FOREWORD

Under the *Occupational Safety and Health Act (1984) and Regulations (1996)*, agencies have a statutory obligation to maintain a safe workplace for employees and a duty of care to the community who use Government facilities. The management of asbestos is one such obligation.

The *Asbestos Management Guide for Agencies* provides advice for Western Australian government agencies to achieve the long-term objective of all workplaces being asbestos free, while managing or removing asbestos containing materials (ACMs) in the meantime.


Readers should familiarise themselves with the *Codes*, which are available from http://www.safeworkaustralia.gov.au/swa/HealthSafety/OHSstandards/

This document was produced by the Asbestos Steering Committee and published by Building Management and Works. It is a guide only and does not cover all provisions of the *Codes of Practice*. 
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ABOUT ASBESTOS

Asbestos is a hazardous substance. The most common types used in manufactured items are amosite (brown asbestos) and crocidolite (blue asbestos) which are both amphiboles, and chrysotile (white asbestos) which is a serpentine form of asbestos. Amphibole asbestos is usually brittle and often has rod or needle-shaped fibres, whereas chrysotile asbestos has fibres that are long, flexible and curved.

How Was Asbestos Used In Western Australia?

Asbestos is well known for its strength, fire resistance and durability. It was used in more than 3000 products, including thermal and acoustic insulation, filtration, and as a binder mixed with cement, rubber or vinyl to make building materials. Some of these materials include fireproofing, boiler lagging, vinyl flooring, gaskets, asbestos cement (AC) sheeting and moulded products.

AC materials were manufactured in Western Australia from 1921 to 1987, and were predominantly used from the 1950’s - 1970’s. Prior to 1955, chrysotile and amosite were the main asbestos types used, however crocidolite was also used between 1955 and 1966. Most uses of amosite ceased in May 1984 and the use of chrysotile ceased around 1987, although the use of imported asbestos for some purposes continued until the 2003 ban.

The majority of asbestos products used in Western Australia were manufactured by James Hardie. Following bans on asbestos, the company phased out its use in building materials according to the following (approximate) time line:

1981  Hardiflex, Hardiplank, Villaboard
1982  Versilux
1984  Harditherm, Compressed, Drain Pipe
1985  Super Six, Highline, Shadowline, Coverline, Roof Accessories
1987  Pressure Pipe

Whilst manufacture of AC materials ceased, such products may have been installed from stockpiles or imported sources after these dates.

Some types of asbestos products present a high risk as they do not visibly display asbestos fibres but have been known to contain them. These include but are not limited to:

- Vermiculite in ceilings
- Millboard in heating and air conditioning ducts
• Sprayed insulation on the underside of ceilings and beams
• Lagging (including pipe lagging) / thermal insulation
• Residual asbestos that may occur in contaminated roof / ceiling spaces
• Fire door insulation
• Vinyl floor tiles / sheeting

In October 2001 the National Occupational Health and Safety Commission (NOHSC) prohibited the use of chrysotile asbestos as of 31 December 2003 (subject to a small number of exemptions) and reaffirmed the prohibitions on amosite and crocidolite asbestos.

**Health Effects**

Asbestos fibres are dangerous when they become airborne and are inhaled, which can cause illnesses including lung cancer, mesothelioma and asbestosis.

Asbestos occurs in our natural environment and most people will be exposed to it in very small quantities over a lifetime. The risk of contracting asbestos-related diseases is generally accepted to be proportional to the cumulative dose deposited within the lungs, however there is no known safe exposure level. These diseases usually have a long latency period (often decades) between exposure and effect.

Although asbestos is hazardous to health not all asbestos products present the same risk. For example:

• Amphibole fibres are considered more hazardous to health than chrysotile fibres.

• Friable asbestos (asbestos that when dry may become crumbled, pulverised or reduced to powder by hand) presents a greater risk than asbestos that is in good condition and well bonded.

