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SITE ASBESTOS MANAGEMENT PLAN

AMP #84097

Colliers International

**8 MCMINN STREET
DARWIN, NORTHERN TERRITORY, 0801**

October 2015

C100247



SITE ASBESTOS MANAGEMENT PLAN

Colliers International

8 McMinn Street

Darwin, Northern Territory, 0801



Prepared for:
Colliers International
396 Stuart Highway
Winnellie, 0820

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Greencap

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Asbestos Management Plan Date:	October 2015
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Statement of Limitations

This report has been prepared in accordance with the agreement between Colliers International and Grencap.

Within the limitations of the agreed upon scope of services, this work has been undertaken and performed in a professional manner, 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 Colliers International and 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 Grencap.

SITE ASBESTOS MANAGEMENT PLAN

Colliers International

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1.0 INSTRUCTIONS

Grencap was contracted by Colliers International (“the client”) to prepare this Asbestos Management Plan for the Colliers International, 8 McMinn Street, Darwin

2.0 ASBESTOS MANAGEMENT PLAN FOR TENANTS & CONTRACTORS

Colliers International 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 NT WorkSafe (National Uniform Legislation) Act 2012 and the NT WorkSafe Code of Practice How to Manage and Control Asbestos in the Workplace. Colliers International aims to satisfy or exceed the requirements specified in any regulatory requirements, and encompasses the following principles:

- Tenants, contractors and all other persons are to be made aware of the Asbestos Register and the Asbestos Management Plan before commencing work at the site.
- This being the AMP for Contractors and Tenants, should you require a copy of the full version of this document, the Management Plan Controller (MPC) named in section 3.1 should be contacted directly.

Legislation, the industry standard documentation (Codes of Practice) and asbestos registers are relevant to this AMP and are located in the original document held by the MPC: Site specific Asbestos Register.

Grencap Asbestos Register Number

84097

3.0 TENANTS & CONTRACTORS ASBESTOS INDUCTION

All contractors and maintenance personnel visiting the site must report to the Asbestos Management Plan Controller (or their representative see page 7) prior to commencing any works where asbestos may be disturbed. The Management Plan 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 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 Management Plan 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 Management Plan Controller as soon as possible so that appropriate action can be taken;
- There is no guarantee that all ACM's have 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 Management Plan 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.

Contractors and maintenance personnel will need to confirm they understand the requirements of the AMP before any work is undertaken.

3.1 Tenants

All Tenants or nominated representatives **must** notify the Management Plan Controller of proposed refurbishment, demolition or maintenance works that involves the disturbance of the building fabric/structure or areas where ACM may exist.

Tenants **must** coordinate and cooperate with Colliers International management to ensure ACM's are not inadvertently disturbed and that all appropriate asbestos controls are put in place.

The Tenant **must** refer to the site Asbestos Register and the AMP before any work is carried out where asbestos containing material is likely to be present or has been identified. A copy of the full AMP and Asbestos Register are available on request from Colliers International.

3.2 Contractors

All contractors working at the site **must** 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 Management Plan Controller (MPC) immediately; however, in the event that the MPC is not available, the appointed standby MPC will be contacted and informed of the existence of the suspect material.

All contractors **must** refer to the site Asbestos Register and the AMP before any work is 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 on request from Colliers International.

As a contractor of this site you are obliged by the NT WorkSafe Code of Practice 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 REGISTER

It is a requirement of the NT WorkSafe (National Uniform Legislation) Regulations 2012 and the NT WorkSafe Code of Practice is that a person with management and control of a workplace makes the current Asbestos Register of the site available to any worker who carries out, intends to carry or who has carried work at the workplace.

This register states the location, condition, friability and disturbance potential of the asbestos containing material. Should you have any questions regarding this register make enquiries to the Management Plan Controller.

Should the Asbestos Register not adequately cover the area of the proposed works, the Management Plan Controller should be informed that further asbestos surveys must be conducted prior to commencing work.

5.0 ORGANISATIONAL RESPONSIBILITIES

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’ 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. The following key personnel are responsible for its implementation:

Management Plan Controller

The Asbestos Management Plan and Register Controller are responsible for administration and supervision of asbestos-related tasks at the site.

