

Guideline for

Asbestos Management and Removal for Government Sites

Transport Planning and Program Development
Technical Services

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DOCUMENT MANAGEMENT

This guideline supersedes the following documentation:

- Government SA (2013) Asbestos Management in Government Buildings Guideline
- Technical Services (2018) Asbestos Removal Guidelines

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LIST OF TERMS AND DEFINITIONS

Term	Definition
ACD	Asbestos contaminated dust
ACM	Asbestos Containing Material(s)
AGFMA	Across Government Facilities Management Arrangements
AMP	Asbestos Management Plan
AS	Australian Standard
ASEA	Federal Asbestos Safety and Eradication Agency
Asbestos Advisory Team or AAT	DIT Asbestos Advisory Team (formerly known as the Asbestos Management Unit)
Competent person (site inspections/ re-inspections)	A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task of asbestos identification and management in a safe manner.
Competent person (clearance inspections)	A person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds— <ul style="list-style-type: none"> • a certification in relation to the specified Vocational Education and Training (VET) course for asbestos assessor work; or • a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.
Class A Asbestos Removal Licence	This licence enables the holder to remove any form of asbestos material (friable and non-friable) including asbestos-backed vinyl floor coverings. Licence holders must notify SafeWork SA before undertaking asbestos removal work (greater than 10m ² or friable).
Class B Asbestos Removal Licence	This licence enables the holder to remove only asbestos cement products (e.g. fibro) and other non-friable asbestos containing material (e.g. floor tiles). Licence holders must notify SafeWork SA before undertaking asbestos removal work (greater than 10m ² or friable).
DIT	Department for Infrastructure and Transport, the Department
EPA	Environment Protection Authority
HIRM	Hazard and Incident Reporting Module
Independent licensed asbestos assessor	A person holding a licence granted by SafeWork SA that allows them to undertake air monitoring, clearance inspections and issuing clearance certificates for Class A (friable) asbestos removal work. The assessor is to be independent of the company undertaking the removal works.
PCBU	Person Conducting a Business or Undertaking

Person with management or control of a workplace	<p>A person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace but does not include—</p> <ul style="list-style-type: none"> • the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or • a prescribed person.
SA	South Australia
SAMIS	Strategic Asset Management Information System
the Act	South Australian <i>Work Health and Safety Act 2012</i>
the Regulations	South Australian <i>Work Health and Safety Regulations 2012</i>
VET	Vocational Education and Training
WHS	Workplace Health and Safety
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work, such as a shop, office or factory. It includes construction sites, as well as vehicles, vessels, aircraft or other mobile structures on land or water.

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FOREWORD

The continued legacy of asbestos containing materials in government buildings is a significant concern for the South Australian (SA) Government. SA Government is committed to protecting the health and safety of its workers and minimising the risk to the health of employees, contractors and the public from exposure to asbestos.

Together the *Work Health and Safety Act 2012* (the Act), the *Work Health and Safety Regulations 2012* (the Regulations) and the two Asbestos Codes of Practice detail requirements that apply to all people conducting businesses or undertakings (PCBUs). This guideline endeavours to relate the legislative requirements to the SA Government asset management context by:

- highlighting the key elements and obligations in the Act, Regulations and Codes of Practice; and
- outlining applicable SA Government organisational processes.

Furthermore, the Federal Government through the Asbestos Safety and Eradication Agency (ASEA) has a National Strategic Plan ([NSP 2019-2023](#)) for asbestos awareness and management (updated in November 2019). The NSP provides a suite of national stretch targets to help progress strategic, purposeful and appropriate management of asbestos. The development of this guideline work towards reaching the NSP targets, specifically achieving Targets One, Two, Three and Five.

This guideline is intended to be a key resource for all SA Government agencies, to ensure that they understand their obligations under the legislation.

The legislation (the Act and the Regulations) requires that all PCBUs, or those with management or control of a workplace:

- identify whether asbestos exists at the workplace;
- maintain an asbestos management plan (AMP) if applicable;
- maintain an asbestos register if applicable; and
- transfer the asbestos management plan and register to new PCBUs/management where required (e.g. ownership or asset management changes).

The Act, Regulations and Codes of Practice are available online and cover the detail associated with the requirements for managing asbestos. This document should not be seen as a substitute for the legislation but offers a plain language interpretation of the requirements in the context of SA Government assets.

It is important to recognise that the elements provided in this guideline to enable asbestos fibre exposure control are part of general Work Health and Safety (WHS) hazard and risk management and as such asbestos risk management should be included as a section of WHS action plans at both local and corporate levels.

This document has been produced by DIT's Asbestos Advisory Team that assists SA Government manage and remove asbestos from SA Government workplaces.

Guideline Application

This guideline:

- is split into four parts that may each be read separately;
- is intended to be used by SA Government agencies that manage sites with asbestos via the various management options utilised within government;
- outlines government programs that assist in the management of asbestos including the Department's Annual Inspection Program and the Asbestos Removal Fund;
- applies to the ongoing management and removal of asbestos in SA Government workplaces, and any other relevant assets or sites (e.g. national parks);
- does not replace existing legislation or approved Codes of Practice relating to asbestos;
- does not relate to other hazardous materials that may be present in buildings such as synthetic mineral fibres, lead paint or polychlorinated biphenyls;
- is not intended as detailed instruction for asbestos management or removal work;
- provides guidance for instances of unexpectedly finding suspected Asbestos Containing Material (ACM) arising from construction site activities, maintenance and operating activities, or other activities; and
- is intended to assist agencies in a proactive approach to holistic management of asbestos in asset management and removal projects.

PART 1: ROLES AND RESPONSIBILITIES

SA Government agencies, as PCBUs, have several legislative obligations under the *Work Health and Safety Regulations 2012*.

With respect to **ongoing asbestos management**, the PCBU for a workplace must:

- Ensure that all asbestos is identified by a competent person (see [LIST OF TERMS AND DEFINITIONS](#)); if suspect material can't be identified (e.g. if it is inaccessible), it must be assumed to be asbestos;
- Clearly indicate the presence and location of asbestos identified (in a register, and with labels if possible);
- Prepare an asbestos management plan and keep it up to date. Make a copy of the asbestos management plan readily accessible (hard copy or electronic) to workers, other site occupants, health and safety representatives, visitors, tenants, contractors and other PCBUs where required;
 - Review and revise the asbestos management plan (1) if the asbestos register is updated, (2) if asbestos is removed, disturbed or sealed, (3) if the plan is no longer adequate, (4) if requested by a health and safety representative, or (4) at least once every 5 years.
- Prepare an asbestos register, keep it at the workplace, and keep it up to date. No asbestos register is required if the building was constructed after 31 December 2003 and no asbestos has been identified or assumed to be at the workplace;
 - Review and revise the register as necessary if (1) the asbestos management plan is updated, (2) further asbestos is identified, or (3) asbestos is removed, disturbed or sealed.
 - Make the asbestos register readily accessible (hard copy or electronic) to workers, other site occupants, health and safety representatives, visitors, tenants, contractors and other PCBUs where required.
 - If management or control of the workplace is relinquished to another PCBU, the asbestos register must be transferred to them.

With respect to **asbestos removal in buildings constructed prior to 2004**, the PCBU for a workplace must:

- Review and revise the asbestos register if required (e.g. if it is inadequate with respect to demolition or refurbishment);
- Give a copy of the asbestos register to the PCBU who is carrying out demolition or refurbishment *prior* to works commencing;
- Identify (and/or confirm with testing) all asbestos that is likely to be disturbed, and if possible, remove all asbestos prior to demolition or refurbishment;
- Ensure that the asbestos removal work is carried out by an appropriately licensed asbestos removalist (i.e. Class B for non-friable only, Class A for either);

- Inform workers and anyone else at the workplace that asbestos removal work is to be carried out and when it will occur. Take all reasonable steps to also inform other PCBU's at, or in the immediate vicinity of, the workplace, and anyone occupying premises in the immediate vicinity of the workplace;
- Limit access to the asbestos removal area only to workers and other people engaged in the asbestos removal work;
- Ensure that requirements and procedures of other PCBU's at the workplace are met prior to removal;
- Ensure that an independent licensed asbestos assessor undertakes air monitoring of the asbestos removal area. (Note: WHS Regulations state that this is only required if the asbestos removal is licensed, however DIT led projects requires this for all asbestos removal projects);
- The air monitoring must be carried out immediately before and during the removal works;
- Provide the results of the air monitoring to workers, health and safety representatives, other PCBU's, and other people at the workplace;
- When the licensed asbestos removal work is completed, ensure a clearance inspection and the air monitoring results are finalised for the asbestos removal area by an independent licensed asbestos assessor to verify that the area is safe for normal use; and
- Ensure that the asbestos register is updated (including copies of air monitoring and clearance inspection) to reflect all details of the removal works completed.

There may also be additional legislative obligations for PCBU's. It is strongly recommended that all SA Government business units involved in the management, or demolition or refurbishment of buildings become familiar with the Regulations.

Asbestos fibre exposure control is also part of general WHS hazard and risk management culture and as such asbestos risk management should be included as a section in local and corporate WHS action plans.

PART 2: LONG-TERM ASBESTOS MANAGEMENT

Overall SA Government Asbestos Management Strategy

The asbestos management strategy in SA Government sites is driven by the ultimate goal of attaining 'asbestos-free' status, where practicable. This is aligned with the national asbestos management strategy, where the Federal Asbestos Safety and Eradication Agency (ASEA) aims to 'eliminate asbestos-related diseases in Australia by preventing exposure to asbestos fibres'. Asbestos is widespread in SA Government buildings and removal is encouraged where reasonably practical, or where it is considered necessary, but is not always feasible.

Where asbestos removal is not feasible, long-term asbestos management is required under the Regulations. Asbestos management is undertaken in accordance with the requirements of the Regulations and with a risk-based approach.

The PCBU and the Person with Management or Control

Who is responsible for making sure asbestos is managed in a workplace?

If a person, company or organisation is responsible for any workers in a workplace, then they have a part to play with ensuring that asbestos is managed appropriately. These entities are PCBUs.

NOTE: A workplace can be defined as anywhere that a worker might be, and may be a building, site, or other workspace. It includes construction sites, as well as vehicles, vessels, aircraft or other mobile structures on land or water.

There are often multiple PCBUs, but the PCBU with management or control of a workplace is ultimately responsible for ensuring that asbestos is appropriately managed.

The Act describes a PCBU with management or control of a workplace as a PCBU whose business or undertaking involves the management or control, in whole or in part, of the workplace.

The Act states:

'The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.'

