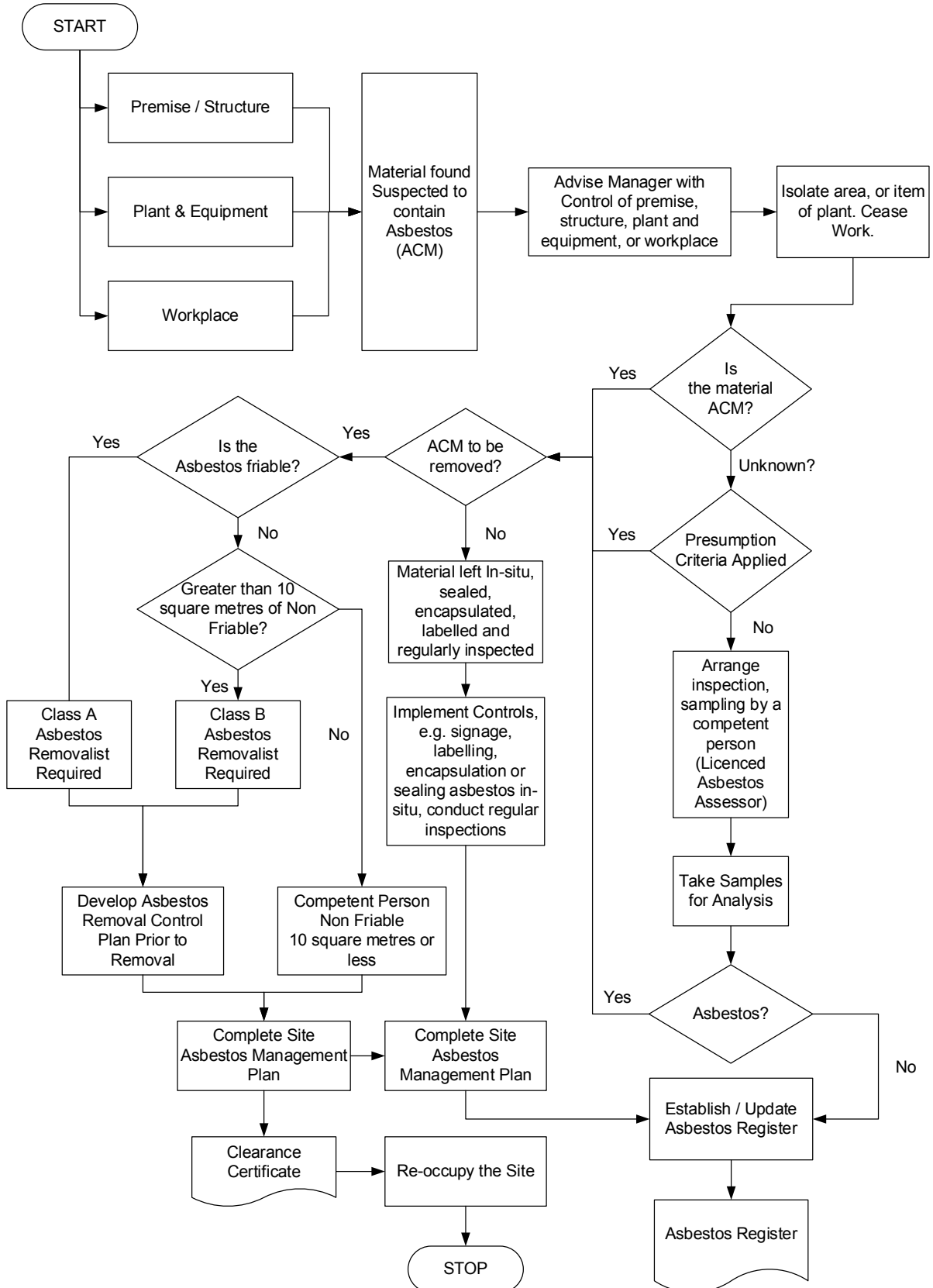


ASBESTOS MANAGEMENT

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITY

Organisational Level	WHS Responsibilities
<p>Level 1 (<i>General Manager, Group Directors</i>)</p>	<p>Provide adequate financial, physical and human resources to ensure that asbestos containing materials (ACM) in the workplace is identified, effectively controlled to prevent disturbance, and, if necessary, removed from the workplace and properly disposed of.</p>
	<p>Provide the required resources to ensure that any maintenance or service work, identified as required to ensure the ongoing condition of any ACM in the workplace, is undertaken by competent persons at the specified frequency.</p>
	<p>Ensure adequate resources are available to ensure that Asbestos Registers required within SCC controlled buildings and workplaces are reviewed every 12 months, or as required when circumstances change.</p>
	<p>Provide sufficient resources to ensure that an Asbestos Management Plan is established where the Asbestos Register indicates that ACM is present or presumed to be present.</p>
	<p>Ensure that resources are provided to have all ACM within a SCC controlled building, premise or facility labelled in accordance with requirements.</p>
	<p>Provide sufficient resources to ensure that risk assessments are conducted and documented when ACM is present prior to any work commencing, and any identified controls are implemented.</p>
	<p>Ensure that resources and systems are provided that ensure that the removal of ACM is carried out by appropriately licensed persons.</p>
	<p>Provide financial resources to ensure that personnel are trained in the requirements of this procedure.</p>
	<p>Provide adequate resources to ensure that ACM wastes are properly disposed of.</p>
	<p>Provide adequate human and financial resources to ensure that the health of workers exposed, or suspected of being exposed to asbestos, is monitored by qualified medical practitioners.</p>
<p>Level 2 (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)</p>	<p>Review the effectiveness of any program, procedures and safe systems of work to minimise the risk of exposure to asbestos.</p>

	Ensure that all ACM within or on the workplace, premise or plant and equipment is identified by a competent person.
	Ensure all workers are aware of and comply with this procedure.
	Ensure that the Asbestos Register is updated as required, for all buildings / areas under their control.
	Ensure that all workers are instructed in the Asbestos Management System and informed of any material containing asbestos present in the workplace.
	Develop safe work procedures for management of identified Asbestos Containing Material (ACM) in consultation with Workers.
	Regularly monitor workers' work activities to ensure compliance with requirements.
	Ensure contractors, volunteers and others are suitably informed of this policy and are trained and qualified to undertake their activities.
Level 3 (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)	Ensure this procedure is adhered to in the workplace.
	Supply suitable protective clothing and equipment for all Workers who have a high risk of exposure.
	Initiate training for all Workers in the correct use of personal protective equipment and other control measures.
Level 4 (<i>Team Member, Operator Attendant, Trainee, Apprentice</i>)	Comply with this procedure in order to achieve a safer workplace.
	Attend any training session provided by SCC.
	Report any damaged Asbestos Containing Material encountered in the workplace / work area to supervisors.
