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ASBESTOS MANAGEMENT PLAN

Knight Frank (Northern Territory)

18-20 CAVANAGH ST
DARWIN,

January 2016
J142157

C102200

ASBESTOS MANAGEMENT PLAN

Knight Frank (Northern Territory)

Prepared for:
Knight Frank (Northern Territory)
GPO Box 3188
Darwin 0801

Date: January 16
AMP Ref: NT0538
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Prepared by:
Greencap

Written/Submitted by:

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Asbestos Management Plan Date:	January 2016
Asbestos Management Plan Review Date:	Maximum 5 years

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

If an uncontrolled situation or incident occurs where known or suspect asbestos containing material is disturbed or there are other possible asbestos related issues the following steps are to be followed:

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 Luke Hunter 0402 727 395 or GREENCAP (08) 8299 9955 Go to Step 4.
4. Implement Incident Notification Process	Management Plan Controller	Licensed Asbestos Assessor to assess situation, contact Greencap for advice. Management Plan Controller – notify by telephone and email, key stakeholders as per in-house incident notification process. Inform on-site staff / personnel. Go to Step 5.
5. Notify Licensed Asbestos Assessor	Management Plan Controller	Management Plan Controller - Notify Licensed Asbestos Assessor to arrange risk assessment and advise appropriate control strategies. Go to Step 6.
6. Risk assess damage and sample material (if required)	Licensed Asbestos Assessor	Licensed Asbestos Assessor 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

STEP	WHO	ACTION
7. Engage Licensed Asbestos Removal Contractor for clean-up	Management Plan Controller (in consultation with Licensed Asbestos Assessor)	Management Plan Controller (in consultation with Licensed Asbestos Assessor) to engage a Licensed Asbestos Removal Contractor to undertake asbestos cleanup and decontamination works. Go to Step 8.
8. Conduct asbestos fibre air monitoring & independent visual clearance inspection	Licensed Asbestos Assessor	Licensed Asbestos Assessor to conduct asbestos fibre air monitoring adjacent to the contaminated work area to ensure that fibre levels do not exceed acceptable levels and controls are effective. After clean-up works have been completed, an independent visual clearance inspection shall be conducted by a Licensed Asbestos Assessor to ensure that asbestos removal /make safe 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 following removal / make safe. Licensed Asbestos Assessor to issue clearance documentation. Go to Step 9.
9. Staff Debrief / Review AMP procedures and controls	Management Plan Controller / Licensed Asbestos Assessor	Debrief staff Management Plan Controller and Asbestos Consultant to review the Asbestos Management Plan procedures and controls to ensure they were being followed correctly. Go to Step 10.
10. Update Asbestos Register and archive documents	Asbestos Consultant / Management Plan Controller	As required, update site Asbestos Register. Management Plan Controller – to archive incident documents and re-issue the up-dated Asbestos Register for the site / building.

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

Statement of Limitations

This report has been prepared in accordance with the agreement between Knight Frank (Northern Territory) and Greencap.

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 Knight Frank (Northern Territory) 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 Greencap.

ASBESTOS MANAGEMENT PLAN

Knight Frank (Northern Territory)

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1.0 INSTRUCTIONS

Greencap was contracted by Knight Frank (Northern Territory) ("the client") to prepare this Asbestos Management Plan for 18-20 Cavanagh St, Darwin.

2.0 PURPOSE OF THIS ASBESTOS MANAGEMENT PLAN

Asbestos risk to human health is acknowledged as being present when airborne asbestos fibres are inhaled. Inhalation of asbestos fibres can lead to respiratory disease. Therefore, all Asbestos Containing Materials (ACM) should remain undisturbed and in good condition until removal is conducted under controlled conditions.

The purpose of this Asbestos Management Plan (AMP) is to ensure that all practicable steps are taken to prevent, or minimise the risk of exposure to airborne asbestos fibres, for all occupants and contractors of Knight Frank (Northern Territory). This is driven by legislation, regulations and guidance offered by codes of practice and supported by an understanding of sound management of ACM.

Sound management practices are achieved by the identification and listing of the known locations of the ACM in an Asbestos Register. An asbestos register is drafted following building, structure, or plant and equipment inspection with sampling and subsequent analysis by a National Association of Testing Authorities (NATA) accredited laboratory of the suspect ACM. Following this risk assessment, the implementation of appropriate controls regarding the management of confirmed ACM can commence.

