



Government of **Western Australia**
Department of **Communities**



Asbestos Management Plan

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1. Introduction

- (a) Communities has several different classes of assets under its control. These include residential properties owned by Communities and occupied by Communities' tenants, as well as owned and / or leased commercial or non-residential assets or assets managed on behalf of third parties.
- (b) While the importation and use of Asbestos was banned in Australia from 31 December 2003, Communities is aware that some assets contain or may contain Asbestos.
- (c) Communities has obligations to manage the health and safety risks arising from the presence of asbestos in the assets.
- (d) This Asbestos Management Plan (AMP) describes how Communities will manage Asbestos across the assets in accordance with the obligations in accordance with applicable legislation and Communities' Asbestos Management Policy.
- (e) Management of Asbestos in different assets may vary on a day-to-day basis, however the overarching management of Asbestos should not vary between the different asset classes.
- (f) In broad terms:
 - (i) Asbestos in Communities' assets will be left in situ, provided they do not present an unacceptable risk to human health and are functional in terms of their designated purpose;
 - (ii) where Asbestos is no longer functional or where it presents an unacceptable risk to human health, the asset will be remediated in accordance with applicable legislation, and / or the asset will be replaced with suitable alternative products; and
 - (iii) if a product is suspected of containing Asbestos, it will be treated as such until it has been physically sampled and determined free of Asbestos, or otherwise.

2. Key Principles

The key principles that will be applied by Communities to manage the risks of Asbestos in its operations are:

- (a) **Business Unit (BU) Responsibility:** Each BU is responsible for implementing the requirements of this AMP within their area of responsibility;
- (b) **the inspection and identification of Asbestos:** Communities will have a formal program for the inspection of their assets to identify Asbestos;
- (c) **an Asbestos Register:** All known and assumed Asbestos will be documented in an Asbestos Register;
- (d) **risk assessment and control:** Communities will assess the risks associated with Asbestos in their assets and operations and develop controls to manage those risks;
- (e) **notification:** Communities will notify tenants, users of property and any contractors that work on the assets of the existence and location of any known or assumed Asbestos;

- (f) **reporting:** Communities will implement a system whereby Communities' employees, other Workers (that are not Communities' employees), and other affected parties can report incidents involving Asbestos or suspected Asbestos;
- (g) **training and information:** Communities will provide training and information to people who may be impacted by Asbestos in Communities' operations;
- (h) **competence:** Only Competent Person or authorised Communities' personnel will be involved in any Asbestos-related Work; and
- (i) **licenced contractors:** Communities will engage licenced contractors to perform Asbestos-related Work including but not limited to work that involves the potential disturbance of Asbestos and / or the removal of Asbestos.

3. **Management of Asbestos within Communities**

- (a) Each BU will identify Asbestos in any premises or assets associated with its operations, including residential premises.
- (b) The identification of Asbestos will be done by the following:
 - (i) formal programmed inspections by Communities' employees;
 - (ii) formal programmed inspections by contractors engaged by Communities;
 - (iii) reporting of potential Asbestos related incidents or suspected Asbestos by users and occupiers of premises; and
 - (iv) reporting potential Asbestos related incidents or suspected Asbestos by contractors.
- (c) Only authorised Communities' personnel can be involved in Asbestos-related Work, including the inspection for and identification of Asbestos.
- (d) The minimum competency requirements to be authorised to be involved in Asbestos-related Work are mandatory attendance at:
 - (i) an Asbestos awareness training session;
 - (ii) an inspection Asbestos training course; and
 - (iii) an annual Asbestos refresher course.
- (e) Communities' personnel are not to perform any Asbestos refurbishment, demolition, or removal.
- (f) Communities will engage licensed contractors to perform any Asbestos refurbishment, demolition, or removal.

4. **Roles and Responsibilities**

Communities Leadership Team

- (a) The Communities Leadership Team will ensure compliance by responsible BUs and Persons with control or management of a Workplace by undertaking and reviewing the following:

- (i) monitoring asbestos management and awareness through evaluations and regular reporting; and
- (ii) reviewing the AMP periodically, on at least a three-yearly basis.

Communities' Business Units in control of workplaces

- (b) The following BUs have control of properties for the purposes of this AMP:

Business Unit	Type of Property
Housing & Assets	Communities Other Assets Leased out properties – residential (excluding GROH) & Commercial Land Assets Group Homes, Family and other Care Centres
Business and Operational Support Services	State Communities properties managed by Community Housing Service Providers Office properties – owned or leased (excluding Regional Offices)
Community Services	Social Housing Government Regional Officer Housing (including privately leased) Remote Indigenous Communities housing assets HA manages on behalf of the Community under a Housing Management Agreement (HMA) Regional Offices

- (c) All BUs have a responsibility to provide and maintain safe and healthy work environments, related work practices and safe systems of work. In relation to Asbestos, BUs will, with respect to the workplaces, exercise this responsibility by:
- (i) implementing consistent administrative procedures for the management and control of Asbestos for assets they manage in accordance with the AMP, by doing the following;
 - (A) ensuring compliance with the AMP;
 - (B) identifying all Asbestos by location, quantity, size, type and condition, and assessing the risk of exposure;
 - (C) arranging regular surveys and risk assessments of Asbestos by a competent person (a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work);
 - (D) maintaining the accuracy of the Asbestos Register;
 - (E) ensuring that the Asbestos Register is readily accessible to anyone accessing the site;

- (F) maintaining records in accordance with the *State Records Act 2000* (WA) and Communities Information Management Policy, and as required by any other legislation or policy;
- (G) ensuring that all employees and managers complete online asbestos awareness and, work health and safety training via Communities' learning management system (available through "The Common");
- (H) ensuring that employees involved in inspecting Asbestos are competent and authorised to do that work;
- (I) ensuring all incidents where our workers are exposed to Asbestos, are reported through Communities Incident Management System, located on the WHS Hub on The Common, and that these incidents are risk assessed with controls put into place to mitigate further risk of injury, illness, or disease to our workers;
- (J) ensuring support is provided to those workers who are exposed to or develop an injury, illness or disease as a result of the exposure to Asbestos;
- (K) assist, liaise and participate in any WHS internal and external investigations and liaison with the regulator, WorkSafe WA;
- (L) arranging for the planned removal of Asbestos including removals to be undertaken in conjunction with building renovation refurbishment, demolition and maintenance programs, wherever feasible;
- (M) controlling all work associated with Asbestos within buildings through a work area access permit process or other appropriate mechanism;
- (N) ensuring all required signage and labelling is installed and maintained;
- (O) ensuring any non-building-related equipment, confirmed, or presumed as having Asbestos is not introduced, utilised, or retained. A strategy for management, disposal or replacement is to be in place to cover existing Asbestos in equipment where immediate disposal is impractical (i.e., for essential equipment where there is no asbestos free alternative);
- (P) establishing consultative arrangements with Communities employees and their representatives;
- (Q) providing tenants (including lessees i.e., Community Housing Organisations) with appropriate information regarding Asbestos and the risks to their health; and
- (R) ensuring appropriate processes to manage contractors.

Maintenance Directorate (Housing & Assets)

- (d) The Maintenance Directorate within Housing & Assets will oversee and support the implementation of the Asbestos Management Policy (the Policy) and AMP by:
 - (i) promoting the Policy across Communities;

- (ii) conducting evaluations and periodic reviews of the Policy and the AMP against the Policy KPIs;
- (iii) reporting on Communities' management of Asbestos;
- (iv) developing and implementing a framework for effective consultation and communication about the Policy and the AMP;
- (v) developing and enhancing systems to manage the recording and reporting of Asbestos;
- (vi) promoting the consideration of Asbestos at every stage of the asset management lifecycle;
- (vii) reviewing the AMP periodically, on at least an annual basis and provide details of the review to Communities Leadership Team (CLT);
- (viii) ensuring that the Head Maintenance Contractors and non-Head Maintenance Contractors are provided with access to the AMP and Asbestos Register for properties suspected of containing Asbestos;
- (ix) ensuring that the Maintenance Contractor is aware of its responsibilities under this AMP; and
- (x) ensure that any work orders issued to the Head Maintenance Contractors indicate the presence / suspicion of presence of Asbestos, before any work that may expose persons to airborne asbestos fibres, is performed.
- (xi) ensure the completion of the WHS reporting requirements of the public sector WHS annual report, in liaison with the Assistant Director Work Health and Safety, People Division.
- (xii) Assist, liaise and participate in any WHS internal and external investigations and liaison with the regulator, WorkSafe WA.