	Prior to working on or removing a material, determine whether the material contains or potentially contains asbestos and inform supervisors. Do not undertake work until material verified as not containing asbestos.
	Not disturb or damage any material identified as containing asbestos (unless in the process of removal as approved by management).
	Provide feedback on training or education requirements to permit compliance with this procedure.
	Ensure that personal protective equipment and the use of other control measures as outlined in the procedure are utilised when undertaking work.

	Not intentionally misuse PPE or other safety items provided.
	Maintain personal protective equipment and clothing in a serviceable condition.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Comply with this procedure in order to achieve a safer workplace.
	Attend any training session provided by SCC.
	Report any damaged Asbestos Containing Material encountered in the workplace / work area to supervisors.
	Prior to working on or removing a material, determine whether the material contains or potentially contains asbestos and inform supervisors. Do not undertake work until material verified as not containing asbestos.
	Not disturb or damage any material identified as containing asbestos (unless in the process of removal as approved by management).
	Provide feedback on training or education requirements to permit compliance with this procedure.
	Ensure that personal protective equipment and the use of other control measures as outlined in the procedure are utilised when undertaking work.
	Not intentionally misuse PPE or other safety items provided.
	Maintain personal protective equipment and clothing in a serviceable condition.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

- 3.1.1 This procedure provides guidance for the safe management and control of asbestos and asbestos containing materials (ACM) installed in premises managed or controlled by Shoalhaven City Council (SCC), or as components within items of plant and equipment under SCC's control.
- 3.1.2 The objective of these control measures is to prevent any exposure of workers to airborne, respirable asbestos fibres, and as a result, preventing any incidences of asbestos related diseases such as mesothelioma, asbestosis, and various forms of lung cancer.
- 3.1.3 SCC will undertake inspections or engage suitably qualified and competent specialists to identify any asbestos containing materials (ACM) within or on premises or in items of plant and equipment.
- 3.1.4 The location/s of ACM will be reported to the Assets and Works Group for recording, ongoing management or removal.

3.2 SCOPE

- 3.2.1 This procedure applies to all aspects of the management of friable and non-friable (bonded) asbestos in the workplace, including ACM installed within premises, plant and equipment under the control or management of SCC, and other SCC controlled workplaces where there exists a potential for workers to be exposed to asbestos containing materials.
- 3.2.2 Based upon available information, naturally occurring asbestos is not found within the Shoalhaven City Council LGA.
- 3.2.3 This procedure also covers the processes required for the safe removal of asbestos and ACM from the work environment through the engagement of appropriately licensed contractors.
- 3.2.4 This procedure does not relate to the asbestos issues concerning contaminated land, the public, owner builders or Development Applications.

