



# **Asbestos Management Plan (AMP)**

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# Section 1. Introduction

Asbestos is a naturally occurring mineral typically found in rock, sediment or soil. It has strong fibres that are heat resistant and have good insulating properties. It is because of these properties asbestos was widely used in the manufacture of over 3000 types of building materials and other products.

Asbestos becomes a health risk when its fibres are released into the air and breathed in. Asbestos fibres cannot be seen with the naked eye and can be blown long distances by the wind. Exposure to asbestos in the form of fibres is considered dangerous and can lead to asbestosis, lung cancer and mesothelioma.

Exposure to friable material, or works that could cause the release of loose asbestos fibres, is considered a high-risk activity and must be managed to avoid harm.

Asbestos comes in two recognised forms, that being Friable and Non-Friable products:

1. **Friable asbestos** is a material containing asbestos that when dry, is in powder form or may be crushed or pulverised into powder form using your hand. This material poses a higher risk of exposing people to airborne asbestos fibres. Examples of friable asbestos-containing material include:
  - Pipe lagging;
  - Boiler insulation;
  - Fire retardant material on steelwork;
  - Sprayed insulation.
2. **Non-friable or bonded asbestos** products are solid and cannot be crumbled in your hand—the asbestos has been mixed with a bonding compound such as cement. If non-friable asbestos is damaged or degraded, it may become friable and may then pose a higher risk of fibre release. Examples of non-friable asbestos can include:
  - Asbestos cement sheet;
  - Asbestos cement moulded products;
  - Bitumen-based waterproofing;

- Vinyl floor tiles.

## 1.1 Management Commitment and Approval

This Asbestos Management Plan has been approved and endorsed by Senior Management of the Organisation. The signature of the authorised person, in the footer, *Nathan Bricknell (Director)* demonstrates a commitment to the Management Plan.

## 1.2 Review Procedure

This policy, procedure(s) and related form(s) will be reviewed periodically. The review will be undertaken in consultation with workers, company representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of the review.

This policy, procedure and related form(s) will be reviewed if:

- there are changes in the workplace that may affect policy, procedure and related form(s);
- the policy, procedure and related form(s) is not effective;
- there are legislative changes that affect the policy, procedure and related form(s);
- there is a breach of this policy, procedure and related form(s).

This plan is reviewed at least annually.

## 1.3 Reference and Applicable Documents

### 1.3.1 Reference and Applicable Documents

In Queensland, Australia, the management and handling of asbestos is governed by several pieces of legislation and codes of practice. These provide a framework for protecting workers and the public from the health risks associated with asbestos. Here are the key laws and codes of practice:

1. **Work Health and Safety Act 2011 (Qld):** This Act provides a framework for protecting the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work.

2. **Work Health and Safety Regulation 2011 (Qld):** These regulations provide more detailed requirements to support the Act. Chapter 8 of these regulations is specifically about hazardous substances and dangerous goods, and it includes specific sections about asbestos.
3. **Public Health Act 2005 (Qld):** This Act provides for the response to particular public health risks, such as those posed by asbestos.
4. **Environmental Protection Act 1994 (Qld):** This Act deals with the environmental management of asbestos, especially in relation to the illegal dumping of asbestos waste.
5. **Codes of Practice:**
  - **How to Manage and Control Asbestos in the Workplace Code of Practice 2021:** This code provides practical guidance for persons conducting a business or undertaking on how to manage risks associated with asbestos and asbestos containing material (ACM) at the workplace and how to achieve the standards required under the work health and safety laws.
  - **How to Safely Remove Asbestos Code of Practice 2021:** This code provides guidance for industry to meet their legal obligations, and provides practical guidance for businesses and workers that are involved in asbestos removal.

