SHIRE OF TRAYNING

Rock Solid

Asbestos Management Plan

2023-2028

DOCUMENT CONTROL

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1. Foreword

This plan has been developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials (ACM) in Shire owned or controlled buildings and workplaces. The ultimate goal is for all Shire owned or controlled buildings and workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance processes in preference to other control measures such as encapsulation, enclosure or sealing.

It is intended that this plan be considered in conjunction with the Shire asbestos register, which consists of an overarching register of all identified or presumed instances of asbestos, as well as individual facility extract registers detailing the situation at each specific facility. This plan is intended to assist with prioritisation of risk control activities, as well as assist with legislative compliance.

Reasonable steps have been taken to identify all ACM within accessible areas of Shire owned or controlled buildings or workplaces. Unless otherwise specified in the asbestos register, testing has not been conducted to confirm the presence of asbestos, and where the presence of ACM is a possibility, the presumption rule has been applied.

Generally, inaccessible areas have not been subject to inspection, as detailed in the ACM register. In these instances such areas must be, and are, presumed to contain ACM unless a competent person inspects and subsequently declares them as free of ACM.

The Approved Codes of Practice – “How to manage and control asbestos in the workplace” and “How to safely remove asbestos” are collectively referred to as the “Asbestos Codes of Practice” in this management plan.

This asbestos management plan must be reviewed:

- Whenever there is a review of the asbestos register or a control measure;
- Whenever asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
- If the plan is no longer adequate for managing asbestos or ACM at the workplace;
- If a health and safety representative requests a review;
- At least once every five years.

The review process should critically assess all asbestos management processes and their effectiveness in:

- Preventing unintended disturbance of asbestos and exposure to airborne asbestos fibres;
- Ensuring safe systems of work for maintenance workers and contractors;
- Highlighting the need for action to remove or maintain ACM, having consideration of legislative requirements, the hierarchy of risk controls and Government Targets;
- Raising awareness amongst all workers; and,
- Maintaining the accuracy of the ACM register, which must be reviewed and revised as necessary.

2. Legislative Duty

The Shire, as a person conducting a business or undertaking (PCBU), has a legislative duty to provide and maintain workplaces and working environments in which the workers of the PCBU are not exposed to hazards. This duty further extends to any other person who may be affected wholly or in part as a result of the work done or caused to be done by the Shire or the Shires workers, or arising from a Shire workplace. The legislative framework which must be complied with includes the provisions of:

- The Work Health and Safety Act 2020 (WA)
- The Work Health and Safety (General) Regulations 2022 (WA)

The contents of the Asbestos Codes of Practice must be considered when managing or removing asbestos.

- Code of Practice: How to manage and control asbestos in the workplace
- Code of Practice: How to safely remove asbestos

3. Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM. Whilst working towards this goal, agencies also have an obligation to identify and manage ACM in their facilities in order to comply with legislative requirements, including the preferential application of the hierarchy of risk controls.

ACM in sound condition, left undisturbed, presents negligible risk to workers, building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, as far as is reasonably practical.

All work conducted on ACM must only be undertaken in accordance with legislative requirements.

The State and Commonwealth Government have imposed regular reporting requirements associated with asbestos in support of the National Strategic Plan for Asbestos Awareness and Management 2019 - 2023. The Western Australian Government has endorsed targets one to seven of the National Strategic Plan, and each state and local government is required to report progress in achieving Western Australia's targets (with a reporting template available at the WA target link if not already downloaded).

4. Shire Policy

ASBESTOS POLICY

Shire is committed to ensuring a safe place of work for all persons who attend our workplaces which includes the elimination so far as reasonably practical the risk of exposure of Workers and Non-Workers to airborne asbestos fibres. This extends to also managing any adverse impact to the environment from the uncontrolled release of asbestos containing material.

