 <p>WATER CORPORATION ABN 28 003 434 917</p>	<h2 style="margin: 0;">Unexpected Asbestos Finds Work Instruction</h2>
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<p>Version Date 28 Jan 17</p>	<p>Accountabilities Framework Level 1: Manage Occupational Safety and Health</p>
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1 Purpose

The purpose of this Work Instruction is to describe the minimum steps to manage the unexpected occurrence of material suspected to contain asbestos.

This Work Instruction outlines a consistent systematic approach to manage unexpected asbestos finds, and ensure that associated risks are controlled.

This Work Instruction supports the following documents:

- [HSEAA-P-131 Working with Asbestos Procedure.](#)
- [HSEAA-P-132 Identification Assessment and Management Procedure.](#)
- Contaminated Sites Management Procedure (to be developed).

2 Scope

The requirements of this Work Instruction apply to workers undertaking activities related to working with asbestos at:

- Water Corporation operating sites.
- Water Corporation non-operating sites including land owned by the Corporation, land managed by the Corporation and land leased by the corporation to other parties.
- Water Corporation assets and equipment that are not on Water Corporation land, including decommissioned assets.
- Construction sites controlled by contractors.
- Construction sites controlled by Water Corporation.
- Office buildings, depots, storage sites, owned (or occupied) by Water Corporation.
- Staffed facility, unstaffed facility, commissioned asset, non-commissioned assets.

This Work Instruction must be used when working on a site, or part of a site, where unexpected suspect asbestos containing materials (ACM) are encountered.

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3 Training

Workers performing activities or roles listed in Table 1 must ensure they meet the listed training and competency requirements prior to undertaking the activity or role.

Workplace Managers (or Contract Managers) must periodically ensure that employees or contractors working under this Work Instruction have satisfactorily completed the required training for roles and activities described in the table.

Table 1 Training requirements for working with Asbestos

Mandatory for Roles	Course Name	Period of Validity	Comment
Persons involved in: <ul style="list-style-type: none"> • Work on asbestos assets. • The removal of asbestos containing materials/ assets. 	Working Safely with Asbestos #Q13531	3 years	This course describes: <ul style="list-style-type: none"> • The nature of the hazards and risks • How to safely work with asbestos containing materials

4 Equipment and PPE

PPE and equipment requirements must be selected based on the nature and extent of asbestos impacts. The following equipment may also be required depending on the outcome of safe job planning.

