**Asbestos Register & Management Plan**

|  |  |
| --- | --- |
| **Procedure Ref. No:** | Asbestos (4) |
| **Workplace Officer** |  |
| **Workplace WHS Coordinator** |  |
| **Date prepared** |  |
| **Next review:** |  |

DOCUMENT CONTROL

|  |  |  |
| --- | --- | --- |
| DOCUMENT NO. | DATA ENTRY | APPROVED & AUTHORISED |
| DATE | PERSONNEL | DATE | PERSONNEL |
|  |  |  |  |  |

VERSION HISTORY

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| --- | --- | --- | --- |
| DOCUMENT NO. | DATE | COMPANY | DESCRIPTION |
|  |  |  |  |

PREVIOUS DOCUMENTATION

|  |  |  |
| --- | --- | --- |
| REPORT # | COMPANY | DATE |
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# Executive Summary

<<Company Name>> were commissioned by <<Client Name>> to conduct <<Report Type>> for the building located at <<Site Address>> <<Suburb>> <<State>> <<Postal Code>>.

The inspection was conducted on <<Inspection Date>>, and the following items were identified.

|  |  |
| --- | --- |
| Location | Asbestos |
| Friable | Non-Friable |
| For example - External GF Paint Stores - Perimeter Eaves - Flat cement sheets |  | X |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

# Introduction

## Building Information

|  |  |
| --- | --- |
| ASSET # |  |
| BUILDING NAME |  |
| BUILDING ADDRESS |  |
| BUILDING DESCRIPTION |  |
| APPROXIMATE AGE |  |

## Scope of Works

|  |  |
| --- | --- |
| ASSET # |  |
| BUILDING NAME |  |
| BUILDING ADDRESS |  |
| BUILDING DESCRIPTION |  |
| APPROXIMATE AGE |  |

This Asbestos Management Plan has been developed by <<insert business name>> and in full accordance with South Australia Work Health & Safety Regulation 2012 Chapter 8:

*A person with management control of the workplace must ensure a written asbestos management plan for the workplace is prepared and must be made readily accessible.*

The materials identified in this report have been assessed, given a Risk Category as outlined below and will be managed in full accordance with the Asbestos Management Plan.

|  |  |
| --- | --- |
| **Risk Category** | **Control Descriptor** |
| **A1** | **Restrict Access & Remove** |
| Friable or poorly bonded to substrate, located in accessible areas. |
| Severely water damaged or unstable |
| Further damage or deterioration likely |
| Asbestos debris and stored asbestos in reasonably accessible areas |
| **A2** | **Enclose, Encapsulate or Seal by Licensed Contractor - Re-Inspect Periodically** |
| Damaged material in reasonably accessible areas |
| Friable or poorly bonded to substrate, with bonding achievable. |
| Possibility of disturbance through contact |
| Possibility of deterioration through weathering |
| **A3** | **Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors, Re-Inspect Periodically** |
| Asbestos debris or stored material in rarely accessed areas |
| Further disturbance or damage unlikely, other than during maintenance or service |
| Asbestos friction materials, gaskets, and brake linings |
| **A4** | **No remedial Action Re-Inspect Periodically** |
| Firmly bonded to substrate and readily visible for inspection |
| Inaccessible and fully contained |
| Stable and damage unlikely |
| **A5** | No Action Required - No ACM Identified |

Should ACM be disturbed, the area must be isolated and an assessment by the Worksite’s Competent Person or an independent assessment by an Occupational Hygienist or Licensed Asbestos Assessor must be undertaken and may coupled with airborne asbestos air monitoring.

**It is expressly prohibited for any person other than a duly authorised Employee or engaged contractor to remove, handle, treat, dispose of, or disturb ACM on an owned site. Should maintenance works be required on ACM or disturbed ACM is identified, then the Workplace Officer must be advised immediately on (Insert Number).**

How to use this report

This report is an **Asbestos Register (AR) and Asbestos Management Plan (AMP)** for the location specified at Section 2 of this report. It covers the management of Asbestos Containing Materials (ACM) which has been identified via an inspection process undertaken by the company detailed in Section 2 and this AMP must be read in conjunction with the above-mentioned Asbestos Register.

