

---

## Asbestos Management

### Document Number – OHS-PROC-414

---

This document applies to the following sites:

All Sites	<input type="checkbox"/>				
Rockhampton Office	<input checked="" type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>	Mackay Gas Turbine	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>

---

WRITTEN BY: ..... ENDORSED/CHECKED BY: ..... APPROVED BY: ..... DATE: .....  
NAME: Jan Fullard NAME: Michael Joy / Trevor Hooper NAME: Ian Gilbar

---

Doc No: OHS-PROC-414 Revision No: 0 Revision Date: 10.03.2016 Page: 1 of 15

Approved via Committee Memorandum Number: (For Committee Approved Business Procedures Only)

**THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT**

## Table of Contents

1.0	Purpose.....	3
2.0	Scope .....	3
3.0	Hazards.....	3
4.0	Actions .....	3
4.1	Planning Requirements.....	4
4.1.1	Identification .....	4
4.1.2	Risk Assessment .....	4
4.1.3	Control .....	4
4.1.4	Asbestos Register.....	4
4.1.5	Asbestos Management Plan.....	5
4.2	Safe Work Practices .....	5
4.2.1	Maintenance And Handling Tasks Involving Asbestos.....	5
4.2.2	Demolition and Refurbishment .....	6
4.2.3	Minor Contamination Of Asbestos-Containing Dust Or Debris (ACD) Clean Up And Removal.....	6
4.2.4	Asbestos Removal.....	6
4.2.5	Tools for Use with ACM .....	7
4.2.6	Work Environment Requirements.....	7
4.2.7	Personal Protective Equipment (PPE) Requirements .....	7
4.2.8	Inspections.....	7
4.3	Air Monitoring.....	8
4.4	Health Monitoring.....	9
4.5	Emergency Response Procedures .....	10
4.5.1	Evacuation Event.....	10
4.5.2	Uncontrolled Release Resulting In Personal Exposure.....	10
4.6	Incident Management and Reporting.....	11
4.6.1	Communication .....	11
4.6.2	Asbestos Exposure Register .....	11
4.7	Waste Asbestos Transport and Disposal.....	12
4.8	Training and Competence Requirements .....	12
5.0	Review, Consultation and Communication .....	12
6.0	References (Including Information Services).....	13
7.0	Definitions .....	13
8.0	Revision History .....	15
9.0	Appendices .....	15
	Appendix A: Asbestos Management Document Flowchart .....	15

## 1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for identifying, assessing and managing the risk of asbestos and asbestos containing materials (ACM) in the workplace.

## 2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

## 3.0 Hazards

Diseases associated with exposure to asbestos fibres include mesothelioma, asbestosis and lung cancer. Asbestos poses a risk to health through the inhalation of airborne asbestos fibres.

Some examples of activities that may generate or release airborne asbestos fibres include:

- drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, or smashing ACM;
- sampling and removing ACM;
- renovating or demolishing buildings containing ACM;
- performing maintenance or servicing work (including cleaning) on ACM or materials and plant with ACM; and
- using compressed air on asbestos containing materials (ACM).

ACM that could potentially be found at a Stanwell workplace may include (but not limited to): asbestos cement sheets, pipes, electrical boards and insulators, fireproofing insulation, crane and lift brake pads, gaskets, roofing compositions, outdoor siding, heat insulation, acoustical insulation, plaster, floor tiles, vinyl tiles, ceiling tiles.

## 4.0 Actions

It shall be ensured that:

- ACM is prohibited from being used at all Stanwell workplaces except for sampling, analysis, maintenance of non-friable asbestos, removal, disposal, encapsulation or enclosure;
- no procured goods contain asbestos or asbestos containing material (ACM);
- wherever an asbestos component requires replacement the replacement product shall be non-asbestos;
- so far as is reasonably practicable, exposure of a worker at the workplace to airborne asbestos is eliminated, except in an area that is enclosed to prevent the release of respirable asbestos fibres and negative pressure is used. If this is not reasonably practicable, the exposure shall be minimised so far as is reasonably practicable;
- the national exposure standard for asbestos is not exceeded at the workplace;
- as far as reasonably practicable, all asbestos in the workplace has been identified, recorded, risk assessed and exposure controlled;
- selection and use of tools and personal protective equipment (PPE) for asbestos related work shall be based on a risk assessment;
- all workers performing asbestos-related work or asbestos removal are trained and licenced in accordance with the Queensland Work Health and Safety Regulation 2011; and
- that all workers involved in transporting and disposal of waste asbestos hold an appropriate Environmental Authority.