This AMP has been prepared in accordance with the NT WorkSafe Code of Practice – '*How to Manage and Control Asbestos in the Workplace*' (January 2012) and the NT Work Health & Safety (National Uniform Legislation) Regulations 2012. Knight Frank (Northern Territory) aims to satisfy or exceed the requirements specified in legislation, and encompasses the following principles:

- The ultimate goal is for the site to be free of ACM;
- Consideration will be given to removal of ACM where practicable. This is in preference to other control measures such as enclosure, encapsulation or sealing. Removal is to be undertaken in a programmed, planned and controlled manner;
- Where reasonably practicable, steps are to be taken to label identified ACM;
- Control measures are to be established to prevent exposure to airborne asbestos fibres (including monitoring the condition of ACM and minimising the possibility of damage to ACM);
- All workers, contractors and other persons are to be made aware of the Asbestos Register and the Asbestos Management Plan before commencing work at the site; and
- As required, asbestos awareness training and instruction is to be provided, including information about the consequences of exposure to airborne asbestos fibres.

2.1 AMP Regulatory Requirements

A person with management or control of a workplace must ensure that a copy of the asbestos management plan for the workplace is readily accessible to:

- a worker who has carried out, carries out or intends to carry out, work at the workplace;
- a health and safety representative who represents a worker;
- a person conducting a business or undertaking who has carried out, carries out or intends to carry out, work at the workplace; and
- a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.

An AMP is required at a workplace where asbestos is known to be located at that workplace, and where there is an asbestos register. The regulatory requirement for an asbestos register, and therefore an AMP does not apply if:

- the workplace is a building that was constructed after 31 December 2003;
- no asbestos has been identified at the workplace; and
- no asbestos is likely to be at the workplace from time to time.

Whilst it is not a requirement under the regulations to have an AMP at a workplace where no asbestos has been identified, it is however good practice to have an AMP in the event that asbestos materials are located or suspected during works that may uncover otherwise hidden materials.

A person with management or control of a workplace that has an asbestos management plan must ensure that the plan is reviewed and as necessary revised in the following circumstances:

- 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; or
- at least once every 5 years.

3.0 OBJECTIVES OF THIS ASBESTOS MANAGEMENT PLAN

The AMP represents an integrated risk management approach to ensure that practicable steps are taken to prevent or minimise the risk of exposure to airborne asbestos fibres.

This AMP therefore:

- Outlines the necessary actions to control the risk as required by legislation.
- Identifies and describes the administrative line of authority for the site, outlining responsibilities, procedures and systems for the effective management and control of ACM's.
- Details emergency procedures to be followed if an uncontrolled situation or incident occurs where known or suspect ACM's are disturbed.
- Establishes a timetable for the review and assessment of the ACM's.
- Where appropriate, instigates a work permit system, which ensures that any proposed maintenance, installation, alteration, renovation or demolition at the site is notified to the Management Plan Controller.
- Requires that all participants involved in the management and operations at the site/s, particularly where ACM is likely to be disturbed are clearly informed and as necessary trained to manage the asbestos risks.

The asbestos register forms an integral part of an effective AMP and both documents should be read in conjunction. The AMP and Asbestos Register must be made available as required for inspection by employers, employees, union representatives, government representatives, contractors and maintenance personnel.

4.0 LEGISLATIVE REQUIREMENTS AND REFERENCES

This AMP is designed to assist in the general obligations relating to asbestos management to ensure the health and safety of employees, contractors, visitors and others accessing the site. The AMP also addresses specific asbestos related legislative requirements and guidelines in relation to industry best practice.

Comprehensive asbestos management protocols and regulatory requirements are detailed in the following legislation and guidance documents and all form an integral part of this AMP:

- NT Work Health & Safety (National Uniform Legislation) Act 2012
- NT Work Health & Safety (National Uniform Legislation) Regulations 2012
- "How to Manage and Control Asbestos in the Workplace - Code of Practice" (January 2012)
- "How to Safely Remove Asbestos" - Code of Practice (January 2012)
- "Demolition Work" - Code of Practice (March 2015)

5.0 ASBESTOS OVERVIEW

Asbestos is a naturally occurring crystalline fibrous mineral silicate found in rocks and are commonly referred to by the colour of the fibres, as "blue asbestos", "brown asbestos" and "white asbestos". There are two major groups of asbestos:

- Serpentine group minerals: chrysotile (white asbestos); and
- Amphibole group minerals: amosite (brown asbestos), crocidolite (blue asbestos) and minor forms including actinolite, tremolite and anthophyllite.