The Regulations make it clear that the PCBU must:

- Firstly, ensure that exposure of people at the workplace to airborne asbestos is *eliminated* so far as is reasonably practicable; and
- Secondly, if elimination is not possible, *minimise* exposure so far as is reasonably practicable.

Therefore, PCBU's must be in a position to identify the presence of asbestos in the workplace and have a plan in place to manage the asbestos and associated risks.

EXAMPLE

Building A is owned by DIT and is a workplace for Agency X who engages Company Y to install IT equipment in Building A.

- DIT, Agency X and Company Y are all PCBU's with respect Building A.
- DIT has a responsibility to ensure that an asbestos register is provided to Agency X.
- Agency X is responsible for its own employees, and therefore, has a responsibility to ensure that DIT makes an asbestos register available (to ask for a register to be provided).
- Agency X has a responsibility to ensure that a copy of the asbestos register is provided to Company Y.

Note that this is an example scenario only. Responsibilities may vary between different entities depending on their own policies.

When does the PCBU with management or control of a workplace change?

Depending on the circumstances, the PCBU with management or control of a workplace could be (but may not be limited to):

- The building owner;
- The building manager;
- A project manager; or
- A contractor.

Responsibility can never be fully renounced under the Act if some involvement remains. However, management and control of a workplace can be relinquished from one PCBU to another in accordance with the Regulations.

For example, this will occur during a construction project (where the project value is over \$450k), where an SA Government department relinquishes management and control of a site to a building contractor for the duration of the contract. At the end of the contract, the contractor relinquishes management and control of the site to the Government department.

How is asbestos management achieved?

In short, asbestos is successfully managed in a workplace by undertaking the following in accordance with the Regulations:

- Identifying asbestos;
- Maintaining and complying with an asbestos management plan (including monitoring and/or removal where relevant); and
- Maintaining an asbestos register.

Identifying Asbestos

The Regulations state that a PCBU with management or control must:

- Ensure that all asbestos in a workplace is identified by a competent person (see [LIST OF TERMS AND DEFINITIONS](#)). If suspect material can't be identified (e.g. if it is inaccessible), it must be assumed to be asbestos; and
- Clearly indicate the presence and location of asbestos identified (with a register, and labels).

The Asbestos Management Plan (AMP)

The Regulations state that a PCBU with management or control must:

- ensure that a written AMP is prepared for the workplace, where asbestos (and an asbestos register) is present;
- keep the AMP up to date;
- make a copy of the AMP readily accessible to workers, health and safety representatives, and other PCBUs where required; and
- review and revise the asbestos management plan:
 - if the asbestos register is updated;
 - if asbestos is removed, disturbed or sealed;
 - if the plan is no longer adequate;
 - if requested by a health and safety representative; or
 - at least once every 5 years.

The contents of the AMP must include:

- the identification of asbestos (e.g. a reference or link to the asbestos register for the workplace);
- policy and justification about the management of asbestos at the workplace (e.g. safe work procedures and control measures);
- incident response procedures involving asbestos at the workplace; and
- roles and responsibilities of workers carrying out work involving asbestos.

Refer to Appendix 5: [Asbestos Management Plan Template](#) for an Asbestos Management Plan template. This template is to be used for Department owned sites and is available for adoption by other SA Government agencies as a basis for their own.

The Asbestos Register

The Regulations state that a PCBU with management or control must:

- prepare an asbestos register;
- keep the register at the workplace;
- keep the register up to date;
- review and revise the register as necessary if:
 - the asbestos management plan is updated;
 - further asbestos is identified; or
 - asbestos is removed, disturbed or sealed.

- make the asbestos register readily accessible, and a copy available, to workers, health and safety representatives, and other PCBUs where required; and
- if management or control of the workplace is relinquished to another PCBU, transfer the asbestos register to them.

The Regulations prescribe the requirements of the register which must include a record of any asbestos or ACM identified at the workplace, the date on which it was identified, its location, type and condition.

NOTE: No asbestos register is required if the building was constructed after 31 December 2003 and no asbestos has been identified or assumed to be at the workplace.

Site Inspections

In order to update a register, maintain it or check that it is correct, a site inspection is required to be undertaken by a competent person (see [LIST OF TERMS AND DEFINITIONS](#)). The frequency of site inspections and register updates is determined on a risk basis within the maximum 5-yearly frequency as governed by legislation. Increased frequency (i.e. more often than every 5 years) determination is the responsibility of the agency.

Refer to Appendix 1: [Example Risk Matrices](#) for basic risk matrices that may be used to assist in assessing risks around asbestos management.

SAMIS

SA Government agencies currently utilise the Strategic Asset Management Information System (SAMIS) to record asset information, including information relating to asbestos.

SAMIS should be utilised to store asbestos registers and asbestos management plans.

Information on SAMIS can be found at

https://dit.sa.gov.au/facilities_management/agfma_information_systems/samis

It should be noted that not all SA Government assets are recorded or managed in SAMIS. Additionally, as part of the transition to the Future Across Government Facilities Management Arrangements (AGFMA) it is acknowledged that alternative information systems may be utilised.

Who undertakes the work – inspections?

Identifying asbestos, completing site inspections and register updates must be undertaken by a 'competent person'. A competent person is generally a specialist (suitably qualified) consultant. See [LIST OF TERMS AND DEFINITIONS](#).

An asbestos consultant may be engaged by a building/ facilities manager or responsible agency to undertake asbestos management work.

A prequalified register of asbestos consultants (site surveys and re-inspections) is maintained by DIT Asbestos Advisory Team and can be utilised by all agencies to procure work. The register is available here: https://www.dit.sa.gov.au/contractor_documents/prequalification

NOTE:

An asbestos consultant is qualified to assess asbestos in buildings.

A contamination consultant is qualified to assess asbestos in soils (refer to PART 4: ASBESTOS DEBRIS for further detail regarding asbestos in soils).

Only a licenced asbestos removal contractor is qualified to remove asbestos, regardless of whether in buildings or soils.

Annual Inspection Program

The DIT Asbestos Advisory Team manages an annual asbestos inspection program, which procures site inspections on behalf of agencies that have opted into this service. The service engages 'competent person/ consultant/s' to undertake inspections (and update the asbestos register) for assets that have been identified by the agencies. As above, the agency determines the frequency of the inspection.

Asbestos Removal Fund (ARF)

The continued legacy of ACMs in government buildings is a significant concern for the SA Government, to promote and assist with management of this legacy through reduction or removal the Government provides funding of the annual Asbestos Removal Fund (ARF). The ARF was established to make buildings or sites 'asbestos free', thereby eliminating the asbestos hazard and hence exposure and health risk to site occupants.

The DIT Asbestos Advisory Team administer the ARF (approximately \$1 million per annum) through an application process with the principal objectives to:

- provide for and promote the reduction of ACM within government buildings in a strategic manner consistent with relevant legislation;
- encourage partnerships within government; and
- maximise removal works such that a holistic view of asset whole of life are considered.

Refer to the [Asbestos Removal Fund Operating Guidelines](#) for more details regarding eligible projects and applications details.

Unexpected Finds and Incident Response (During Minor Works/ Maintenance)

Where the agency or contractor suspects the presence of, or disturbs, ACM that is not identified in an up-to-date and readily available asbestos register and signage, the process as detailed in Appendix 2: [Unexpected Finds And Incident Response Flowcharts](#) is to be followed.

PART 3: ASBESTOS REMOVALS – DEMOLITION AND REFURBISHMENT

Refer to Appendix 3: [Quick Reference Guide For Removals / Project Completion Checklist](#) for a quick reference guide for this section.

Requirements regarding procurement of prequalified services are in accordance with DIT Natspec for Building Projects, specifically the work sections:

- 0143 DIT Preliminaries – AS 2124
- 0143 DIT Preliminaries – GC 21
- 0143 DIT Preliminaries – AS 4300
- 0201 DIT Demolition
- 0202 DIT Demolition (interior and alterations)

Concept Stage (Prior to Asbestos Removal)

Agency Project Manager to complete

1. Review and revise the existing asbestos register to ensure it is adequate with respect to demolition or refurbishment.
 - Existing asbestos registers may not be accurate or comprehensive as they are only based on accessible areas of sites.
 - For agencies that participate in the AGFMA, registers should be available via SAMIS.

A pre-refurbishment/pre-demolition survey is required for all sites where there may be asbestos present – to be procured by the Lead Professional Services Contractor (PSC). (Refer to steps for the [Design Development Stage \(Prior to Asbestos Removal\)](#))

2. Prepare a preliminary scope of works – have this reviewed by someone with appropriate asbestos expertise.
3. Provide a copy of the existing asbestos register to the Lead PSC prior to works commencing.
4. Instruct the Lead PSC to avoid specifying ‘piecemeal’ removal of asbestos products.

Consider removing as much asbestos as feasible within one project. Preferably, all asbestos products would be removed from a building during refurbishment. If that is not feasible, then removal of asbestos products in one building element or elevation is encouraged.

For Department led projects – Engage with the DIT Asbestos Advisory Team (AAT)

As early as possible in the project cycle, engage with the AAT.

The AAT can:

- *Provide advice on avoiding ‘piecemeal’ asbestos removal;*
- *Provide assistance in preparing a scope of works; and*
- *Provide advice regarding investigations required.*

This service is available as a ‘fee-for-service’ for agencies other than DIT.

NOTE: Structures built **prior to 2004** require an asbestos register/pre-works survey.

NOTE: If the site requiring asbestos removal is a residential dwelling, some obligations are different – consult the Work Health and Safety Regulations.

Design Development Stage (Prior to Asbestos Removal)

Lead PSC/ FM Service Provider to complete

- Engage an asbestos consultant to carry out an intrusive survey as required by the regulations.

The pre-works intrusive survey should be carried out prior to:

- preparation of the scope of works; and
- engagement of an asbestos removal contractor, to ensure that all required works can be adequately considered and priced.

For Department-led projects (preferred for works led by agencies other than DIT): The asbestos consultant must be [prequalified](#) by the Department to provide 'site surveys and re-inspections'. A requirement of prequalification is that the company holds a relevant [SafeWork SA licence](#).

As part of the intrusive survey, ensure that the asbestos register/data is updated. If the site is registered in SAMIS, SAMIS data must be updated. If not, alternative register formats may be used by the asbestos consultant.

Apart from the pre-works intrusive survey being a legislative requirement, ensuring that this step is completed early in the project enables a clear understanding of what materials are present and the quantities involved to help reduce/limit variations at later stages of the project.

- Prepare an accurate scope of works; identify all asbestos that is likely to be disturbed – have this reviewed by someone with appropriate expertise (e.g. asbestos removal company, architect or alike).

