



4. What Is Asbestos?

Asbestos is the generic term for a number of fibrous silicate minerals. There are two major groups of asbestos:

- The serpentine group contains chrysotile, commonly known as white asbestos;
- The amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos), as well as some other less common types such as tremolite, actinolite and anthrophyllite.

Since 31 December, 2000, using all forms of asbestos has been banned.

4.1 Health Effects

Asbestos is formed in fibre bundles and, as it is further processed or disturbed, the fibre bundles become progressively finer and more hazardous to health. The small fibres are the most dangerous. They are invisible to the naked eye and, when inhaled, penetrate the deepest part of the lungs (respirable fibres).

Significant health risks may arise from the inhalation of airborne asbestos fibres. Compared with straight amphibole fibres such as amosite or crocidolite, chrysotile fibres are curly and less likely to penetrate the deepest parts of the lung.

Breathing in fibres brings a risk of asbestosis, lung cancer and mesothelioma. Evidence suggests that asbestos causes gastrointestinal and laryngeal cancers in humans, but to a far lesser extent than lung cancer. Usually, asbestos-related diseases have a delay or latency period of 20 to 40 years between first exposure and the onset of symptoms and detection of the disease. Asbestos-related diseases can appear or progress even after a person is no longer exposed.

4.2 Application of Asbestos in Buildings

As ACM has been used extensively throughout the building industry, asbestos is still present in numerous workplaces. The asbestos related health risk to the occupants of buildings/workplaces which contain asbestos is negligible. Whilst ACM located within a workplace presents a hazard they do not present a risk if the asbestos is undisturbed and no asbestos fibres are released into the air.

Commonly, asbestos has been used in the following:

- Asbestos cement sheets
- Pipes for construction
- Casing for water and electrical/telecommunication services
- Electrical switchboards
- Wall and ceiling insulation
- Paint
- Insulation to boiler/heating pipes
- Insulation to fire doors



5. Objectives

Ultimately, the Berrigan Shire Council's aim is for asbestos-free facilities and workplaces. In the interim, Council intends to manage asbestos hazards based on identification, assessment prioritisation of risk and control of asbestos.

Generally, the Council will:

- Using the services of a qualified contractor, survey all Council controlled properties to ascertain the presence or absence of asbestos;
- Maintain a register containing the location or suspected location of asbestos;
- Assess potential health risks and implement control measures;
- Remove or control asbestos materials that pose an immediate health risk;
- Regularly review and monitor identified areas to ensure they are in good condition and do not pose an immediate health risk.

In working towards an asbestos free Council, the objectives of the Asbestos Management Plan are to:

- Perform a risk assessment on all identified asbestos containing materials;
- Implement appropriate control measures based on the risk assessment;
- Where removal is not necessary, aim to label all identifiable asbestos containing materials in accordance with the Council's Asbestos Register;
- Establish a review and monitoring process whereby all control strategies are assess on an annual basis to ensure effectiveness;
- Establish procedures where asbestos awareness is paramount prior to any works commencing on Council controlled buildings/structures;
- Ensure, as far as possible, that no persons whether employed, contracted, utilizing or visiting Council facilities are exposed to the risk of inhalation of airborne asbestos fibres;
- That all personnel are fully informed of the control strategies that have been established by Council.



6. Asbestos Management

6.1 Council Responsibilities

The *Work Health and Safety Regulations 2011* outline specific obligations to managing and controlling asbestos and ACM at the workplace. This relates to all Council controlled facilities and Council's responsibilities are summarised below:

- Council must ensure, so far as is reasonably practicable, that exposure of a person at the workplace to airborne asbestos is eliminated, except in an area that is enclosed to prevent the release of respirable asbestos fibres and negative pressure is used. If this is not reasonably practicable the exposure must be minimised so far as is reasonably practicable.
- Council must ensure the exposure standard for asbestos is not exceeded at the workplace;
- Council must ensure health monitoring is provided to a worker who is carrying out licensed removal work, other ongoing asbestos removal work or asbestos-related work and there is risk of exposure when carrying out that work;
- Council must ensure the health monitoring is carried out under the supervision of a registered medical practitioner and information as specified in the *Work Health and Safety Regulations 2011* is provided to that medical practitioner;
- Council must pay all expenses for health monitoring, obtain reports and keep records of all health monitoring;
- Council must ensure that information, training and instruction provided to a worker is suitable and adequate and that it is provided in a way that is readily understandable by any person to whom it is provided;
- Council must ensure that, if a worker is either carrying out asbestos-related work or may be involved in asbestos removal work, they are trained in the identification and safe handling of asbestos and ACM and the suitable control measures;
- Council must not use, or direct or allow a worker to use, certain equipment on asbestos and ACM;
- Council must, if there is uncertainty as to whether work is asbestos-related work, assume asbestos is present or arrange for an analysis of a sample to be undertaken to determine if asbestos or ACM is present;
- Council must give information as specified in the *Work Health and Safety Regulations 2011*, to a person who is likely to be engaged to carry out asbestos-related work;
- Council must ensure the asbestos-related work area is separated from other work areas at the workplace, signs are used to indicate where the asbestos-