Asbestos minerals have separable long fibres that are strong and flexible enough to be spun and woven and are heat resistant. Because of these characteristics, asbestos has been historically used for a wide range of manufactured goods, mostly in building materials, friction products, heat-resistant fabrics, gaskets, and coatings.

Asbestos mainly affects the lungs, and breathing in high levels of asbestos fibres over time can lead to a number of diseases and cancers (asbestos is a known carcinogen). The aim is to prevent or reduce the risk of exposure to airborne asbestos fibres to as low as reasonably practicable. This management plan aids in ensuring that asbestos containing materials in the workplace are managed in such a way that they do not become damaged and lead to an increased risk of exposure.

5.1 Types of Asbestos-Containing Materials

Asbestos containing materials can be classified into two categories:

Friable

Asbestos containing materials considered to be friable are materials that can be crumbled, pulverised or reduced to powder by hand pressure when dry. Friable asbestos materials are considered a higher risk as they more readily liberate asbestos fibres causing them to become airborne, with minimal disturbance.

Non-Friable (Bonded)

Those that cannot be pulverised or reduced to a powder with hand pressure are considered non-friable and generally considered a lower risk if properly handled. Non-friable asbestos containing materials are often referred to as ‘bonded’, where asbestos is bound in a bonded matrix (e.g. fibre cement sheeting) or various resin/binders (e.g. vinyl floor tiles).

Typical examples of ACM’s and their category are listed in Table 1.

TABLE 1: Friable or Non-Friable

Friable	Non-Friable (bonded)
▪ Asbestos Contaminated Dust (ACD). Dust that has settled within a workplace and is (or assumed to be) contaminated with asbestos. ▪ Sprayed or trowelled asbestos materials applied to ceilings, walls and other surfaces for fire-rating purposes. This material is often referred to as 'limpet asbestos'. ▪ Asbestos-containing insulation on pipes, boilers, tanks, ducts etc which is often referred to as asbestos lagging. ▪ Asbestos paper products, millboard in electrical switchboards or underlay lining for linoleum or vinyl floor coverings. ▪ Asbestos textiles, braided asbestos, rope, tape, gaskets etc (note that rope and millboard are potentially friable). ▪ Asbestos millboard from inside auxiliary switchboxes/fuse boards or air-conditioning reheat boxes. ▪ Low density board or asbestos insulation board.	▪ Asbestos cement sheeting and corrugated sheeting products, i.e. cement-like or concrete-like products (eg 'fibro' and 'super six roofing' – see description below). ▪ Vinyl tiles and vinyl flooring mastic and associated adhesives. ▪ Asbestos containing compounds, gaskets and mastic from mechanical fittings, and roofing membranes. ▪ Electrical switchboards containing compressed asbestos tar electrical boards, asbestos-cement sheeting, and asbestos rope to spark arresters. ▪ Roofing sealants, bituminous membranes, tar composites and similar materials were occasionally mixed with asbestos materials.

It should be noted that extensive weathering or deterioration can cause previously bonded materials to release friable material e.g. asbestos contaminated dust and gutter residues. This increases their potential to release airborne asbestos fibres.

In Australia, asbestos was used widely in the construction of houses and commercial and industrial properties from the 1930s onwards with the peak period of use in Australian buildings being from the 1950s to the 1970s.

Asbestos use was gradually phased out in Australia in certain products from the late 1970s through to the late 1980s. The final national ban on the use, manufacture and importation of all asbestos products in Australia occurred in 2003.

Figure 1 classifies types of ACM's according to the likelihood of airborne asbestos fibre release if the ACM is disturbed or deteriorates. The higher the item is on the list, the greater the potential risk to health from airborne asbestos fibres will be. However, it should be noted that any ACM has the potential to release fibres if disturbed.