Given that asbestos-related diseases are caused when airborne fibres are inhaled, control measures follow the ALARP principle; that is, exposure to asbestos fibres should be maintained As Low As Reasonably Practicable. In Australia the National Exposure Standard (NES) for asbestos fibres is 0.1 fibres / mL air which must never be exceeded, and the ‘control level’ during air monitoring of 0.01 fibres / mL indicates that any measures being used to manage the amount of fibre being released into the air should be reassessed.
ASBESTOS MANAGEMENT IN GOVERNMENT WORKPLACES

Government Policy and Legislation

It is the long-term aim of the Western Australian Government for all buildings occupied or controlled by government agencies to be free of asbestos containing materials (ACM). While working towards this goal, agencies have an obligation to identify and manage ACM in public buildings (whether owned or leased) in accordance with all relevant policy and legislation. ACM that is in sound condition and left undisturbed presents very little risk to building occupants and the general community.

The regulation of asbestos falls into three main categories:

1. Occupational Safety and Health
2. Environment and Health
3. Asset Management

The regulations and policies are managed by a range of agencies in Western Australia, summarised in the table that follows. The most important of these relating to asbestos in the workplace is the Occupational Safety and Health legislation and related Codes of Practice. These outline the obligations that all employers in Western Australia, including government, must comply with when managing asbestos in the workplace.

All relevant agency staff should familiarise themselves with the legislation, policy and Codes of Practice, however personnel responsible for asset management should refer in particular to authoritative documents relating to Occupational Safety and Health and Asset Management to ensure that they are familiar with all statutory requirements.

Note that as of 1 June 2010 operators removing more than ten square meters of bonded asbestos at a workplace will need to hold an asbestos licence issued by WorkSafe Western Australia. This will supplement the licensing requirement already in place for work involving the removal of friable asbestos.
Asbestos Regulation in Western Australia

<table>
<thead>
<tr>
<th>Broad Classification</th>
<th>Authoritative Documents</th>
<th>Administering Agencies</th>
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| Occupational Safety and Health | **Occupational Safety and Health Act 1984**  
**Occupational Safety and Health Regulations 1996**  
**Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]**  
| Environment and Health | **Health (Asbestos) Regulations 1992**  
**Contaminated Sites Act 2003**  
**Environmental Protection (Controlled Waste) Regulations 2004** | The Department of Health  
Department of Environment and Conservation |
| Asset Management | **Strategic Asset Management Framework 2005** | The Department of Treasury and Finance |

Why Must Agencies Manage Asbestos?

Agencies have a statutory obligation under the *Occupational Safety and Health Act 1984* (the *Act*) and the *Occupational Safety and Health Regulations 1996* (the *Regulations*) to provide a safe workplace for employees, whether that workplace is owned or leased. Although there are occasions where multiple duty holders exist for a single premise, agencies are still obliged as persons in control of that workplace to ensure it is safe.

Part 3 Division 1 (3.1) of the *Regulations* states:

"A person who, at a workplace, is an employer, the main contractor, a self-employed person having control of the workplace or a person having control of access to the workplace must, as far as practicable –

a) Identify each hazard to which a person at the workplace is likely to be exposed;

b) Assess the risk of injury or harm to a person resulting from each hazard, if any, identified under paragraph (a); and

c) Consider the means by which the risk may be reduced."

Regulation 5.43 also states::

"Without limiting regulation 3.1 or 5.15, a person who, at a workplace, is an employer, the main contractor, a self-employed person or the person having control of the workplace must ensure that –

a) the presence and location of asbestos at the workplace is identified; and

b) the process of identification referred to in paragraph (a) and the assessment of risks arising from hazards in relation to asbestos at the workplace are conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*."

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A ‘workplace’ is defined 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.” As the definition of a workplace is broad, agencies must consider the full range of workplaces where employees work or are likely to be in the course of their work.

A person with control is:

“in relation to premises, a person who has control of premises used as a workplace. The person with control may be:

a) The owner of the premises;
b) A person who has, under any contract or lease, an obligation to maintain or repair the premises;
c) A person who is occupying the premises;
d) A person who is able to make decisions about work undertaken at the premises; or
e) An employer at the premises.”

