



GLEN INNES SEVERN COUNCIL Asbestos Management (Council Operations and Facilities) Policy

RESOLUTION NUMBER: <p style="text-align: center;">13.08/20</p>	MEETING: <p style="text-align: right;">27 August 2020</p>
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COUNCIL DISCLAIMER

This policy is formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy is based upon the *Model Asbestos Policy for NSW Councils*, developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances, and liability will not be accepted for losses incurred as a result of reliance on this policy.

POLICY STATEMENT

The policy provides information for Council workers; including employees, contractors, consultants, and volunteers (as defined by the *NSW Work Health and Safety Regulation 2017*).

The policy applies to friable and non-friable (bonded) asbestos within the Local Government Area (LGA). The policy outlines Council's commitment and responsibilities in relation to safely managing asbestos and contains general advice.

AIMS OF POLICY

The aim of this policy is to outline:

- the role of Council and other organisations in managing asbestos;
- Council's relevant regulatory powers;
- Council's approach to dealing with sites contaminated by asbestos and emergencies or incidents;
- waste management and regulation procedures for asbestos waste in the LGA; and
- Council's approach to managing asbestos containing materials in Council workplaces.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

1. BACKGROUND

In Australia, asbestos was gradually phased out of building materials in the 1980s, and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for:

- workers (employees and other persons) in Council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer;
- contaminated land management;
- Council land, building and asset management;
- emergency response;
- regulation of activities (non-work sites); and
- waste management and regulation.

2. COUNCIL ROLES AND RESPONSIBILITIES

2.1 Managing land

Council is responsible for managing public land within the Local Government Area (LGA).

2.2 Managing waste

Where Council is the appropriate regulatory authority, Council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*);
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*);

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

- Issuing penalty infringement notices for improper transport of asbestos (under *the Protection of the Environment Operations Act 1997*);
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter, and making notation on planning certificates (Section 149 certificates) where on-site disposal is permitted; and
- Operating licensed and non-licensed landfill facilities that accept asbestos waste.

2.3 Regulatory responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where Council is the appropriate regulatory authority or planning authority:

- *Australian Standard AS 2601 – 2001: The demolition of structures*;
- *Contaminated Land Management Act 1997*;
- *Environmental Planning and Assessment Act 1979*;
- *Environmental Planning and Assessment Regulation 2000*;
- *Local Government Act 1993*;
- *Protection of the Environment Operations Act 1997*;
- *Protection of the Environment Operations (General) Regulation 2009*;
- *Protection of the Environment Operations (Waste) Regulation 2014*;
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*; and
- *State Environmental Planning Policy No. 55 – Remediation of Land*.

Table 1: Situations in which Council has a regulatory role in managing asbestos

Issue	Council's role
Contaminated land	<ul style="list-style-type: none"> • Record known asbestos site contamination on Section 149 certificates where practicable and for Council workplaces, record on Council's asbestos register; • Notify stakeholders of land use planning policy requirements relating to contamination; • Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the <i>Contaminated Land Management Act 1997</i> (excluding oversight of removal or remediation work, which is the role of SafeWork NSW).
Development assessment	<ul style="list-style-type: none"> • Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>;

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Issue	Council's role
	<ul style="list-style-type: none"> • Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials; • Ensure compliance with development conditions; • Apply conditions relating to development involving friable and non-friable asbestos material under the relevant legislation and planning codes.
Demolition	<ul style="list-style-type: none"> • Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>; • Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>.
Emergencies and incidents	<ul style="list-style-type: none"> • Regulate the clean-up of asbestos waste following emergencies, where sites are handed over to the Council or a local resident by an emergency service organisation (excluding oversight of licensed removal or remediation, work which is the role of WorkCover). Council may consider the need to issue a clean-up notice, prevention notice or cost compliance notice under the <i>Protection of the Environment Operations Act 1997</i>.
Naturally occurring asbestos	<ul style="list-style-type: none"> • Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos; • Prepare an Asbestos Management Plan for Council workplaces or road works which occur on land containing naturally occurring asbestos.
Residential premises	<ul style="list-style-type: none"> • Respond to any public health risks (risks to Council workers and wider public) relating to the removal of asbestos containing materials or asbestos work at residential properties that does not involve a business or undertaking; • Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of SafeWork NSW); • Respond to public health risks posed by derelict properties or asbestos materials in residential settings.
Waste	<ul style="list-style-type: none"> • Manage waste facilities in accordance with environmental protection legislation; • Respond to illegal storage, illegal dumping and orphan waste; • Regulate non-complying transport of asbestos containing materials.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

2.4 Responsibility to Workers

Council is committed to fulfilling its responsibilities to workers under the *NSW Work Health and Safety Act 2011* and *NSW Work Health and Safety Regulation 2017*, and maintaining a safe work environment through Council's:

- general responsibilities;
- education, training and information for workers;
- health monitoring for workers; and
- procedures for identifying and managing asbestos containing materials in Council premises.

2.5 Removing asbestos at workplaces

The *NSW Work Health and Safety Regulation 2017* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork NSW is the lead agency for regulating the safe management of asbestos at workplaces.

Management of Asbestos Risks within Council

3. RIGHTS AND RESPONSIBILITIES OF WORKERS AT THE COUNCIL WORKPLACE

3.1 Duties of Council workers at the Council workplace

3.1.1 The General Manager

The General Manager has a duty to exercise due diligence to ensure that Council complies with the *NSW Work Health and Safety Act 2011* and the *NSW Work Health and Safety Regulation 2017*. This includes taking reasonable steps to ensure that Council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.

3.1.2 Workers

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Accordingly, workers:

- must comply with this policy and any reasonable instruction or procedure relating to health and safety at the workplace;
- must use any personal protective equipment provided, in accordance with information, training and reasonable instruction provided, so far as the worker is reasonably able;
- may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose him/her, or other persons, to a serious health or safety risk, emanating from an immediate or imminent exposure to a hazard;
- should ensure they are using the latest version of all relevant procedures, plans, guidelines and legislation (refer to *Appendix A*).