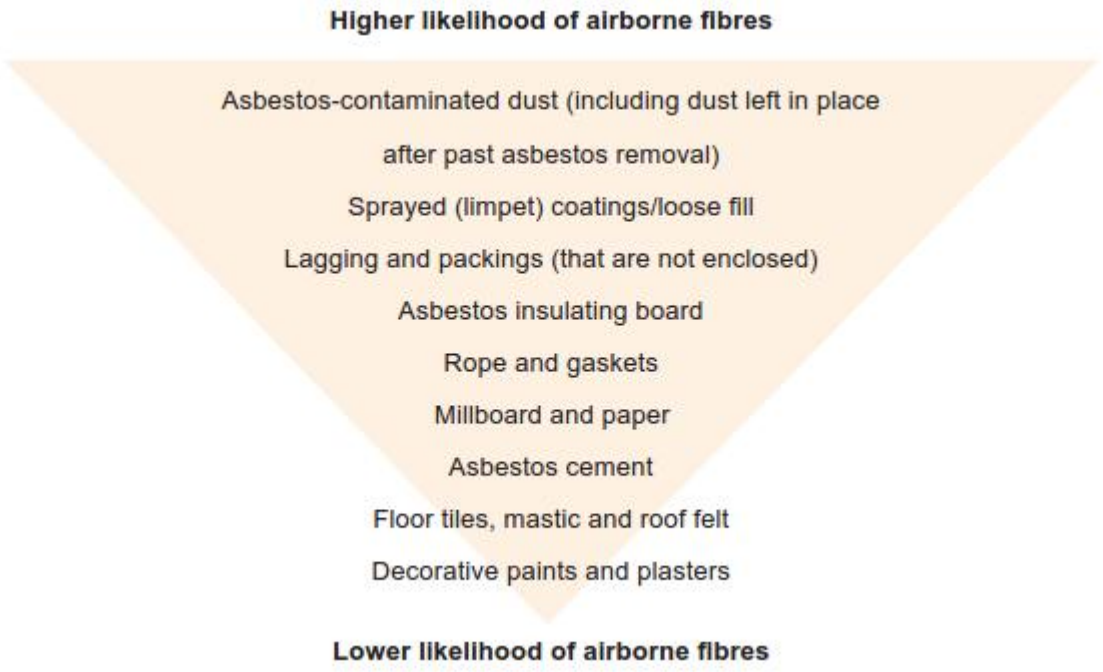

Figure 1. Extract from the NT WorkSafe "*How to Manage and Control Asbestos in the Workplace (January 2012)" Code of Practice*

5.2 Rating the Risk of Asbestos-Containing Materials

The presence of asbestos-containing materials does not necessarily constitute an exposure risk. However, if the asbestos-containing material is sufficiently disturbed to cause the release of airborne, respirable fibres, then an exposure risk may be posed to individuals.

The assessment of the exposure risk posed by each ACM is assessed using the following criteria:

- Condition of the material;
- Type of ACM (friable or non-friable); and
- The potential for disturbance based on workplace activities and location.

Table 2 shows the Asbestos Risk Rating Matrix used by Greencap that provides an indicator of the likelihood of asbestos fibres becoming airborne.

TABLE 2: Asbestos Risk Rating Matrix

Friability		Friable Asbestos Materials		Non-Friable / Bonded Asbestos Materials	
Condition		Unsatisfactory / Deteriorated / Exposed Fibres	Satisfactory / Not Exposed / Friable When Exposed	Unsatisfactory (Poor / Damaged)	Satisfactory (Stable)
Percentage Asbestos					
Disturbance Potential	High	Very High	Very High	High	Medium
	Med	Very High	High	Medium	Low
	Low	High	Medium	Low	Low

- Very High

The asbestos containing material in this category includes damaged or exposed friable asbestos such as insulation materials, which are likely to pose an unacceptable risk. Such occurrences require immediate remedial action in the form of enclosure, sealing or removal.

- High

The asbestos containing materials detected and rated in this category are generally in poor or damaged condition and have some potential to pose an unacceptable risk if they are further damaged.

- Medium

The asbestos containing materials detected and rated in this category do not pose an immediate or significant risk provided they are not disturbed. However the material has deteriorated and removal should be planned.

- Low

The asbestos containing materials detected and rated in this category do not pose a significant risk provided they are not disturbed. The material has not deteriorated significantly and unless it's condition changes, removal is not seen as necessary in the medium term.

5.3 Plan for Removal of Asbestos-Containing Materials

Once a risk rating has been assigned to each ACM the risk should be managed in accordance with the time table provided in Table 3. This timetable details the action required and time scale for completion.

ACM's identified as presenting an elevated risk should be removed in accordance with Table 3, or earlier if appropriate. When ACM's have been removed from a site, it is a requirement under the NT WHS regulations that the asbestos register and AMP are revised and updated accordingly.