The legislation calls on agencies as employers or persons having control of the workplace to identify asbestos and assess associated risks in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]. Agencies must take responsibility for asbestos management in all of their workplaces, including leased premises.

Consider the following hypothetical situations:

Scenario One

During refurbishment work at a government building, a copy of the asbestos register was given to the building contractor. However, it was not given to subcontractors. One of the subcontractors cut into asbestos cement sheeting with an angle grinder, unaware that the sheeting contained asbestos. Due to the location of this work there was a concern that asbestos dust may have entered the air conditioning system intake and exposed large numbers of people.

Scenario Two

Prior to renovation of a government building, little work had been undertaken to identify all asbestos on site. As the renovation proceeded, concerns from workers resulted in further testing of building materials. It was discovered that the vinyl floor tiles contained asbestos. Half of them had already been removed, without using safe working procedures for asbestos. Workers refused to continue the work. The contractor sought damages from the agency for
breach of contract. Staff at the agency that was to occupy the building were concerned that the building had been generally asbestos contaminated and would not be fit to occupy. Prolonged negotiations with the relevant unions ensued. Further contractors were engaged to conduct extensive cleaning of the building, and others to carry out testing for asbestos fibres. Licensed asbestos removalists were employed to remove the remaining asbestos containing material. Costs ballooned.

Scenario Three

Asbestos building materials at a school had been identified, however the school did not inform a maintenance contractor about the location of these materials. The contractor removed several asbestos containing wall panels during school hours. Concerned parents wrote to the local and state papers, television and radio programs, and the Minister for Education demanding that all asbestos in the school be removed immediately or the school closed, and that all children and staff at the school undergo health surveillance and be given counselling. Some parents removed their children from the school.

**Identifying Asbestos in the Workplace**

It is generally accepted that buildings completed after 1989 are probably asbestos free and those completed earlier may contain asbestos. However it is important to remember that chrysotile asbestos was not banned until the end of 2003 and has been found in products such as lift brake linings in buildings constructed post 1989.

There are two methods of determining whether ACM is present:

1. For a property built **after 1989** – review all relevant documentation
   - Inspect construction drawings and specifications to ensure that ACM has not been specified or has been expressly forbidden.
   - If possible, talk to the builder or construction supervisor and/or review any construction reports.

   This should be sufficient to establish that no asbestos is present. Where the construction date is **significantly past 1989** (from 2004 onwards), it is reasonable to assume without further research that the building is asbestos free.
2. In properties built before 1990 or where a review is inconclusive, appoint a “competent person” to conduct an asbestos survey.

Agencies should be aware that competent persons have varying levels of experience and training so care should be taken when appointing a surveyor to match skills with the complexity of the building/s. The Building Management and Works Business Unit of the Department of Treasury and Finance can provide advice on competent persons, and a list of contractors.

An asbestos surveyor will visually inspect all property elements and may take samples for testing, however there are occasions where ACM will have been used in places that are not obvious to the surveyor. Agencies that are aware of this should advise the surveyor to ensure that appropriate checking occurs. For example, millboard in air conditioning ducts, asbestos in lift brakes and some types of plant and equipment (eg gaskets) may not be immediately identified by a surveyor. Vermiculite was also used in some instances to replace fire-retardants containing ACM, and occasionally remnants of ACM remain under the vermiculite.

Where sampling and testing is impractical, difficult or impossible or there are inaccessible areas that are likely to contain ACM, a surveyor may presume the presence of ACM. Once asbestos has been presumed, any management of that area must be undertaken as though asbestos is present.

When the inspection is complete the competent person will provide an asbestos register identifying all ACMs on site, from which an asbestos management plan (AMP) is developed. These two documents are required by law for all workplaces containing asbestos, whether owned or leased. Agencies must also ensure full consultation in the development of the AMP and provide awareness training for workers, contractors and others that may come into contact (directly or indirectly) with the ACM.

