

**Carters**  
Asbestos Management

- Asbestos Review.
- Asbestos Management.
- Asbestos Consultancy.
- Asbestos Maintenance.
- Asbestos Training.
- Asbestos Safety Products.

## ASBESTOS REGISTER

**REGISTER NO.:** AS2250-50

**FOR THE PROPERTY AT:** Town Hall  
Owen Street,  
Wallaroo, SA

**CLIENT:** District Council of the Copper Coast

**REGISTER CONTROLLER:** Mr Andy West

**CONSULTANT:** Lee Jenkins

**DATE INSPECTED:** 09/05/2013



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## 1. INTRODUCTION

Carter Corporation Pty Ltd (Carter Corporation) was requested to conduct a review of the asbestos register to determine the condition of asbestos containing materials (ACMs) previously identified within the asbestos register at the site/address referred to and contained within this document.

The review is a visual inspection of previously identified asbestos materials listed in the original register and is not a full inspection of the building. All previous conditions, limitations and recommendations apply.

In accordance with the Regulations, ACMs which have been visually identified (i.e. not sampled or not referenced to a specific sample) should be presumed to contain asbestos, unless sampled to prove otherwise.

It is strongly recommended that this report be reviewed prior to any change of use, occupancy or other activity which may affect the accessibility of any ACMs within the areas surveyed. Such reviews should only be conducted by a competent person.

Further investigations may be required prior to any planned refurbishment or alterations which affect the fabric of the building.

This report may not be reproduced other than in full, except with the prior written approval of the report author.

This report should be read in its entirety.

This report is limited to asbestos containing materials only and their associated risks. Reference may be made within this document to other materials such as but not limited to Synthetic Mineral Fibre (SMF); lead paints etc but no assessment of these have been made.

The objective of the survey was to, as far as reasonably practicable, locate, identify and access and where possible, photograph and quantify all accessible ACM present within the scope of the survey and to present the information collected in a way which allows the duty holder to manage the risks arising from those materials.

## 2 SCOPE of WORK

To undertake the inspection as required, the following scope of work was undertaken;

- A desktop survey and discussion with site personnel was made to determine the history, previous use, existing asbestos register and previous removals of ACM.
- A site specific risk assessment prior to the survey was undertaken.
- Inspection of the site was carried out.
- Potential ACM their location, type, quantity, condition and stability were documented.
- An assessment of the materials potential to release fibres and recommendations to minimise or manage the risk was noted.
- Photographs were taken (where required) to aid the item identification and condition.
- Signage requirements were noted.
- Samples (where agreed) taken and submitted to a NATA laboratory for analysis to qualify asbestos fibre content.
- Drawings (where supplied) marked up to aid the asbestos location identification.

### 3 LIMITATIONS

Whilst the surveyors make every reasonable effort, Carter Corporation cannot guarantee that all ACMs have been identified and survey results are definitive. Some ACMs could be present in the building that may only be discovered when the building is demolished or is subject to major refurbishment.

Building owners are not required to dismantle parts of the building or plant to locate asbestos; the regulation is aimed at identifying any significant risk to persons. If it is the intention to demolish or alter such areas, and concealed/unknown asbestos is uncovered / detected, revised safe work practices are to be implemented.

In general, it may be impossible to locate all asbestos during the conduct of a visual inspection. Physical constraints upon an inspection include, but are not limited to, restrictions on access to lift shafts / motor rooms, air conditioning ductworks, During an inspection, there is a need to avoid damage to client's property (e.g. through sample taking) and to minimise disruption (e.g. dismantling equipment), and inconvenience.

The inspection was carried out in areas where access was available. Unless otherwise indicated floor coverings were not taken up to enable inspection of floor surfaces. Equipment in use was not disturbed or opened for the purpose of inspection. Air-conditioning systems, heater banks and associated ductwork has not been inspected.

In some instances asbestos may be located in inaccessible areas such as wall cavities, beneath floor slabs, or as an integral part of machinery, plant or equipment (pumps, pipe work, boilers, heater banks, ductwork and the like). Buried fibro asbestos pipes or pits may also be discovered upon excavation.

Confirmation of lagged pipe work within wall cavities and chased into walls is not possible with a visual inspection. Asbestos that was previously removed from an area may have fallen down cavities due to inadequate removal procedures and clean-up. This should be taken into consideration when any demolition or upgrade work is being done as it is possible that asbestos containing material may be present in these areas.