TABLE 3: Asbestos Risk Management Timetable

Time frame		Less 12 months	12 to 36 months	>36 months
Risk Rating	Very High	Immediate Removal Update Register	-	-
	High	Plan for Removal Put Controls in Place	Update Register Removal	-
	Medium	Put Controls in Place Leave and Manage	Plan for Removal Leave and Manage	Plan for Removal Leave and Manage
	Low	Leave and Manage	Update Register Leave and Manage	Plan for Removal Leave and Manage

The ultimate goal is to have a workplace free of ACM's, therefore eliminating the risk of exposure to airborne asbestos fibres completely.

6.0 ORGANISATIONAL RESPONSIBILITIES

This AMP is an operational document, designed in accordance with the NT Worksafe '*How to Manage and Control Asbestos in the Workplace'* Code of Practice to ensure that future works at the site do not result in uncontrolled asbestos-related exposure. All asbestos-related activities carried out at the site are to be carried out under the guidance of this AMP. The following key personnel are responsible for its implementation:

Management Plan Controller

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

Knight Frank (Northern Territory) has appointed the following person as the Asbestos Management Plan and Asbestos Register Controller:

Document Controller	Contact Details:
Luke Hunter	0402 727 395

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

Asbestos Consultant	Contact Details:
GREENCAP	(08) 8299 9955

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 current legislation. 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.

- Ensure the asbestos register is reviewed/updated by a competent person (Licensed Asbestos Assessor) 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.

- Maintain the Asbestos Register for the site and ensure that the ACM are regularly re-assessed by a competent person to comply with current legislation. 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.

- Ensure that if deemed necessary by a risk assessment, the frequency of the asbestos register review is appropriately increased.

- Maintain the AMP and ensure the AMP is reviewed by a competent person (Licensed Asbestos Assessor) 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 Knight Frank (Northern Territory) 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;

- Engage a competent person to conduct 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, ensure that a risk assessment with recommendations is performed by a competent person prior to any work with or adjacent to ACM;

- Engage a licensed asbestos removal contractor and an independent Licensed Asbestos Assessor as required by state legislative requirements to conduct asbestos removal works and provide airborne fibre monitoring and clearance inspections;

- Inform occupants of the building and any other buildings in the immediate vicinity 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 Greencap for recommendations regarding a intrusive / 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.

7.0 ASBESTOS REGISTER

Greencap has prepared a comprehensive asbestos register for Knight Frank (Northern Territory). Please refer to the site specific Asbestos Register which details the type, condition and location of known asbestos containing materials.

Asbestos Register No.	Property / Site Address
NT0538	18-20 Cavanagh St, Darwin

The asbestos register is used as a reference to detail specific locations of known or suspected 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.

It is a requirement of the NT Work Health & Safety (National Uniform Legislation) Regulations 2012 that a person with management and control of a workplace makes the current Asbestos Register of the site available to the following personnel:.

- a worker who has carried out, carries out or intends to carry out, work at the workplace;
- a health and safety representative who represents a worker;
- a person conducting a business or undertaking who has carried out, carries out or intends to carry out, work at the workplace; and
- a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.

Should the Asbestos Register not adequately cover the area of the proposed works, further investigation by a competent person (Licensed Asbestos Assessor/ Asbestos Consultant/Occupational Hygienist) must be conducted prior to commencing work.

The Asbestos Register must be updated if at any time conditions change to the current conditions in which the asbestos containing material is observed.

It is considered industry best practice that annual re-inspections are conducted to risk assess ACM situations and ensure that any changes in conditions are identified, reported and appropriately managed.

7.1 Limitations of the Asbestos Management Plan and Asbestos Register

The Asbestos Register describes the known, visible and accessible sources of ACM identified on site. Whilst the register was prepared with all due care and every attempt was made during the survey to locate all ACM, it is important to note that, without substantial demolition of the buildings, fittings and equipment, it is not possible to guarantee that every source of asbestos has been located. Inherent with the nature and construction of the building, are areas that are either not physically or visually accessible.

Such inaccessible areas fall into a number of categories:

- Inside set ceilings or wall cavities.
- Building facades or other height restricted areas.
- Those areas accessible only by dismantling equipment or performing minor local demolition works.
- Service shafts, ducts etc., concealed within the building structure or internal areas of the plant or equipment.
- Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during demolition works.
- Asbestos materials covered or concealed (partially or otherwise) by other materials/items preventing or limiting visual access or identification/recognition.
- Within inaccessible areas of plant, machinery or electrical equipment.
- Asbestos materials installed in non-typical applications, covered by other materials or installed in such a manner that disguises or conceals their nature in any way that may hinder their identification or recognition as an asbestos material.