NOTE: Pre-works intrusive surveys shall have an emphasis on areas that may have previously been missed such as ceiling spaces, under floor coverings, window glazing putties, live plant and electrical equipment.

For Department led projects – Engage with the DIT AAT

The AAT can:

- Review a pre-refurbishment/ or pre-demolition survey and provide additional advice if required; and*
- Provide assistance with preparation of the scope of works.*

This service is available as a 'fee-for-service' for agencies other than DIT.

NOTE: If vinyl floor tiles are present and have previously been determined as not to contain asbestos using polarised light microscopy, then these materials should be re-tested by a National Association of Testing Authorities accredited laboratory utilising X-Ray Diffraction analysis.

Removal Stage

Lead PSC/FM Service Provider to complete

7. For Department-led projects (preferred for works led by agencies other than DIT): Engage a [DIT prequalified](#) and appropriately licenced and qualified asbestos removal contractor OR include asbestos removal in the demolition contractor scope of works.

Refer to the [Who undertakes the work - asbestos removal?](#) for information on requirements that contractors need to meet.

8. Prior to asbestos removal, complete an [Asbestos Removal Record Form](#) or agency specific form; to be signed off by:
 - a) the asbestos removal contractor;
 - b) the agency representative;
 - c) the site/workplace manager; and
 - d) the facilities manager/ project manager.

This form documents all required details, ensuring all stakeholders are appropriately informed, and should be provided to the asbestos consultant with supporting documentation, for the purposes of updating the SAMIS register.

This also ensures that any agency/site specific requirements (including contractor clearances or access requirements) regarding when asbestos removal can occur have been met (e.g. Department for Education require removal works to occur out of school hours).

Form template is available [online](#) or in Appendix 4: [Asbestos Removal Record & Confirmation Of Services Form](#)).

NOTE: The Asbestos Removal Record Form is no longer monitored/the responsibility of DIT AAT, see [Guide Note Nov 2020](#). This form is designed to trigger the appropriate considerations for removal projects and is the responsibility of the project team to complete and enter appropriate details into SAMIS (see Step 11 for further detail).

9. Ensure that Workplace Manager (or appropriate delegate) has informed workers and anyone else at the workplace that asbestos

For Department-led projects – Engage with the DIT AAT

If excessive variations are submitted during the course of the project, the AAT can review and provide advice on reasonableness.

This service is available as a 'fee-for-service' for agencies other than DIT.

removal work is to be carried out and when it will occur. Take all reasonable steps to also inform other PCBU's at, or in the immediate vicinity of, the workplace, and anyone occupying premises in the immediate vicinity of the workplace.

10. *For Department-led projects (preferred for works lead by agencies other than DIT):* Engage a [DIT prequalified](#) licensed assessor (independent of removal contractor, as stipulated in *WHS Regulations*) for air monitoring and a clearance inspection. A requirement of prequalification is that the company holds a relevant [SafeWork SA licence](#).

The engaged assessor is also be required to update the asbestos register (in SAMIS or other).

Air monitoring of the asbestos removal area must be carried out immediately before and during the removal works.

When the licensed asbestos removal work is completed, a clearance inspection of the asbestos removal area at the workplace must be carried out by an independent licensed asbestos assessor to verify that the area is safe for normal use.

The air monitoring results and clearance certificate must be provided to workers, health and safety representatives, other PCBU's, and other people at the workplace.

NOTE: For Department for Education sites, all asbestos removal works are to be carried out when NO education department personnel, students, parents, out of school hours care personnel, vacation care, volunteers, and sports and community groups are present on site, as per [Department for Education policy](#). Other agencies may have similar requirements.

Project Completion

Lead PSC/FM Service Provider to complete

11. Once asbestos removal works are complete, the asbestos register must be updated and the workplace must be provided with copies of removal documentation including scope, marked-up plans, locations, air monitoring results and clearance certificates. The documentation should be adequate to confidently identify what has taken place.
 - If the asbestos register is maintained in SAMIS, SAMIS records must be updated; air monitoring results, clearance certificates and marked up

drawings must also be uploaded to SAMIS, if applicable.

This scope is to be completed by the asbestos consultant who undertakes air monitoring and clearance.

Who undertakes the work - asbestos removal?

It is essential that asbestos removal contractors are:

- a) [DIT prequalified suppliers](#) (for Department-led projects, preferable for works led by agencies other than DIT); and
- b) appropriately licenced by SafeWork SA.

The Regulations set out the requirements of workers involved in asbestos-related work, as such there are two licence classes:

- *Class A licence holders* can remove all asbestos-containing materials, including friable asbestos materials; and
- *Class B licence holders* can remove any amount of non-friable asbestos.

The Department prequalification ensures that those engaged to perform asbestos related activities conform to these requirements, which include licensing, health monitoring of workers and training for workers.

A prerequisite of Department prequalification is that the company holds the relevant SafeWork SA licence. For reference, SafeWork SA maintain a register of asbestos licence holders at <https://www.safework.sa.gov.au/licence-and-registration/licence-holder-registers>.

NOTE: The Regulations stipulate that a licence is required to remove more than 10m² of non-friable asbestos-containing material (or any quantity of friable ACM). However, for removal work at any Government site a licenced removal contractor is required, regardless of quantity and type removed.

Who undertakes the work - air monitoring and clearance certificates?

It is essential that air monitoring contractors are:

- a) [DIT prequalified suppliers](#) (for Department-led projects, preferable for works led by agencies other than DIT);
- b) appropriately licenced by SafeWork SA; and
- c) independent of the removal contractor.

The Department prequalification ensures that those engaged to perform air monitoring and clearance certificates conform to these requirements, and understand the expectations associated with updating asbestos registers as part of asbestos removal works.

A prequalified register of asbestos consultants (air monitoring and compliance services) is maintained by DIT Asbestos Advisory Team and can be utilised by all agencies to procure work. The register is available here: https://www.dit.sa.gov.au/contractor_documents/prequalification

NOTE: If it is not reasonably practicable for the licensed asbestos assessor or competent person to be independent, *the PCBU or licensed asbestos removalist may apply to the regulator for an exemption.* However, it is strongly encouraged to keep independence between contractors for removal and clearance.

Reinstatement Materials for Removed Asbestos Products

Where materials have been removed, it is important to give consideration to the following during reinstatement or 'make good':

- It is preferred that replacement materials used cannot be mistaken for asbestos containing materials. For example, avoid using fibre cement sheet as a replacement material if practical. Colorbond® cladding or similar should be utilised for exterior applications;
- Avoidance of materials such as HardieFlex™ or HardiePlank™ is advisable as there are ongoing maintenance requirements (i.e. painting and replacement as these materials are easily broken) and their resemblance to asbestos containing materials by untrained site users;
- For internal wall linings, the preference is for plasterboard or similar, rather than fibre cement sheet. However, consideration should still be given to the aesthetics and function of the products utilised in each application;
- In situations where not all asbestos products are removed, replacement materials should be labelled with an 'Asbestos Free' stencil, or stickers advising that the material is not an asbestos product. Remaining asbestos products should be fitted with asbestos warning labels. This may occur, for example, on Samcon or Demac buildings undergoing redevelopment where only parts of asbestos-containing walls are being removed.

Consideration should always be given to the agency building design specifications and project requirements.

Unexpected Finds and Incident Response (During Demolition & Refurbishment)

Where a contractor suspects the presence of, or disturbs, ACM that is not already covered by an up-to-date and readily available asbestos register and signage, a flowchart provided in Appendix 2: [Unexpected Finds And Incident Response Flowcharts](#) is to be followed.

PART 4: ASBESTOS DEBRIS

If asbestos debris is encountered on a site, South Australian legislation stipulates that this is assessed in accordance with [Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia, May 2009](#).

This guideline is endorsed for use as part of the National Environment Protection (Assessment of Site Contamination) Measure, 1999 (as amended 2013) (ASC NEPM). The ASC NEPM is endorsed by the Environment Protection Act 1993.

If encountering large quantities of asbestos debris (more than just a few visible pieces that can easily be removed), engagement of a contamination consultant is recommended to undertake an appropriate assessment and advise on remediation.

Suitably qualified contamination consultants can be found on the [DIT prequalification list](#).

NOTE:

An asbestos consultant is qualified to assess asbestos in buildings.

A contamination consultant is qualified to assess asbestos in soils.

Only a licenced asbestos removal contractor is qualified to remove asbestos, regardless of whether in buildings or soils.

RESOURCES AND REFERENCES

Legislative documents:

- South Australia's [Work Health and Safety Act 2012](#)
- South Australia's [Work Health and Safety Regulations 2012](#)
- [Code of Practice - How to Manage and Control Asbestos in the Workplace](#), Safe Work Australia, 2020
- [Code of Practice - How to Safely Remove Asbestos](#), Safe Work Australia, 2020

Specification documents:

- Department Master Specifications
https://www.dpti.sa.gov.au/contractor_documents/masterspecifications

Prequalification Registers:

- Prequalification for Professional and Technical Services
https://www.dpti.sa.gov.au/contractor_documents/prequalification
- Prequalification for Building Work
https://www.dpti.sa.gov.au/contractor_documents/prequalification

For assistance, you may refer to:

- DIT Asbestos Advisory Team - email DIT.TSAsbestosServices@sa.gov.au (see below for more details)
- SafeWork SA asbestos website <https://www.safework.sa.gov.au/workplaces/chemicals-substances-and-explosives/asbestos>
- SA Government asbestos website www.asbestos.sa.gov.au
- Department hazardous materials website
https://www.dpti.sa.gov.au/facilities_management/hazardous_materials
- SA EPA asbestos guidelines and factsheets
https://www.epa.sa.gov.au/community/waste_and_recycling/asbestos

DIT's Asbestos Advisory Team (AAT)

The Department has an Asbestos Advisory Team that assists SA Government Agencies identify, manage, control and remove asbestos from SA Government workplaces.

The Department's Asbestos Advisory Team can provide:

- Guidelines, templates, training and master specifications to the Department regarding legislative compliance (available for adoption by other government agencies where desired);
- Scope review, advice and assistance on asbestos pre-inspections and removal during demolition and construction projects (fee-for-service for agencies other than DIT);
- Advice relating to general queries (assessment, management and removal) from SA Government Agencies;
- Advice relating to emergency incident response; and
- An 'Asbestos Management' services register (Professional & Technical Service Prequalification 17C811) of contractors that Agencies can engage for required works.

