



# Emergency Asbestos Management Plan 2017

(For Buildings Found to Contain Asbestos)

WARRUMBUNGLE SHIRE COUNCIL



Date: April 2017

# Emergency Asbestos Management Plan

The Emergency Asbestos Management Plan shall be used for the management of asbestos containing materials within the Warrumbungle Shire Council Local Government Area.

Report number:

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## Document Control

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### Revision Status

Version No.	Revision Date	Revision by (Name)	Position	Signature
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## Contents

1. Introduction .....	1
1.1. General Requirements .....	1
1.2. Objectives .....	3
1.3. Structure .....	4
1.4. Warrumbungle Shire Council WHS Policy .....	4
1.5. Regulatory Framework .....	6
2. Asbestos General Information .....	7
2.1. Sources .....	7
2.2. Risks .....	8
3. Approach to Asbestos Management Plan .....	11
4. Step 1 – Commitment & Communication .....	13
4.1. Responsibilities of WSC .....	13
4.2. PCBUs, Owners/Occupiers and Workers .....	14
4.3. Summary of Responsibilities .....	15
4.4. Training .....	17
4.5. Communication Plan .....	17
5. Step 2 – Manage Asbestos Risks .....	18
5.1. Hazardous Building Material Surveys .....	19
5.2. Asbestos Management .....	20
5.3. Fire Damaged ACMs .....	21
5.4. Remediation of Fire Damaged Buildings .....	22
5.5. Asbestos in Soil .....	24
5.6. Health Monitoring .....	25
6. Step 3 – Resource Efficiency .....	27
7. Step 4 – Stakeholder Engagement .....	28
8. Step 5 – Review and Improvement .....	29
9. Limitations .....	30
Definitions .....	34

## Tables

Table 1 – Core Objectives, Commitment and Communication .....	13
Table 2 – Summary of Responsibilities for the Asbestos Management Plan .....	16
Table 3 – Core Objectives, Communication Plan .....	17
Table 4 – Core Objectives, Manage Risk of Asbestos.....	18
Table 5 – Recommended Risk Assessment for Prioritisation of WSC Controlled Properties .....	19
Table 6 – Core Objectives, Hazardous Building Material Surveys.....	19
Table 7 – Core Objectives, Asbestos Management.....	20
Table 8 – Core Objectives, Manage Risks from Remediation of Fire Damaged Buildings .....	22
Table 9 – Core Objectives, Manage Health Monitoring .....	25
Table 10 – Core Objectives, Manage Stakeholders .....	28
Table 11 – Core Objectives, Manage Review and Improvement .....	29

## Figures

Figure 1 – Emergency Asbestos Management Flow Chart.....	5
Figure 2 – Burned Down Building within the WSC Local Government Area .....	7
Figure 3 – Likelihood of Airborne Asbestos Fibres .....	9
Figure 4 – Typical Asbestos Containing Materials (ACMs).....	10
Figure 5 – Five Step Approach to the Asbestos Management Plan.....	11
Figure 6 – Example of building collapsed due to structural fire damages. ....	21
Figure 7 – Example of Fire Damaged Asbestos Cement that is considered friable asbestos.....	22
Figure 8 – Specified Asbestos Removal Signage.....	23
Figure 9 – Example of Fire Damaged property with Friable Asbestos and Soil to be removed.....	25

## Appendices

Appendix A – Abbreviations
Appendix B – Definitions
Appendix C – Essential Contacts
Appendix D – On-site Waste Storage Information for Non-Asbestos Waste
Appendix E – Waste Disposal Approval Form
Appendix F – WSC Core Objectives Summary Table
Appendix G – Licensed Asbestos Removal Contractor List



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# 1.Introduction

## 1.1. General Requirements

The Emergency Asbestos Management Plan (EAMP) has been developed for recovery phase within the Warrumbungle Shire Council Local Government Area in the event of a disaster occurring. The EAMP has been structured to provide a clear framework, which ensures a consistent and safe approach for the management of asbestos and has been developed with stakeholders such as NSW Public Works (Public Works), Warrumbungle Shire Council (WSC), Environment Protection Authority (EPA), SafeWork NSW SafeWork NSW and community representation.

Asbestos Containing Material (ACMs) that have been directly impacted by fire or other disaster, or indirectly impacted due to structural collapse of the building or structure are considered friable. The EAMP has been developed on the basis that all ACMs present are friable.

SafeWork NSW Notification and compliance with the WHS Regulation is required. Due to the emergency nature of the asbestos management, SafeWork NSW SafeWork NSW will be advised of properties constructed post-1990 that may be considered free of asbestos.

The EAMP is relevant for all structures and equipment that contain asbestos and have been damaged by the disaster.. The EAMP will be used to manage and minimise asbestos related health risks to workers, residents and visitors to the affected areas within the WSC Local Government Area.

Mechanisms have been developed to demonstrate compliance with EAMP, and monitor improvement. The EAMP has been structured with the five steps below:

- 1) Commitment & Communication;
- 2) Manage Asbestos Risks;
- 3) Resource Efficiency; and
- 4) Stakeholder Engagement.

Systems have been developed for each step that include; objectives, targets, performance indicators and defined responsibilities. The measured Key Performance Indicators demonstrate a commitment to improving the systems, and culture for managing the risks associated with asbestos.

Nothing contained within the EAMP may be considered to alter or modify guidelines as set down in the *Work Health and Safety Regulation 2011* (WHS Regulation) and relevant Safe Work Australia Code of Practice, or the requirements laid down under all relevant New South Wales Legislation.

The contractor's Asbestos Control Plan is to be undertaken in accordance with the Asbestos Control Procedures included in Section 5.

A risk assessment should be undertaken to assess the requirement for fencing, as remote regional locations have low risk of public access.

If any contaminated materials from buildings and structures and asbestos contaminated soil should be removed from site and appropriately disposed.

Property owner/occupiers should make every effort to identify locations for onsite storage of green waste and masonry waste that is free of asbestos and other contaminants. Masonry waste includes bricks and concrete. WSC will be undertaking site inspections to ensure that waste has been separated into stockpiles and quantities estimated. Information on on-site storage of waste free of asbestos contamination is included in Appendix D. WSC is encouraging waste recycling, recovery and onsite storage for suitable classified waste as deemed appropriate by WSC. Due to the limited



capacity of the landfills, waste disposal will be directed to the Coonabarabran landfill.

Waste is required to be placed into separate stockpiles on-site prior to WSC inspection and approval for disposal, including:

- Greenwaste including untreated building timbers;
- Treated timbers;
- Metal
- Masonry including bricks and concrete;
- Empty drumsTyres
- Ash and soil (asbestos free)

All property owners/ occupiers with structures that contain asbestos, including those of insured, under insured and uninsured properties are required to notify WSC prior to any work that may disturb ACMs. This includes make safe, remediation or demolition works to be carried out within WSC Local Government Area. Figure 1 provides an overview of the process. All property owners/ occupiers are responsible for complying the EAMP, WHS Regulation and Waste Transportation and Disposal Regulations.

The Licensed Asbestos Removal Contractor remains responsible for the management of asbestos until a clearance certificate is obtained from an appropriately qualified independent asbestos assessor or Occupational Hygienist and provided to WSC along with waste disposal receipts following lawful disposal. Without a clearance certificate, there is a risk that asbestos contamination may be recorded on the Section 149 Planning Certificate for the property, which may affect the property value

All asbestos contaminated waste must be transported to landfill under sealed conditions as summarised below:

1. Cover asbestos contaminated waste whilst on-site to prevent release of fibres;
2. Wet down asbestos contaminated waste including immediately prior to transport; and
3. Completely cover the load with an impervious tarp to ensure a complete seal during transport.

There is to be no waste disposal permitted at landfills until the Disposal Approval Form has been completed and approved, and disposal slips have been issued. The disposal slips will need to be presented at the landfill to allow disposal. Vehicle registration numbers and vehicle descriptions need to be recorded with WSC before disposal dates. All waste loads are inspected prior to disposal at the landfills. It is important that all information provided to WSC is accurate and correct.

A minimum of 48hrs notice is required for a WSC site inspection prior to waste disposal. The objective of the WSC inspection is to ensure that waste separation has occurred on-site. If WSC is not satisfied that acceptable waste separation has been undertaken on-site, approval for waste disposable will not be given. Additional WSC inspections may incur a fee, and may result in delays in disposal approval. WSC approval following the final site inspection for disposal may take 24hrs. WSC will schedule a date for the disposal of waste at the Coonabarabran landfill at the time of disposal approval.

