

Building TA 34 (Staff Accommodation)

Smith Street, Tamworth Base Hospital NSW 2340

Asbestos Audit

Asbestos Register Review & Update

April 2016



Prepared by:



DOCUMENT STATUS & REVIEW

Revision	Prepared By	Reviewed By	Date Issued
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LIST OF ABBREVIATIONS

ACD	Asbestos-Containing Debris/Dust
ACM	Asbestos-Containing Material
CFCS	Corrugated Fibrous Cement Sheet
CFC	Compressed Fibrous Cement
EPA	Environment Protection Authority
FFCS	Flat Fibrous Cement Sheet
NATA	National Association of Testing Authorities of Australia
PES	Practical Environmental Solutions
SAFEWORK	SafeWork NSW

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1 EXECUTIVE SUMMARY

Practical Environmental Solutions Pty Ltd (PES) was commissioned by Mr. Scott Connors of HUNTER NEW ENGLAND LOCAL HEALTH DISTRICTS (the Client) to conduct a re-audit and update of the Asbestos Register for all built infrastructure either owned or operated by the client in the Central North regional city of Tamworth as required by the 'Work Health and Safety Regulation 2011' (NSW).

In this instance, the building in question stands on the campus of Tamworth Hospital, is known as TA 34 and is an accommodation facility known as the 'Staff Accommodation'; details of which are shown below in Table 1.

PES' Tony Milligan and David McQueeney were on site on Thursday 7 April 2016 to conduct the re-inspection of this building.

One (1) material sample with the potential to be, or was suspected of being, asbestos containing was sent to the NATA-accredited, Australian Safer Environment and Technology laboratory in Hornsby for analysis.

The analysis showed a result of NO ASBESTOS DETECTED (NAD).

NO ASBESTOS CONTAINING MATERIALS HAVE BEEN IDENTIFIED IN THIS BUILDING.

NOTE: The following material was tested and proven **NOT** to contain asbestos:

- The FFCS soffit lining to the eaves and front verandah.

2 INTRODUCTION

Practical Environmental Solutions Pty Ltd (PES) was commissioned by Mr. Scott Connors of HUNTER NEW ENGLAND LOCAL HEALTH DISTRICTS (the Client) to conduct a re-audit and update of the Asbestos Register for all built infrastructure either owned or operated by the client in the Central North regional city of Tamworth as required by the 'Work Health and Safety Regulation 2011' (NSW).

In this instance, the building in question stands on the campus of Tamworth Hospital, is known as TA 34 and houses the health facility known as the 'Staff Accommodation'; details of which are shown below in Table 1.

Hunter New England Local Health Districts is the owner / operator of this facility and as such is the entity who is the Person Conducting a Business or Undertaking (PCBU) in these buildings. It is a regulatory requirement of the PCBU to both identify and manage any asbestos-containing materials (ACM) or fitments used in their construction.

The NSW Workplace Health and Safety (WHS) Regulation (2011) supported by SafeWork NSW Code of Practice 'How to Manage and Control Asbestos in the Workplace' (December 2011) require the Client, with respect to asbestos, to identify its presence, clearly indicate its location (preferably with a label) and prepare an asbestos register documenting same. The register is a dynamic document that must be maintained with up-to-date information by regular condition inspection and a full re-inspection of identified materials every five (5) years.

This clause **DOES NOT** apply to a workplace if the workplace is a building that **was constructed after 31 December 2003**.

Table 1 Specific Site and Re-Audit Details

Client	Hunter New England Local Health Districts
Site	TA 34 (Staff Accommodation)
Address	Smith Street, Tamworth Base Hospital NSW 2340
Local Government Area	Tamworth Regional Council
Inspector	David McQueeney & Tony Milligan
Inspection Date	Thursday 07 April 2016
Building Status	Occupied and Operational

PES conducted a review of past documents specifically pertaining to the presence of asbestos on the site including previous Asbestos Registers and Asbestos Surveys (completed by others). This was done to ensure no previously tested materials were unnecessarily re-tested, and to assist in the identification of ACM. Complementing existing information, a thorough re-audit and inspection of the built infrastructure on the subject land was undertaken.

During this audit, PES inspected all structures and locations therein where ACM has been identified and documented. Also, we have accounted for fibrous cement materials that are suspected of or have the potential to be an ACM that were previously presumed to be so ONLY or were inadvertently overlooked in previous audits.

Judgemental sampling of such materials was conducted with a view to providing a conclusive report of ACMs likely to be encountered by others during any maintenance work, refurbishment, asbestos removal and/or demolition operation. The sampling locations shown in Table 2 (*subsection 7.1*) were chosen to limit damage to the material surface(s) and to prevent potential disturbance of the hazard, if any.