The purpose of this AMP is to ensure full compliance with the legislative and regulatory requirements intrinsic to Asbestos Management in South Australia, including compliance with SA Code of Practice *How to manage and control asbestos in the workplace.*

**The person with management or control of the workplace must ensure this AR and AMP is kept at the workplace and be readily accessible.**

**It is a requirement that any activity at this location involving the removal or encapsulation of any material listed in the Asbestos Register is recorded and signed off (Refer to Document Control on Page 2).**

All Asbestos related works must be consulted with WHS Coordinator / Management & Workers prior to any works being undertaken to ensure that the works are completed to a satisfactory standard in accordance with relevant codes, standards, and guidelines.

Any queries regarding the interpretation and/or implementation of this Management Plan should be directed to Catholic Safety & Injury Management (CSaIM) 08 8210 8101.

# Risk Matrix

## Recommendation Action Codes

Following the risk assessment of building materials for asbestos containing material an action score is assigned for recommended best practice to control the risk presented by the material. The action score will be assigned according to the surveyor’s assessment of the situation at the time of the survey.

The Overall Risk Assessment Score is a quantitative assessment determined by the sum of the scores based on the material assessment and the likelihood of exposure, i.e., Risk Score = Material Score + Location Score (out of as possible 18)

Table 1 Risk Scores & Action Codes

|  |  |  |
| --- | --- | --- |
| **Overall Risk Assessment Score** | **Risk Category** | **Control Descriptor** |
| **14-18** | **A1** | **Restrict Access & Remove** |
| Friable or poorly bonded to substrate, located in accessible areas. |
| Severely water damaged or unstable |
| Further damage or deterioration likely |
| Asbestos debris and stored asbestos in reasonably accessible areas |
| **9-13** | **A2** | **Enclose, Encapsulate or Seal by Licensed Contractor - Re-Inspect Periodically** |
| Damaged material in reasonably accessible areas |
| Friable or poorly bonded to substrate, with bonding achievable. |
| Possibility of disturbance through contact |
| Possibility of deterioration through weathering |
| **5-8** | **A3** | **Remove During Refurbishment or Maintenance. Enclose, Encapsulate or Seal by General Maintenance Contractors, Re-Inspect Periodically** |
| Asbestos debris or stored material in rarely accessed areas |
| Further disturbance or damage unlikely, other than during maintenance or service |
| Asbestos friction materials, gaskets, and brake linings |
| **0-4** | **A4** | **No remedial Action Re-Inspect Periodically** |
| Firmly bonded to substrate and readily visible for inspection |
| Inaccessible and fully contained |
| Stable and damage unlikely |
|  | **A5** | No Action Required - No ACM Identified |

## Materials Assessment

**Product Type**

*Table 2 Product Type (or debris)*

|  |  |
| --- | --- |
| **EXAMPLES OF MATERIALS – ASBESTOS** | **SCORE** |
| Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.) | 1 |
| Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt | 2 |
| Thermal insulation (e.g., pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses, and packing | 3 |

**Extent of Damage**

*Table 3 Extent of the Damage or Deterioration*

|  |  |
| --- | --- |
| **EXAMPLES OF MATERIALS – ASBESTOS** | **SCORE** |
| Good condition: no visible damage | 0 |
| Low damage: a few scratches or surface marks; broken edges on boards, tiles etc. | 1 |
| Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres | 2 |
| High damage or delamination of materials, sprays, and thermal insulation. Visible asbestos debris. | 3 |

**Surface Type**

*Table 4 Surface type or treatment*

|  |  |
| --- | --- |
| **EXAMPLES OF MATERIALS – ASBESTOS** | **SCORE** |
| Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles | 0 |
| Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc. | 1 |
| Unsealed asbestos insulating board, or encapsulated lagging and sprays | 2 |
| Unsealed laggings and sprayed asbestos | 3 |