Hence it is possible that ACM concealed within inaccessible voids and areas may not have been detected.

It is important that personnel proceed with caution when opening up or entering any previously and normally inaccessible areas to avoid disturbing concealed and/or previously unknown ACM.

7.2 Signage and Labelling – Displaying of Asbestos Warning Signs

The person with management or control of a work place must ensure, where reasonably practicable, that the presence of ACM is identified and clearly indicated by a label. The site specific asbestos register outlines existing signage and details any further recommendations for labelling of ACM's.

All labels should comply with *AS1319 Safety Signs for the Occupational Environment.* Some typical examples can be seen in Figure 2. Warning signs that have been wrongly removed, encapsulated or painted over should be replaced.

The practicability of labelling non-friable asbestos items in public access areas should be carefully considered in relation to the potential risks of exposure. Labelling 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.

Figure 2. Asbestos Awareness & Signage Examples


DANGER
ASBESTOS
CANCER AND LUNG DISEASE HAZARD
AUTHORISED PERSONNEL ONLY
RESPIRATORS AND PROTECTIVE CLOTHING ARE REQUIRED IN THIS AREA


WARNING
ASBESTOS CONTAINING MATERIAL
CANCER AND LUNG DISEASE HAZARD
DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT


DANGER
CONTAINS ASBESTOS FIBRES
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD


WARNING
ASBESTOS CONTAINING MATERIAL EXISTING IN THIS BUILDING
CONSULT ASBESTOS REGISTER PRIOR TO COMMENCING WORK


ASBESTOS
ABOVE CEILING
AUTHORISED ACCESS ONLY


ASBESTOS CEMENT
USE APPROPRIATE SAFETY PRECAUTIONS

8.0 INADVERTENT DISTURBANCE / NEWLY SUSPECTED MATERIALS

8.1 Damage to Asbestos-Containing Materials

Any damage to ACM's 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 emergency procedure at the front 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 should be assessed by a Licensed Asbestos Assessor and may require remediation works by a licensed asbestos removal contractor.

8.2 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.

Contact Greencap (8299 9955) for asbestos identification and an on-site risk assessment and inspection.

If either of the above situations occurs, any work should immediately cease, and the Emergency Procedure for Accidental Damage or Discovery of New Asbestos-Containing Materials located at the front of this of this AMP must be followed.

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

8.3 Background Airborne Fibre Monitoring

If ACM's have been identified during routine inspection as being friable and of a high or very high risk, consideration should be given to conducting airborne fibre monitoring (AFM) to determine if airborne asbestos concentrations are safe in regards to asbestos risk or if control measures have been or are effective.

Additionally, if evidence of airborne asbestos fibre concentrations is required for sites containing ACM's, background airborne fibre monitoring should be considered. AFM can be conducted to alleviate any doubt in regard to the asbestos risk caused by the ACM being present. All AFM results should be kept on file in the AMP.

9.0 CONTRACTORS & MAINTENANCE PERSONNEL

The Management Plan Controller should ensure that all contractors working at the site are inducted and made aware of the asbestos register and the AMP.

Contractors and maintenance personnel must ensure all inductions are completed and that proper safety procedures are followed. All works must be conducted in accordance with all relevant legislative requirements, this AMP and industry best practice.

9.1 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 AMP for the site to all contractors for reference prior to conducting works;
- The AMP 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) asbestos removal 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 competent person (Licensed Asbestos Assessor / Asbestos Consultant / Occupational Hygienist).

Contractors and maintenance personnel should confirm they understand the requirements of the AMP and have read and understood the asbestos register and sign on to the form in Appendix A.

Details of contractors or other personnel who have attended the induction are to be kept on file.

9.2 Contractor Responsibilities

Contractors working at the site must ensure all inductions have been completed prior to undertaking work.

All contractors should read and understand the site Asbestos Register and the AMP before any work is carried out. The acknowledgement form in Appendix A should be signed.

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

If at any time a contractor discovers, in the area of work, the presence of asbestos or any loose fibrous materials that may contain asbestos, work must stop immediately. Access to the area must be restricted and the Emergency Procedures at the front of this AMP must be followed.

As a contractor of this site you are obliged by the NT Work Health & Safety (National Uniform Legislation) Regulations 2012 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; or
- Any other works likely to disturb the building structure or fabric.

9.3 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 Knight Frank (Northern Territory) management directive that contractors and staff do not perform any works that will disturb ACM.

