

ASBESTOS MANAGEMENT PLAN



Shire of Denmark

Asbestos Management Plan

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Asbestos Management Plan

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FOREWORD

This plan is developed to assist the Shire of Denmark to comply with government policy and legislative requirements in the management of Asbestos Containing Materials (ACM) in workplaces.

Legislative Requirement

The Shire of Denmark as an employer, has a responsibility to maintain a safe working environment under the provisions of:

- Regulation 3.1a of the *Occupational Safety and Health Regulations 1996 (OSH Regulations 1996)*, which requires an employer to identify hazards at a workplace, assess the risk of harm to a person from each hazard and to take steps to reduce the risk.
- Regulation 5.43 (*OSH Regulations 1996*) which specifically requires the presence and location of asbestos at a workplace to be identified and that the process of identification and risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM.

Whilst working towards this goal, agencies have an obligation to identify and manage ACM in public buildings to meet the Occupational Health and Safety requirements.

ACM in sound condition, left undisturbed, presents negligible risk to building occupants and the general community. Therefore, removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, where practical.

All work conducted on ACM must be undertaken in such a manner as to minimise health risks.

IDENTIFICATION OF ASBESTOS HAZARDS

Surveys of Shire/Council buildings have been conducted by CCA Asbestos Removal & Demolition and Envirospect in April of 2021. These surveys and associated reports include a risk assessment and recommendation for future control measures. Results of surveys are recorded in the Shire of Denmark asbestos register, maintained by the Assets/Technical Services Department and held at the Shire Administration building and on the Shires website.

RISK ASSESSMENT

A matrix comprising the condition of the ACM and the likelihood of disturbance has been applied to all material found or assumed to contain asbestos during survey. The Risk Assessment Ratings are compiled as a Materials Assessment Score (MAS). MAS categories are described as high, medium, low and very low and have been assigned to each positive or assumptive identification of ACMs. A high risk assessment rating indicates a material that will more than likely release airborne fibres if disturbed.

CONTROL MEASURES

The recommended control measures have been derived from a Material Assessment Score using variables such as product type, extent of damage/deterioration, surface treatment and asbestos type, resulting on an over-all MAS Rating of High, Medium, Low and Very Low, and are as follows:

MAS Rating - High

- MAS Rating - See associated asbestos contractors report
- Immediate isolation until remedial action completed
- Immediate removal of asbestos containing material

MAS Rating - Medium

- MAS Rating - See associated asbestos contractors report
- Remove source of disturbance; or
- Isolate asbestos containing material

MAS Rating - Low

- MAS Rating - See associated asbestos contractors report
- Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.
- Monitor risk until remedial action is completed

MAS Rating – Very Low

- MAS Rating - See associated asbestos contractors report
- Monitor and manage in accordance with the review of risk assessments

High Risk Rated Items

High risk items identified from an ACM survey have been reported by Enviroinspect and immediate removal, where possible, is scheduled. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal Shire maintenance channels. Any friable, unstable ACM must be treated as a high risk.

Medium Risk Rated Items

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Low Risk Rated Items

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Very Low Risk Ranking Items

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally, they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

Monitoring and Management

The following elements of monitoring and management, all requirements under the code of practice, have been determined after consideration of the asbestos surveyor's recommendations relating to the Shire building(s) and the Shire of Denmark's business requirements.

Labelling and Signage

All remaining Shire owned buildings containing ACM are to be labelled with signs placed either at all entry points and/or inside the power distribution boxes on each building. An example of the signage is below.



Access

No access restrictions required as full signage and labelling is present.

Work Permits

Work permits not considered necessary as all remaining ACM is labelled.

Maintenance Log Book (Attachment D)

A log book is required to be maintained by the Building Manager, Maintenance Coordinator or Lessee.

Recording Work on ACM

Work done on ACM that materially changes a register entry is to be recorded in the asbestos register by Shire Officers, and must include details of:

- The company conducting the work
- The date of the work
- The scope of the work done

Maintenance of Asbestos Register

Maintained by Shire Officers

Access to Asbestos Register

The asbestos register is to be made available to contractors on every occasion that work may be done which could possibly disturb ACM.