Unless noted otherwise, samples were not taken of those products which have previously been known to contain asbestos, e.g., "Zelemite" electrical switchboard panels and "Millboard" insulation to wiring (items installed in live electrical situations).

Notes: Any references in this report to materials other than asbestos are not to be taken as necessarily accurate, since identification of such materials is not included within the scope of this report. References to "Colorbond", "PVC", "Rockwool", "Gyprock", etc are intended to be an approximate indication only of the type of material present based on cursory observation. The purpose of including references to such materials is primarily to assist the author in compiling the report and secondly to provide a more descriptive report.

Measurements and quantities mentioned in this report are approximate only.

This report is not to be used as a contractual document.

No guarantees can be entered into regarding the accuracy or completeness of this report.

The information contained herein is accurate at the time of printing only. Subsequent updates become the responsibility of the register controller.

A reference in this register to the regulations, a Code of Practice, a Guidance Note or Guideline will be taken as a reference to that document as in force at that time.

A reference in this register to the owner of a building will be taken to include a reference to any person appointed by the owner to manage the building on his or her behalf.

#### 4 METHODOLOGY

All accessible areas were thoroughly inspected in order to determine the presence of ACM and findings pertaining to type, condition and extent of the ACM recorded.

To assess the potential health risk posed by the ACM various information and criteria are recorded. The assist in the interpretation of the Asbestos Register the following detailed explanation is provided.

◆ **LOCATION – DESCRIPTION;** provides identifier (letter for external and number for internal). The identifier is also shown on any drawing provided with the Register. The description states the room number (if assigned), room name, location of the item and material description.

◆ **EXTENT;** an approximate extent (not be used for pricing or demolition costing).

◆ **ACCESSIBILITY;**

Accessible – the material/item can be easily accessed without any aids or key access.

Limited access – the material/item can be accessed but requires access via ladder, key access, lifting carpet, etc.

Inaccessible – the material/item cannot be accessed without damage or demolition i.e. metal encapsulated insulation, material within cavity, sealed door core etc.

◆ **ASBESTOS ASSESSMENT;** asbestos type (from laboratory analysis) or presumed asbestos content.

◆ **CONDITION;** provides a description of the material at the time of the survey. It comprises of three components-

Poor – the material is damaged or severely deteriorated.

Moderate – the material is generally sound condition but has some signs of deterioration.

Good – The material is sound with no signs of deterioration

Sealed – the material has a painted or other material sealing the raw product

Unsealed – the material is raw or has exposed areas of asbestos product

Non-friable/bonded – the asbestos fibres are in a stable matrix and cannot be crushed by hand application

Friable – the asbestos product can be crushed or broken down by hand pressure or is dust/debris

◆ **SAMPLE NO – VISUAL TEST;** provides the unique sample reference number or informs of a visual identification.

Items listed within the Register as “visual” have not been sampled to confirm an asbestos content. These items have been identified as materials which historically have or can contain asbestos. The presumption made is through various criteria such as but not limited to type of material, age of building, similar products, and the experience of the surveyor. All materials which have been listed as visually identified within this register must be treated as asbestos unless proven otherwise by sample analysis. It is recommended that all materials are sampled in order to qualify.

◆ **SIGNAGE STATUS;** signage is either visible or not visible.

◆ **SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS;** has specific notes pertaining to the item with recommendations if required. Within this section there is also information relating to Risk Priority. The information gained from the survey or inspection is used to provide a priority rating and is to be used as part of the Asbestos Management Plan. Refer to Section 7 ‘Risk Score Calculator’ for the risk score matrix used within the Register. The matrix is based upon AS4360.

## 5 EXAMPLES OF ASBESTOS CONTAINING MATERIALS

(This is not an exhaustive list)