4.1 Equipment

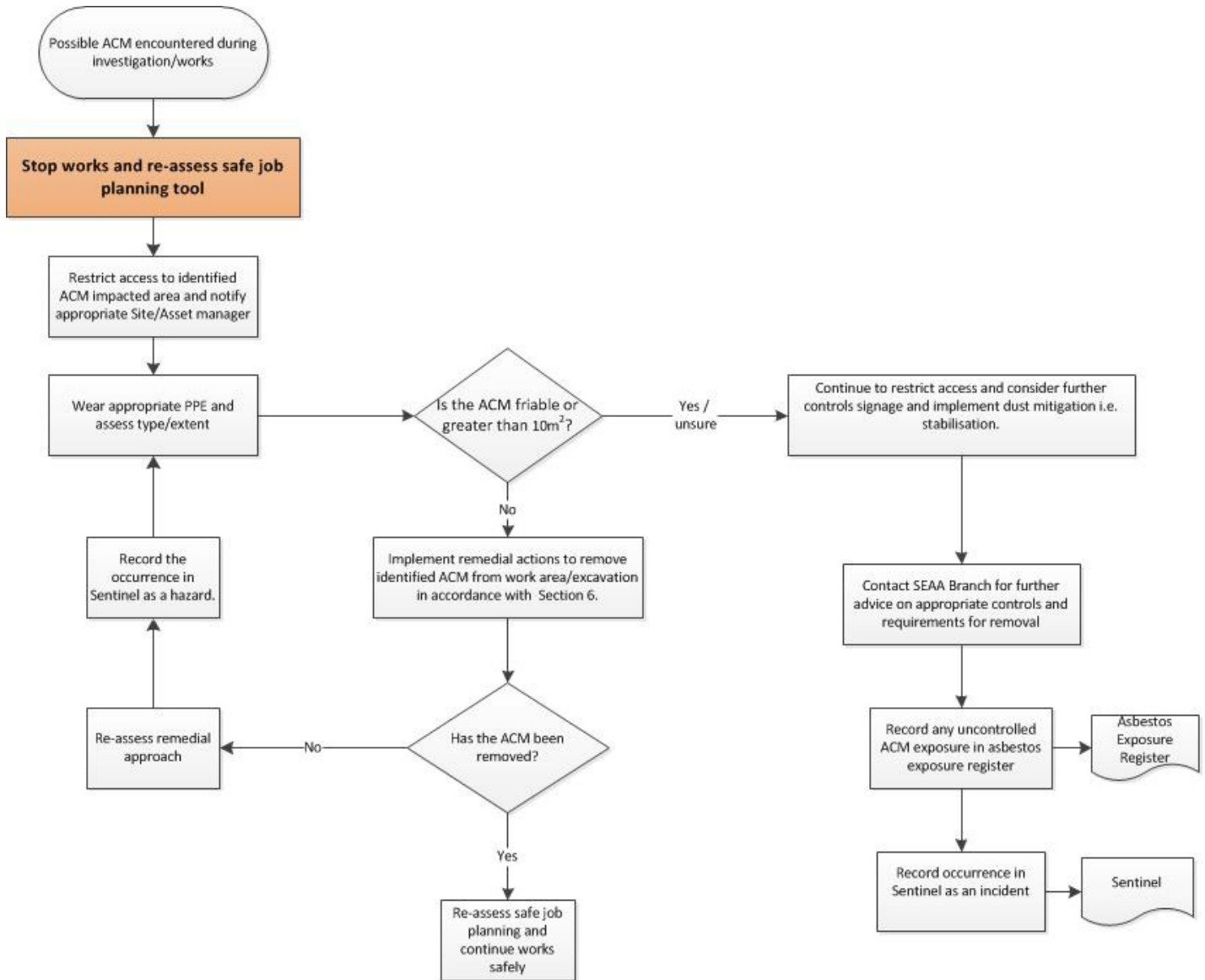
- Warning signs and/or barrier tape.
- Disposable cleaning rags or pre moistened wipes.
- A plastic bucket of water, or more as appropriate, and/or a misting spray bottle.
- A suitable asbestos waste container.
- 0.2mm (200µm (micron)) plastic sheeting and bags.
- A spray bottle or garden sprayer.
- Water based PVA solution.
- Duct Tape.
- An asbestos vacuum cleaner (where possible). Asbestos vacuum must comply with AS/NZS 60335.2.69 and be fitted with a HEPA filter and that complies with AS4260 1997.

4.2 Personal Protective Equipment

- Minimum site PPE as per [S022 Personal Protective Equipment and Clothing](#).
- P2 respirator (for wet method removal / decontamination).
- P3 respirator (for dry method removal / decontamination).
- Disposable overalls.
- Nitrile/ disposable gloves.
- Safety eyewear.

Note: For specific guidance on PPE and Equipment that must be used when handling ACM refer to [Asbestos PPE/ Equipment Selection Chart](#)

5 Flowchart



6 Unexpected Asbestos Finds

Workers must report as soon as practicable to their Supervisor when material or soil is discovered which may contain asbestos, and it is not on the Asbestos Asset Register.

The Supervisor must notify the Asbestos Co-ordinator (SEAA Branch) on asbestos@watercorporation.com.au or by calling the Asbestos Coordinator on 08 9420 3449 or 0401 421 566.

The Supervisor shall conduct a visual assessment of the impacts, in consultation with the SEAA Branch, to determine actions to be taken.

Irrespective of the nature of the material identified, workers shall:

- Stop works and restrict access to the identified area until the risk has been appropriately managed.

- Notify the Supervisor as soon as practicable, who will notify the Workplace Manager.
- Implement controls in accordance with the Hierarchy of Controls (Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment).
- Report the incident in Sentinel and provided details of control measures implemented to the SEAA Branch.