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

9.4 Controls on Use of Certain Equipment

The NT Work Health & Safety (National Uniform Legislation) Regulations 2012 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 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:

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

10.0 CONSULTATION IN REGARDS TO ASBESTOS

If ACM's are present or thought to be present in a workplace, there must be full consultation, information sharing and involvement by everyone in the workplace, including employees, workers, contractors and other personnel.

The Management Plan Controller must appoint a competent person, being a suitably qualified / experienced Licensed Asbestos Assessor / Asbestos Consultant or Occupational Hygienist to assist in the following areas:

- Conduct inspections to assess risk involved with proposed works where disturbance of ACM is likely to occur prior to commencing proposed works
- Review the asbestos register as required by state legislation and industry best practice;
- Where appropriate, develop 'Scope of Works/Technical Specification' documentation for removal of ACM;
- Review a licensed asbestos contractors removal control plan prior to removal works;
- Provide occupational hygienist services during asbestos abatement works (e.g. smoke tests, airborne fibre monitoring and inspections);
- Review the AMP as required by state legislation and industry best practice;
- Provide asbestos awareness training.

11.0 PROPOSED REFURBISHMENT OR DEMOLITION

It is a requirement under the NT WHS Regulations and Codes of Practice that the asbestos register is revised if it is inadequate for the proposed demolition or refurbishment. As previously stated there are limitations to a standard asbestos register due to access restrictions. Prior to any significant refurbishment or demolition works, further investigations must be performed using destructive / intrusive inspection and sampling techniques.

Contact Greencap (8299 9955) for recommendations regarding an intrusive / destructive audit.

12.0 REMOVAL OF ASBESTOS-CONTAINING MATERIALS

The ultimate goal of asbestos management is to have workplaces free of asbestos.

Where an initial risk assessment, routine re-inspection or intrusive audit indicates that an asbestos material is damaged or might be affected by proposed project works, arrangements must be made for the materials removal or repair.

Removal of damaged or deteriorating ACMs from the workplace must be the first control measure implemented if it is reasonably practicable to do so. If it not reasonably practicable to remove an ACM, enclosure or encapsulation of the material can be undertaken in conjunction with any other control measures recommended by a competent person.

The removal of ACM's for large scale projects should be defined within a site specific asbestos removal technical specification. This specification must be prepared in accordance with the NT Worksafe Australia *'How to Safely Remove Asbestos' Code of Practice January 2012* and should include:

- location, type and extent of ACM to be removed;
- Removal methods required;
- Contamination control methods (negative air pressure/decontamination procedures); and
- Air monitoring requirements

The technical specification will ensure that the licensed asbestos removal contractor has a full understanding of the site requirements and expectations of the client and enable them to produce a comprehensive site specific Control Plan for the removal works

As required by legislation, a person conducting a business or undertaking that commissions the removal of asbestos must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is appropriately licensed to carry out the work and an independent Licensed Asbestos Assessor is engaged to conduct airborne fibre monitoring and clearance inspections.

Asbestos abatement works must be performed in accordance with all legislative requirements. The statutory requirements for asbestos removal are prescribed in the NT Work Health & Safety (National Uniform Legislation) Regulations 2012 and require compliance with the NT Worksafe Australia Code of Practice – '*How to Safely Remove Asbestos'*.

It is a Knight Frank (Northern Territory) directive that any works involving the removal, encapsulation or otherwise abatement of ACM in any form or quantity, must be performed by a licensed asbestos removal contractor. The exception to this is Asbestos Contaminated Dust that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination, as per regulation 458 sub regulation (2) (b) of the NT WHS Regulations 2012.

12.1 Licensed Asbestos Removal Contractor

The Management Plan Controller will engage a suitably licensed asbestos removal contractor as prescribed by state legislation to conduct asbestos abatement works. The asbestos removal contractor must perform all works in accordance with licensing requirements and the Code of Practice – *'How to Safely Remove Asbestos', January 2012.*

The asbestos removal contractor must develop a site-specific Asbestos Removal Control Plan before commencing any asbestos removal works. This should be submitted to the Management Plan Controller for review by a competent person prior to the commencement of works.

Removal of non-friable or bonded asbestos must be removed by either a Class A or Class B licensed asbestos removal contractor where the amount is greater than 10 m^2. Friable asbestos materials must only be removed by a Class A licensed asbestos removal contractor (regardless of quantity) and an independent Licensed Asbestos Assessor must be engaged to carry out air monitoring and inspections.