Backing to service riser doors	Mortar in wall and floor penetrations (fire stop)
Bitumen based membrane coverings/flashings	Oven door seals
Boiler insulation	Packers under floor joists (for levelling transportables, etc)
Brake linings	Pipe work gaskets
Cable trays	Putty and tapes in expansion joints, construction mastics
Chalkboards	Refractory bricks
Cooling towers	Residual contamination on ceiling tiles and grids
Door linings	Roof cladding
Down pipes and gutters	Roofing shingles
Duct work flexible fabric connections	Sealants to duct work and other air-conditioning plant and equipment
Eaves/Verandah linings	Sheathing/insulation to wiring
Electrical cable insulation/sheathing	Sheeting to wet areas
Electrical meter backing boards	Taping compounds (thermal)
Exhaust insulation and gaskets	Textured paints/coatings
Expansion joints and gaskets in boilers	Thermal paper products
Facades	Vermiculite insulation/decorative plaster finishes
Fencing	Vinyl floor (lino) backing material
Fibre cement pipes and flues	Vinyl floor tiles
Fire blankets	Wall and floor penetrations
Fire doors - internal core	Wall cavities
Firewall partitions	Wall linings/cladding
Fuse holder insulation	
Heater bank/re-heat units insulation within duct work of air conditioning	
Hot water service heat shields	
Insulation linings for spark/fire resistance	
Kitchen plant and equipment	
Laboratory gloves	
Laboratory hoods, bench tops, and equipment	
Lift motor brakes	
Limpet insulation to structural beams & columns	
Lost form work	
Louvres in windows	

## 6 DEFINITIONS

Accredited laboratory	A testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.
Accessible	In a physical location where building occupants or users might readily access material without use of assistance e.g. asbestos based material used as wall cladding on or outside of equipment in a laboratory etc.
Air monitoring	Airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring and clearance monitoring. Note: Air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC:3003 (2005)].
Airborne asbestos fibres	Any fibres of asbestos small enough to be made airborne. For the purposes of air monitoring airborne fibres, only respirable asbestos fibres are counted.
Asbestos	The fibrous form of mineral silicates that belong to the serpentine or amphibole groups of rock forming minerals, including Actinolite, Amosite (brown asbestos), Anthophyllite, Crocidolite (blue asbestos), Chrysotile (white asbestos) and Tremolite, or any combination of two or more of these.
Asbestos Abatement	Procedures to control fibre release from asbestos containing materials in a building or to remove it entirely. These may involve removal, encapsulation, repair, enclosure, encasement, and operations and maintenance programs.
Asbestos register	The document containing the results/recommendations following a building audit for asbestos materials, commenting on their location, condition and establishment of safe working policies.
Asbestos removal work	Work involving the removal of a) insulation material that consists of or contains asbestos, or other friable asbestos-containing material; or b) an asbestos-cement (fibro) product, or other non-friable asbestos-containing material.
Asbestos work	Any work where, in the course of that work, exposure to asbestos (or any material that consists of or contains asbestos) may occur.
Asbestos Containing Material (ACM)	Means any material, object, product or debris that contains asbestos.
Asbestos removalist	A competent person who performs asbestos removal work. An asbestos removal licence is required for removal of friable ACM and may also be required for non friable ACM removals, check with relevant OHS authorities for requirements.
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.
Asbestos work area	An immediate area in which work on ACM is taking place. The boundaries of the asbestos work area must be determined by a risk assessment.
Avoid physical and mechanical damage	As far as practicable, limit activities (cutting, drilling, grinding, sanding, breaking, etc) on or adjacent to material such that sufficient damage to release respirable fibres is avoided.
Breathing zone	A hemisphere extending in front of a persons face, with a radius of 300mm from the midpoint of an imaginary line between the ears.

Competent person	A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work.
Dust and debris	Visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that is likely to have originated from ACM.
Friable (Asbestos)	Asbestos containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.
Hazard	Any matter, thing, process or practice that may cause death, injury, illness or disease.
Inaccessible areas	Areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.
Limited Access	Requiring some assistance or equipment to allow access e.g. requiring a ladder or lifting of ceiling tiles or keys to normally locked cupboard, room etc.
Monitor Condition	Carry out regular general observation of condition of material to note any changes.
NES	National exposure standard
N.O.H.S.C.	The National Occupational Health and Safety Commission (Government Body).
Organic fibre	Fibres such as but not limited to cellulose, wool, cotton
Person with control	In relation to premises, a person who has control of premises used as a workplace. The person with control may be: <ul style="list-style-type: none"> <li>a The owner of the premises</li> <li>b A person who has, under any contract or lease, an obligation to maintain or repair the premises</li> <li>c A person who is occupying the premises</li> <li>d A person who is able to make decisions about work undertaken at the premises, or An employer at the premises</li> </ul>
Personal Protective Equipment	Equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks.
Register Controller	A building owner or designated representative who is responsible for the asbestos register and implementation of a hazard management plan.
Risk	The likelihood of a hazard causing harm to a person. In this instance risk relates to illness or disease arising from exposure to Airborne Asbestos Fibres.
SMF	Synthetic Mineral Fibre
Stable	Condition good, posing minimum risk to health.
Unstable	Condition poor, posing significant risk to health.
Work	Any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation or a profession.
Worker	A person who does work, whether or not for reward or recognition.
Workplace	Any place where a person works.



