A drawing of a face

Description automatically generatedUNITING CHURCH IN AUSTRALIA

PRESBYTERY OF ILLAWARRA

ABN: 74 041 246 188

*Focused on God’s Mission – Providing Leadership – Growing Discipleship*

# INFORMATION - ASBESTOS REGISTER

AESC or HAZMAT reports conducted in the Illawarra Presbytery in 2020/21, noted the existence of asbestos in some church buildings.

If your buildings were found to have asbestos present, you will need to have an asbestos register, to label the asbestos, and to inform contractors who conduct work at the site of the presence of asbestos. Contractors should be given a copy of the Asbestos Register.

The register should be kept in the church office together with photographs clearly highlighting the location of asbestos/ suspected asbestos. The register should be viewed by contractors as part of their induction process. Locations should be inspected annually.

The type of asbestos in your building should be listed in the AESC or HAZMAT report. You are not expected to identify the asbestos.

Please contact Presbytery Administrator, Vi Richardson if you need more information on the asbestos in your buildings or if there is any change to the asbestos in your buildings.  
Email [Admin.ip@nswact.uca.org.au](mailto:Admin.ip@nswact.uca.org.au)

## About Asbestos Register and Management Plan

Information below is taken from Safe Work NSW page: <https://www.safework.nsw.gov.au/resource-library/asbestos-publications/asbestos-registers-and-management-plans-fact-sheet>

Asbestos Register

The person with management or control of a workplace must ensure an asbestos register is prepared and kept at the workplace.

The asbestos register must:

* record any asbestos that has been identified or is assumed to be present at the workplace
* record the date when the asbestos was identified
* record the location, type and condition of the asbestos
* be maintained to ensure up-to-date information
* state if no asbestos has been identified

Asbestos must be labelled, where possible. For example a label can be placed in the electrical meter box indicating that the building contains asbestos and the location of the register.

Photographs or drawings are useful for showing the location of asbestos in the workplace.

Asbestos Management Plan

A person who has management or control of the workplace must ensure that a written plan an asbestos management plan is prepared if asbestos has been identified.

The asbestos management plan must:

* identify the location of asbestos and any naturally occurring asbestos
* include decisions, and reasons for decisions, about the management of asbestos at the workplace for example safe work procedures and control measures
* outline procedures for incidents and emergencies involving asbestos, including who is responsible
* be maintained with up-to-date information
* be reviewed at least every five years or when requested by a health and safety representative (HSR) or when asbestos is removed, disturbed, sealed or enclosed, or when changes to a control measure are made or when the plan is no longer adequate
* be accessible to any worker or the PCBU who has carried out or intends to carry out work at the workplace and any health and safety representatives who represent workers at the workplace
* provide information, consultation and training responsibilities to workers carrying out work involving asbestos.

Other information that can be included in the asbestos management plan:

* an outline of how asbestos risks will be controlled, including consideration of appropriate control measures.
* a timetable for managing risks of exposure, including dates and procedures for the review of the asbestos management plan and activities that could affect the timing of a review.
* persons with responsibilities and their responsibility under the asbestos management plan.
* air monitoring procedures at the workplace, if required.

## Managing and Controlling Asbestos

From <https://www.safeworkaustralia.gov.au/system/files/documents/1810/model-cop-how-to-manage-and-control-asbestos-in-the-workplace.pdf>

When choosing the most appropriate control measures for managing risks associated with asbestos, the following hierarchy of controls should be considered:

* First, eliminate risks by eliminating hazards (for example, removing the asbestos); this is the most effective control measure.
* If eliminating the risk is not reasonably practicable, then substitute hazards with something safer, isolate hazards from people and/or use engineering controls to minimise any risks that have not been eliminated (for example enclosing, encapsulating, or sealing asbestos or using certain tools).
* Use administrative controls to minimise any remaining risks (for example, safe work practices), so far as is reasonably practicable.
* Use personal protective equipment (PPE) to minimise any risks that remain.

A picture containing diagram

Description automatically generatedIf asbestos or ACM is in good condition and left undisturbed, it is unlikely that airborne asbestos will be released into the air and the risk to health is extremely low. It is usually safer to leave it and review its condition over time.

Examples of asbestos labels. For sale online.

