HAZARDOUS MATERIALS MANAGEMENT PLAN

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Foreword

The Teacher Housing Authority provides residential accommodation in rural and remote locations in NSW where the accommodation needs of teachers cannot be met by the private rental market. The property portfolio comprises residences that were built in the early 1900s through to current day construction. Due to the age, materials of construction and location, each residence has its own inherited risk profile.

The most common hazardous materials that may be encountered in Teacher Housing properties includes various forms of bonded asbestos sheeting, lead based paint and PCBs. All properties built on or before 1990 are assumed to contain one or more forms of hazardous materials.

This Hazardous Materials Management Plan has been prepared to assist the Teacher Housing Authority – NSW, its Managing Agents, Property Construction Managers and Contractors to meet the requirements of the NSW Work Health and Safety Act 2011 and its associated Regulations.

Teacher Housing staff, Managing Agents, Property Construction Managers and Contractors need to familiarise themselves with these requirements, which are outlined in this plan.

This plan is available on the Teacher Housing’s website www.tha.nsw.gov.au.

Anyone requiring further information about this plan should in the first instance contact Asset Manager, Teacher Housing Authority on 1300 137 343.
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1. Purpose

The purpose of this Hazardous Materials Management Plan (Plan) is to enable the Teacher Housing Authority of NSW (Teacher Housing) to meet its obligations under the NSW Work Health and Safety Act 2011 i.e. to ensure, so far as is reasonably practicable, the health and safety of contractors and tenants by establishing a management framework to promote compliance with the law and avoid uncontrolled exposure to hazardous materials at properties owned or managed by Teacher Housing.

It is to be used by all who are involved in planning or managing responsive or refurbishment maintenance or other works on Teacher Housing properties, including demolition and emergency maintenance as a result of property damage.

It clarifies the roles and responsibilities of Teacher Housing staff, Property and Construction Managers, Property Managing Agents and contractors in the management of hazardous materials that may be present in THA properties. It also outlines the protocols and processes that they need to follow when conducting works on properties managed by Teacher Housing. This Plan will also increase the awareness of Teacher Housing’s staff to the potential risks posed by hazardous materials in Teacher Housing properties and how those risks are to be managed in conjunction with Property and Construction Managers, Managing Agents and Contractors.
2. Policy

The work health, safety and wellbeing of workers and other persons affected by the carrying out of any works to Teacher Housing properties is a high priority for the Teacher Housing Authority.

It should be noted that the residential properties that the Teacher Housing owns or manages are not defined as workplaces under the NSW Work Health and Safety Act 2011 when they are used as residences and leased to tenants in accordance with the NSW Residential Tenancies Act 2011. When maintenance or refurbishment work is carried out on these properties then they become the temporary workplace of the contractor.

Teacher Housing is committed to ensuring that all hazardous materials that may be present in its properties are managed in a manner so as to minimise the risk to the work health and safety of all tenants, contractors and their staff, and other persons.

Effective identification, assessment and management of hazardous materials must involve a well-co-ordinated effort by Teacher Housing management and staff, Managing Agents, Property and Construction Managers and the Contractors who are engaged to carry out the works.

Management of the risks associated with having hazardous materials present in Teacher Housing properties is based on the application of the hierarchy of controls, with elimination of the risk wherever reasonably practicable, and when it is not reasonably practicable, implementing a process where exposure to the material is minimised through rigorous control measures.

Teacher Housing will consult with and communicate with staff and stakeholders on the management of risks from hazardous materials. This will include training and guidance to staff on the risks associated with hazardous materials and the methods for effectively managing the risks.

Teacher Housing relies on its Property and Construction Managers and Managing Agents to engage contractors to carry out works on its properties – including providing assurances that the contractors comply with relevant laws and regulations pertaining to the discovery, disclosure, handling and disposal of any hazardous materials.

Teacher Housing assumes that all properties built on or before 1990 may have some hazardous material present and as far is reasonably practicable, advises Managing Agents, Property and Construction Managers and the Contractors about the presence of hazardous materials at its properties when issuing briefs or tenders for property refurbishments and when issuing purchase orders engaging Contractors to conduct responsive maintenance.

Where any incidents arise as a result of a failure of information or compliance with relevant standards, laws or regulations Teacher Housing will undertake an incident de brief, involving the relevant parties to ensure appropriate lessons are learned and applied in future actions.

This Plan is reviewed on an annual basis to ensure ongoing relevance and effectiveness.
3. **Scope**

This Plan applies to all properties including vacant land that Teacher Housing owns or manages. It excludes head-leased properties in which Teacher Housing does not conduct maintenance.

This Plan addresses the requirements of the NSW Work Health and Safety Regulation 429 for the preparation of an asbestos management plan for a workplace where asbestos may be present and encompasses the identification and management of risks arising from:

- Asbestos in Buildings;
- Asbestos in Grounds;
- Lead Paint; and
- PCBs

Information regarding each of these hazardous materials is included in Appendices A, B and C. In addition to this, relevant Australian Standards, Acts and Regulations can be referred to for more comprehensive information about these hazards and in the handling of them. These are, but are not limited to the following:

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulations 2011
- WorkCover Code of Practice - How to Manage and Control Asbestos in the Workplace 2011
- WorkCover Code of Practice – How to Safely Remove Asbestos 2011
- Department of Health and Ageing and Health – Management of asbestos in the non-occupational environment 2005
- AS4964:2004 Method for the qualitative identification of asbestos in bulk samples
- AS4361.2 Guide to Lead Paint Management Part 2: Residential and commercial buildings
4. Roles and Responsibilities

The roles and responsibilities of Teacher Housing, its management and the stakeholders involved in this plan are as follows:

**The Board of Teacher Housing Authority – NSW**

- Endorsement of the Plan and endorsement of the Plan’s annual review.