## 7 RISK SCORE CALCULATOR

### Consequence or Impact

Rating	Descriptor	Example Detail Description
1	Insignificant	No illness will result as asbestos is stable, therefore there is little likelihood of inhaling fibres above normal ambient levels.
2-3	Minor	Local fibre release only and in amounts and fibre size that are unlikely to cause latent asbestos related illness
4-6	Moderate	Asbestos may be unstable and could release fibres in the amount and size that may cause latent asbestos related illness
7-8	Major	Asbestos is unstable and will release fibres in the amount and size that will cause latent asbestos related illness
9	Catastrophic	Asbestos is highly friable and unstable, fibres will be released in size range and amount that are highly likely to cause latent asbestos related illness

### Likelihood of Exposure

Rating	Descriptor	Description
9	Almost Certain	Is expected to occur in most circumstances – i.e. people regularly in the vicinity.
7-8	Likely	Will probably occur in most circumstances.
4-6	Possible	Might occur at some time.
2-3	Unlikely	Could possibly occur at some time but is unlikely.
1	Rare	May occur only in exceptional circumstances.

### Risk Calculator

		Consequence or Impact				
		9	7-8	4-6	2-3	1
Likelihood	9	Extreme	Extreme	Extreme	High	High
	7-8	Extreme	Extreme	High	High	Medium
	4-6	Extreme	Extreme	High	Medium	Low
	2-3	Extreme	High	Medium	Low	Low
	1	High	High	Medium	Low	Low

### Risk

### Priority with recommended action

**Extreme**      **P1** – Restrict access and isolate material immediately. Plan for removal as soon as practicable (less than 1 month). The identified material presents an immediate occupational/environmental risk in its present condition.

**High**            **P2** – Limit access as an interim measure and identify for planned removal (less than 3 months). The identified material presents a potential occupational/environmental risk in its present condition.

**Medium**        **P3** – Identify for removal where maintenance or refurbishment may cause disturbance of the material. Treat material (make safe, seal) to prevent potential fibre release as an interim measure.

**Low**             **P4** – Leave in situ and reassess condition on at least an annual basis as required by current OHS&W Regulations. Consider removal when maintenance or refurbishment may cause disturbance of the material. The identified material presents a low occupational/environmental risk in its present condition unless acted upon

**8 REFERENCE**

<b>ACT</b>	<b>Workplace Health and Safety Act 2011</b>
<b>NSW</b>	<b>Workplace Health and Safety Act 2011 Workplace Health and Safety Regulation 2011</b>
<b>NT</b>	<b>Workplace Health and Safety (National Uniform Legislation) Act 2011</b>
<b>QLD</b>	<b>Workplace Health and Safety Act 2011 Workplace Health and Safety Regulation 2011</b>
<b>SA</b>	<b>Workplace Health and Safety Act 2012 Workplace Health and Safety Regulation 2012</b>
<b>TAS</b>	<b>Workplace Health and Safety Act 2012 Workplace Health and Safety Regulation 2012</b>
<b>VIC</b>	<b>Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2007 Div 5</b>
<b>WA</b>	<b>Occupational Safety and Health Act 1984</b>

