



**Shire of Plantagenet**

**ASBESTOS MANAGEMENT  
PLAN**

**April 2011**

# Asbestos Management Plan

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## DOCUMENT CONTROL

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# Asbestos Management Plan

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## FOREWORD

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

### *Legislative Requirement*

The Shire of Plantagenet as an employer has a responsibility to maintain a safe working environment under the provisions of:

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

### *Government Policy*

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

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

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

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

All work conducted on ACM must be undertaken in such a manner as to minimise health risks in accordance with the provisions of the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

## IDENTIFICATION OF ASBESTOS HAZARDS

Surveys of the Shire of Plantagenet buildings have been conducted by the Council's Principal Building Surveyor and / or Principal Environmental Health Officer (Authorised Officers) over the period 1 September 2010 to 10 April 2011. The surveys include a risk assessment and recommendation for future control measures. Results of surveys are recorded in the Shire of Plantagenet Asbestos Register, maintained by Mr Alan Watkins, Principal Building Surveyor and held at the Shire of Plantagenet Administration Building, Lowood Road, Mount Barker.

## RISK ASSESSMENT

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

## CONTROL MEASURES

The recommended control measures that have been considered and approved by the Shire of Plantagenet management are as follows:

### Category 1

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

### Category 2

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

### Category 3

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

### Category 4

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

### ***Category 1 Risk Ranking items***

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

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## ***Category 2 Risk Ranking items***

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

## ***Category 3 Risk Ranking items***

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

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

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

Etc.

## ***Category 4 Risk Ranking items***

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

## ***Monitoring and Management***

The following elements of monitoring and management, as required under the code of practice, have been determined after consideration of the Authorised Officer's recommendations relating to the Shire of Plantagenet's buildings and the Shire of Plantagenet's business requirements.

## **Labelling and Signage**

All Buildings containing ACM are identified and precautionary labels are placed at all entry points into the building and electric meter box.

## **Access**

No access restriction required as all remaining ACM is well bonded and unlikely to be disturbed.

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

## **Work Permits**

Work permits required prior to any maintenance work commencing. Work Permits shall be issued and controlled by the Principal Building Surveyor.

## **Log Books**

A Log book is maintained by the Principal Building Surveyor and all work permits are logged.

## **Recording Work on ACM**

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

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

## **Maintenance of Asbestos Register**

{Decision, maintained by Authorised Officers or Principal Building Surveyor}

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## **Access to Asbestos Register**

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

## **Safe Work Methods**

All work conducted on ACM must be undertaken in such a manner as to minimise health risks in accordance with the provisions of the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

## **CONSULTATION, INFORMATION SHARING AND TRAINING**

Advice regarding ACM is to be included in induction training procedures and follow up briefings are to be conducted after each review of the ACM Register, after any material change in the ACM register, or each 12 month period after the initial survey.

Induction briefings for contractors who may work within the buildings are to be conducted each 12 month period.

Briefings will include details according to Attachment A and/or Attachment B.

Where necessary, the briefings will be site specific.

Updates, where a change to the AMP or extensive work to buildings is planned, are to be delivered via briefing meetings and/ or correspondence.

## **AGENCY OPERATIONAL CONSIDERATIONS**

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

As part of this plan, all agency operations have been reviewed and particular precautions and control measures are to be taken in accordance with Attachment A.  
*(This will include such tasks as visits to external places etc.)*

## **REVIEW**

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

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

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

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## ATTACHMENTS

Attachment A

Schedule of Operational Precautions and Practices

Attachment B

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

Attachment C

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

Attachment D

Schedule of Briefings

Attachment E

Permit to Work - Contractors



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### *Attachment A – Schedule of Operational Precautions and Practices*

<i>Task</i>	<i>Location</i>	<i>Precaution</i>	<i>By Whom</i>
Entry onto a workplace where ACM may be present or suspected to be present	All external workplaces	To prevent exposure or inhalation of asbestos fibres	All Shire of Plantagenet employees or contractors
The collection, handling, storage, transportation or disposal of ACM	All workplaces	To prevent exposure or inhalation of asbestos fibres	All Shire of Plantagenet employees or contractors
The collection, handling, storage, transportation or disposal of ACM	All waste transfer and disposal sites	To prevent exposure or inhalation of asbestos fibres	All Shire of Plantagenet employees or contractors

### ***Attachment B - Health aspects of Exposure to Airborne asbestos Fibres***

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

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

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

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

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

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

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

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

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

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

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

- any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, smashing or blowing with compressed air is strictly prohibited;
- the inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- the maintenance or servicing of materials from vehicles, plant, equipment or workplaces;  
or
- the renovation or demolition of buildings containing ACM.

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

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### ***Attachment C – Awareness Training For Workers, Contractors and Others***

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

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

Depending on the circumstances this asbestos awareness training may include:

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



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## *Attachment E – Permit to Work*

### **CONTRACTORS – PERMIT TO WORK**

Permit valid from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### General Details of Work Required

Location of Work:

\_\_\_\_\_

Description of Work:

\_\_\_\_\_

\_\_\_\_\_

#### Acceptance of Permit

- I have read the conditions stated below and understand the safety precautions to be taken in carrying out the above works.
- I agree to ensure that all of my employees (who may be required to carry out this work) are provided with this information and are aware of these safety precautions.
- I have obtained all of the necessary licences in order to legally and safely carry out the above works.

Contractor: \_\_\_\_\_

Address / Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CONDITIONS OF THE PERMIT**

#### Asbestos

**Asbestos materials may be present in the location of these works.** Asbestos materials must not be disturbed without prior consultation of the **Asbestos Register** for that particular location. All required licences for handling asbestos must be obtained prior to carry out any works on asbestos containing materials.

#### Safety Signs

Specific warning notices/barricades required: \_\_\_\_\_

Other special precautions: \_\_\_\_\_

#### Personal Protective Equipment

All required personal protective equipment must be worn at all times.

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**Official Use Only**

Requested / Approved by (name): \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Details of permit entered into Log Book