

Asbestos Management Plan

AMP Capital



577 Little Bourke Street,
Melbourne VIC

October 2019

Asbestos Management Plan

Report For:	AMP Capital
Address:	577 Little Bourke Street, Melbourne VIC
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Document Revision Record

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1. Introduction

This document is designed to assist the owners and managing agents/tenants of 577 Little Bourke Street, Melbourne VIC in fulfilling their general obligation to ensure the health and safety of employees, contractors, visitors and others accessing the site. This document has been specifically developed to assist in the management of asbestos & hazardous materials that are present/assumed to be present at the site.

1.1 What is Asbestos?

Asbestos is a natural mineral found throughout Australia and the world. There are three main types of asbestos used commercially in Australia - Chrysotile (white asbestos), Amosite (brown asbestos) and Crocidolite (blue asbestos).

Asbestos minerals have separable long fibres that are strong and flexible enough to be spun and woven and are heat resistant. Because of these characteristics, asbestos has been historically used in over 3,000 manufactured goods, mostly in building materials, friction products, heat-resistant fabrics, gaskets, and coatings.

These building products were used extensively in Australia up until the late 1980's and continued to be used in some products until 2003, when its use was fully banned in Australia.

2. Why manage Asbestos?

2.1 Health Risks

Asbestos is a known carcinogen that affects the lungs, and breathing in high levels of asbestos fibres over time can lead to a number of diseases and cancers. This document aids in ensuring that asbestos-containing materials (ACMs) are managed in such a way that they do not become damaged and increase the risk of exposure.

2.2 Legislative Requirements

The following legislation and industry standard documentation applies to the management of asbestos in VIC:

- VIC Occupational Health and Safety Act 2004;
- VIC Occupational Health and Safety Regulations 2017;
- VIC Compliance Code: Managing Asbestos in Workplaces, 2018;
- VIC Compliance Code: Removing Asbestos in Workplaces, 2018.

3. Asbestos Materials Register

The Asbestos Materials Register details the location, description, status, condition, risk and control recommendations of ACM at the property located at 577 Little Bourke Street, Melbourne VIC at the time of the inspection.

3.1 Asbestos Register - How to use:

Review the asbestos materials register to confirm where asbestos items have been identified and their current condition. A control recommendation will be made for each ACM.

This page, immediately prior to the Register details how to use the report (see right)

This register must be made available to all contractors, visitors and trades people that visit the site to conduct work BEFORE they start any works.

Refer to RiskTech Compliance Asbestos Survey for the site (Ref: AMP Hazmat 577 Little Bourke St, Melbourne VIC Oct19).

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4. Requirements

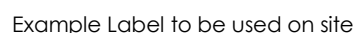
The following tasks **MUST** be undertaken to meet legislative requirements for asbestos management:

4.1 Site Controllers/Management Plan Controller

- Keep a current copy of the Asbestos Register on site.
- Ensure all contractors working at the site have read the site's Asbestos Register.
- Re-inspect all identified asbestos items to determine if condition status has changed (Minimum every 5 years or when materials have been removed/disturbed).
- Maintain ACMs as per the control recommendations shown on the register.
- Carry out an asbestos refurbishment / demolition risk assessment if refurbishment or demolition works are planned.
- Inform occupants when asbestos removal works occur.
- Engage an appropriately licensed asbestos contractor to conduct asbestos removal works prior to renovations that may impact on the material.

4.1.1 Labelling

- Confirmed/suspected ACMs should be labelled to warn people not to damage the material (It is noted asbestos materials have not been labelled on site).



4.1.2 *Priority Remediation Works*

- Review the recommendations provided against each item in the Asbestos Register.
 - Items with a **P1** or **P2** Priority Action Rating require attention within the next 3-6 months. Any works on these items should be conducted by a Licensed Asbestos Removal Contractor (refer to Section 9 for further details).
 - Items with a P3 or P4 Priority Action Rating need to be maintained in good condition.

It is noted that at the time of preparing this Management Plan there were no P1 or P2 items present at 577 Little Bourke Street, Melbourne VIC

4.1.3 *Record Keeping*

- Maintain records of any maintenance or service work conducted on asbestos materials, including any clearance certificates for removed items.

4.1.4 *Training*

- Site personnel that may come into contact with ACM should be provided with Asbestos Awareness training to inform them how to work safely alongside asbestos materials by instructing them of the health risks associated with asbestos, their roles and responsibilities and procedures to minimise the risks from asbestos.