**Codes of Practice**      **How to Manage and Control Asbestos in the Workplace  
How to Safely Remove Asbestos**

**Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]**

**STATE AND TERRITORY WORK HEALTH AND SAFETY AUTHORITIES;**

<b>ACT</b>	<b>Website:</b> <a href="http://www.worksafety.act.gov.au">www.worksafety.act.gov.au</a> <b>Email:</b> <a href="mailto:worksafety@act.gov.au">worksafety@act.gov.au</a> <b>Telephone:</b> (02) 6205 0333
<b>NSW</b>	<b>Website:</b> <a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a> <b>Telephone:</b> 13 10 50
<b>NT</b>	<b>Website:</b> <a href="http://www.worksafe.nt.gov.au">www.worksafe.nt.gov.au</a> <b>Email:</b> <a href="mailto:ntworksafe@nt.gov.au">ntworksafe@nt.gov.au</a> <b>Telephone:</b> 1800 019 115
<b>QLD</b>	<b>Website:</b> <a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a> <b>Telephone:</b> 1300 369 915 or (07) 3225 2000
<b>SA</b>	<b>Website:</b> <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a> <b>Telephone:</b> 1300 365 255
<b>TAS</b>	<b>Website:</b> <a href="http://www.workcover.tas.gov.au">www.workcover.tas.gov.au</a> <b>Email:</b> <a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a> <b>Telephone:</b> 1300 366 322 (inside Tasmania) or (03) 6233 7657 (outside Tasmania)
<b>VIC</b>	<b>Website:</b> <a href="http://www.workcover.vic.gov.au">www.workcover.vic.gov.au</a> <b>Email:</b> <a href="mailto:info@worksafe.vic.gov.au">info@worksafe.vic.gov.au</a> <b>Telephone:</b> 1800 136 089 or (03) 9641 1444
<b>WA</b>	<b>Website:</b> <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a> <b>Telephone:</b> 1300 307 877 <b>Part of the WA Department of Commerce</b>



REGISTER: AS 2250-50

DATE: 09/05/2013

ADDRESS: Owen Street, Wallaroo SA

NEXT REVIEW RECOMMENDED: 05/2014

## Appendix A – ASBESTOS REGISTER



REGISTER: AS 2250-50

DATE: 09/05/2013

ADDRESS: Owen Street, Wallaroo SA

NEXT REVIEW RECOMMENDED: 05/2014

#### 2013 Review Notes

A copy of the most recent register review was not located on site.

The Review indicated that the products identified throughout the site present a low risk of exposure to airborne fibres to personnel, due to the stability and / or location of the asbestos containing materials (ACM's), provided that the materials are not disturbed or 'worked upon' (i.e. cut, sawn, drilled, sanded etc.).

**2012 Audit** This audit was based upon conducting a re-inspection of the items listed within the 2011 register, located in the Kadina council office; it is recommended that a copy be kept on site.

**2011 Audit** This audit was based upon conducting a re-inspection of the items listed within the 2010 register, located in the Kadina council office; it is recommended that a copy be kept on site.

#### ORIGINAL REGISTER INSPECTION NOTES –

##### **Brief Building Description:**

Externally - Masonry brick/block construction / steel & timber framed construction, sheet-metal / cement sheet infill wall cladding / facades, profiled sheet metal roof cladding / corrugated iron / timber/ aluminium windows / doors.

Internally - Timber floor/ concrete slab floor, solid and timber / steel stud partition walls, plasterboard and masonite / ply timber flush walls / ceiling linings.

Wet areas consisted of solid / partition construction with terrazzo / concrete partitions, ceramic tiles to floor and part walls, flush plasterboard ceiling.

**Ceiling Inspections:** Limited ceiling inspection(s) were accessible from random location(s) revealed (assume similar construction throughout):

There was no access above the flush fibrous plaster ceiling throughout the main hall building due to height.

There was no access above the textured coating to the ceiling throughout the annexe building.

##### **Other:**

No asbestos visible to electrical switchboard panels, modern black & 'Clipsal', located within main building on the west wall in the stage area, and the room to the west of the main foyer at the front of the building.

No asbestos visible to the externals of the wall mounted air conditioner with masonite infill to the main building.

No asbestos visible to the externals of the hot water service unit 'DUX Forte' with date of manufacture 7-9-99.

No inspection to fire services main / pipework, access gaskets with caution as may contain asbestos.

No inspection to bathroom / toilet access hatches in walls.

There was no access to the boxing at high level mounted on the wall above the double doors on the west side of the foyer within the main building due to height.

A textured coating to the ceiling was noted throughout the annexe building- this appeared to be modern, however access with caution

There was limited access to the upper level of the clock tower due to a roof joist/ beam obstructing access. Access this upper area with caution.

There was no access within the housing trust room at the rear of the main building as no keys were made available at the time of inspection.

There was no access within the chemical store room within the annexe building as no keys were made available at the time of inspection.

Due to the extent of the cement sheet based materials used at different stages of construction on the building, and as no samples were taken for analysis and dates of installations not known / provided then treat all cement sheet products encountered ( including those visually identified above ) as suspected to contain asbestos. It is possible that some of the cement sheeting is non-asbestos cement sheeting however must be confirmed by sample analysis.

Roof not accessed for inspection due to high level, no safe access system on-site, possible roof level gable infill's etc. may be suspect asbestos containing cement sheeting.

A general awareness sign was installed on the external electrical cabinet to the main library building at the time of 2008 inspection.