4.0 PROCEDURE

4.1 PROHIBITED EQUIPMENT AND ACTIVITIES

- 4.1.1 SCC will not permit the following equipment or activity to be used on asbestos or ACM unless the use of the equipment is controlled in accordance with the NSW Work Health and Safety Regulation 2011:
 - 4.1.1.1 Power tools;
 - 4.1.1.2 Brooms (note brooms are allowed for use on vinyl floor tiles); or
 - 4.1.1.3 Any other implements that cause the release of airborne asbestos fibres into the atmosphere;
 - 4.1.1.4 High pressured water spray (unless for an emergency such as firefighting or fire protection purposes); or
 - 4.1.1.5 Compressed air.

4.2 IDENTIFICATION OF ASBESTOS CONTAINING MATERIALS

- 4.2.1 The Manager with the control of the workplace, premise, or plant and equipment will ensure, as far as reasonably practicable, that all ACM within or on the workplace, premise or plant and equipment is identified by a competent person.
- 4.2.2 If the Manager is at all uncertain if a material is or contains asbestos, sampling and laboratory analysis, by a competent person, will be arranged or the “presumption criteria” applied.

4.3 SAMPLING AND ANALYSIS

- 4.3.1 Sampling of materials suspected of being asbestos or ACM will be taken by a competent person only.

- 4.3.2 Samples will be representative of the suspected ACM (walls of multi-storey buildings shall be sampled at each floor). If there are any variations in the appearance, texture or colour of the material, additional samples will be taken.
- 4.3.3 Laboratory analysis shall be undertaken by:
 - 4.3.3.1 a NATA certified laboratory accredited for the relevant test method/s;
 - 4.3.3.2 a laboratory approved by the regulator in accordance with the requirements;
 - 4.3.3.3 A laboratory operated by the regulator.

4.4 PRESUMPTION CRITERIA – PRESUMING MATERIALS CONTAIN ASBESTOS

- 4.4.1 The “presumption criteria” provides for the Manager to presume that a material contains asbestos, rather than having the material sampled and analysed. Once this presumption is made, the material will be treated as containing asbestos, with work practices and disposal criteria reflecting the presence of ACM.
- 4.4.2 The Register of Asbestos and ACM applicable to the workplace, premise or item of plant and equipment shall document all presumptions made regarding the materials at the workplace, premise or contained within an item of plant and equipment.

4.5 ASBESTOS REGISTER

- 4.5.1 The Manager will maintain a Register of Asbestos and ACM applicable to the workplace or premise. Items of plant and equipment containing asbestos or ACM will be listed on the Register of Asbestos and ACM applicable to the workplace or premise in which the plant and equipment is used or stored.
- 4.5.2 The Register of Asbestos and ACM will document the following information:
 - 4.5.2.1 Identification
 - a) The date on which the inspection / identification was made, and the details of the competent person/s making the identification are to be recorded on the register.
 - b) The Asbestos Register will provide the details of the location of any ACM within or on the workplace, premise or item of plant and equipment, the type of asbestos (friable or non-friable (bonded)), and a description of the condition of the material, whether intact or damaged. The kind of asbestos, whether

blue, white or brown asbestos should also be documented, where known.

- c) The details of any materials presumed to be ACM will be documented on the register, along with any inaccessible areas likely to contain ACM.
- d) The register will also record any results of laboratory analyses that confirm a material to contain or not contain asbestos.

4.5.3 Risk Assessment

4.5.3.1 The Asbestos Register also documents the details of any risk assessments undertaken for the workplace, premise or item of plant and equipment.

4.5.3.2 These details will include the date the risk assessment was completed, the details of the competent person/s completing the risk assessment, the findings and conclusions of the risk assessment, and the results of any air monitoring undertaken for airborne asbestos fibres and an assessment of these results.

4.5.4 Control Measures

4.5.4.1 The Asbestos Register will document the control measures determined as an outcome of the risk assessments completed.

4.5.4.2 The register shall also document any maintenance or service work required to maintain the condition of any ACM, including the organisation or person/s to be engaged to undertake such work, and the scope of the work to be completed.

4.5.4.3 Records of this work, including any Clearance Certificates, shall be maintained in accordance with the P04 Document Control and Safety Records.

4.5.4.4 No Asbestos or ACM

4.5.4.5 The Manager will state on a register that “No Asbestos or ACM identified” at the workplace or premise if the Manager knows that asbestos or ACM is not present, or likely to be present from time to time, at the workplace or premise.

4.6 ASBESTOS REGISTER NOT REQUIRED

4.6.1 A Register of Asbestos and ACM is not required for a premise or workplace (building) constructed after 31 December 2003 and asbestos has not been identified or likely to be present, from time to time, at the workplace or premise.