related work is being carried out and barricades are used to delineate the asbestos-related work;

- Council must ensure a competent person carries out air monitoring of the work area if there is uncertainty as to whether the exposure standard is likely to be exceeded;
- Council must ensure that asbestos waste is contained and labelled correctly before it is removed, and is disposed of as soon as practicable;
- Council must ensure where personal protective equipment (PPE) is used and contaminated with asbestos, such PPE is sealed, decontaminated, labelled and disposed of in accordance with the *Work Health and Safety Regulations 2011*. If this is not reasonably practicable, the PPE must be laundered in accordance with the *Work Health and Safety Regulations 2011*. PPE that is not clothing and cannot be disposed of must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work;
- Council must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person or assume its presence;
- Council may identify asbestos or ACM by arranging a sample of the material to be analysed;
- Council must ensure the presence and location of asbestos or ACM identified (or assumed to be identified) at the workplace is clearly indicated (by a label if reasonably practicable);
- Council must ensure an asbestos register is prepared, maintained, reviewed and kept at the workplace. It must be readily available to workers, their health and safety representatives and other persons;
- Council must ensure, when management or control of the workplace or facility is relinquished, a copy of the asbestos register is given to the person assuming management or control;
- Council must, where asbestos has been identified at the workplace, ensure an asbestos management plan is prepared, maintained and reviewed. It must be accessible to workers, their health and safety representatives and other persons;
- Prior to demolition or refurbishment work commencing, Council must review the asbestos register and ensure all asbestos that is likely to be disturbed is identified and removed so far as is reasonably practicable;
- Council must provide a copy of the asbestos register to the person carrying out the demolition or refurbishment work before the work commences;

- Where Council is to carry out the demolition or refurbishment work, Council must, prior to the works commencing:
 - *Obtain a copy of the asbestos register for the workplace from the person with management or control;*
 - *If an asbestos register is not available, ensure the structure or plant to be demolished or refurbished has been inspected by a competent person to determine if any asbestos or ACM is fixed to or installed (or assume its presence);*
 - *Where asbestos is determined to be fixed to or installed, tell the occupier, owner (if at a domestic premises) or the person with management or control in any other case;*
 - *Ensure asbestos at domestic premises that is likely to be disturbed by the demolition or refurbishment is identified and, if reasonably practicable, removed before the work commences;*
 - *If an emergency occurs at a domestic premises where asbestos is identified (or assumed) and it must be demolished, ensure there is a procedure to reduce the risk of the exposure to asbestos to below the exposure standard, and notify SafeWork NSW of the emergency.*

6.2 Control of Asbestos Hazards

The control of asbestos hazards should be via the most appropriate method available and applicable to particular circumstances. Based upon the assessment of the condition of the asbestos, its potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies will be adopted:

- Leave in situ
- Encapsulation or sealing
- Enclosure
- Removal

6.2.1 Leave in situ (defer action)

The identification of asbestos in a building or plant does not automatically necessitate its removal. Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ. Council will adopt this strategy based on recommendations from the Asbestos Surveys and subsequent re-inspections. The asbestos will be inspected on a regular basis to ensure its integrity is maintained, labelled with an appropriate warning, and must be removed under controlled conditions prior to demolition or refurbishment works that may disturb the asbestos.

6.2.2 Encapsulation or Sealing



Encapsulation refers to the coating of the outer surface of the asbestos material by the application of a sealant compound that usually penetrates to the substrate and hardens the material. Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the asbestos from mechanical damage, and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment, and increase the length of serviceability of the product. Council will make use of the encapsulation or sealing method where directed in recommendations from the Asbestos Surveys, if removal is not immediate achievable. It is not considered to be an acceptable alternative to repairing or removing severely damaged ACM, and will be subjected to regular re-inspections.