Property owner/occupiers and/or contractors will be liable for paying normal waste disposal fees where:

- Emergency Waste Disposal Approval has not been obtained from WSC; and
- Waste quantities exceed the estimated on the Emergency Waste Disposal Approval.



WSC can issue a clean up notice to property owners where clean-up has not been satisfactorily undertaken. Illegal disposal of waste may result in legal proceedings being undertaken by WSC. It is an offence to provide false and misleading information to a WSC officer.

## 1.2. Objectives

The EAMP has the main objectives of reducing the risk of exposure to Asbestos Containing Materials (ACMs) to all workers/persons affected by the disaster. It is important that all works undertaken also to comply with the WHS Regulation and associated codes of practice.

The EAMP provides a framework on how this work is to be managed, who is responsible, lines of communication and the approval required prior to commencement.

The EAMP provides the mechanisms, and structure to ensure all fire affected properties are managed with the identical high standards to prevent unplanned exposure to asbestos fibres. This includes the following tasks:

- 1) Framework for communication of relevant information regarding Asbestos Containing Materials.
- 2) Preliminary Resident Site History Survey.
- 3) Prioritisation of sites based on resident survey and risk assessment (PR1 to PR4) for under insured and uninsured properties.
- 4) Establishing site fencing, signage and silt fences for asbestos contaminated areas where required.
- 5) Make safe works with PVA binding agents (Pink in Colour).
- 6) Hazardous Building Materials Survey and Hazardous Building Materials Register for under insured and uninsured properties.
- 7) Emergency Waste Disposal Approval and safe transport of waste to landfill operated by Warrumbungle Shire Council (WSC).
- 8) Friable Asbestos Clearance Certificates.

The EAMP is to be used by all persons planning or managing make safe or remediation works on the properties.

The EAMP will be available on the WSC Website, the Emergency Recovery Centre, and will be accessible by all relevant workers and parties. Hardcopies will also be provided to the Emergency Recovery Centre and WSC Chambers for stakeholders with no internet access. The EAMP will be available for distribution to contractors, workers, tenants, health and safety representatives and any other parties as required by the WHS Regulation.

Communication is an integral part in the management of ACMs and a number of information sessions will be provided at designated locations. A flow chart summarising the management of asbestos is included in Figure 1.



### **1.3. Structure**

The EAMP has been developed with stakeholder consultation to better manage the risks of ACMs and expedite the make safe works within the WSC Local Government Area in accordance with the WHS Regulation. The EAMP provides a management approach that communicates risks and provides a framework for management of ACMs by all persons.

This EAMP contains the following information:

- Organisational responsibilities

- Regulatory overview

- Mechanism and performance indicators for the management of the EAMP

- Overview of the risk assessment process

- Procedures and requirements for removal, transportation and disposal of damaged ACMs (Friable)

- Emergency Waste Disposal approval for the disposal of all building related waste resulting from the disaster .

- Scope and limitations of the EAMP

### **1.4. Warrumbungle Shire Council WHS Policy**

WSC is committed to ensuring the health, safety and welfare of all workers. This commitment extends to other persons (non-employees) at workplaces under the control of WSC.

WSC and its workers will comply with the provisions of WHS and injury management legislation, associated Codes of Practice and guidance material.



**Emergency Asbestos Management Strategy for the 2017  
Emergency Asbestos Management Plan Process Flow Chart**

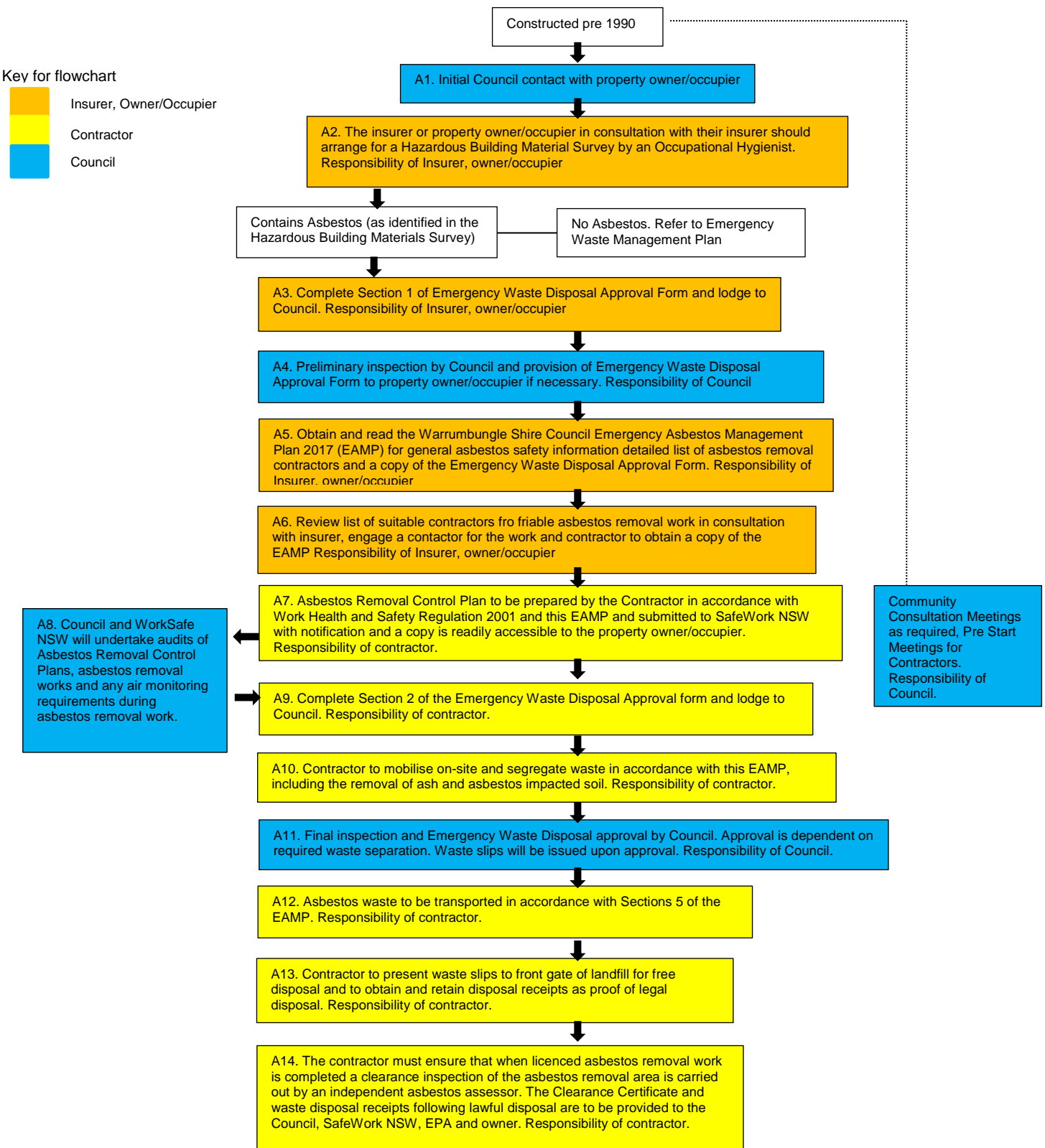


Figure 1 – Emergency Asbestos Management Flow Chart



## 1.5. Regulatory Framework

Activities carried out by WSC are subject to legislation, including regulations, statutory requirements, risk assessments, licences and approvals. The *NSW Work Health and Safety Act 2011* (WHS Act 2011) and *WHS Regulation 2011* and associated codes of practice detail some of the requirements for the management of ACMs.

The WHS Regulation contains a number of requirements for the management of ACMs. Chapter 8 of the WHS Regulation deals specifically with asbestos and covers the following:

- Prohibitions and exceptions relating to work involving ACMs.
- General duties with respect to exposure to airborne asbestos at workplaces.
- Management of asbestos and associated risks, including the requirements for an Asbestos Register (Hazardous Building Materials Register) and EAMP.
- Requirements for health monitoring.
- Duty to train workers about asbestos.
- Duty to limit use of certain equipment on ACMs.
- Demolition and refurbishment with respect to ACMs.
- Asbestos removal work and other asbestos-related work.
- Licensing of asbestos removalists and asbestos assessors.

The Safe Work Australia Codes of Practice relevant to the management of ACMs include the following:

- How to Manage and Control Asbestos in the Workplace 2011.
- How to Safely Remove Asbestos 2011.