#### **General Notes**

- No inspection carried out (unless specifically noted otherwise) to inaccessible areas and items such as - Internal of plant / equipment / air-conditioning ductwork / heater banks, ductwork mastic, electrical and service components such as internal of hot water service units, switch components, behind electrical panels, to porcelain electrical fuse holders, oyster type light fittings, service conduits and pits, wiring and cable trays and risers. No inspection is carried out to pipe-work chases, wall and column cavities, above flush panel ceilings, underground services, beneath current floor coverings / under floor spaces, window and control joint putty, lost formwork and floor / beam packers etc.
- Asbestos containing materials may be part of the above items and as a 'visual only / non-destructive' inspection has been performed it is recommended to access these items with caution if working on or in the vicinity of, using an asbestos safe work method as a pre-caution when disturbing or dismantling these materials. Should asbestos or suspected asbestos containing materials be detected then consult register controller and revise work methods accordingly.
- Specifically no inspection has been conducted (unless otherwise stated) to the internal of air-conditioning systems to identify the extent / location of any heater bank units (if any). As this is an area that is inaccessible and may contain an asbestos insulation, it is recommended that the client qualify air conditioning heaterbank locations (whether redundant or operational) with their nominated mechanical services / air-conditioning contractor. If heater-banks are detected, they are to be inspected only under strict asbestos conditions. Recommend engage a competent person (according to the WHS Regulations) to assess, in particular, the possibility of "Millboard" type asbestos lining to the internal of the ductwork, and to instigate hazard management to minimise the potential for disturbance within the duct whilst accessing, assessing, and/or sampling. All work to be in conjunction with the mechanical services contractor who can locate possible additional units, and isolate and dismantle the "live" heaterbank unit(s) to enable access within the units for assessment.
- Recommend treat all suspect materials as asbestos containing when carrying out works. Material can be sample analysed upon major works to confirm content. Samples taken in certain locations may not necessarily be indicative of similar looking items for the entire building. Sample results are indicative of the specific area from which they were taken.
- Treat all vinyl floor products, bituminous containing products, cement sheet products, window, air conditioning ductwork and control joint putty and all gaskets (other than rubber and cork) and friction materials as asbestos containing unless confirmed otherwise by sample analysis. Treat all fire rated doors as having an asbestos internal core unless confirmed otherwise.
- It is possible upon building works / demolition to encounter unidentified or undetected asbestos material. Access with caution and consult register controller and implement revised safe work procedure. If major demolition works are planned, it is recommended to conduct a 'destructive' type inspection incorporating additional / unrestrictive sample analysis.
- It is recommended to wear suitable personal protective equipment ( PPE ) including respiratory protection when entering all ceiling and confined spaces as a minimum pre-caution.
- Inspections are conducted based upon the Consultant performing and completing a job safety analysis / risk assessment prior to commencement of the inspection to ensure work is carried out in accordance with the relevant WHS Regulations and company Standard Operating Procedures. Subsequently no inspection has been performed to ceiling height and roofing heights greater than 2.5m unless site specific safe access systems have been made available. No inspection has been performed to operating / in service plant and equipment.

LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
A. External, south wall of annexe building, within wall mounted electrical cabinet, electrical board – black resin board.	Approx 0.6m <sup>2</sup>	-	-	Visual	-
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
A new extension to this building has been completed prior to inspection and this item has been removed. Recommend gather any asbestos removal or maintenance information and include/document this into the work/access section of the register to gain compliance. If full details of extent of removal are not known, recommend conduct specific re-inspection of removed areas taking samples to confirm non-asbestos content.					