4.2 *Site Occupants*

- Site Occupants must notify the Site Controller/Management Plan Controller of any proposed refurbishment, demolition or maintenance works that are likely to involve the disturbance or removal of confirmed/suspected ACM.
- Site Occupants must notify the Site Controller/Management Plan Controller if ACMs are in poor condition or if there are suspected ACMs encountered not identified in the register.

4.3 *Site Contractors*

- Contractors must read and understand the Asbestos Register and Asbestos Management Plan prior to undertaking works on site.
- Contractors must supply a Safe Work Method Statement (SWMS) prior to conducting any maintenance works on/near ACMs.
- Contractors must ensure proper safety procedures are followed and works are conducted in accordance with all relevant legislative requirements and best industry practice.
- Contractors must notify the Site Controller/Management Plan Controller if ACMs are in poor condition or if there are suspected asbestos materials encountered not identified in the register.

5. Managing ACMs identified on site

A range of measures are available for the control of asbestos risks. The selection of the appropriate control measures are based on the assessed risk for each specific location (noted in the asbestos register).

These measures include:

- Leave and maintain in existing condition.
- Repair and maintain in good condition.
- Encapsulation using adhesive, mastic or providing a barrier such as a box enclosure or steel cladding.
- Removal by approved methods under controlled conditions.
- Labelling of asbestos materials that are to remain in situ to ensure that the materials are not damaged inadvertently by maintenance contractors etc.

6. Refurbishment / Demolition Works

6.1 General

The existing Asbestos Register is designed to satisfy legislative requirements for workplaces and is not suitable to be used for demolition or refurbishment purposes. Asbestos materials, which may be concealed within inaccessible areas/voids may not have been located during previous non-invasive investigations.

As per *Division 6, Regulation 241* of the *VIC Occupational Health and Safety Regulations 2017*, if demolition or refurbishment works are likely to take place, a more intrusive / Destructive Survey is required in accordance with the requirements of *Australian Standard AS 2601: The Demolition of Structures*.

6.2 Asbestos Removal Works

If asbestos materials are likely to be disturbed or require removal as part of demolition or refurbishment works, removal works must be conducted in accordance with the *Compliance Code: Removing Asbestos in Workplaces, 2018*.

6.2.1 Licensed Asbestos Removal Contractor (LARC)

There are specific laws that require asbestos materials to be removed or remediated by an appropriately Licensed Asbestos Removal Contractor:

- Friable asbestos material work must be undertaken by Contractors that hold a Class A asbestos removal license. Asbestos air monitoring must be undertaken during the removal of friable asbestos when the works are undertaken indoors and outdoors, when a risk is posed to other persons.
- Non-friable asbestos removal work must be undertaken by Contractors that hold a Class A or B asbestos removal licence where the ACM to be removed exceeds 10m² in total or the total time over which asbestos removal work is performed exceeds 1 hour in a 7-day period. Asbestos air monitoring is not required for non-friable asbestos material work, however the person who commissioned the removal works may decide that it is appropriate to do so.

The asbestos removal contractor must prepare an Asbestos Control Plan, detailing the proposed work methodologies to be used to safely and effectively remove, enclose or encapsulate the ACMs. WorkSafe Victoria must be notified of planned asbestos removal works:

- At least 24 hours prior to commencing asbestos removal works for removal of 10m² or less of non-friable asbestos;
- Within 24 hours of commencing asbestos removal works if removal works has arisen due to an unexpected situation (as per regulation 299 of the *VIC Occupational Health and Safety Regulations 2017*);

At least 5 days prior to commencing asbestos removal work in all other cases (friable asbestos and non-friable asbestos greater than 10m²).

6.3 Visual Clearance Inspections

An independent consultant must inspect the removal/remedial works and issue a Clearance Certificate for each work area for all asbestos removal works greater than 10m². This verifies that the works have been undertaken safely and completely.

6.4 Asbestos Fibre Air Monitoring

Asbestos fibre air monitoring must be conducted during all indoor works involving friable asbestos materials and all outdoor works where there is a potential risk to other persons. Asbestos air monitoring must be conducted within the enclosed removal area subsequent to friable asbestos removal works.

The Person who commissioned the asbestos removal works must consider providing asbestos fibre air monitoring during the removal of, or work on, non-friable asbestos products in public or sensitive locations. The requirements for air monitoring must be established prior to commencement of works.

All asbestos fibre air monitoring must be conducted in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC: 3003 (2005)] and analysed by a NATA accredited laboratory.