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Managers are responsible for ensuring workers who report to them have access to this policy and appropriate information, documentation and training.

3.1.3 Prohibited work activities

Council will not permit the use of the following on asbestos or asbestos containing material:

- high pressured water spray (unless for firefighting or fire protection purposes); or
- compressed air.

Council will not permit the following equipment to be used on asbestos or asbestos containing material, unless the use of the equipment is controlled in accordance with the *NSW Work Health and Safety Regulation 2017*.

- power tools;
- brooms (note brooms are allowed for use on vinyl floor tiles), or
- any other implements that cause the release of airborne asbestos into the atmosphere.

3.2 Responsibilities of Council to Council workers

3.2.1 Council's general responsibilities

Council has general responsibilities under the *NSW Work Health and Safety Act 2011* and the *NSW Work Health and Safety Regulation 2017*. Accordingly, Council will:

- not use any asbestos containing materials (unless in accordance with *part 8.1 (419) of the NSW Work Health and Safety Regulation 2017*) and will not cause or permit asbestos waste in any form to be reused or recycled;
- ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable;
- ensure that the exposure standard for asbestos (as defined in *Appendix A*) is not exceeded in the workplace;
- notify SafeWork NSW immediately if persons are likely to be affected by asbestos fibres, or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air;
- ensure that any contractors engaged to undertake the removal of asbestos for Council are appropriately licensed;
- consult with workers as required by the *Work Health and Safety Act 2011*.

Council will not import asbestos or asbestos containing material into Australia as prohibited under the *Customs (Prohibited Imports) Regulations 1956. (Cth)* If plant or other materials are imported from countries where asbestos is not yet prohibited, Council shall ensure the plant or materials do not contain asbestos prior to supply or use in the workplace.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

3.2.2 Education, training and information for workers

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2017*; Council will:

- provide any information, training, instruction or supervision that is necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of Council business;
- ensure workers who Council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material;
- Any Council workers who are involved in any asbestos work or related activity on behalf of, or for, Council shall be provided with access to a copy of this policy and information and training suitable to their role and the activity;
- Council workers are required to sign a statement to the effect that they acknowledge they have received, read and understood a copy of this policy and any relevant procedures, or alternatively workers may note this in Council's electronic record keeping system.

Council may also provide information and training to Council employees who may need to respond to asbestos issues related to renovations and developments.

Topics for training are outlined in the *Code of Practice, How to safely remove asbestos*. Education and training will only be provided by appropriately accredited individuals. Council will source accredited training for its staff. Education and training may include both initial induction and ongoing reinforcement on a regular basis. Education and training will be delivered and reinforced using - tool box meetings, general in-house training or on Council's intranet.

A record of asbestos training undertaken by each worker will be kept until five (5) years after the day the worker ceases to work for Council. Records disposal is in accordance with *GA39 Local Government*. Training records are kept as part of the employees personnel file and on Council's electronic document management system (ECM).

A list of workers who have received the appropriate training to respond to asbestos hazards is contained in Council's Asbestos Management Plan, Council's Intranet, and Records Management System.

3.2.3 Health monitoring for workers

Council will ensure health monitoring is provided to workers if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for Council and are at risk of exposure to asbestos when carrying out the work.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos and meet the requirements of the NSW Work Health and Safety Regulation 2017* (part 8.5 Division 1).

Health counselling may be appropriate, where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.

Employees who were exposed to asbestos in the past and may be at risk of health problems as a result of that exposure, are covered by the *NSW Work Health and Safety Regulation 2017* (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.

Council will carry out health monitoring of workers through a pre employment medical examination, and the icare Lung Screen Service – mobile screening unit. This will provide an initial baseline medical assessment.

Health monitoring is coordinated by Council's Administration and Human Resources section.

4 IDENTIFYING AND RECORDING ASBESTOS HAZARDS IN THE COUNCIL WORKPLACE

This section outlines how Council will identify and record asbestos hazards in the workplace. This section does not cover naturally occurring asbestos, or illegal dumping which are addressed in the Asbestos Policy for the Community.

4.1 Identifying asbestos

Council will ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material at the workplace is identified by a competent person (as defined by the *NSW Work Health and Safety Regulation 2017*). If a material cannot be identified or accessed, it will be assumed to be asbestos. This does not apply if Council has reasonable grounds to believe that asbestos or asbestos containing material is not present.

4.2 Material sampling

Council may choose to identify asbestos or asbestos containing material by arranging for a sample to be analysed. Where Council arranges sampling of asbestos containing material, this will be undertaken by an appropriately trained and competent Council worker, or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory), or a laboratory approved or operated by the regulator.

4.3 Indicating the presence and location of asbestos

Council will clearly indicate the presence and location of any asbestos or asbestos containing material identified or assumed at the workplace. Where it is reasonably practicable to do so, Council will indicate the presence and location of the asbestos or asbestos containing material by a label.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

4.4 Asbestos register

Council has an asbestos register, which can be found on Council's intranet and electronic record keeping system (ECM) and a hardcopy document is kept by the Facility Maintenance Officer and WHS Coordinator.

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace, and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2017 (clauses 425 – 428)*.

Council will ensure that any worker carrying out, or intending to carry out, work at a Council workplace that involves a risk of exposure to airborne asbestos is given a copy of the relevant asbestos register.

4.5 Suspected asbestos

If a worker suspects there is asbestos in a Council workplace, they should inform their manager or supervisor. A competent worker should check the asbestos register for existing asbestos locations and control measures and may need to arrange for an inspection and sampling of the material.

If it is likely that asbestos or suspected asbestos is present, the asbestos register will be updated, and workers will be notified of any newly identified asbestos locations.

Council may need to manage the suspected asbestos if the suspected asbestos has been disturbed and has, or could, become airborne, Council may need to respond immediately by engaging an appropriately qualified and licenced contractor (see *Appendix C*).