The Asbestos Advisory Team has the following responsibilities:

- Administration of the Treasury Asbestos Removal Fund (approximately \$1 million per year to assist in making SA Government sites and buildings asbestos-free); and
- Delivery of the Across-Government Annual Asbestos Inspection Program (fee-for-service).

The Asbestos Advisory Team owns and maintains the following documents:

- [Treasury Asbestos Removal Fund \(ARF\) Guidelines](#);
- Guideline for Asbestos Management and Removal in Government Buildings (this document);
- Department Master Specification – [PC-SI6: Hazardous Survey and Assessment](#);
- Department Asbestos Management Plan Template ([Appendix 5: Asbestos Management Plan Template](#) of this document).

APPENDIX 1: EXAMPLE RISK MATRICES

Example Risk Assessment Matrix – Asbestos Management: Site Re-inspection Frequency

Risk ratings inform re-inspection frequency. They indicate: • High = Inspect annually • Moderate = Inspect every 1-2 years • Low = Inspect every 2-3 years • Very Low = Inspect every 3-5 years			FREQUENCY OF CHANGES/WORK/ACTIVITY THAT DISTURBS INFRASTRUCTURE				
			Rare	Low	Medium	High	Extremely High
			Less than once in 10 years	About once in 10 years	About once in 3 years	About once a year	Several times a year
SENSITIVITY RATING	Extreme	Sensitive population group + High occupancy (e.g. >60% of a year) (e.g. school, kindergarten)	Low	Low	Moderate	Moderate	High
	High	High occupancy (e.g. >60% of a year)	Low	Low	Low	Moderate	Moderate
	Moderate	Medium occupancy (e.g. 35-60% of a year)	Very Low	Low	Low	Low	Moderate
	Low	Low occupancy (e.g. <35% of a year)	Very Low	Very Low	Low	Low	Low
	Negligible	Unoccupied site	Very Low	Very Low	Very Low	Low	Low

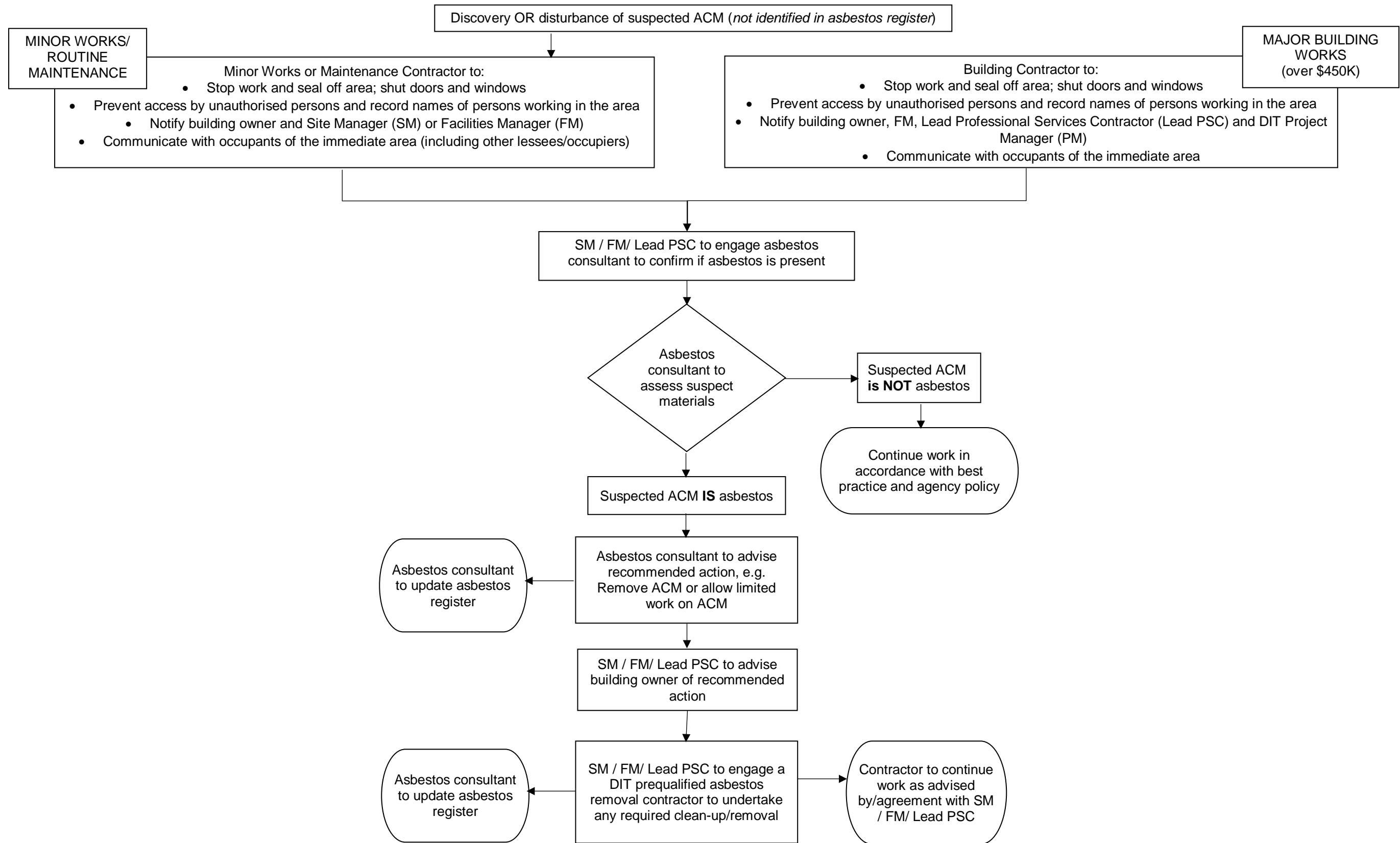
Example Risk Assessment Matrix – Management of ACM

Risk ratings inform recommended action. They indicate: <ul style="list-style-type: none"> • Very High (P1)= Remove materials; avoid contact and further damage (less than 1 month) • High (P2)= Remove as soon as practicable (less than 3 months) • Moderate (P3)= Use care when accessing for maintenance • Low (P4)= Monitor condition • Nil (P5)= No Action (No Asbestos) 		MATERIAL QUALITY						
		No Asbestos	Non friable / Good (E)	Non friable / Medium (D)	Non friable / Poor (C)	Friable / Medium (B)	Friable / Poor (A)	
		Building built after 2004 or all asbestos items removed	Showing no, or very minor signs of damage/or deterioration of the material and is unlikely to present a risk if left in situ	Showing small amounts of damage and/or deterioration of the material and is unlikely to present any risk if left in situ.	Showing a large amount of damage or deterioration, or that the material is not serviceable for its intended purpose and may create a potential risk to health if left in situ.	The material is in a stable condition and is unlikely to present a significant risk if left in situ	The material has deteriorated or has been damaged or disturbed and has the potential to create a significant risk if left in situ.	
ACCESSIBILITY	Accessible (4)	In a physical location where the building occupants or users might readily access the material without assistance, eg wall cladding and linings.	Nil (P5)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)	Very High (P1)
	Access for Maintenance (3)	The asbestos material is in a location that may only be accessed by maintenance personnel accessing the material or area where it is installed.	Nil (P5)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)
	Limited Access (2)	Requiring some assistance or equipment to allow access, eg requiring a ladder or lifting a ceiling tile or keys to a normally locked cupboard.	Nil (P5)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)
	No Access (1)	Requiring dismantling, demolition or similar action to allow access, eg material inside a cavity wall, under floorboards, etc	Nil (P5)	Low (P4)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)

APPENDIX 2: UNEXPECTED FINDS AND INCIDENT RESPONSE FLOWCHARTS

In addition to standard protocols for hazards, near misses, injuries or [notifiable incidents](#), incidents involving asbestos require the following steps.

Unexpected Finds/Incident Protocol – Minor Works, Routine Maintenance and Major Building Works including refurbishment/demolition



APPENDIX 3: QUICK REFERENCE GUIDE FOR REMOVALS / PROJECT COMPLETION CHECKLIST

Concept Stage

Agency PM to:

- 1. Review and revise the existing asbestos register, preferably on SAMIS
- 2. Have a preliminary scope of works reviewed by asbestos advisor/consultant (Department PMs may engage with the AAT)
- 3. Provide copies of existing documentation (asbestos register) to Lead Professional Services Contractor (PSC/FM Service Provider)
- 4. Instruct the Lead PSC to avoid specifying 'piecemeal' asbestos removal

Design Development Stage

Lead PSC/FM Service Provider to:

- 5. Engage an [DIT prequalified](#) asbestos consultant to carry out an intrusive survey to inform the scope of works
- 6. Prepare an accurate scope of works; identify all asbestos that is likely to be disturbed – have this reviewed by someone with appropriate expertise (Department PMs may engage with the AAT)

Removal Stage

Lead PSC/FM Service Provider to:

- 7. Engage a [DIT prequalified](#) and appropriately licenced asbestos removal contractor, or include asbestos removal in the demolition contractor scope of works.
- 8. Complete an [Asbestos Removal Record Form](#).
- 9. Inform workers at the workplace if occupied.
- 10. Engage a [DIT prequalified](#) Licensed Assessor for air monitoring & clearance (preferably independent of removal contractor).

Project Completion

- 11. Licenced assessor to update the site asbestos register (SAMIS). Lead PSC/FM Service Provider to provide the site with copies of removal documentation including scope, marked-up plans, locations, air monitoring results and clearance certificates.

APPENDIX 4: ASBESTOS REMOVAL RECORD & CONFIRMATION OF SERVICES FORM

APPENDIX 5: ASBESTOS MANAGEMENT PLAN TEMPLATE

Asbestos Management Plan

for Department of Infrastructure and Transport Assets

ASSET/SITE NUMBER:

ASSET/SITE NAME:

FILE: Knet 14137983

DOCUMENT VERSION: 1.0 14/12/2020

DOCUMENT OWNER: Technical Services



Government of South Australia

Department for Infrastructure
and Transport

DOCUMENT CONTROL

Version	Date	Revision Description	Next Review date
1.0 (Template)	1/10/2020	Original AMP Template	-
2.0		Site Specific details	
Document Review Schedule		At least 5 yearly OR as per other conditions as per Section 5.3	

LIST OF ACRONYMS

Acronym	Definition
ACD	Asbestos contaminated dust
ACM	Asbestos Containing Material(s)
AMP	Asbestos Management Plan
AS	Australian Standard
Asbestos Advisory Team or AAT	DIT Asbestos Advisory Team (formerly known as the Asbestos Management Unit)
Competent person (site inspections/ re-inspections)	<p>As defined by the Regulations: A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task of asbestos identification and management in a safe manner.</p> <p>Companies undertaking these services must be prequalified to undertake any inspections of Department assets.</p>
Competent person (clearance inspections)	<p>As defined by the Regulations: A person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds—</p> <ul style="list-style-type: none"> ▪ a certification in relation to the specified Vocational Education and Training (VET) course for asbestos assessor work; or ▪ a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health. <p>Companies undertaking these services must be prequalified to undertake clearances of Department assets.</p>
DIT	Department of Infrastructure and Transport, the Department
EPA	Environment Protection Authority
HIRM	Hazard and Incident Reporting Module
PCBU	Person Conducting a Business or Undertaking
SA	South Australia
SAMIS	Strategic Asset Management Information System
the Act	South Australian <i>Work Health and Safety</i> Act 2012
the Regulations	South Australian <i>Work Health and Safety Regulations</i> 2012
VET	Vocational Education and Training

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1. Foreword

1.1. Introduction

The Department for Infrastructure and Transport (DIT, Department) has an obligation to ensure that asbestos and asbestos containing material (ACM) are managed in accordance with current legislative requirements. Thereby ensuring the protection to the health, safety and welfare of its employees, contractors and the public and minimise their risk to health from exposure to asbestos or ACM.

