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Asbestos Management Procedure

bai communications

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1 Purpose and Scope

This hazard control procedure is designed to provide guidance on how to manage the hazards with asbestos to ensure the associated risks of exposure to airborne fibres are as minimised so far as is reasonably practicable.

The content of this procedure addresses the management of asbestos containing material at BAI Communications owned or leased premises and asbestos - related work during operations.

This document is intended to be adopted and applied consistently across all BAI Communications within Australia.

2 Definitions

Term	Definition
Airborne Asbestos	Means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.
Appian	BAI Communications Site Access System. Holds ACM information in the Safety section.
Approved	Means having appropriate endorsement in writing for a specific activity.
Asbestos	Means a variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.
Asbestos Containing Material	ACM means any material or thing that, as part of its design, contains asbestos.
Asbestos Exposure Standard	Means a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.
Asbestos - Related Work	Means for the purposes of BAI Communications and this procedure, work involving maintenance of, or service work on, non-friable asbestos.
Asbestos Removal Work	Means work involving the removal of asbestos or ACM, or Class A asbestos removal work or Class B asbestos removal work.
Asbestos Removalist	Means a person conducting a business or undertaking who carries out asbestos removal work.
Competent Person	Means a person who has, through a combination of training, education, and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.
Friable Asbestos	Means material that is in a powder form or that can be crumbled, pulverised, or reduced to a powder by hand pressure when dry and contains asbestos.

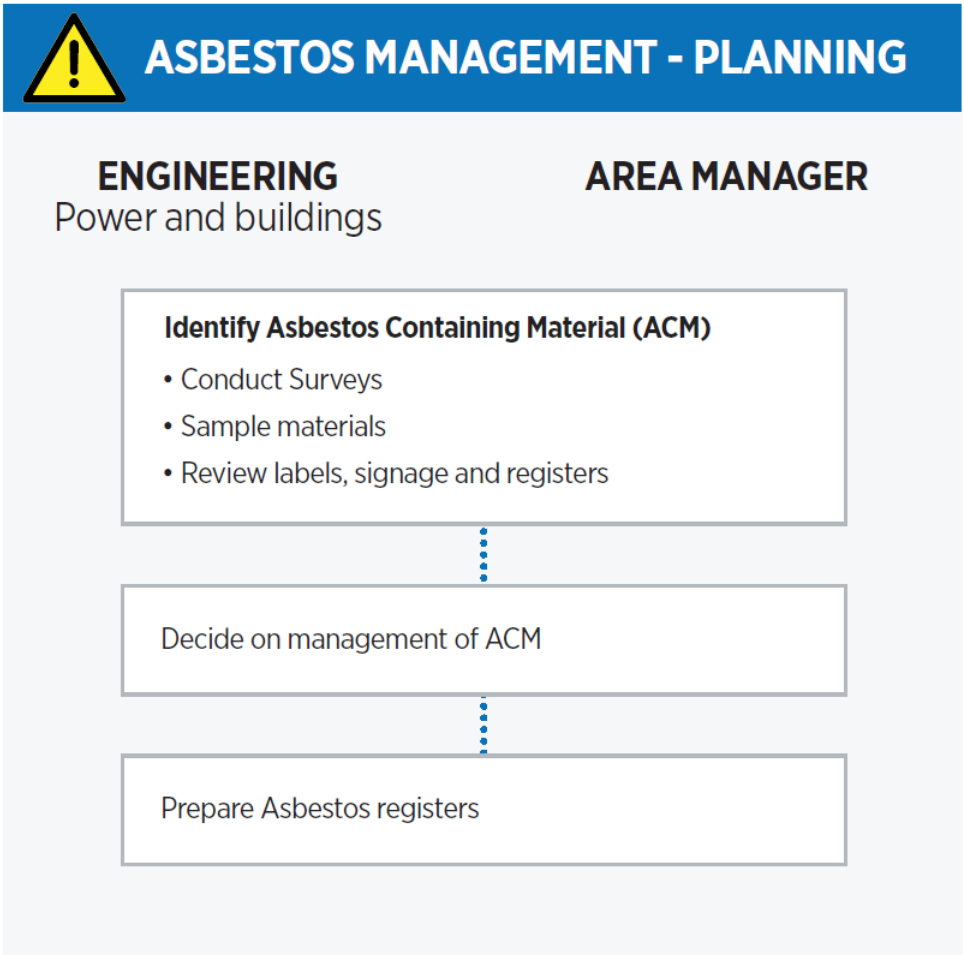
3 Responsibilities

Role	Responsibility
Operational General Managers	Ensure appropriate resources are provided to eliminate or minimise risks to health and safety.
Power and buildings, Area Managers, Project Leads, Team Leaders, and Technicians	Ensure this procedure is effectively implemented.
Team Leaders and Technicians	Ensure inspections are completed during Annual Maintenance visits.
HSE Team	Facilitate and monitor the application of this procedure. Update Appian as Annual Maintenance inspections are completed.

4 Minimum Requirements

1. All reasonable attempts are made to identify Asbestos Contaminated Material.
2. Asbestos Surveys and Sampling are conducted by competent persons.
3. Decisions on the management of all known Asbestos Containing Material are documented.
4. Where ACM is identified, a documented asbestos register is accessible and maintained.
5. Management of asbestos is conducted to prevent exposure to airborne asbestos fibres.
6. Asbestos removal is conducted by licensed personnel where required by legislation.
7. Systems are in place to manage Asbestos-related work according to legislative requirements.
8. Arrangements are in place for dealing with accidents, incidents or emergencies involving asbestos.
9. Health Surveillance programs are in place for potential asbestos exposure.
10. Fit-for-purpose tools and equipment are used in asbestos-related work.
11. Training and Competency requirements are identified and implemented.
12. The condition of ACM is routinely monitored, and management arrangements reviewed.

5 Planning



5.1 Identify Asbestos Containing Material (ACM)

Responsibility: Engineering – Power and Buildings or Area Manager

BAI Communications must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified. This includes owned or leased facilities.

If there is uncertainty as to whether asbestos is present in any part of a structure or plant, it must be assumed to contain asbestos and appropriate care taken to protect the area/material until samples can be taken.