Colliers International has appointed the following person as the Asbestos Management Plan and Asbestos Register Controller:

Title:	Contact Details:
EXECUTIVE COMMERCIAL PROPERTY MANAGER	(08) 8997 0888

In the event that the Management Plan Controller is not available, please contact:

Title:	Contact Details:
Asbestos Consultant	(08) 8299 9955

5.1 Management Plan Controller Responsibilities

The following tasks are to be conducted by the Management Plan Controller:

- Maintain the Asbestos Register for the site and ensure that the **ACM are regularly re-assessed** by a competent person to comply with the NT WorkSafe (National Uniform Legislation) Act 2012 and the NT WorkSafe Code of Practice, 'How to Manage and Control Asbestos in the Workplace'. 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; or
 - Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace.
 - 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 requests a review;
 - changes to Colliers International management systems or the management plan 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 management plan 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 Grencap 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, air monitoring and clearance inspection certificates.

6.0 ASBESTOS REGISTER

Greencap has prepared comprehensive asbestos register/s for Colliers International 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 and with the Asbestos Management Plan, please contact the Management Plan Controller for further details. By quoting the below details to the Management Plan Controller they will be able to provide you all the details you require promptly.

Register No. 84097	8 McMinn Street, Darwin
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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 at any time conditions change to the current conditions in which the asbestos containing material is observed. This should also be reported instantly to the Management Plan Controller.

Recommendations

It is recommended that annual re-surveys are conducted for this site to verify that any change in conditions are captured, reported and dealt with prior to the management plan review in 5 years time or incidents occur due to these condition changes.

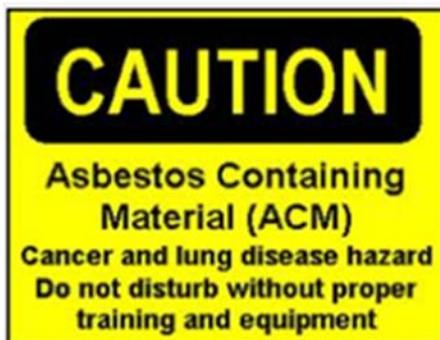
Asbestos Surveys Conducted	Update of Asbestos Survey Due
October 2015	
-	October 2015
-	October 2016
-	October 2017
-	October 2018
October 2019 & AMP Review	-

6.1 Signage and Labeling – Displaying of Asbestos Warning Signs

Colliers International has an acceptable quantity of complying general awareness warning signs in place. Warning signs that have been wrongly removed, encapsulated or painted over should be replaced. All labels should comply with AS1319 Safety Signs for the Occupational Environment.

The practicability of labeling non-friable asbestos items in public access areas should be carefully considered in relation to the potential risks of exposure. Labeling is not always considered appropriate for asbestos situations in occupied areas as signs warning of the presence of asbestos may cause unnecessary alarm and disruption. In this case it may be appropriate to apply General Awareness warning signs indicating that asbestos does exist on the site.

Below are typical of signage found in commercial buildings.



7.0 INADVERTENT DISTURBANCE / NEWLY SUSPECTED MATERIALS

7.1 Damage to Asbestos-Containing Materials

Whenever any ACM's are damaged, the damage must be reported to the Asbestos Management Plan Controller immediately. The Management Plan Controller will instigate the appropriate corrective action.

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 Management Plan Controller may assess the damage and decide an appropriate course of action, which may be to simply seal any exposed edges with paint. Any more serious damage may be assessed by an asbestos consultant or be removed by a licensed asbestos removal contractor.

7.2 Newly Suspected Asbestos-Containing Materials

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

If either of the above situations occurs, any work should immediately cease, and **Appendix A - Emergency Procedure for Accidental Damage or Discovery of New Asbestos-Containing Materials** must be followed.

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

Contact can be made to Greencap (8299 9955) for asbestos identification and an on-site risk assessment and inspection if all else fails.

8.0 CONTRACTORS & MAINTENANCE PERSONNEL

The Management Plan 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.

8.1 General Works and Maintenance Activities

General day to day maintenance activities conducted by tenants or contractors that have been pre-determined as low risk activities do not require the written authorisation to proceed with onsite works from the Management Plan Controller.

It is a Colliers International management directive that contractors and staff do not perform any works that will disturb ACM.

A suitably licensed asbestos removal contractor and an independent asbestos consultant must be engaged for any work on ACM.