7. Types of Asbestos Material

ACM can be classified into two main groups, Friable and Non-Friable.

Friable ACM are materials that can be crumbled, pulverised or reduced to powder by hand pressure when dry. These materials are considered higher risk as they are more readily damaged, thereby possibly releasing airborne fibres.

The following Friable ACMs were identified/suspected on site:

Type of Friable Material	Location
Nil	-

Non-friable ACM are often referred to as 'bonded', where asbestos is bound in a matrix such as Portland cement (e.g. fibre cement sheeting) or various resin/binders (e.g. Mastic). These materials are considered lower risk, unless they are in a damaged state or are mechanically abraded such as in drilling or grinding the material.

The following Non-friable ACM were identified/suspected to be present on site:

Type of Non-friable Material	Location
Mastic Sealant	Exterior, Original Façade (west side), Windows

Suspected materials should be confirmed prior to works that may impact on them.

Further information on asbestos materials identified on site are outlined on the following pages.

7.1 Non-Friable Materials

7.1.1 Asbestos Mastic Materials

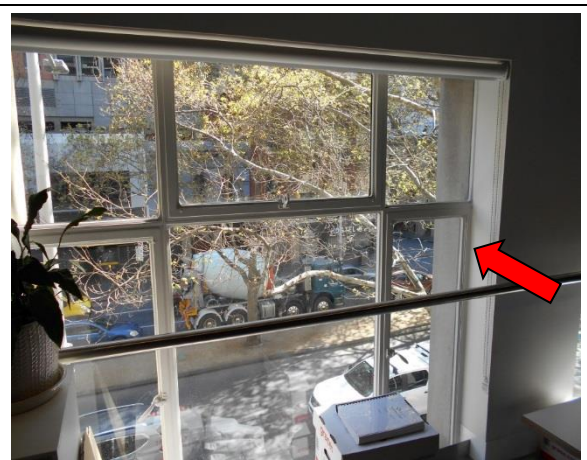
Asbestos fibres were commonly used to reinforce window putty/mastic compounds in Australia up until the mid 1980's. Chrysotile asbestos was mainly used in the mastic material typically on aluminium and steel-framed windows, and in other sealing materials such as joints in air-conditioning ducting.

Mastic materials are typically non-friable materials and are not an increased risk until refurbishment/demolition or when maintenance works are required (eg replacing ductwork containing asbestos mastic). Some compounds may deteriorate with age and exposure to the elements, and typically become more crumbly, therefore management requirements will need to take this into account.

See below photographs of the mastic materials identified on site:



Exterior, Original Façade, Windows – Asbestos containing mastic sealant



Interior, Original Façade, Windows – Asbestos containing mastic sealant
(Photo taken from Level 2)

The mastic materials identified on site do not represent an increased risk in their current position and condition. It is noted that any replacement of windows will have to take into account the asbestos containing material.

8. Emergency Procedure - Accidental Asbestos Disturbance

As there are some asbestos containing materials on site, from time to time there may be disturbances of these materials. Typically disturbances occur by:

- Maintenance activities – eg replacing duct work with asbestos mastic, drilling holes through asbestos cored fire doors
- Accidental disturbances – eg reversing trucks into an awning or wall, forklifts moving product damages a wall
- Natural causes – eg hailstorm damaging asbestos cement roof, falling tree onto a gutter, heavy rains dislodging buried asbestos cement fragments or general degradation of installed asbestos.

Based on an assessment of 577 Little Bourke Street, Melbourne VIC the most likely disturbance scenarios are likely to be:

- Maintenance / replacement of windows on the façade with asbestos mastic.

For all issues with regards to damaged/suspected asbestos materials on site, please call the Senior Facility Manager for the site, Darren Hynes.