Reasonable grounds to assume that a building or plant does not contain asbestos may include:

- a workplace constructed post 1990 and there is no plant or equipment made prior to 2004.
- pre-2004 buildings where the building is constructed (including the roof) wholly of metal, brick, or concrete, and has no internal walls that are made of fibro, gyprock, or similar cladding, for instance a corrugated iron shed, or a ColourBond type warehouse building constructed of double brick with bare brick internally. Flooring (vinyl tiles), switchboards and under eaves lining should also be considered.
- where a register indicates that all the identified and assumed asbestos has been removed.

Methods adopted within BAI Communications to identify Asbestos Containing Material are covered in the following sections.

5.1.1 Conducting Surveys

Asbestos survey reports have been conducted at owned facilities to provide the date of identification, location, type, and condition of asbestos materials throughout the building and structures.

To ensure consistency in site asbestos surveys and reports across the network, all consultant asbestos surveys require a scoping brief to be completed prior to engagement. This includes ensuring that only competent persons are engaged to conduct the surveys. For more details refer to section 7, Training and Competency

The results of these surveys are maintained on Tx Sites and in Appian.

The Asbestos Register is to list the ACM that is on site with details of location, condition, and steps for ongoing management.

Where an asbestos survey report is completed or changed, this information is to be communicated to the relevant stakeholders, the document saved, and the register updated on Tx Sites and in Appian.

5.1.2 Sampling Material

If material is suspected of containing asbestos material, it may need to be sampled for testing. A sample must only be analysed by:

- A NATA-accredited laboratory accredited for the relevant test method.
- A laboratory approved by the regulator, or
- A laboratory operated by the regulator.

Only a competent person may take the samples for analysis because of the increased health risk of fibres being released during the process. If the sampling process is conducted incorrectly, it can be more hazardous than leaving the material alone. Any sample taken should be sealed within a container, or a 200 µm polythene bag, and appropriately labelled.

5.1.3 Review Labels, Signage and Registers

You can identify and locate asbestos containing materials in leased facilities by requesting a copy of the owner's asbestos register or observing the work environment to identify signage indicating that asbestos exists. In circumstances where the owner has not provided an asbestos register, BAI Communications should consider arranging an assessment.

Examples of ACM signs to be used on sites

5.1.4 Naturally Occurring Asbestos (NOA)

While in most workplaces asbestos is found in manufactured products/materials, during some activities such as earthwork or trenching, naturally occurring asbestos (NOA) may be found. This may occur in the veins of rock formations. Geographical mapping within the relevant state or territory may be able to identify areas at greater risk of containing these materials.

If there is suspected NOA, the person must make note of the location and report to the site controller. A competent person will then be engaged to take samples for testing.

5.2 Decide on Management of ACM

Responsibility: Engineering – Power and Buildings or Area Manager

Once ACM has been identified, decisions need to be made regarding how that material is to be managed.

BAI Communications apply a risk rating to the management of ACM at each site. The purpose of a Risk Rating is to make informed decisions about the ACM, including control measures and the prioritisation of actions.

Risk Rating	Description
P1 - Extreme	Friable asbestos containing materials Air monitoring must be conducted. Access to this area must be prevented until the material is removed or remediated. If access is required, then PPE must be provided including disposable coveralls and half face respirator. Requires immediate attention or removal.
P2 - High	Non-Friable/Bonded asbestos containing materials identified in poor condition. Exposure to asbestos is likely to occur. Access to this area is to be restricted until the material is either removed or remediated. Air Monitoring should be considered. Prompt remedial action is recommended to encapsulate/ treat or remove to reduce risk. Label with warning signs.
P3 - Medium	Non-Friable/Bonded asbestos identified in fair condition. ACMs to be removed when feasible. Ongoing monitoring by inspection required. Bonded or friable asbestos containing materials in good condition and whilst not a current substantial risk, if subject to demolition or disturbance, would pose a possible future risk. Appropriate remedial action should be undertaken when convenient. Prior to removal, effective management of the situation should be implemented (e.g. monitoring). Label with warning signs.
P4 - Low	Bonded asbestos was identified in good condition. Ongoing monitoring by inspection required. Bonded asbestos containing materials are stable, non-friable and effectively sealed against dispersion to atmosphere or contact. Health risk is negligible if left undisturbed under the control of an adequate management plan. Inspect annually. Label with warning signs.

One of the following control measures must then be applied based on the risk rating chosen from the above table.

1. Restrict Access

   If an Extreme risk is present, then site access must be prevented. A licensed asbestos removalist must then be engaged to conduct air monitoring and take immediate action to remove the asbestos prior to the site is returned to a normal operating site.

2. Leave Undisturbed and Monitor

   The identification of asbestos in a building or material does not automatically require its immediate removal. Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ. The asbestos will need to be inspected annually to ensure its integrity is maintained. It should be labelled with an appropriate warning sign.

3. Removal

   Removal of asbestos must be performed under controlled conditions and will be performed by licensed asbestos removalist contractors, where legislation indicates.

   Removal of small quantities of non-friable ACM is permitted under the conditions outlined in 6.1.2 Remove Asbestos.

   Removal is considered preferable to the other options such as enclosure or encapsulation, as it eliminates the hazard from the workplace. The removal of asbestos is considered appropriate when the asbestos product is deteriorated, has reached an unserviceable condition, or is at risk of being disturbed, and the other control options are not feasible.

4. Enclose

   Enclosure involves installing a barrier between the asbestos material and adjacent areas. This is effective in inhibiting further mechanical damage to the asbestos, and friable products such as calcium silicate pipe lagging, or sprayed limpet asbestos may be targeted for enclosure where removal is not an option. The type of barrier installed may include plywood or sheet metal products, constructed as boxing around the asbestos.

   If this control is selected, a documented safe work practice is required, or a competent asbestos removalist should be engaged to conduct the work.

4. Encapsulate or Seal

   Encapsulation refers to the coating of the outer surface of the asbestos material by the application of some form of sealant compound that usually penetrates to the substrate and hardens the material. Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the asbestos from mechanical damage and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment and increase the length of serviceability of the product.

   Only manual painting and sealing tools are allowed to be used for minor maintenance activities such as brushes and rollers etc. When using a roller, use it lightly to avoid abrasion or other damage.