4.7 REVIEW OF THE ASBESTOS REGISTER

- 4.7.1 The Asbestos Register will be reviewed, by the Manager with control of the workplace or premise, every 12 months or earlier in the following circumstances:
- 4.7.1.1 a risk assessment indicates that a reassessment is required
 - 4.7.1.2 further ACM is identified at the workplace or premise
 - 4.7.1.3 prior to any refurbishment or demolition works
 - 4.7.1.4 any ACM is removed from, disturbed, sealed or enclosed at the workplace or premise
 - 4.7.1.5 the Asbestos Management Plan is reviewed.
- 4.7.2 A visual inspection of any identified asbestos or ACM will be undertaken as part of the review.

4.8 ACCESS TO THE ASBESTOS REGISTER

- 4.8.1 The Manager with control of a workplace, premise or item of plant and equipment will make the register available to:
- 4.8.1.1 a worker intending to carry out work, at the workplace or premise or on an item of plant and equipment containing asbestos or ACM
 - 4.8.1.2 a WHS committee member representing a worker intending to carry out work, at the workplace or premise or on an item of plant and equipment
 - 4.8.1.3 another PCBU intending to carry out work at the workplace, premise or on an item of plant and equipment containing asbestos or ACM
 - 4.8.1.4 another PCBU requiring work to be carried out at the workplace or premise, or on an item of plant and equipment containing asbestos or ACM.

4.9 TRANSFER OF THE ASBESTOS REGISTER

- 4.9.1 In the circumstance where SCC plans to relinquish management or control of a workplace or premise, the Manager with control will ensure, as far as reasonably practicable, that the Register of Asbestos and ACM is given to the person assuming management or control of the workplace or premise.
- 4.9.2 Where SCC plans to relinquish management or control of an item of plant and equipment, and that item of plant contains asbestos or ACM, the Manager responsible for the plant will advise the person assuming management or control of the asbestos or ACM.

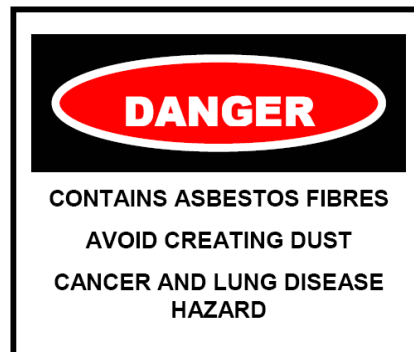
4.10 ASBESTOS MANAGEMENT PLANS

- 4.10.1 SCC has prepared an asbestos management plan which is available on the Intranet. The asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the NSW Work WHS Regulation 2011 clause 429.
- 4.10.2 The Manager responsible for a specific workplace will ensure that an Asbestos Management Plan is prepared for that workplace or premise if the Register of Asbestos and ACM indicates that asbestos or ACM is present or presumed to be present.
- 4.10.3 The Asbestos Management Plan will document the following:
 - 4.10.3.1 the identification of asbestos or ACM (this may be a reference or link to the Register of Asbestos and ACM for the workplace or premise and any signage or labelling).
 - 4.10.3.2 any decisions made and the reasons for those decisions regarding the management of asbestos or ACM at the particular workplace or premise (Safe Work Procedures and control measures. *(Refer to the Asbestos Management Plan, and to Appendix D:Asbestos Management Decision Tree for NSW SCCs)*)
 - 4.10.3.3 procedures for managing incidents or emergencies involving asbestos or ACM.
 - 4.10.3.4 requirements for consultation with workers, their responsibilities, information and training to be provided.
- 4.10.4 SCC has the following options for the management of asbestos related risks:
 - 4.10.4.1 removing the asbestos or ACM (preferred, whenever possible)
 - 4.10.4.2 implementing interim control measures including:
 - a) enclosure (applicable to non-friable (bonded) asbestos only)
 - b) encapsulation (when the original asbestos bond is still intact); or
 - c) sealing asbestos containing material (where the sealed material is unlikely to be subject to mechanical damage), along with regular inspections by a competent person; and
 - d) monitoring and leaving asbestos containing material in situ (deferring action).
- 4.10.5 The Manager of a workplace or premise for which an Asbestos Management Plan has been prepared will make the plan available to:
 - 4.10.5.1 workers intending to carry out work at the workplace or premise.

- 4.10.5.2 a WHS Committee members representing a worker intending to carry out work, at the workplace or premise or on an item of plant and equipment
- 4.10.5.3 a PCBU intending to carry out work at the workplace or premise
- 4.10.5.4 a PCBU requiring work to be carried out at the workplace or premise.
- 4.10.6 The Asbestos Management Plan shall be reviewed and revised as required by the Manager every 5 years, or earlier in the following circumstances:
 - 4.10.6.1 there is a review of the Register of Asbestos and ACM or a control measure
 - 4.10.6.2 asbestos or ACM is removed from, disturbed, sealed or enclosed at the workplace or premise
 - 4.10.6.3 the Asbestos Management Plan is no longer adequate to effectively manage or control the asbestos or ACM at the workplace or premise
 - 4.10.6.4 a review is requested by a WHS Committee.