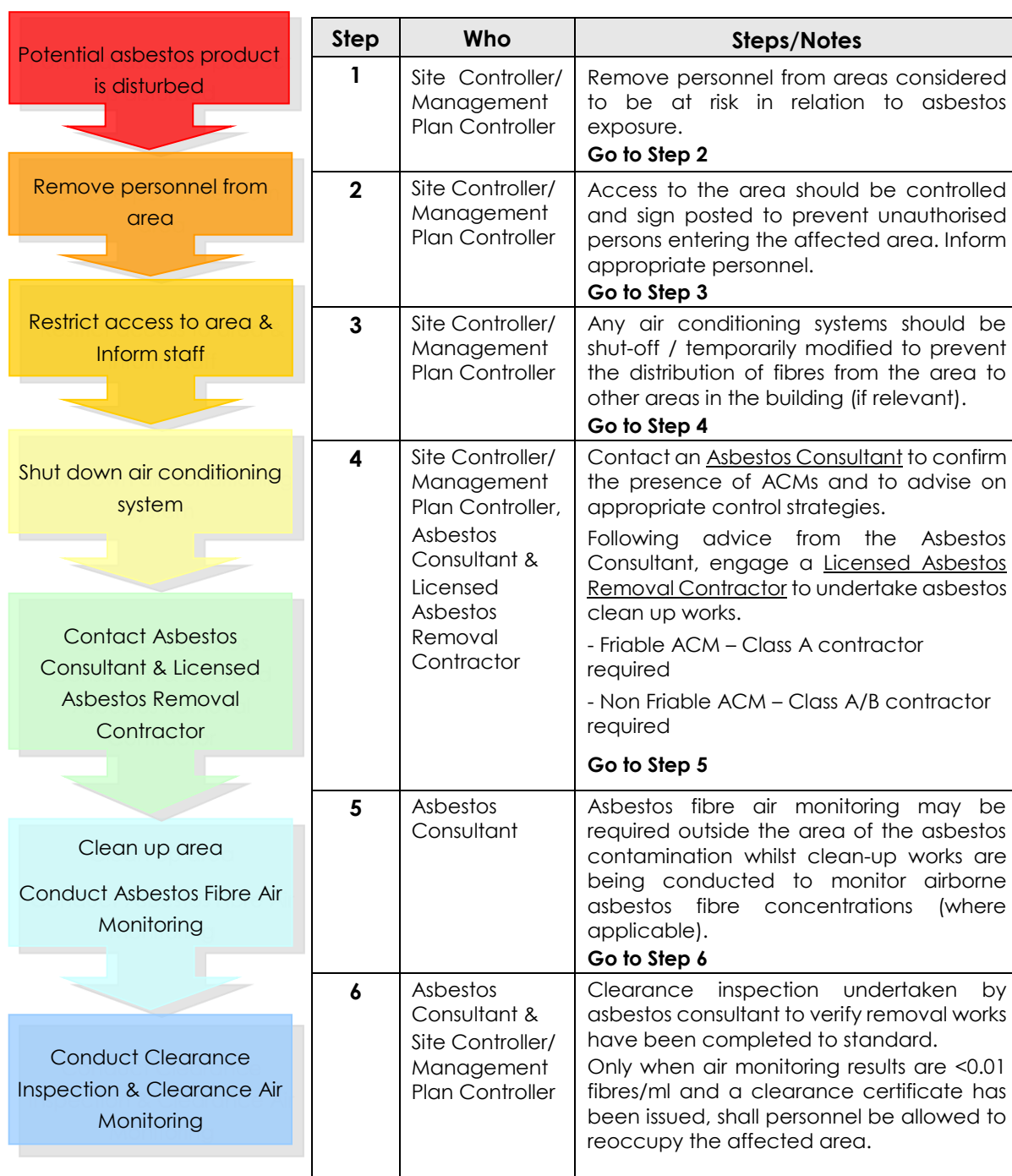
Darren Hynes Contact Details
Mob: 0411 621 154



The site Facility Manager has the contacts and experience to arrange testing of suspect materials, temporary isolation of materials and organise asbestos removals/clean-ups as required.

The procedure for dealing with accidental disturbance of asbestos materials is outlined on the following page.

In the event that an activity causes the accidental disturbance of asbestos materials (i.e. an unplanned disturbance), the following steps should be carried out:



9. Action Plan

Based upon the results of the Asbestos Survey and Risk Assessment, the following is a summarised Work / Action Plan for managing the ACM on site.

High Priority Action Required	Material	Condition	Due for Completion	Date Complete
Nil				

Medium Priority Action Required	Material	Condition	Due for Completion	Date Complete
Nil				

Low Priority Action Required	Material	Condition	Due for Completion	Date Complete
Install warning label on ACM	All ACM	-	October 2020	
Re-Inspection of ACM & Hazardous Materials	All ACM	-	October 2024 or prior refurbishment	
Update Asbestos & Hazardous Materials Register	All ACM	-	October 2024 or prior refurbishment	
Update Asbestos & Hazardous Materials Management Plan	All ACM	-	October 2024 or prior refurbishment	
Undertake Destructive Survey	All Areas	-	Prior refurbishment /demolition	