5.3 Prepare Asbestos Registers

Responsibility: Engineering – Power and Buildings or Delegate

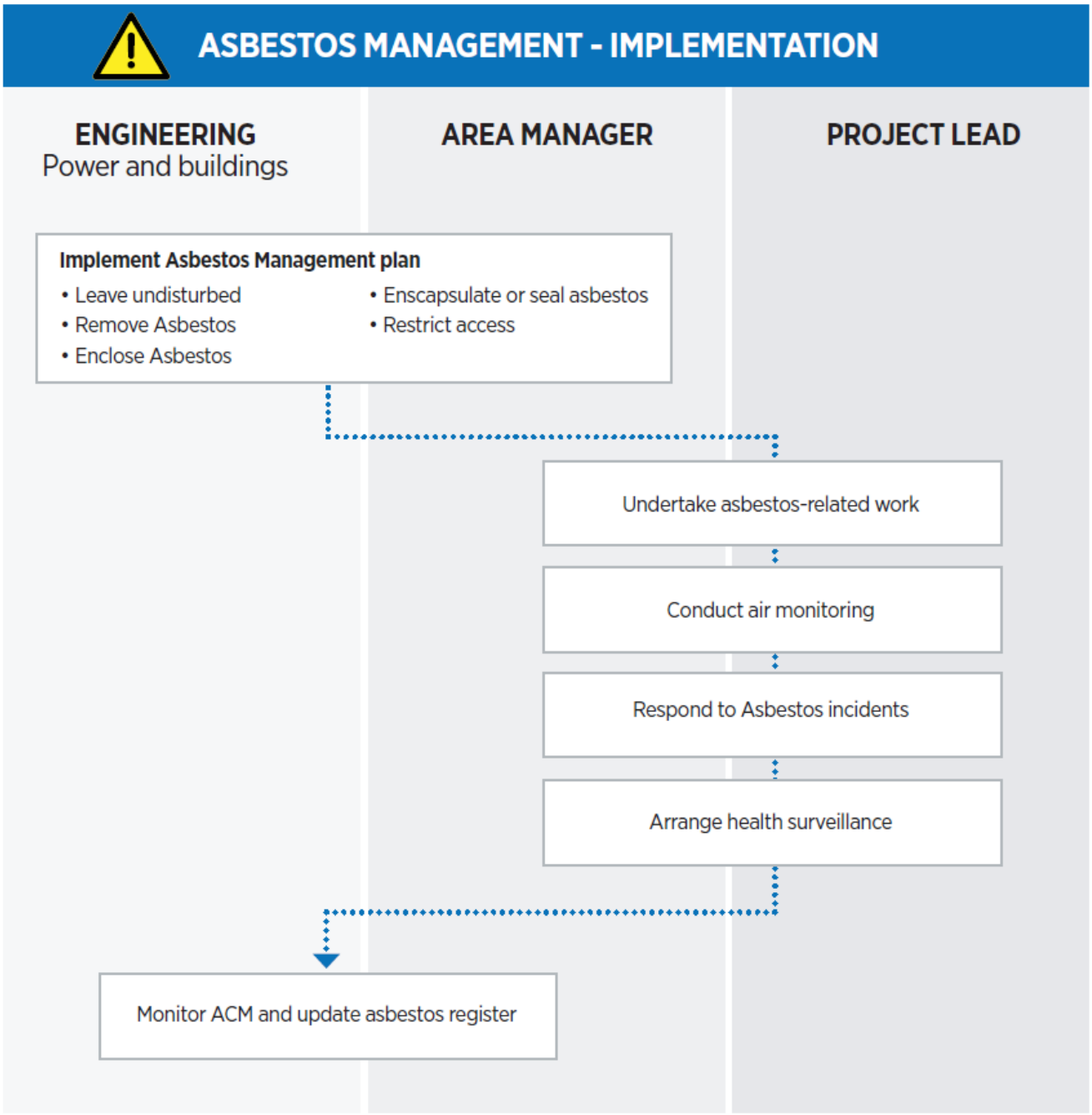
The decisions made regarding the management of asbestos are recorded in the relevant Site Asbestos Register. Site Asbestos Registers must be made accessible to any person who conducts work or intends to carry out work at the workplace.

The Asbestos register not only outlines the management decision regarding known asbestos but contains details on the date on which the asbestos or ACM was identified and the location, type, and condition of the asbestos. If no asbestos is located at the facility, then the register will indicate No known Asbestos or ACM.

Site Asbestos registers are maintained electronically on Tx Sites. Appian also holds a copy of the Asbestos report and displays the ACM Register.

The presence of ACM being on site is recorded within ESI (Essential Site Information) which flows through to Appian when certain fields are set correctly in Remedy. See Appendix C for details.

6 Implementation



6.1 Implement Asbestos Management Plan

Responsibility: Project Lead or Area Manager

6.1.1 Leave Undisturbed

Asbestos Containing Material that is in good condition and not prone to mechanical damage can generally remain undisturbed as it will not produce airborne particles.

BAI Communications owned facilities with known ACM must be clearly marked with warning labels and signage in prominent positions near or on the asbestos containing materials. The purpose of such labelling is to immediately bring to the attention of personnel the presence of asbestos, to avoid the inadvertent mechanical disturbance of the material via maintenance or other works. All warning signs should comply with AS 1319 *Safety Signs for the Occupational Environment*. Examples are seen below:

The Asbestos Containing Material should be inspected annually to ensure its integrity is maintained and should be labelled with appropriate warning signage.

6.1.2 Remove Asbestos

BAI Communications personnel are ONLY permitted to remove asbestos materials under the following conditions:

1. The personnel have completed B Class – Working with Asbestos training.

   NOTE: When conducting works in the ACT, special training conditions apply, please refer to section 7 of this document - Training and Competency.

2. Specific work instructions are developed.
3. An approved Safe Work Method Statement is developed.
4. The product is non-friable and in good condition; and
5. Must be less than 10m^2 in size.

When any of the above requirements are NOT met, a suitably licensed asbestos removal contractor must be engaged. Licensed asbestos removal work can differ greatly depending on the type, quantity and condition of the asbestos or ACM being removed. A copy of the current asbestos register must be provided to any contractor undertaking removal or demolition of material that contains asbestos.