5 MANAGING ASBESTOS-RELATED RISKS IN THE COUNCIL WORKPLACE

5.1 Asbestos Management Plan

Council has an Asbestos Management Plan (AMP) which can be found on Council's intranet and electronic record keeping system (ECM), and a hard copy document is kept with the Facility Maintenance Officer and WHS Coordinator.

The Asbestos Management Plan will be accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2017 (clause 429)*.

5.2 Asbestos management plan for naturally occurring asbestos

Council is not aware of any naturally occurring asbestos in the workplace. If naturally occurring asbestos is discovered, Council will prepare an Asbestos Management Plan in relation to the naturally occurring asbestos, in accordance with the NSW *Work Health and Safety Regulation 2017 part 8.4 (Management of Naturally Occurring Asbestos)*.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

5.3 Management options for asbestos-related risks in the Council workplace

Council's Asbestos Management Plans include decisions, and reasons for decisions, about the management of asbestos at the workplace.

Options for managing asbestos-related risks include:

- removal of asbestos or asbestos containing materials (preferred wherever reasonably practicable);
- interim control measures: enclosure (only for non-friable asbestos), encapsulation (when the original asbestos bond is still intact), or sealing (where the sealed material is unlikely to be subject to mechanical damage) asbestos containing material, to be implemented along with regular inspections by a competent person;
- leaving asbestos containing material in situ (deferring action).

Council may undertake an asbestos risk assessment, in consultation with workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

For all asbestos work or asbestos-related work, safe work practices will be in place and suitable personal protective equipment will be used.

As part of Councils Asbestos Management Plan, Council staff will consult each sites specific Asbestos Management Plan refer to *Appendix D* for the list of plans.

Hard copy plans are located at each of these sites or if impractical to have on site the Facility Maintenance Officer has access to these plans.

Electronic documents are located in ECM.

5.4 Sites contaminated with asbestos that are Council workplaces

Where asbestos is identified as contaminating a workplace, the site will be included in Council's asbestos register and Asbestos Management Plan.

Council may need to ensure that an exposure assessment is undertaken, and that appropriate risk management options are determined and implemented.

For asbestos in soil or aggregate, a suitably qualified occupational hygienist must carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

Council should engage specialists, who may include asbestos removalists, for all cases except in the case of minor, non-friable contaminations.

5.5 Demolition or refurbishment of Council buildings and assets

Council will ensure that before any demolition or refurbishment of a Council structure or plant constructed or installed before 31 December 2003 is undertaken, the asbestos register is reviewed, and a copy provided to the business undertaking the demolition or refurbishment. Council will ensure that any asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable removed.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

5.6 Removal of asbestos in the Council workplace

Removal of asbestos or asbestos containing materials in the Council workplace including on Council land will be undertaken in accordance with the:

- *NSW Work Health and Safety Act 2011;*
- *NSW Work Health and Safety Regulation 2017.*

Council may also refer to the *Code of practice on how to safely remove asbestos.*

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the *NSW Work Health and Safety Regulation 2017*, including the requirements to:

- notify SafeWork NSW at least five (5) days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, Council may request to SafeWork NSW that this five (5) days period be waived;
- prepare, supply and keep an asbestos removal control plan;
- obtain a copy of the asbestos register before carrying out asbestos removal work;
- inform the person with management or control of the workplace that the licensed asbestos removal work is to be carried out at the workplace;
- erect signs and barricades;
- limit access to the asbestos removal area;
- properly dispose of asbestos waste and dispose of, or treat, contaminated personal protective equipment;
- arrange a clearance inspection and clearance certificate.

Where Council is informed that asbestos removal work is to be carried out at the workplace, Council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area, as per the *NSW Work Health and Safety Regulation 2017*.

5.7 Removal by Council employees

A list of employees trained and nominated to remove asbestos as well as the nominated supervisors should be listed in Council's Asbestos Management Plan.

Council will ensure that before any Council employee undertakes asbestos (or suspected asbestos) removal work they are:

- appropriately trained;
- adequately supervised;
- provided with appropriate personal protective equipment and clothing;
- provided access to this policy;

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

- provided with information about the health risks and health effects associated with exposure to asbestos and the need for, and details of, health monitoring.

Council may refer to any Council processes or templates eg for preparing safe work method statements.

5.8 Removal by contractors

Where Council commissions the removal of asbestos at the workplace, Council will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the *NSW Work Health and Safety Regulation 2017* that a licence is not required.

Where Council requires the services of asbestos removalists, Council will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with SafeWork NSW Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

Council is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Council will therefore require a statement in a written contract or agreement with the licensed asbestos removalist, that the licensed asbestos removalist who will undertake the work has been adequately trained.

Council will provide a copy of the asbestos register to the licensed asbestos removalist. Where Council becomes aware of any breaches by licensed asbestos removalists, Council will report this to SafeWork NSW.

5.9 Clearance inspections and certificates

Where Council commissions any licensed asbestos removal work, Council will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work), or an independent competent person (in any other case) before the asbestos removal area is re-occupied.

The friable asbestos clearance certificate will require visual inspection, as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring must be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.

The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out, and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

6. ACCIDENTAL DISTURBANCE OF ASBESTOS BY WORKERS

In situations where asbestos is accidentally disturbed by Council work and has, or could, become airborne, Council will act to minimise exposure of workers and the wider public to airborne asbestos.