## Likelihood of Disturbance

**Occupant Activity**

*Table 5 - Occupant Activity*

|  |  |
| --- | --- |
| **EXAMPLE OF OCCUPANT ACTIVITY** | **SCORE** |
| Rare disturbance activity (e.g., little used storeroom) | 0 |
| Low disturbance activities (e.g., office type activity) | 1 |
| Moderate disturbance activity (e.g., industrial, or vehicular activity which may cause contact with ACMs) | 2 |
| High levels of disturbance, (e.g., fire door with asbestos insulating board sheet in constant use) | 3 |

**Likelihood of Disturbance**

*Table 6 - Likelihood of Disturbance*

|  |  |
| --- | --- |
| **FREQUENCY OF DISTURBANCE** | **SCORE** |
| Usually inaccessible or unlikely to be disturbed | 0 |
| Minimal likelihood for disturbance | 1 |
| Likely disturbance | 2 |
| Frequent disturbance | 3 |

**Human Exposure Potential**

*Table 7 - Human Exposure Potential*

|  |  |
| --- | --- |
| **FREQUENCY OF HUMAN EXPOSURE POTENTIAL** | **SCORE** |
| Infrequent | 0 |
| Monthly | 1 |
| Weekly | 2 |
| Daily | 3 |

# Inaccessible Areas

The areas detailed below should be assumed to have asbestos present.

|  |  |  |  |
| --- | --- | --- | --- |
| **Not Accessed** | **Building** | **Area** | **Comments** |
| *fire door internals* | *Building 1A Administration Building* | *All fire doors all areas throughout building* | *Administration building has multiple fire doors on all access ways to fire stairs and building emergency exit points. Doors are of a vintage that likely includes asbestos materials within the door cores.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Controls for contaminated dust to be managed in-situ must be applied in these areas, and any vents, cracks or holes that connect the occupied space into the ceiling cavity should be sealed upon identification.

Should hazardous/potentially hazardous materials be identified during renovation and/or demolition activities, material must be sampled for expert identification and further advice.

# Responsibilities

Responsibilities of parties involved in the management of ACM are detailed below.

## Controller of Premises

Under *Work Health and Safety Regulation 2012*, management responsibilities and workplace obligations fall upon the following groups:

* Person in Control of Business or Undertaking (PCBU).
* Person with Management or Control (PWMC).
* Person Carrying out Demolition or Refurbishment Work.

Under the Work Health and Safety Regulations 2012, the above-mentioned group must:

* Identify any foreseeable hazard arising from the premises that has the potential to harm the health or safety of any person accessing, using, or egressing from the premises.
* Identify hazards arising from the layout and condition of the premises and the presence of materials containing asbestos.
* Ensure that hazards are identified during any design of the premises and before the premises are provided for use as a place of work.
* Assess the risk of harm to the health or safety of any person arising from a hazard.
* Eliminate or control any risk to the health or safety of any person accessing, using, or egressing the premises that arise from the premises.
* Ensure all measures adopted to eliminate or control risks are properly used and maintained.
* Review risk assessments.
* Provide other people with the information necessary to fulfil their responsibilities in identifying hazards and assessing, eliminating, and controlling the associated risks.
* Provide employers with information on foreseeable hazards, assessments of risks that have not been eliminated by the controller, risk control measures and any measures an employer may need to adopt to control risk.