4.11 ASBESTOS LABELLING AND WARNING SIGNS FOR BUILDINGS / STRUCTURES

- 4.11.1 Material containing asbestos including plastic wrapped or bagged asbestos will be labelled as follows:



- 4.11.2 All identified asbestos in a building or other structure will be labelled so that it is clearly visible to persons using the area, until it is finally removed. This requirement applies equally to asbestos in good condition and to treated asbestos.
- 4.11.3 Labels used for this purpose will identify the material as containing asbestos and should comply with Australian Standard 1216. All warning signs will comply with Australian Standard 1319.
- 4.11.4 Enclosed areas, and areas which, contain encapsulated or sealed asbestos, will be labelled or otherwise signposted with cautionary warning signs in accordance with Australian Standard 1319 Safety signs for the occupational environment. The purpose of these cautionary warning signs is to ensure that the asbestos is not

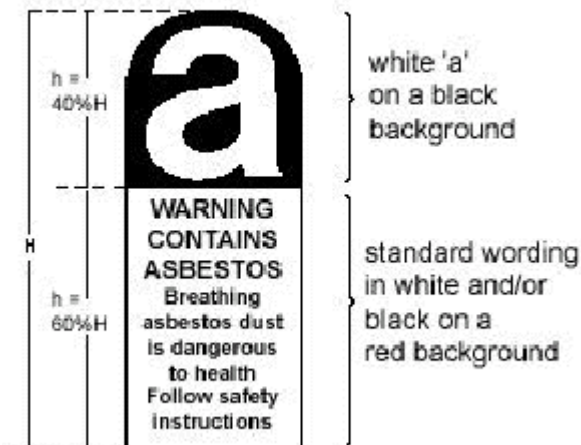
worked upon without correct precautions being taken and to ensure that, in the event of damage; the occurrence is reported immediately so that corrective action can be taken.

- 4.11.5 An example of these signs is shown below:



- 4.11.6 An alternative international (a) symbol may also be used for labelling of asbestos-containing products.

INTERNATIONAL ASBESTOS LABEL



4.12 RISK ASSESSMENT

- 4.12.1 If asbestos or ACM is identified in a workplace, the Manager shall ensure that risks are assessed, in consultation with workers and / or their representatives, prior to any work being undertaken.
- 4.12.2 The risk assessment process shall take into account the information documented in the Register of Asbestos and ACM, including:
- 4.12.2.1 the condition of the asbestos or ACM
 - 4.12.2.2 the likelihood of exposure
 - 4.12.2.3 the likelihood that the work to be undertaken will, or is likely to, disturb the asbestos or ACM causing fibres to become air-borne.

- 4.12.3 Risk assessments shall be reviewed, in consultation with workers and / or their representatives, and any amendments to control measures or any additional control measures implemented, in the following circumstances:
 - 4.12.3.1 there is evidence that the risk assessment is no longer valid
 - 4.12.3.2 there is evidence that the existing control measures are not effective
 - 4.12.3.3 a significant change is proposed for the workplace or work practices relevant to the risk assessment
 - 4.12.3.4 there is a deterioration in the condition of the asbestos or ACM
 - 4.12.3.5 the asbestos or ACM has been removed, enclosed or sealed.
- 4.12.4 Control measures applicable to both confirmed and presumed asbestos and ACM shall be determined as an outcome of risk assessment and should consider the following:
 - 4.12.4.1 where the asbestos or ACM is friable and in poor condition, and there is a risk to the health of workers due to exposure, the asbestos or ACM should be removed by an appropriately licensed asbestos removalist, as soon as is practicable.
 - 4.12.4.2 if the asbestos or ACM is friable and in stable condition and accessible, serious consideration should be given to its removal. Where removal is not immediately practical, effective control measures, such as sealing or encapsulation, should be implemented until removal is undertaken.
 - 4.12.4.3 if the asbestos or ACM is not friable and in good and stable condition, the minimisation of disturbance may be an effective control.
 - 4.12.4.4 any remaining asbestos or ACM will be clearly labelled, where possible, and regularly inspected to detect any deterioration or disturbance that may constitute an unacceptable health risk.
 - 4.12.4.5 asbestos or ACM is required to be removed prior to demolition, or partial demolition, renovation or refurbishment if the asbestos or ACM is likely to be disturbed by these works.
- 4.12.5 The person with management or control of a workplace, confirmed or presumed to contain asbestos or ACM, will develop and implement safe systems of work and risk controls, in consultation with workers, for any maintenance or service activities undertaken at the workplace.
- 4.12.6 Under the asbestos prohibition requirements, wherever a component containing asbestos is replaced, the replacement component must

not be of asbestos or contain asbestos. It is illegal to re-install or reuse any asbestos or ACM.