**General Manager, Teacher Housing Authority – NSW**

- Setting THA policy with respect to the management of hazardous materials in THA owned properties
- Setting and communicating the plan, providing leadership, ensuring allocation of resources and budgets to implement the Plan, monitoring the effectiveness of the implementation of the plan; and
- Reviewing the plan to ensure it remains relevant and is achieving its purpose.

**Asset Manager, Teacher Housing Authority – NSW**

- Establish a hazardous materials register in the property data base “Proman” for THA properties constructed on or before 1990
- Enter the HAZMAT reports in the Hazardous Materials Register for properties that are scheduled for refurbishment maintenance and provide register to tenderers [refer Appendix P5]
- Include requirements to identify hazardous materials prior to commencing work in all work briefs / requests for quotations / tenders to Property & Construction Managers and/or Contractors;
- Communicating the requirements of the Plan to Property & Construction Managers, Managing Agents and Contractors and monitoring their compliance.
- Act as the point of contact for all incident reporting relating to hazardous materials
- Monitor the response to any hazardous materials incident, investigate incidents to identify corrective actions and overview the implementation of the corrective actions

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1 As per the Teacher Housing Authority Act 1975 (as amended)
2 Person employed under section 7(1)(c) of the Teacher Housing Authority Act 1975 (as amended)
3 Teacher Housing employee delegated under section 17(1) of the Teacher Housing Authority Act 1975 (as amended)
Managing Agents

- Classify/ categorise the works to be carried out, in particular identification of known or possible presence of hazardous materials;

- Include requirements to identify hazardous materials prior to commencing work in all work order requests/quotes/tenders;

- Receive feedback from tenants and contractors regarding the management of hazardous materials during maintenance works and if necessary refer the matter to Teacher Housing for action;

- Receive confirmation from the contractor that works involving hazardous materials have been completed in accordance with WHS laws and this Plan.

Property and Construction Managers

- Include requirements for contractors to identify hazardous materials prior to commencing work in all work briefs / requests for quotations / tenders.

- Manage and monitor contractors to ensure that they meet their obligations under the contract with regard to identification and management of hazardous materials.

- Receive confirmation from the contractor that works involving hazardous materials have been completed in accordance with WHS laws, the contract and this Plan.

- Receipt of any complaints / concerns from tenants / contractors regarding the management of hazardous materials and if necessary refer the matter to Teacher Housing for action;

Contractors

- Hold appropriate licenses to undertake the works including removal and disposal of hazardous materials

- Developing and implementing safe work methods that comply with Work Health and Safety laws

- Utilise subcontractors and employ staff that are appropriately licensed, trained and competent in handling Hazardous materials;

- Undertaking pre-tender / quotation inspections to ascertain the scope of works, including the possible presence of hazardous materials;

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4 Registered real estate agents engaged under contract by Teacher Housing for the provision of property and tenancy management services.

5 Property managers engaged under contract on a project by project basis by Teacher Housing to supervise Contractors engaged by Teacher Housing for refurbishment maintenance and construction works.

6 Contractors engaged by Teacher Housing and managed by either Managing Agents, or Property and Construction Managers.
- Carry out the works in compliance with the contract or work order

- Notifying their appointed contact (the Managing Agent, Property and Construction Manager or the Teacher Housing) of any previously unidentified hazardous materials affecting the proposed works – whether during the pre-tender inspection or during execution of the works;

- Notifying their appointed contact of any issues or concerns about the behaviour of the tenant in relation to safe management of any hazardous materials that are encountered including non-compliance with any reasonable direction given by the contractor in relation to the works; and

- Notifying their appointed contact when the works are completed.

- In the event a contractor has removed a hazardous material(s) they are to provide Teacher Housing with documentation that the hazardous material(s) have been disposed of in accordance with NSW Work Cover, EPA and Local Government guidelines.

**Tenants**

- Compliance with the terms and conditions of their Tenancy Agreement in particular:
  
  - allowing reasonable access to the Managing Agent, Property and Construction Manager, Contractors and Teacher Housing to assess work requirements and to undertake works;

  - Comply with any reasonable direction issued by the contractor to minimise the risk to the tenant and the contractors staff during execution of the works;

  - obtaining approvals prior to undertaking any works or attachment of fixtures to the premises that may expose or damage hazardous materials;

  - reporting any damaged suspected hazardous materials

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7 Tenants who lease a Teacher Housing residence under the provisions of the NSW Residential Tenancies Act 2011
5. Training

Teacher Housing staff involved in the management of works on properties that Teacher Housing owns or manages are trained in the following:

- Awareness of the presence of hazardous materials in Teacher Housing properties;
- Overview of the legislation, codes of practice and standards - and typical locations where hazardous materials may be encountered;
- Information on the health risks associated with the hazardous materials covered by this plan; and
- Procedures to be followed in the event of being made aware of, discovery, damage or disturbance to a hazardous material; and
- The protocols for informing Property and Construction Managers, Managing Agents and Contractors about the known and possible presence of hazardous materials in a property prior to any works commencing
- Accessing and updating the hazardous materials register in the Teacher Housing property database, “Pro man”.
6. Risk Management

The NSW Work Health and Safety Regulation 420 states:

A person conducting a business or undertaking must ensure, so far as reasonably practicable, exposure of a person at the workplace to airborne asbestos is eliminated. If this is not reasonable practicable, the exposure must be minimised so far as reasonably practicable.

The most common hazardous materials that may be present in Teacher Housing properties include various forms of bonded asbestos sheeting, lead based paint and PCBs. These materials present a risk to health and safety when they are in a deteriorated or damaged condition or when proper controls are not implemented to manage them during maintenance or refurbishment works.

The Teacher Housing property portfolio comprises residences that were built in the early 1900s through to current day construction. Due to the age, materials of construction and location, each residence has its own inherited risk profile.