8.2 Controls on Use of Certain Equipment

The NT WorkSafe (National Uniform Legislation) Act 2012 and the NT WorkSafe Code of Practice 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:

- a) High-pressure water spray
- b) Compressed air

Sub-regulation (a) does not apply to the use of a high pressure water spray for fire-fighting 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:

- a) Power tools;
- b) Brooms;
- c) Any other implements that cause the release of airborne asbestos into the atmosphere

8.3 Contractor and Maintenance Personnel Asbestos Induction

All contractors and maintenance personnel visiting the site must report to the Asbestos Management Plan Controller prior to commencing any works. The Management Plan 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 dissemination of 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 these are made available on site to all contractors for reference prior to conducting works;
- The Asbestos Management Plan provides direction on how to work safely with the ACM and work on site.
- Any asbestos abatement works must be approved by the Management Plan 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 Management Plan Controller as soon as possible so that the appropriate corrective action can be initiated;
- There is no guarantee that all ACM's have 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 Management Plan 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.

Contractors and maintenance personnel will need to confirm they understand the requirements of the AMP. Details of contractors or other personnel who have attended the induction are to be kept on file.

9.0 SITE SPECIFIC INFORMATION

**Colliers International
8 McMinn Street,
Darwin, Northern Territory, 0801
Register #84097**

It is a directive of Colliers International that any work that will disturb asbestos containing materials must be conducted by a suitably licensed asbestos removalist. Any proposed minor works is at the discretion of the Asbestos Management Plan Controller.

Asbestos Management Plan Controllers:

**EXECUTIVE COMMERCIAL PROPERTY MANAGER
(08) 8997 0888**

**Asbestos Consultant
(08) 8299 9955**

If for any reason the Management Plan Controllers cannot be contacted, please call GREENCAP on (08) 8299 9955.

SITE ASBESTOS MANAGEMENT PLAN

Colliers International

Appendix A:

Emergency Procedure for Accidental Damage or Discovery of New Asbestos-Containing Materials

SITE ASBESTOS MANAGEMENT PLAN

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STEP	WHO	ACTION
1. Stop work	Worker (or others) discovers or suspects ACM has been damaged or new item identified	Stop work immediately. Go to Step 2
2. Restrict access to affected area & shut off air-handling system	Contractor or worker supervisor	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. Air handling systems should be shut-off (where relevant). Go to Step 3.
3. Notify the Management Plan Controller	Contractor or worker supervisor	Notify the Management Plan Controller EXECUTIVE COMMERCIAL PROPERTY MANAGER / (08) 8997 0888 Asbestos Consultant – (08) 8299 9955 Go to Step 4.
4. Implement Incident Notification Process	Management Plan Controller	Assess situation, contact Greencap for advice. Management Plan Controller –notify by telephone and email, key stakeholders as per incident notification process. Go to Step 5.
5. Notify Asbestos Consultant	Management Plan Controller	Management Plan Controller - Notify asbestos Consultant: Greencap 8299 9955 to arrange risk assessment and advise appropriate control strategies. Go to Step 6.
6. Risk assess damage and sample material (if required)	Asbestos Consultant	Asbestos Consultant to attend site to risk assess material and if necessary, take sample of suspected asbestos materials: Notify AMP Controller result of analysis Negative result – resume works Positive result – Go to step 7
7. Engage Licensed Asbestos Removal Contractor for clean-up	Management Plan Controller (in consultation with Asbestos Consultant)	Management Plan Controller (in consultation with Asbestos Consultant) to engage a Licensed Asbestos Removal Contractor to undertake asbestos cleanup and decontamination works.

STEP	WHO	ACTION
		Go to Step 8.

STEP	WHO	ACTION
8. Conduct asbestos fibre air monitoring & independent visual clearance inspection	Asbestos Consultant/Hygienist	<p>Conduct asbestos fibre air monitoring adjacent to the contaminated work area to ensure that fibre levels do not exceed acceptable levels.</p> <p>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.</p> <p>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.</p> <p>Asbestos Consultant to issue clearance documentation.</p> <p>Go to Step 9.</p>
9. Staff Debrief / Review AMP procedures and controls	Management Plan Controller / Asbestos Consultant	<p>Debrief staff</p> <p>Management Plan Controller and Asbestos Consultant to review the Asbestos Management Plan procedures and controls to ensure they were being followed correctly.</p> <p>Go to Step 10.</p>
10. Update Asbestos Register and archive documents	Asbestos Consultant / Management Plan Controller	<p>Asbestos Consultant to update sites Asbestos Register.</p> <p>Management Plan Controller – to archive incident documents and re-issue the updated Asbestos Register for the Building.</p>