6.2.3 Enclosure

Enclosure involves installing a barrier between the asbestos material and adjacent areas. This is effective in inhibiting further mechanical damage to the asbestos. The type of barrier installed may include plywood or sheet metal products, constructed as boxing around the asbestos. Council will use this isolation method where removal or repair is not immediately achievable and enclosing the ACM is the safest alternative in the interim.

6.2.4 Removal

Removal of asbestos must be performed under controlled conditions, depending on the type of asbestos product to be removed. Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard from the workplace. The removal process, however, does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled.

Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants. The removal of asbestos is considered appropriate when the asbestos product is deteriorated, has reached an unserviceable condition, or is at risk of being disturbed, and other control options are not feasible. Where demolition or refurbishment works are to occur, and this work is likely to impact on ACM, the asbestos must be removed under controlled conditions prior to the commencement of any site works.

Competent Council staff will be responsible for the removal of bonded asbestos that does not exceed 10m². Where the asbestos is identified as friable or the bonded asbestos amounts exceed 10m², Council will utilize the services of a licensed removalist.

6.2.4.1 Licensed Removal

Where contractors have been employed for licensed asbestos removal work, they must, prior to any works commencing, provide Council with:



- A copy of their Asbestos Removal Control Plan;
- Notify SafeWork NSW at least five days prior to works, of the intended removal works;
- Ensure signage and barricades are erected prior to the removal work, and ensure access to the area is limited;
- Ensure they have facilities available for decontamination.

Following Class B licensed removal work conducted by contractors, Council will arrange for an independent, competent person to conduct a clearance inspection and issue a Clearance Certificate.

The competent person will be appropriately trained as an Asbestos Assessor in accordance with SafeWork NSW requirements. To be independent, the competent person must not be involved in the removal of asbestos for that specific job and is not involved in the PCBU involved in the removal of the asbestos for that specific job.

Ideally, this will require the competent person to be independent of Council, however this is not always achievable or reasonably practicable. In instances where an independent competent person cannot be utilised to issue a Clearance Certificate, this task will be performed by qualified Council staff following approval from SafeWork NSW.

Refer to Appendix C – Visual Clearance Certificate.

Council has no identified friable asbestos in its facilities. However, will continue to inspect and assess facilities prior to any maintenance or demolition work. In instances where friable asbestos is found, Council will follow procedures in accordance with the *Work Health and Safety Regulations 2011*, and the *Code of Practice – How to Safely Remove Asbestos*.

6.3 Managing In Situ Asbestos

The management of in situ asbestos is important to ensure ACM is not damaged or deteriorated to such an extent that workers or visitors are unnecessarily exposed to airborne asbestos fibres. It is also the aim of Council to incorporate asbestos issued into internal works orders and building works contracts, designed to ensure that any asbestos that may be encountered during the work to be undertaken is dealt with in the appropriate manner.

6.3.1 Re-inspections

Re-inspections of ACM re to be conducted by competent personnel trained in the identification of ACM and the risk assessment processes. The inspections will involve visual assessment of the condition of the materials to determine whether that material remains in a satisfactory condition, or if deterioration has occurred



since the previous inspection. Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the ACM is required.

Re-inspections will be performed on an annual basis. Normally, re-sampling of materials would not be required during re-inspections. If however previously unidentified or undocumented asbestos, or materials suspected of containing asbestos are encountered during the re-inspection, sampling and analysis will need to be performed. The asbestos register, where necessary, will be updated and re-issued at the completion of the re-inspection work.

Refer Appendix A – Asbestos Management Plan Flowchart.



7. Information and Training

7.1 Employee Information and Training

Training and sharing of information is a pivotal element of this AMP.

Asbestos Identification training will be provided to all staff identified as having potential exposure to ACM during their normal course of work.

These positions include, but are not limited to:

- Water and Sewer Operators
- Concreting staff
- Landfill staff
- Asset Maintenance staff

In addition, Safe Work Method Statements and Standard Operating Procedures have been developed to ensure management of asbestos is in accordance with relevant legislation.

Additional staff will be identified to undergo training for Asbestos Removal in accordance with SafeWork NSW requirements. Where appropriately trained staff are not available to perform licensed removal work, licensed contractors will be employed.