## Special Responsibilities - Asbestos

Under the Code of Practice *How to Manage and Control Asbestos in the Workplace 2020* persons with control of premises used as a workplace have a duty of care to:

* Develop, implement, and maintain an Asbestos Management Plan.
* Investigate the premises for the presence/possible presence of asbestos containing materials. This responsibility may not be abdicated to the Contractor.
* Develop and maintain a register of identified asbestos containing materials, including details of the location and condition of asbestos materials, risk assessments and control measures.
* Assess the condition of any asbestos containing materials that are found and the associated asbestos risks.
* Develop measures to remove asbestos materials or minimise the risks and prevent exposure.
* Ensure control measures are implemented as soon as possible and are maintained if asbestos materials remain in the workplace.
* Consult with any person who may be affected by the presence of asbestos materials (e.g., building occupants, neighbours and/or all relevant contractors).

The *Work Health and Safety Regulations 2012* and Safe Work Australia Codes of Practice require full consultation, information-sharing, and involvement by everyone in the workplace (including employers, workers, contractors, and others) throughout the process of identifying asbestos materials, developing an Asbestos Materials Management Plan, assessing risks, and developing and implementing control measures.

Under the Code of Practice *How to Safely Remove Asbestos 2020* any person with control who commissions asbestos removal is responsible for the following:

* Ensuring only a trained asbestos removalist carries out the removal of asbestos containing materials.
* Nominating person(s) to liaise with the asbestos removalist.
* Requesting asbestos removal licence details from the asbestos removalist if such a licence is required for the removal being undertaken.
* Establishing an Asbestos Register before asbestos removal commences.
* Providing the asbestos removalist with a copy of the site Asbestos Register before removal commences.
* Obtain and review SWMS and ARCP if required before asbestos removal takes place.
* Monitoring asbestos controls proposed for the removal are implemented and maintained.
* Obtaining a clearance certificate from an independent competent person or LAA before the asbestos removal area is accessed.

If asbestos containing materials are to be removed, the Code of Practice *How to Safely Remove Asbestos 2020* requires consultation, including employers, workers, and contractors at each step of the removal process using established consultative mechanisms. Persons in adjoining properties that might also be affected by the removal must also be consulted.

## Employers

Under the Work Health and Safety Regulations 2012, employers must take reasonable care to identify any foreseeable hazard that may arise from the conduct of the employer’s undertaking and that has the potential to harm the health or safety of an employee, or any other person legally at the employer’s place of work. The employer must take reasonable care to identify hazards arising from, but not limited to, work practices and work systems, repair, maintenance, dismantling and disposal of plant, hazardous substances and the presence of hazardous materials installed in a place of work, the condition of a place of work and the physical working environment including exposure to a contaminated atmosphere.

An employer must ensure that effective procedures are in place and implemented to identify hazards including, but not limited to, those present immediately prior to using the premises for the first time as a place of work, before and during the installation, erection, commissioning, or alteration of plant in a place of work and whilst work is being carried out.

An employer must assess the risk of harm to the health or safety of an employee of the employer, or any other person legally at the employer’s place of work, arising from any hazard identified.

An employer must eliminate any reasonably foreseeable risk to the health or safety of an employee of the employer, or any other person legally at the employer’s place of work, that arises from the conduct of the employer’s undertaking. If it is not reasonably practicable to eliminate the risk, the employer must control the risk.

An employer must ensure that all measures (including procedures and equipment) that are adopted to eliminate, or control, risks to health and safety are properly used and maintained.

An employer must ensure that each new employee receives induction training that covers, but is not limited to, workplace arrangements for management of occupational health and safety, health, and safety procedures relevant to the employee including the use and maintenance of risk control measures and accessing health and safety information required under the Work Health and Safety Regulations 2012.

Provisions also apply to construction processes where hazardous materials exposure may occur and lead processes (refer to the Work Health and Safety Regulations 2012).

## Employees & Contractors

Under the SA Work Health and Safety Regulations 2012, an employee must, while at work, take reasonable care of the health and safety of people who are at the employee’s place of work and who may be affected by the employee’s acts or omissions at work. An employee must also, while at work, cooperate with his or her employer or other person so far as is necessary to enable compliance with any requirement under the Work Health and Safety Act 2012 or Regulations imposed in the interests of health, safety and welfare on the employer or any other person.