6.1 Procedures for workers to follow in the event that there is an accidental disturbance of asbestos

It may be appropriate that Council:

- stops works in the vicinity of the asbestos immediately;
- informs the site supervisor immediately, informs necessary workers and records the incident;
- evacuates the area;
- provides personal protective equipment and briefing to appropriately trained workers who will respond to the incident;
- restricts access to the area and, ensures only appropriately trained and equipped Council workers attend the site;
- excludes the public from the site, and provides information to the public if in a public area;
- wets surfaces to reduce the dust levels;
- prevents the spread of contamination by using wash down facilities;
- provides information, training and supervision to all workers potentially at risk;
- contacts SafeWork NSW to report the disturbance. SafeWork NSW must be immediately notified if persons are likely to be affected by asbestos fibres, or if an air monitoring process records a level above 0.02 fibres/ml of air;
- implements an air monitoring program to assess asbestos exposure levels and specific risk control measures;
- liaises with or consults the appropriate agencies;
- seeks advice from an occupational hygienist;
- follows the Code of practice on how to safely remove asbestos;
- ensures that asbestos materials are disposed of at a facility licensed to accept asbestos materials, and where contractors have been engaged to dispose of asbestos waste, and sight proof of appropriate disposal through weighbridge dockets or similar documentation;
- updates the asbestos register and notify workers of any newly identified asbestos locations.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

7 COUNCIL'S ROLE IN THE DISPOSAL OF ASBESTOS WASTE

7.1 Responding to illegal dumping

Where Council becomes aware of illegally dumped asbestos material outside of Council's jurisdiction, Council will promptly notify the relevant authority. Where Council commissions the removal of illegally dumped asbestos material or suspected asbestos material.

7.2 Transporting and disposing of asbestos waste

Council will transport and dispose of waste in accordance with the legislation.

7.3 Operating Council's waste facility licensed to accept asbestos waste

Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014* including Section 42, which specifies that:

- asbestos waste in any form must be disposed of only at a landfill site that may lawfully receive the waste;
- when asbestos waste is delivered to a landfill site, the occupier of the landfill site (Council) must be informed by the person delivering the waste that the waste contains asbestos;
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust; and
- asbestos waste disposed of at a landfill site must be covered with virgin excavated natural material or other material as approved in the facility's environment protection licence, as detailed in the *Protection of the Environment Operations (Waste) Regulation 2014*.

Council has developed a charging policy for receiving asbestos waste, which reflects the actual cost of managing the asbestos waste, plus any applicable levies.

When Council is receiving construction, renovation and demolition waste, Council may screen and inspect incoming loads to minimise asbestos contamination risk, as this waste may be high risk for asbestos materials. Council has developed procedures to avoid asbestos contamination in material intended for resource recovery.

Council may issue a receipt for asbestos waste received at a licensed landfill facility. The receipt provided may note the time, date and location of disposal, weight of asbestos containing material disposed, method of disposal (note on handling), and a receipt number. This information must be recorded by the facility, regardless of whether a receipt is issued.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

7.4 Asbestos waste incorrectly presented to Council's waste facility

This section applies to situations where asbestos waste is taken to a Council waste facility and the waste is:

- not correctly packaged for delivery and disposal;
- not disclosed by the transporter as being asbestos or asbestos containing materials; and/or
- taken to a waste facility that does not accept asbestos waste.
- In these situations, Council may record relevant details such as the:
 - contact details of the transporter;
 - origin of the asbestos or asbestos containing material;
 - amount and type of asbestos or asbestos containing material;
 - reasons why the asbestos waste was not properly packaged, disclosed or transported to a waste facility licensed to receive asbestos waste; and
 - development consent details (if applicable).

Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials, Council may:

- reject the asbestos waste from the facility;
- provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos;
- question the transporter about the source of asbestos waste;
- issue a clean-up notice or prevention notice under the Protection of the Environment Operations Act 1997;
- issue a compliance cost notice under the Protection of the Environment Operations Act 1997; or
- issue a penalty infringement notice for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).

Where asbestos waste is taken to a waste facility that does not accept asbestos waste, Council will reject the waste. Where waste is rejected, Council should complete a rejected loads register (a template is available from SafeWork NSW). Council will also inform the transporter of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2014*).

If Council suspects that there is a risk of illegal dumping of the rejected waste, Council will inform Council's rangers or Council's compliance officers. Suitable disposal for loads that are refused entry will remain the responsibility of the transporter, and at a later date the transporter will need to demonstrate to Council that the waste has been appropriately disposed.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

7.5 Recycling facilities

Council should screen and inspect incoming loads at recycling facilities for the presence of asbestos or asbestos containing materials, to minimise asbestos contamination risk.

To prevent contamination of recycled products and to manage situations where contamination has occurred, Council should adhere to the guide: *Management of asbestos in recycled construction and demolition waste*.

7.6 Re-excavation of landfill sites

The re-excavation of a Council landfill site, where significant quantities of asbestos waste are deposited, should only be considered with reference to any available records on the nature, distribution and quantities of asbestos waste required under the relevant legislation, and consultation with the Environment Protection Authority (as the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*).

8 ADVICE TO TENANTS AND PROSPECTIVE BUYERS OF COUNCIL OWNED PROPERTY

Council may provide advisory notes to tenants and prospective buyers of Council owned property that is likely to contain asbestos.

Council may request that tenants in Council property:

- advise Council of any hazards relating to asbestos;
- minimise damage to asbestos containing material;
- co-operate with Council in facilitating any risk management work arranged by Council;
- act on advice from Council to minimise risks from asbestos.

9 IMPLEMENTING COUNCIL'S ASBESTOS POLICY

9.1 Supporting documents

The implementation of this policy is supported by Council's:

- conditions of development consent (for community use);
- guidelines for disposing of asbestos waste;
- Council also has internal documents that support this policy;
- Asbestos Management Plan;
- asbestos register;
- complaints handling procedures;
- Council's existing risk assessment matrices and a risk controls checklist for asbestos;
- employee health monitoring plans;
- incident reports in Council's safety management system;

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

- maintenance and inspection schedules for Council owned assets;
- risk register (eg PULSE);
- safe work method statements/ procedures for asbestos handling and removal for Council employees;
- site maps and GPS coordinates for asbestos in landfill;
- site specific asbestos management plans; and
- training registers/records (relevant to identifying, handling and removing of asbestos materials).
- Council may also wish to note any documents which Council intends to prepare to support this policy:
 - conditions of development consent; and
 - community education strategy.