This audit is specifically limited to identifying asbestos and does not include the identification of other hazardous materials including polychlorinated biphenyls, lead-based paints and synthetic mineral fibres.

3 PURPOSE AND USE OF THIS REPORT

The purpose of this report is to provide an update of the Asbestos Register (as required by the '*Work Health and Safety Regulation 2011*' [NSW]) used to describe the type, location and condition of asbestos-containing materials (ACM) identified at the site. This will enable the Client to be informed and, in turn, able to inform any entity or person who may, for whatever reason, come into contact with this building. This Asbestos Register is attached in **Appendix B**.

Subsequently, this report is designed to be used by:

- All persons who may enter the site for the purpose of conducting works that may place them into contact with, or potentially disturb, asbestos containing materials.

These persons **shall refer to this report** and the attached (**Appendix B**) asbestos register, confirmation photographs (**Appendix A**), and the risk assessment (**Appendix C**) before the commencement of any works.

4 LEGISLATIVE REQUIREMENTS INVOLVING ASBESTOS IN THE WORKPLACE

The audit of the buildings and the subsequent preparation of this report and attached Asbestos Register have been conducted in accordance with the requirements of the following documents:

- *Work Health and Safety (WHS) Act 2011 (NSW)*;
- *Workplace Health and Safety (WHS) Regulation 2011 (NSW)*;

These documents and the additional Code of Practice documents listed below are to be referred to when any works are undertaken involving ACMs and / or when any demolition or removal works are to be conducted that involve any ACM on the site:

- How to Safely Remove Asbestos (2011) Safe Work Australia; and
- How to Manage and Control Asbestos In the Workplace (2011) Safe Work Australia; and
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003 (2005)]

A more detailed extract from relevant documentation is attached in Appendix E.

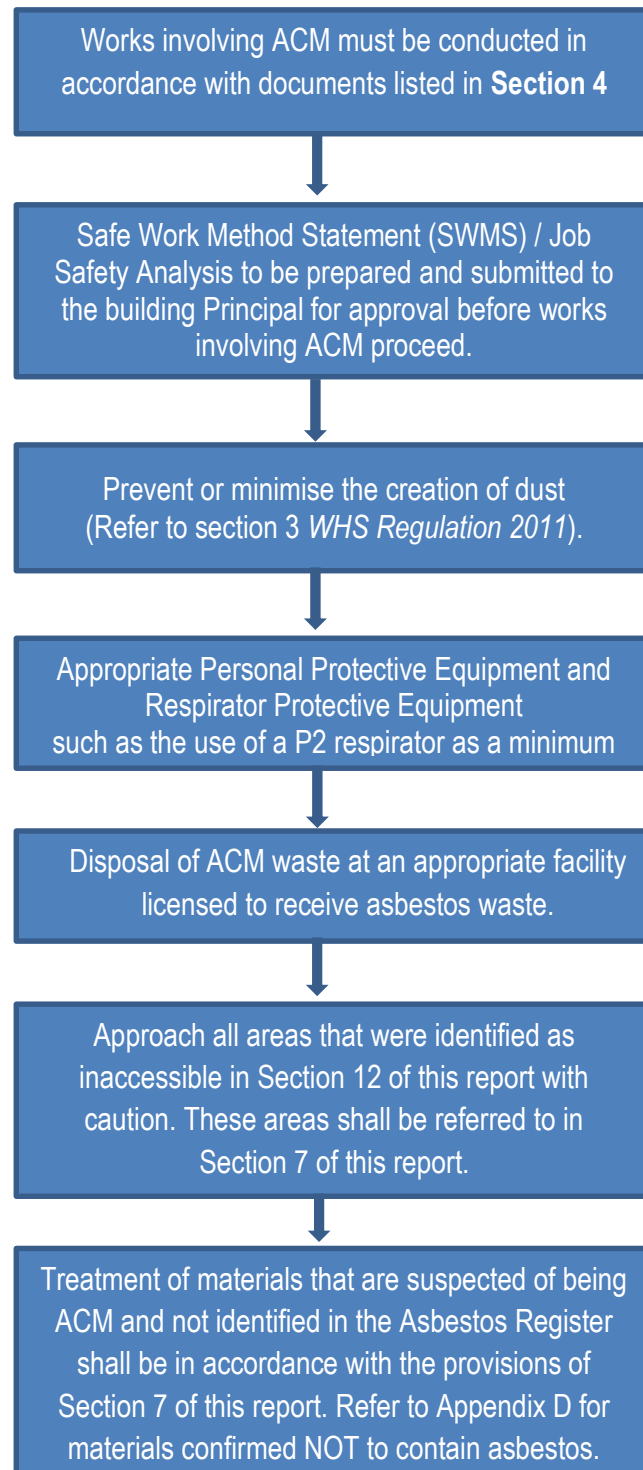
5 SCOPE OF WORK

The scope of works for this engagement includes:

- Site inspection of all built infrastructure for materials suspected of or with the potential to be asbestos containing;
- Review the existing Asbestos Register for the site and any previous survey sampling results;
- Sampling and testing of additional, potential ACM materials not previously accounted for with analysis conducted by a NATA-accredited laboratory;
- Preparation of an updated Asbestos Register and Report for the site including photo identification.

