

# ASBESTOS MANAGEMENT PLAN

Engage a Qualified Inspector to perform an inspection of  
the site and establish if disturbed material contains

**Prepared for:**  
**The Corporation of the Synod of the Diocese of Rockhampton**  
**PO Box 710**  
**Rockhampton**

## **ABSTRACT**

This management plan has been prepared to reflect changes in the Workplace Health and Safety (WH&S) legislation relating to asbestos and to establish a sustainable structure for the ultimate elimination of all asbestos containing materials from all Diocesan Property.

The key elements of the structure include: -

- Establishing an Asbestos Register of all items of asbestos containing material through a series of inspections of all Diocesan property.
- Signposting the presence of Asbestos: Buildings and structures that contain asbestos containing materials (ACM) must have warning signs installed in prominent places.
- Where required, labelling individual Asbestos situations.
- Reviewing the Asbestos Register annually: All items of asbestos containing material must be inspected annually and a record kept of the inspections.
- Reporting: Establishing a process of accountability to ensure that Parishes report to the Diocese of any “incident/event” as defined in the plan.

The purpose of this Asbestos Management Plan is to establish an integrated and sustainable process for the identification and management of any ACM within the Diocesan properties, to ensure a safe workplace for those persons utilizing property where ACM may be identified and to establish compliance with existing Legislative obligations with the ultimate goal of removing all ACM from properties held by the Diocese.

## GLOSSARY OF TERMS

**Accredited Laboratory-** a testing laboratory accredited by NASA (National Association of Testing Authorities), Australia.

**Air Monitoring-** airborne asbestos sampling to assist in assessing exposure and the effectiveness of control measures. This includes exposure monitoring, clearance monitoring and control monitoring.

**Asbestos-** fibrous form of the mineral silicates belonging to the serpentine and amphibole groups of rock-forming materials and includes: -

- a) actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, and;
- b) any mixture containing one or more of the above mentioned materials.

**Asbestos Removalist-** a licensed contractor whose business or undertaking includes asbestos removal work or a self-employed person whose work includes asbestos removal work.

**Asbestos Containing Material (ACM)-** any material, object, product or debris containing asbestos.

**Asbestos Management Plan (AMP)-** a document prepared for the purpose of establishing a structure for the identification and management of any ACM.

**Asbestos Register-** has the same meaning as Register.

**Asbestos Removal Work-** work to remove:

- a) friable asbestos containing material;
- b) 10m<sup>2</sup> or more of bonded asbestos containing material.

**Bonded Asbestos Containing Material-** asbestos containing material containing a bonding compound reinforced with asbestos.

**Clearance Inspection-** an inspection carried out by a licensed contractor, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust sampling.

**Clearance Monitoring-** air monitoring using static or positional samples to measure the level of airborne asbestos in an area following work on ACM. An area is cleared when the level of airborne asbestos fibres is measured as being below 0.01 fibres/mL.

**Competent Person-** a person notified to the Diocese possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill to perform the specified work.

**Control Monitoring-** air monitoring using static or positional samples to measure the level of airborne asbestos in an area following work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures and should not be used for that purpose.

**Department-** means the Queensland Department with the control and supervision of the Workplace Health and Safety Legislation from time to time.

**Diocese-** The Corporation of the Synod of the Diocese of Rockhampton.

**Diocesan Property-** all property both residential and commercial in the ownership of the Diocese.

**Event-** an event likely to cause disturbance to ACM and likely to cause the exposure of a person to hazardous substances.

**Exposure Monitoring-** air monitoring to determine a person's likely exposure to a hazardous substance. Results from exposure monitoring may be compared to the national exposure standard (NES).

**Financial Year-** means the period from the 1<sup>st</sup> January to the 31<sup>st</sup> December in any year.

**Financial Assistance-** means a grant, allowance, or loan on terms agreeable to the parties.

**Friable Asbestos Containing Material-** unbonded asbestos containing material that, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.

**Harm-** any matter, thing, process, or practice that may cause death, injury, illness or disease.

**HSC-** Health and Safety Coordinator.

**Incident-** means an event likely to cause disturbance to ACM and likely to cause the exposure of a person to hazardous substances.