The requirements of the WHS Regulation and Safe Work Australia Codes of Practice are reflected in this EAMP.

Asbestos waste means any waste that contains asbestos. The transportation and disposal of asbestos waste is regulated by the NSW EPA. Asbestos waste is considered a Special Waste, and has unique regulatory requirements. ACMs and asbestos contaminated soil and waste cannot be reused or recycled as required by clause 42(5) of the POEO (Waste) Regulation 2005. The Coonabarabran landfill can legally accept asbestos waste. All asbestos waste must be disposed of at an appropriately approved waste disposal facility, and records must be kept by the PSP of appropriate disposal i.e. waste disposal docketts. Asbestos waste must be disposed of in accordance with clause 42(4) of the POEO (Waste) Regulation 2005.



## 2. Asbestos General Information

Asbestos is the generic term for a number of fibrous silicate minerals. There are two major groups of asbestos:

the serpentine group contains chrysotile, commonly known as white asbestos.

the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos), as well as some other less common types, such as tremolite, actinolite and anthophyllite.

Since 31 December 2003, using all forms of asbestos was banned.

All Asbestos Containing Materials (ACMs) that has been damaged by fire is considered to be Friable under the WHS Regulation (see Figure 2)



**Figure 2 – Burned Down Building within the WSC Local Government Area**

### 2.1. Sources

Asbestos is ubiquitous in the environment, with fibre release occurring from natural sources and extensive industrial and commercial use of asbestos in the past. Asbestos and materials containing asbestos were widely produced in Australia between the 1940s and 1980s.

Chrysotile is the only form of asbestos from the serpentine group that has been used commercially. In the past, chrysotile has been used in the manufacture of:

asbestos cloth, tapes, ropes and gaskets, and in thermal and chemical insulation.

asbestos cement sheets and pipes for construction, casing for water and electrical/telecommunication services.

rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications.

fire-rated doors, equipment and structural beams of buildings.

fillers and filters.

Until recently, chrysotile was used almost exclusively in the manufacture of packing and friction material, such as gaskets, and brake and clutch linings.



Until the early 1980s, amphibole asbestos such as amosite and crocidolite were used in many products but, in the mid-1980s, the use of all types of asbestos in the amphibole group was banned. The products containing amphibole asbestos included:

asbestos cement sheeting and pipes for construction, casing for water and electrical/telecommunication services etc.

thermal, acoustic and chemical insulation e.g. fire-rated doors, limpet spray, lagging and gaskets.

## 2.2. Risks

Asbestos fibres have the following characteristics:

Small size

Ability to split into finer fibres

Resistance to chemical attack

Remain airborne for long periods of time

When inhaled they are carried in the air-stream and can deposit within the respiratory system:

Large fibres (width greater than 3 microns) deposit in major airways of lungs, generally cleared by cilia and mucous.

Smaller fibres (width less than 3 microns) can reach the alveoli (gas-exchange region) of the lungs.

Asbestos is a known carcinogen and inhalation of these fibres can cause mesothelioma, lung cancer, asbestosis and pleural plaques after a long latency period:

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.

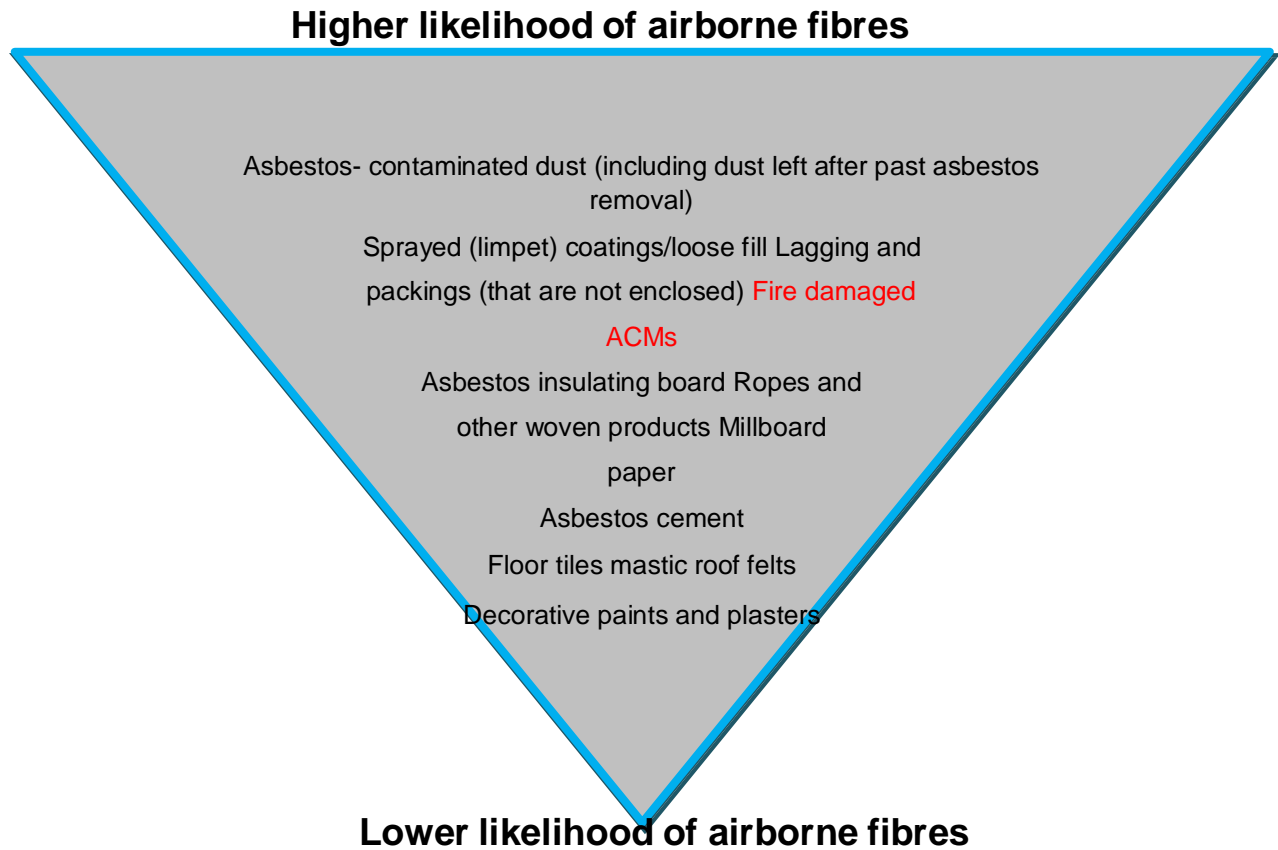
Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage. People who smoke may have a greater risk of developing lung cancer from inhaling airborne asbestos fibres.

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 (Safe Work Australia 2010).

Pleural plaques are a thickening of the membrane lining the lungs and are detected by chest X-ray. They indicate significant asbestos exposure; however, they are rarely of clinical significance as they are benign.

Asbestos can be bonded or friable, with bonded asbestos posing a minimum risk of human exposure to airborne asbestos, provided it is painted and not mechanically disturbed. Friable asbestos is generally defined as crumbling with hand pressure.

Figure 3 ranks different types of asbestos according to the likelihood that airborne asbestos can be released into the air if it is deteriorated or has been disturbed. The potential risk to health is greater for items higher up; however, any of the materials listed can produce asbestos fibres if they are disturbed.



**Figure 3 – Likelihood of Airborne Asbestos Fibres**

When asbestos is processed and disturbed, the fibre bundles become progressively finer and more hazardous to health as they can become airborne and breathed in. Small fibres, known as respirable fibres, are invisible to the naked eye and when inhaled can penetrate the deepest part of the lungs.

Asbestos can release airborne fibres whenever it is disturbed, particularly during the following:

During and after fire damage.

direct action on asbestos, such as drilling, boring, cutting especially with power tools, filing, brushing, grinding, sanding, breaking, smashing or blowing with compressed air.

removing asbestos from workplaces.

maintaining or servicing materials containing asbestos from vehicles, plant, equipment or workplaces.

renovating or demolishing workplaces (or a part of a workplace) that contains asbestos.

Exposure to airborne asbestos fibres for workers and other people must be either eliminated or minimised as far as is reasonably practicable, and kept below the exposure standard (Safe Work Australia 2010).