## Accidental Asbestos Disturbance Emergency Procedure

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:

Conduct inspection & clearance air monitoring

Restrict access to area

Inform staff

Contact Asbestos Consultant & LARC

Potential asbestos product is disturbed

Remove personnel from area

Restrict access to area

Inform staff

Shut down air conditioning system

|  |  |  |
| --- | --- | --- |
| **Step** | **Who** | **Steps/Notes** |
| **1** | Site Controller | Remove personnel from areas considered to be at risk in relation to asbestos exposure.  **Go to Step 2.** |
| **2** | Site Controller | Access to the area should be controlled and sign posted to prevent unauthorised persons entering the disturbance area. Inform appropriate personnel.  **Go to Step 3**. |
| **3** | Site Controller | The air handling system should be shut-off and/or temporarily modified to prevent the distribution of fibres from the area to other areas in the building (if relevant).  **Go to Step 4.** |
| **4** | Site Controller, | Organise an asbestos consultant to confirm the presence of ACMs and to advise on appropriate control strategies.  Following advice from the asbestos consultant, engage an appropriately licensed asbestos removal contractor to undertake asbestos clean up works.  Removal works must adhere to the following document:   * *NSW Work Health & Safety Act 2011;* * *NSW Work Health & Safety Regulation 2011; &* * *Code of Practice: How to Safely Remove Asbestos (WorkCover NSW, 2011).*   **Go to Step 5.** |
|  | Asbestos Consultant & Licensed Asbestos Removal Contractor (LARC) |
| **5** | Asbestos Consultant | Asbestos fibre air monitoring may be required outside the area of the asbestos contamination whilst clean-up works are being conducted to monitor airborne asbestos fibre concentrations (where applicable).  **Go to Step 6.** |
| **6** | Asbestos Consultant &  Management Plan Controller | After clean-up works have been completed, asbestos fibre air monitoring (where applicable) shall be conducted in the affected area to ensure that asbestos fibre levels are at an acceptable level (i.e. <0.01 fibres/mL). Only when the asbestos level is acceptable and the clean up works have been conducted to a satisfactory standard and a clearance certificate has been issued, shall personnel be allowed to reoccupy the affected area. |

From *Asbestos Management Plan, Uniting Church in Australia – NSW & ACT Synod, October 2012*

## Emergency Procedures for Elevated Air Monitoring Results

#### Control (Static) Monitoring (During Asbestos Removal Works)

|  |  |  |
| --- | --- | --- |
| **Action level** | **Control** | **Action** |
| Less than 0.01 fibres/ml | No new control measures are necessary | Continue with control measures |
| At 0.01 fibres/ml or more than 0.01 fibres/ml but less than or equal to  0.02 fibres/ml | 1. Review | Review control measures |
| 2. Investigate | Investigate the cause |
| 3. Implement | Implement controls to eliminate or minimise exposure and prevent further release |
| More than 0.02 fibres/ml | 1. Stop removal work | Stop removal work |
| 2. Notify regulator | Notify the relevant regulator by phone followed by fax or written statement that work has ceased and the results of the air monitoring |
| 3. Investigate the cause | Conduct a thorough visual inspection of the enclosure (if used) and associated equipment in consultation with all workers involved with the removal work |
| 4. Implement controls to eliminate or minimise exposure and prevent further release | Extend the isolated/barricaded area around the removal area/enclosure as far as reasonably practicable (until fibre levels are at or below  0.01 fibres/ml, wet wipe and vacuum the surrounding area, seal any identified leaks (e.g. with expandable foam or tape) and smoke test the enclosure until it is satisfactorily sealed. |
| 5. Do not recommence removal work until further air monitoring is conducted | Do not recommence until fibre levels are at or below 0.01 fibres/ml |

#### Clearance Monitoring (After Removal Works are complete)

|  |  |  |
| --- | --- | --- |
| **Control Level**  **(fibres/mL)** | **Who** | **Control / Action** |
| **< 0.01** | - | Clearance can be issued by Asbestos Consultant. |
| **� 0.01** | Senior Engineering Manager /  Asbestos Consultant | Asbestos Consultant to notify Senior Engineering Manager of results as soon as is practicable.  Senior Engineering Manager to notify applicable contractor (i.e. the contractor who is undertaking the works that have resulted in the reading). |
| Senior Engineering Manager /  Asbestos Consultant /  Asbestos Contractor | Asbestos Consultant to conduct investigations to establish cause of problem. Following advice from the Asbestos Consultant, Senior Engineering Manager to engage the Asbestos Contractor to undertake any necessary improvement works.  This may include further works such as increased HEPA vacuuming or wet wiping techniques.  Additional air monitoring to be conducted by Asbestos Consultant. Clearance can be issued after results are <0.01 fibres/mL. |