No Photograph

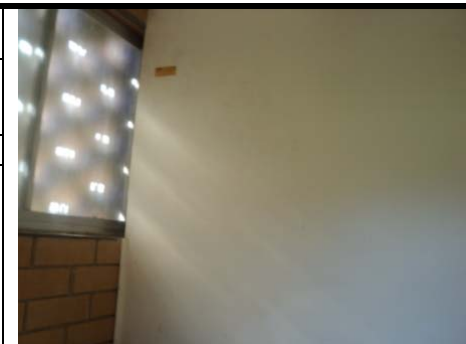
LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
B. External, above annexe building, east wall, infill panels (3 of) – fibre cement sheet.	Approx 6m <sup>2</sup> x3 Limited access	Presume asbestos content	Good Sealed Non friable	Visual access only	Not visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Unable to affix specific warning sign to item, covered by General sign.					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
1. Internal, annexe building, ground floor, kitchen, 'Hecla' pie warmer, electrical component box – possible insulating heat shield and wire sheathing.	Not quantified Limited access	Presume asbestos content	Not assessed Unsealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Pie warmer not dismantled for inspection. Assume asbestos within the unit unless confirmed otherwise. Access with caution.					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
2. Internal, annexe building, ground floor, disabled toilet, wall linings – fibre cement sheet	Approx 30m <sup>2</sup> Accessible	Presume asbestos content	Good Sealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Recommend sample (x1) to qualify material content, otherwise treat item as asbestos containing.</p> <p><b>August 2010</b> Item made safe in accordance with "Approved Code of Practice".</p>					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
3. Internal, main building, ground floor, under stair store west of foyer, wall mounted electrical board – black resin board.	Approx 1m <sup>2</sup> Accessible	Chrysotile asbestos (typical)	Good Unsealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.</p>					



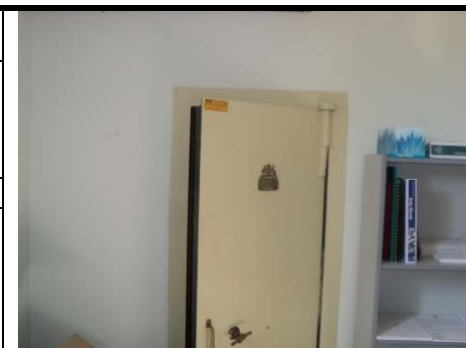
LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
4. Internal, main building, ground floor, strong room/ safe store to the west of foyer, metal fire door, internal core – compressed fibre insulation.	Not quantified Limited access	Presume asbestos content	Not assessed Sealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Treat all fire doors as having an asbestos internal core unless confirmed otherwise by sample analysis.</p>					



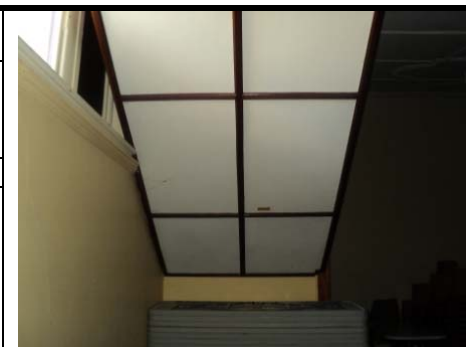
LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
5. Internal, main building, ground floor, foyer, floor covering – vinyl tiles, colour grey, yellow, red and black mixed.	Approx 65m <sup>2</sup> Accessible	Presume asbestos content	Good Unsealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.</p> <p>Recommend sample (x4) to qualify material content, otherwise treat item as asbestos containing.</p>					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
6. Internal, main building, ground floor, strong room/ safe store to the east of foyer, metal fire door, internal core – compressed fibre insulation.	Not quantified Limited access	Presume asbestos content	Not assessed Sealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Treat all fire doors as having an asbestos internal core unless confirmed otherwise by sample analysis.</p>					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
7. Internal, main building, ground floor, panels beneath stairs – fibre cement sheet.	Approx 25m <sup>2</sup> Limited access	Presume asbestos content	Good Sealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.</p> <p>Recommend sample (x1) to qualify material content, otherwise treat item as asbestos containing.</p>					





LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
8. Internal, main building, first floor, projector room, wall mounted electrical board – black resin board.	Approx 300x300mm Accessible	Chrysotile asbestos (typical)	Good Unsealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.					



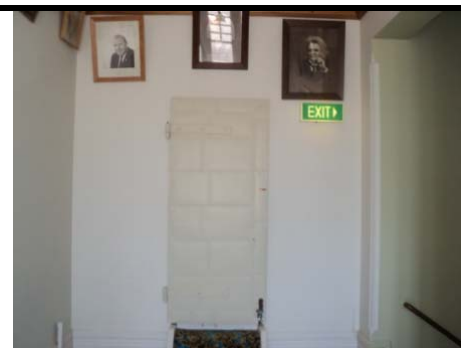
LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
9. Internal, main building, first floor, projector room, (2 of) 'Zenith 4000' projector units, possible electrical component box – possible insulating heat shield and wire sheathing.	Not quantified Limited access	Presume asbestos content	Not assessed Unsealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Projector units not dismantled for inspection. Assume asbestos within the unit unless confirmed otherwise. Access with caution. Recommend install (x2) specific warning sign.					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
10. Internal, main building, first floor, projector room, north side metal fire door, internal core – compressed fibre insulation.	Not quantified Limited access	Presume asbestos content	Not assessed Sealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<b>Low Risk P4</b> – Treat all fire doors as having an asbestos internal core unless confirmed otherwise by sample analysis. Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
11. Internal, main building, first floor, projector room, west side metal fire door, internal core – compressed fibre insulation.	Not quantified Limited access	Presume asbestos content	Not assessed Sealed Friable	Not accessed	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Treat all fire doors as having an asbestos internal core unless confirmed otherwise by sample analysis. Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product.</p>					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
12. Internal, main building, first floor, room adjacent to projector room, wall linings – fibre cement sheet	Approx 8m <sup>2</sup> Accessible	Presume asbestos content	Good Sealed Non friable	Visual	Visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Recommend sample (x1) to qualify material content, otherwise treat item as asbestos containing.</p>					