**Figure 4 – Typical Asbestos Containing Materials (ACMs) from Bonded Vinyl Tiles to Friable Insulation**



### 3. Approach to Asbestos Management Plan

The EAMP has been developed to be a living document, clearly defining core objectives that measure the effectiveness of the EAMP, and to ensure best practice procedures are used. A core objectives summary table is included in Appendix F. A five step approach has been used to structure the EAMP and allow clearly defined mechanisms, monitoring effectiveness and continual improvement:



**Figure 5 – Five Step Approach to the Asbestos Management Plan**

#### ***Commitment & Communication***

The EAMP is supported by Warrumbungle Shire Council (WSC), Ministry of Police and Emergency Services, NSW EPA, SafeWork NSW, NSW Public Works and community representatives.

WSC have committed to clear performance targets to improve the awareness and management of Asbestos.

Integration of the EAMP into the decision making and risk management for asbestos.

Clearly define the responsibility of all owners/ occupiers and all other stakeholders and define performance targets for the management of asbestos.

Communication to all stakeholders.

#### ***Manage Asbestos Risks***

Develop a prompt response to assist with the emergency recovery works

Define asbestos contaminated areas and minimise extent of contamination

Determine baseline airborne asbestos levels at fire affected properties and assess risks

Create a systematic and replicable risk assessment approach for the management and prioritisation of remediation works at uninsured and under insured properties (PR1 to PR4).

Outline procedures to be followed to provide a consistent and best practice method.

Ensure workers undertaking asbestos works meet Regulatory and WSC requirements by using listed contractors (refer to Appendix G).

Define objectives and mechanisms for managing asbestos in the workplace.

#### ***Resource Efficiency***

Waste minimisation including segregation of masonry, timbers, metal, tyres and greenwaste to reduce all waste going to WSC managed landfills.

Efficiently use financial resources for the targeted management of ACMs in fire affected properties.

Formulate management strategies (i.e. forms and checklists) to ensure delivery of services against the EAMP objectives.



***Stakeholder Engagement***

Understand stakeholder expectations, including the community and engage with their WHS concerns and demands.

Ensure all workers are engaged and aware of the WSC EAMP.

***Review & Improvement***

Review the EAMP to ensure all elements of the EAMP are reviewed, audited and updated.





## 4. Step 1 – Commitment & Communication

The implementation of EAMP requires commitment and communication across all of stakeholders. The communication is supported by the structure of the recovery effort and the inherent responsibilities and obligations of each stakeholder are clearly communicated. An essential contacts list is provided in Appendix C.

Table 1 – Core Objectives, Commitment and Communication

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Resident Preliminary Site History Survey information collected prior to risk assessment and remediation Site Works.	WSC	Resident Survey provides awareness of potential hazardous materials within damaged properties.	100% of Surveys to be collected Within one week of end of event.	Weekly reporting of outstanding Resident Preliminary Surveys
Implement and distribute the EAMP within WSC Local Government Area	WSC	Awareness of Emergency Recovery staff and WSC Staff. EAMP on Website EAMP Posters in Emergency Recovery Centre Presentation at Community Forum	100% Emergency Recovery Centre Staff and relevant WSC Staff aware of the EAMP.	WSC to survey Emergency Recovery Staff and relevant WSC Staff
Improve compliance with WHS Regulation for ACMs	WSC	Number of reported near misses, incidents and/or breaches	Nil (0) reportable hazardous material incidents or regulatory actions for asbestos against WSC	Monthly reporting of incidents by WSC

### 4.1. Responsibilities of WSC

WSC responsibilities include:

1. Review of systems to ensure that safety standards are being implemented by suitably registered contractors engaged to carry out asbestos-related works.
2. Ensuring any worker undertaking works check the Hazardous Building Materials Register for the site.
3. Ensuring that appropriate licences, safe work method statements and control measures of any worker or contractor working on areas of known asbestos contamination, meets the conditions and standards required for the site.
4. Ensuring that assessment and sampling by an occupational hygienist of suspected asbestos containing materials/products are undertaken where required.
5. Ensuring asbestos situations are safely controlled including contractor inductions where appropriate.
6. Ensuring that workers, contractors, consultants and other visitors have been suitably informed about the presence of asbestos on the site, the potential risk associated with asbestos, the precautions and management procedures to be adopted and are referred to the Hazardous Building Materials Register.



7. Ensuring that appropriate work methods and control measures of any worker or contractor working on areas of known asbestos contamination, meets the requirements of the EAMP and legislative requirements.
8. Ensuring worker and visitor concerns about asbestos are dealt with in a satisfactory and timely manner.
9. Ensuring the WSC EAMP is available to all workers.
10. Management of systems to ensure suitable contractors and consultants are engaged to carry out asbestos-related works, and to ensure the necessary safety standards are being maintained for any such works and that all are referred to the onsite asbestos results for further information.
11. Ensuring asbestos situations are safely controlled and managed.
12. Arranging for assessment and sampling of suspected asbestos containing materials/products if not identified in the Hazardous Building Materials Register or not previously tested (i.e. listed as 'Presumed asbestos') when required.

The WSC is accountable for implementing the EAMP in its areas of control, ensuring risks are minimised, exposure to ACMs is reduced and legal responsibilities are met.

WSC has a duty to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to health and safety. WSC will ensure that WHS responsibilities are appropriately defined and that workers receive adequate training and resources necessary to carry-out their WHS responsibilities.

All workers must be consulted on all matters associated with their health, safety and welfare. Consultative arrangements must make provision for the sharing of information and allow workers to express their respective views.

Consultation must be undertaken when assessments are made of risks to health, safety or welfare, and when decisions are made on measures to eliminate or control those risks and when changes are made to premises, systems of work or plant and substances that may affect health, safety or welfare.

## 4.2. PCBUs, Owners/Occupiers and Workers

Under the WHS Act, the person conducting a business or undertaking (eg Asbestos Removal Contractor) must ensure so far as is reasonably practicable that exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonably practicable, the exposure must be minimised so far as is reasonably practicable. The exposure standard for asbestos must not be exceeded.

The licenced Asbestos Removal Contractor responsibilities include:

- 1) Ensuring that they refer to the Hazardous Materials Survey for information.
- 2) Ensuring that safe work method statements and procedures comply with the EAMP and relevant legislation, codes of practice, advisory standards and industry standards, and undertake work according to the requirements nominated by the PCBU.
- 3) Employing suitably licensed, trained, skilled and competent workers.
- 4) Ensuring that their workers are inducted in safe work procedures for ACMs.
- 5) Obtaining the necessary approvals from regulatory authorities prior to starting any asbestos removal or maintenance activities (including appropriate asbestos removal licences).
- 6) Ensuring ACMs are disposed of in an appropriate manner at an approved landfill facility.
- 7) Retain records of materials disposed of to licensed landfill facility (e.g. tipping docket).



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. They must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace. If PPE is provided by the person conducting the business or undertaking, the worker must use it in accordance with information, instruction and training provided on their use.

The intent of the WHS legislation is that the following kinds of persons should **not** to be taken to be PCBUs:

Individuals who carry out domestic work in and around their own home (e.g. domestic chores etc).

Individual householders who engage persons to carry out ad hoc home maintenance and repairs or other domestic work, e.g. tradespeople to undertake repairs and asbestos removal contactors to undertake asbestos removal work. It is important to note that a tradesperson or asbestos removal contactor will either be a worker for a business or undertaking, or a business or undertaking in their own right if the tradesperson is self-employed.

Under the WHS Regulation it is the duty of the PCBU (eg contactor) who is carrying out demolition or refurbishment work to ensure that all asbestos that is likely to be disturbed is identified and safely removed.

### 4.3. Summary of Responsibilities

A summary of Emergency Response responsibilities are outlined below: GM –

Warrumbungle Shire Council General Manager

DIR – Warrumbungle Shire Council Director

PRM – Warrumbungle Shire Council Property and Risk Manager MRS –

Warrumbungle Shire Council Manager Regulatory Service RO –

Warrumbungle Shire Council Regulatory Officer

WHSO – Warrumbungle Shire Council WHS Officer

PCBU – Person Conducting a Business or Undertaking (as defined by the WHS Act) CON –

Contractor

Table 2 – Summary of Responsibilities for the Asbestos Management Plan

<b>Responsibility</b>	<b>GM</b>	<b>DIR</b>	<b>PRM</b>	<b>MRS</b>	<b>RO</b>	<b>WHSO</b>	<b>PCBU</b>	<b>CON</b>
Achieve corporate objectives and programs for the Emergency Asbestos Management Plan (EAMP)								
Allocate resources (human, technical and financial) to ensure the objectives requirements of the EAMP are met								
Define EAMP objectives, targets, performance indicators and measurement, responsibilities and procedures								
Implement the EAMP								
Ensure compliance with EAMP and WHS legislation								
Acquire Hazardous Building Material Surveys and distribute to workers								
Co-ordinate EAMP training (including induction and refresher training) and ensure workers have necessary training for their roles								
Identify and implement improvements to the EAMP								
Assess contractors' compliance with the EAMP								
External relationship liaison meeting with SafeWork NSW and other Stakeholders								
Identify, evaluate and prioritise ACM risks through risk assessments								
Incident management and reporting								

## 4.4. Training

WSC will make a commitment to training and awareness. All workers and PCBUs will be made aware of the relevant requirements of the EAMP.

