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Asbestos Management Plan – S Block

Southern Cross University Lismore, NSW 2380

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1. INTRODUCTION

CETEC was engaged by Southern Cross University to conduct an audit of asbestos containing materials and develop asbestos management plans for the Southern Cross University Lismore campus.

The asbestos audit of S Block identified the presence of asbestos contain materials (ACM) therefore it is a requirement of the *Work Health and Safety Act* (the WHS Act) and the *Work Health and Safety Regulations* (the WHS Regulations) that an asbestos management plan is prepared for the site.

The objective of an asbestos management plan (AMP) is to set out how asbestos or ACM that is identified at the site will be managed. This AMP includes:

- Current legislative requirements and references to applicable guidelines and Australian standards;
- The duties and responsibilities of the parties involved in the management of the site;
- Site specific recommendations and prioritisation for controlling asbestos related risks.
- Recommendations for safe work practices where asbestos is present

2. LEGISLATION AND STANDARDS

Legislative requirements, codes of practise and guidelines relating to the management of asbestos include but are not limited to:

- Work Health and Safety Act (2011)
- Work Health and Safety Regulation (2017)
- How to Safely Remove Asbestos – Code of Practice (SafeWork NSW 2019)
- How to Manage and Control Asbestos in The Workplace – Code of Practice (SafeWork NSW 2019)
- Workplace Exposure Standards for Airborne Contaminants (SafeWork Australia 2019)
- Guidance on the Interpretation of Workplace Exposure Standards for Airborne Contaminants (SafeWork Australia 2013)
- AS 4964-2004: Method for the qualitative identification of asbestos in bulk samples
- Guidance note on the membrane filter method for estimating airborne asbestos fibres, 2nd Edition [NOHSC:3003(2005)]

3. DUTIES AND RESPONSIBILITIES

The WHS Act requires all persons who conduct a business or undertaking to ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking. The WHS Regulations include specific obligations to manage and control asbestos and ACM at the workplace.

The Southern Cross University has nominated the following people to assist with the management of asbestos at S Block.

Department	Name	Tasks	Contact Details
Southern Cross University (Property Services)	Geoff Cottee	Ensure the asbestos register and management plan is up to date Provide training for site staff Manage the engagement of qualified contractors for any work at the site Manage the engagement of qualified contractors for any work at the site Check that contractors have been supplied the asbestos register and management plan before starting work on the site Obtain copies of contractor documentation detailing the safe work practices (e.g. SWMS)	Ph: 02 6620 3743 M: 04 0848 7423 geoff.cottee@scu.edu.au
Expert Consultant / Competent Person	CETEC Pty Ltd Luke Meadows	Contact for advice regarding asbestos risk assessment, management and removal	Ph: 02 9966 9211 M: 0447492464 luke.meadows@cetec.com.au

4. THE ASBESTOS REGISTER

The asbestos register is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:

- Record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time. This would include:
    - The date on which the asbestos or ACM was identified
    - The location, type and condition of the asbestos; or
    - An assessment of risk

The asbestos register for the site should be used in conjunction with this asbestos management plan. The asbestos register for S Block was issued in June 2021:

Report File Name: ***N2106015_AsbestosAuditReport_SCU_Lismore_S_Block_V1.0***

The asbestos register should be reviewed and if necessary revised by a competent person 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

5. ASBESTOS MANAGEMENT PRINCIPLES

The significant health risks associated with asbestos include asbestosis, lung cancer, mesothelioma and pleural disease. In general, asbestos health risks arise if airborne asbestos fibres are inhaled. Consequently, the risk assessment of asbestos focuses on the likelihood of asbestos fibres becoming airborne and inhaled by people. Factors that influence the risk assessment include but are not limited to the type and structure of the material, the condition of the material, the location of the material and circumstances that may lead to the material being disturbed.

The decisions, and reasons for the decisions, about the management of asbestos at S Block is based on the risk assessment of asbestos or ACM identified or assumed to be present at the site. The risk assessment for all asbestos or ACM identified or assumed to be present at the site is detailed in the asbestos register.

When setting priorities for managing and implementing controls precedence should be given to those materials with the highest risk according to the risk assessment. In general controls should be implemented immediately where materials have been given an extreme or high-risk rating whereas medium and low risk materials may have controls implemented over a practical period of time assuming the safety of all people present is maintained at all times.

When choosing the most appropriate control measure, the following hierarchy of controls must be considered:

- Eliminating the risk (for example, removing the asbestos)
- Substituting the risk, isolating the risk or applying engineering controls (for example, enclosing, encapsulation, sealing or using certain tools)
- Using administrative controls (for example, safe work practices)
- Using PPE.

A combination of these controls may be required in order to adequately manage and control asbestos or ACM.

6. SITE SPECIFIC CONTROL MEASURES

6.1 HIGH PRIORITY

Sample Number	Primary Location	Specific Location	Material application	Material type	Quantity	Laboratory analysis result (Asbestos type)	Friable / Non-Friable	Sealed / Unsealed / Enclosed	Condition	Activities that may lead to further damage/ deterioration	Risk Assessment
142283	Interior - Level 3	DB No.3 - Distribution cupboard - Ceiling	Ceiling lining	FCS	<1m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Medium damage	Electrical maintenance, building renovations or demolition	**Low**
Same as 142283	Interior - Level 3	S3.03 - Cupboard - Ceiling	Ceiling lining	FCS	3m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Medium damage	Electrical maintenance, building renovations or demolition	**Low**
Same as 142283	Interior - Level 2	S2.03 - Cupboard - Ceiling	Ceiling lining	FCS	3m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Medium damage	Electrical maintenance, building renovations or demolition	**Low**

Evacuate Area / Restrict Access	Remove ACM	Enclose ACM	Encapsulate / Seal ACM
Restrict access & implement controls to isolate the area.	Immediate removal of ACM recommended CLASS B ASBESTOS REMOVAL REQUIRED	Not required	Not required
Asbestos register/Management Plan update	After removal of ACM above.		

6.2 LOW PRIORITY

Sample Number	Primary Location	Specific Location	Material application	Material type	Quantity	Laboratory analysis result (Asbestos type)	Friable / Non-Friable	Sealed / Unsealed / Enclosed	Condition	Activities that may lead to further damage/ deterioration	Risk Assessment
142285	Interior - Level 1	Subterranean area (Through S1.01) - Below hot water heater	Stand to hot water heater	Bitumen like material	< 1m²	**Chrysotile Asbestos Detected**	Non-friable	Unsealed	Low damage	Building renovations or maintenance	**Low**
Same as AA Pty Ltd - 11	Interior - Level 2	Male Toilets - Between toilets	Partition wall	Compressed fibre cement	15m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**
Same as AA Pty Ltd - 11	Interior - Level 2	Female Toilets - Between toilets	Partition wall	Compressed fibre cement	25m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**
142287	Exterior - Level 3	Awning/Eaves - East	Awning & Eaves lining	FCS	50m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**
Same as 142287	Exterior - Level 3	Above windows - East	Infill panels	FCS	10m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**
Same as 142283	Interior - Level 3	DB No.3 - Distribution cupboard - Back of door & panel above door	Backing board to door & panel (Insulator)	FCS	4m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Good	Electrical maintenance, building renovations or demolition	**Low**
Same as 142283	Interior - Level 3	DB No.3 - Distribution cupboard - Behind Distribution board	Electrical backing board	FCS	< 1m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Good	Electrical maintenance, building renovations or demolition	**Low**

Sample Number	Primary Location	Specific Location	Material application	Material type	Quantity	Laboratory analysis result (Asbestos type)	Friable / Non-Friable	Sealed / Unsealed / Enclosed	Condition	Activities that may lead to further damage/ deterioration	Risk Assessment
142283	Interior - Level 2	DB No.2 - Distribution cupboard - Back of door & panel above door	Backing board to door & panel (Insulator)	FCS	4m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Good	Electrical maintenance, building renovations or demolition	**Low**
Same as 142283	Interior - Level 2	DB No.2 - Distribution cupboard - Behind Distribution board	Electrical backing board	FCS	< 1m²	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Good	Electrical maintenance, building renovations or demolition	**Low**
Suspected	Interior - Level 4 (Plant room)	Plant room - South wall at hot water heater	Insulation to hot water heater	Insulation material	NQ	**Assume material(s) contain asbestos**	Friable	Unclosed	Good	Building renovations or maintenance	**Low**
Same as 142277	Exterior/Interior - All Levels	Between joints to concrete slabs & brickwork	Expansion joint	Flexible soft mastic (Black)	NQ	**Chrysotile Asbestos Detected**	Non-friable	Unsealed	Low damage	Weathering, building renovations or maintenance	**Low**
Same as 142280	Exterior/Interior - All Levels	Between joints to concrete slabs & brickwork	Expansion joint	Semi hardened mastic (Black)	NQ	**Chrysotile Asbestos Detected**	Non-friable	Unsealed	Low damage	Weathering, building renovations or maintenance	**Low**
AA Pty Ltd - G0.1	Interior/Exterior - All levels	Perimeter windows to building	Window sealant	Mastic/Putty	NQ	**Chrysotile Asbestos Detected**	Non-Friable	Unsealed	Good	Weathering, window maintenance, building renovations or demolition	**Low**
142285	Interior - Level 1	Subterranean area (Through S1.01) - Below hot water heater	Stand to hot water heater	Bitumen like material	< 1m²	**Chrysotile Asbestos Detected**	Non-friable	Unsealed	Low damage	Building renovations or maintenance	**Low**

Sample Number	Primary Location	Specific Location	Material application	Material type	Quantity	Laboratory analysis result (Asbestos type)	Friable / Non-Friable	Sealed / Unsealed / Enclosed	Condition	Activities that may lead to further damage/ deterioration	Risk Assessment
Same as AA Pty Ltd - 11	Interior - Level 2	Male Toilets - Between toilets	Partition wall	Compressed fibre cement	15m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**
Same as AA Pty Ltd - 11	Interior - Level 2	Female Toilets - Between toilets	Partition wall	Compressed fibre cement	25m²	**Chrysotile Asbestos Detected**	Non-Friable	Sealed	Good	Building renovations or maintenance	**Low**

Evacuate Area / Restrict Access	Remove ACM	Enclose ACM	Encapsulate / Seal ACM
Not required	Removal of ACM recommended, however may not be practical at this time. CLASS B ASBESTOS REMOVAL REQUIRED	Not required	Sealing of unsealed ACM recommended, however current condition of ACM in reasonable condition and exposure risk is currently low.
Asbestos register/Management Plan update	Whenever a material has been removed, disturbed or conditions changed. At a minimum every 5 years (June 2026)		

APPENDIX A – EMERGENCY AND UNEXPECTED FINDS PROCEDURE

In the event that a suspected asbestos containing material is discovered or becomes damaged at the site the following procedure should be applied:

- Stop work and vacate the area where the potential asbestos has been discovered or damaged
- Consult a competent to assess the risk and test the material
- Restrict access to the area and install barricades and signage
- If required implement controls to make safe before re-occupying the area
- Report the incident to Southern Cross University Lismore Property Services

APPENDIX B – PROHIBITIONS

- The use of the following equipment is prohibited in relation to asbestos containing materials at the site:
    - High-pressure water spray and compressed air must not be used on asbestos or ACM. However, high-pressure water spray can be used for firefighting or fire protection. Power tools, brooms and any other equipment or tool that may release airborne asbestos in the workplace may only be used if it is controlled by it being:
        - Enclosed
        - Designed to capture or suppress airborne asbestos
        - Used in a way that is designed to capture or suppress airborne asbestos safely.
        - A combination of the controls mentioned above may be required to ensure that airborne asbestos is not generated.
- Asbestos related work, meaning any work involving the disturbance of asbestos or ACM is prohibited at the site.
- The exception to this is that a trained and competent person may conduct works involving asbestos for the purpose of implementing a control measure or removing asbestos or ACM. As a minimum a Class A or Class B licensed asbestos contractor should be used for such tasks when required.
- The re-use or re-purposing of asbestos containing materials (even if in good condition) is prohibited at site.

- Asbestos waste of any amount, including contaminated materials or PPE, must not be disposed in general waste. The transport and disposal of asbestos and asbestos waste must be done in accordance with jurisdictional legislation.