The continued legacy of ACM in government buildings is a significant concern for the South Australian Government which is committed to protecting the health, safety and welfare of its workers while at work and minimising the risk to the health.

This Asbestos Management Plan (AMP) has been developed to assist the Department to comply with legislative requirements in the management of asbestos and ACM in Department workplaces and sites.

The AMP should be read in conjunction with the [Department Procedure: Asbestos Management Procedure](#) and the site specific Asbestos Register (the Register). See the schematic below for information on document hierarchy.

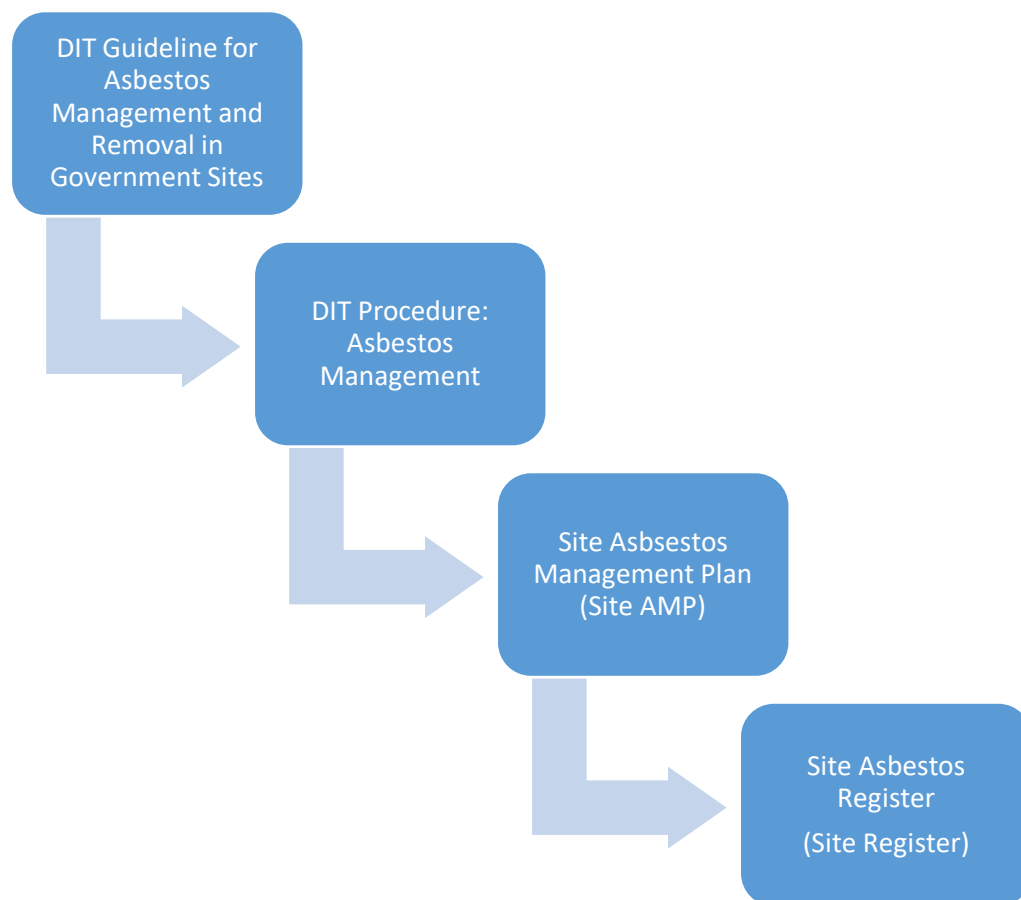


Figure 1: Department document hierarchy for Asbestos Management

1.2. Asbestos and ACM Overview

Asbestos is the name given to a group of natural occurring fibrous silicate minerals found in rock formations and are commonly referred to by the colour of the fibres, as “blue asbestos”, “brown asbestos” and “white asbestos”.

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

In Australia, asbestos was widely used from the 1930s onwards with the peak period of use between the 1950s to the 1970s. Use was gradually phased out 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.

It should be noted that although buildings constructed post 2004 should not contain asbestos products, there have been instances where poor quality imported building materials contaminated with asbestos have been utilised.

ACM can be classified into two categories:

Table 1: Classification of Asbestos Types

Category	Description	Typical Types and Locations
Friable (Powdery)	Materials that can be crumbled, pulverised or reduced to powder by hand pressure when dry. Considered a higher risk as they more readily liberate asbestos fibres causing them to become airborne, with minimal disturbance.	<ul style="list-style-type: none">• Asbestos Contaminated Dust (ACD)• Sprayed or trowelled insulation used for fire-proofing, thermal protection, insulation and sound-proofing.• Insulation on pipes, boilers, tanks, ducts. Often referred to as asbestos lagging.• Asbestos paper products, millboard in switchboards or underlay lining for linoleum or vinyl floor coverings.• Asbestos textiles, braided asbestos, rope, tape, gaskets.• Millboard from inside auxiliary switchboxes/fuse boards or air-conditioning reheat boxes.

Category	Description	Typical Types and Locations
Non-Friable or Bonded	<p>Materials that cannot be pulverised or reduced to a powder with hand pressure.</p> <p>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 or various resin/binders.</p> <p>Note: extensive weathering or deterioration can cause previously bonded materials to release friable material e.g. ACD and gutter residues. This increases their potential to release airborne asbestos fibres.</p>	<ul style="list-style-type: none"> • Asbestos cement sheeting and corrugated sheeting products, (e.g. internal and external wall cladding, fencing, and 'deep/super six roofing'). • Flooring such as vinyl floor tiles and vinyl flooring mastic and adhesives. • Underlay sheeting for ceramic tiles and carpet underlay. • Asbestos containing compounds, gaskets and mastic from mechanical fittings, and roofing membranes. • Switchboards containing compressed asbestos tar electrical boards, asbestos-cement sheeting. • Roofing sealants, bituminous membranes, tar composites and similar materials.

Asbestos mainly affects the lungs, and breathing in asbestos fibres over time can lead to a number of asbestos related diseases. However, asbestos materials or ACM in a bonded form (e.g. cement sheeting) does not present an immediate health risk if they remain undisturbed and in good condition. It is the inhalation of fibres from friable (powdery) forms of asbestos or dust generated by disturbing bonded materials that may lead to the risk of asbestos related disease.

1.3. The Department's Commitment

The Department's safety vision is **Work Safe, Home Safe** and through this vision it is committed to ensuring the health and safety of our workers and providing a safe workplace. In line with this safety vision, the Department undertakes all work in line with the Federal Asbestos Safety and Eradication Agency's National Strategic Plan for Asbestos Awareness and Management 2019-2023 (the "plan"). The plan aims to ensure there is a nationally consistent and coordinated approach to asbestos awareness, management and removal; the plan's ultimate aim is to eliminate asbestos-related diseases in Australia. The plan has four national priorities, including: (1) Improve asbestos awareness to influence behavioural change; (2) Identification and effective legacy management; (3) Safe prioritised removal and effective waste management; and (4) International collaboration and leadership.

Although the ultimate goal is for all workplaces to be free of asbestos, immediate removal of all asbestos may not be practical and is not necessary if a suitable AMP is adopted. The Department 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, where practicable;
- 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 (signage/sticker/register);
- 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.

1.4. The Purpose of the AMP

The AMP provides strategies to minimise the exposure and health risk associated with ACM to all building users. This includes site occupants, visitors, tenants, maintenance and construction workers.

The intent of the AMP is to provide guidance and procedures to ensure that all practicable steps are taken to prevent, or minimise the risk of exposure to ACM, for all occupants and contractors. This document includes procedures to be implemented:

- where ACM is identified which was not previously known;
- where ACM is disturbed or damaged;
- where observations of unsafe practices resulting in an imminent risk to health and safety from ACM debris at the site occurs.

1.5. Creating a Site Specific AMP

To create a site specific AMP, details within the following sections must be updated by the representative of the Person Conducting a Business or Undertaking (PCBU) to reflect site specific information:

- Table 2 (Section 2);
- Table 3 (Section 4.2); and
- Insert Asbestos Site Register (APPENDIX A).

2. Key Asset/Site Information

This section provides key site specific information.

Table 2: Key Site Specific Information

Asset/Site Name:	
Reference:	
Address:	
Person Conducting a Business or Undertaking (PCBU):	
Site Manager / Duty Holder (delegate of PCBU)	
Other tenancies / lessees within building:	
Site Asbestos Management Plan Controller:	
Asbestos Management Plan Reference No:	
Asbestos Register Reference No:	
Location of Hard Copy Asbestos Register:	
SAMIS Reference for Register:	
Risk Assessed Register Review frequency:	Click here to enter frequency. i.e. 5 years, 2 years, annually.

3. Legislative References and Requirements

This AMP has been prepared in accordance with the following legislation and guidance:

- South Australian *Work Health and Safety Act 2012* (the Act);
- South Australian *Work Health and Safety Regulations 2012* (the Regulations)
- Safe Work Australia *How to Manage and Control Asbestos in the Workplace - Code of Practice*, October 2018; and
- Safe Work Australia *How to Safely Remove Asbestos - Code of Practice* October 2018.

In accordance with the Regulations, a Person Conducting a Business or Undertaking (PCBU) or managing the workplace has the primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and other persons while at work.

Where the Department is the PCBU and has legislative obligations under the Regulations which specifically requires the presence and location of asbestos or ACM at a workplace to be identified and managed.

