks should be conducted for WesCEF employees that are required to administer the AMP or required to work with or near ACM. The education program should include, as a minimum:

- Familiarisation with state regulations applicable to asbestos;
- Code of practice for the management and safe removal of asbestos;
- Background information regarding asbestos, including health effects;
- Purpose and application of the AMP;
- Procedures for managing asbestos on-site; and
- The correct use of control measures and safe work methods to minimise the risks of asbestos exposure.

## 10. RELATED DOCUMENTS

Excavation Certificate ([CSBP-PF2470](#))

WesCEF Excavation procedure ([WCEF-PD-OHS-040-05](#))

Penetration Certificate ([CSBP-SF0948](#))

WesCEF Penetration Procedure ([WCEF-PD-OHS-040-06](#))

Asbestos Certificate ([CSBP-PF2492](#))



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<b>Title:</b>	<b>WESCEF - WESCEF ASBESTOS MANAGEMENT PLAN - PROCEDURE</b>
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