

OFFICIAL

Asbestos Design Review Guideline for Building Projects

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Government of South Australia
Department for Infrastructure
and Transport

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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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Asbestos: Design Review Guideline

Introduction

This document is intended for Department for Infrastructure and Transport (DIT) Building Project Teams to use in lieu of specific Asbestos Advisory Team (AAT) input for each project design review.

Specific advice can still be provided on a case-by-case basis if required. The Project Manager (PM) or Lead Professional Services Contractor (LPSC) is to provide AAT a condensed project scope and relevant plans / drawings for review and comment.

It is recommended due diligence Hazardous Materials inspections are carried out as early in the project cycle as is practicable, and well prior to tender call or engagement of general building contractors (GBC's). This will enable early identification and documentation of asbestos and other hazardous materials to ensure they are incorporated into the design/documentation and quoted under competitive tender conditions to reduce latent conditions and excessive variations.

Background

All forms of asbestos were banned in Australia from 31 December 2003.

Asbestos-containing materials were commonly used in building materials up until the mid-1980s. Generally, if the building or structure was built or renovated:

- before the mid-1980s - it is **highly likely** that it has asbestos-containing products
- between the mid-1980s and 1990 - it is **possible** that it has asbestos-containing products
- after 1990 - it is **unlikely** that it has asbestos-containing products.

The legislative WHS requirement to prepare and maintain an Asbestos Register does not apply to a workplace if:

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

Legislative Requirements

[SA Work Health and Safety Regulations 2012](#), *Asbestos—Chapter 8, Part 6—Demolition and Refurbishment. Regulations 447 – 457*. Relate specifically to the WHS requirements for refurbishment and demolition.

Prior to any works likely to disturb building fabrics (i.e. refurbishment or demolition), it is a Workplace Health and Safety (WHS) legislative requirement for the asbestos register to be reviewed and if necessary revised, this review generally takes the form of an Intrusive or Destructive Pre-Refurbishment/Demolition Hazardous Materials survey suitable for the scope of works.

Intrusive/Destructive Surveys

Legislative asbestos management inspections are conducted with site occupants present, are non-destructive and limited. These inspections, which are used in most cases to inform Asbestos registers, cannot be relied upon to identify all asbestos containing materials within the building or structure. Prior to refurbishment or demolition, a pre-refurbishment/demolition survey must be conducted.

The intent of a pre-refurbishment/demolition survey is to investigate and identify all asbestos and hazardous materials (so far as reasonably practicable) associated with the scope of work.

Hidden, Inaccessible or otherwise concealed asbestos containing materials may be present that may not have previously been identified or recorded in the site asbestos register. Prior to undertaking any refurbishment or demolition works where existing register may be inadequate, a pre-refurbishment/demolition Intrusive Survey is required. This may identify ACM's such as but not limited to:

- Asbestos Backed Vinyl flooring or Vinyl Floor Tiles – May be present underneath existing floor coverings, cupboards/furniture or under wall framing.
- Remnants of ACM's left after previous removal works.
- ACM's in live services, plant and equipment that could not be safely inspected until made safe, decommissioned, or de-energised.
- If hidden or unidentified materials are suspected and cannot be accessed for inspection, enter a cautionary note into register to inspect when access can be created in conjunction with asbestos removal works and/or demolition works. For example, chased piped work lagging in masonry walls, or voids concealed by building elements requiring invasive works to create access.

Within the Intrusive/Destructive survey report, each level/room needs to be identified separately to draw attention to each instance of possible asbestos or other hazardous materials occurrence.

Each hazardous material must be reported separately with appropriate management strategies.

Intrusive surveys must include the extent of proposed works taking into account services, height, and access restrictions.

Non-Vacant Possession Survey Limitations

It is noted conducting pre-refurbishment/demolition surveys prior to vacant possession has limitations as the building/structure may be occupied or re-occupied by site personnel prior to works proceeding. The asbestos/hazardous materials consultant must be informed if the area will be reoccupied prior to demolition or refurbishment works to allow making safe or making good of building fabric or items destructively accessed if they present a hazard to persons reoccupying the building prior to planned works.