APPENDIX C – ASBESTOS REMOVAL PROCEDURE

General requirements for conducting asbestos removal work are as follows:

- Asbestos should be removed in accordance with the WHS Regulation 2017 and How to Safely Remove Asbestos – Code of Practice (SafeWork NSW 2019)
- The planning, removal methodology, control measures, monitoring requirements and clearance procedures for the removal of asbestos must be determined in consultation with an occupational hygienist and documented in the Asbestos Removal Control Plan prior to commencing removal.
- An asbestos removal control plan should include as a minimum:
    - The method proposed to be used to remove the asbestos;
    - The approximate quantity and kind of asbestos to be removed;
    - The equipment proposed to be used to remove the asbestos, including any personal protective equipment;
    - Details of the proposed air monitoring and clearance procedures
    - Transportation and waste disposal requirements
- The person(s) removing asbestos must be a holder of an A class asbestos removal license for friable asbestos and a B class asbestos removal license for non-friable asbestos.
- The person conducting air monitoring and clearance for asbestos removal must be a Licensed Asbestos Assessor (LAA) for friable asbestos or suitably qualified for non-friable asbestos.
- SafeWork NSW must be notified at least 5 days prior to any licensed asbestos removal.

APPENDIX D – RECOMMENDED SAFE WORKING PRACTICES

The Code of Practice - How to Manage and Control Asbestos in The Workplace provides recommendations for safe work practices for some common tasks involving asbestos and ACM in a workplace. Safe working practices relevant to materials identified at this site are contained below. Refer to the code of practice for other safe working practices.

Any of the work described below should be regarded as asbestos related work and should be conducted by a trained and competent person only. As a minimum a Class B licensed asbestos contractor should be used for the tasks described below.

SAFE WORK PRACTICE 1 – DRILLING OF ACM	
The drilling of asbestos cement sheeting 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.	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	• 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 and other dust control methods such as pastes and gels are unsuitable then shadow vacuuming techniques should be used • Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • Duct tape • Sealant • Spare PPE • A thickened substance such as wallpaper paste, shaving cream or hair gel • 200 µm plastic sheeting • A suitable asbestos waste container (e.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting) • Warning signs and/or barrier tape • An asbestos vacuum cleaner • A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).

SAFE WORK PRACTICE 1 – DRILLING OF ACM	
PPE	• Protective clothing and RPE (see AS1715, AS 1716). 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	• If the work is to be carried out at a height, appropriate precautions must be taken to prevent falls. • 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 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 plastic sheeting, secured with 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. • 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	• Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling. • Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. Drill through the paste. • Use damp rags to clean off the paste 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	• Mark the point to be drilled.

SAFE WORK PRACTICE 1 – DRILLING OF ACM	
surfaces	• 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	• 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 an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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 vacuum, 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 a labelled asbestos waste bag. • Remove RPE. If non-disposable, inspect it to ensure it is free from

SAFE WORK PRACTICE 1 – DRILLING OF ACM	
	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 a labelled asbestos waste bag or waste container. • 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. • Dispose of all waste as asbestos waste. • Refer to the Code of Practice: *How to Safely Remove Asbestos* for more information.

SAFE WORK PRACTICE 2 – SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS CEMENT PRODUCTS	
These tasks should only be carried out on asbestos that is 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. 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.	
Equipment that may be required prior to starting work (in addition to what is needed for the task)	• Disposable cleaning rags • A bucket of water, or more as appropriate, and/or a misting spray bottle • Sealant • Spare PPE • A suitable asbestos waste container • Warning signs and/or barrier tape.
PPE	• Protective clothing and RPE (see AS1715, AS 1716). 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

SAFE WORK PRACTICE 2 – SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS CEMENT PRODUCTS	
	vapours/mist must also be considered.
Preparing the asbestos work area	• If work is being carried out at heights, 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 a height, segregate the area below. • If possible, use plastic sheeting secured with 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. • 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.

SAFE WORK PRACTICE 2 – SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS CEMENT PRODUCTS	
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 an asbestos vacuum cleaner to clean the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • 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 vacuum, 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 a labelled asbestos waste bag. • 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 a labelled asbestos waste bag or waste container. • 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. • Dispose of all waste as asbestos waste. • Refer to the Code of Practice: *How to Safely Remove Asbestos* for more information.

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