Employees and contractors must not carry out any work that may disturb ACM without referring to the site Asbestos Register and Asbestos Management Plan

## Asbestos Consultant

The Asbestos Consultant is a competent person with appropriate qualifications, training and experience in the identification, assessment, and management of asbestos materials.

The Consultant is to act as an independent advisor to the Site Manager and/or Property Owner on issues relating to the identification, assessment, management, and control of ACM.

This Consultant’s duties may include:

* Inspection, sampling, and analysis of suspected asbestos containing materials.
* Assessing the risks posed by the identified asbestos containing materials.
* Developing appropriate procedures and controls for on-site management or removal of asbestos containing materials.
* Providing staff training sessions and/or site induction manuals.
* Preparing a technical specification (i.e., Scope of Works Report or Work Plan) for asbestos containing remediation projects.
* Tendering hazardous materials remediation projects.
* Providing technical supervision and monitoring during asbestos containing remediation.
* Conducting clearance inspections after asbestos remediation.
* Issuing clearance certificates if satisfied the area is safe to reoccupy.
* Updating the site’s Asbestos Register and Management Plan.

The Consultant is required to hold adequate and appropriate insurance for the work undertaken.

## Asbestos Removalists

The Asbestos Removalist Contractor must be a competent person with appropriate qualifications, training, and experience in remediation of ACM. The Contractor must hold appropriate licences and adequate insurances for the work undertaken.

The Contractor should complete and sign appropriate Risk Assessments and Safe Work Method Statements prior to work commencing.

All asbestos remediation conducted by the Contractor should comply with the requirements specified in the regulatory framework and the Consultants technical specification (i.e., Scope of Works Report/ Work Plan) for hazardous materials abatement.

The Contractor must develop a site-specific Asbestos Removal Control Plan for licensed asbestos removal work in consultation with their workers and the client before commencing any asbestos removal work. The client should receive a final copy of this plan before work commences.

The asbestos removalist must hold an appropriate asbestos removal licence before being permitted to remove asbestos containing material. A Class A (friable) licence is required for friable asbestos removal and a Class B (non-friable) licence is required for non-friable asbestos removals >10m2. The removalist must provide their licence details to their clients. Other requirements include:

* For friable asbestos removal, and removal of >10m2 of non-friable asbestos, confirmation that notification of the removal has been made to SafeWorkSA prior to any work commencing.
* Asbestos removal operatives to complete appropriate Risk Assessments and Safe Work Method Statements prior to work commencing.
* The asbestos removalist develops a site-specific asbestos removal control plan in consultation with their client before commencing any asbestos removal work. The client should receive a final copy of this plan.
* The Asbestos Removalist to ensure the removal is adequately supervised and carried out by only trained workers in a safe manner.

# Awareness & Training

Workers, contractors, and any other persons on site who may be exposed to ACM because of undertaking activities on the premises must be provided with information on the health and safety consequences of exposure to fibrous materials and appropriate control measures. The provision of this information must be recorded.

Information and training must be provided to persons who may be involved in asbestos removal work or asbestos related work in the workplace including workers, contractors, and others. The training may include the following:

* The purpose of the training.
* The health risks associated with ACM.
* Types, uses and likely occurrence of ACM in workplace.
* Roles and responsibilities of the trainee under the Asbestos Management Plan.
* Location, access, and use of the site Asbestos Register.
* Timetable for removal/remediation of hazardous materials.
* Process and procedures required to eliminate exposure.
* Maintenance and control measures, personal protective equipment and work methods are required to minimise hazardous material risk including potential contamination of other areas.
* Control levels and exposure standards for hazardous materials.
* The purpose of any air monitoring or health surveillance undertaken.

# Signage

SA Work Health and Safety Regulation 2012 requires that the person with the management control of the workplace to identify asbestos containing materials and the asbestos material that has been identified to date must be labelled and ensure that it complies with the Australian Standard 1319: Safety Signs for the Occupational Environment; signage should be like the label detailed below.