9.2 Communicating the policy

This is a publicly available policy. The policy is to be made available via:

- Council's website www.gisc.nsw.gov.au; and
- Council's intranet site.

All employees shall receive information about the policy at induction from Councils Administration and Human Resources section or relevant supervisor.

Council shall incorporate a statement regarding compliance with the policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the policy, the revisions will be approved by the Council and the General Manager will notify all persons who may have cause to undertake, arrange or supervise any activities on behalf of, or for, Council.

9.3 Non-compliance with the policy

Failure by workers to adhere to the policy and all Council related documents in managing asbestos, and failure by managers to adequately inform relevant workers of these documents, shall be considered non-compliance with the policy.

The appropriate supervisor, manager, director, or the General Manager shall take action in the case on non-compliance with the policy, and this may include providing education and training, issuing a verbal or written warning, altering the worker's duties, or in the case of serious breaches, terminating the worker's services. Each case shall be assessed on its merits, with the aim of achieving a satisfactory outcome for all parties.

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the policy or if they are concerned that other workers are not complying with the policy.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

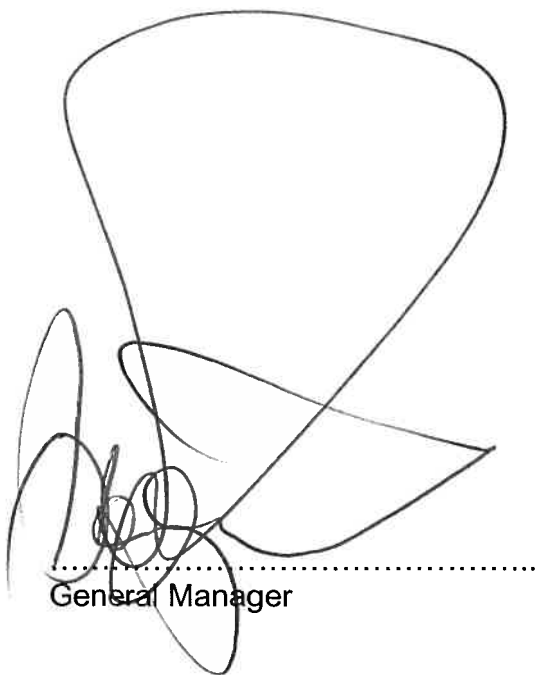
10 VARIATIONS TO THIS POLICY

Council reserves the right to vary or revoke this policy.

11 REVIEW

The Asbestos Policy for Council Employees shall be reviewed every three (3) years, or earlier if deemed necessary to ensure that it meets the requirements of legislation and the needs of Council.

The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



.....
General Manager

9/9/20.
.....
Date

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Appendix A – Asbestos-related legislation, policies and standards

- *Australian Standard AS 2601 – 2001: The demolition of structures;*
- *Contaminated Land Management Act 199;7*
- *Code of practice on how to manage and control asbestos in the workplace – 2019;*
- *Code of practice on how to safely remove asbestos – 2019;*
- *Code of practice for demolition work published by Safe Work Australia, 2012;*
- *Environmental Planning and Assessment Act 197;9*
- *Environmental Planning and Assessment Regulation 2000;*
- *Local Government Act 1993;*
- *Local Government (General) Regulation 2005;*
- *Protection of the Environment Operations (General) Regulation 2009;*
- *Protection of the Environment Operations (Waste) Regulation 2005;*
- *Protection of the Environment Operations Act 199;7*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;*
- *NSW Work Health and Safety Act 2011;*
- *NSW Work Health and Safety Regulation 2017;*
- *Workers' Compensation (Dust Diseases) Act 1942.*

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Appendix B – Definitions

The terms used in the policy are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace – SafeWork NSW;*
- *Code of practice on how to safely remove asbestos – SafeWork NSW;*
- *Contaminated Land Management Act 1997;*
- *Environmental Planning and Assessment Act 1979;*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008;*
- *Protection of the Environment Operations Act 1997;*
- *Waste classification guidelines part 1 classifying waste 2008;*
- *NSW Work Health and Safety Act 2011;*
- *NSW Work Health and Safety Regulation 2017.*

airborne asbestos means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a. actinolite asbestos;
- b. grunerite (or amosite) asbestos (brown);
- c. anthophyllite asbestos;
- d. chrysotile asbestos (white);
- e. crocidolite asbestos (blue);
- f. tremolite asbestos;
- g. a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos.

asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

asbestos-related work means work involving asbestos that is permitted under the *Work Health and Safety Regulation 2017*, other than asbestos removal work.

asbestos removal licence means a Class A asbestos removal licence or a Class B asbestos removal licence.

asbestos removal work means:

- a. work involving the removal of asbestos or asbestos containing material, or
- b. Class A asbestos removal work or Class B asbestos removal work.

asbestos removalist means a person conducting a business or undertaking who carries out asbestos removal work.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

asbestos waste means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools. Guidelines under *section 23A of the Local Government Act 1993 November 2012 46*.

certifying authority means a person who is authorised by or under section 85A of the *Environmental Planning and Assessment Act 1979* to issue complying development certificates or is authorised by or under section 109D of the *Environmental Planning and Assessment Act 1979* to issue part 4A certificates.

