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Functional Flowchart

Not applicable.

Objective

To provide a corporate standard that outlines SCL's procedure for managing asbestos containing materials inclusive of related hazards and the methods by which activities such as identification, monitoring, removal and disposal are to be controlled.

Stanwell Corporation has the goal of asbestos containing materials free sites and complying with the requirements of the Queensland Workplace Health and Safety Regulation 2008 - Part 13 Asbestos Management and Removal, the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)] and the Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)].

This corporate standard together with each site's Asbestos Register is to meet the requirements of an Asbestos Management Plan as required by the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]. This corporate standard together with each site's Asbestos Register is to be developed, implemented and maintained ensure the risk of exposure to asbestos is assessed, documented, minimised or where possible eliminated.

Although Stanwell's ultimate objective is to have all of its sites free from ACM, priorities should be set for effective control of ACM risks where ACM has been identified or presumed. Control measures required for identified / presumed ACM are to be determined from the risk assessment and should follow the principles detailed in *NOHSC Code of Practice for the Management and Control of Asbestos in Workplaces – Part 11.* Consideration is to be given to the removal of ACM during renovation, refurbishment and/or maintenance where practicable, in preference to other control measures such as enclosure, encapsulation or sealing.

Scope

This corporate standard applies to any asbestos containing material (ACM) located within an SCL owned and/or operated / maintained site or potential site and any activity in which an SCL employee or controlled contractor may be exposed to asbestos. This corporate standard also applies to residential properties owned by Stanwell Corporation.

Definitions

Asbestos Containing Material (ACM): any material, object, product or debris that contains asbestos.

Asbestos: a fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.). See Attachment 4 for examples of asbestos containing materials.

Asbestos waste bag: a polythene bag at least 200μm thick, no more than 1200mm long and 900mm wide, properly labelled with a warning statement as per the following:
"CAUTION – ASBESTOS
DO NOT DAMAGE OR OPEN BAG
DO NOT INHALE DUST
CANCER AND LUNG DISEASE HAZARD"

Bonded Asbestos Containing Material: asbestos containing material containing a bonding compound reinforced with asbestos fibres (e.g. Asbestos cement pipes and flat or corrugated asbestos cement sheets consist of sand and cement reinforced with asbestos fibres).

Competent Person: a person possessing adequate qualifications such as suitable training and sufficient knowledge, experience and skills, for the safe performance of the specified work.

Friable Asbestos Containing Material: asbestos containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.

HEPA: High Efficiency Particulate Air Filter

Inaccessible Areas: areas which are difficult to access or cannot be accessed for operational reasons, such as wall cavities, some ceiling spaces, underground conduits and the interiors of plant and equipment.

NATA*:* National Australian Testing Authority

Presumption Criteria: means the presumption criteria as described in the *Code of Practice for the Management and Control of Asbestos in Workplaces*.

Worker*:* SCL employee or controlled contractor.

Responsibilities

OH&S Systems Manager
To maintain the currency and accuracy of the Asbestos Management Corporate Standard reflective of legislative and corporate change.

Station / Site Manager
To monitor the implementation of the Asbestos Management Corporate Standard and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy the Corporate Standard.

OHS Nurse / Health Provider
- To perform Health Surveillance as required if identified as per Health Management section.
- To place results from relevant health monitoring, medical tests and medical correspondence into worker's medical file.

Person responsible for maintaining the Asbestos Management Plan and Asbestos Register
- To maintain the accuracy of the documents.
- To ensure the Asbestos Management Plan and Asbestos Register meet the requirements of this Corporate Standard and the NOHSC documents titled:
  - Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]; and
  - Code of Practice for the Safe Removal of Asbestos 2nd Edition, [NOHSC:2002(2005)].

Responsibility holder for the management of land or domestic properties owned by Stanwell
- To ensure the implementation of the Asbestos Management Corporate Standard.

Workers
To comply at all times with the requirements specified within this Corporate Standard and site-specific procedures.

Hazards

There are a number of diseases associated with exposure to asbestos fibres. These diseases include mesothelioma, asbestosis and lung cancer.

Asbestos poses a risk to health through inhalation of airborne asbestos fibres.

Some examples of activities that may generate or release airborne asbestos fibres include:
- using compressed air to blow dust or on an ACM;
- drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, or smashing ACM;
- sampling and removing ACM;
- renovating or demolishing buildings containing ACM; and
- performing maintenance or servicing work (including cleaning) on ACM or materials and plant with ACM.

Risk Assessment

Work Method Statements

The removal of bonded ACM or work that impacts upon ACMs (including sampling tasks) must be assessed and managed using a work method statement.

Risk Assessment of identified ACM

Where ACM is identified or suspected on a site, the associated risks are to be assessed by a competent person to allow informed decisions to be made about control measures, induction and training, air monitoring and health surveillance.

The risk assessment and subsequent reviews or revisions of the risk assessment are only to be performed by a competent person.

The risk assessment is to take into account the information in the Asbestos Register including:
- The condition of the ACM (whether friable or bonded and stable, and whether liable to damage or deterioration);
- The likelihood of exposure;
- Whether the nature of location of work to be carried out is likely to disturb the ACM;
- Results from any air monitoring.

The results of the risk assessment are to be documented in the Asbestos Register.

Risk assessments and controls are to be reviewed whenever:
- there is evidence that the risk assessment is no longer valid;
- there is evidence that controls are not effective;
- a significant change is proposed for the workplace or for work practices or procedures relevant to the risk assessment;
- there is a change in the condition of the ACM; or
- the ACM has been removed, enclosed or sealed.

Controls

Consultation and Communication

Consultation and information-sharing with relevant persons (e.g. workers, safety representatives, contractors, person affected, etc.) is to be undertaken at all stages of the asbestos management process.

All workers where ACM is present / presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, are to be provided with information about the location, type and condition of the ACM (as relevant), the risks they pose and the control measures adopted to eliminate or minimise those risks.

Examples of persons to whom information is provided and ways in which this may be provided includes:

- Outage contractors – during the outage induction
- Visitors – during the site induction
- Lessees of rental properties – through information sheets

The provision of the above information is to be recorded.

Pre-purchase Requirements – Buildings, Plant, Equipment and Materials

Where SCL proposes to acquire a new site or work area (inclusive of land, property, operating sites and domestic residences) the officer responsible for the acquisition is to ensure that either:

- a copy of the current asbestos register is obtained from the previous owner;
- or where a copy of the asbestos register for the site cannot be provided
- a competent person conducts an asbestos survey including the development of an asbestos register for the site to SCL standards.

