

ASBESTOS MANAGEMENT PLAN

Catholic Care NT Offices, 84 Smith Street Darwin NT, 0820



Prepared for: Catholic Care NT

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AGON DOCUMENT CONTROL

Report Title:		Project Reference		
ASBESTOS MANAGEMENT PLAN 84 Smith Street Darwin City, NT 0820		JClick here to enter text.		
Written:		Approved:		
 Peter Carthew Senior Hazardous Materials Consultant		 Jack Pilkington Senior Hazardous Materials Consultant		
Rev No	Status	Date	Author	Reviewer
01	FINAL	12/11/2021	PC	JP

Rev No	Copies	Recipient
01	1 electronic	Catholic Care NT

STATEMENT OF LIMITATIONS

This report has been prepared in accordance with the agreement between Catholic Care NT (“the client”) and Agon Environmental.

Within the limitations of the agreed upon scope of services, this work has been performed in accordance with generally accepted practices, using a degree of skill and care ordinarily exercised by members of its profession and consulting practice. No other warranty, expressed or implied, is made.

This report is solely for the use of Catholic Care NT and Agon. Any reliance on this report by third parties shall be at such party's sole risk and may not contain sufficient information for purposes of other parties or for other uses. This report shall only be presented in full and may not be used to support any other objective than those set out in the report, except where written approval with comments are provided by Agon Environmental.

1.0 INTRODUCTION

1.1 Context

Agon Environmental Pty Ltd (Agon) was engaged by Mr Dinesh Sapkota of Catholic Care NT (“the client”) to prepare this Asbestos Management Plan for the property located at 84 Smith St, Darwin City, NT 0820 (“the site”).

This AMP is an operational and maintenance manual, designed in accordance with the Code of Practice: ‘How to Manage and Control Asbestos in the Workplace’ (January 2012) to ensure that future works at the site do not result in uncontrolled asbestos-related risks.

All asbestos-related activities carried out at the site are to be carried out under the auspices of this AMP.

1.2 Responsible Personnel

The following key personnel are responsible for the implementation and updating of this AMP:

- Asbestos Management Plan Controller; and
- Asbestos Consultant.

Asbestos Management Plan Controller

The Asbestos Management Plan Controller (AMP Controller) is responsible for the planning, administration and supervision of asbestos-related tasks at the site, as detailed in Section 4. The AMP Controller is also responsible for the management of the Asbestos Register for the site.

Catholic Care NT has appointed the following person as the AMP Controller:

Name	Title	Contact Details
TBA	TBA	TBA

Asbestos Consultant

If for any reason the Management Plan Controllers cannot be contacted, Agon, as the designated Asbestos Consultant and author of this AMP, should be contacted.

Firm	Contact Details
Agon Environmental	0400 260 483 08 7918 7807

2.0 ASBESTOS MANAGEMENT PLAN FOR TENANTS & CONTRACTORS

Catholic Care NT has ensured through this Asbestos Management Plan (AMP) that all practicable steps have been taken to prevent and minimise the risk of exposure to airborne asbestos fibres to all occupants and tenants including contractors conducting maintenance or refurbishment works in this premises.

This AMP has been prepared in accordance with the Safe Work Australia Code of Practice – ‘How to Manage and Control Asbestos in the Workplace’ (January 2012) and the Northern Territory Work Health and Safety (National Uniform Legislation) Regulations 2011.

Catholic Care NT aim is to meet or exceed the requirements specified in any regulatory requirements and ensure that tenants, contractors and all other persons are made aware of the Asbestos Register and the Asbestos Management Plan before commencing work at the site.

The following documentation is located in the current Asbestos Register No. JA1308 for the site:

- Current relevant legislation;
- Industry standards and codes of practice; and
- Register of Asbestos Containing Materials (ACM) identified at the site.

The current Asbestos Register for the site is held at the site and a copy is held by the Asbestos Management Plan Controller for the site.