6 WORKING WITH AND AROUND ASBESTOS CONTAINING MATERIALS

When working with or in areas that are identified as asbestos containing the flow chart below should be utilised:



7 WORKING WITH POTENTIAL ACM NOT IDENTIFIED IN THE ASBESTOS REGISTER

For an unexpected find of material that is suspected of or has the potential to contain asbestos but is not identified in the Asbestos Register, the recommendation is that the material be treated as asbestos containing until it can be analysed.

In these circumstances, a sample of the material (sampled by a competent person in the appropriate manner) shall be sent to a NATA-accredited laboratory for analysis; testing for the presence of asbestos. The result of this analysis is to be communicated to, and then noted on the register, by the person with principal control of the Asbestos Register for the site.

In the interim, the material shall be managed as if it were an asbestos-containing material; in line with the *NSW Work Health and Safety Regulation 2011*.

8 PRESUMED ASBESTOS

In relation to presumed or assumed asbestos, the intention of the Asbestos Register is to eliminate register entries where a fibrous cement or other material is presumed to contain asbestos. All materials that are suspected of or have the potential to be asbestos containing shall be sampled, tested for the presence of asbestos by NATA-accredited laboratory and recorded in the Asbestos Register accordingly.

However, it is acknowledged that it is entirely reasonable for the presence of asbestos to be presumed/assumed under the following conditions:

1. A nearby, like material used in a similar manner has already been confirmed to be asbestos containing. In such instances, the material in question shall be referred to the known asbestos-containing material and recorded in the register accordingly.
2. Also, there may be instances where a material is determined by an experienced asbestos assessor to be highly likely to be asbestos containing due to its age, appearance and manner of use but is inaccessible (this may include hard-to-reach or hazardous to access). In such circumstances, this material shall be recorded in the Asbestos Register as asbestos containing and remain so until an opportunity arises where it can be analysed for the presence of asbestos.

9 LABELLING

As part of the inspection of each site a note will be required in the Asbestos Report stating whether, or not, an identified occurrence of asbestos is currently labelled.

Where an asbestos-containing material has been or is identified, a label meeting the appropriate Australian Standard shall be affixed.

10 RISK ASSESSMENT

The most significant hazard identified is the inhalation of asbestos fibres, which can lead to health impacts that include asbestosis, lung cancer and mesothelioma. Therefore, it is important that ACMs' condition and location does not present a human exposure pathway, otherwise risks to health are increased.

A thorough risk assessment was conducted and is applicable to the audit conducted by PES of the site and to the ACM identified on the site and is not applicable to works which involve the disturbance of ACM on the site. The risk assessment attached in Appendix C was provided to PES by the Client and provides details of the risk assessment algorithm and the risk assessment matrix used in the re-audit of building materials and fitments on the site.

This risk assessment addresses the health risks posed by ACMs and categorises each occurrence of ACM identified on the site and includes a risk assessment algorithm which is an assessment for friability, type of ACM product, labelling of material identified as ACM, accessibility of the ACM, and the condition of the ACM. A risk based rating is then given to each ACM identified based on the score they achieved in the risk assessment algorithm. Additionally a rating based system for control measures is included

To determine the level of risk linked to the identified ACM the following areas needs to be assessed:

- Friability (friable or non-friable) of ACM;
- Product Type (Type of ACM);
- Labelling of ACMs;
- Accessibility of the ACM; and
- Condition of ACM;

The components of this risk assessment algorithm, risk rating and control measures are detailed in the asbestos register for the site (**Appendix B**).

11 RESULTS OF THE AUDIT

The built infrastructure TA 34 / Staff Accommodation standing in Smith Street within the campus of Tamworth Base Hospital NSW is described as:

- A single storey, brick and tile dwelling.

11.1 Asbestos Containing Materials

Only building materials or fitments suspected of or with the potential to be asbestos containing were collected for laboratory analysis.

One (1) material sample was sent to the NATA-accredited, Australian Safer Environment and Technology laboratory in Sydney for analysis.

The analysis showed a result of NO ASBESTOS DETECTED.

NOTE: The following materials were tested and proven **NOT** to contain asbestos:

- The FFCS soffit lining to eaves and front verandah.