The survey may be limited to:

- any existing structures and the area surrounding those structures within 200m and any other areas identified as possibly having ACM; or
- if there are no buildings or structures on the property, limited to any areas identified as possibly having ACM (e.g. waste material areas, remains of demolished structures, etc.).

Other areas may be included in the inspection at the discretion of the officer responsible for the acquisition

Note: It is the preference that information regarding the site's asbestos is obtained prior to purchase however where this is not possible this is to occur as soon as possible after the purchase.

Where ACM is identified, consideration with respect to removal and / or on-going management costs is to be given prior to the purchase.

Pre-purchase and inspection records (if obtained) are to be maintained and filed in the relevant site files / hummingbird.

Purchased plant, equipment and materials (products) are to be asbestos free. Purchasing and receiving personnel must ensure that all purchased items (including plant, equipment and materials) are free from asbestos. To support this requirement, purchase orders are to be annotated with "Products supplied to SCL must be free from Asbestos" and have the supplier certify / state that the product, equipment and materials are free from asbestos.

Note: Where a purchased item is found to contain asbestos it must not be installed or used and where practicable it must be returned to the supplier.

Where an item is suspected of containing asbestos it must be treated as if it contains asbestos and appropriate controls implemented to ensure workers are not exposed to the potential of asbestos containing materials.

Any suspected asbestos containing material must be either:

- tested to confirm if it is asbestos containing material (and treated as ACM until test results are received); or
- presumed to be asbestos containing material and treated as asbestos containing material.

Identifying / Sampling of Premises / Plant / Etc

Where ACM is identified or suspected on SCL owned / operated sites, those sites are to be surveyed by a competent person to identify:

- the location of ACM and determine whether inaccessible areas are likely to contain ACM; and
- the types and condition of ACM.

Note: Where a building or structure has been built under approval given by local government prior to 1 January 1990 or where there is ACM in a structure or part (e.g. fixed plant) that is not a building, the building and / or structure / plant the owner must comply with the Code of Practice for the Management and Control of Asbestos in Workplaces.

Stanwell will engage suitably qualified contractors to perform asbestos surveys. Asbestos surveys may not be carried out by Stanwell personnel.

Identification and sampling of ACM and suspected ACMs are to be undertaken by competent persons only.

If there is uncertainty about certain materials containing asbestos, a sample is to be taken for analysis (as per Attachment 1) or the presumption criteria as described in the *Code of Practice for the Management and Control of Asbestos in Workplaces* is to be applied.

Where it is not possible to sample items likely to contain ACM (for example inaccessible areas) or where the presumption criteria is immediately applied, it is to be presumed that asbestos is present in the material and the material treated as an ACM until it can be sampled and confirmed by laboratory analysis.

Where areas of a building or plant are not inspected for operational reasons and deemed inaccessible, a record is to be made in the Asbestos Register indicating that the area has not been inspected as per the above clauses. A suitable inspection is to be conducted in this area as soon as practicable.

All records associated with asbestos surveys, inspections and sampling activities including NATA identification and analysis hardcopy results are to be kept and details are to be entered into the Asbestos Register. These results should be scanned and filed in Hummingbird and linked electronically (hyperlinked) in the Asbestos Register.

Asbestos Registers

All sites where ACM is known / presumed to be present are to keep and maintain an Asbestos Register. The Asbestos Register is to contain details of all known and presumed ACM and any areas which are inaccessible and likely to contain ACM and meet the requirements of the *Code of Practice for the Management and Control of Asbestos in Workplaces.*

All Stanwell Corporation Asbestos Registers are kept in HBIRDPRO-#1234199-Stanwell Asbestos Registers - All sites and properties.

Each site's Asbestos Register is to identify the actions required to be taken to prevent exposure to airborne asbestos fibres from the identified or presumed ACM on site (taking into account the conducted risk assessment).

Where relevant, each site's Asbestos Register is to include a timetable for action, including priorities and dates for reviewing risk assessments and specific circumstances and activities that may impact on timings (e.g. plant shut-downs).

Each site's Asbestos Register is to be available on site and maintained to be accurate.

Each site is to develop and implement a process whereby prior to work that may expose persons to airborne asbestos fibres being undertaken, the register is to be reviewed and made available to:

- Workers;
- Other employers within the premises;
- Persons removing ACM;
- Persons engaged to do work that may disturb or impact upon ACM; and
- Any other person who may be exposed.

Signage / Labelling

The application of the requirements for signage and labelling for sites other than operating sites (e.g. land and domestic properties), is to be determined by the relevant person responsible for these sites with consideration of this Corporate Standard and Part 9.5 of the *Code of Practice for the Management and Control of Asbestos in Workplaces.*

Asbestos warning signs and labels are to comply with AS1319.

Warning signs are to be posted at the main entrances of areas which contain ACM (including, plant, equipment and components) to:

- warn persons that ACM is present, and that the Asbestos Register is available upon request; and
- ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken.

Identified or presumed ACM – or enclosures if inaccessible – is to be labelled to identify the material as containing asbestos.

The number and location of labels is to be determined by a competent person.

The location of labels is to be consistent with the location of the ACM as outlined by information in the Asbestos Register.

Where a risk assessment suggests an ACM might be disturbed or persons might be exposed and it is not practical to label the ACM a prominent sign (specifying the ACM) is to be posted in its immediate vicinity.

Note: Attachment 3 provides examples of labels and signage.

Note: Refer HB#570000: Safety Signs for further information regarding safety sign requirements.

Activities involving ACM other than Removal

Sites with ACM or presumed ACM are to develop a system to control work that ensures all relevant workers and contractors are aware of the presence of ACM and prevent work activities that might expose them or others to airborne asbestos fibres.

The Queensland Workplace Health and Safety Regulation 2008 prohibits the use of ACM including substances and purposes relating to the use of ACM. These are detailed in Part 13 and Schedule 9 of the Regulation 2008 and must be complied with.

Work that may disturb asbestos* or result in persons being exposed to asbestos is to comply with the requirements of the *Queensland Workplace Health and Safety Regulation 2008*, *NOHSC Code of Practice for the Management and Control of Asbestos in Workplaces* and *NOHSC Code of Practice for the Safe Removal of Asbestos*.

This may include / require engaging a suitably qualified competent person to assess the situation and then engaging a licensed Asbestos Removalist to remove the ACM where relevant.