Note: Construction work that involves, or is likely to involve the disturbance of asbestos is classified as high risk construction work.

## 4.1 Planning Requirements

### 4.1.1 Identification

It shall be ensured that, as far as reasonably practicable, that all asbestos or ACM in the workplace has been identified by a competent person. Asbestos shall be assumed to be present if:

- it cannot be identified, but a competent person believes it is asbestos; and
- it is likely to be in an inaccessible part of the workplace.

It shall be ensured that:

- all analysis that is conducted to identify asbestos is carried out by a competent person. All samples are to be sent to a National Australian Testing Authority (NATA) accredited laboratory for confirmation of the presence of asbestos unless approval has been obtained from the Health and Safety team to not send the sample to a NATA accredited laboratory for identification; and
- all positively identified asbestos is clearly labelled or signed.

### 4.1.2 Risk Assessment

It shall be ensured that sites conduct a risk assessment of all asbestos identified or asbestos assumed to be present in the workplace. As a minimum this risk assessment shall consider:

- the condition of the asbestos;
- the likelihood for damage or deterioration of the asbestos;
- the likelihood for work activities to interfere with the asbestos; and
- proximity to workers.

The results of the risk assessment shall be documented in the site Asbestos Register.

### 4.1.3 Control

Sites shall ensure the following information is considered when determining the correct control measure for management of ACM risks:

- ACM which is friable and there is risk of exposure, is to be removed by a Class A licensed asbestos removalist as soon as practicable, in accordance with the *How to Safely Remove Asbestos, Code of Practice 2011*.
- More than 10 m<sup>2</sup> of non-friable asbestos or ACM that requires removal is to be removed by a person with a minimum of a Class B asbestos removalist licence, in accordance with the *How to Safely Remove Asbestos, Code of Practice 2011*.
- ACM that are bonded, stable and sealed, and are unlikely to be disturbed during normal activities, should be left in-situ and managed.
- ACM, if stable and inaccessible, may be left in situ until demolition, partial demolition, renovation or refurbishment of a building.
- If the ACM is bonded, stable and unsealed then encapsulation will be conducted depending on the risk of exposure.
- ACM shall be removed prior to the commencement of demolition, partial demolition or refurbishment if they are likely to be disturbed by those works, in accordance with the *How to Safely Remove Asbestos, Code of Practice 2011*.

### 4.1.4 Asbestos Register

It shall be ensured that each workplace where asbestos has been identified or is suspected maintains an up-to-date asbestos register. As a minimum the register shall contain:

- the date the asbestos was identified;
- the location and type of the asbestos; and
- the condition of the asbestos.

It shall be ensured that the asbestos register:

- is readily available to workers or their health and safety representatives;
- is provided to:
  - any other person assuming management control of the workplace;
  - any person engaged to perform demolition or refurbishment work in the workplace, before work begins.
- is reviewed at least once every five years or when:
  - the asbestos management plan is reviewed;
  - further asbestos or ACM is identified in the workplace; and
  - asbestos is disturbed in the workplace.

#### 4.1.5 Asbestos Management Plan

Where asbestos has been identified in the workplace or has been identified as likely to be in the workplace, sites shall develop and maintain an asbestos management plan. As a minimum, this plan shall include:

- locations of identified asbestos and ACM;
- any control measures, including work procedures, identified for controlling asbestos hazards on site;
- procedures for managing asbestos-related incidents, and emergencies on site; and
- responsibilities and training requirements for personnel performing asbestos-related work.

