

Guide

Asbestos management requirements for commercial buildings



Disclaimer

This publication contains information regarding work health and safety. It includes some of your obligations under the *Work Health and Safety (National Uniform Legislation) Act 2011* – the WHS Act – that NT WorkSafe administers. The information provided is a guide only and must be read in conjunction with the appropriate legislation to ensure you understand and comply with your legal obligations.

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Acronyms	Full form
PCBU	Person conducting a business or undertaking
WHS	Work Health and Safety
ACM	Asbestos Containing Material
HSR	Health and Safety Representative

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This guide provides information which will assist owners, tenants/lessees and commercial property managers who have management or control of a commercial property/workplace (hereinafter collectively referred to as “workplace”) to develop and maintain an asbestos register.

If you are the person with management or control of a commercial property/s, you must ensure that an asbestos register is prepared and kept at the workplace.

This guide has been designed to help:

- **Understand** what an asbestos register is and if your commercial property/s require one, and
- **Develop** and **maintain** a comprehensive asbestos register that identifies asbestos in your commercial property to prevent unnecessary exposure to asbestos fibres.

Examples of a person with management or control of the workplace are:

- A person conducting a business or undertaking (PCBU) that owns and manages a commercial building or structure, including associated plant that forms part of the building or structure (e.g. lifts, air conditioners and boilers). This can include an owner who may or may not occupy the workplace but can still exercise control, for example, over how the workplace is maintained or refurbished.
- A PCBU that occupies a commercial building and is allowed to undertake structural changes, such as under a lease. In this case, the extent to which the PCBU has management or control over the workplace will vary according to the terms of the lease.
- A PCBU that has been given responsibility for management or control of a workplace, such as a commercial property manager.

If you are unsure if you are a person with management or control of a workplace, contact NT WorkSafe for advice on 1800 019 115 or ntworksafe@nt.gov.au

Where is asbestos commonly found?

Asbestos is found in materials in older buildings such as fibrous cement sheeting, external cladding, roof insulation, vinyl tiles, flue pipes, drains, roofs, gutters, electrical insulation, switchboards, meters and gaskets. You risk disturbing the asbestos when working with these materials during service, maintenance, refurbishment and demolition work.

Disturbing asbestos risks exposing people at your workplace, neighbouring business premises and the community to airborne asbestos fibres.

See [Appendix 1](#) for common locations of materials containing asbestos in a commercial buildings.

What is an asbestos register and why do I need one?

An asbestos register is required under the model Work Health and Safety (WHS) Regulations which have been implemented in the Northern Territory in 2011.

The asbestos register is a document that lists all identified (or assumed) asbestos at a workplace. It is intended to ensure workers, occupiers and others accessing the workplace do not accidentally disturb asbestos.

Having an asbestos register helps prevent exposure of workers, occupiers and others to asbestos at the workplace.

The asbestos register must record any asbestos or Asbestos Containing Material (ACM) that has been identified or is likely to be present at the workplace from time to time. This must include:

- the date on which the asbestos or ACM was identified (or assumed)
- the location, type and condition of the asbestos; or
- state that no asbestos or ACM has been identified at the workplace if the person knows that:
 - asbestos or ACM has not been identified (or assumed) to be present at the workplace, and
 - asbestos or ACM is not likely to be present from time to time at the workplace.
- details of any asbestos assumed to be in the workplace
- results of any analysis that confirms a material at the workplace is or is not asbestos
- details of inaccessible areas, and
- details of any past asbestos removal work.

Photographs

You should include labelled photographs of the identified or assumed asbestos and ACM. This will help you and other persons reading the register to visually identify and confirm the location of the asbestos and ACM.

Developing an asbestos register is an important first step towards avoiding unnecessary exposure to asbestos fibres.

A person with management or control of a workplace must ensure an asbestos register is prepared and kept at the workplace. The asbestos register must be maintained to ensure the information in the register is up to date.

Note: An asbestos register is not required to be prepared when:

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

As there is no requirement for an asbestos register to be kept at residential premises, the PCBU must advise the homeowner or landlord if asbestos is identified and take appropriate action in managing asbestos risks.