All identified ACM must be recorded in a compliant asbestos register. This allows employers to:

- properly inform people likely to be affected by the presence of ACM;
- to record any changes to the presence or condition of ACM; and
- to comply with legislation.

The purpose of an AMP is to document how an agency intends to prevent exposure to airborne asbestos fibres while ACM remain
in the workplace, and assist compliance with asbestos management requirements.

While the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018][2005]* indicates (at section 9.5.2) that all identified or presumed ACM should be labelled, it is recognised that there are circumstances where labelling may be impractical.

The *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]* outlines the obligations that agencies have and provides practical advice on how to address these obligations. A template for an AMP has been developed to assist agencies with this work, which is available from the Building Management and Works Unit of the Department of Treasury and Finance. Further advice on registers and plans is provided at Appendix A (see page 15).

The *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]* [the Code [2018]] provides for a clearance certificate to verify cases where no asbestos is found. This is not required in Western Australia, and if no asbestos is present, there is no requirement to prepare an AMP.

**ACHIEVING AN ASBESTOS-FREE ASSET PORTFOLIO**

**Strategic Asset Management**

Asset ownership, utilisation, maintenance and management is not a static process. Asbestos should be taken into consideration at every stage of the asset management lifecycle, with a view to progressively attaining an asbestos-free asset portfolio. These stages are:

1. Asset planning
2. Capital Investment
3. Maintenance
4. Disposal

**Government Owned Assets**

**Asset planning**

During asset planning, agencies should be aware that asbestos is a potential issue and ensure that asbestos management is taken into consideration during deliberations and decision making processes. It is the Government’s position that the ultimate goal is for all assets owned or controlled by government to be asbestos free.
**Capital Investment**

When an asset is newly acquired, agencies can effect a result by either stipulating that an asset must be asbestos free or that ACM is appropriately managed in any offer to purchase, and / or factor in asbestos management as an ongoing maintenance cost when negotiating the purchase price.

Once a capital investment is made, a government-owned asset provides an opportunity for leadership on asbestos management issues. The agency that owns the asset can take responsibility for the development or dissemination of information regarding the asbestos status of the premise, and the existence of an asbestos register and AMP. In circumstances where the asset is shared by other agencies or private organisations this information should be shared free of charge. Not only does this reduce confusion about responsibilities and create significant cost savings across government when multiple agencies share tenancy arrangements, it also positions government as a champion of occupational safety and health issues when an asset is shared with the private sector.

**Maintenance**

The management of asbestos is an integral part of an agency's Maintenance Plan (MP) under the Strategic Asset Management Framework (SAMF). Those agencies not required to develop a MP (such as Public Corporations) are still required to provide equivalent information in Statements of Corporate Intent (SCI) and Strategic Development Plans (SDP).

Although asbestos removal may not be immediately necessary, the management of asbestos should consider any immediate health risks, and should always be planned for during renovation / refurbishment and full or partial demolition activities. Any works involving asbestos should be undertaken in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] and the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)].

**Disposal**

When an agency disposes of an asset, it should either undertake to make the asset asbestos free prior to sale, or disclose registers and AMPs to the purchaser.

**Leased Premises**

In new leasing agreements, agencies are encouraged to specify that a premise must either be asbestos free or have an asbestos register and AMP in place prior to occupancy. It is
acknowledged that there are limitations to this approach given the level of competition that exists for leased space in some localities, however it is much easier to negotiate at preliminary stages than it is to establish the asbestos status of an asset and meet statutory obligations once an agreement is in place.

Where a premise is already leased and the asbestos status is unknown, agencies should approach owners or leasing agents for advice on the status of the building and establish the existence of registers and plans if required. If this information is difficult to access, an agency may choose to organise an inspection with the owner’s permission and cover the costs associated with developing the register and AMP. The fact that a premise is leased does not absolve an agency of its statutory obligations.

Many assets already have long-term tenancy and ownership arrangements in place. Agencies should look to sharing information and costs between each another wherever this is practical. This may be the case, for example, when a new government tenant moves into a building already occupied by another government agency.

**FURTHER ADVICE**

Several government agencies can provide advice and where appropriate assist in investigating issues of concern relating to asbestos management.

1. **Department of Health** provides advice to the public on environmental/public health aspects of handling, removal and disposal of asbestos. The Department has a role in administering the Health (Asbestos) Regulations 1992 and provides advice to local government Environmental Health officers on interpretation and enforcement of the Health Regulations.

2. **Department of Commerce** via Worksafe WA, provides general advice on matters relating to asbestos in the workplace. The Department also enforces the *Occupational Safety and Health Regulations 1996* via inspections and licensing of asbestos removal (thermal & acoustic insulation) contractors and those involved with demolition of asbestos containing structures.

3. **Department of Environment and Conservation** is responsible for the safe disposal of ACM and the prevention of general pollution. Enforcement of the *Environmental Protection Act 1986*, *Environmental Protection (Controlled Waste) Regulations 2004* and the *Environmental Protection (Rural Landfill) Regulations 2002* is via inspections and licensing of registered disposal sites.

4. **Department of Treasury and Finance through the Building Management and Works Business Unit, Maintenance Services Directorate** advises on asbestos management or removal and can project manage asbestos removal projects for Government agencies. The Department has established a panel of approved contractors/consultants who conduct testing, inspection and remediation works for ACM.

5. **Department of Mines and Petroleum** advises on asbestos materials that occur on mine sites, mineral processing plants, exploration leases or
petroleum pipelines. The Department is also responsible for controls during transport of ACM. Enforcement of legislation is conducted via an inspectorate.

6. **The Chemistry Centre** is the only Government agency that possesses National Association of Testing Authorities (NATA) accreditation for testing of asbestos materials. They have SEM (scanning electron microscopy) and XRD (X-ray diffraction) analysis facilities with an experienced mineralogist. The Centre provides specialist advice rather than performing routine analysis.
APPENDIX A: ASBESTOS REGISTERS AND MANAGEMENT PLANS

Asbestos Registers and AMPs are critical to effective asbestos management, and these are required by law in all Western Australian workplaces that contain asbestos, whether owned or leased. Information contained in the asbestos register and AMP can assist agencies to plan maintenance work under the Strategic Asset Management Framework (SAMF). SAMF contains a risk assessment component so that agencies can identify and plan maintenance priorities to meet statutory, health and safety and other obligations. The management of asbestos is one such obligation. As specified in the Code of Practice for the Management of Asbestos in Workplaces (NOHSC:2018[2005]), it is the ultimate goal for all Western Australian Government workplaces to be free of ACM.

A range of persons, such as workers, contractors, managers, asbestos surveyors or other inspectors require access to an Asbestos Register. The AMP must document which persons or classes of persons are granted access and should also appoint a custodian of the plan and/or Asbestos Register. The appointed custodian is responsible for updating the Asbestos Register and any schedules under the AMP. All agency staff should have access to the AMP, with the means of access documented in the plan.

Developing An Asbestos Register

All identified ACM must be recorded in a compliant asbestos register. This allows employers to:

- properly inform people likely to be affected by the presence of ACM;
- ensure that there is a safe work procedure in place for any work that may impact the ACM;
- record any changes to the presence or condition of ACM; and
- comply with legislation.

If ACM is found by inspection, sampling or presumption, then an asbestos surveyor must provide an Asbestos Register. The register should contain the following:

1. Information that identifies:

   - Property details, the date(s) on which the identification was made, and the identity of the competent person identifying the ACM.
   - The location of the ACM (the location needs to be specific to ensure avoidance of disturbance of ACM by a tradesperson working on a site).
   - Whether the asbestos is friable (able to be crumbled by hand when dry), and the condition of the ACM – damaged or intact.
   - The type of asbestos (blue, brown or white – usually shown as C [Crocidolite] A [Amosite] or CH [Chrysotile]). (Note: the type of asbestos will not be stated where it has been presumed, as it is not possible to determine this without testing.)
   - Material presumed to contain asbestos and inaccessible areas likely to contain ACM.
• Results of any testing to confirm the presence or absence of asbestos.

