

**Carters**  
Asbestos Management

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

## ASBESTOS MANAGEMENT PLAN

**REGISTER NO.:** AS 2250-9

**FOR THE PROPERTY AT:** Council Offices  
Taylor Street  
Kadina SA

**CLIENT:** District Council of the Copper Coast  
**MANAGEMENT PLAN**  
**CONTROLLER:** Mr Andy West



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## 1. Introduction

### 1.1 Purpose of this Asbestos Management Plan

The purpose of this Asbestos Management Plan (AMP) is to ensure that all practicable steps are taken to prevent, or minimize the risk of exposure to Asbestos Containing Material (ACM), for all staff, public and contractors at the Council Offices Taylor Street, Kadina SA. This is driven by legislation and is achieved through the identification and listing of the known and typical locations of ACM and the implementation of appropriate control measures including engineering and administrative systems.

This AMP has been prepared in accordance with the following Legislation current at the time of printing;

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Code of Practice - How to Safely Remove Asbestos
- Code of Practice - How to Manage and Control Asbestos in the Workplace

The AMP details information and policy relating to the workplace and includes reference should also be made to the workplace asbestos register;

- The identification of asbestos and ACM and the locations of signs and labels.
- Decisions, and reasons for the decisions, about the management of asbestos at the workplace, for example safe work procedures and control measures procedures for detailing accidents, incidents or emergencies of asbestos at the workplace.
- Workers carrying out work involving asbestos, for example consultation, information and training responsibilities.

## 2. Organisational Responsibilities

The AMP designed in accordance with the Model Code of Practice - How to Manage and Control Asbestos in the Workplace ensures that future works at the Council Offices Taylor Street, Kadina SA. do not result in asbestos-related risks. All asbestos-related activities carried out at the site shall be under the terms and details contained within the AMP. The following key personnel are responsible for its implementation.

### 2.1 Management Plan Controller

The Management Plan Controller (MPC) is responsible for administration and supervision of asbestos-related tasks at the site. The MPC must ensure that;

- Asbestos or ACM at the workplace is identified by a competent person.
- An asbestos register is prepared and kept at the workplace. The asbestos register must be maintained, to ensure the information in the register is up-to-date.
- An asbestos register is reviewed and where necessary revised by a competent person if:
  - the asbestos management plan is reviewed
  - further asbestos or ACM is identified at the workplace, or
  - asbestos is removed from or disturbed, sealed or enclosed at the workplace.
- The asbestos register and AMP are readily accessible to:
  - a worker who has carried out, carries out or intends to carry out work at the workplace
  - health and safety representatives who represent workers that carry out or intend to carry out work at the workplace
  - a person conducting a business or undertaking who has carried out, carries out or intends to carry out work at the workplace, and

- a person conducting a business or undertaking who has required, requires or intends to require work to be carried out at the workplace.
- ◆ The asbestos management plan is reviewed and we recommend revised at least once every year or when:
  - there is a review of the asbestos register or a control measure
  - asbestos is removed from or disturbed, sealed or enclosed at the workplace
  - the plan is no longer adequate for managing asbestos or ACM at the workplace
  - a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.
- ◆ Will appoint an Asbestos Management Consultant Carters Asbestos Management to review, advise and assist in the asbestos management of the premises.

## **2.2 Asbestos Management Consultant**

Carters Asbestos Management will upon the request of the MPC;

- ◆ Conduct asbestos inspections, perform asbestos maintenance (pre-cautionary make safe works), collect samples for analysis by independent NATA accredited laboratories, organise asbestos management / removal and air-monitoring all as necessary.
- ◆ Advise on any emergency incident involving emergency & accidental incident damage to suspected ACM.
- ◆ Conduct surveys to assess risk involved with proposed works where disturbance of ACM is likely to occur prior to commencing proposed works and a regular review of ACM as required by state legislation.
- ◆ Develop 'Scope of Works' documentation for removal of ACM.
- ◆ Provide asbestos consultancy services during asbestos abatement works (e.g. airborne fibre monitoring, inspections) and review the AMP on a regular basis.
- ◆ Provide training associated with Asbestos Awareness.