Employees (of the Department of Communities)

- (e) Employees must take reasonable care to:
 - (i) ensure their own health and safety at work;
 - (ii) avoid adversely affecting the safety or health of any other person through any act or omission at work;
 - (iii) comply with any reasonable instruction given by Communities; and
 - (iv) cooperate with Communities policies and procedures, including this AMP, relating to health and safety at work that has been notified to workers.
 - (v) Complete the online asbestos awareness and WHS training via Communities' learning management system (available through "The Common");

- (vi) Report all incidents of exposure to Asbestos through Communities Incident Management System located on the WHS Hub on The Common, notify the line manager and take appropriate action to safeguard themselves and others from further exposure, in accordance with procedures and processes.
- (vii) Assist, liaise and participate in any WHS internal and external investigations and liaison with the regulator, WorkSafe WA.

Principal Insurance Officer

- (f) Communities' principal insurance officer, currently the role of the Principal Officer Litigation and Dispute Resolution, has a responsibility to ensure any reported incidents of actual or potential exposure to asbestos fibres are recorded and, where required, investigated, and reported to the relevant authorities.

Work Health and Safety (People Division)

- (g) The Work Health and Safety (People Division) has a responsibility to:
 - (i) review the content of all asbestos-related training provided to employees to ensure it is compliant with WHS legislation;
 - (ii) review the content of Asbestos Fact Sheets provided to tenants/lessees;
 - (iii) review the Asbestos and Hazardous Safety Kits and the associated business procedures;
 - (iv) collaborate with Communities Principal Officer Litigation and Dispute Resolution to ensure any reported incidents involving actual or potential exposure to asbestos fibres are recorded, and where required, investigated and reported to the relevant authorities;
 - (v) liaise with Communities Legal and Business Services and the Government Insurance Division on the management of employee claims;
 - (vi) ensure key performance indicators relating to asbestos awareness programs/training are met;
 - (vii) carry out regular audits to ensure records of employees undertaking asbestos awareness programs are maintained;
 - (viii) report on asbestos management, in accordance with the public sector WHS annual reporting requirements, in liaison with the Maintenance Directorate (Housing & Assets); and
 - (ix) assist, liaise and participate in any WHS internal and external investigations and liaison with the regulator, WorkSafe WA.

Housing Direct

- (h) Housing Direct has a responsibility to:
 - (i) action all reported incidents involving the actual or potential exposure of persons to asbestos fibres;

- (ii) complete and forward an Asbestos Incident Report to the Communities Principal Insurance Officer;
- (iii) report all instances where workers have been exposed to Asbestos, on Communities Incident Management System, located on the WHS Hub on The Common;
- (iv) educate Managers and have processes in place, including risk assessment processes, to ensure that their staff can undertake the inherent requirements of their duties in a safe manner; and
- (v) assist, liaise and participate in any WHS internal and external investigations and liaison with the regulator, WorkSafe WA.

Maintenance Contractors

- (i) All Contractors have a responsibility to ensure any work that will disturb Asbestos (e.g. removal, maintenance work or the installation/alteration of services) is undertaken in accordance with all relevant Codes of Practice, legislative requirements and issued instructions.
- (j) With particular reference to Asbestos, Contractors have a statutory obligation to ensure that they, their workers, and any sub-contractors engaged are aware of, and provided with details of the Asbestos status of the properties upon which they are working.
- (k) The Maintenance Contractor is required to:
 - (i) access the AMP and Asbestos Register when advised that Asbestos is identified or presumed at a property;
 - (ii) advise Communities of any identified/presumed and unreported Asbestos;
 - (iii) be authorised by Communities to carry out works, before commencing any work in an area where Asbestos is present or presumed to be present and which may be disturbed during the course of the work;
 - (iv) ensure the work performed is in accordance with the Works Order/Purchase Order issued by the BU;
 - (v) employ prescribed work methods and ensure that its workers have received instruction and training on working safely with Asbestos; and
 - (vi) report any incident of exposure to Asbestos which raises a health concern for them to Communities
- (l) Contractors must ensure that their employees and subcontractors follow the above steps when Asbestos or suspected Asbestos is encountered on a job, regardless of whether the Department has complied with its obligations or not.

5. Inspections and Identification of Asbestos

- (a) Each BU must ensure that Asbestos in the asset is identified, as far as practicable, in accordance with this AMP.

- (b) Only persons authorised and competent in the identification of Asbestos are permitted to carry out these tasks.

Assumption Method

- (c) Communities assesses its Asbestos based on the “*assumption method*” rather than taking samples to ascertain whether a material contains Asbestos.
- (d) If a sample is taken by a Competent Person it must be analysed by a NATA-accredited laboratory.
- (e) Communities will:
 - (i) assume material is Asbestos if it cannot be identified and a Competent Person reasonably believes it is Asbestos; and
 - (ii) assume Asbestos is present in part of a Workplace if that part of the Workplace is inaccessible to Workers and likely to contain Asbestos.
- (f) The Asbestos Register will state the assumptions made about Asbestos which has been assumed in the Workplace by recording the Asbestos as “*Assumed*” rather than “*Tested*”.
- (g) Once Asbestos has been “*identified*” through the assumption method, the presence and location of the Asbestos should be clearly indicated and if reasonably practicable to do so, indicated by a label.
- (h) Asbestos that has been identified through the assumption method and is clearly indicated, still requires:
 - (i) that all controls in place to reduce the exposure to Asbestos occur until the Asbestos is removed or sample testing of the Asbestos has confirmed that it is not Asbestos; and
 - (ii) the Asbestos Register is reviewed and revised, as necessary.

Re-surveys and Inspections

Rental properties

- (i) The relevant BU must ensure that re-surveys / inspections of Communities’ residential properties, Housing Authority properties leased to community organisations and Remote Indigenous Communities with Housing Management Agreements (HMA’s) to determine the presence and condition of Asbestos are carried out at least annually by a Competent Person.
- (j) If Asbestos is identified, the re-survey / inspection must include:
 - (i) a risk assessment;
 - (ii) the estimated amount of Asbestos; and
 - (iii) the recommended control measures for the Asbestos.

- (k) The relevant BU must ensure that the results of re-surveys / inspections are recorded in the Asbestos System by an authorised Communities' employee.

Rental properties leased by community organisations

- (l) The relevant BU must ensure that:
- (i) properties containing Asbestos that are leased by community organisations are inspected annually for the presence and condition of Asbestos by a Competent Person;
 - (ii) they obtain the results of the inspection;
 - (iii) the results of the inspection are recorded in the Asbestos System by an authorised Communities employee; and
 - (iv) if there is a change to the Asbestos System, a copy of the Asbestos Register (as updated) is supplied to the community housing organisation.

Externally managed assets (rental properties, land and commercial properties)

- (m) The relevant BU must ensure that:
- (i) assets being externally managed where Asbestos has previously been identified are inspected annually by a Competent Person; and
 - (ii) results of an inspection are recorded in the Asbestos System by an authorised Communities' employee.

Commercial / office properties and Communities' other assets (COA)

- (n) The relevant BU must ensure that:
- (i) an annual re-survey / inspection of a commercial / office property or COA which are occupied and contain Asbestos, is conducted by a Competent Person;
 - (ii) the re-survey / inspection includes:
 - (A) a risk assessment;
 - (B) the estimated amount of Asbestos;
 - (C) an assessment of the condition of the Asbestos; and
 - (D) recommended control measures.
 - (iii) results of the re-survey / inspection are recorded / saved in the Information Management Operations System (IMS) sub-file applicable to that commercial / office property or COA by Communities' employees.
 - (iv) the completed inspection report:
 - (A) is placed on a readily accessible noticeboard at the commercial / office property or COA; and

- (B) referred to during WHS briefings and site inductions.