Signage should also be placed at the entry points to the building/plant.

*Examples of asbestos signage*

# Review

This Asbestos Management Plan must be reviewed whenever the Asbestos Register is reviewed. These reviews must assess all asbestos material management processes and their effectiveness.

The site Asbestos Register, including any risk assessments, must be reviewed every 5 years from date of creation or earlier where a risk assessment indicates the need or ACM has been removed and/or disturbed. Visual inspection of asbestos materials must be included in any review of the Asbestos Register.

Risk assessments should be reviewed regularly in accordance with pertinent legislation and regulation and whenever:

* there is evidence that a risk assessment is no longer valid.
* there is evidence that control measures are not effective.
* a significant change is proposed for the workplace or work practices/procedures relevant to the risk assessment.
* there is a change in the condition of the ACM; and
* ACM has been removed, enclosed, or sealed.

Only competent persons may perform and revise risk assessments. A provisional timetable for review of risk assessments, the site Asbestos Register and Management Plan is outlined within the document control section of this Asbestos Management Plan.

# Emergency Procedures

If known or suspected ACM is damaged or otherwise disturbed, the workflow in Figure 1 Emergency Procedures Chart must be consulted.

In summary, the procedure is:

* stop work immediately,
* minimise the spread of contamination to other areas,
* keep risk of exposure as low as possible, and
* immediately report incident to Management (insert phone number) and the CSaIM on 0417 534 020.

*Figure 1 – Emergency Procedures Chart*

# Terms & Definitions

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Airborne asbestos | Fibres of asbestos small enough to be made airborne |
| AMP | Asbestos Management Plan |
| Asbestos | The asbestiform varieties 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) | Any material or product containing asbestos |
| Asbestos-Contaminated Dust or Debris (ACD) | Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos. |
| Asbestos-Related work | Any work involving the removal or other disturbance of ACM |
| Asbestos Removalist | A person conducting a business or undertaking who carries out asbestos removal work |
| Asbestos Removal Work | Work involving the removal of asbestos containing materials (ACM) |
| Competent Person | A person who has acquired, through training, qualification or experience, the knowledge, and skills to carry out specific tasks. |
| Duty Holder | A person who has a duty in relation to a matter under the SA *Work Health and Safety Act 2012* |
| In-Situ Asbestos | Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos. |
| Friable Asbestos | ACM that may readily be crumbled, pulverised or reduced to a form where fibres may be freely released |
| Licensed Asbestos Removal Work | Asbestos removal work carried out by a Class A or Class B licensed asbestos removalist |
| Non-Friable Asbestos | Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound |
| PPE | Personal Protective Equipment |
| RPE | Respiratory Protective Equipment |
| RTO | Registered Training Organisation |
| SA WHS Regulations | *SA Work Health and Safety Regulations 2012* |
| SOP | Safe Operating Practice |
| Worker | People conducting work associated with the site including employees, contractors, consultants, and volunteers |
| WHS | Work Health and Safety |

# Appendix A (Photographs)

|  |  |
| --- | --- |
| Insert photo of site | Insert photo of site |
| **Reference Number** |  | **Reference Number** |  |
| **Result** |  | **Result** |  |
| **Building / Level / Room / Location** |  | **Building / Level / Room / Location** |  |
| **Feature / Material** |  | **Feature / Material** |  |
| **Sample Number** |  | **Sample Number** |  |
| Insert photo of site | Insert photo of site |
| **Reference Number** |  | **Reference Number** |  |
| **Result** |  | **Result** |  |
| **Building / Level / Room / Location** |  | **Building / Level / Room / Location** |  |
| **Feature / Material** |  | **Feature / Material** |  |
| **Sample Number** |  | **Sample Number** |  |

# Appendix B (Site Plan - Map)

Insert a site plan or map of where asbestos has been identified.

# Appendix C (Analysis Report)

Insert Lab Analysis Reports