In undertaking its project activities, Shire will:

1. Comply with applicable Western Australian Health and Safety legislation which includes Code of Practice: How to manage and control asbestos in the workplace and How to safely remove asbestos.
2. Provide the required regulatory notifications prior to asbestos removal and where an emergency, which includes an actual or potential exposure to airborne asbestos, has occurred;
3. Not allow the commencement of any work, at a site, without the management controls necessary to minimise the risk of exposure of asbestos being in place for buildings:
    - constructed prior to 31 December 2003; and
    - constructed after 1 January 2004, where asbestos is likely to be present;
4. Obtain and review the facilities Asbestos Register, and distribute copies to all contractors and other stakeholders before they attend the site;
5. Where the Asbestos Register is not available, out of date or inadequate for the scope of work, engage a competent person as defined in the compliance code, to inspect locations affected by our scope of work and provide an Asbestos Assessment Report;

6. Include, where there is a known asbestos risk, the defined asbestos management protocols within the site specific Assessment Report;
7. Where there is a defined asbestos risk, ensure site specific asbestos management details are included in the safe systems of work provided by all subcontractors;
8. Ensure that all workers engaged to remove asbestos containing material are trained and possess the relevant regulatory approved licence;
9. When transporting and disposing of asbestos waste, comply with regulatory requirements;
10. Include in the Site Specific Induction the nominated asbestos management procedures;
11. Ensure workers are informed of and have available approved health monitoring where work with or near asbestos containing material is carried out;
12. Respond effectively to any incident involving, actual or potential, uncontrolled exposure to asbestos containing material;
13. When asbestos has been removed (>10m²), engage a licenced Asbestos Assessor to perform a clearance inspection and to provide a Clearance Certificate; and
14. Upon completion of each project, the Shire will provide all asbestos-related information gathered to relevant stakeholders, such as our client and the facility Manager.

5. Responsibilities

5.1. Shire and Shire Executive Officers

The Shire, as PCBU, and Shire executive officers have the ultimate responsibility for ensuring that all works involving or potentially involving any disturbance or removal of ACM are conducted in accordance with all applicable legislative requirements, including consideration of the contents of the Asbestos Codes of Practice:

- Code of Practice: How to manage and control asbestos in the workplace;
- Code of Practice: How to safely remove asbestos.

The Shire, through its executive officers, shall ensure that the register of ACM and associated Asbestos Management Plan is maintained, reviewed and updated at the required intervals. A member of the Shire executive shall ensure that the register of ACM is reviewed in order to identify any ACM or presumed ACM to the persons intending to perform works, prior to the commencement of any works in any Shire owned or controlled building or workplace.

The Shire executive shall ensure that works involving ACM are undertaken by competent persons, using formal documented safe systems of work including suitably authorised Safe Work Method Statements and Permits to Work. Any such work shall be subject to adequate supervision to ensure compliance with legislative requirements, including as detailed in the Asbestos Codes of Practice (above). A member of the Shire executive, or their nominated representative, is responsible for the authorisation of documented Safe Work Method Statements, Permits to Work associated with ACM works, and the provision of sufficient supervision to ensure works are conducted strictly in accordance with requirements.

A member of the Shire executive, or their nominated representative, shall ensure that competencies and licences of persons involved in works removing or disturbing ACM are verified and recorded. This obligation extends to verifying and ensuring that only suitably rated and approved equipment is used in the performance of ACM works.

5.2. Shire Workers, including Contractors

All Shire workers, including contractors, have a responsibility to comply with legislative provisions, the Asbestos Codes of Practice and any Shire imposed safe systems of work. The worker or contractor shall consult with a member of the Shire executive, or their nominated representative, prior to the commencement of any works on Shire owned or controlled buildings in order that the asbestos register may be reviewed, ACM locations identified, and a safe system of work determined to be in place to complete the proposed works in a legislatively compliant manner.

A licensed asbestos removalist who holds an appropriate class of license must be engaged to perform asbestos removal work unless the asbestos to be removed is:

- 10 square metres or less of non-friable asbestos, or asbestos containing debris (ACD) associated with the removal of that amount of non-friable asbestos; or
- ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

In the instances described above, although the use of a licensed asbestos removalist is not specifically required, persons involved in the work must be ensured to be competent and to have received training as specified by legislation. [Refer Work health and Safety (General) Regulations, Regulation 445].