3.0 TENANTS & CONTRACTORS ASBESTOS INDUCTION

3.1 Induction Process

All contractors and maintenance personnel visiting the site must report to the Asbestos Management Plan Controller (AMP Controller) or their representative, prior to commencing any works where asbestos may be disturbed.

The AMP Controller will provide a brief induction for the site, examine the works to be performed and advise what can, and cannot, be done. The induction will include the following information:

- Areas of the building that are known to contain ACM;
- Provide access to the Asbestos Register and Asbestos Management Plan for the site and ensure these are made available, on site, to all tenants and contractors for reference prior to any works commencing;
- Any asbestos abatement works must be approved by the AMP Controller and conducted by suitably qualified (licensed) contractors;
- During normal routine maintenance work, external contractors and other personnel must report any residual, deteriorating or damaged ACM (or suspected ACM) to the AMP Controller as soon as possible so that appropriate action can be taken; and
- There is no guarantee that all ACM has been identified on site due to access limitations and any suspect materials encountered during building, demolition or maintenance works must also be reported to the AMP Controller. If any suspect materials that are not noted in the asbestos register are encountered, all work in the area must cease until the suspect material has been assessed by an asbestos consultant.

Contractor personnel must confirm they understand the requirements of the AMP before any work is conducted on this site.

3.2 Contractor Obligation

All contractors working at the site are be responsible for ensuring that works are conducted in accordance with the AMP and all inductions have been completed prior to undertaking work.

Contractors must also ensure proper safety procedures are followed and works are conducted in accordance with all relevant legislative requirements, this AMP and best industry practice.

If at any time the Contractor discovers, in the area of work, the presence of asbestos or any loose fibrous materials that may contain asbestos, it shall not be disturbed under any circumstances. The Contractor must contact the AMP Controller immediately; however, in the event that the AMP Controller is not available, the appointed standby AMP Controller or asbestos consultant must be contacted and informed of the existence of the suspect material.

All contractors **must** refer to the sites Asbestos Register and the AMP prior to any work being carried out where asbestos containing material is likely to be present or has been identified. A copy of the full AMP and Asbestos Register is available at the site.

As a contractor of this site you are obliged by the Northern Territory Work Health and Safety (National Uniform Legislation) Regulations 2011 to comply with the AMP that has been developed for this site. Your responsibilities also require you to inform the AMP Controller of the following:

- When planning refurbishment works at the site.
- Of maintenance or repair works on the buildings.
- Any other works likely to disturb the building structures or fabric.

4.0 ASBESTOS MANAGEMENT PLAN CONTROLLER

The following tasks are the responsibility of the Asbestos Management Plan Controller (AMP Controller):

- Maintain the Asbestos Register for the site and ensure that the ACM is regularly re-assessed by a competent person to comply with the Northern Territory Work Health and Safety (National Uniform Legislation) Regulations 2011 and the Code of Practice, 'How to Manage and Control Asbestos in the Workplace' (January 2012). It is recommended that the asbestos register be reviewed at least every 12 months and a visual inspection of identified ACM should be undertaken as part of any review.
- The asbestos register must also be reviewed/updated by a competent person (asbestos consultant) when:
 - The asbestos management plan is reviewed;
 - Further asbestos or ACM is identified at the workplace;
 - Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace; or
 - Prior to demolition or refurbishment.
- More frequent reviews may be required where a risk assessment indicates the need for reassessment.
- Maintain the AMP and ensure the AMP is reviewed by a competent person (asbestos consultant) when:
 - there is a review of the asbestos register or a control measure;
 - asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
 - the plan is no longer adequate for managing asbestos or ACM at the workplace;
 - a health and safety representative request a review;
 - or the AMP Controller relinquishes control of the AMP; or
 - at least once every 5 years.
- **Liaise with tenants, contractors and maintenance personnel** and ensure that all contractors whose work may impact ACM are informed of the presence of asbestos at the site.
- Administer **asbestos inductions and asbestos awareness training** for contractors, site management and other key personnel as necessary.
- In the event that remedial or maintenance works are to be carried out, the AMP Controller must ensure that a **risk assessment** with recommendations are performed by a competent person prior to any work with or adjacent to ACM.
- Engage a **licensed asbestos removal contractor and an independent hygienist consultant** as required by legislative requirements to conduct asbestos removal works and provide airborne fibre monitoring and clearance inspections.

