

	ANC Foster Pty Ltd Safety Management System	Doc No:	ASBESTOS
		Initial Issue Date	27 Apr 2010
<b>ASBESTOS</b>		Revision Date:	Initial Version
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## Purpose

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The purpose of this program is to provide basic precautions and protections for employees to avoid exposure to asbestos containing material or presumed asbestos containing material.

## Scope

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This program applies to all ANC Foster employees. When work is performed on a nonowned or operated site, the operator's program shall take precedence, however, this document covers ANC Foster employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

## Key Responsibilities

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### Managers/Supervisors

- ANC Foster must not supply a prohibited carcinogenic substance including any item that contains any form of asbestos unless:
  - the substance is to be used for the purpose of research or analysis; and
  - the person to whom the substance is to be supplied provides evidence that WorkCover has been notified, in accordance with Part 12.3 of the OHS Regulation, of the intention of that person to use the same type of carcinogenic substance
- Prohibit ANC Foster employees from working until material in question is confirmed as non-asbestos or abated.
- Ensure proper employee training is completed.
- A bonded asbestos licence has been required to remove more than 10 square metres of bonded asbestos material. A licensed bonded asbestos removalist can remove any amount of bonded asbestos material.
- A friable asbestos licence is required to remove, repair or disturb any amount of friable asbestos. A friable asbestos removalist can remove any quantity of bonded and/or friable asbestos.
- Ensure that all requirements of this program are understood and followed by those working under his/her direction.

### All Employees

All employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.

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## Procedure

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### Health Effects

Asbestos is formed in fibre bundles and, as it is further processed or disturbed, the fibre bundles become progressively finer and more hazardous to 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).

Significant health risks may arise from the inhalation of airborne asbestos fibres. Compared with straight amphibole fibres, such as amosite and crocidolite, chrysotile fibres are curly and less likely to penetrate the deepest parts of the lung.

Breathing in fibres brings a risk of asbestosis, lung cancer and mesothelioma. Evidence suggests that asbestos causes gastrointestinal and laryngeal cancers in humans, but to a far lesser extent than lung cancer. Usually, asbestos-related diseases have a delay or latency period of 20 to 40 years between first exposure and the onset of symptoms and detection of the disease. Asbestos-related diseases can appear or progress even after a person is no longer exposed.

### Identifying Asbestos

Any foreseeable hazards arising from the presence of material containing asbestos premises that has the potential to harm the health or safety of any person accessing, using or egressing from the premises must be identified.

ANC Foster must identify all asbestos containing materials (ACM) within a workplace, and these materials must be recorded in an asbestos register.

### Risk Assessment

The person in charge of a premise that contains asbestos or asbestos-containing material must ensure that risk assessment and control measures are carried out in accordance with the document entitled "Guide to the Control of Asbestos Hazards in Buildings and Structures" [NOHSC: 3002 (1988)] published by the NOHS Commission.

### Asbestos Register

ANC Foster must ensure that:

- A register, in which the type, condition and location of all asbestos and asbestos-containing material in any place of work is recorded, is prepared and maintained, and
- Any action taken to control asbestos and asbestos-containing material in the place of work or in plant at the place of work is recorded in the register, including details of:
  - any assessment concerning the asbestos that took place before the work was carried out, and
  - if the work was carried out by a contractor rather than by an employee of ANC Foster, the name of the person who carried out the work, and
  - the date on which the work was carried out, and
- All occupiers of the place of work are provided with a copy of the register and all updates to it.

The asbestos register should also include details of:

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- Details of any materials presumed to contain asbestos material
- Any inaccessible areas likely to have ACM
- The results of any analysis that has confirmed (or not confirmed) the presence of asbestos
- The date when the risk assessment was made and details on the competent persons who carried out the assessment
- The findings and conclusions of the risk assessment
- The results of any air monitoring or airborne fibres, and the assessment of these results
- The control measures recommended and decided upon as a result of the risk assessment
- Any removal, repair or disturbance of ACM, including the company and persons involved, the date and scope of the work undertaken, and details of the clearance certificates.

The asbestos register must be made accessible to all those within the workplace and should be reviewed and appropriately updated at least every 12 months, or whenever there is a change in circumstances and/or conditions.

### Monitoring

#### Occupational monitoring (personal monitoring)

Occupational monitoring is measuring airborne respirable fibres in the worker's breathing zone and comparing it with the exposure standard. This type of monitoring is generally not carried out during removal work. The exposure standard for all types of asbestos is 0.1 fibres per millilitre of air.

#### Control monitoring (area or static monitoring)

Control monitoring indicates the adequacy of controls put into place during asbestos work. Control monitoring is measuring airborne respirable fibre levels and comparing them with the action levels shown below. If these levels are exceeded, action should be taken to re-evaluate controls.

Action Level (airborne asbestos fibres/mL)	Action
Less than 0.01	Continue with control measures
Between 0.01 and 0.02	Review control measures
More than 0.02	Stop removal work and find the cause

#### Clearance monitoring

Clearance monitoring should be carried out following asbestos removal work. All friable asbestos removal work must have a clearance certificate at the completion of work. The clearance certificate must be completed by an occupational hygienist and the results assessed by a laboratory accredited by NATA for the test method.