Works that are likely to disturb ACM include:

- Drilling asbestos cement products;
- Opening / accessing plant with asbestos gaskets or linings;
- Sealing, painting, coating and cleaning asbestos cement products;
- Cleaning leaf litter from the gutters of asbestos cement roofs;
- Replacing cabling in asbestos cement conduits or boxes;
- Working on electrical mounting boards (switchboards) containing asbestos); and
- Inspections of asbestos friction materials or seals.

The following **must not** be used to clean ACM:

- the use of a power tool (or power appliance)
- (e.g. using an electric sander to clean asbestos cement sheeting, using an electric wire brush to remove an asbestos gasket from plant);
- high pressure water process
- (e.g. using a water blaster to clean an asbestos cement sheeting roof, using a water blaster to clean up debris left after removing an asbestos cement sheeting roof);
- the use of compressed air or abrasive blasting to clean ACM or a surface where asbestos may be present (e.g. using compressed air to blow dust from clothing after working with asbestos cement sheeting).

ACM must not be reinstalled or reused at any time.

PPE / wiping cloths / other items contaminated during activities involving ACM are to be disposed of as asbestos waste and as such in accordance with relevant local and state laws for the disposal of asbestos waste.

Removal of Asbestos Containing Materials

The removal of asbestos containing materials is to be undertaken in accordance with the *Queensland Workplace Health and Safety Act 1995* and *Regulation 2008*, and the *NOHSC Code of Practice for the Safe Removal of Asbestos* as relevant to Stanwell's role in the work (i.e. as a client or as the asbestos removalist). This may include:

- Ensuring licensed / competent asbestos removalists are used.

  Note: Removalists removing bonded asbestos containing materials >10m^2 are required to have a minimum of a 'B' Class – Bonded Asbestos Removal Certificate. The removal of friable ACM requires a removalist with an 'A' Class Asbestos Removal Certificate. Work to remove friable asbestos containing material is a Prescribed Activity and in some cases a Principal Contractor will need to be appointed as required by the Workplace Health and Safety Act 1995 Section 184A.

- Validating (checking, sighting and photocopying) details of the asbestos removalist's certificate of authority to perform the specific type of asbestos removal work prior to allowing the asbestos removalist to commence the work;
- Providing the asbestos removalist with a current copy of the Asbestos Register, for the particular structure / area that is subject to the removal of asbestos containing materials, prior to the commencement of work;
- Ensuring that prior to commencement of the removal and / or disposal operation:
  - SCL notifies relevant statutory authorities of the appointment of a Principal Contractor for the removal of friable asbestos containing material; and
  - The asbestos removalist provides a documented Work Method Statement and Asbestos Removal Control Plan to SCL for review.
- Ensuring appropriate waste transport certificates are obtained from the asbestos removalist or licensed waste carrier.

Note: The relevant waste transport certificates are to be chain of custody documents.

All persons are to be protected from the works and prevented from entering an asbestos removal site (apart from the removalists and other authorised persons).

Air monitoring is to be performed for all removal of friable asbestos containing materials and should be performed for the removal of bonded asbestos containing material (as determined by risk assessment). All air monitoring is to be undertaken by a competent person independent from the person responsible for the removal work.

Note: Although an air monitoring program may not always be necessary for the removal of non-friable ACM it is nonetheless good occupational hygiene practice.

After the removal of asbestos containing materials has taken place, a clearance inspection is to be performed by a competent person independent from the person responsible for the removal work. The performance of clearance monitoring as part of the clearance inspection is to be considered on the basis of a risk assessment and the outcome documented and filed in Hummingbird and hyperlinked within the relevant asbestos register.

No person is to be permitted to enter the asbestos removal site unprotected until the clearance certificate has been provided by a competent person who is independent from the person responsible for the removal work and the airborne asbestos fibre concentrations are below 0.01 fibres/mL.

Details of the removal of asbestos containing materials are to be entered into the Asbestos Register including the material removed and details of the asbestos removal contractor and all other relevant information required by the *Code of Practice for the Safe Removal of Asbestos.*

Where an ACM has been removed it is to be replaced with a non-asbestos containing material substitute.

Specific documentation associated with asbestos removal operations is to include, but not be limited to:
- contract and specification;
- any relevant construction safety plans;
- evidentiary information provided by the contractor;
- statutory notification of the project / removal (where relevant);
- pre-operation meeting minutes;
- work method statement / asbestos removal control plan;
- names of personnel on the job (and if applicable, licences / certificates and records of training);
- records of air monitoring (certificates of analysis);
- post-removal clearance inspection reports and results;
- records relating to specific instructions issued for the job;
- waste removal and disposal certificates (copies).

Health Management

If the risk assessment indicates that a worker has been or may have been exposed to asbestos and the degree of risk to the worker's health is significant, then the worker is to undergo health surveillance as required by the Qld Workplace Health and Safety Regulation 2008 and *Guidelines for Health Surveillance [NOHSC: 7039 (1995)].*

Health surveillance is to be provided as per HBIRDPRO-#560248-Health Surveillance.

SCL employees who have had previous/suspected asbestos exposure are to complete an SCL Form - Asbestos Exposure Questionnaire.

Existing employees with known past exposures to asbestos, who are deemed by the Occupational Physician to have had significant exposure to asbestos, or who are on a recognised asbestos register are to undergo health surveillance requirements as determined by the treating medical practitioner or doctor.

Note: Details of asbestos exposure/s are to be recorded on the worker's medical record.

Site Specific Management

Each site with an Asbestos Register is to nominate a responsible person for maintaining information relevant to that site.

All records associated with asbestos management are to be filed in Hummingbird in file OHS789. Relevant records may include the following;

- building records & registers;
- personnel records;
- medical records;
- plant & equipment records;
- laboratory records of asbestos analysis & monitoring;
- contractor information;
- risk assessments;
- removal / disposal records.

All documentation is to be cross-referenced or, where appropriate, hyper-linked to ensure traceability. Where manual records are used, the use of file notes is encouraged.

All records relating to asbestos are to be archived and maintained for a period not less than 70 years.

Training and Competency

Awareness training as per HBIRDPRO-#1109817-HS100 Asbestos Awareness is to be provided to those persons (i.e. workers, contractors and others) who may come into contact with ACM at SCL.

The removal of asbestos containing materials is to be undertaken by persons trained and competent in the performance of the activity of the removal of asbestos containing materials and appropriately licensed.

Identification and sampling of suspect ACM is to be undertaken by competent persons only. Workers who are required to undertake asbestos sampling are to be provided with training as per HBIRDPRO-#1223307-Training Rationale - Asbestos Sampling.

Workers who may perform maintenance or service work to ACM are to be provided with training as per HBIRDPRO-#1256169-Training Rational for Workers Performing Maintenance or Service Work on Asbestos.