Competent person

The WHS Regulations define a competent person to be someone who has acquired knowledge and skills to carry out a task through training, a qualification or experience. This may mean that the competent person who can identify asbestos is:

- trained to handle and take asbestos samples, have the knowledge and experience to identify suspected asbestos and be able to determine risks and control measures
- familiar with building and construction practices to determine where asbestos is likely to be present, and/or
- able to determine that material may be friable or non-friable asbestos and evaluate its condition.

An external competent person should be engaged. Persons who may be considered to be competent in the identification of asbestos if they meet the criteria outlined above include:

- occupational hygienists who have experience with asbestos
- licensed asbestos assessors
- asbestos removal supervisor
- individuals who have a statement of attainment in the unit competency for asbestos assessors, or
- a person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020:2013: Conformity assessment – Requirements for the operation of various types of bodies performing inspection.

A 'competent person' for the purpose of clearance inspections for asbestos removal needs to have different skills and experience.

What should be done before preparing the asbestos register?

Before you can develop the asbestos register, you must have a competent person inspect your workplace to identify all asbestos and ACM.

It is important that the competent person consults with you and takes detailed notes and photographs during the inspection, as this will help develop the asbestos register.

It is also important that all duty holders at the workplace (e.g. PCBU's) consult, cooperate and coordinate with each other, as well as their workers and health and safety representatives (HSR), if any, with respect to the planned activities of the competent person. This includes contributing to the decision-making process relating to the asbestos register.

Who should develop the asbestos register?

A person with management or control of a workplace must ensure an asbestos register is prepared and kept at the workplace, and a competent person should be used to assist in the development of the asbestos register. The asbestos register must be maintained to ensure the information in the register is up to date.

How should a register be stored?

Your asbestos register **must** be easily accessible at the workplace, at all times.

Online database

Storing the asbestos register online, linked via a website address or QR code is an option that allows multiple persons to access the asbestos register on-site or off-site and enter real-time information to update and maintain a single, electronic version. Regularly backup electronic versions of the asbestos register and ensure data security is in place to prevent loss or unauthorised access.

Local server network

Storing the asbestos register on the workplace's local server network would also allow multiple persons to access the register at one time. You may need to copy, print and share the information with external persons, such as contractors, who would not normally have access to your local network.

Paper copy

Managing a paper copy of the asbestos register may be suitable for small businesses with only one or two workplaces. However, paper copies can be damaged, misplaced or lost, and version control can be an issue.

What should happen once the asbestos register is prepared?

Asbestos Management Plan

Your asbestos register is an important part of the written Asbestos Management Plan for your workplace. You must have an Asbestos Management Plan prepared for your workplace if asbestos and ACM has been identified or is assumed to be present.

As a PCBU preparing an Asbestos Management Plan, you must consult with workers, occupiers and their representatives. This includes providing them an opportunity to contribute to the decision making process relating to the Asbestos Management Plan.

You can find more information about Asbestos Management Plans in the [Code of Practice: How to manage and control asbestos in the workplace](#).

An asbestos management plan sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done.

An asbestos management plan must include information about the following:

- the identification of asbestos and ACM, for example a reference or link to the asbestos register for the workplace, and the locations of signs and labels
- decisions, and reasons for the decisions, about the management of asbestos at the workplace, for example safe work procedures and control measures – see [Appendix 2](#)
- procedures for detailing accidents, incidents or emergencies involving asbestos at the workplace, (example, if asbestos in the workplace is damaged and the state of asbestos changes, i.e. ACM sheet on a wall has been hit by a forklift and has been cracked/broken, how is this going to be managed to reduce the risk of exposure to the asbestos fibres. Sprayed with PVC glue and covered with plastic until such time that a competent person can attend site and remove the damage ACM sheeting etc.)
- workers carrying out work involving asbestos, for example consultation, information and training responsibilities, and
- Incident notification requirements (uncontrolled escape of a substance).

Other information that may be included in the asbestos management plan is:

- an outline of how asbestos risks will be controlled, including consideration of appropriate control measures
- a timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action
- identification of each person with responsibilities under the asbestos management plan and the person's responsibilities

- procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register, every 5 years to ensure it is up to date or when asbestos is identified or has been removed, and
- air monitoring procedures at the workplace, if required.

Signage and labelling

Clear and visible signage and labels are important to effectively communicate the presence of asbestos and ACM in the workplace.