11.2 Asbestos Identification Analysis Results

Located in Table 2 are the results of materials that were sampled in the audit and analysed by the NATA-accredited, Australian Safer Environment and Technology laboratory in Hornsby NSW.

Table 2: Laboratory Analytical Results

<i>Sample No.</i>	<i>Date Analysed</i>	<i>Sample Description</i>	<i>Asbestos ID in materials</i>
TA34-01	13/04/2016	Sample of FFCS soffit lining to eaves and front verandah.	No Asbestos Detected

12 INACCESSIBLE AREAS ENCOUNTERED DURING AUDIT

All areas were accessible.

13 CONCLUSIONS AND RECOMMENDATIONS

Following an inspection of the building, the nature of the asbestos containing materials identified can be generally described as:

- **NO ASBESTOS CONTAINING MATERIAL WERE IDENTIFIED DURING THIS AUDIT**

The removal, handling and disposal of any bonded asbestos material greater than 10m² is to be undertaken only by an asbestos removal contractor who holds the appropriate class (Class B non-friable) of Asbestos Licence, issued by SafeWork NSW.

Any demolition or refurbishment works involving the existing buildings should allow for the removal and disposal of the ACM identified in this audit and any subsequent audit. Licensed removalists must notify Work Cover a minimum five (5) days prior to any removal operation.

Importantly, it has been mandatory since July 2012 that an Asbestos Clearance Certificate (ACC) be obtained following the removal of asbestos by a licensed contractor. The inspection and issue of an ACC is to be provided by a competent person; such as PES. For removal of FRIABLE ACM, clearance inspection(s) and the issue of an ACC must be conducted by a SafeWork NSW Licensed Asbestos Assessor and include control atmospheric monitoring of the removal area once the work has been completed.

The asbestos removal must be conducted in accordance with the requirements of Safe Work NSW and the National Occupational Health and Safety Commission's Code of Practice for the Safe Removal of Asbestos, 2nd Edition [NOHSC: 2002 (2005)] and Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].

Further, all asbestos and other hazardous materials are to be appropriately contained and disposed of at a facility holding the appropriate license issued by the NSW Environment Protection Authority (EPA). Tipping dockets should be provided to record that the asbestos was disposed of in the appropriate manner.

A Scope of Work should be produced defining the extent of work required for removal of the ACM and provided to licensed removal contractors for quotation purposes. Further, an Asbestos Removal Control Plan is advisable to document the agreed (between Client, removalist and hygienist) methodology for the most cost efficient, regulatory compliant means of effecting the removal of the most significant hazard of concern, asbestos.

It is highly advisable that task specific Job Safety Analyses/Safe Work Method Statements should be developed by the licensed removal / demolition contractor, and submitted to the building Principal for approval, before work proceeds. These management plans would necessarily be kept on site along with other relevant site safety documentation.

A risk assessment process should be used to determine if monitoring of the atmosphere for airborne particulates should be carried out during the removal of ACM. Should air monitoring be deemed necessary, the monitoring is to be conducted in accordance with the National Occupational Health and Safety Commission's (NOHSC) 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres, 2nd Edition [NOHSC:3003(2005)]'. The Time Weighted Average (TWA) airborne concentrations for asbestos shall not exceed the legislated exposure standard of 0.01 fibres/mL of air for Chrysotile, Amosite or Crocidolite asbestos, any combination of these asbestos types, or where the composition is unknown – also 0.1 fibres/mL.

To comply with the relevant legislation, the following items require attention:

- All ACM on site should be identified with appropriate warning labels;
- An annual inspection of the condition of known ACM is to be conducted;

The register for the building is to be reviewed in five (5) years (February 2021).

14 DISCLAIMER

This audit report was prepared by Practical Environmental Solutions (PES') for Mr. Scott CONNORS of HUNTER NEW ENGLAND LOCAL HEALTH DISTRICTS solely for the purpose of identifying and documenting the presence of any asbestos containing materials in the structure or fitments of the structure denoted TA 34 and known as 'Staff Accommodation' standing on Smith Street within the campus of Tamworth Base Hospital NSW.

The audit was undertaken by a combination of visual inspection and limited intrusive means of all surfaces/materials of the building that were accessible to us at the time of our inspection. It must be noted that, therefore, we cannot guarantee that each and every ACM that exists within the buildings have been located, identified and documented by us in this report. Further activities may be conducted that reveal instances of ACM or other hazardous building materials and, as such, there exists the possibility that unidentified ACMs are present on site.

Where conclusive identification of a material would necessitate the demolition or excessive damage of a particular building material, or it was unsafe to take a material sample, this was not undertaken. Instead the material, upon visual inspection, was assessed using the past experience of the auditor to make a judgement based on the appearance and characteristics of the material. If there is any doubt relating to the asbestos status of the material than it is to be regarded as asbestos containing until it can be proven otherwise. These materials regarded as asbestos containing are recorded in the asbestos register.