- **Inform occupants** of all asbestos remedial works and air monitoring results.
- **Prior to renovation or demolition works**, ensure materials identified as containing asbestos are safely removed by an appropriately licensed removal contractor from any proposed work area or appropriately contained so as to prevent accidental damage.
- **Prior to renovation or demolition works**, contact Agon for recommendations regarding a penetrative / destructive asbestos inspection.
- Ensure exposure to asbestos is kept as low as reasonably achievable and that no person is exposed to airborne asbestos fibres in excess of the exposure standard.
- **Ensure** asbestos-related **records are maintained** with this AMP. File all asbestos related documentation on an on-going basis including asbestos register updates, asbestos removal specifications, asbestos removal control plans, and air monitoring and clearance inspection certificates.

5.0 ASBESTOS REGISTER

5.1 Current Asbestos Register

Agon Environmental has prepared an asbestos register for Catholic Care NT at this site. Please refer to Asbestos Register Number below, in which it details the type, condition and location of known asbestos containing materials.

For a detailed description of all ACM, refer to the Asbestos Register. If the Asbestos register is not available, please contact the AMP Controller for further details.

Register No.	Site Address
JA1308	84 Smith St, Darwin, NT

The Asbestos Register is used as a reference to outline specific locations of known ACM at the site. All personnel working at the site must be made aware of the presence of the ACM in the areas they are accessing and the absolute necessity to ensure that these materials remain undisturbed.

The Asbestos Register must be updated if there are any changes to the condition of the ACM or additional ACM has been identified.

5.2 Recommendations

It is recommended that annual re-surveys are conducted for this site to verify that any change in conditions are identified and reported in the Asbestos Register for the site. Any changes in condition requiring management actions (including removal or remediation) should be addressed as soon as practicable. A re-survey (and any management actions) should also be completed prior to the review of this AMP.

5.3 Warning Signs and Labels

Catholic Care NT will ensure an acceptable quantity of complying general awareness warning signs will be put in place. Any warning signs that have been removed, encapsulated or painted over should be replaced. All warning signs should comply with AS1319 Safety Signs for the Occupational Environment.

6.0 DISTURBANCE / DAMAGE / NEW FINDINGS

6.1 Inadvertent Damage

If damage to any ACM is observed, the damage must be reported to the AMP Controller immediately. The AMP Controller will initiate the appropriate corrective action, including recording the damage on the Asbestos register.

It is important that the procedure in Appendix A of this asbestos management plan is adhered to. If only minor damage occurs, e.g. minor cracking to asbestos cement sheet, the AMP Controller may assess the damage and decide an appropriate course of action, which may be to seal any exposed edges with paint. If the damage is considered serious enough to require further management, the risk may be assessed by an asbestos consultant or be removed by a licensed asbestos removal contractor.

6.2 Newly Identified or Suspect Material

If materials are encountered that are not listed in the Asbestos Register, unknown to the worker and suspected of containing asbestos, it is imperative that work cease pending further investigation and sampling, and appropriate precautions for dealing with asbestos materials should be implemented.

If the above situations occur, work at the site should immediately cease, and the Emergency Procedure for Accidental Damage or Discovery of New Asbestos-Containing Materials (Appendix A) must be followed.

All reports of damaged ACM are to be kept on file with the Asbestos Register and the AMP.

Please contact Agon Environmental (08 7918 7807) for site inspections, asbestos identification and on-site risk assessments.

7.0 CONTRACTORS & MAINTENANCE PERSONNEL

The AMP Controller must ensure that all contractors working at the site are inducted and made aware of the asbestos register and the AMP. All Contractors / Maintenance Personnel working at the site shall be responsible for ensuring that works are conducted in accordance with the AMP and all inductions have been completed.