7.2 Contractor Information

Contractors will be provided with an appropriate level of site specific training during the induction process to ensure that they are aware of the requirements of the AMP and also, that they are aware of any ACM that may impact upon their work. Site specific induction procedures will include where necessary, a copy of the relevant section(s) of the Council's Asbestos Register, asbestos management and personal protective requirements, with emphasis placed on the workers' responsibility.

7.3 Health Surveillance

For individuals that have been potentially exposed, or are involved in asbestos related work, Council has provided, and will continue to provide appropriate health surveillance through qualified practitioners.

Reports from the health surveillance must be made available, will be treated as a confidential record and will be included as part of the worker's file.

7.4 Incidents and Emergency Response

Under this AMP, an emergency occurs when:

- a) A structure or plant is structurally unsound, or
- b) Collapse of the structure or plant is imminent.



Emergency procedures on site will cover actions to be taken as a result of an event that affects the integrity of the structure or plant. These events include:

- Explosion
- Industrial Accident
- Failure of the structure or plant
- Earthquake
- Flood
- Fire

In order to ensure the health and safety of all concerned, emergency procedures are included in this AMP when potential asbestos exposure occurs as a result of an event that affects the integrity of the structure or plant.

Refer Appendix D – Emergency Response Procedures

All emergency procedures should take place as soon as possible after the event, with the first priority to stabilize the situation and to prevent further hazards or exposure. Any exposure or potential exposure must be reported to Council on its standard Incident Report Form (Workcover).

In addition, an investigation will be conducted in accordance with Council procedures and an Investigation Report completed.



8. Asbestos Surveys/Registers

Berrigan Shire Council employed Safe Work and Environments to conduct surveys on Council's assets, take samples to determine the presence or absence of asbestos, and advise on proposed control measures in accordance with the hierarchy of control. The results and supporting information from these surveys constitutes the Council's Asbestos Register. The information in the Asbestos Register is separated into each town and subsequently each building/facility, and includes:

- The date of the survey and report compilation
- Sample No.
- Results
- The availability of photo identification
- Description of the product
- Location within the building
- Asbestos type
- Condition
- Accessibility
- Airborne potential
- Exposure potential
- Risk score
- Action Priority
- Quantity
- Actions/Comments

The information from the surveys has been transferred onto the Asbestos Management Action Plan and listed in accordance with classified priority. High priority items requiring removal have been addressed, with Medium and Low priority items addressed gradually, and reviewed annually. Additional reviews will be conducted when:

- There is evidence that the risk assessment is no longer valid;
- A significant change is proposed in the place of work or in work practices or procedures to the area that the risk assessment relates;
- There is a change in the condition of the ACM; or
- The ACM has been removed, enclosed or sealed.

Further risk assessments will be in accordance with the methodology used an outline in the Asbestos Register and will be determined in accordance with the following risk factors:

- Condition of the material
- Friability of the material
- Airborne potential of the material
- Accessibility of the material, and
- Location of the material.



9. Labelling

9.1 Warning Signs

All areas of Council's workplace including plant, equipment and components that contain ACM shall, where reasonably practicable, be signposted with cautionary warning signs to ensure that the asbestos is not knowingly disturbed without correct precautions being taken. Signs should be located at all main entrances to the workplace or all entrances to the areas where asbestos is present.

