



## Asbestos Management Plan

Doc Reference:	DoMN-WHSMS Form 3.16c
Version Number:	3.6

### Purpose

The purpose of this Asbestos Management Plan (AMP) is to provide guidance on the safe practices for working on or near asbestos or asbestos-containing materials (ACM) and for facilitating the effective safe removal of the asbestos and ACM. If asbestos or ACM is identified at a workplace then an Asbestos Management Plan is required (NSW WHS Regulations 2017 – clause 429). A key component of the AMP is the development of an Asbestos Register (AR). This provides the details on the date the asbestos or ACM was identified, its location, type and condition (NSW WHS Regulations 2017 – clause 425).

### Scope

This procedure applies to all workers of the Diocese of Maitland – Newcastle (DoMN) and to all areas within DoMN properties and workplaces. Diocesan Agencies should refer to the WHS Asbestos Management Policy (DoMN-WHSMS 3.16). This Policy document also identifies the responsibilities and accountabilities for managers, workers and others involved in developing the Asbestos Register and implementing the Asbestos Management Plan. Further guidance can be obtained from SafeWork NSW and Safe Work Australia in the legislation, regulations and codes of practice to establish safe processes for asbestos management.

### Introduction

In the past construction practices have led to the use of hazardous materials in some buildings these materials include asbestos. Other materials such as biological hazards, lead-based paints, synthetic mineral fibre and ozone depleting substances may also be found in some sites from time to time. The use of asbestos has been discontinued, however, residual material from past construction practices remain in some older buildings. SMF's continue to be used due to their lower toxicity. The use of lead in paint has been discontinued, but some is still used for waterproofing, undercoating metals, and so biological hazards are still encountered.

Where present, these materials must be managed to ensure there is no potential for adverse health effects on those accessing the building or working on or near these hazardous materials. Management of asbestos, in particular, requires a three step approach of recognition of the existence and potential hazard of asbestos, evaluation of the extent of those hazards (by hazardous materials surveys and sampling processes), and, control (by management procedures including labeling, restrictions on disturbance, periodic re-inspection, access restrictions and eventually effective safe removal). Other hazardous materials should be managed in a similar fashion namely recognition, evaluation and control using effective procedures leading ideally to elimination of hazardous materials.

#### 1. Nature of the Hazard and its distribution

Asbestos is a naturally occurring fibrous silicate mineral, one of the Serpentine groups. It was mined extensively in Australia until the early 1980's. These minerals were commonly used in the past because of their fibrous nature (providing structural strength in products such as asbestos cement sheeting), heat conductivity (providing insulation on steel building structures, steam pipes etc), high electrical resistance (used in power boards, electrical fittings, etc) and chemical inertness. The use of asbestos is now banned, but the primary types of asbestos used in the past were chrysotile (white asbestos), crocidolite (blue asbestos) and amosite (brown asbestos).

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The risk to human health from asbestos arises primarily from the inhalation of asbestos fibre derived from the disturbance of friable asbestos-containing products. Because of its small fibre size, asbestos may penetrate deep into the lung, and because of its inert nature, body processes have difficulty expelling the material. Exposure to asbestos fibre may result in an outcome of chronic adverse health effects. These may include asbestosis leading to the onset of mesothelioma, a painful, fatal cancer of the lining of the lung. The health effects of asbestos may take 20 - 40 years to manifest themselves. In Australia, at the present time there is a high prevalence of asbestos related disease resulting from the widespread use in many industries.

In New South Wales, there are requirements for asbestos management under the Work Health and Safety Act 2011, and Work Health and Safety Regulations 2017. A guideline titled Working with Asbestos was issued in 2008 and two new Codes of Practice from Safe Work Australia were released in 2012. Together these are used to formulate responses in situations where asbestos is detected at Diocesan workplaces.

### 2. Work on Asbestos Containing Materials (ACM)

All DoMN workplaces shall undergo an asbestos risk assessment in which asbestos and ACM are identified and the associated health risk posed by these materials is assessed. These assessments do not necessarily reveal all asbestos and ACM contained in buildings, as material may be located in inaccessible areas. The asbestos risk assessment must be conducted by a competent person and the findings documented in the Asbestos Register (NSW WHS Regulations 2017 – clause 425).

