



Asbestos Containing Materials Standard Operating Procedure

1. Purpose

The Scout Association of Australia, Queensland Branch Inc., have a legal obligation to comply with the requirements of the *Queensland Work Health and Safety Act (2011)*. To provide and maintain a safe and healthy work environment for all volunteers, workers, contractors and members of the public.

The Australian Government placed a ban on the use of asbestos and Asbestos Containing Material (ACM) in 2003, primarily the import of the substance. Queensland immediately implemented robust processes for asbestos management including identification and control to reduce exposure in the workplace.

Eliminate or minimise the risk of injuries and asbestos related illness associated with disturbing, testing, removing, sealing or working near asbestos in buildings or plant.

2. Scope

Applies to all areas at Central Coast Region operated facilities where exposure to asbestos containing material may occur.

3. Procedure

3.1 Identify Asbestos Containing Materials (ACM)

As far as practicable, all asbestos containing materials at Central Coast Region operated facilities shall be identified and recorded in a register. The identification of any ACM shall be conducted by a competent person and is to include areas presumed to contain ACM or areas which are inaccessible.

3.1.1 ACM Register

The ACM Register shall be maintained by the ARC Campsites and will be available in the following locations.

- Rowallan Park – Tractor Shed
- Seeonee Park – Camp Petrel
- Lake Awoonga – TBA

The ACM Register will include as a minimum:

- a) ACM Inspection Report
- b) Locations of ACM (known, presumed and/or inaccessible).
- c) Date of inspections.
- d) Analysis results.
- e) Details of any maintenance or service work performed on ACM.

Prior to any work commencing on buildings or plant the ACM report and register shall be consulted.



3.1.2 Inspections

Inspections shall be undertaken at a minimum of 12 monthly or earlier, dependant on the nature, location and work near the ACM. The ACM Report & Register shall also be reviewed during the inspection.

3.1.3 Placarding & Labelling

All known asbestos contaminated materials shall be labelled and/or placarding within the workplace in compliance with *How to Manage and Control Asbestos in the Workplace Code of Practice 2011* (examples in Appendix A)

3.2 PPE

Whenever a person is near asbestos that is being disturbed or likely to be emitting airborne particulates the following PPE shall be worn as a minimum:

- a) P1 or P2 half face respirator
- b) Gloves
- c) Disposable dust suit

3.3 Maintenance of Asbestos Material

Prior to maintenance, removal or demolition of any structure or plant on concealed services permit is required. This shall include the checking of the ACM Report & Register prior to any work commencing.

Prior to disturbing ACM, the ARC Campsites shall be consulted and a risk assessment shall be developed in consultation with the ARC Campsites and approved by the Region Commissioner. When the risk assessment is conducted, consideration is to be given to safe work practices, preparation of the work area, barriers and signage, fit for purpose tools, PPE, decontamination requirements, clearance inspection requirements on completion of the task, waste removal and disposal

Any maintenance, removal or disposal of ACM shall be performed in accordance to *How to manage and control asbestos in the workplace Code of Practice 2011* and *How to Safely Remove Asbestos Code of Practice 2011*.

Dry ACM should not be worked on if possible. If it is unavoidable, conduct a Risk Assessment and implement controls to lower the generation of airborne asbestos fibres such as:

- a) Wetting down of ACM through surfactants or wetting agents such as detergent water
- b) Using thickened substances, gels, pastes to cover the surface/s that are to be worked on
- c) Using shadow vacuuming
- d) Performing the task in a controlled environment (e.g. Ventilation)

The Safe Work Methods shown in Section 8 of the ACM Inspection Report shall be followed where possible.

3.3.1 Restricted Access to Work Area

Any area, in which work is being carried out on asbestos, shall be clearly defined and restricted. Barriers, signs, delineation tape shall be used to ensure unauthorised access does not occur.



3.3.2 Decontamination

After work on ACM workplace decontamination must occur. The type of decontamination required will depend on the type of asbestos, the work practices used as well as the conditions of the site. One of the following methods will usually be employed:

- a) Wet Decontamination
- b) Dry Decontamination

Consultation with the *How to Manage and Control Asbestos in the Workplace Code of Practice 2011* shall occur prior to decontamination commencing.

3.3.3 Clearance Inspections

At the conclusion of ACM work, the area shall be inspected to determine if work can be resumed in that area. The need for clearance monitoring should be considered during the risk assessment.

3.3.4 Record of Work Completed

A record of work is to be kept for all maintenance and service work carried out on or around asbestos containing materials, this include the removal of asbestos. This record is to be kept with the ACM register.

3.4 Licensing for Removal of ACM

Asbestos shall not be removed from site unless the licence requirements detailed in Code of Practice for removing asbestos safely are meet.

Friable Asbestos required to be removed off site shall be carried out a business holding a class “A”. This business will be required to provide their own safe working procedures aligned with the relevant legislation and code of practices.

Non-friable Asbestos required to be moved off site that is more than ten square meters will be performed by a business holding a class “B” licences. This business will be required to provide their own safe working procedures aligned with the relevant legislation and code of practices.

3.5 Removal & Disposal of Asbestos Materials

All work involving the removal of ACM shall require written approval by the Region Commissioner. Work to remove any ACM shall be performed by a qualified person in accordance with the requirements set out in *How to Safely Remove Asbestos Code of Practice 2011* and *How to manage and control asbestos in the workplace Code of Practice 2011*.