You must ensure labels are placed at the location where material has been identified or is assumed to be asbestos or ACM, whenever possible. Include information about the labels in the asbestos register that will help a person locate the asbestos and ACM at your workplace.

You can use signs to indicate the presence of asbestos and ACM if labels are not reasonably practicable. You may also use signs to provide instructions about how to access the asbestos register. For example, you could place signs in several locations such as the administration office, reception, electrical meter box, etc.

Who needs access to the asbestos register?

The person with management or control of the workplace must ensure that an asbestos register must be kept at the workplace and is readily accessible to:

- a worker who has carried out, carries out or intends to carry out work at the workplace
- HSRs who represent workers who carry out or intend to carry out work at the workplace
- a PCBU who has carried out, carries out or intends to carry out work at the workplace, and
- a PCBU who has required, requires or intends to require work to be carried out at the workplace.

Where work is being carried out or is about to be carried out at the workplace by a PCBU and that work involves a risk of exposure to airborne asbestos, the person with management or control of the workplace must provide a copy of the asbestos register to that person.

Demolition and refurbishment

Many structures and plant built prior to 31 December 2003 containing asbestos and ACM will eventually be demolished or refurbished.

Prior to any demolition or refurbishment work being carried out, a person with management or control of a workplace must:

- Review the asbestos register – if the register is considered inadequate for the proposed demolition then it must be revised.
- Provide a copy of the asbestos register to the PCBU carrying out the demolition or refurbishment work, and
- Ensure asbestos or ACM that is likely to be disturbed is identified and, so far as is reasonably practicable, removed before the demolition or refurbishment commences.

Note: a destruction audit/survey is required to ensure all asbestos is identified.

A typical asbestos register may list asbestos and ACM that is visible and accessible. Any inaccessible areas, equipment or materials that are not surveyed and included on the asbestos register increase the risk of accidentally disturbing unidentified asbestos and ACM during demolition or refurbishment work.

Undertaking a demolition or refurbishment asbestos destruction audit/survey, including sampling and testing of materials, if required, will ensure all identified asbestos and ACM is included in the asbestos register.

When must the asbestos register be reviewed and updated?

A person with management or control of a workplace must ensure an asbestos register is reviewed and, where necessary, revised by the PCBU (or a competent person engaged by the PCBU) if:

- the asbestos management plan is reviewed
- further asbestos or ACM is identified at the workplace
- asbestos is removed from or disturbed, sealed or enclosed at the workplace
- refurbishment or demolition work is to be undertaken
- the plan is no longer adequate for managing asbestos or ACM at the workplace, or
- a health and safety representative, PCBU or worker requests a review.

The register should be reviewed at least once every five years to ensure it is kept up to date.

When reviewing the asbestos register, the person with management or control of the workplace should:

- carry out a visual inspection of the asbestos and ACM listed to determine its condition, and
- revise the asbestos register as appropriate.

Previous asbestos registers and records relating to asbestos removal jobs, for instance clearance certificates, can assist in identifying all asbestos and ACM in the workplace.

When reviewing the asbestos register, the person with management or control of the workplace or plant should consider the following questions:

- Where is the asbestos located in relation to the proposed demolition or refurbishment?
- Are there any inaccessible areas that are likely to contain asbestos and that will be disturbed as a result of the demolition or refurbishment?
- What is the type and condition of the asbestos?
- What is the quantity of asbestos?
- What is the method of demolition or refurbishment and how will it affect the ACM?
- If the asbestos will be disturbed during the demolition or refurbishment, can it be removed safely before work commences and how can this be done?

A typical workplace asbestos register is developed to manage the risk of asbestos during normal use of the workplace. The asbestos register is intended to ensure workers and others in the workplace do not accidentally disturb asbestos.

What should I do if I no longer have management or control of the workplace?

If the person with management or control of a workplace plans to relinquish management or control of the workplace (for instance, when selling the workplace or the business or undertaking), they must ensure, so far as is reasonably practicable, that a copy of the asbestos register is given to the person who is assuming management or control of the workplace.

What should happen once asbestos register is prepared?