The following outlines how Teacher Housing manages the risks associated with the potential exposure of workers and other persons in the workplace to the risk of hazardous materials:

- All properties built on or before 1990 are assumed to contain one or more forms of hazardous materials.
- Provide Managing Agents with the Hazardous Materials Data Base for properties that are under their management.
- Managing Agents, Property and Construction Managers or the Contractors are notified of the possible presence of hazardous materials in properties built on or before 1990 and to assume that these hazards are present until such time as proven not.
- Contractors are expected to carry out works in accordance with the appropriate precautions and safe work methods.
- Conduct a hazardous materials survey before any refurbishment maintenance is undertaken on buildings completed on or before 1990 and records the results of these in the hazardous materials register contained in the THA property data base “Pro man”.
- Before any responsive maintenance is arranged for buildings completed on or before 1990, make the Managing Agent and contractor aware that hazardous materials may be present and that the requirements of the Codes of Practice for handling them are to be applied8;
- Ensure that conditions of contract require Contractors to conduct a hazardous materials risk assessment prior to commencing refurbishment works and have an action plan in place to monitor and manage the risks.
- Maintain hazardous building materials in a stable condition by keeping exposed surfaces painted or repair/replace them when damage is reported to the Authority, until such time as major refurbishment work is required.

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8 WorkCover Code of Practice - How to Manage and Control Asbestos in the Workplace 2011, WorkCover Code of Practice – How to Safely Remove Asbestos 2011
In most instances where hazardous materials are present in Teacher Housing properties their condition would not present any health concerns to residents or contractors undertaking routine maintenance works, where the works do not involve altering areas that contain a hazardous material.

In the absence of conducting a hazardous materials survey on every dwelling it is not possible to be completely confident that all known hazardous materials are identified at Teacher Housing properties. By applying the controls and protocols in this Hazardous Materials Management Plan it is possible to manage the risk until such time as a hazard materials survey is conducted on all Teacher Housing properties.

More details on hazardous materials and their management are provided in the appendices as follows:

Appendix A: Asbestos
Appendix B: Lead Paint
Appendix C: PCBs
7. Record Keeping

The hazardous materials register is maintained on Teacher Housing’s business system (Pro-Man). The register contains a list of all THA properties and is updated when the presence and condition of hazardous materials is reported.

The register is further updated if actions have been taken to change the condition or to remove a hazardous material that was previously reported.
8. Communication

This plan is available on the Teacher Housing website at www.tha.nsw.gov.au.

The Department of Education and Communities, as the employer of the teachers that reside in Teacher Housing residences, has been advised that the residential properties that Teacher Housing owns or manages are not defined as workplaces under the NSW Work Health and Safety Act 2011 when they are used as residences and leased to tenants in accordance with the Residential Tenancies Act 2011.

The following parties and key stakeholders have been advised of this plan and where to locate it:

- Managing Agents;
- Property and Construction Managers;
- All Contractors that have been engaged by Teacher Housing since 1 July 2011 for maintenance related works;
- All Teacher Housing employees;
- Members of the Teacher Housing Authority (Board Members);
- Local housing representatives.
- Tenants in properties built on or before 1990

Maintenance conducted at Teacher Housing properties is classified as either responsive or refurbishment maintenance. Contractors conducting responsive maintenance are supervised by Managing Agents. Contractors conducting refurbishment maintenance are supervised by Teacher Housing through Property and Construction Managers and at times by Teacher Housing Technical officers.

The procedure for advising Contractors of the presence or likely presence of hazardous materials in a residence is dependent upon the classification of maintenance and the entity that has engaged them to carry out the works and is described below.

**Responsive maintenance conducted by Contractors engaged by Teacher Housing**

Contractors engaged by Teacher Housing to conduct responsive maintenance are advised if there is a hazardous materials register indicating the presence of hazardous materials in the residence in which they have been engaged to conduct works.

If a Hazardous Materials Register is not available for the residence in which they have been engaged to conduct works and there is a strong likelihood that hazardous materials will be present, the Contractor is advised on the Purchase Order for the works, that there is a strong likelihood that hazardous materials will be present.

**Responsive maintenance conducted by Contractors engaged by Managing Agents**

Contractors engaged directly by Managing Agents to carry out minor works, usually of a value at or below $1,200.00 are also under the control of the Managing Agent.
Teacher Housing provides Managing Agents with a list of properties that are under their management and built on or before 1990. Managing Agents are advised to assume that they contain hazardous materials and must notify their contractors that work to these properties need to be carried out in accordance with the Acts and Regulations.

**Contractors conducting refurbishment maintenance**

Teacher Housing engages contractors to perform refurbishment maintenance work. A hazardous materials survey is conducted before refurbishment maintenance is undertaken on buildings constructed on or before 1990. Amongst other things, the survey will identify the presence of asbestos containing materials (ACM) at the property. The survey is recorded in the hazardous materials register.

The contractor is informed through the tender documents and the pretender site meeting of the presence of hazardous materials for the properties to be worked on.

**Teacher Housing Authority Appointed Contact**

The appointed contact at Teacher Housing in regard to this plan including queries, further information and advice is the Asset Manager, Teacher Housing Authority, phone 1300 137 343, or email housingservices@property.nsw.gov.au
9. Incident Reporting

This section describes the action that needs to be undertaken, the responsible person and when the action needs to be undertaken if an unplanned hazardous materials exposure has occurred or management requirements related to the identification, handling and disposal of hazardous materials have not been complied with.

The Asset Manager, Teacher Housing is to be advised immediately by telephone, 1300 137 343 that an incident has occurred. A message can be left on this number.

Contractors must immediately notify either their Managing Agent or the Property and Construction Manager if an incident has occurred. The incident is to be reported to the Asset Manager if they cannot be contacted.

A Hazardous Material Incident Reporting Form (refer Appendix D) must be completed by the contractor and submitted within 24 hours of the incident occurring.

Upon receipt of a Hazardous Material Incident Reporting Form, Teacher Housing shall engage a suitably qualified contractor to conduct an investigation and conduct a hazardous materials survey as identified in appendix E.