The Regulations require that policies and procedures be established to address:

- presence, location and condition of the asbestos (the AMP);
- restriction, access and disturbance of the asbestos;
- use of labels and signs to warn of the presence of asbestos;
- regular inspections of asbestos by a competent person; and
- safe work practices in the vicinity of the asbestos.

The Regulations require that the AMP must be prepared for the workplace and details that the contents must include:

- the identification of asbestos or ACM, for example a reference or link to the Asbestos Register for the workplace, and general locations of signs and labels¹;
- decisions, and reasons for decisions about the management of asbestos at the workplace e.g. safe work procedures and control measures;
- procedures for detailing accidents, incidents or emergencies of asbestos exposure at the workplace;
- consultation, information and training, and procedures for workers carrying out work involving asbestos.

3.1. Competent Person

For the purpose of this AMP only, a competent person (as defined by the Regulations) is to perform the following tasks:

- Site inspections/re-inspections:

¹ Noting: reliance solely on warning labels and signs to identify ACM is not recommended as these can be easily removed. Utilisation of register, plans and signs is required.

- a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task of asbestos identification and management in a safe manner;
- The consultant must be [DIT prequalified](#) to provide 'site surveys and re-inspections'
- Clearance inspections:
 - person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds—
 - a certification in relation to the specified Vocational Educational Training (VET) course for asbestos assessor work; or
 - a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.
 - hold a SafeWork SA [Asbestos assessor licence](#)
 - The consultant must be [DIT prequalified](#) licensed assessor (independent of removal contractor, as stipulated in *WHS Regulations*) for 'air monitoring and a clearance inspection'.

4. Organisational Responsibilities

4.1. The Department

The Department is the PCBU and has legislative obligations under the Regulations.

The Department is required to review the Department AMP at least once every 5 years.

The Site Manager/Duty Holder is delegated to ensure the Department's obligations as the PCBU are met.

4.2. Site Manager / Duty Holder

The Site Manager / Duty Holder is considered the AMP and Register Controller and is therefore responsible to/for:

- administration and supervision of asbestos-related tasks at the site;
- update the Department AMP to reflect site specific details (thereby creating a Site AMP), including the inclusion of the current asbestos register which details the number of respective asbestos category items at the site (Section 1.5);
- ensure that the Site AMP is reviewed in accordance with the Regulations (Section 5);
- ensure that the Register (APPENDIX A) is maintained for the site (including any electronic versions) and that the Register and ACM are regularly re-assessed and updated by a competent person in accordance with the Regulations, including when building works result in removal of ACM;
- proactively ensure that Category P1 ACM items are scheduled for asbestos removal in a timely manner (Section 6.3);
- ensure that all site occupants, visitors, tenants, contractors or maintenance workers are aware of the AMP and associated work conditions/restrictions and attend site induction (where relevant) (Section 8);
- ensure that the access control form (refer APPENDIX B) for the asset is signed by contractors/maintenance workers when they enter the site, to ensure they have cited and acknowledged the register of asbestos containing products, and are aware of the Regulations and relevant Codes of Practice in relation to asbestos removal and asbestos work (Section 8 and 12); and
- the implementation of the various control measures detailed within the AMP. The Department has appointed the following person as the AMP and Register Controller:

Table 3: Management Plan Controller Details

Nominated Contact	Position	Contact Details
In the event that the Management Plan Controller is not available, please contact:		
DIT Asbestos Advisory Team		DIT.TSAsbestosServices@sa.gov.au (08) 08 8402 1716
Asbestos Consultant (responsible for preparing the accompanying asbestos register)		

4.3. Site Occupants, Tenants and Contractors

Site occupants, tenants and contractors must ensure:

- they have been inducted into site work, health and safety requirements prior to undertaking works (Section 8 and 12);
- they have signed and acknowledge the access control form (APPENDIX B);
- they are aware and have cited the AMP and/or the Register prior to commencing any work that involves the disturbance of the building fabric/structure or access to areas where ACM may exist;
- contractors undertaking works that impact ACM are appropriately experienced/licenced to undertake works and implement appropriate controls to mitigate risks (Section 9); and
- due care is taken to:
 - mitigate the disturbance of ACM and
 - avoid generating airborne asbestos fibres; and
 - report any such activities to Site Manager/Duty Holder for appropriate management action.

5. Document Management

5.1. Access to Asbestos Register

It is a Regulatory requirement that a person with management or control of a workplace must ensure that a register (an asbestos register) is prepared and kept at the workplace. As such, the Register should be located at each Department workplace/site and be readily accessible. Furthermore, the Register must be made available to all contractors **regardless** of the type of work (maintenance or otherwise) to be undertaken.

Refer to Section 8 for further detail and requirements regarding contractor access requirements.

5.2. Limitations of the AMP and Register

Assessments to create or update the Site Specific Asbestos Register (provided in APPENDIX A) are conducted in a non-destructive manner. The Site Specific Asbestos Register describes the known, visible and accessible sources of ACM identified on site.

Whilst the site inspection and register were prepared with all due care and every attempt was made during the survey to locate all ACM, the inherent nature and construction of buildings is such that there may be areas that are either not physically or visually accessible. Such inaccessible areas may include:

- inside set ceilings or wall cavities;
- building facades or other height restricted areas;
- service shafts, ducts and alike that are concealed within the building structure or internal areas of 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.

Therefore it is possible that some ACM may not have been detected. In accordance with the Regulations, if part of the workplace is inaccessible to workers and likely to contain asbestos or ACM—it should be assumed that asbestos is present in that part of the workplace.

In these situations 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. Should potential ACM be identified in these areas, the material should be assumed to contain asbestos until further investigation (refer to Section 6) is completed by a competent person.

In the case of refurbishment or demolition, a pre-demolition or pre-refurbishment intrusive asbestos inspection is required to ensure that all ACM products have been identified and removed from a building prior to demolition (Refer to Section 9.1).

5.3. Document Review

Site Asbestos Management Plan

To ensure effectiveness of management processes, a person with management or control of a workplace (delegated responsibility to the Site Manager/Duty Holder) must ensure that the site AMP is reviewed **once every 5 years** or more frequently as required 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; or
- a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the AMP was not adequately reviewed.

Site Asbestos Register

The Site Register must be reviewed **once every 5 years** or more frequently as required in the following circumstances:

- further asbestos or ACM is identified at the workplace;
- asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
- where the condition of existing asbestos has changed (e.g. deterioration); or
- prior to demolition or refurbishment.

The reviewer of the Site Register must ensure that the hard copy and the electronic version of the Register in Strategic Asset Management Information System (SAMIS) (or alternative management system) is also updated.

Where necessary, the frequency of the Register review should be appropriately increased (e.g. annually, every 2 years etc) following a risk assessment which takes into account:

- sensitivity of workplace receptors;
- nature of site;
- age of asset;
- type of asbestos (friable or non-friable);
- condition of asbestos; and
- accessibility.

The risk assessment of frequency, review of the AMP and review of the Register should be undertaken in consultation with DIT Asbestos Advisory Team or appointed/prequalified Asbestos Consultant.

6. Identification and management of asbestos

6.1. Identification of asbestos and monitoring

The Site Manager/Duty Holder must ensure that:

- identification of asbestos or ACM (and the associated risks/management requirements) by a competent person is completed for all workplaces; and
- asbestos re-inspections of Department sites are conducted by a competent person, as per the agreed frequency (see Section 5.3) which will be at least every 5 years.

Site inspections (and re-inspections) must include a risk assessment and recommendation for future control measures, based on material condition for each ACM item. Results of the inspection must be recorded in the Site Asbestos Register (hardcopy) and updated in the SAMIS database. Where status of ACM items have changed, this change will be highlighted in the Condition Inspection Report, issued during the site inspection.

The DIT Asbestos Advisory Team manages the 'Prequalification for Professional and Technical Services' which includes a list of companies that have been assessed as 'competent persons' and appropriate to undertake asbestos inspections or re-inspections. These companies **must be** used to undertake any inspections of Department assets. A list of the prequalified companies is available [here](#), the [DIT Asbestos Advisory Team](#) can provide assistance in selection of companies and procurement of these services.

6.2. Risk assessment

The presence of ACM at a site does not necessarily constitute an exposure risk, as such a key part of the asbestos inspection is the assessment of exposure risk.

The risk assessment is completed for each ACM item on the basis of friability, condition, likelihood of disturbance and accessibility to site occupants. The ACM item will then be categorised (i.e. priority P1, P2, P3, P4, P5 or P6), with each category dictating the relevant recommended management strategies which includes a recommendation for removal prioritisation.

The following table shows the Asbestos Risk Rating Matrix utilised by the Department.

Table 4: Asbestos Risk Assessment Matrix

Risk ratings inform recommended action. They indicate: <ul style="list-style-type: none"> • Very High (P1)= Remove materials; avoid contact and further damage • High (P2)= Remove as soon as practicable • Moderate (P3)= Use care when accessing for maintenance • Low (P4)= Monitor condition • Nil (P5)= No Action (No Asbestos) 		MATERIAL QUALITY					
		No Asbestos	Non friable / Good (E)	Non friable / Medium (D)	Non friable / Poor (C)	Friable / Medium (B)	Friable / Poor (A)
Building built after 2004 or all asbestos items removed			Showing no, or very minor signs of damage/or deterioration of the material and is unlikely to present a risk if left in situ	Showing small amounts of damage and/or deterioration of the material and is unlikely to present any risk if left in situ.	Showing a large amount of damage or deterioration, or that the material is not serviceable for its intended purpose and may create a potential risk to health if left in situ.	The material is in a stable condition and is unlikely to present a significant risk if left in situ	The material has deteriorated or has been damaged or disturbed and has the potential to create a significant risk if left in situ.
ACCESSIBILITY	Accessible (4) In a physical location where the building occupants or users might readily access the material without assistance, eg wall cladding and linings.	Nil (P5)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)	Very High (P1)
	Access for Maintenance (3) The asbestos material is in a location that may only be accessed by maintenance personnel accessing the material or area where it is installed.	Nil (P5)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)
	Limited Access (2) Requiring some assistance or equipment to allow access, eg requiring a ladder or lifting a ceiling tile or keys to a normally locked cupboard.	Nil (P5)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)
	No Access (1) Requiring dismantling, demolition or similar action to allow access, eg material inside a cavity wall, under floorboards, etc	Nil (P5)	Low (P4)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)

The following table provides further information relating to the classifications of material type and accessibility.