Class A asbestos removal licence means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

Class A asbestos removal work means the removal of friable asbestos which must be licensed under clause 485 of the *Work Health and Safety Regulation 2017*. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Class B asbestos removal licence means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

Class B asbestos removal work means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

competent person means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- a. a certification in relation to the specified VET course for asbestos assessor work, or
- b. a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

contaminant means any substance that may be harmful to health or safety.

contamination of land means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment.

control measure, in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

demolition work means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include:

- a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or
- b. the removal of power, light or telecommunication poles.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

development means:

- a. the use of land
 - b. the subdivision of land
 - c. the erection of a building
 - d. the carrying out of a work
 - e. the demolition of a building or work
 - f. any other act, matter or thing referred to in section 26 of the *Environmental Planning and Assessment Act 1979* that is controlled by an environmental planning instrument.
- Guidelines under section 23A of the *Local Government Act 1993* November 2012 47.

development application means an application for consent under part 4 of the *Environmental Planning and Assessment Act 1979* to carry out development but does not include an application for a complying development certificate.

emergency service organisation includes any of the following:

- a. the Ambulance Service of NSW;
- b. Fire and Rescue NSW;
- c. the NSW Rural Fire Service;
- d. the NSW Police Force;
- e. the State Emergency Service;
- f. the NSW Volunteer Rescue Association Inc;
- g. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*;
- h. an accredited rescue unit within the meaning of the *State Emergency and Rescue Management Act 1989*.

exempt development means minor development that does not require any planning or construction approval because it is exempt from planning approval.

exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.

friable asbestos means material that:

- a. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- b. contains asbestos.

health means physical and psychological health.

health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.

independent, in relation to clearance inspections and air monitoring means:

- a. not involved in the removal of the asbestos
- b. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

in situ asbestos means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.

licence holder means: in the case of an asbestos assessor licence – the person who is licensed:

- a. to carry out air monitoring during Class A asbestos removal work
- b. to carry out clearance inspections of Class A asbestos removal work
- c. to issue clearance certificates in relation to Class A asbestos removal work, or
 - in the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or
 - in the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred.

licensed asbestos assessor means a person who holds an asbestos assessor licence. Guidelines under *section 23A of the Local Government Act 1993 November 2012 48*.

licensed asbestos removalist means a person conducting a business or undertaking who is licensed under the *Work Health and Safety Regulation 2017* to carry out Class A asbestos removal work or Class B asbestos removal work.

licensed asbestos removal work means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

NATA means the National Association of Testing Authorities, Australia.

NATA-accredited laboratory means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.

naturally occurring asbestos means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Note. Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

occupational hygienist means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).

occupier includes a tenant or other lawful occupant of premises, not being the owner.

officer means an officer as defined in the *NSW Work Health and Safety Act 2011*.

person conducting a business or undertaking a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.

personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

respirable asbestos fibre means an asbestos fibre that:

- a. is less than three micrometres wide;
- b. more than five micrometres long;
- c. has a length to width ratio of more than 3:1.

specified VET course means:

- a. in relation to Class A asbestos removal work – the following VET courses:
 - remove non-friable asbestos
 - remove friable asbestos, or
- b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or
- c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or
- d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a. buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)
- b. any component of a structure
- c. part of a structure
- d. volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

Guidelines under section 23A of the *Local Government Act 1993* November 2012 49.

waste includes:

- any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- any discarded, rejected, unwanted, surplus or abandoned substance, or
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- any substance prescribed by the regulations made under the *Protection of the Environment Operations Act 1997* to be waste.

waste facility means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

worker a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee, or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a person of a prescribed class.

workplace a workplace is 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.

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Appendix C – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	<p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> • any amount of friable asbestos or asbestos containing material • any amount of asbestos containing dust • any amount of non-friable asbestos or asbestos containing material.
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> • any amount of non-friable asbestos or asbestos containing material <p>Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material, but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material.</p> <ul style="list-style-type: none"> • asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. <p>Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material, but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.</p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> • up to 10 m² of non-friable asbestos or asbestos containing material • asbestos containing dust that is: <ul style="list-style-type: none"> • associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material • not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Reference Number:	Version Number: 1	Review Date:	Responsible Officer:
WHS:POL:006:1.0	Date: 27 August 2020	August 2023	WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Appendix D – Quick Reference Guide Glen Innes Severn Council Asbestos Management Plans

As at July 2018

KEY NAD – No asbestos Detected ACM – Asbestos Containing Material

AMP NO.	ADDRESS	RESULT
581-1	Coach Bus Stop, 92 Tenterfield Road, Deepwater NSW	NAD
581-2	Apex Park Toilets, 30 Young Street, Deepwater NSW.	NAD
581-3	RFS, 447 Aqua Park Road, Mount Mitchell NSW	NAD
581-4	Toilet, 37 Glencoe Street, Glencoe NSW	NAD
581-5	Community Hall, 8008 New England Highway, Glencoe NSW.	NAD
581-6	RFS, 37 McInnes Street, Glencoe NSW.	NAD
581-7	Recreation Reserve, 9003 New England Highway, Stonehenge NSW.	ACM
581-8	Community Hall, 3998 Pinkett Road, Pinkett NSW	ACM
581-9	RFS, 21 Grafton Road, Red Range NSW.	NAD
581-10	RFS, Eimers Road, Shannon Vale NSW	NAD
581-11	Beardy Waters Woodlands / Weir, 15327 Gwydir Highway, Glen Innes NSW.	ACM
581-12	Beardy Pump Station, 15265 Gwydir Highway, Glen Innes NSW	NAD
581-13	Blue Hills Reservoir, 28 Duval Road, Glen Innes NSW.	NAD
581-14	Glen Innes Aggregates, 15609 Gwydir Highway, Glen Innes NSW.	ACM
581-15	Water Treatment Plant, 59 Watsons Drive, Glen Innes NSW	ACM
581-16	Old Radio Station, 53 Watsons Drive Glen Innes NSW (EXTERNAL INSPECTION ONLY)	ACM
581-17	Lions Park. 70 East Avenue, Glen Innes NSW.	ACM
581-18	Anzac Park Toilets, 32 East Avenue, Glen Innes NSW.	ACM