Clearance monitoring generally requires air monitoring, settled dust samples and a visual assessment to determine the effectiveness of asbestos decontamination work.

Air monitoring should not be used as an alternative to visual assessment in estimating asbestos contamination and exposure.

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### Health Surveillance

The need for asbestos-related health surveillance should be determined by an assessment of the potential for exposure to asbestos in accordance with the Occupational Health and Safety Regulation 2001 (OHS Regulation).

Medical examinations for asbestos exposure are to be carried out by a WorkCover authorised medical practitioner or the Dust Diseases Board.

### Exposure Register

Under clauses 169 and 170 of the OHS Regulation, employers have an obligation to keep a record of any exposure or likely exposure to asbestos and provide a statement to employees on the termination of their employment. Employers are to include in an asbestos exposure register the name of those exposed, the date and location of exposure, and the type of work being carried out at the time of exposure.

All records relating to asbestos exposure are to be kept for 30 years from the date of last exposure.

Upon termination of employment, the employer is to supply a letter to the employee noting that they could have been exposed to asbestos in the course of their employment. The letter (or statement) should contain:

- The name of the carcinogenic substance
- The period of exposure or potential exposure
- How and where records of the exposure or potential exposure can be obtained
- A recommendation to have periodic health assessments
- Details of the types of health tests that are relevant in the circumstances.

### Control Measures for Bonded Asbestos Materials

Work procedures should be developed to minimise the release of dust or fibres. When working with bonded asbestos products:

- Use barriers to restrict entry of unauthorised personnel to the work area and to control contamination
- Place asbestos removal caution signs at the barriers, which comply with AS 1319 Safety Signs for Occupational Environment
- Use personal protective equipment, including coveralls and a respirator - coveralls should preferably be disposable and coveralls with Velcro-type fasteners are not suitable
- Only use non-powered hand tools as they generate less dust
- Do not use power tools, such as abrasive cutters and sanders
- Use wet methods to dampen material, or use a suitable vacuum cleaner that complies with the AS/NZ 60035.2.60 and is fitted with an appropriate attachment to reduce the release of dust - do not use a household vacuum cleaner
- Work in well-ventilated areas, where possible
- Use 200-micron thick plastic drop sheets to collect debris, and label and dispose of appropriately - take precautions to prevent slips and trips hazards
- Clean-up using wet methods, or a suitable vacuum cleaner - do not use a household vacuum cleaner

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- Dispose of waste and collected dust in 200-micron thick plastic bags that are sealed and clearly labelled as containing asbestos waste
- Avoid any abrading or scrubbing of the material's surface
- Recycled plastic is not to be used as it may contain flaws
- Plastic used in asbestos removal is not to be reused.

### Water Blasting

It is illegal to water-blast asbestos containing materials because there is a high risk of asbestos fibres being released into the atmosphere and inhaled.

### Respiratory Protection and Personal Protective Equipment

Respirators should comply with the AS/NZS 1716 Respiratory Protective Devices and selected, used and stored in accordance with AS/NZS 1715 Selection, Use and Maintenance of Respiratory Protective Devices. Refer to the manufacturer's or supplier's information regarding the suitability of respirators.

Workers must be clean-shaven when wearing respirators that rely on facial fit. Facial fit tests should be conducted to ensure an effective seal.

ANC Foster must provide appropriate instruction and training on the proper wear and care of the respirators.

Additional PPE can include:

- Protective coveralls
- Gloves
- Head coverings / Foot coverings
- Vented goggles / Face Shields
- And others based on the hazard

### Waste Disposal

All bonded asbestos waste must be:

- Kept damp (prevent runoff water)
- Collected, labelled and sealed using appropriate plastic or leak proof containers
- Stored in labelled, plastic-lined bins that are covered, or leak-proof containers that are covered
- Placed in bins or trucks that are large enough to contain full sheets without breaking them
- Stored in a secure area
- Removed from the site as soon as practicable. All friable asbestos material must be:
- Kept damp or sealed with PVA glue
- Collected and sealed in 200-micron thick, appropriately labelled, plastic bags
- Double wrapped in 200-micron thick plastic bags in bags that weigh not more than 25 kilograms, and are

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less than half full

- Stored in a secure area, awaiting removal
- Removed from the site as soon as practicable.

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

### Transportation

All asbestos waste must be transported in a covered leak-proof vehicle and:

- Not mixed with general building waste
- Not taken to a waste facility for recycling.
- Only vehicles licensed by the DECC can transport friable asbestos waste in the metropolitan area.

### Disposal

Asbestos waste in any form must be disposed of in a manner approved by DECC and at a waste facility licensed by the DECC to accept asbestos waste.

NSW licensed landfills that accept asbestos waste from the public are listed by region on the DECC website. Vehicles and their containers must be cleaned before leaving the waste facility.

Contact the DECC and/or the local council for details of waste facilities that can accept asbestos waste.

To demonstrate proof of proper disposal, copies of asbestos waste disposal receipts are to be kept for inspection by WorkCover, the DECC or the local council.

### Training

All those involved in friable asbestos removal must have undertaken WorkCover recognised training in friable asbestos removal.