Before commencing the task, plastic sheeting shall be placed on the floor and any other surfaces that may become contaminated with asbestos dust. At a minimum, heavy-duty 200µm thick plastic sheeting should be used for this purpose.

To minimise the disturbance of asbestos fibres on the surface, wet wiping or vacuuming of the surface that is to be worked on may be necessary before commencing the task. Vacuums must be equipped with disposable HEPA filters.

The asbestos work area should be clearly defined with the use of warning tape to ensure that non-essential people do not enter and warn persons that asbestos work is being carried out. All warning tape should remain in place until a visual inspection has been completed. Visual inspections involve an examination of the asbestos work area, prior to the resumption of normal work in the area by unprotected personnel, to confirm that the asbestos maintenance work has been completed and there is no visual evidence of dust and debris.

All asbestos waste should be removed from the workplace, transported, and disposed of in accordance with all relevant State or Territory legislation and guidelines for the transport and disposal of asbestos waste. In some States and Territories, a license from environmental and/or waste disposal authorities is required for the transport and disposal of asbestos waste.

Respirators - A disposable respirator is to be used whilst conducting any minor maintenance work. The respirators should comply with AS/NZS 1716-2003 Respiratory Protective Devices. Disposable respirators should then be discarded as asbestos waste. After removing the respirator, workers should wash their head, face, and hands, paying particular attention to their fingernails.

Coveralls – Disposable, protective coveralls are to be worn.

The asbestos removalist must:

- Provide a supervisor competent in *CPCCBC4051A-Supervise asbestos removal*, who is readily available or present when the work is being carried out.
- Hold the relevant license (Class A - to remove any amount of friable asbestos or ACM, Class B – to remove over 10m^2 of non-friable asbestos of ACM)
- Ensure all personnel have the relevant units of competencies to conduct the work.
- Notify potentially affected stakeholders that the work is taking place.
- Obtain and update the relevant asbestos register.
- Prepare and provide a documented asbestos removal control plan.
- Notify the regulator about the work before it starts.
- Display signs and labels in the asbestos work area.
- Control access to the asbestos work area.
- Ensure appropriate decontamination facilities are in place.
- Ensure waste containment and disposal is in accordance with relevant State or Territory Environment Protection Authority (EPA) requirements.
- Conduct air monitoring using an independent licensed asbestos assessor or other competent person and provide the report to enable distribution to employees at the workplace, health and safety representatives and any other persons at the workplace, where required.
- Provide a clearance certificate at the completion of work.

6.1.3 Enclose the Asbestos

Where it is not reasonably practicable to remove the asbestos, the preferred alternative control measure is to enclose the ACM. This is an interim control measure and should be supported by regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

Enclosure is the creation of a structure built around the asbestos so that it is completely covered to prevent exposure of the airborne asbestos. This control should only be used on non-friable ACM. The enclosure should be labelled appropriately to alert persons that ACM is contained within the structure.

6.1.4 Encapsulate or Seal the Asbestos

If the asbestos cannot be enclosed, then encapsulation or sealing is the next appropriate option using a resilient matrix, for example reinforced plastics, vinyl's, resins, mastics, bitumen, flexible plasters, and cements to seal any material potentially becoming airborne.

6.2 Undertake Asbestos-Related Work

Responsibility: Project Lead or Area Manager

BAI Communications employees can perform minor tasks where the work only involves the following, and the person doing the task has completed the BAI Asbestos Awareness Training Course in Learn Central. Area must be under 10 m^2, the ACM non-friable and appropriate PPE is to be worn.

- Basic sealing by spraying or brushing using paint or PVC glue mix
- Applying a sealant, like silicone, to small holes or cracks
- Removal or re-fixing of loose floor tiles (tiles in good condition)
- Pick up small pieces of ACM on the ground

6.2.1 Asbestos Storage, Transport and Disposal

All waste asbestos, asbestos containing material and contaminated PPE must be stored as follows:

- Double wrapped in heavy duty plastic bags and securely sealed with a nylon tie (disposal bags need to be heavy duty (200 µm), made of clear plastic and marked with the label 'Caution Asbestos – Do not open or damage bag. Do not inhale dust'.
- Asbestos waste awaiting disposal must be stored in closed containers (for example, 60 or 200 litre steel drums with removable lids or sealed skips).
- Asbestos waste can only be disposed of at a site that is licensed by the Environment Protection Authority (EPA) to receive that type of waste. Asbestos waste must never be disposed of in the general waste system. You must ensure that the Waste Transport Contractor you have engaged to transport the waste takes it to an approved waste receiving facility.

All Asbestos waste must only be transported and disposed of in accordance with the relevant State or Territory Environment Protection Authority (EPA) requirements. In most jurisdictions asbestos waste can only be transported by an EPA Licensed Waste contractor and needs to be tracked using an EPA Waste Transport Certificate (or equivalent). Prior to engaging a Waste Transport contractor, you must ensure they hold the correct License to transport that waste.

6.2.2 Disposal by BAI Employees

Quantities smaller than 10Sq/m are commonly removed by BAI Communications staff during projects where floor tiles below racks are replaced with non-ACM material or where fragments are found on site grounds. These small quantities can be stored at the SIU district office until a collection big enough to take to an approved waste receiving facility.

Each time ACM is removed and disposed, the form at Appendix F is to be used to record when it was removed and how it was disposed of.

A scan of the receipt showing the quantity and disposal agent is to be attached to the form and they are to be stored electronically in the HSE section of the site documents in TX Sites.

6.2.3 Budget for ACM Disposal

If the ACM is removed as part of a project, then the costs should be covered by that project unless it is a small amount that will be stored at an SIU DMB. There is budget allocated for ACM removals and disposal as an NRI Project. Contact the Network Planning Manager (Chris Howe) to have budget assigned.

6.2.4 Disposal Facilities

Use this link to find a suitable disposal facility near you.
https://www.asbestossafety.gov.au/who-contact/search-disposal-facilities

6.2.5 Plant and Equipment

During asbestos-related work, specific requirements must be met for the selecting and use of Personal Protective Equipment (PPE), Hand tools and Asbestos vacuum cleaners. For more details, refer to section 8 of this document - Plant Equipment.