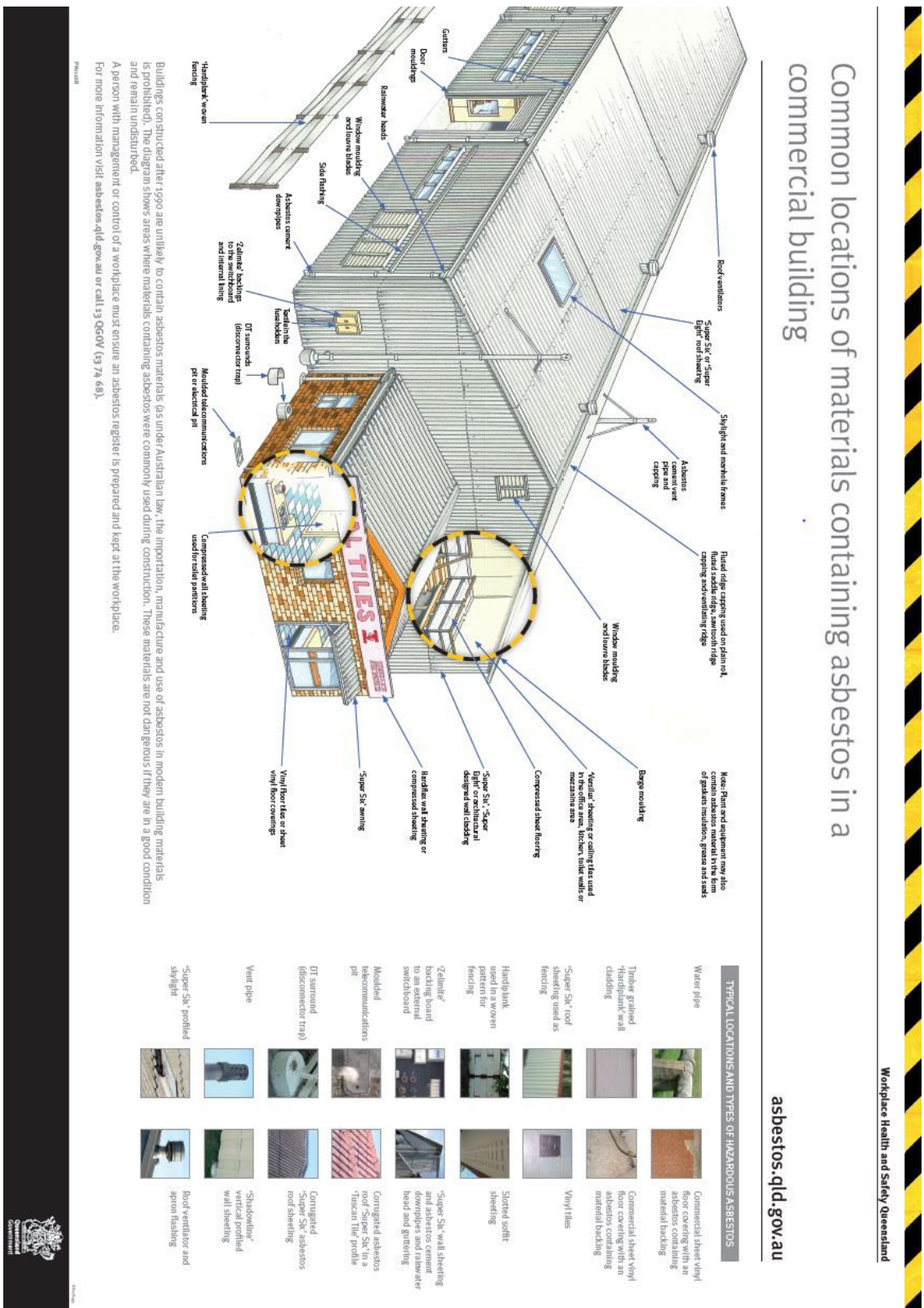
An asbestos management plan sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done. An asbestos management plan must include information about the following:

- the identification of asbestos and ACM, for example a reference or link to the asbestos register for the workplace, and the locations of signs and labels
- decisions, and reasons for the decisions, about the management of asbestos at the workplace, for example safe work procedures and control measures
- procedures for detailing accidents, incidents or emergencies involving asbestos at the workplace
- workers carrying out work involving asbestos, for example consultation, information and training responsibilities. Other information that may be included in the asbestos management plan is:
 - an outline of how asbestos risks will be controlled, including consideration of appropriate control measures
 - a timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action
 - identification of each person with responsibilities under the asbestos management plan and the person's responsibilities
 - procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register, and
- air monitoring procedures at the workplace, if required.