### 1.3.2 Standards and Guidelines

ISO 45001:2018 Occupational Health and Safety Management System

ISO 14001:2015 Environmental Management System

These documents set out the key responsibilities for managing asbestos risks, including the requirement for workplaces to have an Asbestos Management Plan if asbestos or ACM has been identified or is likely to be present, and the necessary training and licensing for workers involved in asbestos removal work.

## 1.4 Definitions


Asbestos Containing Materials (ACM): Any material or thing that, as part of its design, contains asbestos.

Asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.

Asbestos-risk work: Work that may cause a worker or other person to become exposed to asbestos. Including removal of asbestos (*any quantity*), cleaning, drilling or any other activity that may cause the disturbance of asbestos and possible release of asbestos fibres.

Friable asbestos: Material that contains asbestos that is in a powder form or, that can be crumbled, pulverised or reduced to a powder by hand pressure when dry.

Non-friable Asbestos: Asbestos-containing products that are solid and cannot be crumbled in your hand—the asbestos has been mixed with a bonding compound such as cement.

 *For this policy, no specific references will be made to the terms Health, Safety at Work (HSW), Work Health and Safety (WHS) or Occupational Safety and Health (OSH). (unless referring directly to the Act or Regulation in question) and, will be generally referred to as Occupational Health and Safety (OHS) as per the standard Australian Standard/New Zealand Standard (AS/NZS) International Organisation for Standardisation (ISO) 45001:2018.*

# Section 2. Asbestos Policy

## OBJECTIVE

The primary objective is to manage and mitigate the risk of asbestos exposure to JET Excavators and Trucks' employees and contractors, ensuring exposure standards are not exceeded.

## **SCOPE**

This policy applies to all JET Excavators and Trucks' employees and contractors who may potentially be exposed to asbestos while undertaking work.

## **POLICY**

JET Excavators and Trucks is devoted to providing a safe environment for all workers (including contractors and their respective employees), visitors, members of the public, and the environment with respect to exposure to asbestos.

JET Excavators and Trucks will ensure a systematic approach to managing health and safety risks associated with asbestos. This includes considering the properties of the asbestos, physical reactions and health effects, the nature of the work, and structures that may contain asbestos.

To effectively manage asbestos, JET Excavators and Trucks will:

- Maintain an Asbestos Register for all JET Excavators and Trucks' workplaces.
- Adopt a consultative approach to asbestos assessments.
- Provide asbestos awareness induction.
- Establish emergency response procedures to asbestos fibre release.
- Maintain detailed records.
- Provide suitable PPE.
- Regularly audit the system.

Risk controls will be reviewed if there are changes to work practices that may disturb asbestos or if health monitoring results indicate exposure has occurred.

## **RESPONSIBILITIES**

JET Excavators and Trucks is responsible for ensuring the necessary safety systems and mechanisms are in place to protect workers who may be exposed to asbestos. This includes:

- Maintaining an accurate, up-to-date Asbestos Register, detailing the location of all known asbestos within all buildings controlled by JET Excavators and Trucks.
- Ensuring an effective asbestos management plan, based on risk assessment, is in place to ensure all asbestos is maintained, isolated, or removed safely.
- Applying resources effectively to address asbestos issues and prevent exposure to asbestos fibres.
- Making the Asbestos Register available to all affected staff and contractors before any work is undertaken.
- Identifying asbestos at the workplace and recording this in the Asbestos Register.
- Assessing the risk of exposure to airborne asbestos and eliminating or minimising the risks by implementing control measures.
- Reviewing control measures to ensure their effectiveness.
- Making information available to workers about any asbestos in the workplace.
- Maintaining induction records that includes the awareness of asbestos.

Managers/supervisors are responsible for:

1. Implementing safe work requirements relating to work with asbestos.
2. Carrying out appropriate actions to ensure the immediate health and safety of all workers and visitors, including excluding areas considered to be hazardous.
3. Liaising with personnel on asbestos-related issues.
4. Notifying relevant authorities as required by legislation.
5. Coordinating the implementation of corrective actions necessary to prevent asbestos exposures.
6. Maintaining incident reports and associated documentation.