Decontamination facilities and processes must be established in the work instructions for asbestos related work. Common decontamination techniques include:

- Wet Method - Using wet-rags to wipe down external surfaces and then dispose of rags in asbestos wastes bags.
- Use disposable items – Remove all disposable clothing (PPE) and dispose of waste bags.
- Laundering non-disposable clothing – Wet and dampen clothing, place in impermeable containers or bags (heavy duty - 200 µm), attach asbestos label and send to a specialist laundering facilities/service.
- Sealed Containers – Tool used for asbestos related work to be wiped down using wet method and stored in sealed containers until next use.

6.3 Conduct Air Monitoring

Responsibility: Project Lead or Area Manager

Air monitoring of the work area must be conducted by a licensed independent asbestos assessor or other competent person if:

- There is uncertainty as to whether the exposure standard is likely to be exceeded.
- Using battery-power tools with dust suppression/extraction; or
- There has been an uncontrolled disturbance of asbestos at the workplace.

Results of the monitoring should be available to workers at the workplace, Health and Safety Representatives and other parties potentially affected.

6.4 Respond to Asbestos Incidents

Responsibility: Project Lead or Area Manager

An Asbestos Incident is most likely a scenario where unknown asbestos materials are found on site or have been inadvertently disturbed through actions of BAI Communications employees, contractors or damaged by severe weather conditions (e.g. hail damage to asbestos roofing).

Where such a situation occurs, the emergency response and action shown in appendix A should take place.

6.5 Arrange Health Surveillance

Responsibility: Project Lead or Area Manager

In consultation with the People and Culture Team, a person must undergo health surveillance if they carry out asbestos-related work on a regular basis or where the exposure standard may have been exceeded and there is a significant risk to the employees' health e.g. airborne release of asbestos minerals from unknown material. This also includes informing any other people who were in the area at the time about the possible exposure to respirable asbestos fibres.

A copy of the health monitoring report must be provided to the employee, and if the report advises that the worker is suffering a disease/illness because of the exposure, this must be reported to the regulator also. Records of health monitoring conducted for asbestos must be retained for 40 years after the date of monitoring.

For more details, refer to HSEQ-PR-0047 Health Checks and Surveillance.

6.6 Monitor ACM and Update Asbestos Register

Responsibility: Power and Buildings Team, Area Managers, Team Leaders, and Technicians

Decisions regarding the management of asbestos must be regularly reviewed as ACM remediation and scheduled removals occur. All site management decisions and the relevant site asbestos register must be kept up to date and reviewed if:

- Further asbestos or ACM is identified at the workplace.
- Asbestos is removed or disturbed, sealed, or enclosed at the workplace.
- The plan is no longer adequate for managing asbestos or ACM at the workplace.
- Results of consultation with stakeholders indicate a need.
- A health and safety representative requests a review; or
- Routine workplace inspections identify whether the ACM has deteriorated, or changes have occurred.

As part of Annual Maintenance, each ACM item listed on the Asbestos Register for BAI Communications owned or managed sites is to be visually checked to see if it has deteriorated or been damaged and now poses a risk to site visitors. The review process must be recorded on the relevant site Asbestos Register in TX Sites even if nothing has changed. See Appendix F for details.

The HSE Team must also be advised that the register has been updated in TX Sites to ensure that the Asbestos Register is also updated in Appian. Failure to do this will result in out-of-date information being displayed.

7 Training and Competency

Asbestos Removal

The following licenses are required for asbestos removal:

- Class A - to remove any amount of friable asbestos and non-friable asbestos and asbestos contaminated dust.
- Class B – to remove over 10m^2 of non-friable asbestos of ACM

Conducting Asbestos-related work.

All persons involved in asbestos related work (drilling/cutting/removing less than 10 sq. meters) must be appropriately trained and competent in Level 2 – Working with Asbestos (Blue Card). Contractors must provide evidence of appropriate training with a statement of attendance from an accredited training provider for asbestos training.

When conducting works in the ACT, you must have successfully completed the approved course 10675NAT: Course in Asbestos Awareness.

Conducting Earthworks

Workers conducting earthworks in areas where naturally occurring asbestos is likely to be found or working in the vicinity or known buried ACM must undergo awareness training to assist with identifying these hazards. Level 1 - Asbestos awareness may be used for this purpose.

Conducting Annual Inspections

All persons conducting workplace inspections to monitor the condition of ACM must be appropriately trained in Level 1 - Asbestos awareness.

Conducting Asbestos Survey and Developing Asbestos Registers

Persons who may be competent in the identification of asbestos include:

- occupational hygienists who have experience with asbestos
- licensed asbestos assessors.
- asbestos removal supervisors
- individuals who have a statement of attainment in the unit competency for asbestos assessors
- A person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020: 2000 General
  criteria for the operation of various types of bodies performing inspection for surveying asbestos.

8 Plant Equipment

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will need to be used, in combination with other effective control measures, if working near ACM where the potential to create airborne particles exists. The selection of PPE must be included as part of the risk assessment.

Disposable Coveralls - rated type 5, category 3 (EN ISO 13982–1) with fitted hoods and cuffs should be worn. Fitted hoods should always be worn over the straps of respirators and loose cuffs should be sealed with tape. Any clothing worn under coveralls must be disposed of or suitably bagged for laundering as asbestos-contaminated clothing.

Footwear and gloves - Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Lace less boots such as gumboots is preferred where practicable. If boot covers are worn, they should be of a type that has anti-slip soles to reduce the risk of slipping.

Safety footwear must be decontaminated before being removed from the asbestos work area or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.

The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Personal decontamination including hand and fingernail washing should be carried out each time workers leave the asbestos work area and at the completion of asbestos maintenance and service work. Any gloves used must be disposed of as asbestos waste.

Maintenance of Respiratory Protective Devices. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.

Respiratory Protective Equipment (RPE) - must comply with AS/NZS 1716-2003 Respiratory Protective Devices and be selected, used, and maintained in accordance with AS/NZS 1715-1994 Selection, Use and RPE should be used until all contaminated disposable coveralls and clothing has been removed and bagged for disposal and personal washing has been completed. Non-disposable RPE should be properly stored in a sealed container when not in use.

Warning Signs

All Asbestos warning signs should comply with AS 1319 Safety Signs for the Occupational Environment.