Table 5: Matrix descriptors

	Descriptor		Description
Material	A	Friable / Poor	The material has deteriorated or has been damaged or disturbed and has the potential to create a significant risk if left in situ. Examples: limpet asbestos sprayed to structural beams, asbestos woven cloth or rope; asbestos backed vinyl (ABV) that is torn/curling up at edges; asbestos millboard sheet behind electrical switch board.
	B	Friable / Medium	The material is in a stable condition and is unlikely to present a significant risk if left in situ. Examples: asbestos sheathed electrical wiring to light fittings; asbestos gaskets in plant and equipment; ABV with minor cuts; metal clad asbestos rope pipe lagging.

	Descriptor		Description
	C	Non friable / Poor	Showing a large amount of damage or deterioration, or the material is not serviceable for its intended purpose and may create a potential risk to health if left in situ. Examples: broken asbestos cement sheet wall cladding or badly cracked; 'deep 6' roof sheeting with lichen/moss or broken edges or weather eroded; brittle and crumbly asbestos window glazing putty.
	D	Non friable / Medium	Showing small amounts of damage and/or deterioration of the material and is unlikely to present any risk if left in situ. Examples: wall cladding with minor cracking to surface, lumpy asbestos window glazing putty, aged asbestos cable pit with minor chips; Vinyl floor tiles with minor cracks/chips.
	E	Non friable / Good	Showing no, or very minor signs of damage or deterioration of the material and is unlikely to present a risk if left in situ. Examples: compressed asbestos sheet toilet partitions; asbestos window infill panels; asbestos veranda ceiling lining; mounting backing board to electrical switchboard.
Accessibility	1	No Access	Requiring dismantling, demolition or similar action to allow access. Examples: material inside a cavity wall; under floorboards; lost formwork buried in the ground; in ground asbestos reticulated water pipe.
	2	Limited Access	Requiring some assistance or equipment to allow access, i.e. requiring a ladder or lifting a ceiling tile or keys to a normally locked cupboard. Examples: mounting backing board to electrical switchboard; ABV floor sheeting; asbestos ceiling lining; asbestos floor underlay under carpet.
	3	Access for Maintenance purposes	The asbestos material is in a location that may only be accessed by maintenance personnel accessing the material or area where it is installed (no other restrictions such as locked cupboard). Examples: asbestos flue pipe in plantroom; asbestos lagging to hot water pipe in ceiling space; asbestos arc shield in ceramic fuse holder; asbestos internal lining to incubator (located between outer and inner metal sheet).
	4	Accessible	In a physical location where the building occupants or users might readily access the material without assistance. Examples: wall cladding and linings; window glazing putty; toilet partitions; sanitary flue pipe; infill panels.

6.3. Recommended Actions and Control Measures

Based on the ACM item risk assessment and category assignment, the following management actions and priority for Department assets are recommended for each category.

Table 6: Priority Categories and associated actions

Category	Action	Potential Risk	Detail
P1	Remove	Very High	<ul style="list-style-type: none"> Should be removed promptly (less than 1 month). As far as practicable, limit activities on or adjacent to the material, so that further damage to or release of fibres is avoided.
P2	Remove as soon as practicable	High	<ul style="list-style-type: none"> Should be scheduled for removal as soon as practicable (less than 3 months). Items showing signs of damage and deterioration will require remedial action or maintenance. As an interim measure these items can be made safe and then programmed for removal at a suitable time. Material can be programmed for removal prior to a time of likely disturbance for another purpose, such as renovation.
P3	Use care during maintenance	Medium	<ul style="list-style-type: none"> May need removal during maintenance works. May need to treat material (make safe, seal) to prevent potential fibre release as an interim measure May pose a risk to persons accessing the material or area where it is installed. Damage to the material should be avoided. Consideration given to removing/replacing the material if continual disturbance is likely, damage occurs or during an upgrade of the area or component.
P4	Monitor condition	Low	<ul style="list-style-type: none"> Regular inspections (in accordance with legislation and policy) of the condition of the material to be undertaken to note any changes. May pose a risk if damaged or disturbed. Consideration given to removing/replacing the material if continual disturbance is likely, damage occurs or during an upgrade of the area or component.
P5	No action (no asbestos)	Nil	<ul style="list-style-type: none"> No action is required. All asbestos identified as per the Regulations has been removed No asbestos was identified utilising the relevant National Association of Testing Authorities approved identification protocol, at the time of the inspection and no asbestos fibres were identified in the sample.
P6A	Further information required	Unknown	<ul style="list-style-type: none"> Asbestos items are missing recommended actions. Re-classification/actions should be closed out at next re-inspection.
P6B			<ul style="list-style-type: none"> These sites not yet categorised. An inspection should be undertaken to update records.
P6C			<ul style="list-style-type: none"> Asbestos Items have been recorded but no site or building inspection has been recorded. An inspection should be undertaken to update records.

The Condition Inspection Report, provided as part of all asbestos inspections, will highlight any ACM items that require immediate action. It is the responsibility of the Department Site Manager/Duty Holder to acknowledge and action these recommendations in a timely manner or in the interim manage the ACM. Interim measures can be advised by the Department Asbestos Advisory Team or engaged contractor, and may include reducing or removing access to area; painting or sealing damaged or exposed ACM.

Removal of damaged or deteriorating Category P1 items from the workplace must be the first control measure implemented by the Site Manager/Duty Holder, if it is reasonably practicable to do so. If it is not reasonably practicable to remove the ACM, enclosure or encapsulation of the material can be undertaken in conjunction with any other control measures recommended by the engage asbestos consultant.

Aside from the immediate removal of Category P1 items, the Site Manager/Duty Holder is responsible for implementing programs to address the remaining category items within the site, where practicable. It should be noted that some existing registers have category P6 items. These items require further information, these data gaps should be identified and closed out during subsequent re-inspections. The DIT Asbestos Advisory Team can provide further guidance and advice to resolve asbestos management issues.

Any asbestos removal works, must be undertaken by suitability qualified contractors under suitable Health and Safety controls. See Section 9 for specific details regarding asbestos removal works.

7. Signage and Labelling - Warning Signs

Signs and labels warning of asbestos are required by the Regulations and these will be affixed to the building/s, materials and appliances containing asbestos, as a result of the survey if ACM are present².

The purpose of the signs and labels is to warn maintenance workers and others entering the building that asbestos has been identified and that they should consult the Register for the location prior to any work carried out.

When the asbestos has been removed the signs and labels can be removed and the Register updated (see Section 5.3).

All warning signs must comply with *AS 1319 Safety Signs for the Occupational Environment*. Further information and examples of appropriate labels and signs are included in the *Code of Practice - How to Manage and Control Asbestos in the Workplace 2018*.

² Noting: reliance solely on warning labels and signs to identify ACM is not recommended as these can be easily removed. Utilisation of register, plans and signs is required.

8. Site Induction and Access Control

Contractors and maintenance personnel must confirm they understand the requirements of the AMP and have read and understood the asbestos register and sign on to the Access Control Form (APPENDIX B).

All contractors and maintenance personnel visiting the site must report to the Site Manager/Duty Holder **prior** to commencing any works. The Site Manager/Duty Holder will provide a brief induction for the site, examine the works to be performed and advise what hazards are present within the work area. Site Occupants and Tenants must also be inducted into site requirements.

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;
- any asbestos abatement works must be approved by the Site Manager/Duty Holder and conducted by suitably qualified (licensed) asbestos removal contractors (see Section 9);
- during normal routine maintenance work, external contractors and other personnel must report any residual, deteriorating or damaged ACM (or suspected ACM) to the Site Manager/Duty Holder as soon as possible so that the appropriate corrective action can be initiated;
- there is no guarantee that all ACM 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 Site Manager/Duty Holder. 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 (Section 6.1 and 10).

Details of contractors or other personnel who have attended the induction are to be kept on file by the Site Manager/Duty Holder.

9. Managing Work on Asbestos or ACM in Department assets

9.1. Refurbishment, renovation or demolition

It is a requirement under the Regulations that the Site Manager/Duty Holder ensure that the asbestos register is reviewed and, if required, revised prior to 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, the Site Manager/Duty Holder must ensure that further investigations are performed using destructive / intrusive inspection and sampling techniques.

9.2. Removal of asbestos containing materials

As required by legislation, a PCBU 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. There are two Class types for asbestos removal:

- Class A – removal of friable asbestos materials;
- Class B – removal of non-friable asbestos materials.

In addition, all asbestos removal works within a Department asset **must be** completed by a DIT prequalified asbestos removal company.

The scope of works associated with removal of ACM must be completed in accordance with the *Safe Work Australia 'How to Safely Remove Asbestos' Code of Practice, 2018* and should include:

- location, type and extent of ACM to be removed;
- removal methods required;
- contamination control methods required (negative air pressure/decontamination procedures);
- air monitoring requirements;
- appropriate waste disposal;
- collation and appropriate retention of associated documentation.

The Department manages a 'Prequalification for Building Work' which includes a list of asbestos removal contractors that have been assessed as 'competent persons' and hold the appropriate licences to undertake asbestos removal. A list of the prequalified companies is available from [here](#); the [Asbestos Advisory Team](#) can provide assistance in selection and procurement of these services.

In addition to the asbestos removal contractor, an independent SafeWork SA Licensed Asbestos Assessor **must be** engaged by the Site Manager/Duty Holder to:

- conduct airborne fibre monitoring - which should detail that asbestos removal work has been conducted in a safe manner as to not generate airborne asbestos fibres;
- clearance inspections and certificates - which detail all removed ACM and confirms that no debris is identified after the removal and the site is safe for reoccupation;

- update the asbestos register in SAMIS on completion of removal works.

The Department also manages a 'Prequalification for Professional and Technical Services' ([here](#)) which includes a list of companies that have been assessed as 'competent persons' and have a Licensed Asbestos Assessor within their team. The Licensed Asbestos Assessor **must be** DIT prequalified to undertake this work.

9.3. 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, in accordance with legislation.

All storage and transport of asbestos waste must be undertaken by appropriately SA EPA licensed contractors. All asbestos containing material must be disposed of at SA EPA licensed waste facilities. Documentation of appropriate disposal (waste tracking certificates) should be retained as proof of appropriate disposal and provided as evidence to the Site Manager/Duty Holder.

9.4. Recording of works

For any works completed on ACM that materially changes a register entry, information relating to the following must be captured and relevant documents (Register and SAMIS) updated:

- the company conducting the work;
- the date of the work/removal;
- the scope of the work done;
- sample analysis results, if any;
- air monitoring results;
- clearance certificates.

An [Asbestos Removal Record Form](#) has been developed to ensure the relevant information is captured.

The responsibility for updates associated with asbestos removal sits with the engaged DIT prequalified Licenced Asbestos Assessor, and is to be completed during the issuing of clearance certification.