Following the investigation, a Hazardous Material Disclosure Form (appendix E) is to be forwarded to the Asset Manager. Once received and assessed, the Asset Manager shall arrange for the Hazardous Material(s) to be listed in the Hazardous Materials Register for the property (appendix F).
10. Evaluation

This plan and its implication will be reviewed on a bi-annual basis to ensure ongoing relevance and effectiveness.

The next review is to be completed by 30th December 2016.

The principal questions that such an annual review would be expected to test and answer are:

- Has the plan been effective in preventing hazardous material incidents? Where incidents have occurred, what lessons were derived from these and what corrective actions were taken by Teacher Housing, Managing Agents, Property and Construction Managers or the Contractors?
- Is the Teacher Housing property database reflecting more accurate classification of properties with or without hazardous materials?
- Based on the learnings, are there any, changes required in the Plan.
11. APPENDICES

Appendix A: Asbestos
Appendix B: Lead paint
Appendix C: PCB’s (Polychlorinated biphenyls)
Appendix D: Incident Report Form
Appendix E: Incident Investigation
Appendix F: Hazardous Materials Register
Appendix A – Asbestos

Introduction

Asbestos is the generic term for a number of fibrous silicate minerals. There are two major groups of asbestos: the serpentine group contains chrysotile, commonly known as white asbestos; and the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos). There are some other less common types, such as tremolite, actinolite and anthophyllite;

The Commonwealth Department of Health states:

Asbestos is ubiquitous in the environment, with fibre release from natural sources and extensive industrial and commercial use of asbestos in the past. Asbestos and materials containing asbestos were widely produced in Australia between the 1940s and 1980s.¹

WorkCover² states:

The final prohibition for asbestos in the workplace [in Australia] came into effect on 31 December 2003….

Although the ultimate goal of this prohibition is for all workplaces³ to be free of asbestos, it is only when these materials are being replaced or where they present a health risk that non-asbestos alternatives must be used…

If asbestos or Asbestos-Containing Material (ACM) is identified in a workplace and demolition or refurbishment work is going to be carried out, the asbestos or ACM must be removed if it is likely to be disturbed before the work starts. If other maintenance or service work is to be carried out at the workplace, removal of asbestos should be considered as a control measure.

Where removal is not reasonably practicable, other control measures must be implemented to minimise exposure, including encapsulation or sealing.

In addition to the prohibition, there is also a restriction on who can remove asbestos. Asbestos removalists and their workers must be competent to carry out asbestos removal work and, except in limited circumstances, must be licensed. Further details on who can remove asbestos can be found in the WHS Regulations and the Code of Practice: How to Safely Remove Asbestos.

WorkCover also states⁴:

If 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. However, if the asbestos or ACM has deteriorated, has been

¹ Department of Health and Ageing and Health – Management of asbestos in the non-occupational environment 2005 p3
² Code of Practice How to Manage and Control Asbestos in the Workplace 2011 pages 4-5.
³ The residential properties that the THA manages are not defined as workplaces under the NSW Work Health and Safety Act 2011 when they are used as residences. The properties only become workplaces when maintenance or construction works is carried out on the properties.
disturbed, or if asbestos-contaminated dust is present, the likelihood that airborne asbestos will be released into the air is increased.

The type of material that binds asbestos fibres will influence the potential for airborne asbestos to be released into the air from different asbestos or ACM. For example, a loosely bound sprayed (or limpet) coating is more likely to release fibres when disturbed than asbestos cement in which fibres are firmly bound.

The following list ranks different types of asbestos according to the likelihood that airborne asbestos can be released into the air if it has deteriorated or been disturbed. The potential risk to health is greater for items higher up the list if people are exposed to airborne asbestos, but any of the materials listed can produce asbestos fibres if they are disturbed.

**Higher likelihood of airborne fibres**

- Asbestos-contaminated dust (including dust left in place after past asbestos removal)
- Sprayed (limpet) coatings/loose fill
- Lagging and packing materials (that are not enclosed)
- Asbestos insulating board
- Rope and gaskets
- Millboard and paper
- Asbestos cement
- Floor tiles, mastic and roof felt
- Decorative paints and plasters

**Lower likelihood of airborne fibres**

When deciding if there is a risk to health from asbestos, consider whether the asbestos or ACM is:

- in poor condition;
- likely to be further damaged or to deteriorate;
- likely to be disturbed due to work practices carried out in the workplace (for example;
- routine and maintenance activities and their frequency);
- in an area where workers are exposed to the material.

A visual inspection of the material, its location and an understanding of the work practices at the workplace will assist this decision.

**Asbestos in Residential Buildings**

Asbestos can occur in a number of locations within a residence. Figure 1 at the end of this appendix indicates typical places where asbestos can be encountered in a residential building.
Hazardous Materials Management Plan

The use of all forms of asbestos is no longer permitted. The use of all types of asbestos in the amphibole group was banned in the mid-1980s, and the manufacture and use of products containing chrysotile was prohibited nationally from 31 December 2003.

In Situ Asbestos

In situ asbestos refers to asbestos material that is fixed or installed in its original position and has not been removed – e.g. wall sheeting.

The prohibition of products containing chrysotile does not extend to the removal of asbestos products in situ at the time the prohibition took effect. These in situ asbestos-containing materials must be appropriately managed to ensure that the risks of exposure to airborne asbestos fibres are eliminated or controlled.

Asbestos products that were in situ on 31 December 2003 should be maintained in good order and condition. Once the asbestos material has deteriorated or is no longer fit for use, it must be replaced with a non-asbestos alternative.

Bonded and Friable Asbestos

Material that contains asbestos is referred to as friable or bonded.

Bonded asbestos material (figures 2 and 3)

Bonded asbestos material is any material that contains asbestos in a bonded matrix. It may consist of Portland cement or various resins/binders, and it cannot be crushed by hand when dry. Asbestos cement (AC) products and electrical meter boards in good condition are examples of bonded asbestos material.

A large number of products made from bonded asbestos material are still found in Australian buildings. These products include:

- flat (fibro), corrugated or compressed asbestos cement sheeting;
- asbestos cement pipes such as electrical, water, drainage and flue pipes;
- vinyl-asbestos floor tiles.

Friable asbestos material (figures 4 and 5)

Friable asbestos material is any material that contains asbestos and is in the form of a powder, or can be crumbled, pulverized or reduced to powder by hand pressure when dry. Examples of friable asbestos include:

- sprayed limpet
- asbestos cloth and rope
- pipe lagging
- boiler lagging.
Hazardous Materials Management Plan

Any asbestos cement products that have been subjected to weathering, or damaged by hail, fire or water blasting, are considered to be friable asbestos.

Importation of Material

Imported material such as fill is a possible source of asbestos contamination.

No individual or organisation is to be permitted to dump any type of fill on a THA property.

Fill shall only be brought onto THA properties sites as part of necessary works and must be accompanied by an appropriate validation certificate ensuring that the fill is suitable for use. Please refer to THA for advice on the use of imported fill on THA sites.

Use of certain equipment on asbestos or ACM

The NSW WHS Regulation 446 prohibits the use of high-pressure water spray and compressed air on asbestos or Asbestos Containing Material. It also bans the use of power tools, brooms and any other implements that cause the release of airborne asbestos into the atmosphere, except if the use of the equipment is specially controlled so as to capture or suppress the airborne asbestos.
Principles of Asbestos Management

These principles of asbestos management have been adapted from general principles published in the WorkCover Code of Practice - How to Manage and Control Asbestos in the Workplace 2011.

- asbestos which has been incorporated into a stable matrix can be found in many working environments. Provided the matrix remains stable and no airborne dust is produced, it presents a negligible health risk
- asbestos presents a risk only when it is airborne. The risk to health increases as the number of fibres inhaled increases
- asbestos removal may not be immediately necessary, but must be completed before a structure, or part of a structure, is demolished;
- removal of asbestos should be subject to priority setting, determined by the condition and location of the asbestos as well as scheduled refurbishment works;
- the presence of asbestos should be identified after reference to the on-site asbestos register for information;
- if there is uncertainty as to whether asbestos is present, it should be assumed that it is present and the precautions applied or it should be tested
- asbestos removalists and maintenance workers in an asbestos environment must be suitably protected;
- all future use or re-use of asbestos is illegal. The presence of asbestos should be identified after reference to the on-site asbestos register for information.

The general principles of asbestos management are covered in the following four areas:

**Identification**

For refurbishment maintenance, (including demolition), the THA Asset Manager is responsible for ensuring that a hazardous materials register is available to contractors who are planning to submit tenders for works that may involve the disturbance of asbestos-containing materials. The register will be issued along with the scope of works to works being undertaken. If it cannot be determined if asbestos materials are present and have not been previously tested and recorded in the asbestos register, an environmental hygienist will be engaged to identify asbestos and ACMs.


Hazardous Materials Management Plan

Risk Assessment

The assessment process entails identifying, evaluating, controlling and monitoring sources of asbestos within buildings or other structures.

WorkCover states that in ‘assessing the risk of exposure’ that:

*If 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. However, if the asbestos or ACM has deteriorated, has been disturbed, or if asbestos-contaminated dust is present, the likelihood that airborne asbestos will be released into the air is increased*.6

Asbestos and other hazardous materials identified by inspections are reported with a risk assessment in the register for each THA property. Such situations are assigned one of the following priorities:

**Priority 1.** friable asbestos in exposed area - quarantine immediate area to prevent exposure, urgent removal by Class A Asbestos Removal contractor, air monitoring by independent hygienist and provision of clearance certificate;

**Priority 2.** friable asbestos in enclosed area - air monitoring and settled dust sampling to identify any contamination - if contamination present, treat as Priority 1, if not identify as high priority on maintenance program, removal as per Priority 1;

**Priority 3.** extensive quantity of damaged or deteriorated bonded asbestos in exposed area - removal by Class B bonded asbestos removal contractor, air monitoring by independent hygienist and provision of clearance certificate;

**Priority 4.** limited quantity of damaged or deteriorated bonded asbestos in exposed area - make safe with PVA or similar sealant, schedule removal by Class B bonded asbestos removal contractor when conducting refurbishment works;

**Priority 5.** bonded asbestos in good condition - include on register and review condition and consider removal when considering refurbishment works.6

Control Measures

In accordance with the Safe Work Australia Code of Practice - How to Manage and Control Asbestos in the Workplace 2011 the following control measures may be adopted:

The control of asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. Based upon the assessment of the condition of the asbestos, its potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies are relevant:

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6 WorkCover Code of Practice - How to Manage and Control Asbestos in the Workplace 2011 P17
Hazardous Materials Management Plan

Leave insitu. The identification of asbestos in a building does not automatically necessitate 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 on a regular basis (every 12 months where a risk assessment indicates the need for reassessment) to ensure its integrity is maintained. Asbestos must be removed under controlled conditions prior to demolition or refurbishment works that may disturb the asbestos.⁷

Removal. Removal of asbestos must be performed under certain controlled conditions, depending on the type of asbestos product to be removed. Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard. The removal process, however, does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled. Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants.

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. Where demolition or refurbishment works are to occur, and this work is likely to impact on asbestos materials, the asbestos must be removed under controlled conditions prior to the commencement of any site works.

Where the asbestos is friable and not in a stable condition, and there is a risk to health from exposure, they should be removed as soon as practicable.

If it is not reasonably practicable to remove asbestos, then other control measures including either enclosing or sealing the asbestos must be implemented to ensure people are not exposed to airborne asbestos.

Removal of Bonded Asbestos. THA will require the use of asbestos removal contractors with a Class B licence for the removal of non-friable asbestos. The work will have to be carried out in accordance with the WHS Regulations 2011 and the WorkCover Codes of Practice How to Manage and Control Asbestos in the Workplace 2011 and How to Safely Remove Asbestos 2011

The THA will require the submission of a clearance certificate for the asbestos removal work at the completion of the work.

Removal of Friable Asbestos. THA will require the use of asbestos removal contractors with a Class A licence for the removal of friable asbestos.

The work will have to be carried out in accordance with the WHS Regulations 2011 and the WorkCover Codes of Practice How to Manage and Control Asbestos in the Workplace 2011 and How to Safely Remove Asbestos 2011

THA will ensure that an independent licensed asbestos assessor will undertake air monitoring of the asbestos removal area at the workplace. (WHS Reg 475)

⁷ WorkCover Code of Practice - How to Manage and Control Asbestos in the Workplace 2011 P17
Management of asbestos in grounds

Sites containing asbestos become a workplace when work is carried out there. The WHS Regulations require that, where asbestos is identified as contaminating a workplace, a register and asbestos management plan be created for the site.

The management and remediation of sites contaminated with asbestos from illegal dumping and demolition is a specialised task. In some instances, site remediation may entail removal of asbestos and ACM from the site; in other cases this may not be practicable, and other management strategies should be used. Engaging specialists who may include asbestos removalists is highly recommended for all but the most minor of non-friable contaminations.

The Assessment of Site Contamination National Environmental Protection Measure (NEPM) http://www.ephc.gov.au/contam sets out the general principles for assessment and remediation of sites contaminated with a number of hazardous materials including asbestos. It is recommended that a person conducting a business or undertaking who has a workplace that is, or is suspected of being, contaminated with asbestos should engage specialists in accordance with the competencies found in the NEPM8.

Emergency situation

An emergency situation is most likely to entail a scenario where asbestos or ACM present on site has been inadvertently disturbed through actions of THA tenants, staff, maintenance personnel, contractors, out of hours vandalism or criminal entry, visitors, become damaged by severe weather conditions (e.g. hail damage to external asbestos products), or become exposed in grounds through surface erosion or illegal dumping of waste.

The NSW WHS Regulation 455 also requires that, for an emergency at a residential premise where a structure or plant that contains asbestos must be demolished because it is structurally unsound or its collapse is imminent, that the contractor carrying out the demolition must notify WorkCover as soon as they become aware of the emergency and before the demolition is commenced.

The contractor who is to carry out the demolition must develop a procedure, so far as is reasonably practicable, to reduce the risk of exposure to workers and other persons to asbestos.

Under Buildings

Properties that have cavities below (typically older style buildings) present storage opportunities for waste or spare materials. This can include asbestos building materials, such as Super Six roofing or fibrous cement sheeting.

Fibrous cement packing may also be present between piers and the building.

Fill materials or demolition waste containing fragments of fibrous cement materials may also be present below demountable buildings and as such require action to remove materials/remediate the area.

8 Safe Work Australia Code of Practice How to Manage and Control Asbestos in the Workplace 2011
Building Materials – Damaged

Damage occurring to asbestos-containing materials in buildings may cause an increase in the risk of asbestos fibre release. Materials becoming degraded over time may also cause an increase in the risk of asbestos fibre release. Minor surface scratches may not require emergency response actions, rather a repair to the surface coating, although more extensive damage will usually require emergency responses such as restricting access and material removal.

Friable Asbestos Building Materials

Where friable asbestos is exposed or loose sprayed, immediate measures are required in order to control the risk. Please note that friable asbestos may only be removed by contractors Class A licensed by WorkCover to remove friable asbestos. Contractors will also be required to apply to WorkCover prior to friable removal for a work site-specific permit.

Fire Damaged Buildings

Where buildings become damaged or destroyed by fire, it is possible that asbestos-containing materials may also have become damaged. Once asbestos materials become damaged by fire, there is a significantly elevated potential for fibre release. It is, therefore, important in all circumstances to restrict access.

Fire damaged asbestos will also be classified as friable by WorkCover, and as such will require removal by a Class A licensed contractor.

Illegal Dumping of Suspected Asbestos Waste

Due to the high costs associated with the disposal of asbestos waste, on rare occasions this waste is illegally dumped. Dumped asbestos can be mixed with general builder’s waste, which may include rubble and spoil. It is not unknown for individuals and companies to dispose of building waste, including asbestos waste, on THA grounds.

Single Source at Surface

When asbestos materials, such as fibrous cement sheeting or other material types, have been found at the surface of THA grounds over a small area, this is usually due to demolition of a structure containing asbestos such as a building or fence where waste asbestos has been left at the surface or buried instead of proper disposal.

Extensive Surface Contamination

These are asbestos materials (typically as fibrous cement sheeting) that have been found over a wide area of ground as a result of imported waste materials (used for landscaping) or from demolition of domestic dwellings (previously located on the site) and fibrous cement fragments that have become exposed due to surface erosion and soil dynamics.

New Instances

Where new instances of asbestos materials are suspected of being present in THA properties, the THA must be contacted upon discovery of suspected asbestos cement materials to determine
actions to be taken. Access to the area should be restricted to all people until it is proven that no asbestos is present or until asbestos materials are removed or appropriately encapsulated.

THA will engage a hygienist to take samples and provide recommendations on the management of the potentially contaminated land.

Management techniques are required to control the risk of exposure to asbestos fibres. Depending on the situations, one or more of the following strategies should be employed:

- removal of all visible asbestos materials at the surface;
- enclosure of area to restrict access;
- containment of fill materials by means of applying a demarcation barrier such as geofabric and/or by applying a surface layer such as mulch or topsoil above contaminated soils;
- re-turfing of exposed soils;
- encapsulation of fill materials by means of applying a permanent covering such as concrete; and
- removal of asbestos contaminated soils.

Alternate strategies will be considered by THA in conjunction with a hygienist / environmental scientist.

**Re-inspections**

In order to monitor the effectiveness of onsite management it is essential that the treated area be annually inspected.