It shall be ensured that asbestos management plans are updated at least once every five years or when:

- the asbestos register or a control measure is reviewed;
- asbestos is disturbed in the workplace;
- there is an asbestos-related incident in the workplace; or
- risk assessment shows that the plan is no longer adequate.

Asbestos management plans shall be kept on site and accessible to:

- workers and their health and safety representatives; and
- any person engaged to perform demolition or refurbishment work on site.

## 4.2 Safe Work Practices

### 4.2.1 Maintenance And Handling Tasks Involving Asbestos

Sites shall implement site specific asbestos handling processes relevant to the site, taking the following into consideration:

- Maintenance tasks that may impact on ACM shall be performed under controlled conditions to prevent the distribution of airborne asbestos fibres.
- The *How to Safely Remove Asbestos Code of Practice 2011*, details the requirement for Personal Protective Equipment (PPE).
- Appendix F of the *How to Manage and Control Asbestos in the Workplace Code of Practice 2011* contains safe work practices for certain maintenance tasks that are to be followed when undertaking the task including:
  - drilling of asbestos containing materials;
  - sealing, painting, coating and cleaning of asbestos-cement products;
  - cleaning leaf litter from gutters of asbestos cement roofs;
  - replacing cabling in asbestos cement conduits or boxes;
  - working on electrical mounting boards containing asbestos; and
  - inspection of asbestos friction materials.

#### 4.2.2 Demolition and Refurbishment

Before any demolition or refurbishment work starts, sites shall ensure that:

- the asbestos register is reviewed;
- a copy of the register is given to any person engaged to perform demolition or refurbishment work; and
- all asbestos likely to be disturbed is identified and removed as far as is reasonably practicable.

If for any reason an asbestos register is not available before demolition or refurbishment, sites shall ensure that a competent person has inspected all structures or plant to identify any asbestos or ACM.

#### 4.2.3 Minor Contamination Of Asbestos-Containing Dust Or Debris (ACD) Clean Up And Removal

Unlicensed workers are permitted to clean up and remove minor asbestos contamination generated by a removal job of 10m<sup>2</sup> or less of non-friable asbestos or a minor contamination of ACD that is not associated with asbestos removal work, in order to return the affected area back to a safe environment.

Stanwell has defined 'minor contamination' as less than one square meter of ACD.

Workers involved in clean up and removal of minor asbestos contamination shall have completed appropriate training as per Stanwell's requirements.

To determine whether a contamination of ACD is a minor contamination sites shall carry out a risk assessment that takes the following into consideration:

- the time it would take for a person to carry out the clean-up job;
- the size, area and extent of the contamination;
- the number of workers and persons who will be or are likely to be involved in or exposed to the work;
- the complexity of the work being undertaken;
- the knowledge and skills required to complete the work safely; and
- the risks associated with the work and the complexity of the risk control measures.

Note: Refer to Safe Work Australia factsheet: '*Minor contamination' of asbestos-containing dust or debris for guidelines on identifying a 'minor contamination.'* June 2013.

#### 4.2.4 Asbestos Removal

It shall be ensured that a work method statement (WMS) and an asbestos removal control plan has been developed for any asbestos removal work. The following Stanwell form shall be completed by the site responsible person and are part of the asbestos removal control plan documentation:

- Approval to Undertake Asbestos Related Work and or Removal T-1249

It shall be ensured that:

- asbestos removal work is carried out in accordance with this procedure and the *Queensland Work Health and Safety Regulation 2011*;
- removal of asbestos by a person who does not hold a Class A or Class B asbestos removal licence is only permitted if the asbestos being removed is:
  - 10 m<sup>2</sup> or less of non-friable asbestos; or
  - ACD that is not more than a minor contamination and is associated with 10<sup>2</sup>m or less of non-friable asbestos.
- the licensed asbestos removalist notifies the regulator in writing at least five days before the work commences;
- nothing is removed from an asbestos-related work area unless it is decontaminated;
- PPE and any other material contaminated with asbestos is double bagged and sealed within a container which is decontaminated and labelled;

- asbestos materials from asbestos-related work areas are only transported in covered vehicles and disposed of at licensed disposal facilities;
- all non-friable asbestos is securely packaged;
- all friable asbestos is kept in a sealed container;
- asbestos contaminated soils are wetted down during removal activities; and
- once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued before the work area can be re-occupied. The clearance inspection shall be undertaken and the certificate issued in accordance with the *Queensland Work Health and Safety Regulation 2011*.