The EAMP is designed to increase the awareness of WSC workers and property owners of the risks arising from ACMs and how those risks are to be managed.

The WSC will maintain records of all worker training and participation.

## 4.5. Communication Plan

The following sections describe the processes required for the management of ACMs in different scenarios, including required communications. An Essential Contacts List is provided in Appendix C.

Table 3 – Core Objectives, Communication Plan

<b>Core Objectives</b>	<b>Responsibility</b>	<b>Target</b>	<b>Performance Indicator</b>	<b>How Measured</b>
Owners/ occupiers of properties are aware of when asbestos removal work is to commence	WSC / contractor	Clear communication procedure for notifying owners of properties are that asbestos removal work is to occur	Nil incidences where owners of properties are present during asbestos removal work	WSC audit incidences and communication procedures

The WSC must ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace and when the work is to commence, before the work commences:

workers and any other persons at the workplace.

anyone conducting a business or undertaking at, or in the immediate vicinity of, the workplace.

anyone occupying the premises in the immediate vicinity of the workplace.



## 5.Step 2 – Manage Asbestos Risks

The implementation of the EAMP includes a structure and mechanisms to manage risks associated with asbestos. Risk Assessments need to be undertaken ensure that safety of works, including working within the code of practise and waste minimisation in accordance with WSC requirements.

WSC have developed a consistent approach to the assessment of risk that is to be used for the priority of asbestos remediation works, Hazardous Material Surveys for damaged properties.

The effective management of asbestos requires commitment and communication across all stakeholder groups involved with the recovery works. The tasks and obligations are clearly outlined in the responsibilities for each stakeholder.

Table 4 – Core Objectives, Mange Risk of Asbestos

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Prioritisation of properties for remediation works. When necessary, use the Risk Template (PR1 to PR4)	WSC	Properties assessed against the Risk template	Target 100% of Risk Assessments undertaken with framework	WSC assessment of remediation
AS1 licensed contractors must undertake friable asbestos removal works	WSC / Property owner / occupier, PCBU	All friable asbestos removal work undertaken by AS1 licensed contractors	Target 100% of friable asbestos works undertaken by AS1 contractors	WSC audit of contractors
Pink Dyed PVA Glue used on friable asbestos.	WSC / Property owner / occupier, PCBU	Inform all stakeholders regarding Pink PVA requirements	Target 100% of properties have Pink PVA dust suppressant	WSC audit of sites and contractors
Consistent Asbestos Warning Signage	WSC / Property owner / occupier, PCBU	SafeWork NSW approved signage used.	Target 100% of Properties have SafeWork NSW approved signage.	WSC audit of sites contractors

WSC have developed a framework for the risk assessment and prioritisation for remediation of asbestos containing properties under their control outlined in Figure 5.



Table 5 – Recommended Risk Assessment for Prioritisation of WSC Controlled Properties

Descriptor	Item	Risk Assessment
PR1	Priority Risk 1	<p>As a guide, the property conforms to one, or more, of the following risks:</p> <hr/> <p>Friable Asbestos in areas that pose immediate risk to children/resident.</p> <p>Located in accessible areas by public, schools, roads, lookouts or potential onlookers;</p> <p>Located within 100m of perennial water stream within water catchment area;</p> <p>Large amounts of friable asbestos debris located in steep areas likely to be transported by water;</p> <p>Other relevant issues</p>
PR2	Priority Risk 2	<p>As a guide, the property conforms to one, or more, of the following risks:</p> <hr/> <p>In reasonably accessible area;</p> <p>Possibility of deterioration caused by weathering;</p> <p>Located within 100m of intermittent stream within water catchment area;</p> <p>Other relevant issues including date building was constructed and amount of friable asbestos</p>
PR3	Priority Risk 3	<p>As a guide, the property conforms to one, or more, of the following risks:</p> <hr/> <p>Friable Asbestos debris or bonded material in rarely accessed areas;</p> <p>Further disturbance or damage unlikely other than during remediation works;</p> <p>Located outside the water catchment area;</p> <p>Small/moderate areas of friable asbestos that poses low risk.</p>
PR4	Priority Risk 4	<p>As a guide, the property conforms to one, or more, of the following risks:</p> <hr/> <p>Building constructed after 1990:</p> <p>Property unlikely to contain asbestos.</p>

### 5.1. Hazardous Building Material Surveys

Due to the wide variety of ACMs, identification of asbestos is best undertaken by an appropriately experienced and qualified occupational hygienist or competent person, with any sample assessed by a NATA accredited laboratory for qualitative identification of asbestos in bulk samples (7.82 Workplace environment and hazards - .31 Asbestos fibre identification).

A hazardous building material survey for affected buildings and structures must be provided to WSC for all properties constructed before 1990.

Table 6 – Core Objectives, Hazardous Building Material Surveys

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
HBMS inspections to identify ACMs for all fire affected properties under WSC control.	WSC	WSC have HBMS and register, prior to Asbestos Remediation Works	HBMS are issued to the Contractor including a hardcopy.	Register will be kept by WSC.



WSC will undertake a risk assessment in consultation with regulatory authorities to determine the need for airborne asbestos monitoring.

The scope of the Hazardous Building Materials Survey (HMBS) includes:

Undertaken by an experienced and appropriately qualified occupational hygienist or competent person.

Reviewing previous Resident Preliminary Site History and if available Hazardous Building Material Surveys and Hazardous Building Materials Register for each property.

Reviewing and updating the site plans and photos including sampling locations;

Undertake a comprehensive Hazardous Building Material Survey, including sampling and testing if required.

Completed the Hazardous Building Materials Register.

## 5.2. Asbestos Management

Due to the emergency nature of the works, all asbestos management procedures are to be consistent to ensure a single framework for communication and management of risks.

WSC will be managing Waste Disposal to Coonabarabran landfill by issuing waste disposal slips and waste disposal receipts upon receipt of waste.

WSC will require that asbestos contaminated sites have met the following criteria:

- 1) Specified Asbestos Warning Signage on front property gate;
- 2) A risk assessment should be undertaken to assess the requirement for fencing, as remote regional locations have low risk of public access. If a site fence is required, it must be established no less than 10m from the building foundation where possible;
- 3) Specified Asbestos Warning Signage and site contact number on front of site fence or front property gate;
- 4) Sealing with Pink dyed PVA dust suppressant glue of presumed asbestos contaminated areas;
- 5) Water retention area for wash down of building and demolition waste and recyclable waste
- 6) Waste segregation bays have shade cloth on fences to stop recontamination;
- 7) Onsite Storage for Building and Demolition Waste.

Table 7 – Core Objectives, Asbestos Management

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Waste minimisation with waste separation into waste streams for recycling, masonry and asbestos contaminated.	WSC/ contractor	Ensure have Preliminary Site Inspection undertaken	100% of properties have Preliminary Site Inspection undertaken	Record of site inspection

Asbestos removalists and their workers must be competent to carry out asbestos removal work and must be licensed. Further details on who can remove asbestos can be found in the WHS Regulation and the Code of Practice: How to Safely Remove Asbestos. It is mandatory that





asbestos removal contractors are appropriately licensed and adequately train their workers in accordance with the WHS Regulation. Refer to Appendix G for a list of contractors licensed for friable asbestos removal.

Emergency workers and occupiers of fire damaged properties should not use high-pressure water spray and compressed air on ACMs. Power tools, brooms and any other implements that cause the release of airborne asbestos into the atmosphere should only be used with appropriate controls. Equipment controlled to capture airborne dust should be used on ACMs.

### 5.3. Fire Damaged ACMs

All fire damaged asbestos removal works must be undertaken by an AS1 licensed asbestos removal contractors (refer to Appendix G).