The person with management or control of the workplace must ensure the asbestos management plan is reviewed and, if necessary, revised at least once every five years or when:

- there is a review of the asbestos register or a control measure
- asbestos is removed from or disturbed, sealed or enclosed at the workplace
- the plan is no longer adequate for managing asbestos or ACM at the workplace, or
- an HSR requests a review on the basis that they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed in response to the matter.

Appendix 1



Source: Workplace Health and Safety Queensland

Appendix 2

How to manage and control asbestos in the workplace Code of Practice

Safe work practice 1—Drilling of ACM

Table 3 Safe work practice 1

Safe work practice 1 – Drilling of ACM	
<p>The drilling of asbestos cement sheeting or low density asbestos fibre board can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres. A hand drill is preferred to a battery-powered drill, because the quantity of fibres is drastically reduced if a hand drill is used.</p>	
<p>Equipment that may be required prior to starting work (in addition to what is needed for the task)</p>	<ul style="list-style-type: none"> • A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached then shadow vacuuming techniques should be used. If this is not possible, other dust control methods such as pastes and gels should be used. • Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • Adhesive (cloth or duct) tape • Sealant • Spare PPE • A thickened substance such as wallpaper paste, shaving cream or hair gel • Heavy duty plastic (200 µm polyethylene) sheeting • A suitable asbestos waste container (e.g. heavy duty plastic bags or a drum, bin or skip lined with heavy duty plastic sheeting) • Warning signs and/or PVC barrier tape • A HEPA filtered H-Class industrial vacuum cleaner • A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only)
PPE	<ul style="list-style-type: none"> • Protective clothing and RPE (see AS/NZS 1715:2009: <i>Selection, use and maintenance of respiratory protective equipment</i> and AS/NZS 1716:2012: <i>Respiratory protective devices</i>). It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	<ul style="list-style-type: none"> • If the work is to be carried out at height, appropriate precautions must be taken to prevent falls. • Ensure appropriately labelled heavy duty plastic asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • If drilling a roof from outside, segregate the area below. • If access is available to the rear of the asbestos cement, segregate this area as well as above. • If possible, use heavy-duty plastic sheeting, secured with adhesive (cloth or duct) tape, to cover any surface within the asbestos work area that could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed.

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	<ul style="list-style-type: none"> • If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Drilling vertical surfaces	<ul style="list-style-type: none"> • Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive (cloth or duct) tape to prevent the edges crumbling. • If possible, use local exhaust ventilation or shadow vacuuming techniques to capture the small amounts of debris created during drilling. If this is not possible, cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. • Drill through the tape. • Use damp rags to clean off paste (if used) and debris from the wall and drill bit. • Dispose of the rags as asbestos waste as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Drilling overhead horizontal surfaces	<ul style="list-style-type: none"> • Mark the point to be drilled. • Drill a hole through the bottom of the cup. • Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. • Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup. • Align the drill bit with the marked point. • Ensure the cup is firmly held against the surface to be drilled. • Drill through the surface. • Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface. • Remove the cup from the surface. • Use damp rags to clean off the paste and debris from the drill bit. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Decontaminating the asbestos work area and equipment	<ul style="list-style-type: none"> • Use damp rags to clean the equipment. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • If necessary, use damp rags and/or a HEPA filtered H-Class industrial vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap it in a double layer of heavy duty plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste. • Wet wipe the external surfaces of the asbestos waste disposal bags or wrapping to remove any adhering dust before they are removed from the asbestos work area.
Personal decontamination should be carried out in a designated area	<ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA filtered H-Class industrial vacuum cleaner, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into appropriately labelled asbestos waste disposal bags or wrap them in a double layer of heavy duty

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	<p>plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste.</p> <ul style="list-style-type: none"> Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in an appropriately labelled heavy duty plastic asbestos waste disposal bag or wrap it in a double layer of heavy duty plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste. Refer to the Code of Practice: How to safely remove asbestos for more information.
Clearance procedure	<ul style="list-style-type: none"> Visually inspect the asbestos work area to make sure it has been properly cleaned. Clearance air monitoring is not normally required for this task. Ensure asbestos waste is transported and disposed of in accordance with the relevant state or territory Environment Protection Authority (EPA) requirements at a site licensed by the EPA. <p>Refer to the Code of Practice: How to safely remove asbestos for more information.</p>