Vacant land managed by Communities

- (o) The relevant BU must ensure that:
 - (i) vacant land where Asbestos has been identified either in the form of remnant boundary fencing, Asbestos in soil or other occurrences is re-inspected annually by a Competent Person.
 - (ii) if Asbestos is identified, the re-inspection is to include:
 - (A) a risk assessment;
 - (B) the estimated amount of Asbestos;
 - (C) a condition assessment;
 - (D) recommended control measures; and
 - (E) report findings under the “Contaminated Sites Act 2003
 - (iii) Results of a re-inspection is to be recorded in the Asbestos System by an authorised Communities’ employee.

Recording Inspections for Residential Properties

Prior to the inspection

- (p) Prior to an inspection of a residential property, the Asbestos System must be accessed to identify any recorded Asbestos and if Asbestos is identified, an Asbestos Register report is required to be printed and taken to the residential property.

During an inspection

- (q) At the residential property, the current Asbestos Register (with any handwritten amendments relating to changes in the condition of the Asbestos) must be reviewed, and:
 - (i) signed / dated by the Competent Person who is undertaking the inspection;
 - (ii) photographed to form part of the inspection record; and
 - (iii) be affixed to the inside of an electrical meter box door (where practical) in a plastic sleeve. Where it is impractical to affix the Asbestos Register in this location or internal requirements indicate a preference not to do so for operational reasons, notation must be made on the electronic copy of the Asbestos Register to advise either an alternative location of the Asbestos Register at the residential property (when it is a Workplace).

After the inspection

- (r) The relevant BU must update the Asbestos System to include the following:

- (i) the date on which the last inspection was completed and details of the Competent Person who carried out the inspection / identification;
 - (ii) details on any material assumed to contain Asbestos;
 - (iii) the quantity and size of any identified Asbestos;
 - (iv) the type and condition of any identified Asbestos;
 - (v) the probability of disturbance and detection of Asbestos;
 - (vi) the location of Asbestos;
 - (vii) the condition of Asbestos; and
 - (viii) any assumed Asbestos in any inaccessible areas.
- (s) The comments field in the Asbestos System may include:
- (i) remediation details;
 - (ii) monitoring details;
 - (iii) the Asbestos Register location details; or
 - (iv) other relevant information.

Recording Inspections where New Asbestos is Discovered

- (t) Where a property is attended that has not been previously identified as having Asbestos and an inspection indicates the presence of unidentified Asbestos, the following must occur:
- (i) either:
 - (A) an internal Competent Person should attend the property to carry out an initial Asbestos inspection; or
 - (B) an external Competent Person should be engaged to carry out an initial Asbestos inspection; and
 - (ii) the property should be inspected internally and externally in all areas and for all known or assumed Asbestos. All Asbestos should be recorded with a photograph of the Asbestos and a condition assessment;
 - (iii) the property details and information from the initial survey / inspection should be uploaded or otherwise entered into the Asbestos Register; and
 - (iv) the occupants of the property (if any) should be advised of any change in Asbestos status of the property, in line with normal Communities' procedures (i.e., the procedures on the SharePoint Service Delivery Procedures page).

Recording Work carried out on Asbestos

Rental properties

- (u) The relevant BU must ensure that any work carried out in relation to Asbestos that changes the Asbestos Register (for example, the part or full removal of Asbestos) is to be recorded in the Asbestos Register and Asbestos System by an authorised Communities' employee.

Commercial and office properties / COA

- (v) The relevant BU must ensure that any work carried out in relation to Asbestos that materially changes the condition of Asbestos is to be documented and saved to the property's Asbestos Register IMS file by an authorised Communities' employee.

Rental properties leased by community organisations

- (w) The relevant BU must be advised of any Asbestos remediation work carried out on community housing properties managed by a community housing organisation and the Asbestos Register must be updated.
- (x) When a leased property is returned to Communities in which Asbestos has previously been identified, an inspection of the Asbestos must be conducted to determine any change to the condition of the Asbestos. A record of the inspection and any changes must be entered into the Asbestos Register and appropriate action taken based on the risk identified.

Clearance Inspection

- (y) If Communities commissioned Asbestos removal work at a Workplace, a Clearance Inspection of the Asbestos removal area at the Workplace must be carried out by an independent Competent Person.
- (z) The relevant BU who organised or approved the Asbestos removal work must obtain a Clearance Certificate before the Asbestos removal area at the Workplace is re-occupied.

6. Asbestos Register

Asbestos Register

- (a) Each BU must ensure that the Asbestos Register is maintained so the information in the Asbestos Register is up to date.
- (b) The Asbestos Register must:
 - (i) record any Asbestos identified at the Workplace (for the avoidance of doubt this includes but is not limited to all residential tenanted properties within Communities' portfolio), or likely to be present at the Workplace from time to time, as well as the date on which the Asbestos was identified and the location, type and condition of the Asbestos; or
 - (ii) state that no Asbestos is identified at the Workplace if Communities' knows that no Asbestos is identified or is likely to be identified to be present from time to time at the Workplace.

- (c) Communities is not required to prepare an Asbestos Register for a Workplace if:
 - (i) the Workplace is a building that was constructed on or after 31 December 2003; and
 - (ii) no Asbestos has been identified at the Workplace; and
 - (iii) no Asbestos is likely to be present at the Workplace from time to time; however
 - (iv) Communities will endeavour to monitor all of its assets for Asbestos.
- (d) Each Asbestos Register must contain the following information:
 - (i) the name of the building, including street address or any other identifying information;
 - (ii) the building element that contains or is suspected to contain Asbestos;
 - (iii) the location and description of the Asbestos (i.e., “*external, east elevation, roof, fibre cement ridge capping*” or “*internal, kitchen, beneath bristile sink unit draining boards, bituminous sound dampening membrane*”);
 - (iv) the estimated quantity of the Asbestos in either square metres, linear meters or units (where applicable);
 - (v) the condition of the Asbestos (i.e., good, fair or poor), with a description of the condition required where items are assessed as either “*fair*” or “*poor*”. Examples of a condition description may include: peeling paint, cracked, large hole, broken panel;
 - (vi) a risk rating using the Asbestos Containing Material risk assessment matrix (see **Annexure A**); and
 - (vii) comments to assist those who may interact with or provide maintenance on the product, including any additional details required to identify the item (i.e., orange vinyl tiles present beneath carpet in cupboard in laundry).
- (e) Each BU must ensure that the Asbestos Register is readily accessible for:
 - (i) a Worker who has carried out, carries out or intends to carry out, work at the Workplace;
 - (ii) a Health and Safety Representative;
 - (iii) a PCBU who has carried out, carries out or intends to carry out, work at the Workplace;
 - (iv) a PCBU who has required, requires, or intends to require work to be carried out at the Workplace, and
 - (v) all persons needing such access (but can be made available electronically for these persons).
- (f) If work involves a risk of exposure to airborne Asbestos, the BU must ensure that the PCBU carrying out or intending to carry out the work, is given a copy of the Asbestos Register.

- (g) Items must not be removed from the Asbestos Register if they are found to not contain Asbestos or are removed from the premises. Instead, the Asbestos Register should be updated to indicate the non-Asbestos status of the item (following sampling and analysis of the item) or to record that the item has been removed.
- (h) Where Asbestos has been removed, paperwork relevant to the removal, such as a Clearance Certificate, should be retained with the Asbestos Register.
- (i) If the BU plans to relinquish management or control of the Workplace (for instance when selling the Workplace or the business or undertaking), they must ensure, so far as is reasonably practicable, that the Asbestos Register is given to the person, if any, who is assuming management or control of the Workplace.