**Figure 6 – Example of building collapsed due to structural fire damage. Collapsed ACM that has been reduced to a powder form or that can be crumbled or pulverised or reduced to a powder by hand pressure when dry is defined as friable asbestos.**



Figure 7 – Example of Fire Damaged Asbestos Cement that is considered friable asbestos.

## 5.4. Remediation of Fire Damaged Buildings

Remediation of fire damaged buildings will be required prior to the issue of a clearance certificate by an Occupational Hygienist. Without a clearance certificate, there is a risk that asbestos contamination may be recorded on the Section 149 Planning Certificate for the property.

WSC has responsibilities for the remediation of properties under their control.

Table 8 – Core Objectives, Manage Risks from Remediation of Fire Damaged Buildings

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Asbestos removal control plan is provided that meets the requirements of the WHS Regulation	WSC	WSC obtains an asbestos control plan for all asbestos removal works	100% of asbestos removal works have asbestos control plans	WSC audit of a minimum of 5% of asbestos removal works
A copy of the asbestos control plan is readily available at the work site	WSC	Ensure that the asbestos removal contractor provides a copy of the asbestos control plan at each work site	100% of asbestos removal work sites have a copy of an asbestos control plans	WSC audit of a minimum of 5% of asbestos removal works



Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Lawful waste transportation	Workers, WSC, Owner/ Occupier	Ensure all asbestos waste is appropriately sealed prior to and during transport to landfill (refer to Section 5.5 for further details)	100% of all waste loads are appropriately sealed	WSC audit of a minimum of 5% of asbestos removal works
Lawful waste disposal	Workers, WSC, Owner/ Occupier	Ensure all waste is lawfully disposed	Waste disposal receipts to be provided with all clearance certificates	WSC audit of a minimum of 5% of asbestos removal works
Clearance certificate is obtained following asbestos removal	WSC	Clearance inspections following asbestos removal work are undertaken by an appropriately qualified occupational hygienist independent from the asbestos removal contractor	Clearance certificates obtained for all asbestos removal works	WSC audit of a minimum of 5% of asbestos removal works



**Figure 8 – Specified Asbestos Removal Signage**

The following mitigation measures will be applied for the management of asbestos removal work at all WSC Local Governmental Area properties:

All ACM removal work will be managed by the using appropriately licensed and experienced asbestos removal contractors (refer to Appendix G).

WSC must obtain an asbestos removal control plan from the licensed asbestos removal contractor prior to commencement of asbestos removal work. An asbestos removal control plan must include:

- details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used.
- details of the asbestos to be removed, including the location, type and condition of the asbestos.



WSC will ensure that the asbestos removal contractor provides a copy of the asbestos removal control plan at the worksite notifies SafeWork NSW regarding any notifiable incidents and keeps a record of the asbestos removal control plan in accordance with the WHS Regulation.

WSC will provide the Hazardous Building Materials Survey, Register and EAMP to the asbestos removal contractor.

Areas should be vacated where possible prior to the work.

The asbestos removal contractor must erect signs and cordoned off appropriately to alert persons to the presence of asbestos, and delineate the asbestos removal area.

The asbestos removal contractor will obtain the necessary SafeWork NSW approvals and/or provide the necessary SafeWork NSW notifications prior to undertaking the ACM removal work, unless immediate asbestos removal works is required to an emergency in accordance with the WHS Regulation.

The asbestos removal contractor will comply with all their obligations under the WHS Regulation.

The asbestos removal contractor will decontaminate suitable building and demolition waste and recyclable material to meet waste minimisation requirements, separating waste into appropriate waste streams.

There shall be no waste removed from the site until WSC has issued a Waste Disposal Approval and waste disposal slips are issued.

A clearance inspection must be undertaken following ACM removal, and prior to other/further works commencing.

WSC in consultation with regulatory authorities will undertake a risk assessment to determine the need for airborne asbestos monitoring.

Clearance Certificate is issued to the owner/ occupier of the property, and a copy provided to WSC along with waste disposal receipts.

## 5.5. Asbestos in Soil

**In the case of fire**, fire damaged friable asbestos and building ash are likely to be on the surface of the soil and will therefore require the removal of impacted soil. Following the removal of fire damaged friable asbestos and building ash, the area must be inspected by an Occupational Hygienist and a clearance certificate issued. All such material must be handled, transported and disposed of as asbestos contaminated waste. All asbestos contaminated waste must be transported to landfill under sealed conditions as summarised below:

1. Cover asbestos contaminated waste whilst on-site to prevent release of fibres;
2. Wet down asbestos contaminated waste including immediately prior to transport; and
3. Completely cover the load with an impervious tarp to ensure a complete seal during transport.



**Figure 9 – Example of Fire Damaged property with Friable Asbestos and Soil to be removed**

Where ACM contaminated soil is to remain in place, WSC notification will be required along with the management details.

WSC may require a site management plan, which is to be prepared by an experienced and appropriately qualified contaminated land consultant.

Asbestos contamination may be recorded on the Section 149 Planning Certificate for the property.

## 5.6. Health Monitoring

Health monitoring for asbestos related exposure and associated diseases is required under the WHS Regulation for workers undertaking:

licensed asbestos removal work at a workplace and is at risk of exposure to asbestos when carrying out the work.

is carrying out other ongoing asbestos removal work or asbestos-related work and is at risk of exposure to asbestos when carrying out the work.

Table 9 – Core Objectives, Manage Health Monitoring

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Workers Health Monitoring Requirements meet WHS Regulation	WSC / contractors	Contractor has procedures and protocols for Workers Health Monitoring for asbestos.	100% of Contractors have health monitoring procedures including records.	WSC undertake audit of health monitoring procedures and records of one asbestos removal contractor.

The PCBU must ensure the following with respect to the health monitoring:

health monitoring undertaken with no expense to the worker.

health monitoring of the worker commences before the worker carries out licensed asbestos removal work.

the worker is informed of any health monitoring requirements before the worker carries out any work that may expose the worker to asbestos.



health monitoring is supervised by a registered medical practitioner with relevant experience and takes into consideration the worker's demographic, medical and occupational history, and records of the worker's personal exposure.

the registered medical practitioner is selected with consultation with the worker.

information is provided to the registered medical practitioner including name and address of the PCBU; name and date of birth of the worker; the work that the worker is, or will be, carrying out; and how long the worker has been carrying out that work.

obtain a health monitoring report from the registered medical practitioner who carried out or supervised the health monitoring as soon as practicable after the monitoring is carried out in relation to a worker. The health monitoring report must include the name and date of birth of the worker; name and registration number of the registered medical practitioner; name and address of the PCBU who commissioned the health monitoring; date of health monitoring; any medical advice and recommendations.

provide a copy of the health monitoring report to the worker as soon practicable after the report is available to the PCBU.

keep the health monitoring report as a confidential record in relation to the worker for at least 40 years after the record is made. The health monitoring report and results should not be disclosed to another person without the worker's written consent.



## 6.Step 3 – Resource Efficiency

The implementation of EAMP includes the targeted use of resources to ensure works are programmed in accordance with the risks associated and priority risk ranking.

The management of resource efficiency for dealing with asbestos containing materials falls into three broad categories:

- 1) Manage the site to reduce site contamination and prevent fibre release
- 2) Waste Minimisation, by washing down suitable material for recycling or building and demolition waste.
- 3) Onsite Storage of Building and Demolition Waste.

Property owner/occupiers should make every effort to identify locations for onsite storage of green waste and masonry waste that is free of asbestos and other contaminants. Masonry waste includes bricks and concrete. WSC will be undertaking site inspections to ensure that waste has been separated into stockpiles and quantities estimated. Information on on-site storage of waste is included in Appendix D.

ACMs and asbestos contaminated soil and waste cannot be reused or recycled (as required by clause 42(5) of the POEO (Waste) Regulation 2005).

The following mitigation measures will be applied to manage resource efficiency:

WSC will ensure that clearly specified scope of works and specifications with pre-tender budget estimates prior to commencement.

Ensure waste minimisation and inspection of waste prior to disposal at offsite landfills

Monitor contractor performance with NSW Procurement contractor performance reports.



## 7.Step 4 – Stakeholder Engagement

WSC has consulted with SafeWork NSW, NSW EPA, NSW Public Works, Ministry of Police and Emergency Services and the community to assist in developing a best practice EAMP that complies with the NSW Work Health and Safety laws and ensures the health and safety of all workers and other people working within or on damaged properties and WSC facilities.