Safe work practice 2—Sealing, painting, coating and cleaning of asbestos cement products

Table 4 Safe work practice 2

Safe work practice 2 – Sealing, painting, coating and cleaning of asbestos cement products	
	<p>These tasks should only to be carried out on asbestos cement products that are in good condition. For this reason, the ACM should be thoroughly inspected before starting the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if it has deteriorated as a result of aggressive environmental factors such as pollution. If it is so weathered that its surface is cracked or broken, the asbestos-cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released.</p> <p>If treatment is considered essential, a method that does not disturb the matrix should be used. Under no circumstances should asbestos-cement products be water blasted or dry sanded in preparation for painting, coating or sealing.</p>
Equipment that may be required prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> Disposable cleaning rags A bucket of water, or more as appropriate, and/or a misting spray bottle Sealant Spare PPE Heavy duty plastic (200 µm polyethylene) sheeting A suitable asbestos waste container (e.g. heavy duty plastic bags or a drum, bin or skip lined with heavy duty plastic sheeting) Warning signs and/or PVC barrier tape.
PPE	<ul style="list-style-type: none"> Protective clothing and RPE (see AS/NZS 1715:2009: <i>Selection, use and maintenance of respiratory protective equipment</i> and AS/NZS 1716:2012: <i>Respiratory protective devices</i>). It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.

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Preparing the asbestos work area

- If work is being carried out at height, precautions must be taken to prevent falls.
- Before starting, assess the asbestos-cement for damage.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
- If working at height, segregate the area below.
- If possible, use heavy duty plastic sheeting secured with adhesive (cloth or duct) tape to cover any floor surface within the asbestos work area which could become contaminated. This will help to contain any runoff from wet sanding methods.
- Ensure there is adequate lighting.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
- Never use high-pressure water cleaning methods.
- Never prepare surfaces using dry sanding methods. Where sanding is required, you should consider removing the asbestos and replacing it with a non-asbestos product.
- Wet sanding methods may be used to prepare the asbestos, provided precautions are taken to ensure all the runoff is captured and filtered, where possible.
- Wipe dusty surfaces with a damp cloth.

Painting and sealing

- When using a spray brush, never use a high-pressure spray to apply the paint.
- When using a roller, use it lightly to avoid abrasion or other damage.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment.
- If required, use damp rags and/or a HEPA filtered H-Class industrial vacuum cleaner to clean the asbestos work area.
- Place debris, used rags, plastic sheeting and other waste in appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap it in a double layer of heavy duty plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

Personal decontamination should be carried out in a designated area

- If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA filtered H-Class industrial vacuum cleaner, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.
- While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap them in a double layer of heavy duty plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste.
- Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in an appropriately labelled heavy duty plastic asbestos waste disposal bag or wrapped in a double layer of heavy duty plastic which is then sealed using adhesive (cloth or duct) tape and appropriately labelled as asbestos waste.

Refer to the [Code of Practice: How to safely remove asbestos](#) for more information.

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Clearance procedure	<ul style="list-style-type: none"> – Visually inspect the asbestos work area to make sure it has been properly cleaned. – Clearance air monitoring is not normally required for this task. – Ensure asbestos waste is transported and disposed of in accordance with the relevant state or territory Environment Protection Authority (EPA) requirements at a site licensed by the EPA
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Refer to the [Code of Practice: How to safely remove asbestos](#) for more information.