4.13 SITES CONTAMINATED WITH ASBESTOS THAT ARE SCC WORKPLACES

- 4.13.1 Where asbestos or ACM is identified as contaminating a workplace, the site will be included in SCC's asbestos register and an asbestos management plan will be developed for the site depending on the level of contamination.
- 4.13.2 Where identified, SCC will ensure that an exposure assessment is undertaken and that appropriate risk management options are determined and implemented.
- 4.13.3 For asbestos in soil or aggregate, a suitably qualified occupational hygienist (Assessor) will carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

4.14 DEMOLITION OR REFURBISHMENT OF SCC BUILDINGS AND ASSETS

- 4.14.1 Before demolition or refurbishment of a SCC structure or plant that was constructed or installed before 31 December 2003, SCC will ensure that:
 - 4.14.1.1 the asbestos register is reviewed and a copy is provided to the business undertaking the demolition or refurbishment;
 - 4.14.1.2 any asbestos or ACM or other hazardous material that is likely to be disturbed is identified; and
 - 4.14.1.3 so far as is reasonably practicable, any demolition work will be done in accordance with the Code of Practice – Demolition Work and AS2601.

4.15 REMOVAL OF ASBESTOS OR ACM FROM SCC WORKPLACES

- 4.15.1 Removal of asbestos or ACM in SCC workplaces will be undertaken in accordance with the:
 - 4.15.1.1 NSW Work WHS Act 2011; and
 - 4.15.1.2 NSW Work WHS Regulation 2011
- 4.15.2 SCC may also refer to the Code of Practice: How to Safely Remove Asbestos (2011).
- 4.15.3 For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW Work WHS Regulation 2011, including the requirements to:
 - 4.15.3.1 ensure an asbestos removalist supervisor (Class A Licence) present whenever asbestos removal work is

- being carried out and (Class B Licence) readily available whenever asbestos removal work is being carried out;
- 4.15.3.2 determine if inspection and testing of material is required;
 - 4.15.3.3 provide appropriate training and ensure the asbestos removal worker has undertaken relevant asbestos removal training (*refer to Appendix 1 Definitions ,more details*) ;
 - 4.15.3.4 keep a record of the training undertaken by the asbestos removal worker/s;
 - 4.15.3.5 tell various parties about the asbestos removal and provide them with appropriate information;
 - 4.15.3.6 obtain a copy of the asbestos register before carrying out asbestos removal work;
 - 4.15.3.7 prepare, supply and keep an asbestos removal control plan;
 - 4.15.3.8 notify SafeWork NSW at least 5 days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, SCC may make a request to SafeWork NSW that this 5 day period be waived;
 - 4.15.3.9 place signs and labels in the asbestos work area and erect barricades;
 - 4.15.3.10 limit access to the asbestos removal area to those undertaking the asbestos removal work;
 - 4.15.3.11 ensure appropriate decontamination facilities are in place;
 - 4.15.3.12 dispose of asbestos waste and contaminated personal protective equipment;
 - 4.15.3.13 ensure clearance inspections are conducted and issue clearance certificates;
 - 4.15.3.14 ensure air monitoring is conducted, where appropriate; and
 - 4.15.3.15 provide asbestos forms, checklists, tip receipts and mud map of works.

4.16 REMOVAL OF ASBESTOS BY CONTRACTORS

- 4.16.1 Where asbestos or ACM is to be removed, SCC will ensure that it is handled, removed and disposed of in accordance with the requirements of the WHS Regulation 2011 and the How to Safely Remove Asbestos: Code of Practice 2011.
- 4.16.2 Where SCC commissions the removal of asbestos at the workplace, SCC will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the NSW Work WHS Regulation

2011 that a licence is not required-(refer to Appendix 1 Definitions ,more details).

- 4.16.3 Asbestos removal work will be undertaken under a P19.F01 Asbestos Management – Risk Assessment Checklist
- 4.16.4 Where SCC requires the services of asbestos removalists, SCC will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with SafeWork’s NSW Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists. This will be undertaken during the assessment of quotation(s) for removal works.
- 4.16.5 SCC is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and ACM.
- 4.16.6 SCC will provide a copy of the site asbestos register to the licensed asbestos removalist.
- 4.16.7 Where SCC becomes aware of any breaches by licensed asbestos removalists, SCC will report this to SafeWork NSW.

4.17 CLEARANCE INSPECTIONS AND CERTIFICATES

- 4.17.1 Where SCC commissions any licensed asbestos removal work, SCC will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work) or an independent competent person before the area is re-occupied.
- 4.17.2 The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring will be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.
- 4.17.3 The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01asbestos fibres/ml. If fibre levels exceed 0.02 asbestos fibres/ml SafeWork NSW will be notified immediately.