## **2.3 Licensed Asbestos Removal Contractor**

The MPC may on occasion directly engage a licensed asbestos removal contractor as prescribed by Legislation to conduct asbestos removal works. Where this direct route is adopted the MPC will take on full responsibility for all compliance with Legislation. The asbestos removal contractor must;

- ◆ Perform all works in accordance with licensing requirements and Code of Practice - How to Safely Remove Asbestos.
- ◆ Develop a site-specific asbestos removal control plan before commencing any asbestos removal works.

### **3. Known Asbestos Locations / Installations**

The materials listed below are present on this site. For specific details on ACM installations reference should be made to the individual item within the Asbestos Register.

#### **Asbestos Insulating board in cores and linings**

Found in locations such as fire doors this material is friable but sealed. Exposed areas will be sealed as an interim to removal. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

#### **Flat cement sheet product**

These materials are non friable however will release fibres if disturbed or broken. All damage will be made safe/sealed to reduce fibre release in accordance with the approved code of practice by a suitably trained person.

#### **4. Removal and Remedial Works to Asbestos Containing Materials**

Materials identified as containing asbestos will be removed from any proposed work area or satisfactorily contained prior to commencement of refurbishment or demolition works to that area. A specific scope of works document (works specification) will be produced to manage the asbestos removal project.

The removal of asbestos will be controlled with a strict asbestos removal technical specification. This specification must be prepared in accordance with the Safework Australia asbestos management code and will include;

- ◆ Work area isolation (barrier protection, buffer zone);
- ◆ Removal methods (friable/non-friable);
- ◆ Contamination control methods (negative air pressure/decontamination procedures) and
- ◆ Health and safety procedures (respiratory protection, working at heights, scaffolding).

Asbestos removal and remedial works will be performed in accordance with all legislative requirements.

A Class A licensed asbestos removal contractor will be engaged for any friable asbestos removal or maintenance work.

The removal or maintenance work of any non friable shall be performed by a Class B licensed asbestos removal contractor.

A suitably qualified consultant will provide independent verification of the work practices; engineering controls and standard of workmanship employed during removal operations.

**A record of removals, maintenance and other asbestos related works will be kept for a minimum of 40 years after the removal of the last known as ACM.**

**Details of works will be compiled in the “Form 1 Record Of Removals, Maintenance And Other Asbestos Related Works” (located on the following page) supporting documentation such as statutory notification, air monitoring reports, clearance inspection certificate etc will also be attached and kept to provide evidence that all works were conducted in accordance with the relevant legislation at the time of the works.**

**1. RECORD OF REMOVALS, MAINTENANCE AND OTHER ASBESTOS RELATED WORKS**

<b>Date;</b>	<b>Government Notification Approval No.;</b>		
<b>Description of Work;</b>			
<b>Contractor;</b>	<b>Supervisor;</b>		
<b>Managing Consultant;</b>	<b>Air Monitoring Consultant;</b>		
<b>Accidental Exposure</b> No <input type="checkbox"/> Yes <input type="checkbox"/> RECORD OF SUSPECTED EXPOSURE TO RESPIRABLE ASBESTOS FIBRES FORM TO BE COMPLETED IF YES [See FORM 2]			
<b>Supporting Documentation Supplied</b>			
<input type="checkbox"/> <b>SWMS</b>	<input type="checkbox"/> <b>Government Notification</b>	<input type="checkbox"/> <b>Air monitoring Report</b>	<input type="checkbox"/> <b>Certificate of Inspection</b>

(This form may be reproduced as required)

When completing the "Description of Work", include the register item number, location and type of asbestos



## **5 Asbestos Fibre Air Monitoring**

In accordance with the Model Code of Practice – “How to Safely Remove Asbestos”, air monitoring will be performed whenever ACM are being removed, to ensure the control measures are effective. This is mandatory for all asbestos removals.

The requirement for air monitoring i.e number, location, type of monitoring will be established prior to commencement of works.

All asbestos fibre air monitoring must be conducted in accordance with the Safework Australia Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres by an approved or accredited laboratory.

## **6 Sample Analysis**

The MPC may arrange for a sample of material at the workplace to be taken and analysed for the presence of asbestos or ACM.

A sample must only be analysed by:

- a NATA-accredited laboratory accredited for the relevant test method
- a Laboratory approved by the regulator, or
- a Laboratory operated by the regulator.

Only a competent person will take the samples for analysis because of the increased health risk of fibres being released during the process.

Once the results of the sampling are known, the MPC will ensure the asbestos register is updated.