Safe work practice 3—Cleaning leaf litter from gutters of asbestos cement roofs

Table 5 Safe work practice 3

Safe work practice 3 – Cleaning leaf litter from gutters of asbestos cement roofs	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	<ul style="list-style-type: none"> • A bucket of water, or more as appropriate, and detergent • A watering can or garden sprayer • A hand trowel or scoop • Disposable cleaning rags • Heavy-duty plastic (200 µm polyethylene) sheeting • A suitable asbestos waste container (e.g. heavy-duty plastic bags or a drum, bin or skip lined with heavy-duty plastic sheeting) • Warning signs and/or barrier tape • A HEPA filtered H-Class industrial vacuum cleaner.
PPE	<ul style="list-style-type: none"> • Protective clothing and RPE (see AS/NZS 1715:2009: <i>Selection, use and maintenance of respiratory protective equipment</i> and AS/NZS 1716:2012: <i>Respiratory protective devices</i>). It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	<ul style="list-style-type: none"> • Since the work is to be carried out at height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal containers are available. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Segregate the area below. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not resoak used rags in the bucket as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Gutter cleaning	<ul style="list-style-type: none"> • Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste. • Mix the water and detergent. • Using the watering can or garden sprayer, pour the water and detergent mixture into the gutter but avoid over-wetting as this will create a slurry. • Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system. • Wet the debris again if dry material is uncovered.

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Decontaminating the
asbestos work area
and equipment

- Place the removed debris straight into appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap it in a double layer of heavy duty plastic which is then sealed using duct tape and appropriately labelled as asbestos waste.
- Use damp rags to wipe down all equipment used.
- Use damp rags to wipe down the guttering.
- Where practicable, and if necessary, use a HEPA filtered H-Class industrial vacuum cleaner to vacuum the area below.
- Place debris, used rags and other waste in appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap it in a double layer of heavy duty plastic which is then sealed using duct tape and appropriately labelled as asbestos waste.
- Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.

Personal
decontamination should
be carried out in a
designated area

- If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA filtered H-Class industrial vacuum cleaner, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth.
- While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into appropriately labelled heavy duty plastic asbestos waste disposal bags or wrap them in a double layer of heavy duty plastic which is then sealed using duct tape and appropriately labelled as asbestos waste.
- Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in appropriately labelled heavy duty plastic asbestos waste disposal bags or wrapped in a double layer of heavy duty plastic which is then sealed using duct tape and appropriately labelled as asbestos waste.

Refer to the [Code of Practice: How to safely remove asbestos](#) for more information.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned.
- Clearance air monitoring is not normally required for this task.
- Ensure asbestos waste is transported and disposed of in accordance with the relevant state or territory Environment Protection Authority (EPA) requirements at a site licensed by the EPA.

Refer to the [Code of Practice: How to safely remove asbestos](#) for more information.

Appendix 3

Example: Demolition and refurbishment of a 1970s arcade building

You are the owner of an arcade and plan to demolish the original air conditioning plant of the arcade and refurbish one of the shops for a new tenant to move into. As the building owner, you ensure other tenants are informed and consulted about the planned demolition and refurbishment work.

The building contractor requests a copy of the asbestos register for the arcade. To ensure your asbestos register is up to date and easy to understand, you arrange a review of the register. You also ensure the asbestos and ACM is inspected and assessed by a competent person.

You request the competent person to undertake a demolition and refurbishment asbestos survey/destruction audit. The survey includes the shop, air conditioning plant and any areas usually not accessible but are likely to be disturbed by the demolition and refurbishment.

The competent person identifies asbestos in parts of the air conditioning plant and under two layers of floor coverings in the shop. They revise the asbestos register to include this information.

You provide a copy of the revised asbestos register to the building contractor and other tenants. You arrange for the safe removal of all asbestos and ACM that is likely to be disturbed by the work, before the demolition and refurbishment work commences.

Demolition and refurbishment work does not include minor routine maintenance work or other minor work. Minor maintenance work includes routine work that is small scale, often short in duration and may be unscheduled.

Minor work includes small tasks that are of short duration, such as cutting a small hole or hand-drilling up to a few holes in an asbestos-containing (AC) sheet. It is not routine or regular work such as planned maintenance. It is incidental work that can be done quickly and safely using control measures, such as on-tool extraction or shadow vacuuming to capture very small amounts of debris which might contain asbestos and appropriate PPE.

Prior to any demolition or refurbishment work being carried out, a person with management or control of a workplace must:

- review the asbestos register – if the register is considered inadequate for the proposed demolition then it must be revised
- provide a copy of the asbestos register to the PCBU carrying out the demolition or refurbishment work, and
- ensure asbestos or ACM that is likely to be disturbed is identified and, so far as is reasonably practicable, removed before the demolition or refurbishment commences.