10. Asbestos Emergency Management Procedure

In the event that:

- suspected ACM is identified that was not previously identified in asbestos register;
- accidental damaged to ACM occurs; and
- observation of unsafe practices resulting in an imminent risk to health and safety from ACM debris at the site.

The following steps are to be undertaken:

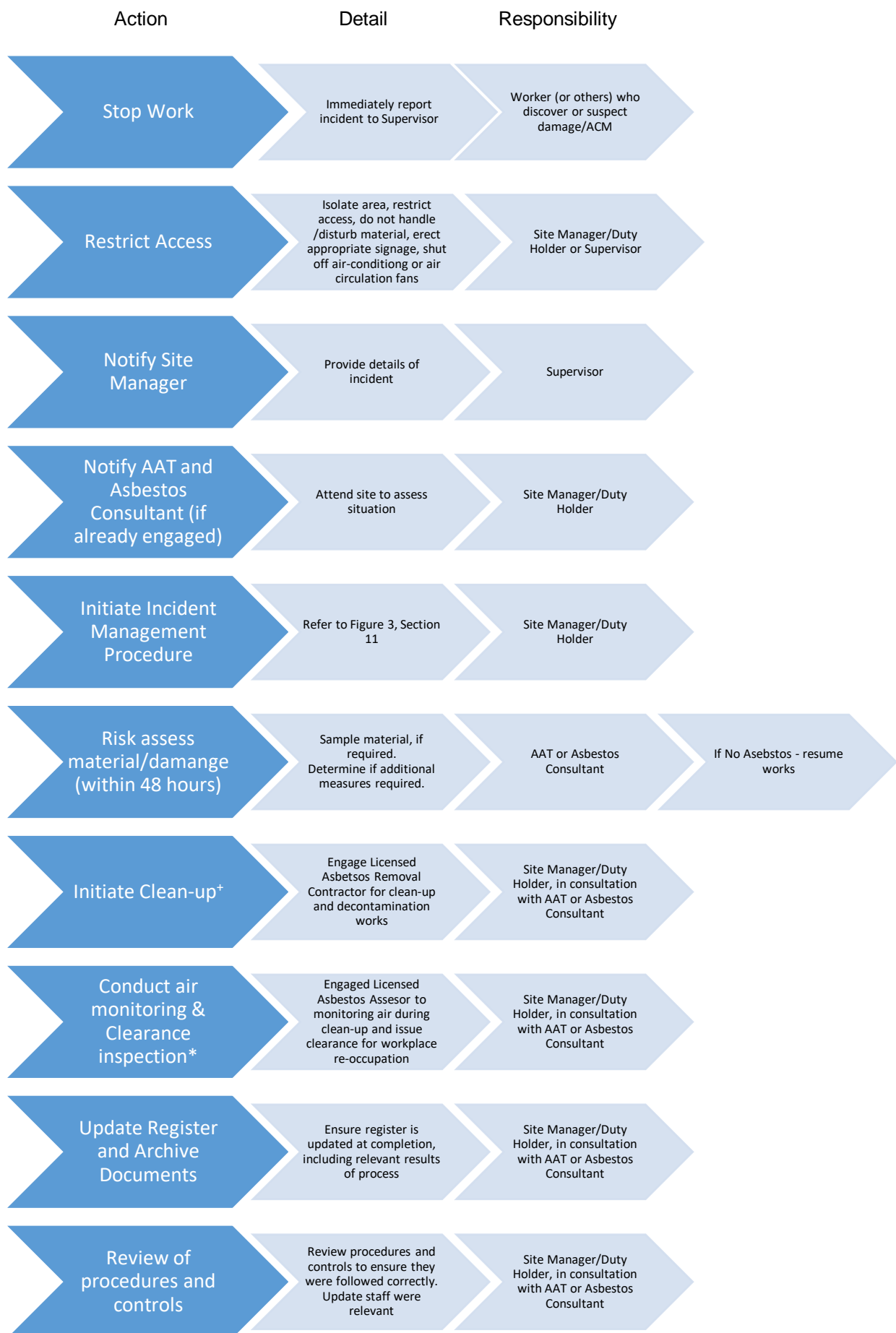


Figure 2: Emergency Procedure for Accidental Damage or Discovery of New ACM.

Note: AAT – DIT Asbestos Advisory Team; + Ensure client agency asbestos rules are followed, if any; * Air Monitoring and Clearance Contractor to be engaged independently of the removal contractor

11. Incident Management Procedure

Incidents where potential exposure of airborne asbestos fibres are undertaken in accordance with [Department Incident and Injury Reporting Procedure](#).

Department documents all records of individuals exposed to airborne asbestos fibres on the [MySAFETY](#) WHS Hazard and Incident Reporting System.

In the event of an asbestos exposure incident the following steps are to be followed:

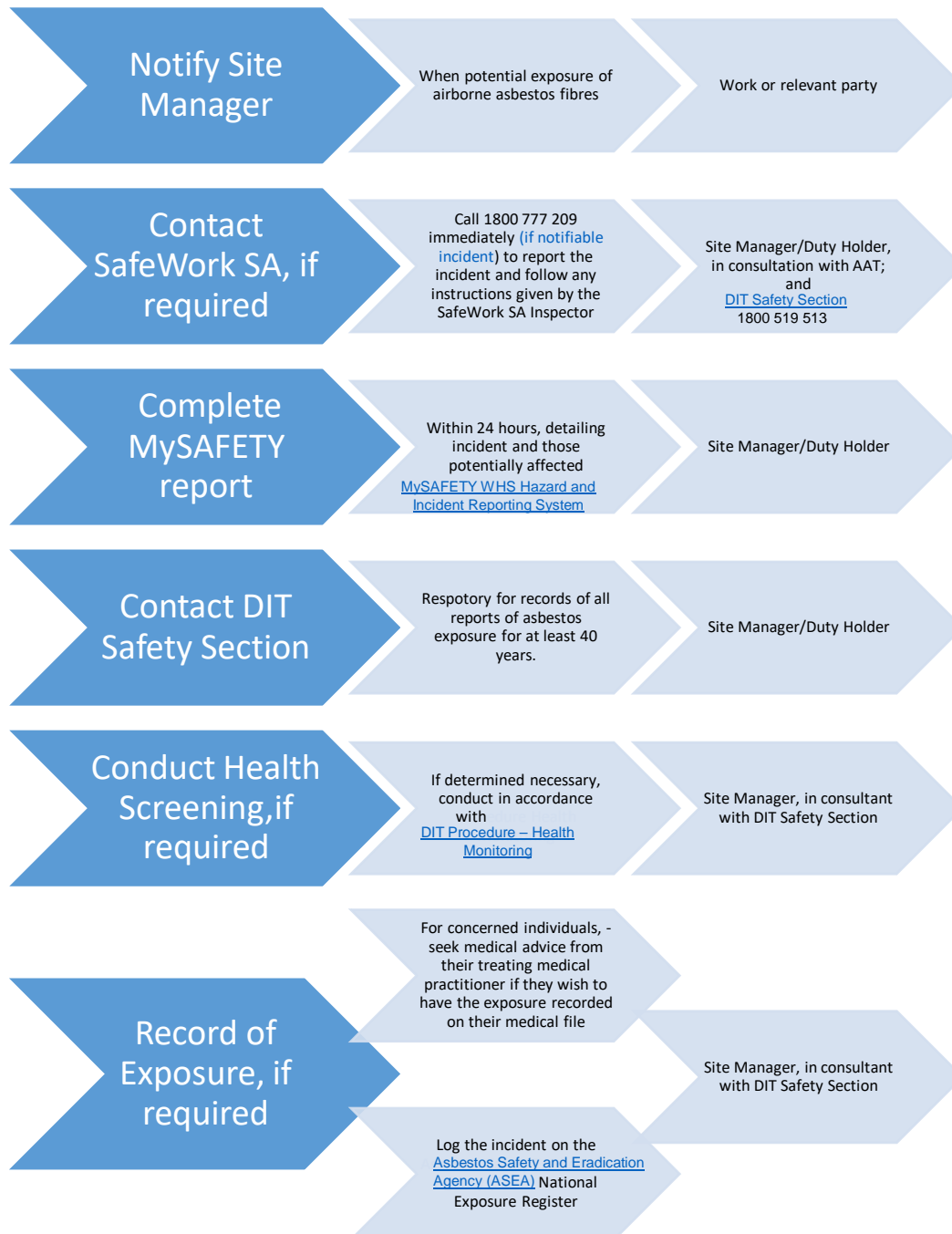


Figure 3: Procedure for Department Incident Notification

12. Consultation, information and training

Induction briefings for site occupants, contractors and tenants who work in buildings where asbestos or ACM may be present should be conducted before the commencement of work (see Section 8).

Department workers should receive asbestos awareness training, if their work may reasonably involve interaction with ACM. The training should cover the following aspects:

- background information on asbestos;
- asbestos related health effects and risks (i.e. extremely low for majority of ACM encountered);
- asbestos-related legislation;
- sources and general locations of ACM at the site, location, use and information provided within the site asbestos register;
- an overview of how asbestos issues are managed at the site (i.e. relevant Department safety policies, procedures and AMP); and
- responsibilities of the building owner, management, tenants, staff and contractors.

Site Manager/Duty Holders should be trained to ensure they are aware of their responsibilities regarding asbestos management, including the Department requirements to engage only prequalified professional services contractors to undertake asbestos assessments and prequalified and licenced contractors to undertake clean-ups, removals and air monitoring/clearance.

General awareness training should be utilised to:

- 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 who may have a requirement to handle asbestos or enter areas where asbestos is present; and
- to assist Department in addressing their statutory duties in respect of providing information, instruction and training to those potentially exposed to risk.

The Asbestos Advisory Team can provide asbestos awareness training, tailored to the specific need identified. Should Department employee's work require more detailed asbestos training, although unlikely, an appropriate Nationally accredited training provider should be utilised.

13. Further information

Department Resources

[Guideline for Asbestos Management and Removal for Government Sites](#)

[DIT Prequalified Contractor Lists](#)

Legislation

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

Codes of Practice

[Code of Practice - How to Manage and Control Asbestos in the Workplace](#), Safe Work Australia, 2020

[Code of Practice - How to Safely Remove Asbestos](#), Safe Work Australia, 2020

General Information

[Asbestos Safety and Eradication Agency \(ASEA\) website](#)

[SafeWork SA website](#)

[Government of South Australia Asbestos SA website](#)

APPENDIX A

Site Asbestos Register (included as separate document)

Insert Site Register after this page

APPENDIX B
Access Control Form