2. A Risk Assessment of all identified ACM, including:
   • The date the assessment was made and details of the competent person conducting the assessment.
   • The risk ranking and conclusions of the risk assessment.
   • Any reviews or revisions of the assessment.
   • The results of any air monitoring for airborne asbestos fibres and an assessment of those results.
   • The condition of all ACM found - is it friable or bonded and stable?
   • Likelihood of damage or deterioration and the probability of disturbance.

The risk matrix is derived from the condition of the material - good, fair or poor, and the probability of disturbance - high, medium or low. Risk rankings range from 9 where the condition is good and the probability of disturbance is low, to 1 where the ACM is damaged or friable and the probability of disturbance is high. Some asbestos surveyors may use a different numbering convention by excluding the fair and medium levels of assessment. Neither method is necessarily superior, but consistency across all surveys is desirable.

3. Control measures – determined by the risk ranking
   • Category 1
     If the ACM is friable and unstable and there is a risk of exposure, it should be removed by an asbestos removalist as soon as practicable.
   • Category 2
     If the ACM is friable but stable and accessible, it should be removed. If not possible immediately, a short-term control such as enclosure is acceptable.
   • Category 3
     ACM should be removed before demolition, partial demolition, renovation or refurbishment if it is likely to be disturbed by those works.
   • Category 4
     If the ACM is not friable and is in good, stable condition, minimising disturbance and/or encapsulation are adequate controls with ongoing monitoring and review. Any remaining ACM should be clearly labelled.

Controls should reflect the following hierarchy:
   • Elimination/removal (most preferred)
   • Isolation/enclosure
   • Engineering controls e.g. barriers
   • Safe work practices (Administrative controls)
   • Personal Protective Equipment [PPE] (least preferred)
Recommended control measures, and the risk rankings at which they should be used, may be requested from the asbestos surveyor or decided by the agency. The risk rankings for each category of control may be a single number or a range of rankings depending on the numbering convention used by the asbestos surveyor. Decisions should be documented in the AMP, including reasons and a timetable for implementation. Consideration should also be given to how any work will be planned for under the SAMF.

**Recording Work Done on ACM in the Asbestos Register**
The asbestos register should include a record of any maintenance or service work conducted on ACM – including:

- the company performing the work;
- the date the work was done;
- the scope of the work undertaken; and
- details of clearance inspections.

Some work done on ACM will be too minor to warrant recording. It is reasonable to record only those items that materially change a register entry, such as removal of a portion of ACM or painting of an asbestos cement sheet. Where other minor work is undertaken and not recorded in the register, an alternative means of capturing the contractor’s visit, such as a log book entry, is necessary.

**Asbestos Management Plans**
The purpose of an AMP is to document how an agency intends to prevent exposure to airborne asbestos fibres while ACM remain in the workplace, and assist compliance with asbestos management requirements. Agencies should first analyse the likely complexity of the AMP and establish whether the required expertise is available internally. If a suitable level of expertise is not available in-house then agencies may prefer to engage a consultant to develop AMPs. Parts 8 to 11 of the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC: 2018 (2005)] provide guidelines for the development of an AMP, and an AMP template is available from the Department of Treasury and Finance Building Management and Works Unit to assist agencies with the task.

Section 8.2 of the *Code* outlines items for inclusion, principles and general statements about what is required of an AMP:

- The AMP should be clear and unambiguous.
- It should set out the aims of the plan, what is going to be done, when it’s going to be done and how it’s going to be done.
- There should be clear lines of responsibility, with each person involved understanding their role and responsibilities.
- Relevant State legislation should be checked for further information on individual obligations relevant to the management plan.
- A risk assessment must be conducted for all identified or presumed ACM by a competent person.
Where ACM are identified or presumed, the locations must be recorded in a register of ACM.