The site Asbestos Register must be updated with details regarding the removal of the asbestos.

#### 4.2.5 Tools for Use with ACM

Manually operated (non-powered) hand tools shall be used where practicable. Where manually operated tools are not sufficient, low-speed battery powered tools in conjunction with wet methods to control dust, may be used. Battery powered tools should be fitted with local exhaust ventilation, or use pastes and gels. The following work methods / tools are prohibited:

- a high pressure water process on ACM;
- compressed air or abrasive blasting on ACM or a surface e.g. clothing, where ACM is present;
- high-speed abrasive power and pneumatic tools such as angle grinders, sanders and saws and high-speed drills; and
- brooms or brushes to sweep asbestos dust or debris.

#### 4.2.6 Work Environment Requirements

It shall be ensured that any area where asbestos-related work is taking place:

- is separated, contained or sealed from the rest of the workplace as far as practicable;
- is signed and barricaded to make sure other workers do not enter the area;
- all non-essential personnel are kept clear;
- contains facilities for decontaminating workers, equipment and work items; and
- is adequately ventilated.

#### 4.2.7 Personal Protective Equipment (PPE) Requirements

It shall be ensured that all personnel conducting asbestos-related work are issued with suitable PPE, including as a minimum respirators, gloves, safety glasses or goggles, and coveralls. The level of PPE required will be determined by risk assessment.

It shall be ensured that PPE used for asbestos-related work is correctly handled:

- PPE shall be sealed, decontaminated, labelled and correctly disposed of;
- as far as reasonably practicable, disposable clothing is to be worn. Where non-disposable clothing is worn, it shall be laundered according to the *Queensland How to Safely Remove Asbestos Code of Practice 2011*; and
- all other reusable PPE shall be decontaminated and stored in a sealed container labelled as containing asbestos.

#### 4.2.8 Inspections

ACM remaining in situ shall be labelled and inspected to ensure it is not deteriorating or contributing to an increased health risk. Where ACM, in situ, is damaged, it shall be attended to as soon as practicably possible to minimise the release of asbestos fibres. If any surface or edge of ACM show signs of deterioration or damage, then it shall be sealed or removed.



### 4.3 Air Monitoring

Air monitoring shall be conducted in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust*, 2<sup>nd</sup> Edition [NOHSC: 3003 (2005)].

#### Timing And Frequency Of Air Monitoring

**Friable asbestos removal** – Air monitoring is mandatory for all friable asbestos removal. This includes prior to dismantling an enclosure and for the purposes of the clearance inspection. The site responsible person shall ensure that an independent licensed asbestos assessor undertakes air monitoring of the asbestos removal area at a workplace operated and/or controlled by Stanwell, where asbestos removal work that requires a Class A licence has been performed.

**More than 10 m<sup>2</sup> of non-friable asbestos removal** – Air monitoring is not required but may be considered to be carried out by an independent licensed asbestos assessor or competent person to ensure compliance with the duty to eliminate or minimise exposure to airborne asbestos, and to ensure the exposure standard is not exceeded.

**Public location** – Air monitoring should be considered where the asbestos removal work is being undertaken in or next to a public location.

**Exposure air monitoring** – Air monitoring should be carried out at other times to determine a worker's exposure to airborne asbestos if, based on reasonable grounds, there is uncertainty as to whether the exposure standard may be exceeded and a risk assessment by a competent person indicates it is necessary. Since most uses of asbestos are prohibited, exposure monitoring should not be required frequently.

#### **Other times when air monitoring may be required:**

- If it is not clear whether new or existing control measures are effective.
- If there is evidence (for example, dust deposits are outside the enclosure) the control measures have deteriorated as a result of poor maintenance.
- If modifications or changes in safe work methods have occurred that may adversely affect worker exposure.
- If there has been an uncontrolled disturbance of asbestos at the workplace.