Hazardous materials consultants have several options in these instances.

1. Conduct a full intrusive survey.
 - Create necessary access, inspect, then make safe each location noting quantity and locations, advising PM/LPSC to incorporate into GBC's scope of works to make good.
 - Advise PM/LPSC of services that require decommissioning to create safe access to inspect.
 - Advise PM/LPSC of plant & equipment requiring decommissioning to create safe access to inspect.

2. Conduct a semi-intrusive/destructive survey.
 - Note all limitations requiring further investigation once vacant possession is available. This will include:
 - Any plant or areas that require destructive survey access.
 - Live services not safe to access.
 - Plant and equipment that may require decommissioning or making safe to inspect.
 - Limitations will need to be clearly identified and documented in initial report.
 - Conduct a follow up survey to investigate all limitations.

This information will be incorporated into the scope of works, design and documentation prior to tender.

No Survey or Inspection is Absolute

It is noted that no survey or inspection can be regarded as absolute, and it cannot be guaranteed that demolition of buildings/structures will not reveal additional instances of in-situ hazardous materials, which were not discovered or identified during inspections or surveys.

The intent is for surveys to identify what is reasonably practical for the intended scope of works.

Aspirational Asbestos Removal Policy

SA Government has an Aspirational Policy to remove all asbestos from government sites. The aim is to make sites or buildings 'Asbestos Free' (*'Asbestos Free' – all identified asbestos containing products removed from site.*).

For Asbestos Removal associated with any SA Government Project – all asbestos containing materials (ACM's) are to be identified and removed (so far as reasonably practicable) if impacted by project related works.

LPSC's are to avoid piecemeal removal. The SA Government preference is to remove all identified ACM's at a particular building or site (if practicable). If not, remove whole building elements, whole elevations, or natural end for that building element. Seek advice from AAT should further clarification or advice be required.

Asbestos Removal Fund (ARF)

DIT Building Projects, Asbestos Advisory Team (AAT) manages an asbestos removal program funded by Department of Treasury and Finance which was established to make buildings or sites 'Asbestos Free' During major refurbishment projects is the ideal time to remove all identified asbestos from the site/building/project scope areas. The PM can apply to DIT AAT to seek supplementary funding from the ARF fund if the fund criteria can be met. Further information available from [Asbestos Removal Fund Operational Guideline \(PDF, 4533 KB\)](#)

DIT Policy and Process Requirements

The [South Australia Asbestos Action Plan 2019-2023](#) was endorsed by SA Government in 2022 and mandates adoption of the [DIT Guideline for Asbestos Management and Removal for Government Sites \(PDF, 1482 KB\)](#) as policy and process requirements on all SA Government projects.

DIT Prequalified Asbestos Management and Asbestos Removal Contractors.

DIT Prequalified Asbestos Management Consultants and Asbestos Removal Contractors must be used on all SA Government Projects. Register listings are available from [Prequalification for Infrastructure and Transport page](#) and should be downloaded when required to obtain a current list.

Asbestos Register Updates

SAMIS hazardous materials register must be updated by the Asbestos Management Consultant in order to reflect any changes stemming from the Hazardous Materials Survey (where a SAMIS register is available). Upon completion of the Refurbishment/Demolition works, the Asbestos Management Consultant must update the register to reflect any changes resulting from the Refurbishment/Demolition works.

Where SAMIS registers are not available, but the site exists in SAMIS, all reports and associated documentation must be uploaded into SAMIS under Documents and Images section.

The DIT Guideline [Requirements and Expectations for DIT Prequalified Asbestos Management Consultants \(PDF, 835 KB\)](#) details the requirements for all asbestos inspections, surveys and the requirements for asbestos register updates. This includes requirements for all supporting documents as detailed in the [Asbestos Removal Record Form \(PDF, 545 KB\)](#). In essence, any changes to asbestos on all SA Government sites must be updated and supporting documents uploaded as records into SAMIS, copy provided to all stakeholders with instructions for site to print and insert into site asbestos register.