As prescribed by the NT Work Health & Safety (National Uniform Legislation) Regulations 2012, only a Class A licensed asbestos removal contractor can conduct works involving the removal of friable ACM that is more than minor contamination.

12.2 Licensed Asbestos Removal Contractor

An independent Licensed Asbestos Assessor is required to conduct airborne fibre monitoring and clearance inspections both during and after notifiable licensed asbestos removal work. In addition, the hygienist / assessor can oversee the correct management of the removal to ensure regulatory compliance. Clearance inspections and monitoring requirements can be undertaken by Greencap.

CONTACT: Greencap (8299 9955)

13.0 OCCUPATIONAL HYGIENE CONSULTING SERVICES

- Prepare an Asbestos Removal Scope of Works Document

  Knight Frank (Northern Territory), may, at their discretion, engage a suitably qualified asbestos consultant to prepare the technical documentation/specification to describe how the ACM is to be removed safely from the site.

- Asbestos Removal Tendering Process

  Knight Frank (Northern Territory) may engage a suitably qualified asbestos consultant to manage the asbestos removal tendering process on behalf of the building owner/client.

- Review of Contractor Asbestos Removal Control Plan / SWMS

  The contractors Asbestos Removal Control Plan / SWMS should be reviewed to ensure it adequately covers the safe working requirements of the project. The Management Plan Controller may request a suitably qualified occupational hygienist undertake such a review.

- Visual Inspections

  A suitably qualified Licensed Asbestos Assessor or occupational hygiene consultant must inspect the removal works and provide a clearance certificate for each work area following ACM removal. Further, the Management Plan Controller may require asbestos abatement works to be supervised on site full time by the consultant.

- Asbestos Fibre Air Monitoring

  In accordance with NT WHS Regulations, air monitoring should be performed whenever ACM is being removed, to ensure the control measures are effective. The requirements for air monitoring must be established prior to commencement of works.

  All asbestos fibre air monitoring must be conducted in accordance with the SafeWork Australia Guidance Note on the '*Membrane Filter Method for Estimating Airborne Asbestos Fibres'*, and should be conducted by a NATA accredited laboratory.

- Bulk Sample Analysis

  Suspected ACM may from time to time be uncovered at the site (e.g. during demolition works). Where additional sample analysis is required, analysis will normally be by polarised light microscopy including dispersion staining. Other approved methods including X-ray diffraction may be used where required. All analysis work must be conducted by a NATA accredited laboratory.

14.0 TRANSPORT AND DISPOSAL OF ASBESTOS WASTE

Waste containing asbestos must be stored and transported in a receptacle designed to prevent the release of its contents. This can include standard 200μm thick clear polythene labelled asbestos waste bags, suitably sealed and labelled drums or lined skips.

Asbestos waste must be disposed of at NT EPA licensed waste facilities. Asbestos removal contractor's vehicles must also be EPA licensed to transport asbestos waste

15.0 ASBESTOS AWARENESS TRAINING

It is recommended that asbestos awareness training is offered to employees, and contractors (especially long term / regular contractors) to increase their awareness of asbestos issues at the site. The information should cover the following aspects:

- Background information on asbestos;
- Asbestos related health effects and risks (e.g. asbestos is only a health risk when disturbed, resulting in the release of asbestos fibres into the airborne environment which may be subsequently inhaled);
- Asbestos-related legislation;
- Sources and general locations of ACM at the site(s) (as noted in the asbestos register);
- An overview of the structure and function of the AMP (i.e. a summary of how asbestos issues are managed at the site/s); and
- Responsibilities of the building owner, management, tenants, staff and contractors.

The training should be designed to serve a number of purposes:

- To increase the awareness and knowledge of building management personnel with respect to their statutory obligations in respect of the management of asbestos hazards at the site/s;
- To provide valuable introductory information to staff/contractors who may have a requirement to handle asbestos or enter areas where asbestos is present; and
- To assist the employer in addressing their statutory duties in respect of providing information, instruction and training to those potentially exposed to risk.

Greencap has developed Specific PowerPoint based asbestos awareness training packages to meet such training requirements.

ASBESTOS MANAGEMENT PLAN

Knight Frank (Northern Territory)

Appendix A:

Contractor Acknowledgement Sign On Form

Appendix A – Contractor Acknowledgement Sign On Form

Date	Name	Company	Purpose of Visit	Signature – *I have read and understood the Asbestos Register & Asbestos Management Plan*