LOCATION - DESCRIPTION	EXTENT	ASBESTOS ASSESSMENT	CONDITION	SAMPLE NO VISUAL TEST	SIGNAGE STATUS
13. Internal, main building, clock tower, upper floor of tower, ceiling lining – fibre cement sheet.	Approx 16m <sup>2</sup> Limited access	Presume asbestos content	Good Unsealed Non friable	Visual	Not visible
<b>SURVEY FINDINGS and HAZARD MANAGEMENT RECOMMENDATIONS</b>					
<p><b>Low Risk P4</b> – Avoid physical and mechanical damage. When maintenance/upgrade is required, recommend removal and reinstate with non-asbestos product. Unable to fix signs due to height. Covered by general awareness signs Recommend sample (x1) to qualify material content, otherwise treat item as asbestos containing. It was noted that previous damage had been repaired with a sheet metal patch.</p>					



## Appendix B – CERTIFICATES OF ANALYSIS

Samples submitted for laboratory analysis are analysed in accordance with NATA approved methods for analysis. Certificates of analysis are provided by the laboratory as a reference of the results for inclusion into the register.

Samples as received in our offices (taken by others) are analysed in accordance with NATA approved methods for analysis, No responsibility is taken for the actual sampling collection technique, determination of sample location, and the consequent bearing on the sample result.

### **Limitations of Sample Analysis**

The certificate of analysis provided by the laboratory is a record of asbestos or non-asbestos content of the sample piece provided for analysis.

Generally sample size is approximately 30mm square for a non-friable material where the material is accessible to sample. Consideration is given to minimise damage to clients property where taking necessary samples as it is difficult to remove a sample from installed materials such as flushed fixed panel wall, ceiling linings and fixed floor coverings. In other cases it may not be safe to access materials to take samples such as electrical panels, and integral gasket / seal or insulation materials to plant and equipment.

### **Inconclusive Sample Identification**

In some instances it is not possible to determine asbestos fibre content within a sample using the NATA approved method ( PLM – polarized light microscopy ). Items such as vinyl floor products, adhesives and mastics due to low asbestos content and/or non uniform asbestos fibre concentration are often difficult to analyse. Due to the nature of these materials the NATA laboratory has recommended that the material be tested using another independent technique ( XRD – x-ray diffraction ), where PLM and XRD analysis have been made two certificates of analysis will be supplied.

XRD can determine what group of minerals are present in the sample i.e. Serpentine and or Amphibole however the test does not specify what type of asbestos fibre is present. The result may show a sample for example from the Amphibole group but this does not confirm the mineral is actually an asbestos fibre; however the material is presumed to contain asbestos and will be treated as asbestos.

### **Representative Sample Analysis**

Asbestos content can vary within a material dependant upon factors such as installation procedures, differences in stocks and supplies, time differences in stages of construction and physical mixing of varying quantities of asbestos with other materials. Sections of asbestos containing materials may have also been replaced with non-asbestos materials that look identical from inspection (eg damaged eaves or wall cladding patched or repaired with non-asbestos). Inconsistencies in sample results may be possible due to the inspected materials within a property not being typical throughout. Carter Corporation accepts no responsibilities for the representativeness of the sample(s) presented for analysis.

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## Appendix C – REGISTER DRAWING

**LEGEND: This drawing is indicative only, not to scale and is to be read in conjunction with register.**

- X = designates ceiling access point
- (A.) = letters indicate location of external asbestos containing materials, refer to asbestos register location schedule
- (1.) = no.'s indicate location of internal asbestos containing materials, refer to asbestos register location schedule

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