Safe Work Methods

See Envirospect surveyor's reports – Shire of Denmark Asbestos Register, this Management Plan and any associated reports.

CONSULTATION, INFORMATION SHARING AND TRAINING

Advice regarding ACM is to be included in induction training procedures and follow up briefings are to be conducted after each annual review of the ACM register and after any material change in the ACM register.

Induction briefings for contractors who may work within the building(s) are to be conducted on site, prior to any works taking place and are the responsibility of the building manager/lessee'.

Briefings will include details as per Attachment A and/or Attachment B

Where necessary, the briefings will be site specific.

Updates, where a change to the AMP or extensive work to buildings is planned, are to be delivered by

- Occupational Safety and Health Committee
- Briefing meetings
- Other

AGENCY OPERATIONAL CONSIDERATIONS

A workplace is defined under the OSH Act (1984) as: "a place, whether or not in an aircraft, ship, vehicle, building or other structure, where employees or self-employed persons work or are likely to be in the course of their work." Accordingly, this plan also needs to account for work outside the usual office building.

As part of this plan, all agency operations have been reviewed and particular precautions and control measures are to be taken in accordance with Attachment A.
(This will include such tasks as visits to external places etc.)

REVIEW

The register of ACM is to be reviewed annually or when a change to the register is necessary.

The asbestos management plan is to be reviewed every two years or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibres;
- Controlling maintenance workers and contractors;
- Highlighting the need for action to maintain or remove ACM;
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

ATTACHMENTS

Attachment A

Extract from *Code of Practice for the Management of Asbestos in Workplaces [NOHSC: 2018(2005)]*
Part 6 – Health aspects of exposure to airborne asbestos fibres.

Attachment B

Extract from *Code of Practice for the Management of Asbestos in Workplaces [NOHSC: 2018(2005)]*
Part 7.2 – Awareness training for workers, contractors and others

Attachment C

Shire of Denmark Asbestos Register

Attachment D

Building Maintenance Logbook

Attachment A - Health aspects of Exposure to Airborne asbestos Fibres

Extract from *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 6*

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world.

Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The NES of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached. The Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)] provides additional information on control levels.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, smashing or blowing with compressed air (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- the inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- the maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or
- the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

Attachment B – Awareness Training for Workers, Contractors and Others

Extract from *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 7.2*

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly.

Depending on the circumstances this asbestos awareness training may include:

- the purpose of the training;
- the health risks of asbestos;
- the types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- the trainees' roles and responsibilities under the workplace's asbestos management plan;
- where the workplace's register of ACM is located and how it can be accessed;
- the timetable for removal of ACM from the workplace;
- the processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace;
- where applicable, the correct use of maintenance and control measures, protective equipment and work methods to minimise the risks from asbestos, limit the exposure of workers and limit the spread of asbestos fibres outside any asbestos work area;
- the NES and control levels for asbestos; and
- the purpose of any air monitoring or health surveillance that may occur.

Attachment C – Shire of Denmark Asbestos Register

Attachment D – Building Maintenance Logbook

Shire of Denmark - ACM Register - 2021

Building	Address	Assessment File No.	ACM Location	Risk Level (MAS)	Date of Last Inspection	Testing Conducted	Report Link	Inspected By	Friable ACM Found?	Comment and Control Measures	Reinspection Date	Removal Date
Scout Hall	Brazier St	A3035	South West Storeroom Electrical Dist. Box External - near Footy Hall External - under Kitchen	Low Very Low Medium Medium	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Leave and manage in-situ Encapsulate, label, leave and manage in-situ Arrange for removal by appropriate contractor Arrange for removal by appropriate contractor	Apr-22	TBA
Civic Centre Hall Complex	3 Strickland Street	A3116	External Equipment Store	Medium Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Label (as appropriate) and leave in-situ Leave and manage in-situ	Apr-22	N/A
Denmark Bowling Club	Cnr S/C Hwy & Fyfe St	A3069	No ACM Detected		Apr-21	No	N/A	CCA/Enviroinspect	No	Demolished and Re-built in 2016/2017 - No ACM detected	N/A	N/A
Denmark Cottage Industry Building	5 Mitchell St	A3117	No ACM Detected		Apr-21	Yes	REPORT	CCA/Enviroinspect	No	All asbestos removed in 2019 - No ACM detected (see report)	N/A	N/A
Soil Solutions, DNМК Earthworks, DNМК Haulage	832 South Coast Highway	A2228	Office Floor and Shelves Electrical Dist. Box	Very Low Very Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Arrange for removal by appropriate contractor Leave and manage in-situ	Apr-22	TBA
Denmark Museum	16 Mitchell St	A3256	Electrical Dist. Box	Very Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Label (as appropriate) and maintain in-situ	Apr-22	N/A
Denmark Pony Club	73 Beveridge Rd	A3189	No ACM Detected		Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Updated March 2021 - No ACM detected (see report)	N/A	N/A
Depot - Office/Amenities	41 Zimmerman St	A3185	No ACM Detected		Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Updated March 2021 - No ACM detected (see report)	N/A	N/A
Kentdale Hall	518 Parker Rd	A3125	Hall External Wall Electrical Dist. Box Hall Internal Wall Hall Internal Ceiling	Very Low Very Low Very Low Very Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Label (as appropriate) and maintain in-situ Label (as appropriate) and maintain in-situ Label (as appropriate) and maintain in-situ Leave and manage in-situ	Apr-22	N/A
Denmark Library	3 Strickland Street	A3116	No ACM Detected		Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Updated March 2021 - No ACM detected (see report)	N/A	N/A
Lions Club Station Masters House	2A Inlet Drive/Crellin St	A5600	Toilets Ceiling	Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Leave and manage in-situ	Apr-22	N/A
Old Post Office (Spirit Of Play)	2B Inlet Drive/Crellin St	A5598	External Wall External Trim Internal Wall Internal Trim Internal Ceiling Eaves	Medium Medium Medium Low Very Low Very Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Label (as appropriate) and maintain in-situ Label (as appropriate) and maintain in-situ Label (as appropriate) and maintain in-situ Leave and manage in-situ Leave and manage in-situ Leave and manage in-situ	Apr-22	N/A
Parry's Beach Campground - Caretakers Cottage	Parry Rd	A2678	External Wall External Trim Internal Wall Internal Ceiling	Medium Medium Medium Medium	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Repair damage, encapsulate material and maintain condition Leave and manage in-situ Leave and manage in-situ Leave and manage in-situ	Apr-22	N/A
Parryville Hall	Cnr Mardo & S/C Hwy	A3066	External Walls Kitchen Internal Walls Hall Ceiling	Medium Medium Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Encapsulate material and maintain condition Encapsulate material and maintain condition Leave and manage in-situ	Apr-22	N/A
Peaceful Bay Caravan Park - Shop & Residence, Laundry, Café, Ablution Blocks	East Ave, Peaceful Bay	A3104	Shop External Walls Shop Shed Annex Wall Shop External Wall	High Medium Medium	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Arrange for removal by appropriate contractor Repair damage, encapsulate material and maintain condition Repair damage, encapsulate material and maintain condition	Apr-22	TBA
RSL Memorial Hall	54 Strickland St	A3097	No ACM Detected		Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Updated March 2021 - No ACM detected (see report)	N/A	N/A
Tingledale Hall	976 Valley of the Giants Rd	A3057	External and Sub Floor External Walls Electrical Dist. Box	High Medium Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Arrange for removal by appropriate contractor Encapsulate material and maintain condition Label (as appropriate) and maintain in-situ	Apr-22	TBA
Slipway Shed	South Coast Hwy	A3030	Gable Ends (Walls) Gable Ends (Trim)	High Medium	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Encapsulate unpainted areas. Leave and manage in-situ Leave and manage in-situ	Apr-22	TBA
McLean Park Old Toilets	Brazier St	A3035	Internal Ceiling Internal Wall Electrical Dist. Box	Medium High Low	Apr-21	Yes	REPORT	CCA/Enviroinspect	No	Leave and manage in-situ Arrange for removal by appropriate contractor Leave and manage in-situ	Apr-22	TBA