Review

The Asbestos Register (including risk assessments), is to be reviewed every 12 months or earlier where a risk assessment indicates the need for reassessment or ACM has been disturbed or removed.
Each review of the Asbestos Register is to include a visual inspection of identified or presumed ACM.
Any review undertaken of asbestos registers or this Corporate Standard is to assess the asbestos management processes and their effectiveness in:

- preventing exposure to airborne asbestos fibres;
- controlling maintenance workers and contractors;
- highlighting the need for action to maintain or remove ACM;
- raising awareness among all workers ;
- maintaining the accuracy of the register of ACM.

This corporate standard is reviewed:

- in line with reviews of site Asbestos Registers;
- on three yearly basis for legislative compliance and applicability; and
- on an as needs basis (e.g. following legislative change, new information, relevant incident, etc.).

Links and References

HBIRDPRO-#560686-Barron Gorge Management of Waste
HBIRDPRO-#625157-Hazardous Substance Management
HBIRDPRO-#560248-Health Surveillance
HBIRDPRO-#560221-Information Management
HBIRDPRO-#570000-Safety Signs
HBIRDPRO-#1234199-Stanwell Asbestos Registers - All sites and properties
HBIRDPRO-#560085-Waste Management - SPS

SCL Form: Asbestos Exposure Questionnaire

HBIRDPRO-#669957-Asbestos Management Awareness Training
HBIRDPRO-#1109817-HS100 Asbestos Awareness
HBIRDPRO-#1223307-Training Rationale - Asbestos Sampling
HBIRDPRO-#1256169-Training Rational for Asbestos Removal B Class Licence

QLD Workplace Health and Safety Act 1995
QLD Workplace Health and Safety Regulation 2008, Part 13 and Schedule 9
QLD Hazardous Substances Code of Practice 2003

NOHSC Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]
NOHSC Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)]
NOHSC Guidelines for Health Surveillance [NOHSC: 7039 (1995)]

AS 1319: 1994 - Safety Signs for the Occupational Environment

Attachments
Attachment 1: Asbestos Sampling Procedure
Attachment 2: Gasket Removal Procedure
Attachment 3: Examples of ACM Labels/Signs
Attachment 4: List of Examples of Asbestos Containing Materials
Attachment 5: Audit Checklist

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Attachment 1: Procedure for Sampling of Asbestos Containing Materials

The risk to health presented by asbestos is related to the inhalation of fibre when it is released from the sample and becomes airborne. Therefore, the primary consideration when sampling asbestos is to prevent fibres becoming airborne and where this cannot be fully complied with, take action to prevent fibre inhalation. The process for the sampling of asbestos containing materials must be correctly managed through the use of properly trained personnel, the keeping of sufficient and correct details, the application of the relevant sampling techniques and health and safety control measures.

This procedure is for the sampling of asbestos in small quantities only. This procedure does not identify the requirements for the surveying for and/or assessment of asbestos containing materials. Persons sampling asbestos need to have good understanding of the control measures required to prevent exposure of themselves and others to asbestos fibres in the process of taking samples. This procedure does not attempt to address the issue of the taking of representative samples.

***Asbestos sampling is to be undertaken only by competent persons who have undertaken training as per* HBIRDPRO-#1223307- TRAINING RATIONALE - ASBESTOS SAMPLING.**

A Work Method Statement is to be completed prior to asbestos sampling. The Work Method Statement is to take into account not only the risks from exposure to asbestos, but other risks associated with the sampling activity, for example: exposure to electricity, noise, chemicals, lone work, work at heights, etc.

Personal Protective Equipment

The use of respiratory protection is mandatory with a P2 half face respirator the minimum requirement.

Additional disposable personal protective equipment is to be decided through the Work Method Statement and may include disposable protective overalls (with a hood and elasticised cuffs and ankles), shoe covers/overshoes and gloves.

Note: Disposable PPE / equipment (e.g. respirators, gloves, wet wipes) used for ACM sampling is to be disposed of as asbestos waste.

Sampling Procedure

The following is to be undertaken as part of all sampling procedures:

1. **Preparation (prior to taking the sample):**
   - Complete Work Method Statement for the task.
   - Assess where and how samples will be taken to ensure:
     - the sample is representative of the area sampled (if there are variations in the appearance, texture or colour of the material, additional samples should be taken); and
     - includes a full cross section; and
     - material from any repaired/repatched areas are sampled separately; and
     - the amount sampled is the minimum quantity required.
   - Where possible collect samples:
     - when the area is unoccupied and / or restrict access to the sampling area (e.g. through barricading, signs, etc.).
     - when it is not windy if outdoors / after minimising breezes if indoors.
   - Label the sample containers or bags with a unique serial number, site and specific location of sample source, date and batch ID number (if relevant).
   - Mark location of the samples on appropriate diagram or map.
   - Put on the P2 half face respirator, as a minimum.
   - Put on any other required PPE such as disposable protective overalls, shoe covers/overshoes and gloves.
   - Ensure that all required sampling equipment / wet wipes / waste bags / sample bags are prepared and immediately available at the sample site.

2. **Taking the Sample**
   - Wet the surface of the material to be sampled where possible (use of wet wipes and wetting down the sample area may only be used where this does not pose an electrical risk), or place a bag around the sample.
   - Ensure the sampling device (e.g. pliers, tweezers etc.) is not contaminated prior to use.
   - With a twisting motion, slowly extract the sample from the material. Ensure any covering or paint is penetrated so as to collect the base material.
   - Place the sample immediately in the bag or container and seal.
   - Place the sample bag / container into another bag to have an effective double bag / seal around the sample.

3. **Cleaning up**
   - Wet wipe the sampling instrument to remove asbestos fibres and dispose of wet wipe in asbestos waste bag.
   - Clean debris created using a wet-wipe (where this does not pose an electrical risk) and discard into an asbestos waste bag.
   - Damage caused by sampling is to be repaired without causing further disturbance to the material. Use paint, glue spray (PVA), duct tape or a combination to encapsulate the sample point such that remaining fibres are trapped and cannot become airborne.
   - Remove PPE with care so as to prevent the escape of asbestos fibres (e.g. by turning overalls inside out as they are removed). The respirator should be the last item of PPE to be removed after all other items. Disposable PPE should be disposed of as asbestos waste.
   - Dispose of asbestos waste, used PPE and other material that has come in contact with asbestos or suspected asbestos material in accordance with relevant legislation.

Analysis

The relevant chain of custody form is to be completed for the sample. Chain of custody forms are generally available from the National Australian Testing Authority (NATA) accredited laboratory providing the analysis services.