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

AMP NO.	ADDRESS	RESULT
581-19	Anzac Park, 109 West Avenue, Glen Innes NSW.	NAD
581-20	King Edward Park Rotunda, 99 West Avenue, Glen Innes NSW.	ACM
581-21	Veness Park, 64 East Avenue, Glen Innes NSW.	NAD
581-22	Parker Place Public Toilets, 2 Rule Lane, Glen Innes NSW.	ACM
581-23	Town Hall, 265 Grey Street, Glen Innes NSW	ACM
581-24	Public Amenities -Town Hall Carpark, 265 Grey Street, Glen Innes NSW.	NAD
581-25	RFS Headquarters, 181 Bourke Street, Glen Innes NSW	ACM
581-26	Jamesies Fuel & Fix, 152 Church Street, Glen Innes NSW.	ACM
581-27	Church Street Administration Office, 136 Church Street, Glen Innes NSW.	ACM
581-28	Life Choices Support Services, 134 Church Street, Glen Innes NSW.	ACM
581-29	Neighbour Community Centre, 152 Wentworth Street, Glen Innes NSW	ACM
581-30	SES, 120 Grafton Street, Glen Innes NSW.	ACM
581-31	Reddestone RFS, 4 Gordon Smith Drive, Glen Innes NSW.	NAD
581-32	Aerodrome, 22 Gordon Smith Drive, Glen Innes NSW.	ACM
581-33	Tourist Information Centre, 152 Church Street, Glen Innes NSW.	ACM
581-34	Kerry Mead Park, 2 Coronation Avenue, Glen Innes NSW.	ACM
581-35	Arts North West, 16 East Avenue, Glen Innes NSW.	ACM
581-36	Cemetery, 332 Grafton Street, Glen Innes NSW.	ACM
581-37	Library Complex, 71 Grey Street, Glen Innes NSW.	NAD
581-38	Andersons Carpets, 100 Lambeth Street, Glen Innes NSW.(RFS from November 2019)	NAD
581-39	RFS SMSS & Glenn Innes Brigade, 100 Lambeth Street, Glen Innes NSW.	NAD

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

AMP NO.	ADDRESS	RESULT
581-40	Lynch Oval Amenities, 139 Lang Street, Glen Innes NSW.	NAD
581-41	Crofters Cottage & Amenities, 37 Watsons Drive, Glen Innes NSW.	ACM
581-42	Tennis Club, West Avenue, Glen Innes NSW.	ACM
581-43	Works Depot, 105 Lang Street, Glen Innes NSW.	ACM
581-44	RFS Glen Innes Brigade Shed, 103 Lang Street, Glen Innes NSW.	ACM
581-45	RFS, Frog Hollow Road, Gibraltar Range NSW.	NAD
581-46	Glen Elgin Recreational Reserve, 1072 Glen Elgin Road, Glen Elgin NSW.	NAD
581-47	RFS, 1598 Glen Elgin Road, Glen Elgin NSW.	NAD
581-48	RFS, 11648 Old Grafton Road, Diehard NSW.	NAD
581-49	RFS, 2507 Shannon Vale Road, Bald Nob NSW.	NAD
581-50	RFS, Severn River Road, Dundee NSW.	NAD
581-51	Deepwater Oval Amenities, 25 Fraser Street, Deepwater NSW.	ACM
581-52	Works Depot, 27 Bourke Street, Deepwater NSW	ACM
581-53	SES, 25 Bourke Street, Deepwater NSW. (EXTERNAL INSPECTION ONLY)	
581-54	Treatment Works/Waste Disposal Depot, 25 Carl Baer Circuit, Deepwater NSW	ACM
581-55	Steel Reservoir, 125 Gough Street, Deepwater NSW.	NAD
581-56	Rugby Park, 196 Herbert Street, Glen Innes NSW.	ACM
581-57	Wilson Park, 191 Herbert Street, Glen Innes NSW	ACM
581-58	Volunteer Rescue Association, 5 Sachs Lane, Glen Innes NSW.	ACM
581-59	Saleyards, 36 Lang Street, Glen Innes NSW.	ACM
581-60	Aquatic Centre, 179 West Avenue, Glen Innes NSW.	ACM

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

AMP NO.	ADDRESS	RESULT
581-61	Children & Family Services, 187 West Avenue, Glen Innes NSW.	ACM
581-62	King George Oval, 111 Wentworth Street, Glen Innes NSW	ACM
581-63	Wattle Vale, 1296 Inverell Road, Glen Innes NSW.	ACM
581-64	RFS. 102 Waterloo Road, Matheson NSW.	NAD
581-65	RFS, 917 Polhill Road, Wellingrove NSW.	NAD
581-66	18 Cryland Street, Emmaville NSW.	NAD
581-67	Caravan Park, 7-15 Park Street, Emmaville NSW.	ACM
581-68	Swimming Pool, 1-5 Park Street, Emmaville NSW.	ACM
581-69	Amenities Building, 2 Post Office Street, Emmaville NSW.	ACM
581-70	Landfill, 112 Deloraine Road, Emmaville NSW.	ACM
581-71	War Memorial Hall, 93 Moore Street, Emmaville NSW	ACM
581-72	Museum, 86 Moore Street, Emmaville NSW.	ACM
581-73	RFS, 29 Young Street, Deepwater NSW. (No access to old section)	
581-74	Heritage Park, 929 New England Highway, Yarraford NSW.	NAD
581-75	Sewerage Treatment Works, 299 New England Highway, Glen Innes NSW	ACM
581-76	Waste Facility, 88 Rodgers Road, Glen Innes NSW.	ACM
581-77	Red Range Road Bores, 230 Red Range Road, Glen Innes NSW	NAD
581-78	Glen Innes Off Stream Storage, 83 Shannon Vale Road, Glen Innes NSW.	NAD
581-79	Martins Lookout Communications Tower, 73 Watsons Drive, Glen Innes NSW.	ACM

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
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Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure

Appendix E – Scenarios illustrating which agencies lead a response in NSW

The tables show which agencies are responsible for regulating the following scenarios in NSW:

- emergency management;
- naturally occurring asbestos;
- residential settings;
- site contamination;
- waste;
- workplaces.