Should areas of exposed soil or geofabric be identified where previous containment has occurred or where encapsulating measures appear to be damaged or are no longer effective then these areas should be recovered immediately. Some remedial measures will require ongoing maintenance, such as surface layers including mulch and topsoils to ensure that a sufficient barrier layer is in place.

**Enclosure**

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.

**Encapsulation or Sealing**

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.

The use of encapsulation or sealing may be of limited application. It is not considered to be an acceptable alternative to repairing or removing severely damaged or friable asbestos materials.

Figure 1: Potential presence of asbestos and asbestos containing material in domestic residences
Figure 2: Bonded Asbestos
Figure 3: Bonded asbestos – Bathroom bath-frame and tile backing

Figure 4: Friable Asbestos – Pipe lagging
Figure 5: Friable asbestos – Sprayed limpet on beams

Figure 6: Fragment of suspected asbestos cement
Figure 7: Extensive suspected asbestos cement contaminating soil
Appendix B: LEAD PAINT

Introduction

The Australian Standard Guide to Lead Paint Management\(^1\) states:

**Lead in deteriorating paint** If lead is present in paint that is still in good condition and it is not a friction or impact surface, it is not likely to present a health hazard unless disturbed by sanding, or mechanical or water damage. However, if the paint is in poor condition, such as flaking, peeling or badly chalking, it may be a risk to those touching it, or even through removal by wind action.

Flaking of old lead paint from exterior surfaces is common even where a number of coats of more recent lead-free paints have been applied. These flakes usually settle on soil or paved areas, and may then be ingested or inhaled by the body.

Paints containing white lead pose the greatest risk since the white lead is highly reactive, readily absorbed and its sweet taste is attractive to children. However, paint with more than 1% lead, or paint containing white lead, was prohibited for domestic use after 1970.

If paint is known to be pre-1970, is in poor condition and is accessible to children, it may present a health hazard, and the paint should be tested for the presence of lead. If it is found to contain more than 1% of lead by weight, careful and immediate measures are required to control this hazard.

If the presence of lead is known or suspected, the extent of the hazard will be related to the amount and condition of lead paint present. A single wall panel or metal door-frame with high lead levels may not be as great a hazard as the entire exterior of a house with peeling leaded paint. Small area hazards are usually easy to control.

The Guide\(^2\) also states:

It is recommended that children and pregnant women should not be present in an area when renovations that will disturb lead paint are taking place. Even low blood lead levels may have detrimental effects on young children’s intellectual development and may cause other health problems. Children absorb the lead mostly through ingestion, i.e. by touching contaminated dust or soil and then putting their fingers in their mouths. They absorb a much greater percentage of the lead entering their bodies than adults do. During pregnancy, essential elements such as calcium are transferred from the bones of the mother to the baby, which process may release accumulated lead. Women of child-bearing years and during pregnancy, therefore, should take special care to avoid sources of lead exposure.

**Principles of Lead Paint Management**

If paint is known to be pre-1970, is in poor condition and is accessible to children, it may present a health hazard, and the paint should be tested for the presence of lead. If it is found to contain

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Hazardous Materials Management Plan

more than 1% of lead by weight, careful and immediate measures are required to control this hazard.

If there is deteriorating lead paint on external surfaces, it may be necessary for a hygienist to be engaged to determine if lead paint has been deposited in the soil and is creating a health risk, should it be ingested.

All work needs to be carried out in accordance with the requirements of AS4361.2 Guide to Lead Paint Management Part 2: Residential and commercial building. The following is a summary – reference must be made to AS4361.2 for full requirements.

Lead testing kits should be used to identify the presence of lead paint. The lead testing kits are readily available from hardware shops and provide a quick and effective means of identifying whether lead is present in paint.

The removal of lead paint by dry sanding and open flame methods is prohibited.

Special precautions will need to be taken to ensure the effective management of lead paint and waste, including lead dust. This includes assessing whether existing deteriorated lead paint may have contaminated furnishings, carpet or other floor coverings. A HEPA vacuum cleaner must be used to remove any lead dust.

Actions taken

If a house contains lead paint, the paint needs to be managed to prevent it becoming a health hazard. Depending on the particular circumstances, THA will determine which of the following options for management of the lead paint will be applied:

(a) doing nothing;

(b) stabilizing the paint;

(c) carrying out abatement or

(d) a combination of these options.

More details of these management options are provided in AS4361.2 Guide to Lead Paint Management.
Appendix C: PCBs

Introduction

PCBs is the common name for polychlorinated biphenyls. PCBs range in appearance from colourless, oily liquids to more viscous and increasingly darker liquids, to yellow then black resins, depending on chlorine content of the PCB.

The major use of PCBs in the electrical industry has been as an insulating fluid inside transformers and capacitors.

Capacitors containing PCBs were installed in various types of equipment, including fluorescent light fittings during the 1950’s, 1960’s and 1970’s.

The Australian and New Zealand Environment and Conservation Council (ANZECC) has prepared an Information Booklet for Electricians and Electrical Contractors on the Identification of PCB-Containing Capacitors which includes guidelines on safe removal and disposal and a list of electrical equipment known to contain PCBs.


Principles of managing PCBs in light fittings

If PCBs are identified in fluorescent light fitting capacitors, they should be safely removed and disposed of by a competent electrician in accordance with the safe working and disposal procedures in the Australian and New Zealand Environment and Conservation Council (ANZECC) has Information Booklet for Electricians and Electrical Contractors on the Identification of PCB-Containing Capacitors.

Actions taken

If a PCB are located in a house owned or managed by Teacher Housing the PCBs are to be managed to prevent them becoming a health hazard. Depending on the particular circumstances, THA will arrange for a competent electrician to conduct the works.
Appendix D: Incident Report Form

Reporting suspected hazardous material

The presence of the suspected hazardous material should be reported to the THA via the Managing Agent or the Property and Construction Manager using the following incident report form.

