



# ASBESTOS POLICY

Adoption Date: August 2020

Review Date:

Responsible Officer: Corporate & Community

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## POLICY STATEMENT

WSC has a duty of care to protect its employees, contractors and the community from real or potential hazards when dealing or working with materials containing asbestos.

## OBJECTIVES:

- To ensure that Council complies with Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (1998)] .
- To protect the health and safety of workers involved in asbestos removal as well as residents in adjoining properties, by ensuring the detection of asbestos prior to commencement of any development works and compliance with the National Work Health and Safety Commission.
- To ensure that asbestos is correctly removed to prevent contamination of land and ultimately costly remediation works.
- To ensure that compliance will be achieved through strict conditions of consent and enforcement where necessary.
- Provide training to employees in correct removal of bonded asbestos
- Provide Supervisor training to employees involved in the supervision of the removal of bonded asbestos.

## Policy Implementation Procedures, Guidelines and Documents

Asbestos Procedures

## Related WSC Policies

Work Health and Safety Policy

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# ASBESTOS PROCEDURE

Approval Date: August 2020

Review Date:

Responsible Officer: WHS Officer

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## Objective

To protect Council employees, contractors and the community from real or potential hazards when dealing or working with materials containing asbestos.

## Council Policy Reference

Asbestos Policy

## Statutory Requirements

Local Government Act 1993

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

Protection of the Environment Operations Act (1997)

Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)]

Workers Compensation (Dust Diseases) Act 1942-67

Workers Compensation Act 1987

Injury Management and Workers Compensation Workplace Act 1998

Protection of the Environment Operations (Waste) Regulation 2014

## Related Policy/Procedure

Work Health and Safety Act 2011

WSC Asbestos Policy

## Government References

NSW Government Fibro and Asbestos – Frequently asked Questions for Renovators and Homeowners

SafeWork NSW – Working with Asbestos Guide

StateCover – Asbestos Management – Guidance Resource for NSW Local Authorities

## 1. Asbestos

There are two major groups of asbestos, the serpentine and amphibole group. The serpentine group contains chrysotile, commonly known as white asbestos. The amphibole group contains amosite (brown asbestos), crocidolite (blue asbestos) and other less common types.

The presence of asbestos only poses a risk if it is:

- Broken
- In poor deteriorated condition; or
- Disturbed during activities that produce dust containing asbestos fibres.

## 2. Types of Asbestos

### *Bonded Asbestos*

Bonded asbestos material is any material that contains asbestos in a bonded matrix. It may consist of Portland cement or various resin/binders and cannot be crushed by hand when dry.

Asbestos cement products that may be found around the workplace include:

- Flat (fibro) or corrugated sheeting
- Water or flue pipes
- Roof shingles
- Imitation brick cladding

### *Friable Asbestos*

Friable asbestos material is any material that contains asbestos and is in the form of a powder or can be crumbled, pulverized or reduced to powder by hand pressure when dry.

Examples of friable products are:

- Sprayed limpet
- Millboard, pipe and boiler lagging
- Commercial ceiling insulation
- Insulation of domestic heaters, hot water systems and stoves

Asbestos inappropriately buried (not in accordance with environmental legislation) is considered friable asbestos material. Any asbestos cement product, which has been subject to weathering, damaged by heat/fire, hail or other mechanical action or illegal water blasting is friable asbestos and an Asbestos Removal Contractor with an AS1 Licence for friable asbestos is required for its removal.

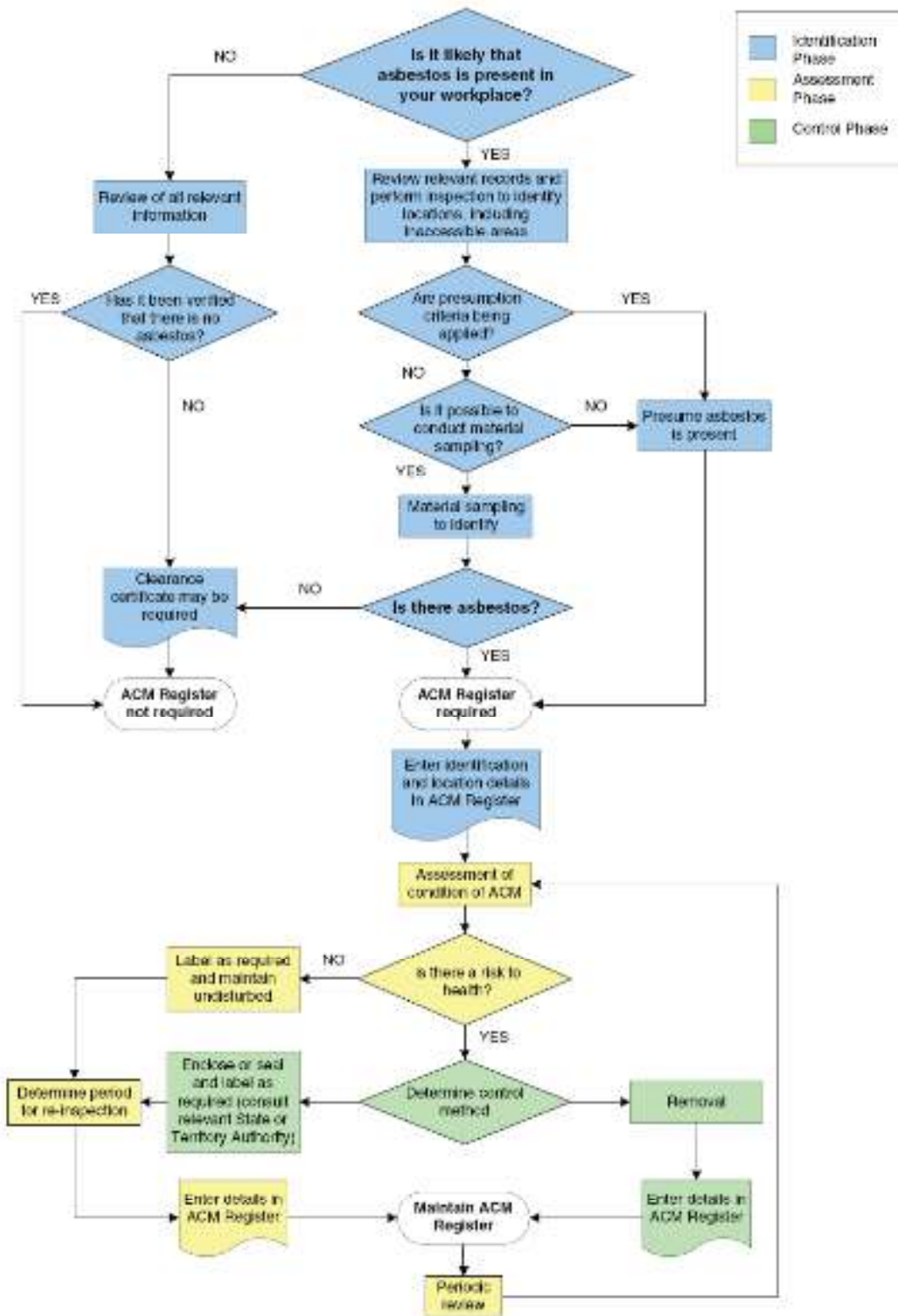
## 3. Identifying Asbestos

If there is any doubt about a possible asbestos product a sample should be analysed by a NATA laboratory that is accredited to identify asbestos. This must be carried out before any renovation, maintenance or demolition works proceed. If in doubt, assume asbestos is present and take the necessary precautions.

It is a legal requirement for the controller of a premise to identify all asbestos containing material (ACM) and these must be recorded in an Asbestos Register (See Appendix A).

Table 1 below is a graphical representation for identifying asbestos and the processes involved in maintaining an ACM Register

**Table 1: Identifying Asbestos**



Reference Code of Practice for the Control and Management of Asbestos in Workplaces (NOHSC 2018 (2005))

#### 4. Removing Asbestos

A licensed asbestos contractor must be engaged if the area of bonded asbestos sheeting (fibro) is over 10 square metres. If there is any doubt in the area of fibro containing asbestos then a licensed asbestos contractor *must* be engaged. A licensed professional can only remove friable asbestos.