Samples are to be sent to a NATA accredited laboratory for subsequent identification and / or further analysis.

Records

Records are to be kept controlling the movement of the samples and referenced in the asbestos register.

All observations, raw data and NATA certificates of analysis are to be kept, saved into hummingbird and the details and hummingbird links are to be recorded in the site's Asbestos Register. Records are to include the following:

- Building name and location
- Date Sampled
- Name of sampling officer
- Exact point sampled from
- Number of samples taken
- Comments about the sample (e.g. friable / non friable, etc.)
- Inability to sample a specific area
- Recommendations that may be applicable
- Photograph of sample location
- Risk assessment(s).

Attachment 2: Asbestos Containing Material Gasket Removal Procedure

THIS PROCEDURE IS GENERIC AND ALONE WILL NOT MEET THE REQUIREMENTS OF THE NOHSC CODE OF PRACTICE FOR THE SAFE REMOVAL OF ASBESTOS.

The NOHSC Code of Practice for the Safe Removal of Asbestos should be referred to for additional requirements (e.g. asbestos removal control plans, decontamination, air monitoring, asbestos removal equipment, etc.).

Gaskets reinforced with asbestos were once used extensively in plant and equipment exposed to high temperatures and / or pressures. These gaskets were typically used between the flanges of pipes.

If a worker suspects that a gasket or brake lining may contain asbestos, they should notify the OIC immediately and treat the material as asbestos containing material until the result comes back from the lab. The OIC shall make arrangements to have the sample tested, if it is found to be asbestos the OIC will arrange for its removal and disposal as per this procedure. All asbestos containing material is to be recorded in the site Asbestos Register and when removed from site, the relevant Asbestos Register updated to show the removal of the ACM. This procedure applies to the removal of gaskets that are known to be asbestos containing material or are suspected to be asbestos containing material.

This procedure uses a wet spray method and is therefore only appropriate for removal tasks where a wet removal method is suitable e.g. no live electrical conductors or equipment that could be damaged or made dangerous through contact with water. In all other circumstances, a specific procedure for the removal of ACM gaskets must be devised.

IMPORTANT!

If the gasket is in a friable state then it can only be removed by a person holding an A Class Asbestos Removal License.

If the gasket is friable (ACM which when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure) work should not commence / continue, the area made safe, and the task completed by a competent person holding the appropriate licence.

Procedure

1. Preparation

- The immediate working area around the job site should be barricaded off during the removal process by the erection of barriers and asbestos removal warning signs (at locations determined by the risk assessment).
- The area around and below the working area should be cleared of other workers and protected from contamination of asbestos. Plastic sheeting (polythene 0.2mm thick plastic sheeting) must be placed below the material and over any surfaces of clean materials / plant that may become contaminated during the removal process and secured in place using a suitable material such as duct tape.
- All workers removing asbestos gaskets must wear disposable overalls with a hood (sleeves rolled down), safety glasses / goggles, safety footwear which is lace-less and a half face respirator (with a minimum P2 particulate filter).
- Ensure all required isolations are in place.
- Determine whether the gasket material is in a bonded or friable state. Work is not to commence or continue if the asbestos is friable.

2. Removal

- Before removing the gasket / jointing, the gasket or jointing material must be sprayed with a suitable solution (eg. Soapy water, PVC glue/water mix or similar solution) from a low pressure sprayer to minimise the generation of dust and to saturate and coat the material to prevent the release of dust.
- Whilst the gasket/jointing is being removed, continue to dampen or thoroughly wet the gasket by spraying it with the water / PVA solution or similar product to minimise dust release.
- Carefully dismantle the equipment.
- The gasket/jointing shall not be removed by use of a grinder, saw, file or any tool that may cause fibres to become airborne. The gasket must be removed using hand tools only with a sharp instrument such as a knife or a scraper and where possible, taken off in as large and as intact pieces as possible.
- Remove all of the gasket material gently.
- Any asbestos gasket material / waste must be placed gently into asbestos waste bags at the site where it is removed.

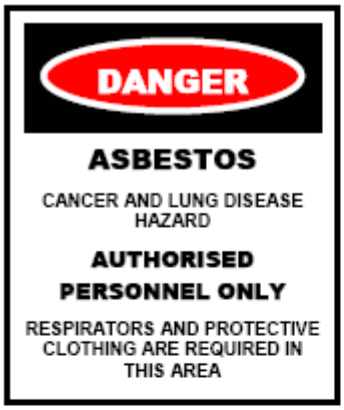
  Note: Asbestos waste bags must never be filled more than half and no sharp objects must be allowed to penetrate the asbestos waste bags. Sharp edges are to be protected from puncturing the bags.

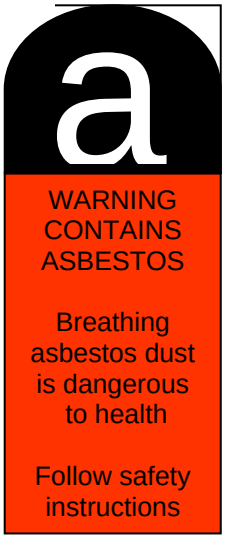
- The waste bag top is to be twisted, folded over then secured using duct tape. The waste bag must be placed into another asbestos waste bag to have a double bagging effect in case of breakage/puncturing.

3. Clean Up

- The plastic sheeting must be wet with the solution then folded carefully not to disturb any dust and then placed into an asbestos waste bag.
- All hand tools used for the removal of the gasket containing asbestos must be decontaminated (ensuring that PPE is still being worn during this decontamination process) by vacuuming using an industrial vacuum cleaner with a HEPA filter, and then wet wiped (using damp rags) to remove any remaining asbestos on the tools. All rags used for decontamination and wet wiping must also be treated as asbestos waste and placed in to the asbestos waste bags.
- Whilst still wearing the respirator, all other PPE (including boots) must be decontaminated (vacuumed using the vacuum with HEPA filter and footwear wet wiped also), and if disposable, disposed of as asbestos waste (into asbestos waste bags). If wearing disposable coveralls, after these have been decontaminated, removed and placed in an asbestos waste bag, other clothing and footwear worn during the asbestos work is to be decontaminated (vacuumed using the vacuum with HEPA filter and footwear wet wiped also).
- Lastly the respirator can be removed:
  - If the respirator is disposable it should be discarded as asbestos waste.
  - If the respirator is not disposable, the filter must be removed and disposed of as asbestos waste and the respirator itself must be thoroughly cleaned.
- Workers should wash their head, face and hands paying particular attention to their fingernails.
- The bag should be placed in the appropriate area at the waste transfer station following the procedure for the disposal of hazardous substances.