#### Provision of Air Monitoring

In relation to removal work requiring a licence:

**Friable asbestos removal** – An independent licensed asbestos assessor shall be engaged to carry out air monitoring when it is required.

**Non-friable asbestos removal (more than 10 m<sup>2</sup>)** – An independent licensed asbestos assessor or competent person shall be engaged to carry out air monitoring when it is required.

Where air monitoring is otherwise required, for instance to determine whether the exposure standard has been exceeded following an uncontrolled disturbance or release of asbestos at the workplace, an independent licensed asbestos assessor or competent person may carry it out. However, if the release involves friable asbestos, only an independent licensed asbestos assessor can carry out the air monitoring.

#### Results of the air monitoring

Once the results of the air monitoring are received, the licensed asbestos removalist shall take action depending on the respirable asbestos fibre level. Where the results show that respirable asbestos fibre levels exceed the action levels as outlined in Table 1: Action levels for air monitoring results, action shall be taken immediately.



**Table 1: Action Levels For Air Monitoring Results**

Action level	Control	Action
Less than 0.01 fibres/ml.	No new control measures are necessary.	Continue with control measures.
At 0.01 fibres/ml or more than 0.01 fibres/ml but less than or equal to 0.02 fibres/ml.	<ol style="list-style-type: none"> <li>Review</li> <li>Investigate</li> <li>Implement</li> </ol>	<ol style="list-style-type: none"> <li>Review control measures.</li> <li>Investigate the cause.</li> <li>Implement controls to eliminate or minimise exposure and prevent further release.</li> </ol>
More than 0.02 fibres/ml.	<ol style="list-style-type: none"> <li>Stop removal work.</li> <li>Notify regulator.</li> <li>Investigate the cause.</li> <li>Implement controls to eliminate or minimise exposure and prevent further release.</li> </ol>	<ol style="list-style-type: none"> <li>Stop removal work.</li> <li>Notify the relevant regulator by phone followed by fax or written statement that work has ceased and the results of the air monitoring.</li> <li>Conduct a thorough visual inspection of the enclosure (if used) and associated equipment in consultation with all workers involved with the removal work.</li> <li>Extend the isolated/barricaded area around the removal area/enclosure as far as reasonably practicable (until fibre levels are at or below 0.01 fibres/ml, wet wipe and vacuum the surrounding area, seal any identified leaks (e.g. with expandable foam or tape) and smoke test the enclosure until it is satisfactorily sealed.</li> </ol>
	<ol style="list-style-type: none"> <li>Do not recommence removal work until further air monitoring is conducted.</li> </ol>	Do not recommence until fibre levels are at or below 0.01 fibres/ml.

#### 4.4 Health Monitoring

Health monitoring is required for workers carrying out licensed asbestos removal work or other ongoing asbestos related work at a workplace and are at risk of exposure to asbestos when carrying out the work.

- Consideration shall be given to the worker's demographic, medical and occupational history and records of the worker's personal exposure. The health monitoring shall include a physical examination of the worker with emphasis on the respiratory system, including standardised respiratory function tests, unless another form of health monitoring is recommended by a registered medical practitioner.
- Workers shall be informed of any health monitoring requirements before they commence work that may expose them to asbestos.
- Health monitoring records shall be maintained in accordance with *Business Procedure: Health Surveillance and Medical Examination*.
- Health monitoring reports shall be kept as a confidential record for at least 40 years after the record is made and identified as a formal record for the particular worker. The reports and results of a worker shall not be disclosed to another person without the worker's written consent.

- A copy of the health monitoring report shall be provided to a worker as soon as possible after it is obtained from the medical practitioner.

