SAFE WORKING GUIDELINES
ASBESTOS REMOVAL

1. Introduction

The objective of this procedure is to prevent the occurrence of injury and reduce the severity of injuries/disease resulting from works associated with the removal of asbestos or works carried out near asbestos by employees and subcontractors of Proline Building Commercial Pty Ltd.

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

2. Purpose

The purpose of this document is to provide suitable information for the identification, assessment and control of hazards associated with asbestos where there is a risk of inhalation of respirable fibres.

3. Definitions

ACM	Asbestos Containing Material
Monitoring	includes occupational, Control & Clearance monitoring (reference How to Safely Remove Asbestos Code of Practice for further information)

4. Roles & Responsibilities

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Identification, assessment, control and evaluation of working with asbestos;
- If a material is discovered, treat it as if it were asbestos;
- Any suspect material is tested and checked by a qualified laboratory;
- Ensure that competently trained person/s carry out asbestos removal works for under 10 square meters;
- Ensure licenced removalists carry out removal works for all other types/quantities of asbestos;
- Ensure any plant or equipment used for removing asbestos, has been checked and tested appropriately prior to use;
- Ensure that records are kept and maintained on the status of monitoring and to provide a monthly report to the Systems Manager.

Other Employees / subcontractors are responsible for the following:

- Ensure they do not carry out works in sites where uncontrolled and unidentified hazardous substances (asbestos) exist;
- If a material is discovered, treat it if it were asbestos
- Notify the Site Supervisor of any suspect ACM;
- Notify the Site Supervisor of any hazards / faults or maintenance requirements of equipment to be used when removing asbestos ;

- Co-operate with Project Managers/Supervisors and Site Supervisor in implementing the working with asbestos management controls;

5. Procedure

The use of any forms of asbestos is no longer permitted. The use of all types of asbestos including manufacture and use (including reuse or resale) is prohibited under law.

When an ACM or suspect ACM is identified on site, the Project Manager should carry out a risk assessment. The purpose of the risk assessment is to enable decisions to be made about appropriate control measures, training, monitoring and health surveillance. The risk assessment process enables distinction to be made between the 'hazard' and 'risk' and enable decisions to be made about appropriate control measures to lower the risk as far as practicable.

Employees and subcontractors are also responsible for developing an understanding of becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-
1. Risk Identification
2. Risk Assessment
3. Risk Control
4. Risk Evaluation

5.1 Risk Identification - STEP 1. IDENTIFY

Asbestos may be identified on Proline work sites via the following means:-

- Client information (ie Asbestos Register/s / Hazardous Substance Registers), if no register. Ensure a Hazardous inspection is carried out.
- Building or equipment surveys
- General observation by anyone on site
- Found during excavations

And if so; you must

If it is uncertain as to whether a material contains asbestos a sample is to be taken for analysis by a qualified person. Where there are inaccessible areas that are likely to contain ACM, Proline will assume that asbestos is present.

Factors to Consider when Identifying Asbestos:

1. When was the building constructed / refurbished etc? – asbestos was widely used in the building and construction industry in the until the late 1980's, when bans on manufacture and use where put in place.

NOTE: The use of asbestos was only completely prohibited in 2003. Therefore any refurbishment, extension to an original building may contain asbestos.

General Common Areas – Asbestos is located:

Cement Sheet – used for roof sheeting are likely to contain bonded asbestos materials
Wet Areas – External Walls / Floors
Wet Areas – such as bathrooms, toilet and laundries, including vinyl tiles, glue, paints etc
Pipes / Lagging – including water / sewerage / insulation
Electrical Fittings – pre- 2003 may also contain asbestos products.

IF YOU ARE UNSURE – ASSUME IT IS AND STOP!

Once asbestos has been identified, the following information is required to identify the full scope of the ACM hazard:-

- The location and condition
- The type of ACM ie asbestos cement sheet; conduits and piping for electrical / water / telecommunications services, insulations, rubber plastics, fire rated doors, coats on structural beams of buildings, fillers and filters, pipe lagging, lino tiles.
- Whether the ACM is friable or non friable;
- If there is any inaccessible areas that are likely to contain asbestos;
- If the nature or location of any work to be carried out is likely to disturb the ACM.

5.2 Risk Assessment

Identified hazards should then be prioritised according to the severity of injury, frequency of task and probability whilst performing the task. When assessing the risk, consideration will be given to:

- The likelihood of the incident occurring and;
- The consequence relating to that type of incident.