Accessing an Asbestos Register

- (j) The Asbestos Register can be accessed at:
 - (i) the Workplace. Depending on the Workplace, the Asbestos Register may be in the electrical meter box for dwellings, a maintenance book for group homes, on a notice board in facility-type assets or through liaison with the site representative;
 - (ii) via the www.housing.wa.gov.au site. Access to the www.housing.wa.gov.au Asbestos Register site requires a contractor code and password to be issued. Contact asbestos@communities.wa.gov.au for any queries regarding access to this website; or
 - (iii) from asbestos@communities.wa.gov.au
- (k) The BU engaging a maintenance contractor must ensure:
 - (i) they are aware of their obligation to access the Asbestos Register to determine the presence of Asbestos prior to carrying out any works at the Workplace; and
 - (ii) they are informed in any work order of the identified or assumed presence of Asbestos at the site where a works order has been issued and will be informed as follows:
 - (A) **Principal maintenance contractor:** each principal maintenance contractor has been allocated a contractor code and password to enable them to access the Asbestos Register. The principal maintenance contractor is required to inform sub-contractors on how to access the Asbestos Register prior to any work being carried out at a property. When a new principal maintenance contractor is engaged by Communities, they are required to request a new contractor code / password to enable that contractor to access the Asbestos Register via asbestos@communities.wa.gov.au.
 - (B) **Maintenance contractor:** where a maintenance contractor is not engaged under the principal maintenance contractor agreement, a copy of the Asbestos Register is required to be provided as part of the request for quote / tender or any other procurement method. Alternatively, when a new contractor is engaged by Communities, a new contractor code / password can be requested by a nominated officer request via asbestos@communities.wa.gov.au

- (l) Communities' employees have one generic contractor code and password to access the Asbestos Register.
- (m) This type of access is generally not recommended for tenancy and property managers who also have direct access to the Asbestos System. Tenancy and property managers are recommended to access the Asbestos Register reports via the Asbestos System.
- (n) Regional service providers have been allocated their own contractor code and password which can be found on the Aboriginal housing practice site on "The Common".
- (o) Asbestos Register reports for commercial / office properties and COA can be accessed via the Asbestos Register found on the www.housing.wa.gov.au site.
- (p) Asbestos Registers for commercial / office properties and COA are also located in IMS files, although these are only accessible by Communities' employees. Maintenance contractors performing work at a location where Asbestos is suspected are to be provided with a copy of the Asbestos Register by Communities prior to the work commencing.

Reviewing the Asbestos Register

- (q) The Asbestos Register and any applicable risk assessments must be reviewed by the BU at least every 12 months or when:
 - (i) an annual inspection / survey has been completed;
 - (ii) control measures indicate the need for re-inspection;
 - (iii) Asbestos has been disturbed, removed, sealed or enclosed at the Workplace;
 - (iv) this AMP is reviewed;
 - (v) if further Asbestos is identified at the Workplace; or
 - (vi) before refurbishment or demolition work is carried out at the Workplace,
 and if necessary, is revised.
- (r) As part of the review, any identified Asbestos should be visually inspected or if it cannot be accessed, comments to that affect should be made.
- (s) When a BU has been advised about the possible identification of Asbestos in a Workplace, they must arrange for a Competent Person to undertake an Asbestos inspection. If asbestos is identified by the Competent Person, the BU must ensure the Asbestos Register is updated to reflect the new identified Asbestos.
- (t) Each BU must ensure the Asbestos Register includes a record of any maintenance or service work conducted on Asbestos, including:
 - (i) the PCBU performing the work;

- (ii) the date the work was done;
- (iii) the scope of the work undertaken; and
- (iv) details of any Clearance Inspection(s) (if conducted).

Asbestos System

- (u) The Asbestos System contains the following information on all Communities' assets, if the property has had Asbestos identified:
 - (i) the date on which the last inspection / identification and last update was made and details of the Competent Person who carried out the inspection / identification;
 - (ii) details on any material assumed to contain Asbestos;
 - (iii) the risks posed by Asbestos;
 - (iv) the quantity and size of the Asbestos;
 - (v) the risk rating for the Asbestos; and
 - (vi) any assumed Asbestos.
- (v) The Asbestos System is to be updated / maintained by authorised Communities' employees and those employees can request access for either editing or reporting functions by emailing asbestos@communities.wa.gov.au
- (w) In relation to residential and land assets, the Asbestos System must be updated as soon as practical after:
 - (i) Asbestos is identified at a property for the first time, in which:
 - (A) the Asbestos System is to be updated to indicate the date of inspection, the inspecting officer's name, and the details of the Asbestos. If the property is not in the Asbestos System, an "*Asbestos System - Request for New Property*" form is required to be sent to asbestos@communities.wa.gov.au [AS 2.0 How to Create a New Inspection in the Asbestos System]; and
 - (B) the "*Asbestos System - Request for New Property*" form is located on the internal Communities Asbestos page.
 - (ii) the completion of an annual inspection / survey, in which:
 - (A) comments from the annual inspection / survey are to include details of any required remediation, air monitoring, an Asbestos Register alternative location or any other relevant information which is not stated elsewhere; and
 - (B) the Asbestos System must be updated with details of the inspection / survey. Instructions on how to do so can be found on the internal Communities Asbestos page.

- (iii) an invoice for Asbestos removal or remediation has been received for payment and the work has been verified by authorised Communities' employees; or
- (iv) the sale of a property and the dwelling status is changed to "sold"; or
- (v) the demolition of a property and the dwelling status is changed to "demolished", in which:
 - (A) Asbestos is still at the property (typically in the form of boundary fencing), then the authorised Communities' employee is required to email an "Asbestos System – Request for New Property" form to asbestos@communities.wa.gov.au for the new land entry to be created; and
 - (B) the property details are to be recorded and entered into the Asbestos System by the authorised Communities' employee; or
- (vi) the transfer of property to another government or non-government agency and the dwelling status is changed to "other disposal".
- (x) Communities' employees that update the Asbestos System are required to also develop a plan to ensure the accuracy and completeness of the Asbestos Register for the properties they manage. This plan should include:
 - (i) details of quality assurance being entered into the Asbestos Register with the name of the Communities' employee and the date; and
 - (ii) reference to the Asbestos Register being checked by nominated Communities' employees to verify the accuracy and completeness of the entries, including but not limited to:
 - (A) when high risk Asbestos is identified;
 - (B) after Asbestos remediation or removal; and
 - (C) before seeking approval to dispose of a property that contains Asbestos.
- (y) The maintenance directorate will analyse Asbestos System reports and advise of any issues. Everyone who has access to the Asbestos System has accountability for these reports.

7. Risk Assessment and Controls

Risk Assessment

- (a) If Asbestos is identified at a Workplace, the BU must ensure the associated risks are assessed by a Competent Person.
- (b) Communities' residential / land assets are assessed using the Asbestos Containing Material risk assessment matrix to attribute a risk ranking (see **Annexure A**).
- (c) Communities' commercial properties are (usually) assessed by an external inspector using an agreed risk assessment matrix.

Control Measures

- (d) Control measures to manage the risk posed by Asbestos will be based on the level of risk.
- (e) The timeframe for dealing with the risk will depend on the level of the risk (see **Annexure B**).
- (f) Communities will use the most appropriate method to control and manage any Asbestos related risks.
- (g) Relevant control strategies to manage Asbestos related risks include (see **Annexure C** for when these are appropriate):
 - (i) leave as In situ Asbestos (defer action);
 - (ii) encapsulation;
 - (iii) enclosure; and
 - (iv) removal.
- (h) Given the most common occurrences of Asbestos within Communities' properties, **Annexure D** sets out specific control measures (this is not meant to be an exhaustive list and a Competent Person may be required to adopt additional or varied control measures) which should be used by Communities to determine the appropriate control methods.

8. **Communication and Consultation**

General

- (a) Communities have a general obligation to consult with Workers about WHS matters under the WHS Act.

Asbestos

- (b) Communities will ensure the presence and location of:
 - (i) all Asbestos identified at the Workplace; and
 - (ii) all Asbestos assumed to be at the Workplace, including where the Asbestos is inaccessible,

is clearly indicated.
- (c) If reasonably practicable, the presence and location of the Asbestos will be indicated by a label. Some dwellings may have a warning sign and an Asbestos Register in the meter box to indicate the presence and location of Asbestos.
- (d) As it is not always reasonably practicable to use labels / signage to indicate the presence and exact location of Asbestos, all Workers must refer to the Asbestos Register for guidance prior to attendance at a Workplace at which Asbestos is known to exist or may exist.