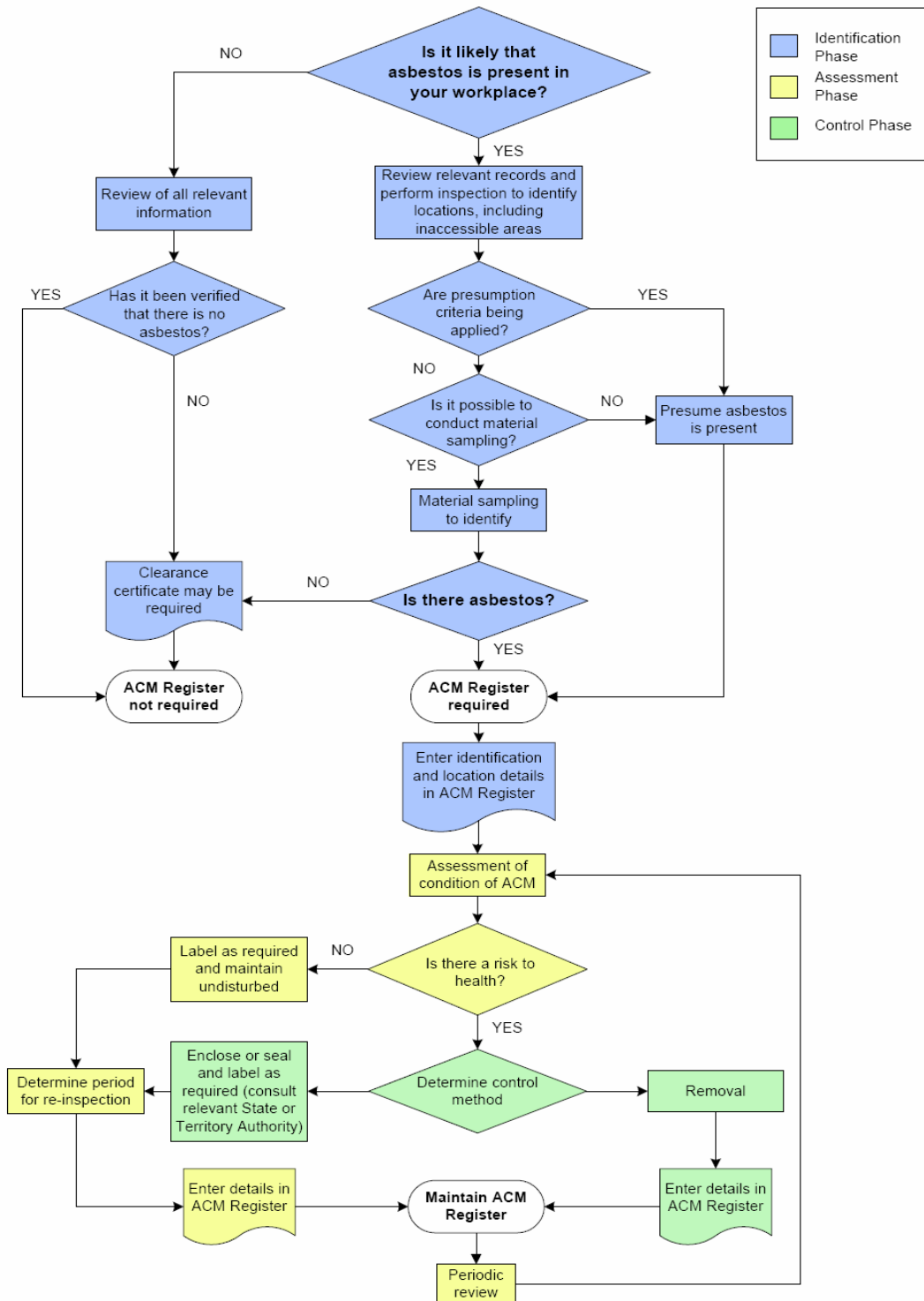
9.2 Labelling

In addition to warning signs, when a risk assessment has identified that the ACM may be disturbed or there is a potential health risk, the ACM must be labelled to warn of the presence of asbestos. The location of the label should be consistent with the location of the ACM as outlined by information in the Asbestos Register. A competent person should determine the number and positioning of labels required.

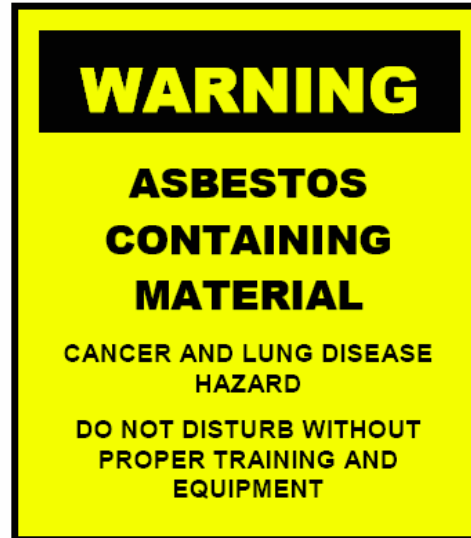
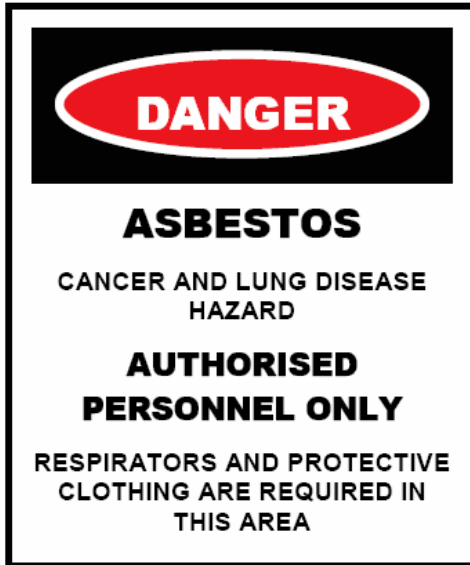
Labels used for this purpose must identify the material as containing asbestos and should comply with Australian Standard *AS1216:2006 Class Labels for Dangerous Goods*, and in accordance with the *Code of Practice – How to Manage and Control Asbestos in the Workplace*.