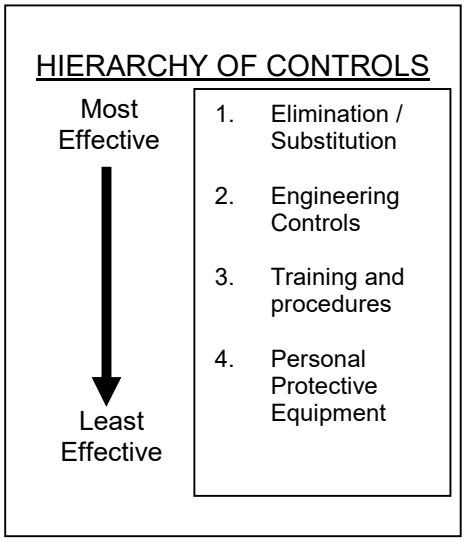
Once asbestos has been identified, it is required to be analysed by a qualified laboratory to determine:

- Conformation of the material; and
- The level of risk associated with the ACM in situ.

5.3 Risk Control

Airborne asbestos fibres are to be controlled to minimise the risk to health. Control measures should be implemented in accordance with the heirchary of controls for occupational hazards with elimination the most preferred and use of personal protective equipment the least.

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*



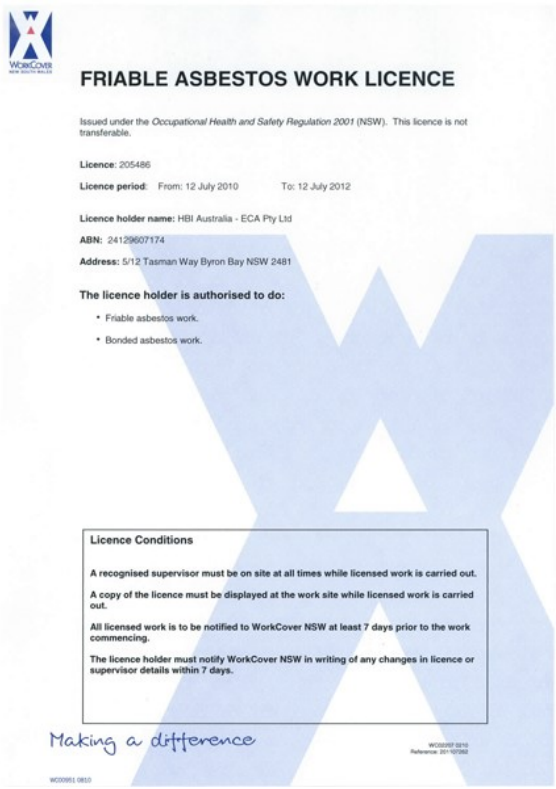
Control options should include the following:

- ACM which is friable and not in a stable condition, where there is a risk of exposure, **should be removed by a licensed removalist** as soon as practicable (a bonded asbestos license is required to remove more than 10 square meters of bonded asbestos material);
- ACM is sprayed down with water mist prior to removal if possible;
- ACM that is friable, but in a stable condition and accessible, should be notified to the client for serious consideration of removal;
- Any remaining ACM should be clearly labeled and notified to the client, so regular inspection can take place.

Table 1 – Asbestos Removal Licences

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or ACM, including: • any amount of friable asbestos or ACM • any amount of ACD, and • any amount of non-friable asbestos or ACM.
Class B	Can remove: • any amount of non-friable asbestos or ACM (Note: A Class B licence is required for removal of more than 10m² of non-friable asbestos or ACM but the licence holder can also remove up to 10m² of non-friable asbestos or ACM), • ACD associated with the removal of non-friable asbestos or ACM (**Note**: A Class B licence is required for removal of ACD associated with the removal of more than 10m² of non-friable asbestos or ACM but the licence holder can also remove ACD associated with removal of up to 10m² of non friable asbestos or ACM.

No licence required	Can remove:
	• up to 10m² of non-friable asbestos or ACM
	• ACD that:
	  ○ is associated with the removal of less than 10m² of non-friable asbestos or ACM, or
	  ○ is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.



FRIABLE ASBESTOS WORK LICENCE

Issued under the *Occupational Health and Safety Regulation 2001* (NSW). This licence is not transferable.