Individual workers and others in the workplace are responsible for:

1. Taking reasonable care for their own and others' health and safety.



2. Refraining from cleaning, damaging, disturbing, or removing asbestos-containing materials unless trained and authorised.
3. Being involved in risk assessment processes and the development of safe work practices.
4. Immediately reporting any incident involving asbestos exposure to a supervisor.
5. Immediately stopping work if suspected asbestos exposure hazards are identified during any works, and reporting to a supervisor or manager.
6. Attending training, toolbox talks, and inductions.
7. Adhering to incident response procedures.
8. Reporting incidents as per the company's incident notification procedures.

## **2.1 Working with Asbestos Procedures**

### **2.1.1 Workers and Contractors**

These procedures apply to activities conducted by JET Excavators and Trucks personnel and subcontractors that have the potential to be exposed to asbestos while conducting work.

### **2.1.2 Asbestos Awareness Induction**

All workers that may encounter asbestos in the course of their work will receive asbestos awareness induction to become aware of:

- the types, properties and uses of asbestos;
- where asbestos is likely to be found. Including the location of the *Asbestos Register*, and how to understand the information contained in it;
- the health risks and toxic effects associated with exposure to asbestos;
- how asbestos can be ingested or inhaled;
- activities which could release asbestos dust;
- processes and safe work procedures followed to prevent exposure;
- regulations, including requirements for health monitoring;
- control measures to avoid exposure;
- where applicable, the correct use of PPE including respiratory protective equipment (RPE);

- the exposure standard and control levels for asbestos.

### **2.1.3 Asbestos Risk Assessment**

1. JET Excavators and Trucks will identify and confirm the presence of asbestos by conducting a risk assessment to ascertain if the work could potentially cause exposure. This risk assessment will include identified hazards and the control measures to mitigate them, and it will be available for all workers to consult (Asbestos Risk Assessment Form).
2. The controls identified will be communicated to all relevant workers. Everyone at risk must comprehend the asbestos hazards present, the methods to be used to reduce the level of risk, and what each worker must do to safeguard their health, including the use of PPE.
3. If workers or contractors stumble upon what they believe to be asbestos, they should secure the area and promptly contact their supervisor.

#### **Controlling the risk:**

- Ensure the area where asbestos risk work is undertaken is clearly demarcated and confine contamination to that area.
- Keep the area clean and ensure the work method does not spread the asbestos to other areas or create health risks to other workers.
- Implement all risk control procedures and measures as per the risk assessment.
- Ensure all workers are trained in asbestos awareness and applicable asbestos control procedures and methods.
- Ensure controls are implemented.

JET Excavators and Trucks will maintain an Asbestos Register for workplaces under its control that documents all identified—or assumed—asbestos in the following circumstances:

- a. A building at the workplace was constructed before 31 December 1989.
- b. Plant or equipment at the workplace was made or installed before 2004.

- c. Asbestos is identified at the workplace, or it is likely to be present but as yet unidentified.

Note: Even if no asbestos is identified or is determined not to be present, the register will state that no asbestos is present at the workplace.

### **Asbestos Notification and Register Access:**

1. The register will be kept up to date and easily accessible to workers, visitors, and others at the workplace.
2. Where work involves a risk of exposure to airborne asbestos, a copy of the Asbestos Register will be made available to that person.
3. All affected persons, including visitors who may come in contact with the asbestos, must be informed of the location of the asbestos and how and why to avoid its disturbance.

### **Asbestos Register Review:**

A copy of the Asbestos Register will be kept at the workplace to ensure it is accessible and reviewed at least once every five years, or earlier if:

- Asbestos has been disturbed, removed, sealed, or enclosed.
- Additional asbestos is identified at the workplace.
- The asbestos management plan for the workplace is reviewed.