Tools and Equipment

Tools and equipment that generate dust must not be used for asbestos related work. These include:

- High-speed abrasive power and pneumatic tools, for example angle grinders, sanders, saws and highspeed drills.
- Brooms and brushes (unless brushes are used for sealing);
- High-pressure water spray, jets, power or similar tools and instruments on asbestos in the workplace.
- Compressed air.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools that are able to be used in conjunction with wet methods for dust control are preferred.

Where battery-power tools with dust suppression/extraction are used, air monitoring must be carried out to ensure the controls used are effective in reducing the generation of fibres.

Asbestos vacuum cleaners

Asbestos vacuum cleaners should comply with the Class H requirements in Australian Standard *AS/NZS 60335.2.69 Industrial vacuum cleaners* or its equivalent. Asbestos vacuum cleaners should not be used on wet materials or surfaces. Attachments with brushes should not be used as they are difficult to decontaminate.

Filters for these vacuum cleaners should conform to the requirements of AS 4260-1997 *High efficiency particulate air (HEPA) filters – Classification, construction, and performance* or its equivalent.

Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

9 Related Documents

9.1 Internal Documents

Document Number	Document Title
HSEQ-FM-0048	Asbestos Register Template
HSEQ-FM-0047	Asbestos Management – Fact Sheet
HSEQ-PR-0047	Health Checks and Surveillance

9 10 Document Control

Approval

The following table lists personnel who are responsible for authorising the document:

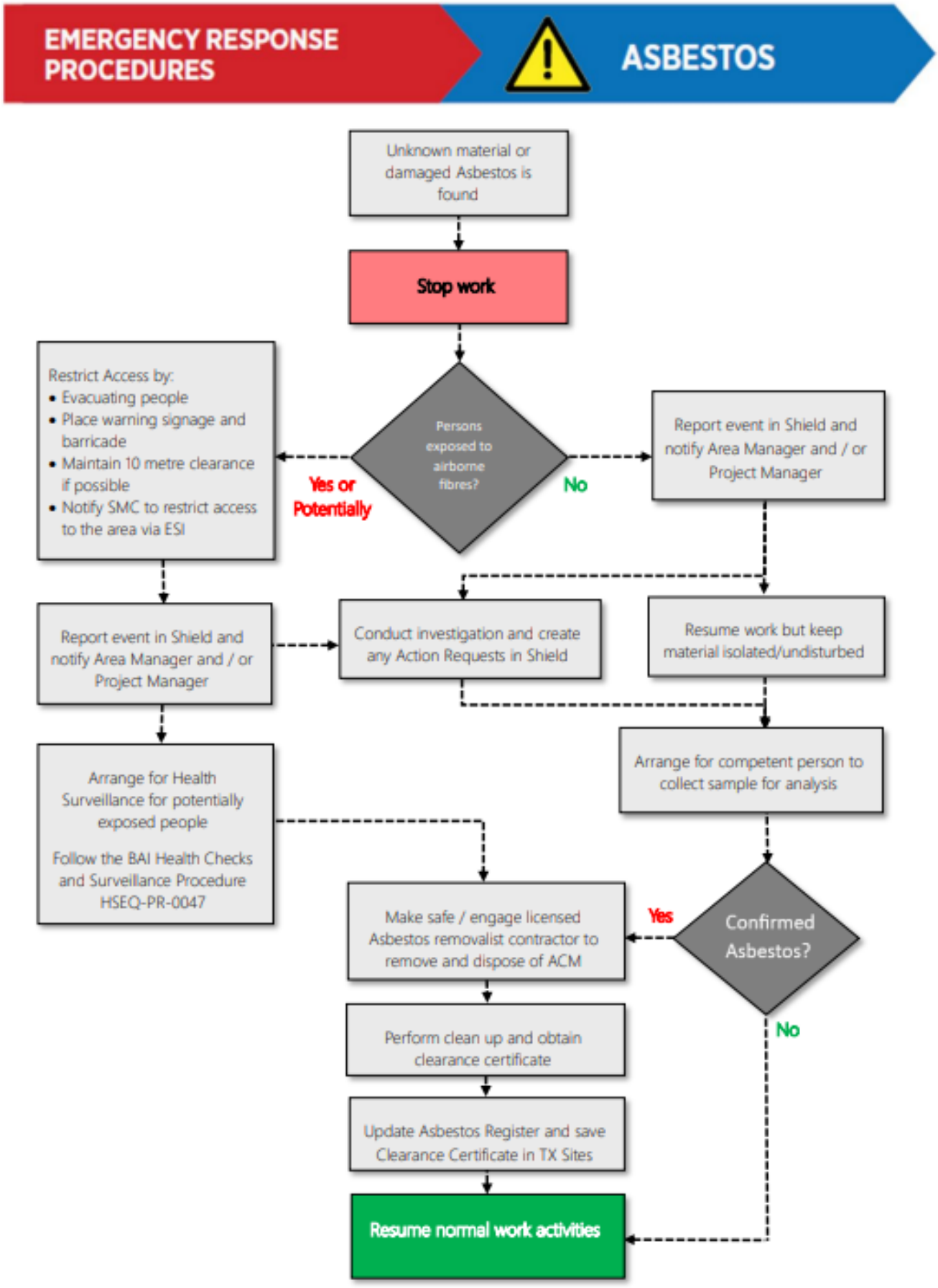
	Title	Name	Signature	Date
Approver	GM HSEW	Gerard Forrest	*Maintained on file*	16/05/2023

Document History

The following table lists the changes made to this document:

Version	Date	Amended by	Comments
1.0	07/03/2016	Stuart White	Initial Document
2.0	03/03/2020	Paul Pyatt	Review and change position titles
2.1	04/09/2020	Paul Pyatt	Additions to section 6.2
2.2	14/09/2020	Paul Pyatt	New versions of flowcharts
3.0	10/02/2022	Paul Pyatt	Merge content from Work Instructions
4.0	11/03/2022	Paul Pyatt	Add information on updating Tx Sites and Appian – add Appendix C, D and E
5.0	16/05/2023	Paul Pyatt	New flow chart in Appendix A, add sections 6.4 and 6.5 and additions to 6.2.1 regarding BAI employees disposing of ACM. Added Asbestos Removal / Disposal form in Appendix F.