Licence: 205486

Licence period: From: 12 July 2010 To: 12 July 2012

Licence holder name: HBI Australia - ECA Pty Ltd

ABN: 24129607174

Address: 5/12 Tasman Way Byron Bay NSW 2481

The licence holder is authorised to do:

- Friable asbestos work.
- Bonded asbestos work.

Licence Conditions

A recognised supervisor must be on site at all times while licensed work is carried out.

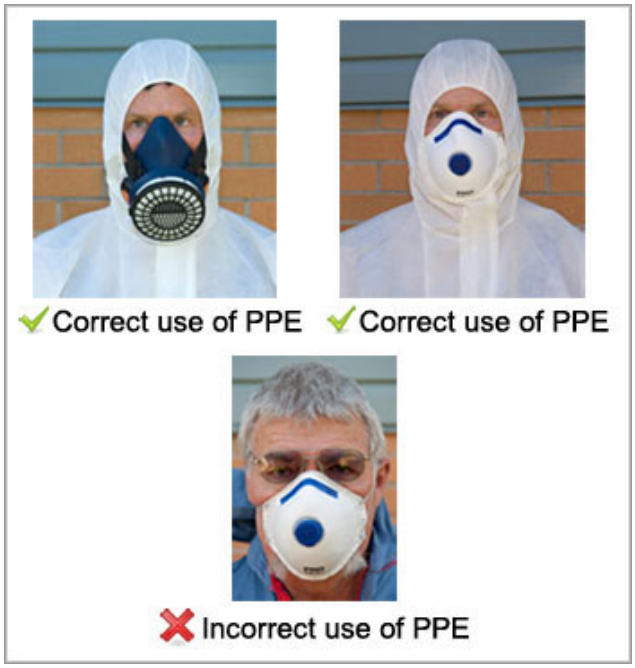
A copy of the licence must be displayed at the work site while licensed work is carried out.

All licensed work is to be notified to WorkCover NSW at least 7 days prior to the work commencing.

The licence holder must notify WorkCover NSW in writing of any changes in licence or supervisor details within 7 days.

Making a difference

Always ensure you are where full PPE when demolition works etc where any potential ACM could be present.



5.4 Evaluate / Monitor

It is important to evaluate the effectiveness of the control measures implemented, to ensure that they are effective and that they do not lead into the introduction of additional hazards within the work environment. An evaluation of control measures must be carried out by the Site Supervisor during the tasks Safe Work Method Statement Reviews.

Air monitoring for asbestos exposure may be required as a result of the evaluation of controls. This should be carried out be a suitably qualified licenced company only.

6.0 Asbestos Management Procedures for Unexpected Finds (Trenching Works)

Although surface inspections of the proposed work area for the electrical, hydraulics and communications trenches generally reveal no asbestos material, it would be unwise to assume that the fill/ground materials below the surface do not contain asbestos or contaminated materials due to the frequency of ACM encountered in the construction industry.

However if asbestos materials are encountered during the demolition/excavation phases within the construction, contractors must follow an 'Unexpected Finds Protocol'. This may include the following;

- All works are to cease until the unidentified material can be assessed by occupational hygienist.

- As a precautionary measure the fill material should be dampened down and then covered by 200µm thick plastic sheeting or geofabric (i.e. bidum) to prevent potential asbestos dust become airborne.

- The work area in which the unidentified material has been discovered is to be barricaded and sign posted until assessed.

6.1 Asbestos Removal Control Plan / Site Asbestos Management Plan

An Asesbtos Removal Control Plan should be submitted from an approved and qualified Hygienist which is to be used as a guide for general health and safety procedures/precautions that are recommended to be applied during the asbestos remedial works with sole regard to the identified asbestos hazards and health and safety risks relating to potential asbestos exposures and included in the Site Asbestos Management Plan.

All work must be performed in accordance with the Work Health and Safety Regulation 2011, How to safety remove asbestos Code of Practice and all other applicable standards and Legislation.

As a guide the Site Asbestos Management Plan should contain the following information:

6.1.1 General Site(s) Set Up

Prior to the commencement of decontamination/excavation activities the following procedures are to be observed:

- All bonded asbestos remediation work is to be undertaken by an AS1 or AS2 licensed contractor.

- An exclusion zone (a minimum of 10m) from the contaminated area is to be established, barricaded and access restricted.

- Establish site amenities (i.e. toilet and site shed).