Warning signs and labels

- (e) All warning signs and labels are to comply with the WHS Act and the WHS Regulations 2022 (see **Annexure F** for examples). Specifically:
 - (i) for residential properties: Communities must display an Asbestos warning sticker in the meter box showing when the property was last inspected for Asbestos. Where it is impractical to display the warning sticker in the meter box, an alternate location is to be identified and a comment placed in the Asbestos Register, indicating the location of the sticker. The use of labelling or signage at each individual instance of Asbestos is not considered appropriate as it may cause undue concern to tenants of the residential properties.
 - (ii) for commercial / office properties and COA: Communities is required to label all instances of Asbestos and to display appropriate signs at all entry points indicating the presence of Asbestos within the site;
 - (iii) for vacant land: Communities must provide signage for fences / debris containing Asbestos (as Communities considers a label is impractical), therefore access will be restricted where possible; and
 - (iv) for essential services: Communities are to place Asbestos warning stickers on equipment, if practicable.

Communities' Employees

- (f) If Communities' employees are working at a Workplace that contains Asbestos, Communities must:
 - (i) provide an Asbestos briefing to the employees upon commencement of their employment;
 - (ii) provide an Asbestos briefing to the employees if there has been a change in the condition of the Asbestos or to the Asbestos Register; and
 - (iii) provide an Asbestos briefing if there is a change to this AMP or work is planned on a building containing Asbestos.
- (g) Communities must ensure their employees access the Asbestos Register prior to visiting any residential properties to ascertain the presence of Asbestos.

Users of Communities' Facilities

- (h) The relevant BU will provide a copy of the Asbestos Register and "Housing Authority Fact Sheet – Asbestos Information" to new tenants upon signing a tenancy agreement for a property that contains Asbestos. The relevant BU will keep a record of all tenants that have been provided this information.
- (i) The relevant BU will verbally advise after a property inspection that there has been no increase of the risk of Asbestos in their property. The relevant BU will keep a record of tenants who have been verbally advised of this information.

- (j) The relevant BU will provide a copy of the Asbestos Register and this AMP to community housing organisations, real estate agents or property management companies that manage Communities' properties that contain Asbestos. The community housing organisation, real estate agent or property management company will be responsible for informing the tenant or contractor working on the property about Asbestos, and not Communities.
- (k) The relevant BU will provide a copy of the Asbestos Register to a selling agent or prospective purchaser if a property is being sold that contains Asbestos.

9. Contractors

- (a) Any contractors engaged by the BU to perform Work, including Asbestos -related work, must be engaged in accordance with contractor safety management processes.
- (b) The BU must ensure that any contractors engaged to undertake Asbestos-related work have the relevant licences for the type of work they are performing.
- (c) The BU must provide a copy of the Asbestos Register for the asset and a copy of this AMP to a contractor before the contractor carries out any Asbestos-related Work.
- (d) The BU must advise a contractor which it engages to do Asbestos-related Work about the health risks and health effects associated with Asbestos and the need for the contractor to conduct health monitoring of its Workers before they carry out the work.

10. Construction Work

Any construction work which involves or is likely to involve the disturbance of Asbestos is defined as high-risk construction work under the WHS Act.

In addition to complying with any requirements set out in the contractor safety management processes, the BU must ensure:

- (a) contractors who are performing work that is likely to involve the disturbance of Asbestos are licenced to perform the relevant work; and
- (b) the contractor has a safe Work method statement for that Work.

11. Incidents involving Suspected Asbestos

Workers must, and other persons can, report a suspected exposure to Asbestos as follows:

- (a) Housing authority tenants: contact housing direct on 1300 137 677;
- (b) Communities' (DCPFS) employees: record the incident on the incident management system, SolvSafety;
- (c) Communities' (DCPFS) residential clients: Communities' employees in homes are to record the incident on the incident management system, SolvSafety;
- (d) Communities' (Disability Commission) employees: record the incident in the incident management system, Accident Incident Investigation Reports;
- (e) Communities' (Housing Authority) employees: record the incident on the incident management system, Our Safety.

- (f) Maintenance contractors: report the incident through the contractor's supervisor; and
- (g) Visitors to Communities' assets who do not fall within the above categories: Communities' employees are to report the incident on their individual incident management systems and include as much detail of the visitor as possible.

12. **Training and Information**

- (a) Communities' employees will receive the following training in relation to Asbestos:
 - (i) "*WHS Compliance Online Induction training*" to provide the employee an overall understanding of the risks of Asbestos, preventative measures and information about the Asbestos Register. For the avoidance of doubt, this training does not provide the employee with qualifications to inspect and identify Asbestos; and
 - (ii) "*Role Related*" training to an employee who is required to manage or inspect Asbestos in the normal course of carrying out their work. This training includes mandatory attendance at:
 - (A) an Asbestos awareness training session; and
 - (B) an annual Asbestos refresher course.
- (b) Communities' employees who are required to inspect and identify Asbestos at the workplace may also be a Competent Person. Competency must be demonstrated by:
 - (i) training;
 - (ii) workplace background; and / or
 - (iii) an assessment of inspection and identification abilities.
- (c) Communities' will do an internal assessment of an employee's abilities in relation to inspection and identification of Asbestos, which must include a minimum of 3 inspections.
- (d) Communities must maintain the proof of competency of the employee in their learning management system.
- (e) Communities must ensure that any information, training or instruction provided to Communities' employees is provided in a way that is readily understandable by any person.

13. **Emergency Situations**

Incidents

- (a) Where an inspection identifies a serious degradation of Asbestos or new Asbestos, the following procedures are to be followed by the BU:
 - (i) consult the Asbestos Register, document the Asbestos in the Asbestos Register and
 - (ii) revise the Asbestos Register and the AMP;
 - (iii) isolate the area and impose access restrictions if necessary;

- (iv) advise and inform Communities' employees, tenants and affected neighbours as required;
- (v) determine "clean up" or other remedial action and monitoring regime, including a clearance procedure if required;
- (vi) implement preferred control measures;
- (vii) if the health and safety of a Communities' employee has been placed at risk, complete an incident report on "Communities Incident Management System" located on the WHS Hub on The Common.
- (viii) if the health and safety of a Worker (who is not a Communities' employee) has been placed at risk, they can lodge a report by contacting housing direct on 1300 137 677 and by completing the "*Asbestos Exposure Incident*" report which is completed by housing direct.

Emergency Situations

- (b) In situations which represent an immediate risk to health and safety (for example, a major Asbestos disturbance or Asbestos fibre release) the BU should implement the following procedures:
 - (i) evacuate all Workers and tenants;
 - (ii) the responsible person at the Workplace is to take control and determine the extent of incident;
 - (iii) advise other parties as necessary (line management, affected neighbours and the regulatory authority);
 - (iv) seal off or otherwise isolate the area;
 - (v) determine "clean up" or other remedial action and monitoring regimes;
 - (vi) institute access restriction;
 - (vii) arrange for remedial action;
 - (viii) conduct clearance procedure;
 - (ix) organise permits for re-occupancy;
 - (x) document the situation and revise the Asbestos Register and AMP, as required;
 - (xi) if the health and safety of a Communities' employee has been placed at risk, complete an "Incident and Hazard Report" form Communities Incident Management System located on the WHS Hub on The Common and send an email to the employee's line manager / supervisor so appropriate action can be taken immediately; and

- (xii) if the health and safety of a Worker (who is not a Communities' employee) has been placed at risk, they can lodge a report by contacting Housing Direct on 1300 137 677 and by completing the "Asbestos Exposure Incident" report which is completed by housing direct.

14. **References, resources and this AMP**

- (a) The legislation, Codes of Practice and other resources that Communities refer to and may rely upon are listed in **Annexure H**.
- (b) The appropriate Communities governance process, at this time the Assets Compliance Advisory Group (ACAG), will on behalf of the CLT direct a review and revision of this AMP as necessary in the following circumstances:
 - (i) Communities reviews the Asbestos Register;
 - (ii) Communities reviews its control measures in relation to Asbestos management;
 - (iii) Asbestos is removed from, or disturbed, sealed or enclosed at, the Workplace;
 - (iv) the AMP is no longer adequate for managing Asbestos at the Workplace;
 - (v) a Health and Safety Representative requests a review (as they reasonably believe that there is a risk to the health and safety of a worker they represent or Communities has not adequately reviewed the AMP in response to a circumstance listed in this paragraph); and / or
 - (vi) at least once every 5 years.