Persons carrying out assessments to identify the location of asbestos materials should be familiar with building construction and the types of asbestos and ACM encountered in such premises.

### 3. Labeling of Identified Asbestos Containing Materials (ACM)

Where practicable, identified asbestos and ACM shall be labeled with a suitable warning label in order to ensure that the presence and location of asbestos and ACM identified in the Asbestos Register are clearly indicated on the site.

### 4. Asbestos Register

An Asbestos Register shall be prepared by a competent person and maintained on site by the WHS Manager. The Register shall contain information relating to the location, type, condition, action and comments regarding any asbestos and ACM identified which will be located on site.

The Asbestos Register shall be reviewed and as necessary revised if:

- The Asbestos Management Plan is reviewed;
- Further asbestos and ACM are identified at the workplace; or
- Asbestos or ACM is removed from, or disturbed, sealed or enclosed at, the workplace.

The Asbestos Register shall be readily accessible on site to all workers who have carried out, carry out or intend to carry out work at the workplace (NSW WHS Regulations 2017 – clause 427).

The Asbestos Register shall be referred to, prior to any maintenance or refurbishment work being undertaken by workers (including employees, external contractors, etc.) and during the site specific induction where applicable. Appropriate work procedures and hazard controls will be determined prior to commencing activities with the potential to disturb asbestos or ACM.

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### 5. Asbestos Management Plan

If asbestos or ACM is identified at the workplace or likely to be present at the workplace, the WHS Manager shall ensure that an Asbestos Management Plan is prepared for the site and maintained to ensure that the information in the plan remains up to date (NSW WHS Regulations 2017 – clause 430).

The Asbestos Management Plan shall be reviewed and as necessary revised in the following circumstances:

- There is a review of the asbestos register or a control measure;
- Asbestos or ACM is removed from, or disturbed, sealed or enclosed at, the workplace;
- The plan is no longer adequate for managing asbestos and ACM at the workplace;
- A HSR requests a review; or
- At least once every 5 years.

The Asbestos Management Plan shall be readily accessible on site to all workers who have carried out, carry out or intend to carry out work at the workplace (NSW WHS Regulations 2017 – clause 429 -5).

### 6. Asbestos Risk Assessment

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates the potential for harm, while 'risk' refers to the probability of that harm occurring. For example, the presence of asbestos in a building is a hazard, but while that asbestos remains in sound condition and does not release fibres into the air (is not friable), the risk is negligible.

To assess the health risk posed by the presence of asbestos and asbestos-containing materials all relevant risk assessment factors must be considered. The risk assessment factors that must be taken into account in assessing the risk of exposure to airborne asbestos fibres and dust include:

#### 6.1 Friability of the asbestos-containing material

A friable or fibre releasing ACM, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure. This may include asbestos-containing materials that have been subjected to conditions that leave them in a state where they meet the above definition, such as weathering, physical damage and water damage. Friable asbestos-containing materials include limpet structural beam insulation; vinyl tile underlay when disturbed and pipe lagging.

A non friable ACM is typically comprised of asbestos fibres bound in a stable non-asbestos matrix, including but not limited to cement, vinyl and resin. Non friable asbestos-containing materials are commonly known as bonded asbestos-containing materials and include asbestos cement products, vinyl tiles and pitch-based electrical backing boards.

#### 6.2 Accessibility and likelihood of disturbance to the asbestos-containing material

Requirement for access for maintenance operations, building operations, work and/or other activities that may disturb the asbestos-containing material include:

- proximity of the asbestos-containing material to activities which may cause damage to the material;
- exposed surface area of the asbestos-containing material;
- nearness of the asbestos-containing material to direct air streams.