<table>
<thead>
<tr>
<th>Hazardous Material Incident Report Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allocated Incident Reference Number:</strong></td>
</tr>
<tr>
<td><strong>Date / Time of Incident</strong></td>
</tr>
<tr>
<td><strong>Property Address:</strong></td>
</tr>
<tr>
<td><strong>Hazardous Material Involved:</strong></td>
</tr>
<tr>
<td><strong>Description – extent of the hazardous material exposed / damaged:</strong></td>
</tr>
<tr>
<td><strong>Causes: What has caused this to occur? Brief sequence of events:</strong></td>
</tr>
<tr>
<td><strong>Consequences: Has anyone been harmed? Is medical treatment required? Can the tenancy continue whilst things are rectified?</strong></td>
</tr>
<tr>
<td><strong>Actions Taken or Planned:</strong></td>
</tr>
<tr>
<td><strong>What</strong></td>
</tr>
</tbody>
</table>
Appendix E: Incident Investigation

Upon receipt of a Hazardous Material Incident Reporting Form (Appendix D) Teacher Housing shall engage a suitably qualified contractor to undertake a detailed investigation and provide a report, including the attached Hazardous Materials Disclosure Form identifying the location and condition of all asbestos and other hazardous materials.

The report must include a diagram showing the location of the samples of materials that are taken, assign a priority and provide recommendations on the treatment of the hazardous materials.

The report and recommendations must comply with the requirements of the NSW Work Health and Safety (WHS) Regulations 2011 and the NSW WHS Codes of Practice identified in section five (Scope) of the plan (and all applicable WorkCover NSW guidelines).

The scope of the investigation is to include all areas in the following locations [specify the building(s), room(s) and other areas, and ground area(s), where the inspections and testing is required to be undertaken by the consultant when preparing the survey]:

This includes, but is not limited to:

a) Walls and ceilings
b) Mortars, mastics and other sealants
c) Flooring materials, including glues
d) Under floor areas where accessible
e) Exposed roof trusses, purlins, mechanical cranes
f) Exposed mechanical ducts, internal and external, service trays
g) Roofs
h) Ceiling spaces
i) Mezzanines and lofts
j) Underfloor spaces
k) Locations where false ceilings / wall panels have been installed
l) Grounds

Samples should be taken on an agreed reasonable basis of any suspected asbestos-containing material and it should be tested at a NATA-accredited laboratory.

If the consultant identifies covered areas such as false ceilings/ wall panels where they consider asbestos or other hazardous materials may be present, they should provide a recommendation as to whether further investigations, including breaking through the ceiling / wall panel to the covered area, should be undertaken.
The survey of the grounds should include a consideration of previous land use and a visual assessment of the grounds and surrounding environment. Where it is considered there is a possibility of contaminated land, the consultant is to conduct the testing using bore holes and recommend their depth. Any suspected hazardous material should be tested at a NATA-accredited laboratory.

### Hazardous Material Disclosure Form

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>Name of Person Submitting this Form:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date: / / ___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Managing Agent:</th>
<th>Property &amp; Construction Manager:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Contractor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazardous Material Involved:</th>
<th>Risk Priority (refer below):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
</tr>
</tbody>
</table>

Description – extent of the hazardous material exposed / damaged:

Recommended Actions (use other side if required):

THA Use Only:

<table>
<thead>
<tr>
<th>Property Database Updated:</th>
<th>/ / ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works / Actions Scheduled:</td>
<td>/ / ___</td>
</tr>
<tr>
<td>Re-Assessment Scheduled:</td>
<td>/ / ___</td>
</tr>
</tbody>
</table>

### Hazardous Materials Management Priorities

**Priority 1**: friable asbestos in exposed area - quarantine immediate area, urgent removal, air monitoring and provision of clearance certificate:

**Priority 2**: friable asbestos in enclosed area - air monitoring and settled dust sampling - if contamination present, treat as Priority 1, if not identify as high priority on maintenance program, removal as per Priority 1 and/or flaking lead paint on walls or in soil where children may be present.
- quarantine / clean up immediate area, identify removal as high priority on maintenance program and/or fluorescent light fitting with leaking PCB - immediate removal by licensed electrician

Priority 3: extensive quantity of damaged or deteriorated bonded asbestos in exposed area - removal, air monitoring and provision of clearance certificate

Priority 4: limited quantity of damaged or deteriorated bonded asbestos in exposed area - make safe with PVA or similar sealant, schedule removal as part of maintenance program

Priority 5: bonded asbestos / lead paint / fluorescent light filling with PCBS in capacitor in good condition - include on register and review condition on two yearly basis, and remove when refurbishment work required.
Appendix F: Hazardous Materials Register

Regulations 425, 453 and 457 of the NSW Work Health and Safety Regulation 2011

A person with management or control of a workplace\(^1\) must ensure an asbestos register is prepared and kept at the workplace. The asbestos register must be maintained, to ensure the information in the register is up-to-date.

Note: An asbestos register is not required to be prepared when:

- the workplace is a building that was constructed after 31 December 2003
- no asbestos has been identified at the workplace
- no asbestos is likely to be present at the workplace from time to time.

A person conducting a business or undertaking who is to carry out demolition / refurbishment of residential premises must ensure:

- that all asbestos that is likely to be disturbed by the refurbishment is identified, and
- so far as is reasonably practicable, that the asbestos is removed before refurbishment is commenced.

As the THA residential properties are only defined as workplaces when construction or maintenance work is undertaken on them, THA is implementing a progressive approach to the establishment of a Hazardous Materials Register.

The Hazardous Materials Register will list all identified hazardous materials. This will include:

- the date on which the hazardous material was identified
- the location, type and condition of the hazardous material;
- results of any analysis that confirms a material; or
- state that no asbestos or ACM or other hazardous material is present.

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\(^1\) The residential properties that the THA manages are not defined as workplaces under the NSW Work Health and Safety Act 2011 when they are used as residences. The properties only become workplaces of the Contractor when maintenance or construction work is carried out on the properties.