Contractors / Maintenance Personnel must also ensure proper safety procedures are followed and works are conducted in accordance with all relevant legislative requirements, this AMP and best industry practice.

Due to the high risk of the friable asbestos in the ceiling cavity, any access to the ceiling cavity where asbestos has been identified, must be conducted in conjunction with a Class A Licensed Asbestos Removal Contractor.

7.1 Regulatory Controls on Equipment Used

The Northern Territory Work Health and Safety (National Uniform Legislation) Regulations 2011 state that a Person Conducting a Business or Undertaking (PCBU) must not use, or direct or allow a worker to use, either of the following on asbestos or ACM:

- High-pressure water spray; or
- Compressed air.

This regulation does not apply to the use of a high-pressure water spray for firefighting or fire protection purposes.

A PCBU must not use, or direct or allow a worker to use, any of the following equipment on asbestos or ACM unless the use of the equipment is controlled:

- Power tools;
- Brooms; or
- Any other implements that cause the release of airborne asbestos into the atmosphere.

APPENDIX A: EMERGENCY PROCEDURES – ACM DISTURBANCE

In the event of the disturbance of any asbestos containing material on the site, the following procedures should be followed. Actions associated with each step are detailed, along with the person responsible for the undertaking the recommended action.

The following key personnel are responsible for the implementation and updating of this AMP:

Role	Name	Contact Details
Asbestos Management Plan Controller	TBA	TBA
Asbestos Consultant	Agon Environmental	08 7918 7807

STEP	ACTION	WHO
1 Disturbance or damage to ACM identified	Stop work immediately when ACM has been damaged or new ACM is identified. Go to Step 2.	All workers
2 Restrict access to affected area	Restrict access to the area by closing doors, taping off access points and installing temporary signage to prevent site occupants or members of the public from entering the immediate area, and to prevent any further disturbance of asbestos materials in the area. Go to Step 3.	Contractor or worker supervisor Property Manager Maintenance crew
3 Notify the Asbestos Management Plan Controller (AMP Controller)	Notify the AMP Controller TBA ; or Agon – 08 7918 7807 Go to Step 4.	Contractor or worker supervisor
4 Implement Incident Notification Process	Assess situation, notify key stakeholders as per incident notification process. Go to Step 5.	AMP Controller
5 Notify Asbestos Consultant	Notify Asbestos Consultant (Agon 08 7918 7807) to arrange inspection and advise appropriate control strategies. Go to Step 6.	AMP Controller
6 Risk Assessment	Conduct inspection of site and undertake risk assessment of ACM disturbance. If necessary, take sample of suspected asbestos materials: Notify AMP Controller result of analysis Negative result – resume works Positive result – Go to Step 7.	Asbestos Consultant AMP Controller

STEP	ACTION	WHO
7 Asbestos Removal	AMP Controller (in consultation with Asbestos Consultant) to engage a Licensed Asbestos Removal Contractor to undertake asbestos clean-up and decontamination works. Go to Step 8.	AMP Controller Asbestos Consultant Licensed Asbestos Removalist
8 Airborne Fibre Monitoring and Clearance	Conduct airborne fibre monitoring adjacent to the contaminated work area to ensure that fibre levels do not exceed acceptable levels. After clean-up works have been completed, an independent visual clearance inspection shall be conducted to ensure that the asbestos removal has been completed to a satisfactory standard. Airborne asbestos fibre clearance monitoring shall also be conducted as required within removal work areas to ensure areas are safe for re-occupation by unprotected personnel. Asbestos Consultant to issue clearance documentation. Go to Step 9.	Asbestos Consultant
9 Debrief and Review AMP Procedures	Debrief staff Review the Asbestos Management Plan procedures and controls to ensure they were being followed correctly. Go to Step 10.	AMP Controller Asbestos Consultant
10 Update Asbestos Register	Update site Asbestos Register. Archive incident documents and re-issue the up-dated Asbestos Register for the site.	Asbestos Consultant AMP Controller