4.18 HEALTH MONITORING FOR WORKERS

- 4.18.1 SCC will ensure health monitoring is provided to a worker if they have been exposed to potential asbestos material during the course of the work activities. Health monitoring records related to a worker are kept for at least 40 years after the record is made.
- 4.18.2 Contractors are responsible for ensuring health monitoring for their workers when they are at risk of exposure to asbestos when carrying

out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for SCC.

- 4.18.3 The health monitoring will be consistent with the Code of Practice: How to Safely Remove Asbestos (2011) and meet the requirements of the NSW Work WHS Regulation 2011 (Part 8.5 Division 1).
- 4.18.4 Health counselling may be appropriate where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.
- 4.18.5 Workers who were exposed to asbestos in the past and if there is a risk to the health of the worker as a result of that exposure, are covered by the Workplace WHS Regulation 2011.
- 4.18.6 SCC will ensure these workers are kept on the health monitoring program.

4.19 DISPOSAL OF ASBESTOS WASTE

- 4.19.1 Where SCC commissions the removal of illegally dumped asbestos material or suspected ACM, SCC will ensure this is undertaken by approved asbestos removal contractors.
- 4.19.2 Where SCC becomes aware of illegally dumped asbestos material outside of SCC's jurisdiction, SCC will promptly notify the relevant authority.
- 4.19.3 Where asbestos waste is taken to a waste facility that does not accept asbestos waste, SCC will reject the waste. Where waste is rejected, a rejected loads register is to be completed. SCC will also inform the transporter of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted. Suitable disposal for loads that are refused entry will remain the responsibility of the transporter and at a later date the transporter will need to demonstrate to SCC that the waste has been appropriately disposed.

4.20 RECYCLING FACILITIES

- 4.20.1 SCC will screen and inspect incoming loads at recycling facilities for the presence of asbestos or asbestos containing materials to minimise asbestos contamination risk.
- 4.20.2 To prevent contamination of recycled products and to manage situations where contamination has occurred, SCC will adhere to the guide: Management of asbestos in recycled construction and demolition waste.

4.21 MONITORING AND DETERMINING ASBESTOS EXPOSURE LEVELS

- 4.21.1 If a risk assessment determines or a need is identified for atmospheric monitoring of a workplace in which asbestos or

- asbestos-containing material is located, the Manager/Supervisor shall ensure that the monitoring is carried out.
- 4.21.2 To determine the amount of asbestos fibres in the air, a competent person (occupational hygienist) shall be engaged. The measurement process shall be undertaken in accordance with the document entitled “Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust [(NOHSC: 3003 (1988))].”
 - 4.21.3 The analysis of samples obtained as a result of any monitoring shall be carried out in a laboratory accredited by the National Association of Testing Authorities, and in accordance with the above document.
 - 4.21.4 Results of air monitoring shall be recorded and kept for 30 years after the date the record is made. Records shall be accessible to persons at the workplace who may be exposed to the substance or mixture. Request for these records shall be through the WHS Risk Unit.
 - 4.21.5 Exposure standards set out the airborne concentrations of asbestos, which are not to be exceeded. The exposure standards for asbestos are:
 - 4.21.5.1 Amosite (brown asbestos): 0.1 fibres per millilitre of air
 - 4.21.5.2 Crocidolite (blue asbestos): 0.1 fibres per millilitre of air
 - 4.21.5.3 Chrysotile (white asbestos): 0.5 fibres per millilitre of air

4.22 TRAINING

- 4.22.1 The Manager/Supervisor has the responsibility for ensuring that prior to undertaking asbestos related work SCC employees shall be instructed in the relevant aspects of asbestos health hazards, safe work method statements and the wearing and maintenance of protective clothing and equipment.
- 4.22.2 Training program content will consider the trade, job tasks and function undertaken by personnel. Programs will be delivered in accordance with P09 Safety Training and be sufficiently detailed to ensure that the employee understands the procedural and safety requirements.
- 4.22.3 All workers likely to come into contact with asbestos will be made aware of this Procedure and associated documents, including relevant Safe Work Method Statements.
- 4.22.4 Appropriate levels of training will be given to all personnel who are responsible for the maintenance of buildings, those who are involved in any asbestos related work and Workers who may come into contact with asbestos containing materials.
- 4.22.5 Workers will be required to attend any recognised training session supplied by SCC, prior to working on any Material Containing Asbestos.
- 4.22.6 Training provided will be recorded on Workers training records.

- 4.22.7 Outside contractors and/or their employees who are likely to be involve with removing, altering or otherwise disturbing Asbestos Containing Material (ACM) shall present sufficient proof that the contractor and/or their workers have been trained in accordance with the Work WHS Act 2011.