Table 10 – Core Objectives, Manage Stakeholders

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Meeting with SafeWork NSW	WSC	Fortnightly meeting	Quorum required. Completion of actions.	Meeting minutes
Meeting with Community	WSC	Weekly presentation regarding the EAMP	Community attendance	Record of attendance
Meeting with Contractors	WSC	Prior to commencement of work	All contractors attend and sign off on a site induction	Site induction register
Meeting with the Coonabarabran Recovery Waste Sub-committee	WSC	Fortnightly meeting	Quorum required. Completion of actions.	Meeting minutes

The consultation process had sought to gain a greater understanding of risks and consequences associated with the presence of ACMs in fire affected properties such as residences, farms sheds and other buildings and facilities in order to help develop an EAMP that will be best practice, practical and readily utilised by WSC.

Regular consultation with workers and their health and safety representatives is a critical part of managing WHS risks to prevent workers and other persons being exposed to ACMs.

Consulting with and involving workers in the identification and safe handling of ACMs can assist in ensuring that safety instructions and safe work practices are complied with.

Health and safety representative must have access to relevant information on matters that can affect the health and safety of workers, for example, asbestos monitoring results, health assessment data and the Hazardous Building Materials Register.





## 8. Step 5 – Review and Improvement

The EAMP must be updated by the WSC whenever:

The EAMP is no longer adequate for managing ACMs at affected properties.

A health and safety representative requests a review.

When there are significant changes to WHS legislation.

Table 11 – Core Objectives, Manage Review and Improvement

Core Objectives	Responsibility	Target	Performance Indicator	How Measured
Ensure EAMP is regularly reviewed	WSC / Waste Sub-committee	Identify areas for improvement and action changes	Number of actions closed out	Meeting minutes



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## 9.Limitations

Nothing contained within the EAMP may be considered to alter or modify guidelines as set down in the WHS Regulation 2011 and relevant Safe Work Australia Code of Practice, or the requirements laid down under all relevant New South Wales Legislation.

No one section or part of a section in the EAMP should be taken as giving an overall idea of this report. Each section must be read in conjunction with the whole of this report, including its appendices and attachments.

## Appendix a

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### Abbreviations

## Abbreviations

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ACM	Asbestos Containing Material
HBMS	Hazardous Building Materials Survey
NATA	National Association of Testing Authorities, Australia
NOHSC	National Occupational Health and Safety Commission
PCBU	Persons Conducting a Business or Undertaking PPE/RPE Personal / Respiratory Protective Equipment
QA/QC	Quality Assurance/Quality Control
TWA	Time Weighted Average
WHS	Work Health and Safety
WSC	Warrumbungle Shire Council

## Appendix B

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### Definitions

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## Definitions

<b>Airborne Asbestos Monitoring</b>	Atmospheric sampling for airborne fibres including asbestos to assist in assessing human exposure and the effectiveness of control measures. This includes exposure monitoring, clearance monitoring (asbestos) and control monitoring.
<b>Asbestos</b>	Fibrous form of those mineral silicates that belong to the serpentine or amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite.
<b>Asbestos Contaminated Dust or Debris (ACD)</b>	Dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
<b>Asbestos Containing Material (ACM)</b>	Any material, object, product or debris containing asbestos.
<b>Asbestos Removal Contractor</b>	A business or undertaking whose work includes asbestos removal work or a self-employed person whose work includes asbestos removal work.
<b>Asbestos Removal Control Plan</b>	A site specific document to be prepared by the asbestos removal contractor.
<b>Asbestos Removal Licence</b>	A Class A asbestos removal licence or a Class B asbestos removal licence.
<b>Asbestos Removal Work</b>	Work to remove friable asbestos or bonded ACM.
<b>Asbestos Waste</b>	Asbestos or ACM removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.
<b>Asbestos Work</b>	Work undertaken in connection with a construction work process in which exposure to asbestos may occur and includes any work process involving the use, application, removal, mixing or other handling of asbestos or ACM.
<b>Asbestos Work Area</b>	The immediate area in which work on ACM is taking place.
<b>Clearance Inspection</b>	An inspection carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust sampling.
<b>Clearance Monitoring</b>	Airborne asbestos monitoring using static or positional samples to measure the level of airborne asbestos in an area following work on ACM. An area is cleared when the level of airborne asbestos fibres is measured as being below 0.01 fibres/ml.
<b>Competent Person</b>	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
<b>Control Measure</b>	In relation to a risk to health and safety, means a measure to eliminate or minimise the risk.
<b>Engineering Control</b>	A control measure that is physical in nature, including a mechanical device or process.
<b>Exposure Standard</b>	National Occupational Health and Safety Commission (NOHSC) maximum exposure level by inhalation of airborne concentration of

atmospheric lead over an eight-hour day, for a five-day working week, over an entire working life and expressed as 8-hour TWA (Time weighed average). The TWA do not represent 'no-effect' levels which guarantee protection to every worker.

<b>Friable ACM</b>	ACM that, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.
<b>Hazard</b>	Any matter, thing, process, or practice that may cause death, injury, illness or disease.
<b>In situ Asbestos</b>	Asbestos or ACM fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.
<b>Licensed Asbestos Assessor</b>	a person who holds an asbestos assessor licence.
<b>Membrane Filter Method</b>	The airborne asbestos monitoring technique outlined in the NOHSC <i>Guidance Note on the Membrane Filter Method for Estimating Method Airborne Asbestos Fibres 2nd Edition</i> [NOHSC:3003 (2005)].
<b>NATA Accredited Laboratory</b>	A testing laboratory accredited by NATA (National Association of Testing Authorities, Australia).
<b>National Association of Testing Authorities, Australia (NATA)</b>	The organisation that approves the method of sampling for airborne asbestos fibres and bulk sample analysis of ACM.
<b>Non-friable ACM</b>	Any ACM other than friable ACM, where the asbestos fibres are reinforced with a bonding compound.
<b>Personal Protective Equipment</b>	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.
<b>Principal Contractor</b>	A PCBU that commissions a construction project is the principal contractor for the project. If another PCBU is engaged or as principal contractor for the construction project and is the authorised person to have management or control of the workplace and to discharge the duties of a principal contractor, the person so engaged is the principal contractor for the project.
<b>Registered Medical Practitioner</b>	A person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student).
<b>Regulator</b>	The SafeWork NSW Authority constituted under the <i>Workplace Injury Management and Workers Compensation Act 1998</i> .
<b>Respirable Asbestos Fibre</b>	An asbestos fibre that is less than 3 micrometres wide, more than 5 micrometres long, and has a length to width ratio of more than 3:1.
<b>Risk</b>	The likelihood of a hazard causing harm to a person.
<b>Safe Work Australia</b>	Safe Work Australia as established under section 5 of the <i>Safe Work Australia Act 2008</i> of the Commonwealth.

## Appendix C

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### Essential Contacts List



## **Essential Contacts List**

### **Warrumbungle Shire Council Customer Service:**

(02) 6849 2000

info@warrumbungle.nsw.gov.au

### **Warrumbungle Shire Council Waste Disposal Approval:**

Aaron Parker M

0427071503 (02)

6849 2000

### **Emergency Recovery Centre**

To be notified

### **Insurance Council of Australia**

General enquiries: 02 9253 5100 or toll-free on 1300 728 228

Catastrophe Hotline: 1800 734 621

Insurance Fraud Hotline: 1300 600 44

### **NSW Public Works**

Dubbo office

(02) 6885 3319

### **SafeWork**

**NSW** Dubbo

office (02) 6841

7900

### **EPA Environment Line**

131 555

### **Department of Primary Industries**

1800 808 095

## Appendix D

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### On-site Waste Storage Information for Non-Asbestos Waste

## Appendix E

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### Waste Disposal Approval Form

**Warrumbungle Shire Council Emergency Waste Disposal Approval Form**

**Section 1 – Request for Preliminary Inspection by Council (To be completed by owner/ occupier)**

Property \_\_\_\_\_ Address: \_\_\_\_\_  
 Owner/ \_\_\_\_\_ Occupier \_\_\_\_\_ Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner/ \_\_\_\_\_ Occupier \_\_\_\_\_ Contact \_\_\_\_\_ Details: \_\_\_\_\_  
 Insurance Company (where relevant): \_\_\_\_\_  
 Preferred Preliminary Council Inspection Date: \_\_\_\_\_