Emergency management

Scenario	Lead organisation	Other regulators
Emergency response	Emergency services	Fire and Rescue (Hazmat) SafeWork NSW
Handover to Local council, owner of property or NSW Police – crime scene following a minor incident	Local council NSW Police	
Handover to State Emergency Recovery Controller	State Emergency Recovery Controller	Recovery Committee Local council EPA SafeWork NSW
Handover to Recovery Committee following a significant incident	Recovery Committee (formed by State Emergency Recovery Controller)	Local council EPA SafeWork NSW
Remediation not requiring a licensed removalist	Local council	Principal Certifying Authority SafeWork NSW (workers)
Remediation requiring licensed removal work	SafeWork NSW	Local council Principal Certifying Authority
Clearance Certificate issued by an Asbestos Assessor	SafeWork NSW	Principal Certifying Authority

Naturally occurring asbestos

Scenario	Lead organisation	Other regulators
Naturally occurring but will be disturbed due to a work process including remediation work	SafeWork NSW	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring asbestos part of a mineral extraction process	NSW Department of Industry	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Naturally occurring but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities) SafeWork NSW (workers)
Soil contaminated with asbestos waste and going to be disturbed by a work practice	SafeWork NSW	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)
Soil contaminated with asbestos waste but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites) SafeWork NSW (workers on site)
Potential for exposure on public land	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council SafeWork NSW (workers on site)
Soil contaminated with asbestos waste but at a mine site	NSW Department of Industry EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council

Residential settings

Scenario	Lead organisation	Other regulators
Safe Management of asbestos including: <ul style="list-style-type: none"> • identification • in situ management • removal requirements • disposal requirements. 	Local council Private Certifiers	SafeWork NSW EPA
Site contaminated due to past uses	Local council	SafeWork NSW EPA
Licensed removal work required	SafeWork NSW	Local council Private Certifiers
Removal does not require a licensed removalist	Local council Private Certifiers	SafeWork NSW (workers)
Transport or waste disposal issues	Local council	EPA
Derelict property with fibro debris	Local council or Multi-agency	Multi-agency

Site contamination

Scenario	Lead organisation	Other regulators
Asbestos illegally dumped	Local council	EPA SafeWork NSW
Site contamination at commercial premises	See Workplaces	
Site contamination at residential premises	See Residential settings	

Reference Number: WHS:POL:006:1.0	Version Number: 1 Date: 27 August 2020	Review Date: August 2023	Responsible Officer: WHS Coordinator
Related Documents: Asbestos Management Plans, Work Health and Safety Health Monitoring Procedure			

Waste

Scenario	Lead organisation	Other regulators
Waste temporarily stored on-site	SafeWork NSW (worksites) EPA and Local council (non-worksites)	
Waste transported by vehicle	EPA	SafeWork NSW
Waste disposed of onsite	Council or EPA as illegal dumping or pollution of land if no valid council development consent	Local council (consent required to dispose onsite) (section 149 property certificate and development assessment process)
Waste going to landfill site	EPA (advice)	Local council (if managing licensed landfill)
Waste to be transported interstate	EPA	
Waste for export	Department of Immigration and Border Protection	SafeWork NSW Department of Employment

Workplaces

Scenario	Lead organisation	Other regulators
Asbestos installed/supplied after 2003 (illegally)	SafeWork NSW	
Risks to the health of workers	SafeWork NSW	
Asbestos management and asbestos going to be removed	SafeWork NSW NSW Department of Industry (mine sites)	
Risks to the health of the public from worksites	SafeWork NSW (Risks to workers) Local council (Risks to the wider public) Department of Planning and Infrastructure (part 3A approvals) EPA (<i>Protection of the Environment Operations Act 1997</i> licensed sites)	
Waste stored temporarily on-site at worksites	SafeWork NSW	
Transport or waste disposal issues	EPA	SafeWork NSW Local council
Asbestos contaminated clothing going to a laundry	SafeWork NSW	EPA Local council
Contaminated land not declared under the <i>Contaminated Land Management Act 1997</i>	Local council	EPA
'Significantly contaminated' land declared under the <i>Contaminated Land Management Act 1997</i>	EPA	Local council

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Appendix F – Asbestos Containing Materials

Asbestos containing materials

Some asbestos containing materials found in New South Wales domestic settings (non-exhaustive list)

Asbestos containing materials	Approximate supply dates
Cement sheets	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Cement roofing / lining slates	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Mouldings and cover strips	Available by 1920s and 1930s
Super-six (corrugated) roofing	Available by 1920s and 1930s – 1985
'Tilex' decorative wall panels	Available by 1920s and 1930s
Pipes and conduit piping	Available by 1920s and 1930s
Motor vehicle brake linings	Available by 1920s and 1930s
Striated sheeting	Available from 1957
'Asbestolux' insulation boards	Available from 1957
'Shadowline' asbestos sheeting for external walls, gable ends and fences	Available from 1958 – 1985
Vinyl floor tiles impregnated with asbestos	Available up until 1960s
Asbestos containing paper backing for linoleum	Available up until 1960s
'Durasbestos' asbestos cement products	Available up until 1960s
'Tilex' marbled decorative wall panels	Available from early 1960s
'Tilex' weave pattern decorative wall panels	Available from early 1960s
'Hardiflex' sheeting	Available from 1960s – 1981
'Versilux' building board	Available from 1960s – 1982
'Hardiplank' and 'Hardigrain' woodgrain sheeting	Available from mid 1970s – 1981
Loose-fill, fluffy asbestos ceiling insulation	During the 1960s and 1970s, pure loose-fill asbestos was sold as ceiling insulation for residential and commercial premises. A Canberra based company known as 'Mr Fluffy' installed insulation in at least 1,000 homes in the ACT and is also understood to have installed insulation into homes in NSW.
Asbestos rope gaskets for wood heaters. Heater and stove insulation	Dates of supply availability unknown but prior to 31 December 2003
Compressed fibro-cement sheets	Available from 1960s – 1984
Villaboard	Available until 1981
Harditherm	Available until 1984
Highline	Available until 1985
Coverline	Available until 1985
Roofing accessories	Available until 1985
Pressure pipe	Available until 1987

Sources:

NSW Government, 2011, *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*.

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