#### 5. Handling Asbestos

When handling bonded asbestos material there are a number of precautions that must be taken including:

- Comply with Occupational Health and Safety Act 2000 and refer to WorkCover NSW – Working with Asbestos Guide 2008.
- Do not use power tools.
- Wear personal protective equipment, including coveralls and a respirator (eg a half-face P1/P2 respirator) – coveralls should preferably be disposable and coveralls with Velcro-type fasteners are not suitable. Non-Australian Standards certified masks should not be used where asbestos is present.
- Wet sheets down to reduce dust generation and movement.
- Take the sheets off whole (again, do not use power tools as this may create dust movement).
- Seal sheets in construction grade plastic. (This should be 200 microns thick.)
- Use barriers to restrict entry of unauthorised personnel to the work area and to control contamination.
- Place asbestos removal caution signs at the barriers, which comply with AS 1319 *Safety Signs for Occupational Environment*.
- Do not use a household vacuum cleaner – only use a suitable vacuum cleaner that complies with the AS/NZ 60035.2.60 and is fitted with an appropriate attachment to reduce the release of dust.
- Work in well-ventilated areas, where possible.
- For external work, close all windows and doors to prevent dust entering the building.
- Clean-up using wet methods, or a suitable vacuum cleaner – do not use a household vacuum cleaner.
- Avoid any abrading or scrubbing of the material's surface.
- Recycled plastic is not to be used as it may contain flaws.
- Plastic used in asbestos removal is not to be reused.
- Remove from site as soon as practicable.
- It is illegal to water blast ACM as it increases the risk of asbestos fibres being released into the atmosphere and being inhaled.

Should the asbestos be in powder form or can be crumbled, pulverized or reduced to powder by hand pressure when dry, then an asbestos removal contractor with an AS1 Licence is required for its removal.

## **6. Collection and Storage**

All bonded asbestos waste must be:

- kept damp (prevent runoff water)
- collected, labelled and sealed using appropriate plastic or leak proof containers
- stored in labelled, plastic-lined bins that are covered, or leak-proof containers that are covered
- placed in bins or trucks that are large enough to contain full sheets without breaking them
- stored in a secure area at all times
- removed from the site as soon as practicable

All friable asbestos material must be:

- kept damp or sealed with PVA glue
- collected and sealed in 200-micron thick, appropriately labelled, plastic bags
- double wrapped in 200-micron thick plastic bags
- in bags that weigh not more than 25 kilograms, and are less than half full
- stored in a secure area, awaiting removal
- removed from the site as soon as practicable

The Department of Environment and Energy allows transport of asbestos contaminated soil in unlined bulk trucks, provided the soil is kept damp, the load is securely locked, transported in a covered, leak proof vehicle and covered with plastic and a fully protective tarp, and the truck is decontaminated before it leaves the waste facility.

## **7. Transportation and Disposal of Asbestos**

All asbestos waste must be transported in a covered leak proof vehicle or in a manner approved. The asbestos must not be mixed with general building waste or taken to the waste depot for recycling.

Asbestos must be disposed of at a site approved by an appropriate disposal authority. Small amounts of asbestos can be disposed at Council's licenced waste disposal point provided that:

- The Waste Depot Operator is contacted two (2) days prior to allow the excavation of a hole to dispose of the asbestos fibro (Walgett)
- A hole is excavated prior to the disposal of the asbestos fibro (other Council waste depots)
- Dispose of waste and collected dust in 200-micron thick plastic bags that are sealed and clearly labelled as containing asbestos waste
- The waste is dumped into the hole and the hole is capped on the same day with a minimum of one (1) metre of clean fill.

For the transportation and disposal of large amounts of asbestos, the Director Environmental Services must be contacted so that the appropriate planning and consultation can be provided.