Refer Appendix B – Labelling Standards.

Appendix A – Asbestos Management Plan Flowchart



Appendix B – Labelling Standards





Appendix C



Visual Clearance Certificate (Class B Asbestos Removal)

A competent and independent person (refer to Council's Asbestos Management Plan) must conduct a visual inspection of the removal area following completion of asbestos removal work and issue a clearance certificate prior to re-occupancy by unprotected workers.

A clearance inspection can only be conducted after all asbestos-containing material (ACM) has been removed, wrapped and stored in a collection container and all asbestos fragments and dusts have been collected and sealed in the same manner. **Barriers and signage must remain in place until the competent person issues a visual clearance certificate.**

Assessor/Competent Person (Name)	
Date of Inspection	
Address of Work Site	
Location of Removal Area	
Name of Licensed Removalist	
Licence No.	

Visual Inspection Check List	Still Contaminated	Visually Clear	Initials
Building ledges			
Tops of rafters and purlins			
Top of wall girts			
Top of ducts and cable trays			
Surrounding roof areas			
Surrounding floors including cracks/crevices			
Drains, depressions and grassed surrounds			
Access equipment used during removal work			
Other areas as relevant			
Include relevant notes or observations by person inspecting work area			
1.			
2.			
3.			

Clearance Declaration

I declare that:

- the former enclosure, asbestos removal work area and the surrounding area are free from any visible asbestos;
- the transit route and waste routes are free from any asbestos, and
- all asbestos in the scope of the removal work has been removed and any known asbestos is intact.

.....
Signature of licensed assessor/competent person

.....
Assessor licence number (if applicable)

.....
Name of licensed assessor/competent person

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Appendix D – Emergency Procedures

1. Stop Work

- Cease all work activities and evacuate to the Emergency Assembly Area.

2. Restrict access to affected area and shut off air-conditioning systems if applicable.

- Restrict access to the area or site by closing doors, taping off access points and installing temporary signage to prevent site or building occupants or members of the public from entering the immediate area, and to prevent any further disturbance of asbestos materials in the area.
- Air handling systems should be shut off where relevant.

3. Notify Council staff

- Notify the General Manager or in the absence of, notify the Development Manager or Enterprise Risk Manager;
- Complete an Incident Notification Form and forward to Payroll/HR Officer.

4. Enforce PPE requirements if accessing area

- Until the presence of asbestos is confirmed, asbestos is assumed to be present. If entry into the area is required, ensure:
 1. Disposable coveralls are worn,
 2. Boots (without laces)
 3. Respiratory Protective Equipment
 4. Disposable gloves
- All disposable equipment should be disposed of in accordance with disposal procedures;
- All other equipment should be wiped down with cleaning rags disposed of in accordance with disposal procedures.

5. Council staff to initiate procedures

- Access the Asbestos Register to identify asbestos amount and type located in the affected building;
- The building is to be assessed by Council Building Surveyor and Engineer to arrange a risk assessment and advise of appropriate control strategies (follow PPE procedures);



- Contact a licensed asbestos removalist and arrange removal works as soon as it is safe to do so;
- Contact SafeWorkNSW

6. Licensed Asbestos Removalist to conduct asbestos removal works.

- Asbestos Removalist to provide details in accordance with Council's Asbestos Management Plan.

7. Conduct asbestos fibre air monitoring and independent visual inspection.

- Arrange for contracted asbestos fibre air monitoring to occur and issue clearance certificate;
- Arrange for competent person to conduct visual inspection and issue clearance certificate.

(Adopted by Council)