4.23 UNPLANNED CONTACT WITH ACM

- 4.23.1 Any incident in the workplace relating to ACM issues will be recorded on the Incident Reporting System. Workers are to ensure that any such an entry is included under the category of Asbestos.

4.24 RECORDS

- 4.24.1 All records generated as a result of the operation of this procedure will be managed in accordance with the requirements documented within P04 Document Control and Safety Records.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

- 5.1** Work WHS Act 2011
- 5.2** Work WHS Regulation 2011
- 5.3** How to manage work WHS risks: Code of practice 2011
- 5.4** Work WHS consultation, cooperation and coordination: Code of practice 2011
- 5.5** How to manage and control asbestos in workplace: Code of practice 2011
- 5.6** How to safely remove asbestos: Code of practice 2011
- 5.7** National Self-Insurer OHS Audit Tool 2014
- 5.8** P04 Document Control and Safety Records
- 5.9** P20 Inspection, Testing and Monitoring
- 5.10** P09 Safety Training
- 5.11** P19.F01 Asbestos Management – Risk Assessment Checklist

APPENDIX 1 DEFINITIONS

Asbestos	The fibrous form of mineral silicates belonging to the serpentine or 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.
Asbestos Containing Material (ACM)	Any material, object, product or debris that, as part of its design, contains asbestos.
Asbestos Waste	All removed ACM and disposable items used during the asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning.
Competent Person	Means a person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills enabling that person to perform the specified tasks.
Clearance Certificates	<p>The licensed asbestos assessor or competent person who carried out the clearance inspection must issue a clearance certificate before the asbestos removal area at the workplace is re-occupied.</p> <p>They must ensure that the asbestos removal area does not pose a risk to health and safety from exposure to asbestos.</p> <p>They must not issue a clearance certificate unless satisfied that:</p> <p>(a) the asbestos removal area, and the area immediately surrounding it, are free from visible asbestos contamination, and</p> <p>(b) air monitoring as part of the clearance inspection—the monitoring shows asbestos below 0.01 fibres/ml.</p> <p>The clearance certificate must be in writing and must state that:</p> <p>(a) the assessor or competent person found no visible asbestos residue from asbestos removal work in the area, or in the vicinity of the area, where the work was carried out, and</p> <p>(b) if air monitoring was carried out by the assessor or competent person as part of the clearance inspection—the airborne asbestos fibre level was less than 0.01 asbestos fibres/mL.</p>
Friable Asbestos	Any material that contains asbestos and is in a the form of a powder form or that can be crumbled, pulverised or reduced

	to a powder by hand pressure when dry, and that contains asbestos. Only. Pipe and boiler lagging are examples of friable asbestos.
Non-friable (bonded) Asbestos	Any material that contains asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound in a bonded matrix. It may consist of cement or various resin/binders and cannot be crushed by hand when dry. AC products and electrical metering boards are examples of non-friable (bonded) asbestos material.
Reasonably Practicable	In relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring, and (b) the degree of harm that might result from the hazard or the risk, and (c) what the person concerned knows, or ought reasonably to know, about: (i) the hazard or the risk, and (ii) ways of eliminating or minimising the risk, and (d) the availability and suitability of ways to eliminate or minimise the risk, and after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
Person with Management or control	This means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or part, of the workplace
Asbestos Removal License Holders Class A & B	<p>SafeWork NSW - NSW Class A Licence Holder Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> • any amount of friable asbestos or asbestos containing material (ACM); • any amount of non-friable (bonded) asbestos or asbestos containing material (ACM); or • any amount of asbestos -contaminated dust or debris (ACD). <p>SafeWork NSW - Class B Licence Holder Can remove: any amount of non-friable (bonded) asbestos or asbestos containing material (ACM); or any amount of non-friable (bonded) asbestos-contaminated</p>

	<p>dust or debris (ACD).</p> <p>associated with the removal of less than 10 m² of non-friable (bonded) asbestos or asbestos containing material (ACM);</p> <p>not associated with the removal of friable or non-friable (bonded) asbestos and is only a minor contamination.</p>
<p>Asbestos Removal Training - NO License required.</p>	<p>In accordance with clause 445 of the NSW WHS Regulation 2011- NO License required for the removal of less than 10 m² of non-friable (bonded) asbestos , workers involved in removal of less than 10 m² of non-friable (bonded) must be trained in Identification ,safe handling and control measures for asbestos.</p> <p>In accordance with clause 460 of the NSW WHS Regulation 2011- workers of `licence asbestos removalist` must hold certification in relation to the specified VET course for asbestos removal relevant to the class of licence asbestos removal work to be carried out by the worker/s,</p>
<p>PCBU</p>	<p>A person conducting a business or undertaking.</p>
<p>Person with management or control</p>	<p>This means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or part, of the workplace.</p>