SafeWork NSW recommends that all bonded asbestos be removed from a building before it is relocated as moving buildings clad with asbestos cement can cause the material to come loose and fall off, causing a hazard in transit or when the building is being reconstructed.

## **8. Enforcement**

The Protection of the Environment Operations Act (1997) empowers Council to issue environment protection notices. *Clean-up notices* may direct an occupier of premises at or from which Council reasonably suspects that a pollution incident has occurred, or a person reasonably suspected of causing or having caused pollution, to take clean-up action specified in the notice. This would include the unsatisfactory storage and or disposal of asbestos.

*Prevention notices* can be issued if Council reasonably suspects that any activity has been or is being carried out in an environmentally unsatisfactory manner at any premises or by any person. Prevention notices require that action specified in the notice is taken. There is a right of appeal to the Land and Environment Court.

Council may also issue a notice directing the owner of a property to remove any damaged and broken asbestos for example, a damaged asbestos fence.

## **9. Certificates of Analysis**

If the property was built prior to 1985 and the proposed works require development consent from Council the following must be submitted with the development application:

- An asbestos survey prepared by a qualified occupational hygienist or Council approved provider.

Should asbestos be present:

- An asbestos clearance certificate prepared by a qualified occupational hygienist or Council approved provider must be provided at the completion of works.

## **10. Demolitions or Renovations involving Asbestos**

This section covers the conditions of consent required for the demolition or renovation of buildings containing asbestos materials or dwellings built prior to 1985. These have been implemented due to the danger posed when asbestos is broken or damaged. The aim of these conditions is to ensure the correct handling of asbestos laden materials during and after demolition or renovation.

*Conditions of Consent:*

1. All asbestos removal shall be undertaken in accordance with the occupational hygienists or Council approved provider report submitted with the development application and in compliance with the requirements of WorkCover's "Your Guide to Working with Asbestos" and all applicable legislative and legal requirements.

Should asbestos be present:

2. Written notice must be provided to Walgett Shire Council five (5) working days (excluding public holidays) prior to commencement of any works.

Written notice is to include the following details:

- Date the demolition will commence
- Name, address, contact details (including after hours) and licence number of the demolisher and asbestos removalist (if different)

Work must not commence prior to the nominated demolition date. It is the responsibility of the persons undertaking demolition work to obtain the relevant SAfeWrok NSW licences and permits.

3. The applicant is to notify all owners and occupiers of premises on either side, opposite and at the rear of the development site five (5) working days prior to demolition. Such notification is to be clearly written on A4 size paper stating the date the demolition will commence and is to be placed in the letterbox of every premise (including every residential flat or unit, if any). The demolition must not commence prior to the date and time stated in the notification.

4. Demolition of buildings where asbestos is determined to be present should only occur 9am – 5pm Monday to Friday, and must not occur on Saturdays, Sundays or Public Holidays, to ensure that the persons carrying out the work have access to SafeWork NSW professionals if required.

5. A SafeWork NSW licensed contractor must undertake removal where there is more than 10 square metres of bonded asbestos. Removal of friable asbestos material must only be undertaken by contractor that holds a current friable asbestos removal licence.

6. Demolition sites that involve the removal of asbestos must display a standard commercially manufactured sign containing the words 'DANGER ASBESTOS REMOVAL IN PROGRESS' measuring not less than 400mm x 300mm is to be erected in a prominent visible position on the site to the satisfaction of Council's officers. The sign is to be erected prior to demolition work commencing and is to remain in place until such time as all asbestos has been removed from the site to an approved waste facility. This ensures compliance with the Work Health and Safety Regulation 2017.

7. All asbestos waste must be stored, transported and disposed of in compliance with the Protection of the Environment Operations (Waste) Regulation 2014. All receipts detailing method and location of disposal must be submitted to Council as evidence of correct disposal.

8. An asbestos clearance certificate prepared by a qualified occupational hygienist or Council approved provider, must be provided to Council at the completion of works.

These conditions, as well as 2-6 of above, are required for:

- I. All approvals to brick veneer any existing buildings; and
- II. All approvals to carry out alterations and additions on any building.