PES prepared this report for the purpose set out in the Introduction and because this report has been prepared for that purpose, it is not appropriate for this report to be used for any other purpose, without prior written consent.

It is not appropriate for this report to be released to any other party (either in whole or amended altered or abbreviated) without Practical Environmental Solutions Pty Ltd's prior written consent. Should you wish to use this report for a purpose other than the purpose for which it was prepared, or to release this report (either in whole or in part) to any other party, please contact PES to discuss the matter.

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In addition, this report does not, and does not purport to, give legal advice as to your actual or potential asbestos or hazardous material liabilities, or draw conclusions as to whether any particular circumstances constitute a breach of relevant legislation. You will appreciate that this advice can only be given by qualified legal practitioners.

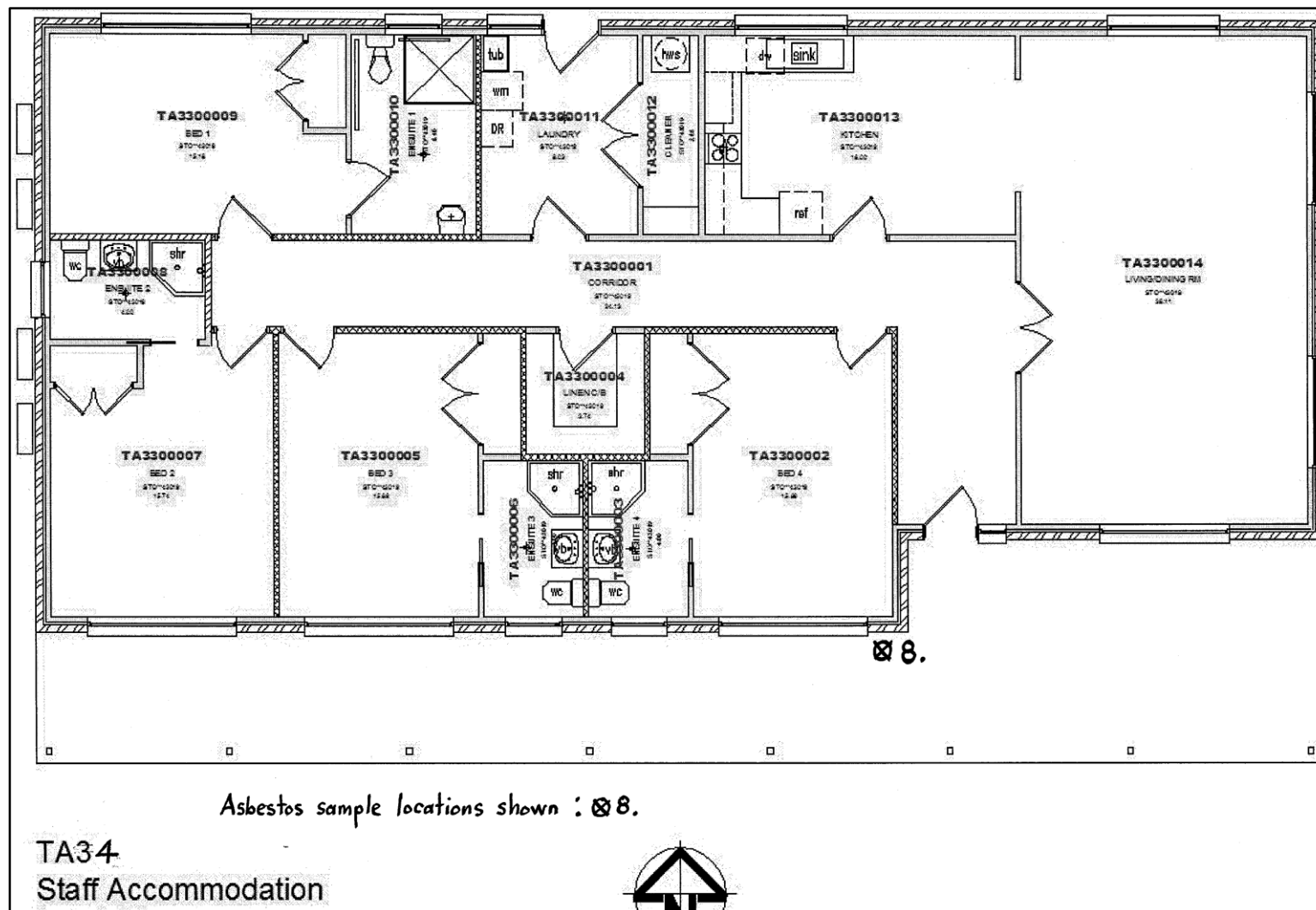
Finally, PES does not make any other warranty, expressed or implied, as to the professional advice contained in this report.