Pre-Refurbishment/Demolition Haz Mat Survey Checklist PM/LPSC

1. Commission an Intrusive Pre-Refurbishment/Demolition Hazardous Materials survey as early as possible in project stages suitable for scope of project works using [DIT Prequalified Asbestos Management Consultants](#).
2. Provide nominated consultant with condensed project scope and plans clearly identifying areas requiring intrusive survey. Provide historical plans if available.
3. Asbestos consultants to download current SAMIS Asbestos register and plans (where available) to base intrusive survey on.
4. The presumed method for asbestos sample identification shall not be used unless not practical or safe to take specific samples.
5. Each hazardous material shall be reported as a distinct register section in report.
6. Proposals - 2 options available. Vacant Possession or Limited Intrusive Survey.
 - Vacant Possession. Full access available, full intrusive/destructive audit possible. No limitations or exclusions from asbestos consultant accepted unless agreed with DIT AAT/PM/LPSC.
 - If vacant possession not possible, note all limitations, any isolations required to services, plant or equipment. Make safe options to be quoted by asbestos consultant if practical. Further investigation will be required once vacant possession is available. Initial report to clearly identify each instance requiring further investigation. Conduct follow up investigation as soon as practical.
7. Check consultant proposals thoroughly for limitations and disclaimers. E.g. height, sampling, live services, access restrictions and any other limitations. Any unsuitable limitations, request consultant remove these. DIT does not generally accept contractor or consultant conditions.
8. Asbestos Consultant engaged by LPSC, survey conducted. Consultant updates SAMIS with findings from intrusive survey, uploads copy of survey report into SAMIS and emails all stakeholders with instructions for site to print and insert into site asbestos folder.
9. Where SAMIS register is not available, but the site exists in SAMIS, all reports and associated documentation to be uploaded into the SAMIS documents and images section for that site.
10. On completion of asbestos removal, ensure asbestos consultant updates asbestos register in SAMIS, uploads all required supporting removal documentation and emails all stakeholders with instructions for site to print and insert into site asbestos folder, copy to DIT AAT.
11. Prior to any asbestos removal, complete an [Asbestos Removal Record Form](#). Ensure the form is signed off by all required stakeholders. The asbestos removal must not commence until this form has been completed, signed off by all stakeholders and endorsed by relevant agency.
12. Following asbestos removal, SAMIS hazardous materials register must be updated by Asbestos Consultant.
13. [DIT Prequalified Asbestos Management Consultants](#) must abide by DIT Prequalification conditions, DIT Guidelines [Requirements and Expectations for DIT Prequalified Asbestos Management Consultants \(PDF, 835 KB\)](#)
14. All asbestos removal on SA Government sites shall be in accordance with the DIT Guideline [Asbestos Management and Removal for Government Sites](#).

Further Information/ Resources

For assistance with these requirements, contact DIT Asbestos Advisory Team

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<https://dit.sa.gov.au/safety/asbestos>

Department Resources

[Asbestos Management - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](#)

[DIT Guideline for Asbestos Management and Removal for Government Sites \(PDF, 1482 KB\)](#)

[Requirements and Expectations for DIT Prequalified Asbestos Management Consultants \(PDF, 835 KB\)](#)

[Asbestos Removal Fund Operational Guideline \(PDF, 4533 KB\)](#)

[Prequalification for Infrastructure and Transport - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](#)

Legislation

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

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

Codes of Practice

[How-to-manage-and-control-asbestos-in-the-workplace.pdf \(safework.sa.gov.au\)](#)

[How-to-safely-remove-asbestos.pdf \(safework.sa.gov.au\)](#)

[Demolition-Work.pdf \(safework.sa.gov.au\)](#)

General Information

[SafeWork SA | SafeWork SA](#)

[Asbestos Safety and Eradication Agency](#)

[Asbestos.sa.gov.au](#)