This is to ensure safety in situations where asbestos cement sheeting may not be observable due to it being covered or re-cladded with other materials.

### **11. Council Employees – Workers Compensation**

- a) When an employee has or may have been exposed to asbestos, they must immediately complete an incident report and notify the WHS Officer.
- b) The requirement to be referred for a medical screening by the Dust Diseases Board (DDB) will be determined jointly by the WHS Officer and the employee jointly.
- c) Where there are no symptoms, the incident report once completed should be sent to Council's Workers Compensation Insurer. The incident report will remain a record indefinitely. Where there is no specific incident noted but the inherent nature of the employee's duties indicates that exposure may have occurred, the Workers Compensation Insurer at the time may be notified.
- d) Where an employee or ex-employee has symptoms of an asbestos related disease the Dust Diseases Board (DDB) claim form should be completed and sent directly to the DDB. Administration of the claim will be between the DDB and the claimant.



## **12. Training**

Training for certain employees in asbestos demolition will be provided to ensure that any such illegally dumped material can be managed safely. This training will be offered to employees identified by the WHS Officer and included in the annual Training Plan as essential training. The Asbestos Training Schedule (see Appendix B) is to be maintained by the WHS Officer

## **13. Asbestos Register**

Under the provisions of Work Health and Safety Regulation 2017, Council must keep a register recording the type, location and condition of all asbestos and asbestos containing material which exists in the workplace. The purpose of this register is to identify all known sources of asbestos in buildings or other sites under Council control together with the risk assessment and proposed control method. The register is then used as a diary system to monitor the condition of the asbestos for possible deterioration and/or change in the control method.

The asbestos register must be placed in every building where asbestos has been identified and brought to the attention of any tenant, contractor or tradesman who may be engaged.

When asbestos work is carried out in a Council owned, occupied or controlled site an entry must be made in the maintenance schedule of the asbestos register for that site. The maintenance schedule is required to establish a record of work done and provide the necessary evidence that Council has taken appropriate steps to reduce the possibility of exposure to asbestos by any employee or contractor.

A master asbestos register will be maintained by WHS Officer which contains all information on Council controlled sites and will be updated annually or when conditions change (whichever is less).

The Asbestos Register templates are tabled at Appendix A and Appendix B.

**Appendix A**  
**Table 1: Asbestos Register Summary (Location, Condition and Management)**

Ref No	Inspection/ Assessment Date	Location, Description, Condition, Photo Ref	Friable	Nonfriable/ Bonded	Presumed ACM	Inaccessible area, asbestos possible	Test Required Yes/No	ACM test Results	Risk Rating (Initial)	Controls	Risk Rating (Residual)	Labelled Yes/No	Responsible for Action	Review Date

**Asbestos Risk Assessment**

**Table 2: Exposure Rating**

Type/Condition	Likelihood/Frequency of Exposure				
		Very High	High	Medium	Low
	Friable/unstable	High	High	High	High
	Fiable stable/ bonded, poor	High	High	Medium	Medium
	bonded, reasonable	Medium	Medium	Medium	Low
	bonded, good	Medium	Medium	Low	Low

Assessor		Date	
Location			

**Table 3: Priority Table**

Risk	Control	Time
High	Eliminate, Isolate	Immediate Priority
Medium	Isolate, Enclose, Seal, Engineer, Administer	Medium Priority
Low	Administer, Training, SOP, PPE	Low Priority

Ref No	Risk Rating	Controls	Register Updated Yes/No	Complete Date	Review Date	Actioned By

**Table 4: Asbestos Maintenance Schedule**

**Site Address/Location:**

Ref No	Date	Type of asbestos Work to be done	Work Completed By	Date Completed	Review Date	Date Register Updated

**Appendix B**  
**Asbestos Training Schedule**

Name	Training Course Description	Training Date	Course Results	Revision Training Date

**Procedure Review History**

Date	Changes Made	Approved By
	Procedure Developed	Ray Kent      General Manager
February 2018	Full Procedural Review	Don Ramsland General Manager
August 2020	Full Review	Michael Urquhart General Manager