All works carried out in preparing this report have utilised and were based on Practical Environmental Solutions Pty Ltd (PES) professional knowledge and our understanding of current relevant National and State standards, codes of practice, regulations and acts. Changes in legislation and guidance may occur at any time in the future and cause conclusions contained in this report to become incorrect or inappropriate. PES does not accept responsibility for advising the fact or implications of any such changes.

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APPENDIX A Asbestos Register

Survey Details		Site Location				Site Description		Sample Details					Risk Assessment Algorithm									Corrective Action				
Survey Date	Assessed by Company / Consultant	Workplace Name	Building	Floor	Room	Location	Application	Assumed Asbestos	Sample ID	Sample results	Quantity (sqm)	Photo id	A. Asbestos classification	B. Product Type	C. Accessibility	D. Labelled	E. Condition	Asbestos Type (non mandatory)	Risk Rating	Control Measures	Comments / Details	Reinspection Date	Consultant/ Hygienist Name	Control Action Taken	Date actioned	Contractor details
BUILDING TA34-STAFF ACCOMMODATION																										
14/04/2016	PES	Tamworth Base Hospital	No Asbestos Containing Materials Have Been Identified in This Building																			14 April 2021	David McQueeney	Noted in Register	3/05/2016	



SITE PLAN: TA34: ENSR/AECOM Sample locations Feb 2009

APPENDIX B Risk Assessment

1. Asbestos / ACM Risk Assessment Algorithm

Sample Variable		Score	Example of Score
A	Asbestos Classification	1	Non Friable (bonded)
		2	Friable
B	Product Type	1	Asbestos-reinforced composites (plastics, resins, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.) Asbestos contained within ground soil
		2	Asbestos Insulation Board (AIB), millboards, other low-density insulation boards (LDB), asbestos textiles, gaskets, ropes and woven textile, asbestos paper and felt
		3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packaging.
C	Accessibility	0	No Access (e.g. under floor boards)
		1	Limited access, typically accessible by maintenance staff only, no public access
		2	Moderate access, accessible by maintenance and general staff only, no public access
		3	Access for both staff and public at all times
D	Labelled	0	Adequate labelling/signage.
		1	Inadequate or no labelling/signage.
E	Condition	0	Good condition: no visible damage
		1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
TOTAL SCORE			

2. Risk Rating Based Upon Algorithm

Score	Risk Rating	Timeframe to implement controls
12	High	Immediate 0 – 3 months
9-11	Medium	0 to 6 months
7-8	Low	0 to 2 years
6 or less	Very Low	0 to 5 years

3. Reinspection Date

Score	Risk Rating	Timeframe
12	High	Minimum 5 years
9-11	Medium	
7-8	Low	
6 or less	Very Low	

4. Example of Control Measures

Control Number	Action
C1	Manage in-situ
C2	Incorporate into a current / develop an Asbestos Management Plan
C3	Label as asbestos containing in accordance with AS 1319-1994 Safety signs for the occupational environment
C4	Re-inspect conditions every 5 years or sooner if deemed necessary in accordance with the WHS Regulations 2011 & code of Practice 'How to Manage and Control Asbestos in the Workplace [SWA (2011)]
C5	Consider further sampling/analysis to establish whether asbestos is present within the material
C6	Consider further sampling/analysis to establish whether asbestos is present within the associated dust
C7	Consider further sampling/analysis to establish whether asbestos is

	present within the sub-soil
C8	Seal damaged edges with an appropriate sealant such as Emerclad paint
C9	Encapsulate / enclose in accordance with the WHS Regulations 2011 and Code of Practice 'How to safely remove asbestos'
C10	Seal-off area and erect appropriate warning signage in accordance with AS 1319-1994 Safety Signs for the Occupational Environment
C11	Undertake a suitable and sufficient risk assessment prior to access, which may include the use of appropriate PPE and RPE.
C12	Restrict access to maintenance/service personnel
C13	Restrict access to all personnel
C14	Remove in accordance with the WHS Regulations 2011 and Code of Practice 'How to Safely Remove Asbestos'
C15	Remove in accordance with the WHS Regulations 2011 and Code of Practice 'How to Safely Remove Asbestos' prior to any works in the area that may disturb the material.
C16	Undertake a dust sampling regime within the area in accordance with the WHS 2011 Code of Practice 'How to Manage and control asbestos in the Workplace'
C17	Undertake airborne fibre monitoring within the area in accordance with the WHS Regulations 2011, code of Practice how to manage and control asbestos in the workplace and how to safely remove asbestos.
C18	A detailed roof inspection by a competent person, is inspected to investigate the potential for contamination in areas such as gutter, drains/pipes and air conditioning systems. Subsequent to this detailed inspection, recommendations can be made about the condition of the roof and an appropriate course of action detailed.