## **7. Labels and Warning signs**

Recommendations are given in the Asbestos Register. The MPC will ensure the installation of labels and warning signs.

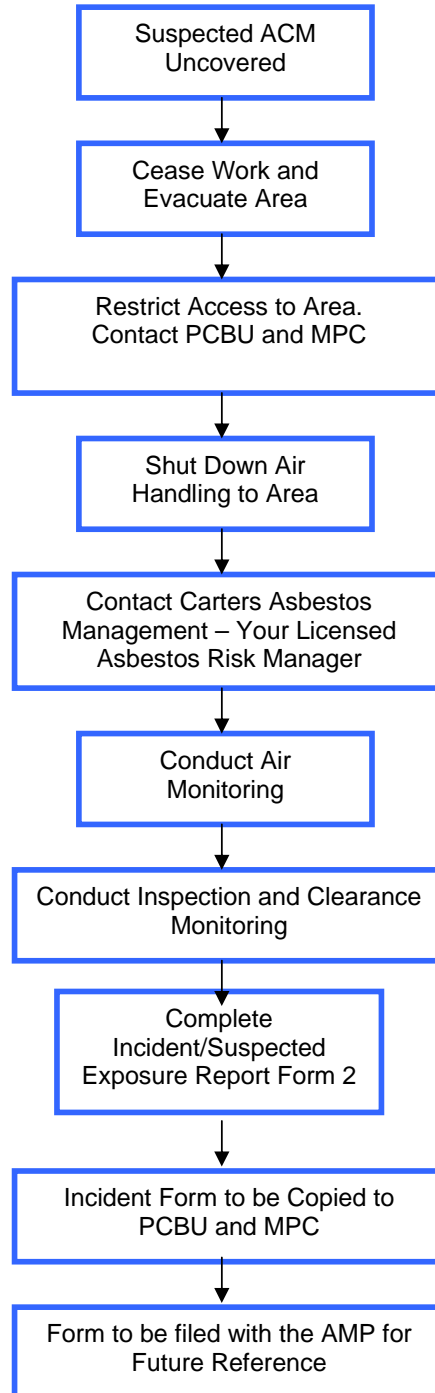
All warning signs will comply with AS 1319 Safety Signs for the Occupational Environment.

Any areas of a workplace that contain asbestos, including plant, equipment and components, will be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken.

Signs will be weatherproof, constructed of light-weight material and adequately secured. Signs will be placed at all the main entrances to the work areas where asbestos is present.

Where direct marking of asbestos is not possible, identifying the presence and location of asbestos to workers such as plumbers, electricians and carpenters before they commence work will be achieved by providing access to the Asbestos Register and site induction or toolbox meeting.

## 8. Emergency Response Procedure



The “**Form 2. Record Of Incident/Suspected Exposure To Respirable Asbestos Fibres**” is located overleaf.

**FORM 2. RECORD OF INCIDENT/ SUSPECTED EXPOSURE TO RESPIRABLE ASBESTOS FIBRES**

A copy of this form must be given to the employee and the original kept in their personal file for 40 years.

 **Employee to Complete:**

**Personal Details**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Department: \_\_\_\_\_  
 Job Title: \_\_\_\_\_

I believe I may have been exposed to respirable asbestos fibres, the details being as follows:

**Name and Address of Establishment where suspected exposure occurred:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Time:**

Date (s) of suspected exposure;
Time (s) / duration of suspected exposure;

**Location of suspected asbestos:**

Asbestos Register No. AS
Precise Location:
Specify Use, if known:
Asbestos Accidentally Damaged/Disturbed by you:
Type of work that damaged asbestos:
Equipment being used:

**Signature of Employee:** \_\_\_\_\_

 **Supervisor to Complete:**

Follow-up action required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of supervisor: \_\_\_\_\_  
 Signature of supervisor: \_\_\_\_\_

(This form may be reproduced as required)

## **9. Asbestos Training**

The MPC will ensure that information, training and instruction provided to a worker is suitable and adequate, having regard to:

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

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

The MPC will also ensure workers who they reasonably believe may be involved in asbestos removal work in the workplace or the carrying out of asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM.

The MPC will seek professional advice from Carters Asbestos Management on training where there is any doubt to a person's proficiency in conducting asbestos related works in a safe manner.