#### Timing And Frequency Of Health Monitoring

- If a worker is carrying out licensed asbestos removal work, the health monitoring shall be conducted prior to the worker commencing the work.
- Where a worker is at risk of exposure to asbestos due to work other than licensed asbestos removal, health monitoring shall also be undertaken. Examples of work where there is a risk of exposure include ongoing unlicensed removal work, undertaking maintenance work on ACM regularly as part of another job (for instance, electricians or building maintenance staff in older buildings) and carrying out asbestos-related work. The need for health monitoring for these workers shall be determined on the basis of:
  - the potential for exposure;
  - the frequency of potential exposure; and
  - the duration of the work being undertaken.
- Health monitoring shall be provided to the worker at least once every two years after commencing the asbestos-related work.

## **4.5 Emergency Response Procedures**

### **4.5.1 Evacuation Event**

The asbestos removal control plan shall include contingencies that mitigate the potential for exposure to airborne asbestos fibres in the case of an emergency.

- Site procedures for evacuation shall be conveyed to contractors and employees during the site induction.

Considerations include but are not limited to:

- Temporarily waiving decontamination procedures in the event of an emergency requiring evacuation.
- Ensuring persons involved in asbestos removal, or those potentially exposed to asbestos, evacuate to an appropriate location downwind to ensure any fibres remaining on clothes, as a result of not decontaminating completely and not enter the breathing space of others.

Events likely to require evacuation during asbestos removal work include but are not limited to:

- fire evacuation;
- chemical spill and contamination; and
- gas leak/contaminated atmosphere.

### **4.5.2 Uncontrolled Release Resulting In Personal Exposure**

Sites shall ensure that processes are put in place to manage incidents involving the uncontrolled release of asbestos fibres, or suspected asbestos materials, that have the potential to result in personal exposure.

Considerations include but are not limited to:

- instructions for evacuation and barricading to prevent entry into the contaminated area;
- implementation of controls to prevent exposure of anyone else to asbestos and the prevention of further release of respirable asbestos fibres;
- communication instructions to key stakeholders including site emergency response team and site manager;
- instructions for the decontamination of the exposed person(s);
- instructions for the removal and containment of exposed clothing;
- processes that ensure the protection of emergency services and first aid personnel including the provision of appropriate PPE and decontamination;

- arrangements for swab testing of exposed person's clothing; and
- arrangements for airborne sampling of the contaminated area (s).

## 4.6 Incident Management and Reporting

The site responsible person shall ensure that all incidents involving asbestos are reported in accordance with Stanwell's incident reporting procedure and associated form/template.

All asbestos related incidents are to be investigated as per Stawell's requirements to determine the cause of the incident and to recommend and implement corrective action. Corrective actions and learnings are to be communicated to all relevant stakeholders within an appropriate timeframe.

*Note: A health and safety incident involving the exposure to asbestos fibres is classified as a dangerous incident under s37 of the Work Health and Safety Act 2011, and under s35 is classified as a notifiable incident reportable to the Regulator.*

Incidents involving asbestos fibre levels of more than 0.02 fibres/ml during licensed removal work requiring an A class removal licence:

If a licensed removalist carrying out asbestos removal work requiring an A class removal licence at a Stanwell workplace records asbestos fibre levels at more than 0.02 fibres/ml they shall immediately:

- order the asbestos removal work to stop;
- notify the site responsible person and the Regulator;
- investigate the cause of the respirable asbestos fibre level;
- implement controls to prevent exposure of anyone to asbestos;
- prevent the further release of respirable asbestos fibre.

Notification shall be made immediately to the Regulator, with the following details:

- name of licensed removalist;
- site address where the asbestos is being removed;
- date the notification of licensed asbestos removal work was made to the Regulator; and
- details of testing and test results.

A copy of the monitoring report shall be provided to Stanwell and the Regulator as soon as practicable.

### 4.6.1 Communication

The site management team shall be notified as soon as practicable by the site responsible person of:

- any uncontrolled release of asbestos or suspected asbestos materials; and
- any spills, dislodged, damaged, exposed materials.

The site management team shall be responsible for communications to site personnel and contractors during an asbestos incident.

Communications should include the nature of the incident, the incident location(s) and corrective and preventative actions being implemented.

Regular updates on the progress of corrective and preventative actions should be sent to site personnel and contractors.