### **Offsite work at premises not controlled by JET Excavators and Trucks for facilities where:**

- a. A building at the workplace was constructed before 31 December 1989.
- b. Plant or equipment at the workplace was made or installed before 2004.
- c. Asbestos has been identified at the workplace, or it is likely to be present yet unidentified.

Where work is likely to disturb asbestos, workers must:

- Obtain and review the facility's Asbestos Register and distribute copies to all workers, contractors, and other relevant parties before conducting work on-site.
- Where an Asbestos Register is not available, is out of date or inadequate for the scope of work, JET Excavators and Trucks must engage a licensed Asbestos Assessor to inspect locations affected by the scope of work.
- The asbestos assessor is to provide an asbestos assessment report before work commences.

## **2.1.4 Work Practices that may Cause Exposure to Asbestos**

All renovation, cleaning, or demolition work involving asbestos must comply with applicable Commonwealth, State/Territory Health and Safety legislation, Codes of Practice and Australian Standards relevant to the management and control of asbestos.

No work is permitted at any location that may potentially disturb existing asbestos without notifying your line manager.

Wherever practicable, asbestos is to be removed before undertaking work that may lead to exposure to asbestos. Where it is not reasonably practicable to remove the asbestos, control measures will be implemented to ensure people are not exposed to airborne asbestos, such as enclosing or sealing the asbestos.

Where there is a defined asbestos risk, site-specific asbestos management details must be included in the safe systems of work, such as Safe Work Method Statements (SWMS), Safe Operating Procedures (SOP).

No worker will use equipment on asbestos unless the use of the equipment is controlled, for instance, power tools, cleaning equipment, etc. Any equipment or tool that may release airborne asbestos may only be used if it is:

1. enclosed;
2. designed to capture or suppress airborne asbestos;
3. used in a way designed to capture or suppress airborne asbestos safely.

For example, high-pressure water spray and compressed air **MUST NOT** be used on asbestos. Under no circumstances should asbestos be water blasted or dry sanded in preparation for painting, coating, or sealing.



A Safe Work Method Statement must be followed if removing asbestos.

## 2.1.5 Safe Work Method Statement (SWMS)

Construction work that involves or is likely to involve the disturbance of asbestos must be undertaken following controls as laid out in an appropriate SWMS. The SWMS will:

1. Identify the work that involves exposure to asbestos;
2. State the hazards relating to the work and risks to health and safety associated with those hazards;
3. Describe the control measures to be implemented;
4. Describe how the control measures will be implemented, monitored and reviewed.

## 2.1.6 Removing Asbestos

Required regulatory notifications will occur before asbestos removal, and in cases where an emergency, which includes an actual or potential exposure to airborne asbestos, has occurred.

### Removal Controls:

- An ACM Detection Procedure will be implemented for all removal of asbestos;
- All asbestos must be removed as per regulations and advice as per the approved Code of Practice for how to safely remove asbestos (techniques that eliminate or minimise the release of asbestos fibres used at all times);
- A Safe Work Method Statement (SWMS) will be developed and used for all asbestos removal and transportation tasks.

### Friable Asbestos:

Friable asbestos in poor condition and located in an area where it poses a significant risk of exposure will be removed immediately before any further work is carried out.

If asbestos is friable and to be removed, removal work must only be undertaken by a Class A licensed removalist.



Friable asbestos materials must be removed by a person who is licenced to do so.

### **Non-friable asbestos** (greater than 10 m<sup>2</sup>):

Non-friable asbestos, greater than 10 m<sup>2</sup> to be removed, must only be removed by a Class A, or B licensed asbestos removalist.

Where it is not reasonably practicable to remove it, control measures will be put in place to minimise exposure to ensure the exposure standard is not exceeded. For removal of non-friable asbestos less than 10 m<sup>2</sup> a licence is NOT required; however, the risk of exposure to fibres must be minimised at all times:

- Signs and barricades must be used to clearly indicate the area where the asbestos removal work is being performed;
- Barricades should be used to assist with traffic control and prevent access to the asbestos removal site and removal work area. The type of barricading should reflect the level of risk;
- Personal protective equipment (PPE) must be worn;
- The wet method should be used to remove asbestos where reasonably practicable (see 'How to safely remove Asbestos. Code of practice');
- Tools and equipment that generate dust must not be used on asbestos materials - this includes high-speed drills and saws, high-pressure water or air sprays etc.;
- Only manually operated hand tools should be used on materials suspected of containing asbestos;

- A decontamination process must be developed, and a decontamination area established;
- Laundering of contaminated clothing:
  - Contaminated protective clothing must not be laundered at home. Any clothing worn under coveralls must be disposed of or suitably bagged for laundering as asbestos-contaminated clothing;
- Contain and label asbestos waste and dispose of it as soon as practicable;
- All asbestos removed must be safely transported and disposed of at an approved asbestos waste disposal site, e.g. authorised landfill site (approvals sought where necessary):
  - ✘ DO NOT dispose of asbestos in domestic garbage bins;
  - ✘ DO NOT illegally dump asbestos.

## 2.1.7 Clearance Inspection

On completion of all licensed asbestos removal work, an independent licensed asbestos assessor must carry out a clearance inspection of the asbestos removal area, and the surrounding area, to verify that the area is safe for normal use This can include:

- a visual inspection or;
- air monitoring if necessary.

## 2.2 Asbestos Disposal

### 2.2.1 Removal Controls by Licenced Third Party

- Contain and label asbestos waste and dispose of it as soon as practicable;
- The asbestos waste will be disposed of in a manner that eliminates the release of airborne asbestos fibres;
- Asbestos waste will be stored and transported in securely packaged containers (Packaging will meet the requirements of OHS regulations and requirements of the disposal site;

- All asbestos removed must be safely transported and disposed of at an approved asbestos waste disposal site, e.g. authorised landfill site (*approvals sought where necessary*):
  - ⚠ **Asbestos must NOT be disposed of in domestic garbage bins;**
  - ⚠ **Asbestos must not be illegally dumped;**
- The disposal site operator will be contacted to check whether the site is appropriately licensed to accept the waste, accepts the volumes of asbestos waste, and any packaging requirements;
- An *Asbestos Removal Control Plan (ARCP)* will be implemented for all removal of asbestos;
- PPE must be worn.

## 2.2.2 Packaging of Asbestos Waste

Individual components, wiping rags and other asbestos waste will be placed in closed containers (e.g. steel drums with removable lids or a sealed skip) for disposal.

- Asbestos waste awaiting disposal at the workshop must be placed in plastic-lined bins or plastic bags approved for the task;
- Fix drum lids securely (e.g., toggle clips or bolt);
- Label each drum with a dangerous goods label;
- Label each drum with asbestos warning sign;
- Ensure all plastic liners are taped down over the contents of the bin;
- Plastic disposal bags should be heavy-duty (200 microns) clear plastic;
- All packages appropriately labelled with a warning statement to indicate the presence of asbestos and that dust creation and inhalation needs to be avoided “Caution Asbestos - Do not open or damage the bag. Do not inhale dust.”

Alternatively:

- Double wrap the entire component and other waste with polythene sheets, minimum 200 µm (0.2 mm) thick sealed with adhesive tape;
- Securely seal each package;
- Label each package with a dangerous goods label and asbestos warning mark;



- Bags to not weigh more than 30 kg.

### 2.2.3 Transport of Asbestos

- All vehicles used to transport waste asbestos will hold an appropriate waste transport permit/certificate where required;
- All asbestos waste packaging will be protected and remain intact during transport and unloading;
- Any packaging that is damaged will be replaced or repaired before its disposal;
- All vehicles will be cleaned after transporting waste asbestos.

## 2.3 Personal Protective Equipment (PPE)

Where asbestos-risk work is undertaken, all workers must wear Personal Protective Equipment. All equipment used for the removal of asbestos must be inspected by a licenced third party before starting the work, after repairs and at least once every seven days when continually used.

- PPE must be a suitable size, fit and reasonably comfortable for a worker to wear and maintained in good working order;
- disposable coveralls used to prevent the contamination of clothing and footwear;
- disposable coveralls need to be of a suitable standard to prevent penetration of asbestos fibres;
- respirators ensure:
  - half-face filter respirator fitted with a Class P1 or P2 filter cartridge, or a Class P1 or P2 disposable respirator must be worn during removal and clean up (must be clean before use);
  - fits well and seals correctly on a clean-shaven face;
  - if a beard is worn, ensure powered air-purifying respirators fitted with P2, or P3 filters are worn;
  - respirators are left on after the task until protective clothing is removed;
  - **DO NOT wear disposable dust masks as they do not provide sufficient protection;**

- gloves:
  - single-use gloves are worn;
  - gloves to be disposed of as asbestos waste;
- seal contaminated PPE that is likely to be contaminated before removing it from the asbestos process area. Where it can be:
  - disposed of it at a suitable waste treatment facility;
  - laundered and decontaminated or, placed in a sealed container until re-used.

### **2.3.1 Laundering of Contaminated Clothing**

Contaminated protective clothing must NOT be laundered at home. Any contaminated clothing worn under coveralls must be disposed of or suitably bagged for laundering as asbestos-contaminated clothing.

## **2.4 Regulatory Notification**

Confirmation will be made with the relevant State/Territory OHS regulator regarding specific requirements for notification of asbestos removal work. In general, the following will apply:

Asbestos removal licence holders will notify WorkSafe before performing asbestos removal work:

- at least 24 hours before commencing asbestos removal work if the total area to be removed is 10 m<sup>2</sup> or less of non-friable asbestos-containing material;
- within 24 hours of commencing the asbestos removal work if the asbestos removal work is undertaken as the result of an unexpected situation;
- at least five days before the asbestos removal work commences in all other cases (including where asbestos removal work involves friable asbestos or non-friable asbestos greater than 10m<sup>2</sup>).

## **2.5 Asbestos Incident Management Procedure**

A fibre release episode is any uncontrolled or unintentional disturbance of asbestos-containing building materials resulting in possible exposure to asbestos fibres. This may include accidental damage, storm damage or discovery of new asbestos-containing materials;

- care should be taken by all persons to avoid disturbing surrounding materials suspected of containing asbestos, except for sampling;
- all material must be treated as asbestos until the material is removed or testing confirms that it does not contain asbestos;
- only workers who have completed specific asbestos work procedure training should engage in clear up or containment work.
- Vehicles, mobile plant and equipment involved in the Asbestos Incident will be rinsed down in accordance with the [ACM Washdown Procedure](#).

The following procedures should be immediately followed by an asbestos incident:

1. Stop work in an area that is affected. Do not attempt to clean;
2. Exit the area and restrict access to the area or site by closing doors, taping off access points and installing temporary signage to prevent people from entering the immediate area;
3. Prevent any further disturbance of asbestos materials in the area;
4. Organise for a trained, competent person to assess the material and if necessary, take samples;
5. If samples are negative, then the material may be cleaned up with standard OHS controls in place;
6. If samples are positive – a determination must be made if asbestos is friable or non-friable;
7. If asbestos is friable or, non-friable and over 10m<sup>2</sup> in area, a licensed asbestos removalist must be immediately engaged to remove the material;
8. If asbestos is non -friable and less than 10m<sup>2</sup>. A suitably trained person/s may clean up the material following all working with asbestos-related controls or engage the services of a licensed asbestos removalist;
9. After clean-up works are completed, an independent visual clearance inspection must be conducted to ensure that the asbestos removal is completed to a satisfactory standard;
10. Debrief staff – review procedures and update *Asbestos Register* before returning to work.