Prior to commencing removal work onsite, a removal control plan should be developed. As a minimal the plan should cover:

- a) Identification of ACM (location, type, condition)
- b) Preparation
- c) Removal techniques
- d) Decontamination
- e) Waste disposal



3.5.1 Clearance after Removal

Clearance by a qualified independent company must be obtained at the completion of any licensed removal work.

3.5.2 Record of Work Completed

A record of work is to be kept for removal of asbestos work carried out on asbestos containing materials. This record is to be kept with the ACM register.

3.6 Prohibited Activities on ACM

When working on ACM manually operated (non-powered) hand tools shall be used wherever possible to ensure unnecessary asbestos fibres do not become airborne. High-speed abrasive power, pneumatic tools, high-pressure water cleaners, compressed air or abrasive blasting are prohibited for use on ACM.

3.7 Communication & Training

All personnel working with or using items containing asbestos (e.g. removing asbestos products, cutting/laying pipe, brake lining and gasket work) shall be provided with suitable training. This shall include the health effects of asbestos, routes of exposure, and safe working practices.

4. Audit and Review

The individual Standard Operating Procedure will be reviewed:

- Three yearly.
- When triggered by any event or findings that identify improvements in the controls that effectively manage the identified hazards.

5. Definitions

Competent Person – Person assessed as being able to perform a task.

Friable Asbestos – is used to refer to asbestos-containing materials that can be easily reduced to powder by hand, when dry. These materials are more likely to release measurable levels of asbestos into the airborne environment when disturbed, and generally pose a greater risk to health.

Non-Friable Asbestos – Also known as bonded asbestos is used to refer to asbestos-containing materials in which the asbestos is firmly bound in the matrix of the material. These materials are unlikely to release measurable levels of asbestos fibre into the airborne environment if they are left undisturbed. Therefore, they generally pose a lower risk to health.

Personal Protective Equipment (PPE) – Clothing equipment and/or substances which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace.

Responsible Person – A person who has the demonstrated skills and knowledge required to perform a task to a standard.

Rule – A rule is a rule or Regulation made for the carrying out of requirements of the Workplace Health and Safety Act.



Shall and Should – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory advised or recommended.

SOP – Standard Operating Procedure

6. Document Information

6.1 Reference Information

Reference information, listed in **Table 6-1** below, is information that is directly related to the development of this document or referenced from within this document.

Reference
Queensland Branch Scouting Instructions
QLD Government: How to manage and control asbestos in the workplace Code of Practice 2011
QLD Government: How to Safely Remove Asbestos Code of Practice 2011
Rowallan Park Asbestos Report and AMP
Seeonee Park Asbestos Report and AMP

Table 6-1 - Reference Information

6.2 Change Information

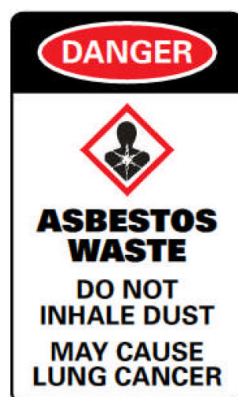
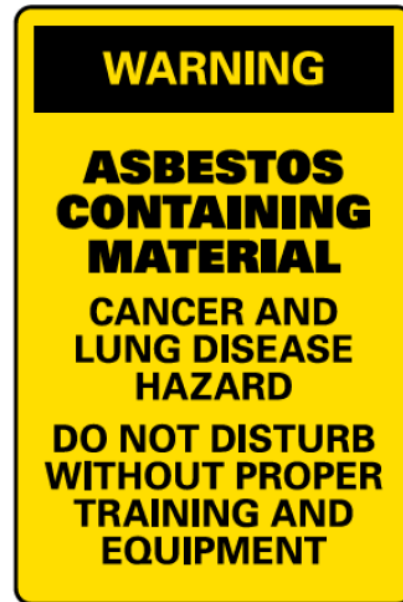
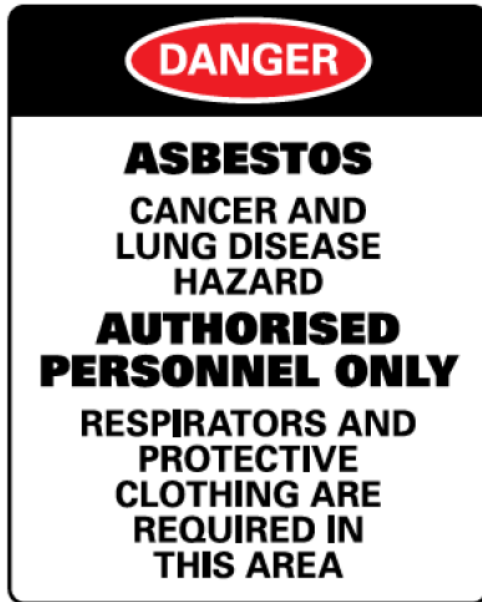
Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in **Table 6-2** below.

Version	Date	Review Team	Details of Change
1.0	01/04/2017	Dougal McWhinney	Document created

Table 6-2 - Reference Information



A. Signage





B. Maintenance & Service Work Completion Forms

Work performed by (Company name):			
Date work was completed:	/ /	Clearance Certificate Issued:	YES / NO
Scope of work performed: (Add pages as needed)			
Contractors Name:			
Contractors Signature:			

Work performed by (Company name):			
Date work was completed:	/ /	Clearance Certificate Issued:	YES / NO
Scope of work performed: (Add pages as needed)			
Contractors Name:			
Contractors Signature:			