15. **Definitions**

- (a) **AMP** means this Asbestos Management Plan.
- (b) **Asbestos** means the asbestiform variety of any mineral silicate belonging to the Serpentine and Amphibole group of rock forming minerals. These include the asbestiform variety of the following: actinolite, amosite or grunerite (known as brown Asbestos), anthophyllite, chrysotile (known as white Asbestos), crocidolite (known as blue Asbestos) and tremolite. In this AMP, Asbestos includes Asbestos Containing Material. For examples of types of Asbestos see **Annexure E**.
- (c) **Asbestos Cement** means products consisting of sand aggregate and cement reinforced with Asbestos fibres (e.g., Asbestos cement pipes and flat or corrugated Asbestos sheets).
- (d) **Asbestos-contaminated dust or debris or ACD** means dust or debris that has settled within a Workplace and is, or is assumed to be, contaminated with Asbestos.
- (e) **Asbestos Containing Material** means any material or thing that, as part of its design, contains Asbestos.
- (f) **Asbestos Register** means a register that is prepared and kept at the Workplace (as well as maintained to ensure the information is up to date). The Asbestos Register must:

- (i) record any Asbestos identified at the Workplace or likely to be present at the Workplace from time to time including the date on which the Asbestos was identified and the location, type and condition of the Asbestos; or
 - (ii) state that no Asbestos is identified at the Workplace if the Person with management or control of a Workplace knows that no Asbestos is identified or is likely to be present from time to time, at the Workplace.
- (g) **Asbestos Removalist** means a PCBU who carries out Asbestos removal works.
 - (h) **Asbestos-related Work** means work involving Asbestos (other than Asbestos removal work to which Part 8.7 of the WHS Regulations 2022 applies) that is permitted under the exceptions set out in regulation 419(3), (4), and (5) of the WHS Regulations 2022.
 - (i) **Asbestos System** means the Communities' database in which Asbestos Register reports are generated and can be accessed.
 - (j) **Asbestos Waste** means Asbestos which has been removed and disposable items used during Asbestos removal work, including plastic sheeting and disposable tools.
 - (k) **BU** means a Communities Business Unit with control of a relevant workplace or asset.
 - (l) **Clearance Certificate** means a certificate issued by a Competent Person who carried out a Clearance Inspection before the Asbestos removal area at the Workplace is re-occupied. The Competent Person must not issue a Clearance Certificate unless satisfied that the Asbestos removal area and the area immediately surrounding it are free from visible Asbestos contamination and if the Competent Person undertook air monitoring as part of the Clearance Inspection, the air monitoring shows Asbestos below 0.01 fibres / mL.
 - (m) **Clearance Inspection** means an inspection (by a competent person¹) of an Asbestos removal area after Asbestos removal work has been completed to verify that the area is safe for normal use, that includes a visual inspection and may include air monitoring.
 - (n) **Communities** means the Department of Communities, the Housing Authority and Disability Services Commission.
 - (o) **Competent Person** means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
 - (p) **Friable Asbestos** means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry and contains Asbestos. A licenced Asbestos removalist removing Friable Asbestos must ensure, so far as is reasonably practicable, the following:
 - (i) the Asbestos removal area is enclosed to prevent the release of respirable Asbestos fibres;
 - (ii) unless a glove bag is used in Class A Asbestos removal work, negative pressure must be used;

¹ For a Clearance Inspection, a Competent Person is a person who has acquired through training or experience the knowledge and skills of relevant Asbestos removal industry practice and holds a certification in relation to the specified VET course for Asbestos assessor work or a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

- (iii) the wet method of Asbestos removal is used;
 - (iv) unless a glove bag is used in Class A Asbestos removal work, the Asbestos removal work does not commence until air monitoring is commenced by an independent Competent Person;
 - (v) air monitoring is undertaken during the Asbestos removal work at times decided by the independent Competent Person undertaking the air monitoring; and
 - (vi) any glove bag which is used to enclose the Asbestos removal area is dismantled and disposed of safely.
- (q) **Health and Safety Representative** means, in relation to a Worker, the health and safety representative elected under Part 5 of the WHS Act for the work group of which the Worker is a member.
- (r) **In situ Asbestos** means Asbestos fixed or installed in a structure, equipment or plant but does not include naturally occurring Asbestos.
- (s) **Non-friable Asbestos** means material containing Asbestos that is not friable Asbestos and includes material containing Asbestos fibres reinforced with a bonding compound.
- (t) **NATA** means the National Association of Testing Authorities, Australia;
- (u) **Officer** means an officer under the *Work Health and Safety Act 2020 (WA)* which includes:
- (i) an officer under section 9 of the *Corporations Act 2001 (Cth)* other than a partner in a partnership; or
 - (ii) an officer of the Crown which includes:
 - (A) in relation to the business of undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking;
 - (B) in relation to the business or undertaking of a Crown agency, the Chief Executive;
 - (C) in relation to the business or undertaking of a Crown agency, any person (other than the Chief Executive) –
 - (1) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking; and
 - (2) who is, within the organisational structure of the Crown agency, directly responsible to the Chief Executive; or
 - (iii) an officer of a public corporation, being a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of a public corporation is taken to be an officer of the public corporation for the purposes of the WHS Act.

- (v) **Person conducting a business or undertaking or PCBU means:**
 - (i) a business or undertaking conducted by a partnership (includes each partner, unless it is an incorporated partnership) or an unincorporated association;
 - (ii) a company;
 - (iii) an unincorporated body or association; and
 - (iv) a sole trader or self-employed person.
- (w) **Person with control or management of a Workplace** means a PCBU to the extent that the business or undertaking involves the management or control, in whole or in part, of the Workplace but does not include:
 - (i) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or
 - (ii) a prescribed person.
- (x) **Principal Officer Litigation and Dispute Resolution** means an officer managing all aspects of the Department's insurance arrangements, investigating and settling liability claims, Asbestos related exposes and provides advice to the Department on insurance, litigation strategies and operational risks.
- (y) **Respirable Asbestos Fibre** means any fibre of Asbestos small enough to penetrate the gas exchange regions of the lungs. Technically, it is defined as a fibre less than 3µm (0.0003mm) wide and more than 5µm (0.0005mm) long and has a length to width ratio of more than three (3) to one (1).
- (z) **WHS** means work health and safety.
- (aa) **WHS Act** means the Work Health and Safety Act 2020 (WA)
- (bb) **WHS Regulations 2022** means the Work Health and Safety (General) Regulations 2022 (WA).
- (cc) **Worker** means any person who carries out work for a PCBU, including work as an employee, a contractor or sub-contractor (or their employee), outworker, apprentice or trainee, work experience student, employee of a labour hire company who has been assigned to work in a PCBU or a volunteer. A PCBU is also a Worker if the person is an individual who carries out work in that business or undertaking.
- (dd) **Workplace** means a place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work. Place includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land, on the bed of any waters or floating on any waters.

Annexure A

ASBESTOS CONTAINING MATERIAL RISK ASSESSMENT MATRIX				
CONDITION OF MATERIAL	POOR	Risk Ranking 6 Unsealed or coating damaged. Severely weathered. <i>Low probability of disturbance.</i>	Risk Ranking 3 Unsealed or coating damaged. Severely weathered. <i>Medium probability of disturbance.</i>	Risk Ranking 1 Unsealed or coating damaged. Severely weathered. <i>High probability of disturbance.</i>
	FAIR	Risk Ranking 8 Unsealed or coating deteriorated. Moderately weathered. <i>Low probability of disturbance.</i>	Risk Ranking 5 Unsealed or coating deteriorated. Moderately weathered. <i>Medium probability of disturbance.</i>	Risk Ranking 2 Unsealed or coating deteriorated. Moderately weathered. <i>High probability of disturbance.</i>
	GOOD	Risk Ranking 9 Sealed and coating in good condition. Unweathered. Surface sound and well bound. <i>Low probability of disturbance.</i>	Risk Ranking 7 Sealed and coating in good condition. Unweathered. Surface sound and well bound. <i>Medium probability of disturbance.</i>	Risk Ranking 4 Sealed and coating in good condition. Unweathered. Surface sound and well bound. <i>High probability of disturbance.</i>
		LOW	MEDIUM	HIGH
		PROBABILITY OF DISTURBANCE		

Annexure B

RISK LEVEL MATRIX			
Risk Level	Risk Rating	Recommended control measures	Timeframes for remediation by Management
High	1 – 2	Restrict access; shut down air-conditioning system (if applicable); notify building occupants and remove (where practicable)	Within 1 month
Medium	3 – 5	Seal or encapsulate where necessary to minimise risk; leave in situ; monitor closely and consider removal if risk escalates	Within two years
Low	6 – 8	No remedial action required; Remove ACM during planned refurbishment or renovation works	Before any renovation or refurbishment that would damage the ACM
Very Low	9	No remedial action required; Remove ACM during planned refurbishment or renovation works	Before any renovation or refurbishment that would damage the ACM

Annexure C

CONTROL MEASURES			
Appropriate Control Measures	Inappropriate Control Measures	Advantage	Disadvantage
Defer (manage in situ)			
<ul style="list-style-type: none"> Negligible risk of exposure. Asbestos inaccessible and fully contained. Asbestos stable and not liable to damage. 	<ul style="list-style-type: none"> Possibility of deterioration or damage. Airborne asbestos dust exceeds recommended exposure standard. 	<ul style="list-style-type: none"> No initial cost. Cost of removal deferred. 	<ul style="list-style-type: none"> Hazard remains. Need for continuing assessment. Asbestos management program required.
Encapsulate or Seal			
<ul style="list-style-type: none"> Removal difficult or not feasible. Firm bond to substrate. Damage unlikely. Short life of structure. Readily visible for regular assessment 	<ul style="list-style-type: none"> Asbestos deteriorating. Application of sealant may cause damage to material. Water damage likely. Large areas of damaged asbestos. 	<ul style="list-style-type: none"> Quick and economical for repairs to damaged areas. May be an adequate technique to control release of asbestos dust. 	<ul style="list-style-type: none"> Hazard remains. Cost for large areas maybe near removal cost. Asbestos management system required. Eventual removal may be more difficult and costly.
Enclose			
<ul style="list-style-type: none"> Removal extremely difficult. Fibres can be completely contained within enclosure. Most of surface already inaccessible. Disturbance to, or entry into, enclosure area not likely. 	<ul style="list-style-type: none"> Enclosure itself liable to damage. Water damage likely. Asbestos material cannot be fully enclosed. 	<ul style="list-style-type: none"> May minimise disturbance to occupants. Provides an adequate method of control for some situations. 	<ul style="list-style-type: none"> Hazard remains. Continuing maintenance of enclosure. Asbestos management program required. Need to remove enclosure before eventual removal of asbestos. <p>Precautions necessary for entry into enclosure.</p>

Remove			
<ul style="list-style-type: none"> • Surface friable or asbestos poorly bonded to substrate. • Asbestos is severely water damaged or liable to further damage or deterioration. • Airborne asbestos exceeds recommended exposure standard as set out in the WHS Regulations 2022 and the Communities Asbestos management documents. • Other control techniques inappropriate 	<ul style="list-style-type: none"> • Located on complex and inaccessible surfaces. • Removal extremely difficult and other techniques offer satisfactory alternative. 	<ul style="list-style-type: none"> • Hazard removed. • No further action required. 	<ul style="list-style-type: none"> • Increases immediate risk of exposure especially to removal workers. • Creates major disturbance in building. • Often highest cost, most complex and time-consuming method. • Removal may increase firerisk within building; • Substitute required. • Possible contamination of whole building if removal done poorly

Annexure D

DEFINITIONS OF CONTROL MEASURES BY ASBESTOS TYPE

Asbestos Containing Material (ACM)	Approved Control Measure and Timing
<p>Friable ACM</p> <p>(including fire damaged delaminating asbestos cement products)</p>	<ul style="list-style-type: none"> • immediate notification to normal Communities maintenance channels upon discovery of the item/s • Implementation of control measures including to immediately prohibit/preclude access to the ACM, as soon as possible • engage a licenced asbestos removal contractor to remove the ACM – as soon as possible • remove in accordance with the <i>Code of Practice: How to Safely Remove Asbestos (2022)</i> – within one month • ensure appropriate records are maintained evidencing the discovery of the item, the removal and remediation works (including Clearance Certificates where required). • update the Asbestos Register (Asbestos System).
<p>ACM fencing and capping (external), some cracking or partially damaged.</p> <p>Fence is vertical, structural sound and serves its purposes</p> <p>(Non-friable).</p>	<ul style="list-style-type: none"> • organise for an asbestos contractor to manage in situ – using the following methods <ul style="list-style-type: none"> ○ seal broken edges using an appropriate sealant ○ handpicking & disposing of broken pieces as asbestos waste ○ trimming back vegetation which may cause disturbance to the ACM ○ filling cracks with outdoor silicone products ○ patching small holes with outdoor tape ○ painting or PVA sealing sheet surfaces • label as appropriate • monitor condition, reinspect within 12 months
<p>Asbestos Cement debris (on soil)</p>	<ul style="list-style-type: none"> • determine if friable or non-friable: <ul style="list-style-type: none"> ○ if friable: <ul style="list-style-type: none"> ▪ immediate notification to normal Communities maintenance channels – within 24 hours. ▪ immediately prohibit/preclude access to the ACM – within 24 hours ▪ engage a licenced asbestos removal contractor to remove the ACM – within one month ▪ remove in accordance with the <i>Code of Practice: How to Safely Remove Asbestos (2022)</i> and the Guidelines for the Assessment, Remediation and Management of Asbestos- Contaminated Sites in WA – within one month ▪ ensure appropriate records are maintained evidencing the discovery of the item, the removal and remediation works (including Clearance Certificates where required). ▪ update the Asbestos Register (Asbestos System) ○ if non friable and <10 m²: <ul style="list-style-type: none"> ▪ engage a licenced asbestos removalist. ▪ remove in accordance with the <i>Code of Practice: How to Safely Remove Asbestos (2022)</i> and the Guidelines for the Assessment, Remediation and Management of Asbestos- Contaminated Sites in WA – within one month ▪ ensure appropriate records are maintained evidencing the discovery of the item, the removal and remediation works (including Clearance Certificates where required). ▪ update the Asbestos Register (Asbestos System)

ACM	Approved Control Measure and Timing
	<ul style="list-style-type: none"> ○ if non friable and >10 m²: <ul style="list-style-type: none"> ▪ engage an asbestos contractor to undertake “emu pick” of fragments in accordance Guidelines for the Assessment, Remediation and Management of Asbestos Contaminated Sites in WA ▪ collect fragments in labelled, 200um thick double bags ▪ dispose in accordance with State Legislation ▪ ensure appropriate records are maintained evidencing the discovery of the item, the removal and remediation works (including Clearance Certificates where required). ▪ Update the Asbestos Register (Asbestos System)
Electrical backingboards, Zelemite, Bakelite’ (Non friable)	<ul style="list-style-type: none"> • manage in situ • label as appropriate • engage an asbestos contractor to PVA seal broken edges • monitor condition, reinspect within 12 months
Internal Asbestos cement products, with minor cracks or holes, e.g. Fibre Cement Panels, battens	<ul style="list-style-type: none"> • manage in situ • label as appropriate • engage an asbestos contractor to PVA seal/paint broken edges • Monitor condition, reinspect within 12 months
Vinyl floor tiles in good condition, Non-friable	<ul style="list-style-type: none"> • manage in situ • label as appropriate • monitor condition, reinspect within 12 months
Tilux/ACM wallsheeting	<ul style="list-style-type: none"> • manage in situ • label as appropriate • monitor condition, reinspect within 12 months

Annexure E

TYPES OF ASBESTOS CONTAINING MATERIAL

Chrysotile Asbestos

White asbestos belonging to the serpentine group.

Characteristics:

- Most flexible
- Most heat resistant
- Can be spun and woven
- Most abundant form



Cement based sheeting with white asbestos

Amosite Asbestos

Brown or grey asbestos belonging to the amphibole group.

Characteristics:

- Harsh, spiky fibres
- Good tensile strength
- Resistance to heat
- Coarse nature.