10 Appendix A



11 Appendix B

Applicable	Document Title
ACT, NSW, QLD	Work Health and Safety Act 2011, Part 2 Work Health and Safety Regulations 2011 / 2017, Chapter 8
ACT	Dangerous Substances (General) Regulation 2004 Environment Protection Act 1997
SA, TAS	Work Health and Safety Act 2012, Part 2 Work Health and Safety Regulations 2012, Chapter 8
VIC	Occupational Health and Safety Act 2004 – Part 3 Division 2 Occupational health & Safety Regulations 2007 Occupational Health and Safety (Asbestos) Regulations 2003 Environment Protection Act 2017 Managing asbestos in workplaces - Compliance Code 2019 Removing asbestos in workplaces - Compliance Code 2019
WA	Occupational Safety & Health Act 1984, Part 3 Occupational Safety & Health Regulations 1996, Division 4 Health (Asbestos) Regulations 1992 Environmental Protection Act 1986 Environmental Protection (Controlled Waste) Regulations 2004, section 3 (5)
NSW	Protection of the Environment Operations Act 1997
SA	Environment Protection Act 1993
QLD	Environmental Protection Act 1994
TAS	Environmental Management & Pollution Control Act 1994
ACT, NSW, SA, WA, QLD, TAS, NT	How to manage and control asbestos in the workplace - Code of Practice
ACT, NSW, SA, WA, QLD, TAS, NT	How to safely remove asbestos - Code of Practice
WA, ACT	National Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]. Safe work practices and general responsibilities are outlined in the National Code of Practice
WA, ACT	National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]
ALL	AS/NZS 60335.2.69 Industrial vacuum cleaners
ALL	AS 4260-1997 High efficiency particulate air (HEPA) filters – Classification, construction, and performance
ALL	AS/NZS 1716-2003 Respiratory Protective Devices
ALL	AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices
ALL	Competencies for health surveillance
ALL	Guidance on the membrane filter method for estimating airborne asbestos fibres
ALL	Adopted national exposure standards for atmospheric contaminants in the occupational environment

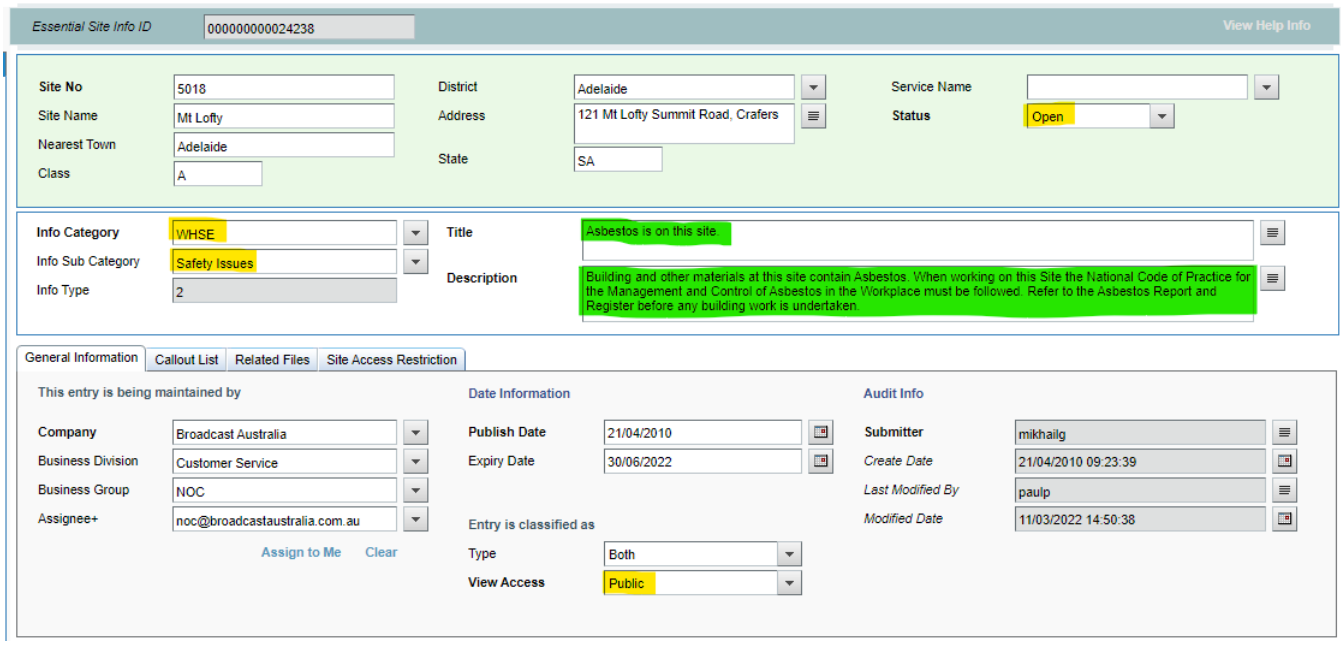
12 Appendix C

12.1 Asbestos notifications in ESI and Appian for BAI owned or fully managed sites.

Remedy ESI is the platform used to record information about ACM on each site, so it is listed as a hazard in Appian.

Green highlight – Standard wording across sites that have ACM. There may be site specific variations or additions where required.

Yellow highlight – the four fields that need to be set as shown to allow the information to flow through to Appian.



13 Appendix D

13.1 Process for updating and viewing ACM reports and Registers – Broadcast Sites

To view an Asbestos Report or Register in Tx Sites

- Open TX sites
- Click on the **Welcome to Tx Sites!** tile
- The Tx Site Finder page will open, and a Site selection filter will appear on the right side of screen.
- Type in either the site number or site name and then press Enter and the page will load with the Site Details
- Under the **Documents** heading select the Site Documents link
- On the right-hand side of the page is the filter section. Under the **Profile Type** select the **Health, Safety and Environment (HSE)** option and select **Apply**. If this category is not displayed, use the see all link to open all options.
- The Asbestos Report and Register should be in the list of documents displayed.