Note: Asbestos Survey Consultant to determine Control Measures based on Professional Judgement

APPENDIX C

Photographs of Materials NOT Containing Asbestos

PHOTO N°1: Eave Soffit Lining



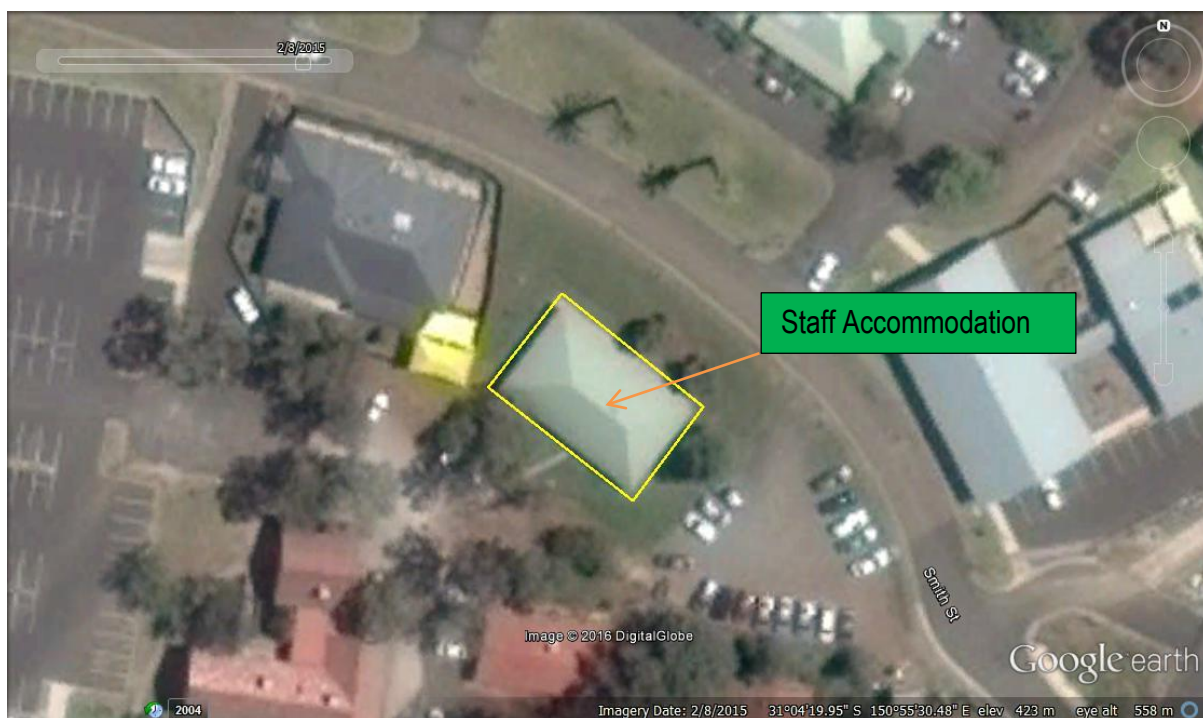
PHOTO N°2: Verandah Soffit Lining



The FFCS material used to line the soffit of eaves and the front verandah was tested and proved **NOT** to be asbestos-containing material

APPENDIX D

Site Identification



Google Earth Location: TA34 'Staff Accommodation', Tamworth Base Hospital NSW (Source; Google Earth).



FRONT ELEVATION: TA34 'Staff Accommodation', Tamworth Base Hospital NSW

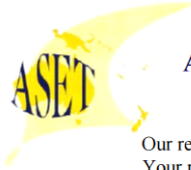


SIDE ELEVATION: TA34 'Staff Accommodation'_ Tamworth Base Hospital NSW



REAR ELEVATION: TA34 'Staff Accommodation'_ Tamworth Base Hospital NSW

APPENDIX E NATA-Accredited Laboratory Certificate



AUSTRALIAN SAFER ENVIRONMENT & TECHNOLOGY PTY LTD

ABN 36 088 095 112

Our ref : ASET49843/ 53023 / 1 - 1
Your ref : 16.1055 – HNELHD, Updating Asbestos Registers
NATA Accreditation No: 14484

13 April 2016

Practical Environmental Solutions
P O Box 167
Mayfield NSW 2304

Attn: Mr Tony Milligan

Dear Tony

Asbestos Identification

This report presents the results of one sample, forwarded by Practical Environmental Solutions on 12 April 2016, for analysis for asbestos.

1.Introduction: One sample forwarded was examined and analysed for the presence of asbestos.