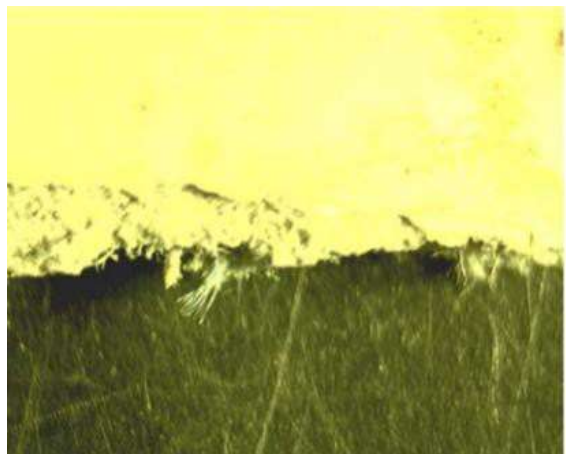
Low density board with brown and white asbestos

Crocidolite asbestos

Blue asbestos belonging to the amphibole group.

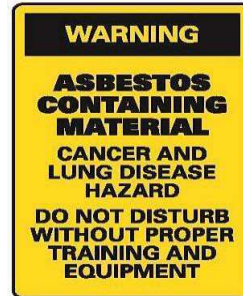
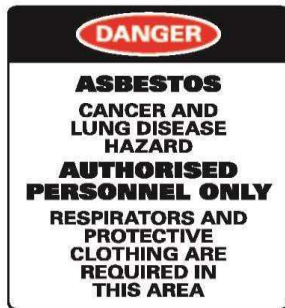
Characteristics:

- Straight, stiff, needle-like fibres
- Strongest form
- High resistance to acids



Annexure F

WARNING SIGNS AND LABELS



Annexure G

RESPONSIBILITIES

Regulation	What does Communities need to do?	How does Communities meet this obligation?
419	Communities must not carry out or direct or allow a Worker to carry out, work if it involves Asbestos.	Communities engages licenced contractors to carry out Asbestos-related Work.
420	Communities must ensure that exposure of a person to airborne Asbestos is eliminated or minimised so far as is reasonably practicable and does not exceed the exposure standard.	Communities tests the air at a Workplace to ensure the exposure standard is not being exceeded.
422 and 423	Communities must ensure, so far as is reasonably practicable, that all Asbestos at the Workplace is identified by a Competent Person (and may do so by arranging for a sample to be analysed).	Prescribe the minimum requirements of a "competent person" to be involved in the work.
424	Communities must ensure that the presence and location of Asbestos is clearly identified and if practicable, by the use of a label.	Inspections, risk assessments and Asbestos Register.
425 - 428	Communities must ensure an Asbestos Register is: <ul style="list-style-type: none"> • prepared and kept at the Workplace; • reviewed and revised (as necessary); • readily accessible; and • transferred to a Person with management or control of the Workplace (if relinquishing management or control of the workplace and there is such a person to transfer to). 	Maintaining an Asbestos Register in compliance with the AMP.
429 and 430	Communities must ensure that an AMP is prepared and reviewed and revised (as necessary).	Maintaining the AMP as set out in the AMP.
445	Communities has an obligation to ensure that the contractors they engage who they reasonably believe may be involved in Asbestos-related Work are trained in the identification and safe handling of, and suitable control measures for, Asbestos,	Researching the contractors Communities engages.
448	Communities must ensure that before demolition or refurbishment is carried out the Asbestos Register is reviewed and if inadequate, revised. undertaking the demolition or refurbishment before it is commenced.	Review the Asbestos Register before commissioning demolition or refurbishment.
449	Communities must ensure they give a copy of the Asbestos Register to the PCBU	Review the AMP before commissioning demolition or refurbishment

Regulation	What does Communities need to do?	How does Communities meet this obligation?
452	Communities must ensure that all Asbestos that is likely to be disturbed by the demolition is identified and, so far as is reasonably practicable, removed before the demolition is commenced.	Engage licenced contractor for removal of the Asbestos.
454	Communities must ensure that before demolition is commenced a procedure is developed, so far as is reasonably practicable, that will reduce the risk of exposure of Workers and persons in the vicinity of the demolition site to Asbestos to below the exposure standard and the Asbestos Register is considered in such development.	Engage licenced contractor for demolition of the Asbestos.
456	Communities must ensure all Asbestos that is likely to be disturbed by refurbishment is identified and, so far as is reasonably practicable, removed before refurbishment is commenced.	Engage licenced contractor for refurbishment of the Asbestos.
458	Communities must ensure that Asbestos removal work is carried out by a licensed Asbestos removalist who is licensed to carry out the work or Competent person (in certain circumstances).	Engage licenced Asbestos removalist.
468	<p>Communities must ensure:</p> <ul style="list-style-type: none"> • that their Workers and any other persons at the Workplace and the person who commissioned the Asbestos removal work (if not Communities); and • they have taken all reasonable steps to ensure that anyone conducting a business or undertaking at, or in the immediate vicinity of the Workplace or anyone occupying premises in the immediate vicinity of the Workplace, <p>are informed that Asbestos removal work is to be carried out before the work commences.</p>	Engage licenced contractors who will inform the relevant persons.
470	<p>Communities must ensure, so far as is reasonably practicable, that no-one other than:</p> <ul style="list-style-type: none"> • Workers engaged in the Asbestos removal work; • other persons associated with the Asbestos removal work; or • anyone allowed under the WHS Regulations 2022 or another law to be in the Asbestos removal area, has access to the Asbestos removal area. 	Communities gives the relevant approvals to access the Asbestos removal area to the licenced contractor engaged by Communities who will then inform the other persons.

Regulation	What does Communities need to do?	How does Communities meet this obligation?
475	Communities must ensure that if they have commissioned Asbestos removal work, an independent Competent Person undertakes air monitoring of the Asbestos removal area at the Workplace and the results are provided to various persons.	Communities engages an independent Competent Person.
477	Communities must obtain a Clearance Certificate from an independent Competent Person, if they commissioned the removal of friable Asbestos, after the enclosure for the friable Asbestos removal area has been dismantled.	Communities engages an independent Competent Person.
480	Communities must give information regarding health risks and health effects and the need for and details of health monitoring to a person likely to be engaged to carry out Asbestos-related Work for Communities before they are engaged.	Communities engages a licenced contractor and provides them with their health monitoring obligations.
473 and 474	Communities must ensure that when licensed Asbestos removal work is completed, a Clearance Inspection of the Asbestos removal area at the Workplace is carried out by an independent Competent Person and that they then obtain the Clearance Certificate from the Competent Person.	Communities engages an independent Competent Person.

Annexure H

LEGISLATION, REGULATIONS AND CODE OF PRACTICE

Legislation

1. *Work Health and Safety Act 2020 (WA)*
2. *Work Health and Safety (General) Regulations 2022 (WA)*
3. *Health (Asbestos) Regulations 1992 (WA)*
4. *Workers' Compensation and Injury Management Act 1981 (WA)*
5. *Workers' Compensation and Injury Management Regulations 1982 (WA)*
6. *Public Sector Management Act 1994 (WA)*
7. *Contaminated Sites Act (WA)*
8. *Environmental Protection (Controlled Waste) Regulations 2004 (WA)*

Codes of Practice

9. WorkSafe (WA), Code of Practice: How to Manage and Control Asbestos in the Workplace (2022);
10. WorkSafe (WA), Code of Practice: How to Safely Remove Asbestos (2022);

Other

11. Brochure: Asbestos regulators and information sources:
<https://www.health.wa.gov.au/~media/Files/Corporate/general-documents/Asbestos/PDF/Asbestosregulatorsandinformationresources.pdf>
12. Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in WA: [Information sheet - Asbestos contaminated soils | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/industry-regulation-and-safety/information-sheet-asbestos-contaminated-soils)
13. Guidance Note on Asbestos Cement Fences:
<https://www.health.wa.gov.au/~media/Files/Corporate/general-documents/Asbestos/PDF/GuidanceNoteonAsbestosCementFencesFeb16.pdf>
14. Communities of Health (WA) Guidance Note: Identification of asbestos containing material: [Flyer Consumer Template \(health.wa.gov.au\)](https://www.health.wa.gov.au/communities-of-health/wa-guidance-note-identification-of-asbestos-containing-material)
15. Local Government – Frequently asked questions – Asbestos: [Local government - Frequently asked questions – Asbestos | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/industry-regulation-and-safety/local-government-frequently-asked-questions-asbestos)