**Initial Asbestos Survey-** means a survey conducted for the purpose of formulating an Asbestos Register.

**Licensed Contractor-** a contractor appropriately licensed under the Queensland Building Services Authority for the inspection, detection and removal of asbestos containing material.

**Licensed Inspector-** an Inspector appropriately licensed under the Queensland Building Services Authority for the inspection, detection and removal of asbestos containing material.

**NAD-** No Asbestos Detected.

**National Exposure Standard (NES)-** an airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. The NES for all forms of asbestos is 0.1 fibre/mL of air, measured using the membrane filter method.

**NOHSC: 2018 (2005)-** Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].

**Person-in-Charge-** means the representative of the Parish nominated to fulfil the role of the contact person for the Parish, or the Workplace Health and Safety Officer in charge of the parish for the purpose of co-ordinating the AMP. Where at any time the office of Person-in-Charge is vacant, the person/Persons-in-Charge shall be the Wardens appointed in Accordance with the Parish Canon.

**Participating Parties-** means the Diocese, the Parishes and the Department.

**Register-** means the comprehensive Register of any identified or presumed ACM which has been compiled for Diocesan property.

**Risk-** means the likelihood of a hazard causing harm to a person.

**WHSO-** Workplace Health and Safety Officer.

## **1.0 INTRODUCTION**

### **1.1 Background**

Asbestos containing materials (ACM) have been used in the construction of buildings throughout Australia over many years.

The manufacture of asbestos cement products (a large portion of the asbestos building materials) was banned in the mid-1980s and the sale of stockpiled asbestos cement products gradually subsided during the later 1980s. Buildings constructed after 1990 are generally regarded as being asbestos free.

As required under both State and Federal Legislation steps have been taken by the Diocese to identify those properties owned and acquired by the Diocese which may contain asbestos products with a view to establishing a procedure for the management and safe removal of those products.

### **1.2 Scope and Limitations**

This asbestos management plan applies to all Diocesan owned facilities and sites regardless of whether they are occupied by the Diocese or leased by the Diocese to third parties on a commercial basis. In particular, as Diocesan Properties within Parishes are maintained and occupied by Parishes within the Diocese an integrated reporting system is critical to the comprehensive structure of this Plan.