Reasonable steps must be taken to label all identified ACM.

Control measures must be established to prevent exposure to airborne asbestos fibres and should take into account the results of risk assessments conducted for the identified or presumed ACM.

The ultimate goal is for all workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance, where practicable, in preference to other control measures such as enclosure, encapsulation or sealing.

If ACM are identified or presumed, there must be full consultation, involvement and information sharing during each step of the development of the AMP – i.e. during the identification, risk assessment and establishment of control measures.

All workers and contractors on premises where ACM are present or presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded.

The asbestos register must be reviewed; and

The AMP must be regularly reviewed.

Labelling
The Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC:2018[2005]) indicates (at section 9.5.2) that all identified or presumed ACM should be labelled.

Air Monitoring
In some situations, an asbestos surveyor may recommend air monitoring to measure concentrations of airborne asbestos fibres. The frequency and extent of any monitoring recommended will be based on the risk of exposure. Where air monitoring is recommended, agencies should consider the relative costs of ongoing monitoring against the cost of removing the ACM and make subsequent plans using the SAMF.

If monitoring is recommended, the plan should document reasons for monitoring; frequency of monitoring; location and extent of monitoring; the results of the monitoring; and any subsequent actions dictated by the monitoring.

Review of the Asbestos Register and AMP
In accordance with section 9.3.1 of the Code, the Asbestos Register, including any risk assessments, should be reviewed every 12 months or earlier where:

- A risk assessment indicates the need for reassessment as per section 10.1 of the Code, or
- Any ACM has been disturbed or removed.

WorkSafe has recently provided the following advice regarding extending the frequency of inspection:
Asbestos management is based on appropriate management of risk; and some ACM products are known to have a very long and stable effective life. A competent person may reasonably consider that ACM in very good condition and with low risk of disturbance requires less frequent review and assessment than the 12 months stated in the code of practice. Reduction in review and assessment frequency must be supported by:

- the written recommendation of a competent person based on risk; and
- adequate systems at the workplace to report any damage, disturbance or work involving the ACM that occurs during the interval until the next risk assessment and register review.

In any event, the register of ACM and associated risk assessments must be reviewed at least every three years.

Section 10.1 of the Code states that “the person with control, in consultation with workers and/or their representatives, should review the risk assessment, and any measures adopted to control the risks, whenever:

- There is evidence that the risk assessment is no longer valid.
- There is evidence that any control measures are not effective.
- A significant change is proposed for the workplace or for work practices or procedures relevant to the risk assessment.
- There is a change in the condition of the ACM.
- The ACM has been removed, enclosed or sealed.”

A visual inspection of identified ACM should be undertaken by a competent person as part of any review.

**Provision of Training**

Workers, contractors and others that may come into contact (directly or indirectly) with ACM in the workplace must be provided with information or awareness training relative to the assessed risks, and the provision of this training should be recorded. Part 7 of the Code (NOHSC: 2018) suggests that the content of training may include things like:

- 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 AMP.
- Where the workplace’s register of ACM is located and how it can be accessed.
- The timetable for removal of ACM from the workplace.
- 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.

• The purpose of any air monitoring or health surveillance that may occur.

Awareness information or training for staff may take the form of site specific induction information and regular follow up briefings at agreed intervals, or when there is an actual or planned major change to asbestos content.

**Reporting an Incident**

Part 5, Division 3 of the *OS&H Regulations 1996* requires that, if a person is exposed to asbestos at a workplace as a result of an incident (e.g. uncontrolled use of power tools on asbestos cement sheeting), or where monitoring has found high asbestos levels, the incident must be reported to the WorkSafe Commissioner. In addition, the employer must keep records of the incident for at least 30 years, and give the exposed person a letter informing them of the exposure and any recommendations for health assessments. Safe handling of asbestos, in accordance with the relevant Codes of Practice, does not need to be reported to the WorkSafe Commissioner, however the employer must keep records of training provided to workers removing asbestos and details of the removal work must be recorded in the workplace asbestos register.