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### 6.3 Condition of the asbestos-containing material

The condition of the asbestos-containing material involves gathering evidence often through photographs of:

- physical damage to the asbestos-containing material including but not limited to cracking, damage, wear and tear and holes;
- weathering to the asbestos-containing material;
- water damage to the asbestos-containing material.

These risk assessment factors are used to rank, or rate, the risk posed by the presence of the asbestos-containing material. The risk assessment factors are assigned risk values which are used to determine the risk rating.

The risk ratings are defined briefly as follows:

- Low risk rating is for asbestos containing materials (ACM) in good condition where no intrusive work is planned;
- Medium risk rating is for ACM is where a moderate risk of exposure calls for sealing, painting, or encapsulation;
- High risk rating is for ACM;

### 6.4 Low risk rating

Low risk is attributed to asbestos-containing materials that pose a low risk to occupants and/or the general public, providing the materials remains in their current state. The materials do not present a health risk unless disturbed by intrusive work such as drilling, cutting, breaking or sanding. Recommendations for ongoing management of these materials should occur within six months of identification. Inspection when the Asbestos Management Plan (AMP) is due for review is required. The AMP must be reviewed every 5 years (NSW WHS Regulations 2017 – clause 430).

### 6.5 Medium risk rating

Medium risk rating is assigned to asbestos-containing materials that pose a moderate risk to occupants and/or the general public in their current state; removal, or encapsulation where applicable, should occur within three months. If the material is repaired (encapsulated) it should be accompanied by regular inspections and assessments at least every 3 years to assess the condition of the material.

### 6.6 High risk rating

High risk rating is attributed to asbestos-containing materials that pose an immediate or elevated risk to occupants and/or the general public in their current state. Actions should be taken as soon as practicable to remove asbestos-containing materials with a high risk rating. Access to asbestos-containing materials with a high risk rating must be restricted until removal is completed and clearance certification to reoccupy has been granted.

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### 7. Evaluation of the Asbestos Register findings

Any tradesmen working in or on the building should be provided with a copy of this Asbestos Management Plan which includes the Asbestos Register prior to carrying out any work on the building. The Asbestos Management Plan is to be read and ideally a sign off sheet kept locally whenever work is to be done on or near ACM.

Most of the buildings on the site contain asbestos in bonded form in the walls and ceilings. Some of it is sealed well with paint, other areas are covered with panel or cladding. The condition ranges for fair to good. Special care must be taken in working on the parts of the buildings that have Asbestos Containing Material.

Removal of the asbestos is not to be done by volunteers or DoMN workers. It must be done by qualified people using the removal process laid down in the Code of Practice for Safe Removal of Asbestos.

### 8. Recommendations for the Asbestos Management Plan

Any tradesmen working in or on the building should be provided with a copy of the Asbestos Management Plan and the Asbestos Register prior to carrying out any work on the building.

Products containing bonded asbestos that are maintained in good order, do not present a significant health risk. Nevertheless, safety precautions must be taken when working on any product containing asbestos. Work procedures should be developed to minimise the release of dust or fibres.

When working with bonded asbestos products, you should:

- use barriers to restrict entry of unauthorised personnel to the work area and to control contamination;
- place asbestos removal caution signs at the barriers, which comply with AS 1319 Safety Signs;
- use personal protective equipment, including coveralls and a respirator (eg a half-face P1/P2 respirator) - coveralls should preferably be disposable and coveralls with Velcro-type fasteners are not suitable;
- only use non-powered hand tools as they generate less dust - do not use power tools, such as abrasive cutters and sanders;
- use wet methods to dampen material, or use a suitable vacuum cleaner that complies with the AS/NZ 60035.2.60 and is fitted with an appropriate attachment to reduce the release of dust. **Do not use a household vacuum cleaner;**
- work in well-ventilated areas, where possible;
- take precautions to prevent slips and trips hazards;
- dispose of waste and collected dust in 200-micron thick plastic bags that are sealed and clearly labelled as containing asbestos waste- plastic used in asbestos removal is not to be reused nor is recycled plastic to be used as it may contain flaws;
- avoid any abrading or scrubbing of the material's surface.