Attachment 3: Examples of ACM Labels / Signs





Attachment 4: List of Examples of Asbestos Containing Materials

This list has been extracted from the Code of Practice For the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)].
(This is not an exhaustive list)

A

Air-conditioning ducts: exterior or interior acoustic and thermal insulation

Arc shields in lift motor rooms or large electrical cabinets

Asbestos-based plastics products - as electrical insulates and acid-resistant compositions or aircraft seat

Asbestos ceiling tiles

Asbestos cement conduit

Asbestos cement electrical fuse boards

Asbestos cement external roofs and walls

Asbestos Cement in the use of form work when pouring concrete

Asbestos cement internal flues and downpipes

Asbestos cement moulded products such as gutters, ridge cappings, gas meter covers, cable troughs and covers

Asbestos cement pieces for packing spaces between floor joists and piers

Asbestos cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc

Asbestos cement render, plaster, mortar and coursework

Asbestos cement sheet

Asbestos cement sheet behind ceramic tiles

Asbestos cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.

Asbestos cement sheet internal walls and ceilings

Asbestos cement sheet underlays for vinyl

Asbestos cement storm drain pipes

Asbestos cement water pipes (usually underground)

Asbestos-containing laminates (e.g. formica) used where heat resistance is required, e.g. ships

Asbestos-containing pegboard

Asbestos felts

Asbestos marine board, e.g. marinate

Asbestos mattresses used for covering hot equipment in power stations

Asbestos paper used variously for insulation, filtering and production of fire resistant laminates

Asbestos roof tiles

Asbestos textiles

Asbestos textile gussets in air-conditioning ducting systems

Asbestos yarn

Autoclave / steriliser insulation

B

Bitumen-based water proofing such as malthoid, typically on roofs and floors but also in brickwork

Bituminous adhesives and sealants

Boiler gaskets

Boiler insulation, slabs and wet mix

Brake disc pads

Brake linings

C

Cable penetration insulation bags (typically Telecom)

Calorifier insulation

Car body filters (not common)

Caulking compounds, sealant and adhesives

Cement render

Chrysotile wicks in kerosene heaters

Clutch faces

Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings

Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks - block insulation

Electric hot water services - normally not asbestos but some millboard could be present

Electric light fittings, high wattage, insulation around fitting (and bituminised)

Electrical switchboards – *see* Pitch-based

Exhausts on vehicles

F

Filler in acetylene gas cylinders

Filters - beverage; wine filtration

Fire blankets

Fire curtains

Fire door insulation

Fire-rated wall rendering containing asbestos with mortar

Fire-resistant plaster board, typically on ships

Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry

Flexible hoses

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

Gaskets - chemicals, refineries

Gaskets - general

Gauze mats in laboratories / chemical refineries

Gloves - asbestos

H

Hairdryers - insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in electric reheat units for air-conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens - wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lifts shafts - asbestos cement panels lining the shaft at the opening of each floor, and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives - steam; lagging on boilers, steam lines, steam dome and gaskets

M

Mastics

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc., can be square packing, rope or loose fibre

Packing material on window anchorage points in high rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Pitch-based (e.g. zelemite, ausbestos, lebah) electrical switchboard

Plaster and plaster cornice adhesives

W

Welding rods

Woven asbestos cable sheath

R

Refractory linings

Refractory tiles

Rubber articles - extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastics in airconditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation - acoustic wall and ceiling

Sprayed insulation - beams and ceiling slabs

Sprayed insulation - fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves - old domestic type; wall insulation

T

Tape and rope - lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains - country - guards vans - millboard between heater and wall

Trains - Harris cars - sprayed asbestos between steel shell and laminex

V

Valve, pump, etc. insulation

Attachment 5: Audit Checklist

1. Refer Word SCL Templates/Corporate Management/Audit Report Template for further explanation of Risk Levels/Root Causes.
2. Complete page 1 of the Audit Report Template when the findings are to be entered into the ARD and combine with this table.
3. Save completed document to Hummingbird/Corporate Management/Audit.

ARD ID #	SHORT TITLE	STANDARD / OBLIGATION BEING AUDITED AND FINDING	RECOMMEND'N	RECOMMEND'N CLASSIFICATION	TARGET DATE	ACTION OFFICER	APPROVING OFFICER	APPROVING GM	RISK LEVEL/ ROOT CAUSE
Risk Assessment									
		Is all removal of friable of bonded ACM or work that impacts upon ACMs (including sampling tasks) assessed and managed using a work method statement?		Please select:					RL: RC:
		Where ACM is identified or suspected on site have the associated risks been assessed by a competent person?		Please select:					RL: RC:
		Have risk assessments and any reviews of risk assessments been performed by competent persons?		Please select:					RL: RC:
		Does the risk assessment take into account the information on the asbestos register?		Please select:					RL: RC:
		Are the risk assessment results documented in the Asbestos Register?		Please select:					RL: RC:
		Are risk assessments and controls reviewed whenever: ▪ there is evidence that the risk assessment is no longer valid; ▪ there is evidence that controls are not effective; ▪ a significant change is proposed for the workplace or for work practices or procedures relevant to the risk assessment; ▪ there is a change in the condition of the ACM; or ▪ the ACM has been removed, enclosed or sealed?		Please select:					RL: RC:
Consultation and Communication									
		Is consultation and information-sharing with relevant persons undertaken at all stages of the asbestos management process? (e.g. when identifying, controlling, removing, etc.)		Please select:					RL: RC:
		Have all workers where ACM is present / presumed to be present and all other persons who may be exposed to ACM as a result of being on the premises been provided with information about the location, type and condition of ACM, the risks they pose and the control measures		Please select:					RL: RC:

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		adopted?							
		Are records of the provision of this information kept?		Please select:					RL: RC:
		Is there a system in place to ensure the above occurs and is recorded?		Please select:					RL: RC:
Pre-purchase Requirements – Buildings, Plant, Equipment and Materials									
		When SCL proposes to acquire a new site or work area, is a copy of the current asbestos register obtained and/or is an asbestos survey and development of an asbestos register (to SCL's standards) undertaken by a competent person?		Please select:					RL: RC:
		Where an asbestos survey is undertaken does it include at least any existing structures and the area surrounding those structures within 200m and any other areas identified as possibly having ACM or if there are no buildings or structures, any areas identified as possibly having ACM?		Please select:					RL: RC:
		Where possible, has information regarding a site's asbestos containing materials been gathered prior to purchase?		Please select:					RL: RC:
		Where ACM has been identified has consideration been given to the removal and / or on going management costs prior to purchase of the building / structure?		Please select:					RL: RC:
		Are pre-purchase and inspection records maintained and filed in relevant site files / hummingbird?		Please select:					RL: RC:
		Is there a process in place to ensure that all plant, equipment and materials purchased are asbestos free?		Please select:					RL: RC:
		Are purchasing and receiving personnel aware that they must ensure that all purchased items are free from asbestos?		Please select:					RL: RC:
		Are purchase orders annotated "Products supplied to SCL must be free from Asbestos"?		Please select:					RL: RC:
		Is there a requirement that suppliers certify / state that products, equipment and materials are free from asbestos?		Please select:					RL: RC:
		Are products found to contain asbestos not installed or used and where practicable returned to the supplier / not used or installed?		Please select:					RL: RC:
		Where an item is suspected of containing asbestos, is it treated as containing ACM and controls implemented to ensure workers are prevented from being exposed to the item until it is confirmed that it is free from asbestos?		Please select:					RL: RC:
		Is suspected ACM either tested to confirm its composition (and treated		Please select:					RL:

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		as ACM until confirmed) or presumed to be ACM and treated as ACM?							RC:
Identifying / Sampling of Premises / Plant / Etc									
		Where ACM is identified or suspected on SCL owned / operated sites, are those sites inspected by a competent person to identify: ▪ the location of ACM and determine whether inaccessible areas are likely to contain ACM; and ▪ the types and condition of ACM?		Please select:					RL: RC:
		Where required, has the Code of Practice for the Management and Control of Asbestos in Workplaces been complied with?		Please select:					RL: RC:
		Where asbestos surveys are required: - Are they not carried out by Stanwell personnel? - Is a suitably qualified contractor engaged to perform the survey?		Please select:					RL: RC:
		Are identification and sampling of ACM tasks undertaken by competent persons only?		Please select:					RL: RC:
		Where there is uncertainty about materials containing asbestos, are samples taken for analysis or the presumption criteria (as per *NOHSC Code of Practice for the Management and Control of Asbestos in Workplaces*) applied?		Please select:					RL: RC:
		Are items likely to contain ACM but not able to be sampled, presumed to be ACM and treated as the same?		Please select:					RL: RC:
		Where areas of a building or plant are not inspected for operational reasons and deemed inaccessible, is a record made in the Asbestos Register indicating that the area has not been inspected? And a suitable inspection conducted of the area as soon as practicable?		Please select:					RL: RC:
		Are all records associated with asbestos surveys, inspections and sampling activities including NATA identification and analysis hardcopy results kept and details entered into the Asbestos Register and scanned and filed in hummingbird and hyperlinked in the Asbestos Register?		Please select:					RL: RC:
		Are samples analysed by NATA accredited laboratories only?		Please select:					RL: RC:
		Are sampling personnel aware of the requirement to take samples that are representative of the suspected ACM?		Please select:					RL: RC:
		Are all presumed ACM and inaccessible areas recorded in the Asbestos Register?		Please select:					RL: RC:
		Are inspections scheduled for inaccessible areas and conducted as soon as is practicable?		Please select:					RL: RC:
		Are asbestos inspection personnel aware of, and compliant with the		Please select:					RL:

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		requirement for a minimum respiratory protection of a class P2 half face respirator unless risk assessment shows that additional PPE is required?							RC:
Asbestos Registers									
		Do all sites with ACM known / presumed to be present have an Asbestos Register?		Please select:					RL: RC:
		Does the register meet the requirements for Asbestos Registers as detailed in the *Code of Practice for the Management and Control of Asbestos in Workplaces*?		Please select:					RL: RC:
		Is the register kept in HB1234199 with all required information entered?		Please select:					RL: RC:
		Does the register identify the actions required to be taken to prevent exposure to airborne asbestos fibres from the identified or presumed ACM on site taking into account the conducted risk assessment?		Please select:					RL: RC:
		Does the register contain details of all known and presumed ACM and any areas which are inaccessible and likely to contain ACM?		Please select:					RL: RC:
		Does each site's Asbestos Register include a timetable for action, including priorities and dates for reviewing risk assessments and specific circumstances and activities that may impact on timings?		Please select:					RL: RC:
		Is each site's Asbestos Register available on site and maintained to be accurate?		Please select:					RL: RC:
		Are controls identified for ACM and presumed ACM according to the hierarchy of control and the principles required the *NOHSC Code of Practice for the Management and Control of Asbestos in Workplaces*?		Please select:					RL: RC:
		Has the site developed and implemented a process whereby prior to any work being undertaken that may expose persons to airborne asbestos fibres the register is reviewed and made available to: ▪ Workers; ▪ Any other employers within the premises; ▪ Any person removing ACM; ▪ Any person engaged to do work that may disturb ACM; ▪ Any other person who may be exposed?		Please select:					RL: RC:
Signage / Labelling									
		Is the application of the requirements for signage and labelling for sites other than operating sites (e.g. land and domestic properties) determined by the relevant person responsible for these sites with consideration of		Please select:					RL: RC:

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		this corporate standard and Part 9.5 of the Code of Practice for the Management and Control of Asbestos in Workplaces?							
		Do asbestos warning signs and labels on site comply with AS 1319?		Please select:					RL: RC:
		Are warning signs posted at the main entrances of areas which contain ACM?		Please select:					RL: RC:
		Do signs warn that ACM are present and that the Asbestos Register is available upon request?		Please select:					RL: RC:
		Do the signs act to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken?		Please select:					RL: RC:
		Is all identified or presumed ACM – or their enclosures if inaccessible – labelled to identify the material as containing asbestos?		Please select:					RL: RC:
		Has the number and location of labels been determined by a competent person?		Please select:					RL: RC:
		Is the location of labels consistent with the location of the ACM as outlined by information in the register of ACM?		Please select:					RL: RC:
		Where a risk assessment suggests an ACM might be disturbed or persons might be exposed and it's not practical to label to ACM, has a prominent sign is to be posted in its immediate vicinity?		Please select:					RL: RC:
Activities involving ACM other than Removal									
		Has each site with ACM or presumed ACM developed a system to control work that ensures that all relevant workers and contractors are aware of the presence of ACM and prevent any work activity that might expose them or others to airborne asbestos fibres?		Please select:					RL: RC:
		Is there a system in place to ensure that prohibitions detailed in Part 13 and Schedule 9 of the Qld WHS Regulation are not contravened?		Please select:					RL: RC:
		Where it is determined that work may disturb or result in persons being exposed to asbestos, is a method of undertaking the work identified that complies with the relevant legislation and codes of practice?		Please select:					RL: RC:
		Are there controls in place to ensure that power tools, high pressure water processes, compressed air or abrasive blasting aren't used to clean ACM or surfaces where ACM might be present?		Please select:					RL: RC:
		Is there a system in place to ensure that ACM is not reinstalled or reused at any time?		Please select:					RL: RC:
		Is there a system in place to ensure that all PPE / wiping cloths / other items contaminated during activities involving ACM disposed of correctly as required by relevant local and state laws?		Please select:					RL: RC:

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Removal of Asbestos Containing Materials									
		Is there a process in place to ensure that the removal of ACM is undertaken in accordance with the Qld WH&S Act, Regulation and NOHSC Code of Practice for the Safe Removal of Asbestos relevant to Stanwell's role in the work?		Please select:					RL: RC:
		Is there a process in place to ensure that licensed asbestos removalists are used where required?		Please select:					RL: RC:
		Are licensed removalists used where required?		Please select:					RL: RC:
		Is there a system in place to ensure that a principal contractor is appointed for relevant asbestos removal works?		Please select:					RL: RC:
		Is there a system in place to ensure that the asbestos removalist's license is validated prior to the removal work commencing on site?		Please select:					RL: RC:
		Is there a system in place to ensure that asbestos removalists are provided with the relevant Asbestos Register prior to the commencement of work?		Please select:					RL: RC:
		Is there a system in place to ensure that prior to the commencement of removal the relevant authorities are notified and the asbestos removalist provides a WMS and Asbestos Removal Control Plan to SCL for review?		Please select:					RL: RC:
		Is there a system in place to ensure that appropriate waste transport certificates are obtained from the asbestos removalist or licensed waste carrier?		Please select:					RL: RC:
		Are there processes in place to ensure that all persons are protected from asbestos removal works and prevented from entering an asbestos removal site (apart from removalists and other authorised persons)?		Please select:					RL: RC:
		Is air monitoring performed for all removal of friable ACM?		Please select:					RL: RC:
		Is a risk assessment carried out to determine if air monitoring is required for the removal of bonded ACM?		Please select:					RL: RC:
		Is all air monitoring undertaken by competent persons independent from the person responsible for the removal work?		Please select:					RL: RC:
		After asbestos removal work has taken place is a clearance inspection (inclusive of clearance monitoring as decided on the basis of risk assessment) performed by a competent person independent from the person responsible for the removal work, clearance certificates obtained and airborne fibre levels acceptable? Is there a system in place to ensure that this occurs?		Please select:					RL: RC:

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		Are unprotected persons excluded from the asbestos removal site until the clearance cert. has been provided by a competent person who is independent from the person responsible for the removal work and the airborne asbestos fibre concentrations are below 0.01fibres/mL?		Please select:					RL: RC:
		Are the details of the asbestos removal work entered in the register including the material removed and details of the asbestos removal contractor?		Please select:					RL: RC:
		Is there a process in place to ensure that where an ACM has been removed it is replaced with a non-asbestos containing material substitute?		Please select:					RL: RC:
		Is the following documentation associated with asbestos removal operations kept (where relevant)? ▪ contract and specification; ▪ relevant construction safety plans; ▪ evidentiary information provided by the contractor; ▪ statutory notification of the project / removal (where relevant); ▪ pre-operation meeting minutes; ▪ work method statement / asbestos removal control plan; ▪ names of personnel on job (and if applicable, licences / certificates and records of training); ▪ records of air monitoring; ▪ post-removal clearance inspection reports and results; ▪ records relating to specific instructions issued for the job; ▪ waste removal and disposal certificates (copies).		Please select:					RL: RC:
Health Management									
		If the risk assessment indicates that a worker has been / may have been exposed to asbestos and the degree of risk to the worker's health is significant, has the worker been provided with health surveillance as required by the Qld Workplace Health and Safety Regulation 2008 and NOHSC *Guidelines for Health Surveillance?*		Please select:					RL: RC:
		Has health surveillance been provided as per HB#560248 Health Surveillance?		Please select:					RL: RC:
		Have persons with previous asbestos exposure been identified and completed the Asbestos exposure questionnaire?		Please select:					RL: RC:
		Have persons with previous asbestos exposure undergone the required		Please select:					RL:

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		health surveillance as required by this corporate standard?							RC:
		Are details of asbestos exposure/s recorded on the relevant worker's medical record?		Please select:					RL: RC:
Site Specific Management									
		Has the site nominated a person responsible for maintaining asbestos information relevant to the site?		Please select:					RL: RC:
		Are all site records associated with asbestos management filed in HB file OHS789?		Please select:					RL: RC:
		Is all documentation cross-referenced or, where appropriate, hyper-linked to ensure traceability?		Please select:					RL: RC:
		Is there a process in place to ensure that all records relating to asbestos are kept for a period of not less than 70 years?		Please select:					RL: RC:
Training and Competency									
		Has awareness training as per HB#1109817 been provided?		Please select:					RL: RC:
		Have all workers at the site been informed about the register of ACM for that site?		Please select:					RL: RC:
		Is there a process in place to ensure that asbestos removal work is undertaken only by persons trained and competent in the performance of that activity?		Please select:					RL: RC:
		Is there a process in place to ensure that the sampling of suspect ACM is undertaken by competent persons only?		Please select:					RL: RC:
		Has training been provided in asbestos sampling as per HB#1223307?		Please select:					RL: RC:
		Have those workers who may perform maintenance or service work to ACM been provided with training as per HB#1256169?		Please select:					RL: RC:
Review									
		Has the site's Asbestos Register (including any risk assessments) been reviewed every 12 months or earlier where a risk assessment indicates a need for reassessment or any ACM has been disturbed of removed?		Please select:					RL: RC:
		Has every review of the Asbestos Register included a visual inspection of identified ACM?		Please select:					RL: RC:
		Has this corporate standard been reviewed: • in line with reviews of site Asbestos Registers;		Please select:					RL:

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		• on three yearly basis for legislative compliance and applicability; and • on an as needs basis (e.g. following legislative change, new information, relevant incident, etc.)?							RC:
		Has any review of the Asbestos Registers and Corporate Standard included a review of the asbestos management processes and their effectiveness in: • preventing exposure to airborne asbestos fibres • controlling maintenance workers and contractors • highlighting the need for action to maintain or remove ACM • raising awareness among all workers • maintaining the accuracy of the register of ACM?		Please select:					RL: RC: