



# POWER AND WATER CORPORATION GUIDELINES FOR MANAGING ASBESTOS CONTAINING MATERIALS IN THE WORKPLACE

Includes: Asbestos Change in Condition Form (page 6)  
Authorisation to Remove ACM Form (page 7)

Related Documents: GHD Report: Power and Water Corporation Asbestos  
Management Plan  
Power and Water Corporation Guidelines for the Removal of  
Asbestos Containing Materials in the Workplace  
Guidelines for Identification of Asbestos Cement Pipes  
Guidelines for Repair / Removal of Asbestos Cement Pipes

Revision 1 as at March 2006

Approved by:	Prepared by:	Issue Date:	Status:
Andrew Macrides General Manager Business Services	Linda Bromley Facilities Services	01/03/2006	Approved
		File No:	Version:
		F2007/169	1

## **GUIDELINES FOR MANAGING ASBESTOS CONTAINING MATERIAL IN THE WORKPLACE**

These Guidelines have been developed to assist Power and Water Corporation (PWC) staff in the ongoing management and control of Asbestos Containing Materials (ACM) in the workplace.

To ensure ACM is effectively managed, Business Services has set up a ACM Project Team within Facilities Services and is responsible for the overall coordination and management of the asbestos removal program across all PWC owned buildings. Their responsibilities include reporting the status of the ongoing removal program, coordination of asbestos removal contractors and ensuring processes are set up for capturing the management, removal, and clearance reporting to NT Government bodies.

PWC commissioned GHD Pty Ltd to carry out an asbestos survey to PWC owned properties throughout the Northern Territory. The ultimate goal is for all PWC owned facilities to be free of ACM within a 5 to 10 year period.

This document must be read in conjunction with the GHD, Power and Water Corporation Asbestos Management Plan. This Plan is a consolidation of all Asbestos Registers drafted from the asbestos survey and forms the basis of asbestos management within PWC. If you require a copy of this plan please contact Graeme Carloss in Facilities Services on 892 47919.

PWC has agreed to fund the removal program in line with the priorities as detailed in the report, taking into account operational requirements of each Business Unit.

This document (Guidelines for Managing Asbestos Containing Materials in the Workplace) has been developed to guide Managers in the meantime, until the ACM within their business site has been removed.

The ACM identified within PWC has been priority ranked to determine when it will be removed. Until all identified ACM is removed, PWC needs to monitor the condition to ensure that over time, or due to unforeseen circumstances, the risk to employees, contractors and the general public does not increase.

Business Managers are to ensure that no work is conducted on identified ACM by employees or contractors unless authorised. The responsible Section Manager must submit an Authorisation to Remove ACM Form (page7) to Facilities Services ACM Project Team and obtain written approval prior to conducting any work, to ensure ACM removal is controlled and clearance is accurately captured and recorded. Once authorised, all work shall be conducted in accordance with the Asbestos Removal Plan, and these Guidelines.

If you need help to understand these guidelines then you must contact Doug Lee in Quality Safety & Risk (QSR) on 892 45523.

## Condition Factors

It is important that all Managers are aware of how GHD classified and prioritised ACM within PWC.

GHD ranked the ACM and removal requirements using three key factors: The material type (friable or bonded); material condition (listed in the table below); and the material location.

The following table explains the factors that were taken into consideration.

**TABLE 1**

<b>Condition and Description</b>	
<b>Condition 1:</b>	None to minor damage: Material is in tact and shows no signs of deterioration.
<b>Condition 2</b>	Not sealed or poorly sealed but no damage.
<b>Condition 3</b>	Moderate damage or deterioration.
<b>Condition 4</b>	Severe damage or deterioration.

All identified ACM has been placed in to a priority ranking, based on its condition and location, as follows:

**TABLE 2**

<b>Priority Ranking</b>	
<b>Priority A:</b>	Priority #1: All Friable ACM.
<b>Priority A (non friable)</b>	Priority #1a: Where ACM Condition is classed as 4 or 3 within a living / accommodation areas; and Where Condition 4 ACM is found in work sites / offices.
<b>Priority B</b>	Priority #2: Where Condition 2 ACM is found in living /accommodation areas; Where Condition 3 ACM is found in work sites / offices; and Where Condition 4 ACM is found n storage and other areas.
<b>Priority C</b>	Priority #3: Where Condition 2 ACM is within work sites / offices; and Where Condition 3 or 2 ACM is found in storage or other areas.
<b>Priority D</b>	Priority #4: Where Condition 1 ACM is located in living /accommodation areas; Where Condition 1 ACM is located in work sites / offices; and Where Condition 1 ACM is found in storage and other areas.

In September 2005, GHD undertook a detailed walk through survey of each accessible rooms and external areas of all buildings listed in the Asbestos Management Plan. The surveys resulted in identification of the ACM within Power Water work sites. Until the ACM has been removed, Managers responsible for areas where ACM is identified are required to monitor and advise the ACM Project Team if the condition of the material changes.

**TABLE 3**

<b>ACM REMOVAL – Prior to scheduled timeframe</b>
<p>Business requirements may require the ACM to be removed prior to the approved removal schedule.</p> <p>If a Manager approves any work within areas previously identified as containing ACM then the Manager of that work site must submit an Authorisation to Remove ACM form to General Services' ACM Project Team and obtain written approval prior to conducting any work.</p> <p>The worksite Manager is to advise the scope of work. The ACM Project Team and worksite Manager will review if all other ACM can be removed at this time.</p>

From the time GHD conducted their inspection and report to the time that the Project Team arrive to conduct the removal from a work site, the Manager needs to ensure they conduct regular checks (the timeframe of such depends on the Priority Ranking as detailed in the GHD report, refer to Table 5).

The table below identifies the checks that need to be conducted by work site Managers against the Priority Ranking of the ACM. .

**TABLE 4**

<b>ACM Priority</b>	
<b>Priority A:</b>	Any ACM ranked as <b>Priority A</b> must be inspected every <u>3 months</u> to ensure that the ACM remains in the same condition as identified in the GHD report until removed.
<b>Priority B</b> <b>Priority C</b> <b>Priority D</b>	Any ACM ranked as <b>Priority B, C or D</b> must be inspected every <u>12 months</u> to ensure that the ACM remains in the same condition as identified in the GHD report until removed.

The following table has been developed to help guide Managers in situations where the ACM condition factors alter.

For example; if an area containing ACM has been identified as having 'none to minor damage' and it's condition changes due to a unforeseen circumstances (such as a natural disaster, accident, etc), the Manager of the work site must advise Facilities Services ACM Project Team via the 'Asbestos Condition Change Form' (copy attached-page 6).

**TABLE 5**

<b>ACM Inspections</b>	
<b>Routine</b>	<p>ACM designated as "A" may need to be photographed to enable comparisons during future inspections for reporting purposes (ACM identified as "B", "C" or "D" is in relevantly good condition so it is easier to identify changes).</p> <p>Changes include:</p> <ul style="list-style-type: none"> <li>▪ New cracks, broken sheets, holes, friction rubbings, peeling paint, or any other changes to the substance/surface.</li> </ul> <p>Business Managers are to conduct visual inspections only – no sampling, rubbing, collecting, drilling etc is required to be undertaken.</p> <p>If a visual inspection on the identified ACM can not be conducted, the 'Asbestos Change in Condition Form' must be completed and returned to Facilities Services ACM Project Team.</p>
<b>Non-Routine</b>	<p>As a result of storm or wind damage, falling trees, fire, or damage caused by vandals, vehicles etc additional inspections must be conducted.</p> <p>If any of the above has occurred then an additional inspection should be completed to determine the impact on the identified ACM.</p> <p>The Business Manager is required to visually inspect the ACM and report any condition changes and the status to Facilities Services ACM Project Team.</p>

**TABLE 6**

<b>ACM CONDITION CHANGE</b>
<p>If the condition of the ACM changes to something different to that identified in the GHD report, then the work site manager must complete the attached 'Asbestos Condition Change Form' and forwarded to Facilities Services ACM Project Team.</p> <p>The project manager will advise the Project Team of the situation, and the team will prioritise the new condition and advise the work site Manager of any changes to timeframes that the new condition may effect alter</p>

**ANY ADVICE RECEIVED BACK FROM THE FACILITIES SERVICES ACM PROJECT TEAM OR FROM THE WORK SITE MANAGER MUST BE CIRCULATED TO ANY OFFICERS INVOLVED. COMMUNICATION IS THE KEY TO SAFETY.**

**ASBESTOS CHANGE IN CONDITION FORM**

TO:	ACM Project Team	FROM:	
SECTION:	Facilities Services	BUS UNIT:	
PHONE:	8924 7919	SECTION:	
FAX:	8924 7365	PHONE:	
DATE:		FAX:	

This form is to be used to advise of the **change in condition** to previously identified Asbestos Containing Materials from that which was identified and ranked in the site specific Asbestos Register and listed in the Asbestos Management Plan.

<b>SECTION 1</b> (Worksite Manager to Complete)	
Business Unit:	
Site, Building & ACM Location:	
Project No.: (if any)	
ACM Description (ie: ceiling in main office etc):	
Priority Ranking (As detailed in Asbestos Register):	

<b>ACM CONDITION</b>	
Reason For Recommending A Change Of Priority:	
Recommended Condition & Priority Ranking (refer Tables on page 3):	

<b>COMMENTS:</b>	
Please provide any further comments that may help the ACM Project Team to re-evaluate the risk	

<b>SECTION 2</b> (ACM Project Team to complete and return copy to requestor)		
DATE RECEIVED:	ASSIGNED TO FOR ACTION:	
<b>PRIORITY RANKING</b>	<b>DETAIL</b>	
Confirm change in Condition & Priority Ranking per Asbestos Register		
NEW Condition & Priority Ranking based on advice received from the Work site Manager.		
Advise Site Manager of outcome (attach documentation to this form for filing).		
SIGNED	DATE	FOLIO / FILE / REF

## AUTHORISATION TO REMOVE ACM FORM

TO:	ACM Project Team	FROM:	
SECTION:	Facilities Services	BUS UNIT:	
PHONE:	8924 7919	SECTION:	
FAX:	8924 7365	PHONE:	
DATE:		FAX:	

This form is to be used to seek approval to **remove ACM prior to programmed removal** for operational reasons or as part of building refurbishment, alterations or capital works. Information must be passed on to the ACM Project Team to ensure all records are kept up-to-date and reporting remains accurate.

<b>SECTION 1</b> (Worksite Manager to Complete)	
BUSINESS UNIT	
SITE, BUILDING & ACM LOCATION	
PROJECT NAME:	
PROJECT No:	
PROJECT MANAGER/CONTACT:	
PROPOSED SCOPE OF WORK:	
ACM REMOVAL ONLY (or is reinstatement required):	
PROPOSED PROJECT COMMENCEMENT DATE:	
PREFERRED ACM REMOVAL DATE:	
ANY OTHER RELEVANT INFORMATION:	

<b>SECTION 2</b> ACM Project Team to complete and return copy to requestor	
ACTION BY:	
ISSUED TO (removal contractor)	
DATE FOR COMMENCEMENT	
DATE FOR COMPLETION:	
CLEARANCE CERTIFICATE AND DISPOSAL NOTICE RECEIVED:	
INFORMATION UPDATED IN MANAGEMENT PLAN:	

Approved by:	Prepared by:	Issue Date:	Status:
Andrew Macrides General Manager Business Services	Linda Bromley Facilities Services	01/03/2006	Approved
		File No:	Version:
		F2007/169	1