2. Methods : The sample was examined under a Stereo Microscope and selected fibres were analysed by Polarized Light Microscopy in conjunction with Dispersion Staining method (**Australian Standard AS4964 - 2004 and Safer Environment Method 1 as the supplementary work instruction**) (Qualitative Analysis only).

3. Results : **Sample No. 1. ASET49843/ 53023 / 1. TA 34 - 1 - FFCS- soffit lining to eaves and front porch verandah.**
Approx dimensions 2.7 cm x 1.5 cm x 0.3 cm
The sample consisted of a fragment of a fibro plaster cement material containing organic fibres.
No asbestos detected.

Analysed and reported by,

Chamath Annakkage. BSc
Environmental Technician/Approved Identifier

Mahen De Silva. BSc, MSc, Grad Dip (Occ Hyg)
Occupational Hygienist / Approved Signatory



Accredited for compliance with ISO/IEC 17025.

The results contained in this report relate only to the sample/s submitted for testing. Australian Safer Environment & Technology accepts no responsibility for whether or not the submitted sample/s is/are representative.

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APPENDIX F Relevant Governing Legislation

ANNEXURE A - REGULATION GOVERNING IDENTIFICATION AND MANAGEMENT OF ASBESTOS IN THE WORKPLACE

The NSW Workplace Health and Safety (WHS) Regulation (2011) commenced on January 1, 2012. The following extracts from Chapter 8 Part 8.3 of that instrument outline the requirement for an asbestos register and the content demanded.

Section 422 of the Regulation calls for 'asbestos to be identified or assumed at workplace'.

A person with management or control of a workplace must ensure, so far as is reasonably practicable:

1. That all asbestos or ACM at the workplace is identified by a competent person;
2. If material at the workplace cannot be identified but a competent person reasonably believes that the material is asbestos or ACM—assume that the material is asbestos, and
3. If part of the workplace is inaccessible to workers and likely to contain asbestos or ACM—assume that asbestos is present in the part of the workplace.

Section 424 of the Regulation demands that a person with management or control of a workplace must ensure that:

1. The presence and location of asbestos or ACM identified at the workplace under clause 422 is clearly indicated, and
2. If it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label.

Section 425 of the Regulation states that a person with management or control of a workplace must ensure that a register (an asbestos register) is prepared and kept at the workplace.

The person must ensure that the asbestos register is maintained to ensure the information in the register is up to date.

The asbestos register must:

1. record any asbestos or ACM identified at the workplace under clause 422, or likely to be present at the workplace from time to time including:
2. the date on which the asbestos or ACM was identified, and
3. the location, type and condition of the asbestos or ACM, or
4. state that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or
5. ACM is identified, or is likely to be present from time to time, at the workplace.

The person is not required to prepare an asbestos register for a workplace if a register has already been prepared for that workplace.

Subject to subclause (6), this clause applies to buildings whenever constructed.

This clause **DOES NOT** apply to a workplace if the workplace is a building that **was constructed after 31 December 2003**

Section 426 'Review of Asbestos Register' states that a person with management or control of a workplace where an asbestos register is kept must ensure that the register is reviewed and as necessary revised if:

- (a) The asbestos management plan is reviewed under clause 430, or
- (b) Further asbestos or ACM is identified at the workplace, or
- (c) Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace

Section 430 determines frequency of register review as the register forms part of the asbestos management plan for a site. It states that a person with management or control of a workplace that has an asbestos management plan must ensure that the plan is reviewed and as necessary revised in the following circumstances:

1. There is a review of the asbestos register or a control measure,
2. Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace,
3. The plan is no longer adequate for managing asbestos or ACM at the workplace,
4. A health and safety representative requests a review under subclause (2),
5. **At least once every 5 years.**

**ANNEXURE B - CODE OF PRACTICE_HOW TO MANAGE AND CONTROL ASBESTOS IN THE
WORKPLACE (WorkCover, December 2011)**

Section 1.2 _ Who has duties to Manage & Control Asbestos or ACM states:

1. Person conducting a business or undertaking (PCBU) with management or control of a workplace Identifying or assuming asbestos or ACM must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person or assume its presence may identify asbestos or ACM by arranging a sample of the material to be analysed. Indicating presence and location must ensure the presence and location of asbestos or ACM identified (or assumed to be identified) at the workplace is clearly indicated (by a label if reasonably practicable).
2. PCBU must ensure an asbestos register is prepared, maintained, reviewed and kept at the workplace. It must be readily available to workers, their health and safety representatives and other persons must ensure, when management or control of the workplace is relinquished, a copy of the asbestos register is given to the person assuming management or control. Asbestos management plan must, where asbestos has been identified at the workplace, ensure an asbestos management plan is prepared, maintained and reviewed. It must be accessible to workers, their health and safety representatives and other persons.