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### Cladding

Over cladding of bonded asbestos material should not be undertaken unless it can be carried out without causing damage to the bonded asbestos. Over-cladding may result in more hazardous and expensive removal at a later date. All buildings with existing cladding over bonded asbestos should be labelled appropriately, somewhere on the building, to highlight to tradespeople and occupiers that the building contains bonded asbestos material.

### Water blasting

It is illegal to water blast asbestos containing materials because there is a high risk of asbestos fibres being released into the atmosphere and inhaled.

**Please note:** only appropriately licensed and accredited tradesmen should be allowed to undertake any work on asbestos-containing materials. All work carried out to asbestos-containing materials should be carried out in accordance with the Code of Practice for the Management and Control of Asbestos (WorkCover 2011) and the Code of Practice for Safe Removal of Asbestos (WorkCover 2011).

## Appendices

[Appendix 1: AMP flowchart](#)- [Appendix 2: Operation of Asbestos Register](#)—[Appendix 3: Emergency Procedures for ACM](#)

## Attachments

[Attachments for Asbestos Register from consultants or other competent persons \(numbered separately.\)](#)

## Forms

[Form 3.16a Asbestos Register](#)

[Form 3.16b Asbestos Removal Permit to Work](#)

[Form 3.16c Asbestos Management Plan](#)

[Form 3.4e Safe Work Instruction Template - Painting or Sealing non-friable ACM](#)

## References

[NSW WHS Act 2011](#)

[NSW WHS Regulations 2017](#)

[How to Manage and Control Asbestos in the Workplace Code of Practice \(SafeWork NSW, 2016\)](#)

[How to Safely Remove Asbestos Code of Practice \(SafeWork NSW, 2016\)](#)

[How to Manage Work Health and Safety Risks Code of Practice \(WorkCover NSW, 2011\)](#)

[DoMN-WHSMS 3.16 Asbestos Management](#)

[DoMN-WHSMS 3.17 Contractor Management](#)

[DoMN-WHSMS 3.10 High Risk Work](#)

[DoMN-WHSMS 3.09 Falls Management](#)

[DoMN-WHSMS 3.14 Construction, Demolition and Excavation Works](#)

[AS 2601:2001 The demolition of structures](#)

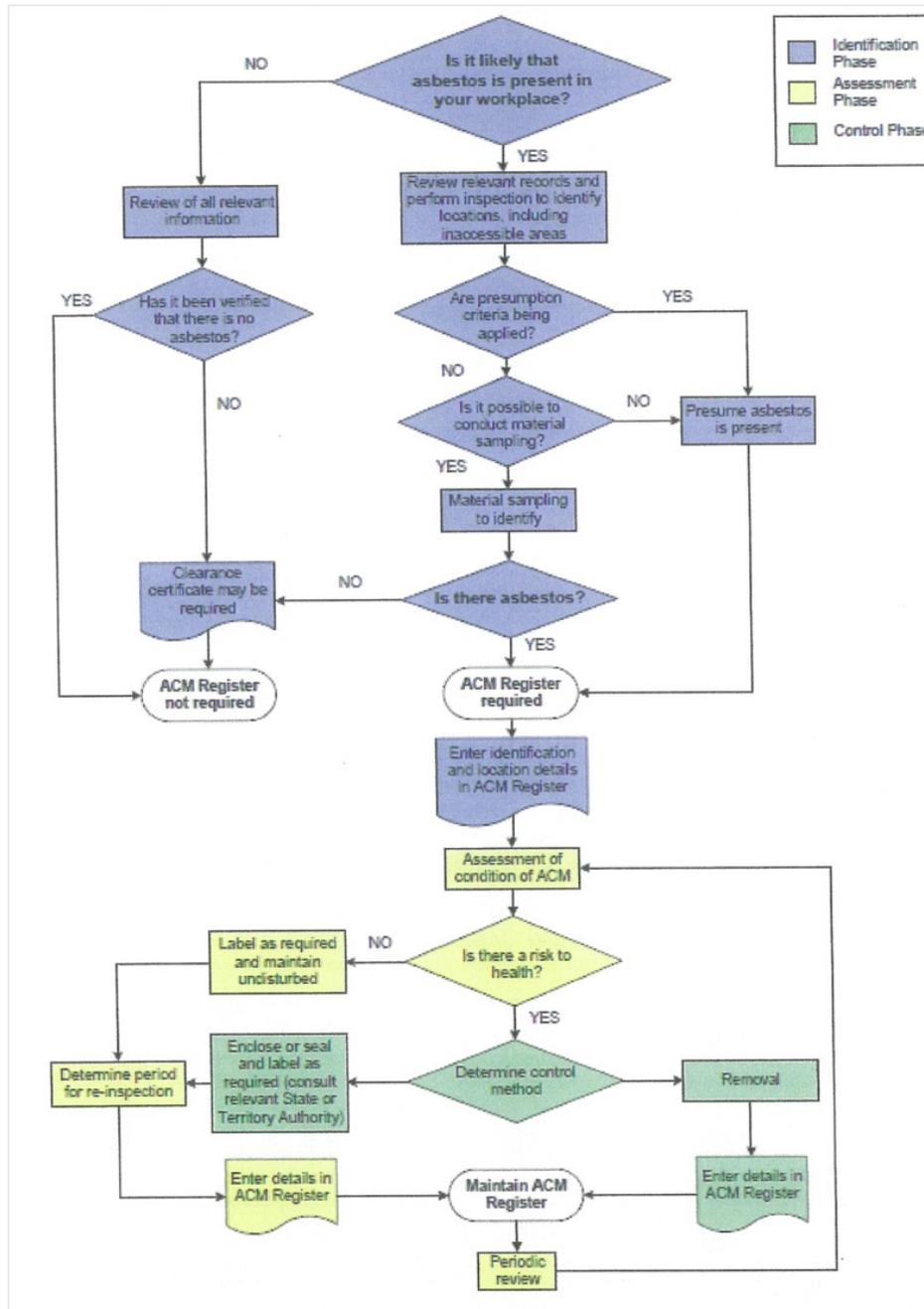
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### Appendix 1- General Principles for an Asbestos Management Plan





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### Appendix 2 -

## Requirements for the Successful Operation of an Asbestos Register

The following simple rules should be followed to ensure the effective operation of this asbestos register and the protection of the health and wellbeing of residents and workers:

The asbestos identified in the survey is in a stable condition and does not present a danger to health or wellbeing unless it is disturbed by cutting, drilling, sanding or some activity which will result in the generation of asbestos fibre. For this reason, the facility must ensure that all workers and tradesmen entering the site to do work read and sign the Asbestos Register Sign on Sheet. This will make them aware of the presence of asbestos products at the site help to protect them and residents from exposure to asbestos fiber.

Ensure that if asbestos is removed from the site, the removal is conducted legally and following clearance certification the documentation is sent to Property so the change can be recorded in the Asbestos Register on MEX.

All asbestos should be re-inspected "periodically" - our recommendation is each three years, to ensure that there has been no deterioration in it which would lead to the potential exposure of anyone to fibre release from the material.

Should an emergency arise which leads to the disturbance of asbestos materials, the procedure shown below (Appendix 4) should be followed.

The Asbestos Management Plan and Asbestos Register must be readily accessible to anyone who intends to carry out work at the site, and a copy must be made available to that person to read and sign.

The Asbestos Register must be transferred by any person relinquishing control of the site to any person assuming control of the site.

### Note on inaccessible areas and assuming that materials in them are asbestos or contain asbestos:

All inaccessible areas at this site or property, including but not limited to wall cavities, between floors, inside skillion roofing and inside the eaves; areas behind or concealed by fixed ceilings, wall linings, floor coverings, fixtures, fittings, furniture, clothes, stored articles/materials, thermal insulation, sarking, pipe/duct work, builders debris, vegetation, pavements or earth; integral parts of boilers, pumps, machinery, plant and pipework and reheat units within air conditioning ducts; cores to fire doors; areas accessible only through manholes and trapdoors where these are locked or otherwise not readily accessible and areas located in rooms such as garages or laundries which are locked or also otherwise inaccessible at the time of our inspection, can be assumed to contain asbestos-containing materials in accordance with NSW WHS Regulations 2017 – clause 422.

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### Appendix 3– Emergency Procedures for Asbestos and ACM

#### HAZARDOUS MATERIALS (ACM) EMERGENCY PROCEDURE

Asbestos and asbestos containing materials (ACM)

Material which appears to contain asbestos is discovered on a site or in a building.



Responsible person (officer/manager) is notified and access is restricted using signs and barriers.



Anyone working in the area or at risk of exposure is notified and moved to safe area. No further work is undertaken pending the completion of an asbestos materials investigation



Responsible person (officer/manager) engages a competent person (person able to identify asbestos) to investigate.



Competent person provides report confirming the presence of ACM with recommendations for actions that are required like immediate safe removal by licensed removalist or ensuring the ACM is sealed and has signage indicating not to disturb.



Responsible person (officer/manager) engages a licensed ACM removalist to remove the asbestos using an Asbestos Removal Plan or engages a competent person to ensure that it is sealed and not fibre releasing and has warning signage put in place.



Responsible person (officer/manager) engages a qualified occupational hygienist to provide air monitoring and provide the clearance certificate for the asbestos removal or engages a competent person if the ACM is not fiber releasing.



Responsible person (officer/manager) ensures that the Asbestos Register is updated, removal certification is included with a copy of the Asbestos Removal Plan and any warning signage that may still be required is put in place.

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### Attachments Section– Overall findings: Hazardous Materials & Asbestos

#### Evaluation of the Hazardous Materials and Asbestos Register preliminary findings

Any worker or tradesmen working in or on the building should be provided with a copy of this Asbestos Management Plan (AMP) which includes the Asbestos Register (AR) as an attachment prior to carrying out any work on the building. The Asbestos Management Plan is to be read and the Asbestos Register Signoff Sheet is to be signed off and kept locally. Whenever work is to be done on or near Asbestos containing material (ACM) workers must read the AMP and sign the latest version of the Asbestos Register which contains information on the current condition of the asbestos.

The buildings inspected **did / did not** have asbestos or ACM in bonded form in most walls, eaves and ceilings as surveyed by (summary of the report in the attachments). Asbestos can generally be ruled out in any building which was built in the 1990s and where any further renovations were done after 2003. As the buildings at this location cover a range of construction periods, no assurance can reasonably be given that other building components not visibly inspected are free of asbestos without getting samples for testing. For this reason, they should be assumed to contain asbestos pending testing that will confirm or rule out the presence of asbestos.

On visual inspection, the surfaces were **painted / peeling / unsealed** and the condition of the surface is **good / fair / poor**. Overall the site has **significant / minimal / insignificant** asbestos or ACM content and exposure especially for workers doing repairs or any renovations is **very likely / minimal / unlikely**. Special care must be taken in working on the parts of the buildings that have Asbestos containing material. In this case it is recommended, considering the proposed use that the ceiling be removed by professional asbestos removalists using approved procedures as soon as possible.

No renovations or repairs should be undertaken without reference to this register and signoff by workers and appropriately experienced supervisors present to observe the removal work being done. Removal of the asbestos must only be done by trained, currently competent and experienced workers. It must be done using the removal process laid down in the Code of Practice and following recommendations in this plan.

**Please note well:** only appropriately licensed, experienced and accredited workers should be allowed to undertake any work on asbestos-containing materials. All work carried out to asbestos-containing materials should be carried out in accordance with the Code of Practice for the Management and Control of Asbestos (SafeWork NSW 2016) and the Code of Practice for Safe Removal of Asbestos (SafeWork NSW 2016) .

In addition, contractors must provide documentation of their current insurances with expiry dates, supply evidence of training and certification for workers and provide copies of safe work procedures before commencing work. Appropriate notification for the removal of asbestos must be given to the regulator SafeWork NSW (Formerly WorkCover NSW) and a copy of the notification must be supplied to the Property team for inclusion in DoMN records.

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### Attachments- Thumbnail pictures with identification used in this report

### Address

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### Attachments– Condition Pictures of Asbestos/ACM and Comments

Parish	Property / Asset	Most Recent Inspection Date	Description Material and Location	Person conducting Inspection	Findings, Comments and Recommendations

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### Attachments– Condition Pictures of Asbestos

Parish	Property / Asset	Most Recent Inspection Date	Description Material and Location	Person conducting Inspection	Findings, Comments and Recommendations

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### Attachments– Condition Pictures of Asbestos

Parish	Property / Asset	Most Recent Inspection Date	Description Material and Location	Person conducting Inspection	Findings, Comments and Recommendations

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### Attachments– Asbestos Register and General Recommendations

#### Recommendations for the Asbestos Management Plan

Any tradesmen working in or on the building should be provided with a copy of this Asbestos Management Plan and the Asbestos Register prior to carrying out any work on the building where asbestos or ACM has been identified. Products containing bonded asbestos when maintained in good order, as they are in this building, do not present a significant health risk. Nevertheless, safety precautions must be taken when working on any product containing asbestos. Work procedures should be developed to minimise the release of dust or fibres.

When working with bonded asbestos products, you should:

- use barriers to restrict entry of un-authorised personnel to the work area and to control contamination
- place asbestos removal caution signs at the barriers, which comply with As 1319 Safety Signs
- use personal protective equipment, including coveralls and a respirator (eg a half-face P1/P2 respirator) - coveralls should preferably be disposable and coveralls with Velcro-type fasteners are not suitable
- only use non-powered hand tools as they generate less dust - do not use power tools, such as abrasive cutters and sanders
- use wet methods to dampen material, or use a suitable vacuum cleaner that complies with the AS/NZ 60035.2.60 and is fitted with an appropriate attachment to reduce the release of dust. do not use a household vacuum cleaner
- work in well-ventilated areas, where possible
- take precautions to prevent slips and trips hazards
- dispose of waste and collected dust in 200-micron thick plastic bags that are sealed and clearly labelled as containing asbestos waste- plastic used in asbestos removal is not to be reused nor is recycled plastic to be used as it may contain flaws
- avoid any abrading or scrubbing of the material's surface.

#### Cladding

Over cladding of bonded asbestos material should not be undertaken unless it can be carried out without causing damage to the bonded asbestos. All buildings with existing cladding over bonded asbestos should be labelled appropriately.

#### Water blasting

It is illegal to water blast asbestos containing materials because there is a high risk of asbestos fibres being released into the atmosphere and inhaled.

**Please note well:** Only appropriately licensed, experienced and accredited workers should be allowed to undertake any work on asbestos-containing materials. All work carried out to asbestos-containing materials should be carried out in accordance with the Code of Practice for the Management and Control of Asbestos (SafeWork NSW 2016) and the Code of Practice for Safe Removal of Asbestos (SafeWork NSW 2016).

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### Attachments– Asbestos Test Result

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 <b>PROPERTY ASBESTOS REGISTER</b>	<b>Parish</b>								
	<b>Property / Asset</b>								
	<b>Most Recent Inspection Date</b>								
	<b>Description Material and Location</b>								
	<b>Friability (fibre release potential) <small>High - Medium - Low</small></b>								
	<b>Access <small>Good-Fair-Poor</small></b>								
	<b>Condition <small>Good-Fair-Poor</small></b>								
	<b>Name of Competent Person Performing Inspection</b>								
	<b>Re-inspection Date</b>								
	<b>Comment and Control Recommendations</b>								

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### Attachments– Asbestos Register Signoff Sheet

#### Asbestos Register Signoff Sheet

*This form should be completed on your first day to ensure you are familiar with the specific hazards of ACM on this location and key people to report to.*

*Please ask the person escorting/supervising you during the work, if you have any questions.*

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Worker Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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