### 4.6.2 Asbestos Exposure Register

An asbestos exposure register that records persons that have been exposed or have potentially been exposed to asbestos fibres shall be maintained.

Workers shall complete Form T-1031 Asbestos Exposure Questionnaire, and provide a copy to the Occupational Health Nurse who will organise for the Asbestos Exposure Register to be updated register accordingly. A copy of the Form T-1031 shall be kept by the worker and their employer.

## 4.7 Waste Asbestos Transport and Disposal

Asbestos is defined as regulated waste under the Queensland Environmental Protection Regulation 2008.

It shall be ensured that:

- all personnel involved in the commercial transport of asbestos hold or are acting under an appropriate environmental authority;
- waste handlers submit waste tracking information to the Department of Environment Heritage and Protection;
- asbestos waste is removed in accordance with the site's waste disposal program;
- asbestos waste, including any PPE used to remove asbestos is contained and labelled in accordance with the Queensland How to Safely Remove Asbestos Code of Practice 2011;
- only unused bags and heavy-duty 200 µm (minimum thickness) polythene sheeting are used;
- asbestos is disposed of as soon as is practicable at a site authorised to accept asbestos waste; and
- if the source of asbestos or asbestos contaminated material is a site listed either in the Environmental Management Register (EMR) or Contaminated Land Register (CLR), a disposal permit is required. A disposal permit shall be obtained prior to starting extraction of materials, including contaminated soils from the site.

## 4.8 Training and Competence Requirements

Sites shall ensure that all personnel performing Class A or Class B asbestos removal work are licensed to do so.

Personnel who may come in contact with ACM, either directly or indirectly, shall be provided with suitable inductions and training in accordance with Stanwell's requirements. This training shall include: information on the health effects of asbestos, routes of exposure, the Asbestos Register, risk assessment/Safe Work Method Statements, control measures, safe working practices, National Exposure Standard, air monitoring and health monitoring. Records of all training shall be kept while the worker is carrying out the work and for five years after the day the worker stops carrying out the work.

## 5.0 Review, Consultation and Communication

### Review:

This Document is required to be reviewed, as a minimum, every 5 year/s

### Consultation:

Personnel consulted during the review of this document include the Corporate Health & Safety team as well as any other personnel who have an interest in the process.

### Communication/Requirements after Update:

This Business Procedure will be communicated to sites by an e-mail from the Corporate HS Manager and on GenNet.

## 6.0 References (Including Information Services)

Source	Reference
<b>Legislation</b>	<ul style="list-style-type: none"> <li>Queensland Work Health and Safety Act 2011</li> <li>Queensland Work Health and Safety Regulation 2011, Part 3.5</li> <li>Queensland How to Manage and Control Asbestos in the Workplace Code of Practice 2011</li> <li>Queensland How to Safely Remove Asbestos Code of Practice 2011</li> <li>Queensland Environmental Protection Regulation 2008</li> <li>Queensland Environmental Protection (Waste Management) Regulation 2000</li> </ul>
<b>Safe Work Australia</b>	Safe Work Australia factsheet: 'Minor contamination' of asbestos-containing dust or debris, June 2013
<b>NOHSC</b>	<ul style="list-style-type: none"> <li>Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust, 2<sup>nd</sup> Edition [NOHSC: 3003 (2005)].</li> </ul>
<b>Business Procedures</b>	<ul style="list-style-type: none"> <li>Health Surveillance and Medical Examination OHS-PROC-405</li> </ul>
<b>Stay Safe</b>	<ul style="list-style-type: none"> <li>Asbestos OHS-PROC-414A</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>Asbestos Exposure Questionnaire Form T-1031</li> <li>Approval to Undertake Asbestos Related Work and or Removal T-1249</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>Work Instruction Work Instruction-Asbestos Sampling OHS-WI-09</li> <li>Work Instruction-Asbestos Gasket Removal OHS-WI-12</li> <li>Work Instruction-Asbestos Friction Material Removal OHS-WI-11</li> <li>Work Instruction-Asbestos Cement Sheeting and Pipe Penetration and Removal OHS-WI-10</li> </ul>