- An appropriate Safe Work Method Statement and Risk Assessment are to be prepared by all parties involved and followed in accordance with site safety procedures. All personnel must read and sign each relevant document.

- Establish area for decontamination facilities (area for wetting down and disposal of PPE).

- Establish area for wash down (decontamination) of equipment.

- Establish a wash down area for excavation equipment and trucks that is bunded to prevent runoff contaminating surrounding areas. All run off is to be appropriately filtered prior to discharge.

- Establish protocols for machinery/trucks to utilise the wash down area.

- All appropriate signage is to be erected, including appropriate asbestos warning signs.

6.1.2 General Requirements for Decontamination Works

During asbestos remediation the following procedures are to be observed:

- All workers to wear appropriate Personal Protective Equipment (PPE), including respiratory protection, disposable overalls, safety shoes, hard hat, safety glasses, gloves and reflective vest.

- Ensure all safety procedures are in place prior to starting work.

- At the completion of each work shift use:

  a) Established area for decontamination facilities; and
  b) Established area for wash down (decontamination) of equipment.

- All used PPE is to be removed as asbestos contaminated waste and placed into appropriately lined bins/trucks.

6.1.3 Removal of Potentially Asbestos Contaminated Layer to Desired Depth & Encapsulation

- All ground surfaces within the proposed Proline work zone should have the soil removed by excavation up to a designated depth. The excavated material should be removed as asbestos contaminated waste (special waste) and disposed of at an appropriate waste receivable facility.

- It is recommended that an indicator layer such as a geo-fabric (i.e. Bidum) be utilized to indicate that all soils below the indicator layer material (i.e. Bidum) is potentially contaminated soil – the location of which is to be identified on a plan and to be managed by a site asbestos management plan following completion of construction works. Once geo-fabric is laid down and an asbestos clearance inspection is completed, employees without PPE can safely enter the work area.

- It is recommended that a layer of clean validated material (at least 50 mm when compacted) is placed over the geo-fabric layer. Material to be used for encapsulation should be clean material such as crushed sandstone/road base or rock ballast material validated as being free of ACM before being brought onto site.

- A fine water mist is to be applied to the area during all removal activities to minimize dust.

- Use established area for wash down (decontamination) of equipment i.e. wash down all trucks prior to leaving site.

6.1.4 Clearance Assessment/Inspection & Asbestos Air Monitoring

- Asbestos air monitoring is recommended during all asbestos decontamination works by a NATA accredited company.

- If the results of the asbestos air monitoring during the asbestos decontamination works indicate that airborne asbestos levels are equal to or exceed 0.02 fibres/mL, the decontamination Contractor shall cease work immediately, the work practice shall be reviewed with appropriate measures taken to rectify the problems.

Following all asbestos decontamination activities a NATA accredited company is to conduct a Clearance Assessment to determine that all asbestos materials have been removed to a satisfactory industry standard. Following a successful inspection an asbestos clearance certificate will be issued and details placed within Proline's Asbestos Register.

7. Asbestos Register (Doc No: OHS058)

Proline maintains an Asbestos Register, which is regularly updated. The asbestos register contains the following information: -

- The identification date, site and specific location;
- Identification of ACM;
- Type of Asbestos;
- Comments / Action Taken;
- Monitoring By;
- Person/s on site.

8. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

Project Manager/Supervisors should ensure Site Supervisor train employees / subcontractors in identifying, assessing and controlling risks during Safe Work Method Statement training for any suspect materials which may contain asbestos. Site Supervisor should ensure the person/s being trained understand the reason for performing the task with the least amount of risk, can recognise the risks and decide the most appropriate method to complete the task and can perform the task in the correct way. Site Supervisor should refer to the How to safety remove Code of Practice, when training employees in the removal of asbestos (bonded under 10square meters).

9. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an disease / injury associated with ACM, changes in legislation or if raised by an employees concern.

10. References / Legislation

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- How to Safety Move Asbestos Code of Practice
- How to Manage and Control Asbestos in the Workplace Code of Practice

11. Version Control

Date	Version	Owner	Comments
20.03.09	1	Michelle Noy	For Issue
25.06.10	2	Michelle Murphy	General Updates include more details on ACM during Excavations
18.04.12	3	Michelle Murphy	Changes in legislation / code of practices
05.06.15	4	Michelle Murphy	Following Management Review
01.09.17	5	Michelle Murphy	General Review
1.06.18	6	Michelle Murphy	Changes in legislation