10. Useful Contacts

Contact Name	Role	Contact Details
WorkSafe Victoria	Regulators	222 Exhibition Street Melbourne VIC 3000 Ph: 13 23 60 info@worksafe.vic.gov.au
City of Melbourne	Local Consent Authority	Melbourne Town Hall Administration Building 120 Swanston Street, Melbourne VIC 3000 Ph: 03 9658 9658 www.melbourne.vic.gov.au/
RiskTech Compliance Attn: Matthew Hyde (Senior Consultant);	Asbestos Consultants	Suite 22, Level 1, 431 St Kilda Road, Melbourne VIC 3004 Ph: 03 9815 6600; M 0481 117 987 www.RiskTech.com.au

10.1 List of Asbestos Removal Contractors

A selection of Class A contractors are listed below – these companies can remove friable and non-friable asbestos. They are listed in alphabetical order.

Contractor	Contact	Contact Details
A Plus Building Solutions	Ph: (03) 9545 6200	27-31 Coora Road Oakleigh South VIC 3167 www.aplusbs.com.au/
McMahon Services Australia Pty Ltd	Ph: (03) 9351 7800	Building 3/1 Cawley Rd, Brooklyn VIC 3012 www.mcmservices.com.au/
Australasian Technical Services	Ph: (03) 9567 8400	4 Edward St, Oakleigh VIC 3166 https://www.atstech.com.au/

10.2 Asbestos Waste Disposal

The following Melbourne Metropolitan waste disposal sites accept asbestos waste:

Suburb	Address	Phone
Commercial & Domestic		
Bowser	5 Coleman Rd, Bowser VIC	0419398612 or 5722 0888
Bulla	500 Sunbury Rd, Bulla VIC	9307 1348
Campbell's Creek	Sluicers Rd, Campbell's Creek VIC	5470 5348 or 5471 1700
Dooen	81 Ladlows Rd, Dooen VIC	5382 9777
Forge Creek (near Bairnsdale)	200 Johnstons Rd, Forge Creek VIC	5152 6353
Eaglehawk	191-193 Upper California Gully Rd, Eaglehawk VIC	5446 3917
Fyansford	1-503 Hamilton Hwy, Fyansford VIC	5224 2251
Mildura	Ontario Ave, Mildura VIC	5018 8100
Patho	320 Davis Rd, Patho VIC	5456 2500 or 0429 192 965
Portland	Derrill Rd off Cape Nelson Rd, Portland VIC	5523 3768
Smythesdale	1380 Glenelg Hwy, Smythesdale VIC	5342 8540 or 5320 5500
Swan Hill	Swan Hill-Sea Lake Rd, Swan Hill VIC	5032 9260
Tuerong	435 Balnarring Rd, Tuerong VIC	5989 7333
Wollert	45 Bridge Inn Rd, Wollert VIC	9408 1299
Commercial Only		
Bulla	600 Sunbury Rd, Bulla VIC	9307 1048
Longford	Dutson Downs, Lochsport Rd, Longford VIC	1800 066 401
Lyndhurst	890 Taylors Rd, Lyndhurst VIC	9702 8111
Stawell	492 Pomonal Rd, Stawell VIC	0419 309 737 or 5352 1433

Up to date as per VIC EPA, October 2019

For other locations, refer to list provide on EPA Victoria website:

www.epa.vic.gov.au/your-environment/waste/landfills-that-accept-asbestos-in-victoria

11. Further Information

The following are government information pages with lots of practical guides and information on Asbestos:

WorkSafe Victoria Asbestos Information page:

www.worksafe.vic.gov.au/safety/topics/asbestos

Victorian Government Asbestos Information page:

www.asbestos.vic.gov.au/home

Australian Government Asbestos Safety and Eradication Agency

www.asbestossafety.gov.au/

Asbestos Education Committee

www.asbestosawareness.com.au

12. Asbestos Records Section

It is recommended that the following information be filed in this Section:

- Records of re-inspections and review of the Asbestos Management Plan;
- Reports of asbestos materials removal and clean-up works;
- Clearance certification and air monitoring reports;
- Reports of inspections by an asbestos materials consultant/hygienist;
- Reports of accidental damage and clean-up procedures;
- Details of licensed asbestos materials removal contractors;
- Details of staff and tenant briefings/training;
- Details of contractor inductions;
- Asbestos materials scope of works, work outlines, procedures and specifications; &
- Waste Disposal Dockets resulting from Asbestos Removal Works.