All works involving the disturbance or removal of ACM must be strictly by suitably trained or licensed persons, as the situation may require, in accordance with a suitably documented and authorized Safe Work Method Statement. A licensed asbestos removalist must prepare an asbestos removal plan for any licensed asbestos removal work they are commissioned to undertake. Following any removal of ACM, clearance inspections must be conducted by an independent competent person, including being a

licensed asbestos assessor (LAA) in the instance of Class A removal work.

6. Identification of Asbestos Hazards

Inspections of Shire buildings for the presence of ACM have been conducted. The inspections include a risk assessment and recommendation for future control measures. Results of inspections are recorded in the Shire asbestos register, maintained by the Shire nominated representative, with the main asbestos register held at the Shire administration building and individual site specific asbestos registers maintained at the respective facility entry point.

Inspections are generally restricted in nature, with inaccessible areas not yet assessed. Such areas must be presumed to contain asbestos until formal inspection determines otherwise. Should any proposed works be likely to impact areas which have not yet been subject to asbestos identification inspection, the area must be assessed prior to works commencing. Each individual facility inspection record includes notes regarding restrictions.

Should any demolition work be considered, then a full asbestos identification and removal process must be instigated in compliance with WHS Regulatory requirements. Specialist advice must be obtained if required.

7. Risk Assessment

The risk assessment process utilised with the asbestos register is based upon that described within the UK HSE Asbestos Survey Guide HSG264. This process considers various parameters associated with likelihood of fibre release and resultant potential for exposure with each instance of ACM. Each parameter has a numerical score assigned to it, the sum of which then determines the overall risk score assigned for each instance. The parameter scores are rated between 0 to 3, with the following criteria:

- 0 – No ACM present
- 1 – Low potential for fibre release
- 2 – Medium potential for fibre release
- 3 – High potential for fibre release

The sum of ACM instance assessment scores are then ranked as follows:

- Low <= 6
- Moderate 7 – 10 (risk score in excess of 10 are more likely to release fibres)
- High 11 – 16
- Extreme >= 17

8. ACM Risk Control Measures

The recommended control measures that should be considered and approved by Shire executive are as follows:

Category 1
Risk Ranking “EXTREME”. Immediate isolation until remedial action completed Immediate removal of asbestos containing material.

Category 2
Risk Ranking “HIGH”. Remove source of disturbance; or isolate asbestos containing material

Category 3
Risk Ranking “MODERATE”. Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

Category 4
Risk Ranking “LOW”. Monitor and manage in accordance with the review of risk assessments.

8.1. Category 1 (EXTREME) Risk Ranking items

Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through application of the risk categorisation process. Any friable, unstable ACM must be treated as a category 1 risk.

The following items were identified as a Category 1 (Extreme) risk:

Address	Location	ACM Risk Level	Control Measure
		Extreme	

8.2. Category 2 (HIGH) Risk Ranking items

Category 2 risks are characterised by an elevated risk due to likely disturbance or exposure and the control measure is designed to reduce or eliminate the possibility of disturbance.

The following items were identified as a Category 2 (High) risk.

Address	Location	ACM Risk Level	Control Measure
Trayning Hall Lot 1 Railway Street Trayning	Western front fence	High Risk	Remove source of disturbance; or isolate asbestos containing material

8.3. Category 3 (MODERATE) Risk Ranking items

Category 3 items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Testing should be conducted to confirm the presence of asbestos prior to disturbance. Management decision is necessary as to when this should be done.

The following items were identified as a Category 3 (Moderate) risk.

Address	Location	ACM Risk Level	Control Measure
Kununoppin Community Centre Lot 146 Hughes St Kununoppin	Kitchen Walls	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Front of pavilion internal wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
Trayning Pavilion Lot 186 Sutherland St Trayning	Northern internal wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

	Rear internal wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Internal wall near kitchen	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Pavilion ceiling	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Rear kitchen wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Southern internal kitchen wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Front internal kitchen wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Servery internal wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Original pavilion front wall	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Eastern internal wall kitchen	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

	Rear internal wall kitchen	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Western internal wall kitchen	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Front internal wall kitchen	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
Trayning Hall Lot 1 Railway St Trayning	Floor tiles in female powder room	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Main switchboard box lining	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Kitchen wall adjoining stage	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Stage switchboard box lining	Moderate	Consider safe removal & replace with non ACM, Consider sealing the ACM appropriately, Monitor and Review the ACM's condition
Lot 139 Twine St Trayning Unit B	Southern exterior wall	Moderate	Consider safe removal & replace with non ACM, Consider sealing the ACM appropriately, Monitor and Review the ACM's condition
	Northern exterior wall	Moderate	Consider safe removal & replace with non ACM, Consider sealing the ACM appropriately, Monitor and Review the ACM's condition
	Rear exterior wall	Moderate	Consider safe removal & replace with non ACM, Consider sealing the ACM appropriately, Monitor and Review the ACM's condition
	Front eaves	Moderate	Consider safe removal & replace with non ACM, Consider sealing the ACM appropriately, Monitor and Review the ACM's condition

8.4. Category 4 (LOW) Risk Ranking items

These items are determined as low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

The following items were identified as a Category 4 (Low) risk.

Address	Location	ACM Risk Level	Control Measure
Kununoppin Town Hall 3 Wilson Street Kununoppin	Front exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Hall entry portico ceiling	Low	Monitor and manage in accordance with the review of risk assessments.
	Front gable	Low	Monitor and manage in accordance with the review of risk assessments.
	Meter box board	Low	Monitor and manage in accordance with the review of risk assessments.
	Lining of Meter box	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern internal wall lesser hall	Low	Monitor and manage in accordance with the review of risk assessments.
	Western internal wall lesser hall	Low	Monitor and manage in accordance with the review of risk assessments.
	Northern internal wall lesser hall	Low	Monitor and manage in accordance with the review of risk assessments.
	Eastern internal wall lesser hall	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern internal wall kitchen	Low	Monitor and manage in accordance with the review of risk assessments.
	Western internal wall kitchen	Low	Monitor and manage in accordance with the review of risk assessments.
	Northern internal wall kitchen	Low	Monitor and manage in accordance with the review of risk assessments.
	Eastern internal wall kitchen	Low	Monitor and manage in accordance with the review of risk assessments.
	Eastern internal wall kitchen	Low	Monitor and manage in accordance with the review of risk assessments.
	Under sink damper	Low	Monitor and manage in accordance with the review of risk assessments.
Kununoppin Community Centre Lot 146 Hughes Street Kununoppin	2 x Chimney Flues on main building	Low	Monitor and manage in accordance with the review of risk assessments.
	Kitchen ceiling	Low	Monitor and manage in accordance with the review of risk assessments.
	Upper section of small classroom walls	Low	Monitor and manage in accordance with the review of risk assessments.
	Upper section of large classroom walls	Low	Monitor and manage in accordance with the review of risk assessments.
	Meter board	Low	Monitor and manage in accordance with the review of risk assessments .

Trayning Pavilion Lot 186 Sutherland Street Trayning	Northern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear of Pavilion	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Front exterior wall of pavilion	Low	Monitor and manage in accordance with the review of risk assessments.
	Kitchen ceiling	Low	Monitor and manage in accordance with the review of risk assessments.
	Switch board	Low	Monitor and manage in accordance with the review of risk assessments.
	Under sink damper	Low	Monitor and manage in accordance with the review of risk assessments.
Kununoppin Recreation Pavilion Lot 126 Trayning-Wyalkatchem Road, Kununoppin	Western gable	Low	Monitor and manage in accordance with the review of risk assessments.
	Eastern gable	Low	Monitor and manage in accordance with the review of risk assessments.
	Kitchen ceiling	Low	Monitor and manage in accordance with the review of risk assessments.
	Under sink damper	Low	Monitor and manage in accordance with the review of risk assessments.
KTY Play Group Lot 132 Cnr of Twine & Glass Streets Trayning	Northern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Front exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Front toilet walls	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear toilet exterior walls	Low	Monitor and manage in accordance with the review of risk assessments.
	Meter board	Low	Monitor and manage in accordance with the review of risk assessments.
Trayning Hall Lot 1 Railway Street Trayning	Front entrance ceiling	Low	Monitor and manage in accordance with the review of risk assessments.
	Front box gutter	Low	Monitor and manage in accordance with the review of risk assessments.
	Front foyer entrance	Low	Monitor and manage in accordance with the review of risk assessments.
	Floor tiles in ticketing office	Low	Monitor and manage in accordance with the review of risk assessments.
	Floor tiles in switchboard access	Low	Monitor and manage in accordance with the review of risk assessments.
	Main switchboard	Low	Monitor and manage in accordance with the review of risk assessments.

	Floor tiles in hall entry	Low	Monitor and manage in accordance with the review of risk assessments.
	Stage switchboard	Low	Monitor and manage in accordance with the review of risk assessments.
	Under sink damper	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear internal kitchen wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Eastern interior wall kitchen wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Western internal kitchen wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear hall exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern exterior hall wall	Low	Monitor and manage in accordance with the review of risk assessments.
Lot 139 Twine Street Trayning Unit A	Front exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Southern eaves	Low	Monitor and manage in accordance with the review of risk assessments.
	Northern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Northern eaves	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear eaves	Low	Monitor and manage in accordance with the review of risk assessments.
	Meter board	Low	Monitor and manage in accordance with the review of risk assessments.
Lot 139 Twine Street Trayning Unit B	Front exterior wall	Low	Monitor and manage in accordance with the review of risk assessments.
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments.
	Meter board	Low	Monitor and manage in accordance with the review of risk assessments.
Lot 144 Adams Street Trayning	Southern boundary fence	Low	Monitor and manage in accordance with the review of risk assessments.
	Rear boundary fence	Low	Monitor and manage in accordance with the review of risk assessments.
Yelbini Golf Club	RCD board	Low	Monitor and manage in accordance with the review of risk assessments.
	Fuse board	Low	Monitor and manage in accordance with the review of risk assessments.

9. Monitoring and Management

All identified ACM locations shall be monitored and managed accordingly, dependant on the current condition, current or revised risk assessment and subsequent risk category assigned to the occurrence/ location of ACM.

10. Labelling and Signage

All ACM shall be indicated by labelling and signage to clearly show persons accessing the facility that asbestos may be present and which elements of the facility may contain this. Labelling shall be consistent with ACM locations identified in the asbestos register, so far as is reasonably practicable.

11. Access

Works access for identified ACM locations must be strictly after consultation of site ACM register and formal approval by Shire Executive Officer or their nominated representative. All works must be undertaken strictly in accordance with legislative requirements and the associated Asbestos Codes of Practice.

Where works are undertaken that may disturb ACM then the works area must be isolated and access restricted to essential workers only. Barricading and signage warning of the nature of the work being undertaken and site access restrictions should be employed. The need for air monitoring to be conducted must be considered by a competent person. All barriers and warning signs must remain in place until a clearance to re-occupy has been granted by an independent competent person.

Areas within buildings that were unable to be inspected for the presence of ACM, such as ceiling spaces and wall cavities as indicated in the ACM Register, must be presumed to contain ACM until formally inspected by a competent person and the presence of ACM either confirmed or not.

12. Work Permits

All works on sites identified as containing ACM must be in accordance with the issuance of a work permit issued by the designated Shire Officer. Issued work permits will be recorded in the ACM Works Permit Logbook. All persons proposed to conduct works on sites identified in the ACM register, must have been provided with training in safe work methods and have the location of any ACM, actual or presumed, formally identified to them. This information must be recorded on the work permit and work permit log book entry.