### **1.3 Purpose**

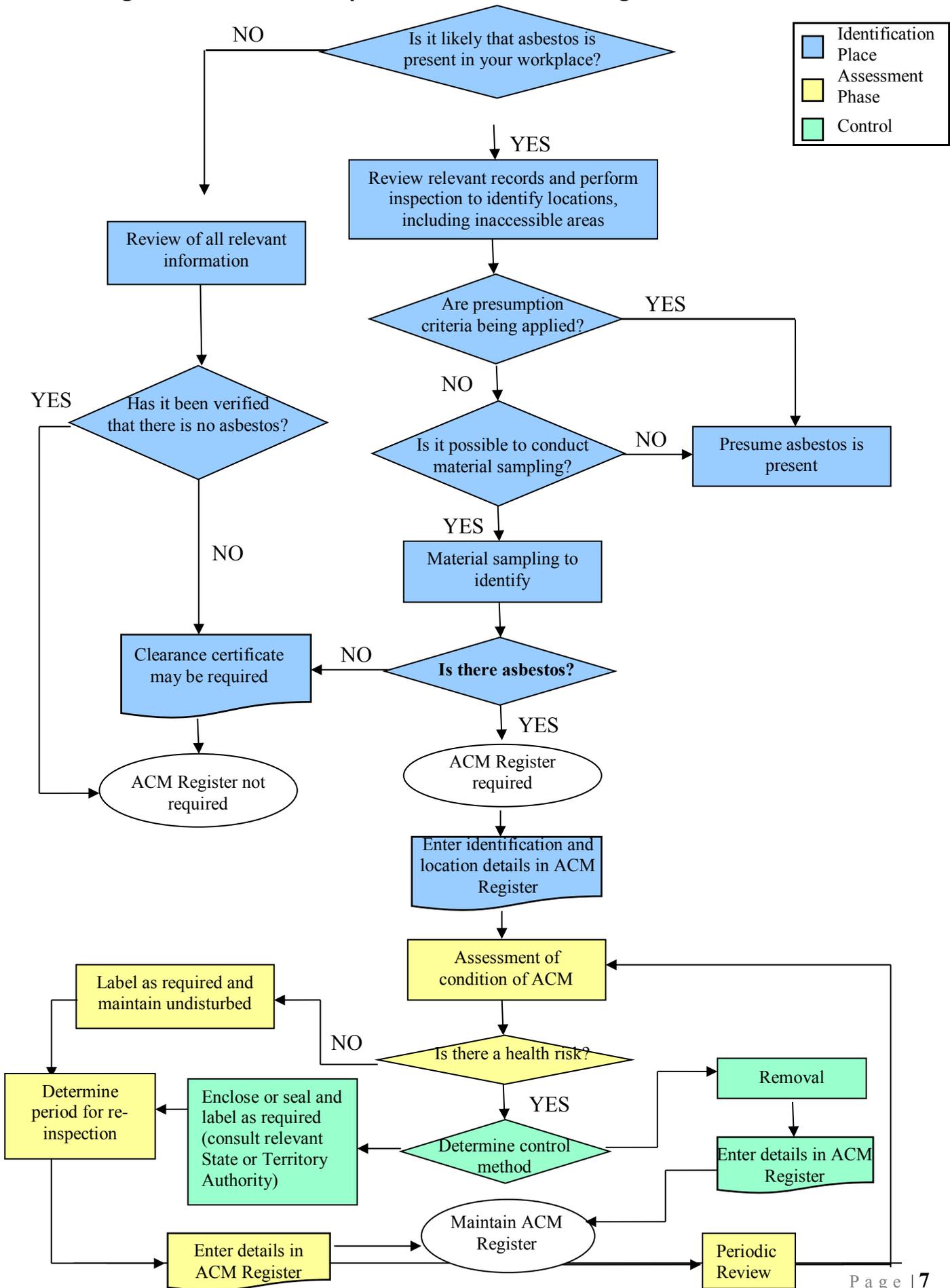
The purpose of the plan is to provide a process for the continued proper management of asbestos containing materials to ensure the ACM are not damaged nor deteriorate to such an extent that Diocesan staff, external contractors or visitors are unnecessarily exposed to airborne asbestos fibres.

### **1.4 General Principles**

The principles established pursuant to this management plan may be summarised as follows: -

- 1.4.1) The ultimate goal is for the Diocese to be free of asbestos containing materials.
- 1.4.2) The Diocese has conducted a series of inspections using qualified inspectors engaged for that purpose of all Diocesan Property.
- 1.4.3) As a result, all Diocesan Property has now identified the presence if any of all ACM.
- 1.4.4) A comprehensive Register of any identified or presumed ACM has been compiled.
- 1.4.5) Where ACM has been identified this plan records the steps to be taken for the continuing monitoring of ACM with a view to ultimate removal.
- 1.4.6) Control measures are established to prevent exposure to airborne asbestos fibres and to take into account the results of risk assessments conducted for any identified or presumed ACM.

1.5 Figure 1. General Principles of an Asbestos Management Plan



## 2.0 Objectives

- Reduce the number of asbestos items to zero or as close to zero as possible.
- Remove all high-risk asbestos items where possible.
- Deliver effective asbestos management work programs.
- Ensure that no one is exposed to hazardous asbestos fibres.
- Ensure compliance with this Asbestos Management Plan.
- Establish a comprehensive reporting procedure.

## 3.0 Regulatory Requirements

All these activities shall be performed in accordance with relevant Commonwealth and State Acts, Regulations and Codes of Practice.

### 3.1 State Legislative Requirements - Queensland

Relevant State Legislation includes: -

- Workplace Health and Safety Act 1995.
- Workplace Health and Safety Regulation 1997.
- Environmental Protection Act 1994.
- Environment Protection Regulation 1998.

### 3.2 Codes of Practice

Key Codes of Practice include: -

- Codes of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].
- Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition [NOHSC: 2002 (2005)].
- Guidance Note on the Membrane Filter Method of Estimating Airborne Asbestos Fibres 2<sup>nd</sup> Edition [NOHSC: 2003 (2005)].

## 4.0 IDENTIFICATION OF ACM

In accordance with the requirements of the Queensland Workplace Health and Safety legislation, all structures built prior to 1990 must be inspected for asbestos.

To ensure this legal requirement is met the Diocese shall adopt the following strategies for the identification of ACM and for the assessment of any risk posed by its presence: -

### 4.1 Non- Invasive Asbestos Surveys

Asbestos surveys are typically non-invasive in nature and involve inspecting all accessible areas within a structure and identifying materials suspected of containing asbestos. The scope of the asbestos survey includes all construction materials, finishing materials, and building services (including fixed plant and equipment) within and adjacent to a structure. Equipment stored within a structure is not usually included in the scope of works unless otherwise specified.

The conduct of the initial asbestos survey must be undertaken by a licensed person who is responsible for:

- Identifying and sampling the suspect materials.
- Accurately recording the precise location of each individual asbestos situation.
- Assessing the physical condition of the ACM.
- Assessing the risk to health posed by the ACM.

- Preparing a detailed asbestos register.

A complete record of the asbestos survey shall be maintained using the electronic asbestos management system.

Non-invasive asbestos surveys may be conducted by a competent person where the non-invasive survey is part of the reinspection or reporting process.

#### **4.2 Invasive Asbestos Surveys (Demolition or Refurbishment)**

Invasive asbestos surveys are similar to non-invasive asbestos surveys except a licensed inspector is required to partially demolish the structure (e.g. expose wall cavities, rip up floor coverings, open blind service ducts/risers etc.) in order to identify asbestos containing materials which may be hidden. This may result in damage and destruction to the building fabric and ideally should be undertaken only after the occupants have vacated the building.

The purpose of an invasive asbestos survey is to identify all ACM prior to the commencement of refurbishment/demolition works, which may impact on the unidentified ACM or to identify the extent of deterioration of ACM where an initial survey provides reasonable cause to suspect greater risk.

If the ACM identified during the survey is to be removed as part of the refurbishment/demolition works, it may not be necessary for the licensed inspector to assess the condition and risk posed by the ACM as this is largely irrelevant if the ACM is to be removed.

#### **4.3 Asbestos Register**

Upon the completion of the survey/ inspections of all Diocesan Property a register of ACM identified during the survey (comprehensively detailed in Clause 7.1.2) shall be retained by the Diocese. Where relevant Parish property is identified to also contain ACM, a copy is provided to each Parish within which ACM has been located.

#### **4.4 Asbestos Re-Surveys / Re-Inspections**

The current WH&S legislation requires a building owner to conduct asbestos re-inspections every 12 months or sooner if the asbestos situation requires more frequent attention.

Re-inspections may be conducted by a Competent Person and will comprise a visual assessment of the condition of the in-situ ACM to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection. Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the asbestos containing materials is required. Any remedial action is to be carried out by a Licensed Contractor.

Re-sampling of materials would not be required during re-inspections. However, in the event that ACM, or suspected ACM, (if previously identified or undocumented) are encountered during the re-inspection process, the matter is to be reported to a Licensed Contractor for sampling and analysis.

Following the further report of a Licensed Contractor an update of the asbestos register for the property is mandatory.

## 5.0 Control of Asbestos Hazards

As part of the initial asbestos survey, the Licensed Inspector is required to assess the risk posed by the ACM and determine what, if any, control measures may be required. Generally, there are four control options available to select: -

- Leave in-situ and manage.
- Seal/encapsulate.
- Enclose/isolate.
- Remove.

The controls are to be appropriate to the risk of the ACM in question. The following information should be used as a guideline when determining the correct control measure for management of the ACM risks.

If the ACM are friable and not in a stable condition, and there is a risk to health from exposure, they should be removed.

If the ACM are friable and in a stable condition but are accessible and may be disturbed, serious consideration should be given to their removal. If removal is not immediately practicable, short-term control measures, such as encapsulation or isolation, may be implemented until removal is possible. Reinspection on a regular basis is critical to the management of this ACM.

If the ACM are bonded and in a stable condition, encapsulation may be appropriate if the ACM are unsealed. Encapsulation is not necessarily required if the ACM are unsealed but it does provide another "barrier" to the potential release of asbestos fibre as well as prolonging the lifespan of the material by providing protection against UV radiation etc. Reinspection on a regular basis is critical to the management of this ACM.

ACM that are bonded, stable and sealed, which are unlikely to be disturbed during normal activities, should be left in-situ and managed. Reinspection on a regular basis is critical to the management of this ACM.

Where any remedial action, such as encapsulation, isolation or removal of the asbestos containing materials is required, such remedial action is to be carried out by a Licensed Contractor.

### 5.1 Removal of ACM

ACM must be removed prior to the commencement of demolition, partial demolition, renovation or refurbishment if they are likely to be disturbed by those works, in accordance with the NOHSC Code of Practice for the Safe Removal of Asbestos [NOHSC:2002 (2005)].

Any action/actions taken by persons with respect to ACM other than in accordance with this plan is/are strictly prohibited.

### 5.2 Record Keeping

The Diocese shall maintain detailed records of all activities relating to asbestos works which have been undertaken on Diocese Property. The records kept should include: -

- Copies of all asbestos survey/audit reports, including updates and amendments.
- Copies of all Permits to Work documents.

- Site inductions records pertaining to the informing of contractors about the presence of asbestos on site.
- Records pertaining to the informing of Diocese Staff about the presence of asbestos on the site, and that such staff have been appropriately trained in safe work procedures and practices.
- Clearance certificates indicating areas are safe to reoccupy after asbestos abatement works.
- Previous versions of the asbestos register.
- Annual reinspection reports.

### **5.3 Labelling**

Current State and Territory legislation specify the requirements for some form of labelling in buildings. NOHSC: 2018 (2005) states *all in-situ ACM's should be labelled where practicable*. The words 'should' and 'practicable' in the Code of Practice allow some flexibility in the approach to labelling. Similar flexibility is allowed under State and Territory workplace health and Safety legislation.

The Diocese shall receive advice from the Licensed Inspector as to individual labelling of ACM.

Friable and high risk asbestos situations, as well as any location containing ACM's where regular maintenance or repair work is likely to be carried out must be labelled.

### **5.4 Warning Signs**

All Diocesan Property which is known or suspected to contain ACM's shall have a warning sign at every main entry into the building indicating that an asbestos register exists for the building and advising that an inspection of the Register through the Person-in-Charge must be completed before undertaking any works which may impact on the building.

The warning sign must be clearly visible from all directions leading into the building.

### **5.5 Safe Work Practices**

Prior to commencing any works on Diocesan Properties, such as demolition, refurbishment, maintenance or installation of new equipment, the asbestos register must be consulted to determine if any ACM are present which may be disturbed. This ACM must be removed before commencement of the work. The removal of any ACM must be in accordance with Clause 5.1 of this plan.

## **6.0 The Integrated Asbestos Management System**

### **6.1 Integrates Asbestos Management System and the Diocese**

#### **6.1.1 An Integrated Approach**

The Diocese in implementing this Plan shall ensure that:

- a register as proposed is prepared for Diocesan property;
- a co-ordinated approach is made to inform Parishes of their obligations to maintain the register;  
report incidents;

- to conduct annual inspections; and  
provide an annual return.
- Appropriate Training and assistance is provided to Parishes to ensure the success of the Plan.
- Compliance with the plan is maintained through continued reporting and supervision of the process.
- Financial assistance is provided where financial hardship or emergency relief is required.

### **6.1.2 The Register**

The ACM Register will maintain a report generated from the survey reports generated by asbestos surveying consultants and will include the following:

- Register of ACM items.
- Register of items which were sampled but found to contain no asbestos.
- Certificates of analysis.
- Clearance certificates.
- Photos.
- Floor plans with asbestos containing items marked up.

These reports will be generated per building basis and will list the name of the building, its location within the property, the date of the original survey, the surveyor's name and the surveyor's company name, the date of the annual inspection, the inspector's name and the inspection company's name.

### **6.1.3 Training**

Asbestos awareness training provides a general overview of asbestos including history and background; asbestos types and properties; common asbestos situations; health effects; risk in perspective and management of asbestos.

The Diocese shall in conjunction with the Parishes ensure that support and assistance is available for participation by each Parish appointed Person-in-Charge or Diocesan Property officer in such programs as are recommended by the Department for issues of Training and awareness of the Management of ACM in accordance with Legislative requirements and in accordance with this Plan.

## **6.2 Integrated Asbestos Management System and the Parish**

### **6.2.1 Contact Persons**

To ensure the success of the objectives of this Plan the system requires an integrated approach by the Diocese and the Persons-in-Charge of the Diocesan property. The Diocese shall formulate an information and awareness program for the education and information of those persons within the Diocese and within Parishes to establish a comprehensive reporting procedure. Each parish shall nominate a member of that Parish in each Parish as the Contact officer with respect to the issue of Asbestos and for the purpose of co-ordinating this Plan. Where at any time the office of Person-in-Charge is vacant, the Person/Persons-in-Charge shall be the Wardens appointed in Accordance with the Parish Canon.

### **6.2.2 Reporting of Incidents**

The Diocese shall ensure that the Register of ACM for each property as generated by this Plan is provided to the Person-in-Charge representatives of the Parish for the continued management of ACM within property the subject of that Parish.

Where an event/incident occurs which could result in harm or which results in the disturbance of previously identified ACM trigger harm and which would require action for the immediate isolation or removal of ACM (an “incident”) this plan provides ( Schedule 7.0) for the steps to be taken to deal with the incident. In addition, it is the responsibility of each Parish to notify the Diocese through the delivery of an incident report immediately an incident occurs.

### **6.2.3 Requirements**

Each Parish shall ensure that strict compliance with this Asbestos Management Plan is maintained and that the Parish also abides by the requirements in relation to signage (and where necessary, labelling) and safe work practices in accordance with this Plan.

### **6.2.4 Annual Report**

At the end of each Financial year each Parish shall provide to the Diocese a report of the annual visual inspection of the property by a Competent Person and a report as to any deterioration in the physical state of any ACM previously identified on Diocese property (“the annual report”) in the form of the annual compliance report (attachment 7.2).

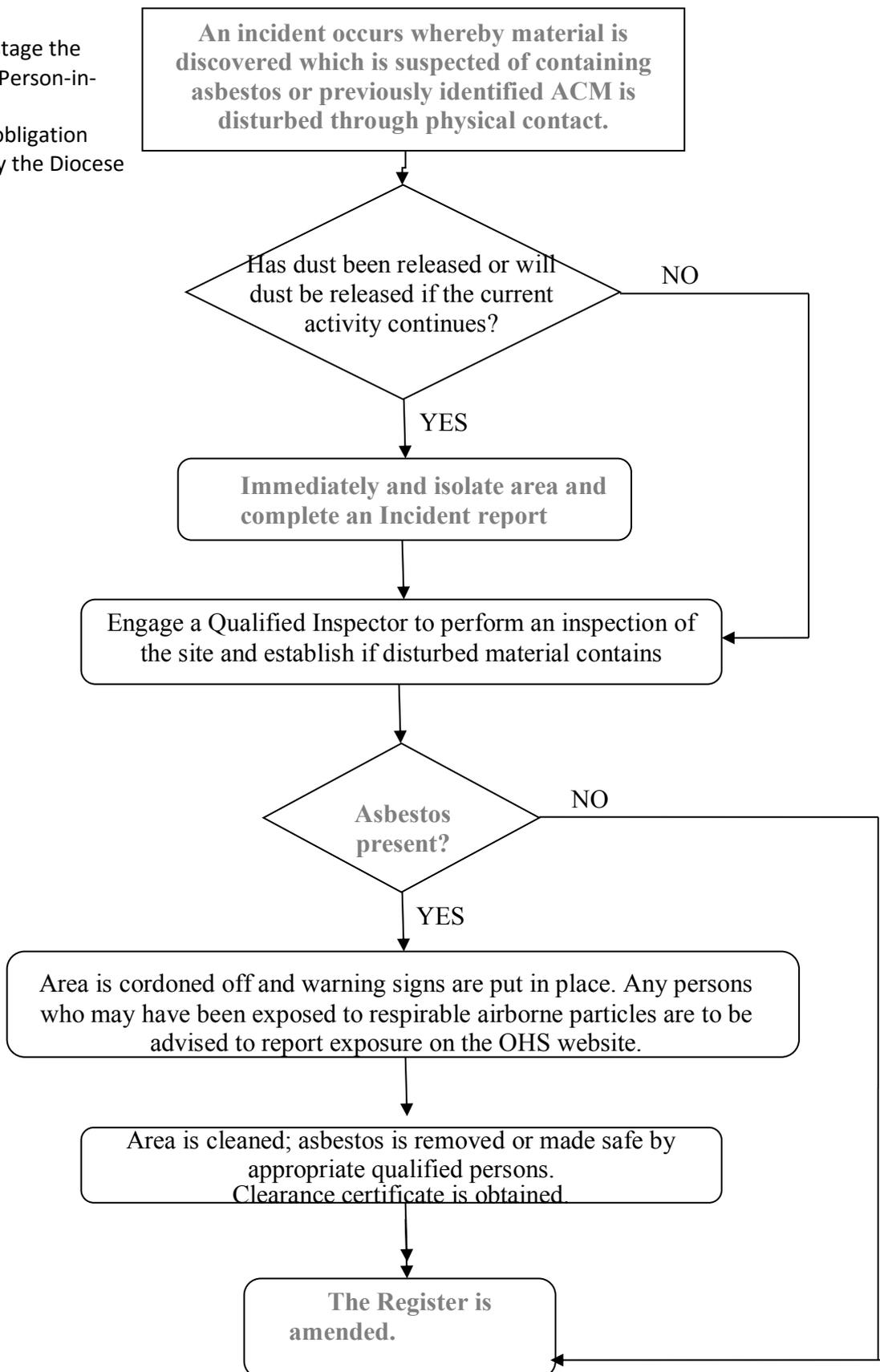
Where a report discloses as a result of the passing of time, deterioration in asbestos in the ACM on Diocese property, a full inspection by a Licensed Inspector may be required by the Diocese to minimise the risk of incidents.

Where the annual report discloses no deterioration in asbestos in the ACM on Diocese property there shall be no need for re-inspection by a Licensed Inspector.

The Annual Report shall also include particulars of any incident previously notified and steps taken to manage same.

## 7.0 INCIDENT RESPONSE FLOW CHART

At this stage the Parish/ Person-in-Charge has an obligation to notify the Diocese





# ASBESTOS INCIDENT REPORT

## ASBESTOS INCIDENT REPORT

This Document is required to be completed and provided to the Diocese of Rockhampton pursuant to the Diocesan Asbestos Management Plan to ensure the notification of Incidents which may have resulted in the disturbance of ACM (Asbestos Containing Material) as previously identified and listed on the Register or which may have resulted in Harm to persons through the air-borne release of fibres.

### To: The Anglican Diocese of Rockhampton

From The Parish of.....

Person-in-Charge.....

Parish Property.....

Nature of Incident .....

.....  
(A Full Statement and any Photographs may be attached)

Persons Involved.....

Area of Incident.....

Date and Time.....

Report to Health Authority Required.....

Steps required to remediate/remove ACM if necessary.....

.....

.....  
Date

.....  
Signed



# ASBESTOS ANNUAL COMPLIANCE REPORT

## Asbestos Annual Compliance Report

Name of Parish.....

Date of Last Asbestos Inspection.....

Asbestos Identified.....

Signage in Place.....  
(Photographs may be attached)

Asbestos Committee/ Person-in-Charge identified.....

Visual Inspections conducted in the last Financial Year.....

Have any Incidents occurred in the Last Financial Year which may have resulted in the disturbance of ACM (Asbestos Containing Material) as previously identified and listed on the Register or which may have resulted in Harm to persons through the air-borne release of fibres?

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.....  
.....

Copies of Incident Reports should be attached

This report is to be completed by each Parish as part of their annual return to the Diocese after 31<sup>st</sup> December in each Year.