## 7.0 Definitions

Term	Meaning
<b>Asbestos</b>	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue), and tremolite asbestos.
<b>Asbestos Containing Material (ACM)</b>	Any material or thing that, as part of its design, contains asbestos.
<b>Asbestos-Contaminated Dust or Debris (ACD)</b>	Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.
<b>Asbestos Related Work</b>	Work involving asbestos that is allowed under the <i>Work Health and Safety Regulation 2011</i> . This includes: <ul style="list-style-type: none"> <li>sampling and identification;</li> <li>transport and disposal of asbestos-containing waste; and</li> <li>maintenance of plant or equipment containing asbestos.</li> </ul> This does not include asbestos removal work.
<b>Asbestos Removal Work</b>	Work involving the removal of asbestos or asbestos containing material, or Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the Queensland Work Health and Safety Regulation 2011.

Term	Meaning
<b>Asbestos Removal Control Plan</b>	Document that identifies the specific control measures a licence holder will use to ensure workers and other persons are not at risk when asbestos removal work is being conducted based on the information in the Code of Practice entitled <i>How to Safely Remove Asbestos, 2011</i> .
<b>Asbestos waste</b>	Asbestos or asbestos containing material removed, and disposable items used during asbestos removal work including plastic sheeting and disposable tools.
<b>Airborne asbestos</b>	Any fibres of asbestos small enough to be made airborne. For the purpose of monitoring airborne asbestos fibres, only respirable fibres are counted.
<b>Air Monitoring</b>	Airborne asbestos sampling to assist in assessing exposure and the effectiveness of control measures. This includes exposure monitoring, clearance monitoring and control monitoring.
<b>Class A Asbestos Removal Licence</b>	Can remove any amount or quantity of asbestos or ACM, including: <ul style="list-style-type: none"> <li>• any amount of friable asbestos or ACM;</li> <li>• any amount of ACD; and</li> <li>• any amount of non-friable asbestos or ACM.</li> </ul>
<b>Class B Asbestos Removal Licence</b>	Can remove: <ul style="list-style-type: none"> <li>• Any amount of non-friable asbestos or ACM. (Note: A Class B licence is required for removal of more than 10 m<sup>2</sup> of non-friable asbestos or ACM but the licence holder can also remove up to 10 m<sup>2</sup> of non-friable asbestos or ACM).</li> <li>• ACD associated with the removal of non-friable asbestos or ACM. (Note: A Class B licence is required for removal of ACD associated with the removal of more than 10 m<sup>2</sup> of non-friable asbestos or ACM but the licence holder can also remove ACD associated with removal of up to 10m<sup>2</sup> of non-friable asbestos or ACM.</li> </ul>
<b>Friable asbestos</b>	Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos. This may include ACM that have been subjected to conditions that leave them in a crumbled or powdery state due to weathering or physical damage.
<b>Licensed Asbestos Removalist</b>	A person conducting a business or undertaking who is licensed under the Queensland Work Health and Safety Regulation 2011 to carry out class A or B asbestos removal work.
<b>National Exposure Standard (NES)</b>	Refers to an airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. The National Exposure Standard for all forms of asbestos is 0.1 fibre/ml of air, measured using the membrane filter method.
<b>Non-friable asbestos</b>	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. There may be various combinations of both asbestos and non-asbestos fibres tightly bound into a cementitious or resinous matrix. Various materials include asbestos cement sheets, pipes, vinyl tiles, crane and lift brake pads, boxes, insulating boards and gaskets.

Term	Meaning
Respirable asbestos	An asbestos fibre that: <ul style="list-style-type: none"> <li>• is less than 3 microns (<math>\mu\text{m}</math>) wide;</li> <li>• is more than 5 microns (<math>\mu\text{m}</math>) long; and</li> <li>• has a length to width ratio of more than 3:1.</li> </ul>

## 8.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	10.03.2016	Document issued	Jan Fullard	Michael Joy / Trevor Hooper	Ian Gilbar

## 9.0 Appendices

### Appendix A: Asbestos Management Document Flowchart