13. Recording Work on ACM

Work done on ACM that materially changes a register entry is to be recorded in the asbestos register by the Shire Officer with assigned responsibility and will include details of:

- The company/ person(s) conducting the work;
- The date of the work;
- The scope of the work done;
- Monitoring undertaken and results of tests;
- Any clearance inspection certificates;
- Details of licenses required to be held and confirmation that these are held.

14. Maintenance of Asbestos Register

The asbestos register is to be maintained up to date and the locations of actual or presumed ACM identified to workers, health and safety representatives or contractors through enabling ready access to the asbestos register. The current asbestos register for each specific workplace or facility shall be maintained at the specific facility as well as in a central storage location.

The asbestos register shall be reviewed and if necessary revised if:

- The asbestos management plan is reviewed;
- Further asbestos or ACM is identified at the workplace; or,
- Asbestos is removed from, disturbed, sealed or enclosed at the workplace.

Should works be proposed that involve demolition or refurbishment of any workplaces, then the asbestos register must be reviewed in order to ensure that any inaccessible areas previously presumed to contain asbestos are inspected by a competent person and any asbestos therein is identified and recorded in the asbestos register. All identified asbestos shall be removed prior to any demolition or refurbishment occurrence.

15. Safe Work Methods

All works that involve disturbance or removal of any ACM must be strictly undertaken in accordance with all legislative and regulatory requirements.

All works involving removal or disturbance of ACM must be performed in accordance with a detailed Asbestos removal control plan (for licenced removal works), Safe Work Method Statement and associated Permit to Work. All persons involved in the works must be suitably trained, including licensing where the scope of works require, and adequately supervised by a responsible Shire officer.

When the asbestos removal work requires a licenced asbestos removalist to undertake the work, then subsequent clearance inspections must be undertaken by an independent competent person. In the instance of Class A removal work, the person conducting the clearance inspection must be a licenced asbestos assessor. Where determined, or prescribed, as required – air monitoring must utilise the membrane filter method.

15.1. Equipment and techniques

Only suitable equipment and approved techniques shall be used in the performance of any works involving disturbance or removal of ACM. Details of considerations to be taken into account when determining suitable equipment and techniques to be employed for ACM work are detailed in legislation and the Asbestos Codes of Practice. The appendixes in these Codes contain some specific examples of recommended safe working methods including:

- Drilling of ACM
- Sealing, painting, coating and cleaning of ACM products
- Cleaning leaf litter from the gutters of ACM roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

***NOTE:** Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.
***NOTE:** High speed abrasive power and pneumatic tools such as angle grinders, sanders, saws and high speed drills, or techniques involving water or air blasting, must never be used.

The type of decontamination required will depend on the type of asbestos (friable or non-friable) and the work method employed. Details of decontamination considerations which must be taken into account are contained in the Asbestos Code(s) of Practice. All contaminated materials must be disposed of as

asbestos waste in accordance with legislative requirements and as described in the Asbestos Code(s) of Practice.

16. Consultation, Information Sharing and Training

Advice regarding ACM is to be included in Shire induction training procedures and follow up briefings are to be conducted after each review of the ACM register, after any material change in the ACM register, or each two years after initial survey. Induction training in regards to ACM must encompass;

- The use and location of the ACM register
- The Asbestos Management Plan
- The legislative requirements
- The Asbestos Codes of Practice
- The health and safety consequences of exposure to asbestos and appropriate control measures
- Licensing and competency requirements
- Safe Work Methods when dealing with ACM

Induction briefings for workers, including contractors, who may work within, or on, the building(s) containing ACM are to be conducted prior to the commencement of any works.

Workers who may come into contact with asbestos during the course of their work shall be provided with training in appropriate safe methods of work.

All provision of training, including participants, training content and results shall be recorded and maintained in the Shire training register. Training records shall be maintained for at least five years after the respective worker ceases working for the Shire.

Updates, where a change to the Asbestos Management Plan, ACM Register, or extensive work to buildings is planned, may be delivered by:

- Shire internal newsletter;
- Notice placed on safety notice boards;
- Toolbox safety and health meetings;
- Worker training sessions.

17. Shire Operational Considerations

As the definition of a ‘workplace’ includes any location where workers are likely to be in the course of their work, this plan also needs to consider and account for any work undertaken outside of the standard scope of works.

All Shire operations should be reviewed, listed in 19.1 Appendix A of this plan, and particular precautions and control measures identified for each operation.

Aspects to be considered could include the potential for previously unidentified ACM to be discovered, such as asbestos cement water pipes, work on brake or clutch friction components containing ACM, or during external sub-contracted works that the Shire may engage in.

If potential ACM is located, then a competent person should perform a formal identification and risk assessment process and the findings included in the ACM register as appropriate.

18. Accidents, Incidents and Emergencies

Should an accident, incident or emergency situation arise which involves ACM or presumed ACM, then workers and other persons at the workplace must initially be removed from areas which may manifest risk of asbestos fibre exposure and have personal decontamination processes applied if required. The affected work site must have access restrictions imposed, including through use of signage and barricading, to prevent persons from entering the area until it has been rendered to a safe condition.

The services of a competent person must be sought in order to obtain advice on specific requirements that must be fulfilled in order to render the worksite safe and remove any asbestos contamination which may be present.

In instances where persons have been potentially exposed to asbestos fibres, then reference should be made to risk control methodologies and other associated requirements described in the Work Health and Safety (General) Regulations 2022 (WA) and the Asbestos Codes of Practice. Specialist advice should be sought where required.

Affected persons should be advised of the National Asbestos Exposure Register so that they may record details associated with the suspected exposure.

If the situation involves friable asbestos, then the services of a Licenced Asbestos Assessor must be obtained and associated remediation work conducted by a Class A Asbestos Removal Licence holder.

All uncontrolled releases of asbestos fibres which expose workers or other persons to a serious risk to their health and safety should be considered a ‘dangerous incident’ and reported to WorkSafe WA.

19. Review

The register of ACM is to be updated following review of the Asbestos Management Plan or when a change to the register is necessary.

The asbestos management plan is to be reviewed at a minimum interval of every five years or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibres;
- Controlling maintenance workers and contractors;
- Highlighting the need for action to maintain or remove ACM;
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

Review of Asbestos Register and associated management plan is to be undertaken by a competent person.

20. Attachments

20.1. Attachment A - Schedule of Operational Precautions and Practices

Task	Location	Precaution	By Whom

20.2. Attachment B - Health aspects of Exposure to Airborne asbestos Fibres

Extract from Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 6

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world. Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The National Exposure Standard (NES) of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the ‘control level' of 0.01 fibres/mL has been reached.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- Any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding,
- Breaking, smashing, blowing with compressed air or high pressure water (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- The inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- The maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

20.3. Attachment C – Awareness Training for Workers

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly. Depending on the circumstances, this asbestos awareness training may include:

- The purpose of the training;
- The health risks of asbestos;
- General identification of asbestos / ACM products;
- The types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- The Shires and the workers roles and responsibilities under the workplace's asbestos management plan;
- Where the workplace's register of ACM is located, how it can be accessed and how to understand the information in it;
- Processes and safe work procedures to be followed to prevent exposure, including exposure from any accidental release of airborne asbestos;
- Where applicable, the correct use of PPE including respiratory protective equipment (RPE)
- The implementation of control measures and safe work methods to eliminate or minimise the risks associated with asbestos to limit the exposure to workers and other persons, (for example, the use of safe work practices for minor work that workers may carry out);
- Exposure standard and control levels for asbestos;
- Purpose of any exposure monitoring or health monitoring that may occur.

Records of all training must be kept while the worker is carrying out the work and for five years after the day the worker ceases working for the Shire. These records must also be available for inspection by the regulator.

20.4. Attachment D - Schedule of Briefings

Date	Group	Briefing By:

21. References

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Code of Practice: How to manage and control asbestos in the workplace
- Code of Practice: How to safely remove asbestos
- UK HSE Asbestos Survey Guide HSG264