To load a new Asbestos Report in TX Sites (if one does not exist)

- Open Tx Sites
- Select the **Centralised drop off for Tx Sites items** tile.
- Select the **Upload** option and then select **Files.**
- Navigate to the file you want to upload and select it. The file will load in the middle of the page.
- On the right side of the screen under the **Document Library** heading there are three fields that need data entered
- Under the **Title** heading select the **Enter value here** line and enter Asbestos Report or Asbestos Register.
- Under the **Tx Site** heading select the **Enter value here** line and enter the site number
- Under the **Profile Type** heading select the Enter value here line and enter **Health, Safety & Environment (HSE)** option.
- Once these three sections have data in them the file should automatically load. It may take a few minutes to do this.

To make changes to the Asbestos Register in Appian

- Make the required changes to the register in TX sites.
- Email hseqmailbox@baicommunications.com and notify that you have updated the Asbestos Register, including the site name and number and ask that it be updated in Appian.
- The HSE team will arrange to have the document updated in Appian.

To load a new Asbestos report to Appian

- Email hseqmailbox@baicommunications.com and provide a brief message stating that the report attached is new and is to replace the current report.
- Attach a copy of the new Report (a PDF is preferred)
- The HSE team will arrange to have the document updated in Appian.

13.2 Process for updating and viewing ACM reports and Registers for PSN Sites that are owned by the Transit Authority (TA)

For PSN owned buildings that are old enough to contain ACM, check Audicas during the annual maintenance for details of where the ACM is and inspect. Make any changes back into Audicas and note any issues needing escalation back to the TA.

14 Appendix E

14.1 Annual check of ACM and update of Register for BAI owned or fully managed sites

- The Register History is only used for major updates to the template.
- The red text shows examples of Inspected by entries to be completed at Annual Maintenance.
- Add lines as required.

ASBESTOS REGISTER

Register History

Issue	Date	Author	Reason
1	07/12/2016	Emily Chia	Update to current format.
2			

INSPECTED BY	DATE	COMMENTS
JOHN SMITH	3 NOVEMBER 2020	CHECKED OK – NO CHANGES
HARRY BROWN	7 NOVEMBER 2021	SEALED AND REPAINTED PIT SUROUNDS ON NORTH SIDE OF BUILDING
ADD LINES AS REQUIRED		

Property details		Legend				
Name	Kellys Plain	Asbestos Type	Matrix Stability	Condition	Risk Rating	Control Measure
Address	94 Translator Road Kellys Plains NSW	**CH** - Chrysotile	**F** - Friable	**S** - Sound	**P1** - Extreme	**C1** – Restrict Access
		AM - Amosite	**B** – Bonded/Non-friable	**F** - Fair	**P2** - High	**C2** - Remove
		CR - Crocidolite	**UK** - Unknown	**P** - Poor	**P3** - Medium	**C3** – Enclose/Encapsulate/ Seal
		NT - Not Tested		**D** - Damaged	**P4** - Low	**C4** - Leave Undisturbed/Monitor
		NAD - No Asbestos Detected		**UK** - Unknown		

- Add lines as required if extra ACM has been found.
- If a line item has been removed from site, add the date this occurred in the **Date Removed** column. There is no need to strike out the text and DO NOT delete the text as it needs to be kept as a record of what the item was, where it was and when it was removed.
- If repairs or other changes are made (except removal) the details are to be added in the Comments field including the date.

Date Identified	Description of Material	Location	Type	Matrix	Sample No.	Photo No.	Condition	Risk Rating	Control Measure	Date Removed	Comments
23/08/2012	Flat asbestos cement sheet	The transmitter building ground floor level. Eaves soffit linings to the original western section of the building.	CH AM	B	714/1	1	S	P3			Sealed by paint. Label. Mar 2014 – Labelling completed. Add info here if changes are made to the ACM (e.g. repainted / sealed)
23/08/2012	Flat asbestos cement sheet.	The transmitter building ground floor level. Ceiling linings to the original western section of the building.	CH CR	B	714/5	2	S	P3			Generally sealed by paint. Seal small screw holes with paint. Label. Mar 2014 – Labelling and sealing completed.
23/08/2012	Asbestos cement pre-formed in-ground "Telstra" cable pit.	Open yard areas adjacent to the \south western corner of the building.	CH	B	714/3	3, 4	S	P3			Seal the exposed top edges. Replace when necessary. Label. Mar 2014 – Sealing and labelling completed.
	Add lines as required										

15 Appendix F

This form can be downloaded from the Asbestos page on the intranet. Do not use this copy as it is only a scan.

Asbestos Removal / Disposal Record

To be filled out by a BAI Communications employee

Site Name		
Site Number		
Date ACM removed		
Details of removed ACM*	Friable ☐ Bonded ☐ Under 10sqm ☐ Location and description:	
ACM was removed by a Licensed Contractor Provide contractor name and company name		
ACM (under 10sqm) was removed by a Trained BAI Employee Provide name		
Has the ACM been stored for later disposal?	☐ Yes	☐ No
Storage Location Details e.g., Local SIU DMB		
Has the removed ACM been disposed of at an approved facility?	☐ Yes	☐ No
Disposal Location Details Business Name and address		
Was a receipt given?	☐ Yes (Add scan of receipt on the following page)	☐ No
If neither the disposal nor storage options above apply, please provide details		

*See the following page for other info and instructions

BAI Communications Asbestos Disposal Form HSEQ-FM-0049

This process and form were Implemented in May 2023. Before this date records may not have been filed

Other information and instructions

Disposal Facilities
Use this link to find a suitable disposal facility near you.
https://www.asbestossafety.gov.au/who-contact/search-disposal-facilities

Budget for ACM Disposal
If the ACM is removed as part of a project, then the costs should be covered by that project unless it is a small amount that will be stored at an SIU DMB. There is budget allocated for ACM removals and disposal as an NRI Project. Contact the Network Planning Manager (Chris Howe) to have budget assigned.

***Asbestos Register updates**
Note: If the removal of the ACM above has cleared a line item in the Asbestos Register, please update the Register and inform the HSE Team at hseqmailbox@baicommunications.com

Record storage

Save a copy of this completed sheet in TX Sites under the *Heath Safety and Environment (HSE) section* of the relevant site. The name of the document is to be **Asbestos Disposal Record [**site name**] [**date ddmmyy**]** (e.g. Asbestos Disposal Record Liverpool MF 010423).

Receipt Records
Save a scan of any receipts given on disposal of the ACM below.