- 1. Is the demolition contractor being managed by the Insurance Company? **Yes / No**
- 2. Has a copy of the Warrumbungle Emergency Waste Management Plan been obtained from Council? **Yes / No**
- 3. For buildings constructed pre-1990, has a Hazardous Building Materials Survey been undertaken? (please attach) **Yes / No**
- 4. For buildings that contain asbestos, has a copy of the Warrumbungle Emergency Asbestos Management Plan been obtained from Council? **Yes / No**
- 5. Has the property owner/ occupier considered locations for on-site storage of building and demolition waste that is free of asbestos? **Yes / No**

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Section 2 – Request for Final Inspection by Council (To be completed by the Contractor once engaged)**

Business \_\_\_\_\_ Name \_\_\_\_\_ (if applicable): \_\_\_\_\_  
 ABN/ACN \_\_\_\_\_ # \_\_\_\_\_ (if applicable): \_\_\_\_\_  
 Asbestos Licence # (if applicable): \_\_\_\_\_ Licence Type: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Description of Works: \_\_\_\_\_  
 \_\_\_\_\_  
 Duration of Works  
 Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_  
 Preferred Waste Disposal Date: \_\_\_\_\_

<b>Estimated Waste Quantities</b>	
<b>Waste Type</b>	<b>Estimated Waste Quantity (cubic metres, number of items)</b>
Asbestos containing material (landfill)	
Bricks and concrete (landfill)	
Bricks and concrete (on-site storage)	
Timber	
Metal	
Empty drums	
Tyres	
Ash and soil (asbestos free)	
Other (_____)	
1. Has site establishment been undertaken with appropriate security fencing and sediment controls?	<b>Yes / No</b>
2. Are there any chemicals on-site that require collection by Chemclear?	<b>Yes / No</b>
3. Is the contractor/worker appropriately licensed for any asbestos removal works being undertaken?	<b>Yes / No</b>
4. Will SafeWork NSW notification be required for asbestos removal work? (NB. It is the contractors responsibility to provide SafeWork NSW notifications)	<b>Yes / No</b>
5. Where relevant, has an asbestos removal control plan been provided, a copy made available on the work site and recorded as per the WHS Regulation?	<b>Yes / No</b>
6. Is the Contractor aware of Warrumbungle Shire Council Waste Minimisation Requirements and the necessary Permit for Disposal of Waste?	<b>Yes / No</b>
Additional Comments: _____ _____	
<b>Section 3 – Waste Disposal Approval (To be completed by Council)</b>	
Council _____	Officer _____ Name: _____
Signature: _____	Date: _____
Work Permit Number: _____	Date of Issue: _____
Disposal Location: _____	Disposal Date(s): _____
No. of Disposal Slips Provided to the Contractor: _____	

**Important Information:**

It is an offence to provide false and misleading information to a Council officer. Council can issue a clean up notice to property owners where clean-up has not been satisfactorily undertaken.

Dead animals should be disposed of in accordance with the Ausvet Plan 'Destruction and Disposal Manual' (2010 or as revised) and in accordance with DPI requirements.

**Council Contact:**

Aaron Parker

M 0427071503

(02) 6849 2000

## Appendix F

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### WSC Core Objectives Summary Table

<b>Core Objectives</b>	<b>Responsibility</b>	<b>Target</b>	<b>Performance Indicator</b>	<b>How Measured</b>
Resident Preliminary Site History Survey information collected prior to risk assessment and remediation Site Works.	WSC	Resident Survey provides awareness of potential hazardous materials within damaged properties.	100% of Surveys to be collected Within one week of end of event.	Weekly reporting of outstanding Resident Preliminary Surveys
Implement and distribute the EAMP within WSC Local Government Area	WSC	Awareness of Emergency Recovery staff and WSC Staff.  EAMP on Website  EAMP Posters in Emergency Recovery Centre  Presentation at Community Forum	100% Emergency Recovery Centre Staff and relevant WSC Staff aware of the EAMP.	WSC to survey Emergency Recovery Staff and relevant WSC Staff
Improve compliance with WHS Regulation for ACMs	WSC	Number of reported near misses, incidents and/or breaches	Nil (0) reportable hazardous material incidents or regulatory actions for asbestos against WSC	Monthly reporting of incidents by WSC
Owners/ occupiers of properties are aware of when asbestos removal work is to commence	WSC / contractor	Clear communication procedure for notifying owners of properties are that asbestos removal work is to occur	Nil incidences where owners of properties are present during asbestos removal work	WSC audit incidences and communication procedures
Prioritisation of properties for remediation works. When necessary, use the Risk Template (PR1 to PR4)	WSC	Properties assessed against the Risk template	Target 100% of Risk Assessments undertaken with framework	WSC assessment of remediation
AS1 licensed contractors must undertake friable asbestos removal works	WSC / Property owner / occupier, PCBU	All friable asbestos removal work undertaken by AS1 licensed contractors	Target 100% of friable asbestos works undertaken by AS1 contractors	WSC audit of contractors
Pink Dyed PVA Glue used on friable asbestos.	WSC / Property owner / occupier, PCBU	Inform all stakeholders regarding Pink PVA requirements	Target 100% of properties have Pink PVA dust suppressant	WSC audit of sites and contractors
Consistent Asbestos Warning Signage	WSC / Property owner / occupier, PCBU	SafeWork NSW approved signage used.	Target 100% of Properties have SafeWork NSW approved signage.	WSC audit of sites contractors



<b>Core Objectives</b>	<b>Responsibility</b>	<b>Target</b>	<b>Performance Indicator</b>	<b>How Measured</b>
HBMS inspections to identify ACMs for all fire affected properties under WSC control.	WSC	WSC have HBMS and register, prior to Asbestos Remediation Works	HBMS are issued to the Contractor including a hardcopy.	Register will be kept by WSC.
Waste minimisation with waste separation into waste streams for recycling, masonry and asbestos contaminated.	WSC/ contractor	Ensure have Preliminary Site Inspection undertaken	100% of properties have Preliminary Site Inspection undertaken	Record of site inspection
Asbestos removal control plan is provided that meets the requirements of the WHS Regulation	WSC	WSC obtains an asbestos control plan for all asbestos removal works	100% of asbestos removal works have asbestos control plans	WSC audit of a minimum of 5% of asbestos removal works
A copy of the asbestos control plan is readily available at the work site	WSC	Ensure that the asbestos removal contractor provides a copy of the asbestos control plan at each work site	100% of asbestos removal work sites have a copy of an asbestos control plans	WSC audit of a minimum of 5% of asbestos removal works
Preferential Discrimination for Aboriginal AS1 Licensed Contractors	WSC	When suitable Sites remediated by Aboriginal AS1 Contractors	At least one site remediated by Aboriginal AS1 Licensed Contractors	WSC assessment of contractors engaged
Lawful waste transportation	Workers, WSC, Owner/ Occupier	Ensure all asbestos waste is appropriately sealed prior to and during transport to landfill (refer to Section 5.5 for further details)	100% of all waste loads are appropriately sealed	WSC audit of a minimum of 5% of asbestos removal works
Lawful waste disposal	Workers, WSC, Owner/ Occupier	Ensure all waste is lawfully disposed	Waste disposal receipts to be provided with all clearance certificates	WSC audit of a minimum of 5% of asbestos removal works
Clearance certificate is obtained following asbestos removal	WSC	Clearance inspections following asbestos removal work are undertaken by an appropriately qualified occupational hygienist independent from the asbestos removal contractor	Clearance certificates obtained for all asbestos removal works	WSC audit of a minimum of 5% of asbestos removal works

<b>Core Objectives</b>	<b>Responsibility</b>	<b>Target</b>	<b>Performance Indicator</b>	<b>How Measured</b>
Workers Health Monitoring Requirements meet WHS Regulation	WSC / contractors	Contractor has procedures and protocols for Workers Health Monitoring for asbestos.	100% of Contractors have health monitoring procedures including records.	WSC undertake audit of health monitoring procedures and records of one asbestos removal contractor.
Meeting with SafeWork NSW	WSC	Fortnightly meeting	Quorum required. Completion of actions.	Meeting minutes
Meeting with Community	WSC	Weekly presentation regarding the EAMP	Community attendance	Record of attendance
Meeting with Contractors	WSC	Prior to commencement of work	All contractors attend and sign off on a site induction	Site induction register
Meeting with the Coonabarabran Recovery Waste Sub-committee	WSC	Fortnightly meeting	Quorum required. Completion of actions.	Meeting minutes
Ensure EAMP is regularly reviewed	WSC / Waste Sub-committee	Identify areas for improvement and action changes	Number of actions closed out	Meeting minutes

## Appendix G

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### Licensed Asbestos Removal Contractor List