Note: Refer to [Wet and Dry Removal of Asbestos Work Instruction](#) for safety instructions to be followed during the removal of asbestos or asbestos containing material (ACM).

6.1 Minor Occurrences

Where a small amount of bonded suspect ACM (<10m²) has been found (e.g. small pieces or fragments of asbestos cement material broken away from a wall or other structure) immediate clean up must be initiated by the responsible person on site:

Step	Instruction	Comment
1	<p>Barricade and/or signpost the area that has been impacted.</p> <p>Notify others working in the area and/or suppress and bind the ACM by lightly applying a PVA glue emulsion.</p> <p><i>Responsibility: Site Supervisor.</i></p>	<ul style="list-style-type: none"> • The area of impact must be clearly demarcated to communicate risk to others. • Barriers and warning signs must remain in place until a clearance to re-occupy has been granted. • If appropriate, lightly apply a PVA glue emulsion (1:10 polyvinyl acetate (PVA): water solution) with a spray bottle or garden sprayer. This is an effective temporary way in binding and suppressing fibres until further assessment can be completed. <p>Note: this method should only be used, if no live electrical conductors are present and no damage to electrical equipment can arise from the ingress of the water based solution.)</p>
2	<p>Report the incident to the relevant Workplace Manager.</p> <p><i>Responsibility: Site Supervisor.</i></p>	<ul style="list-style-type: none"> • Refer to Hazard Identification and Reporting Procedure.
3	<p>Update Safe Job Planning tool (e.g. SWMS, JSEA, Step Back)</p> <p><i>Responsibility: Site Supervisor and Workplace Manager.</i></p>	<ul style="list-style-type: none"> • Refer to Safe Job Planning Procedure
4	<p>Complete a Working Safely with Asbestos Checklist.</p> <p><i>Responsibility: Site Supervisor and Workplace Manager.</i></p>	<ul style="list-style-type: none"> • The Working Safely with Asbestos Checklist must be attached to the JSEA.

Step	Instruction	Comment
5	Wear appropriate PPE <i>Responsibility: Site Supervisor.</i>	<ul style="list-style-type: none"> Persons entering the barricaded area must wear appropriate PPE. As a minimum, P2 type disposable respirators and nitrile gloves must be worn. Refer to the Asbestos PPE and Equipment Selection Chart for further guidance.
6	Wet the material with a low pressure water source. <i>Responsibility: Site Supervisor.</i>	<ul style="list-style-type: none"> Periodically and as required wetting must be undertaken to mitigate release of airborne fibres. A small garden sprayer is recommended. Soils must not be wetted to saturation. If appropriate, lightly apply a PVA glue emulsion (1:10 polyvinyl acetate (PVA): water solution) with a spray bottle or garden sprayer.
7	Remove materials <i>Responsibility: Site Supervisor.</i>	<ul style="list-style-type: none"> Removing the materials must be appropriately contained. The material shall be placed into an asbestos waste bag 0.2 mm (200 µm (microns)), and labelled as asbestos waste. Refer to Asbestos Waste Disposal Work Instruction for further guidance.
8	Remove residual material including dust. <i>Responsibility: Site Supervisor.</i>	<ul style="list-style-type: none"> Wet rags or wipes must be used to ensure that asbestos fibres are not spread or become airborne.
9	Remove PPE <i>Responsibility: Site Supervisor.</i>	<ul style="list-style-type: none"> Used rags, wipes and disposable PPE shall be appropriately contained as per Step 7. The disposable respirator must be the last item to be removed and placed into the asbestos waste bag.
10	Dispose asbestos waste <i>Responsibility: Site Supervisor</i>	<ul style="list-style-type: none"> Complete an Asbestos Disposal Record form. All asbestos waste bags must be sealed, removed from the site and disposed of at an appropriate landfill facility or dedicated asbestos bin (if present) for temporary storage. The landfill facility must be contacted prior to waste transport to confirm that they can accept the material and establish and landfill specific disposal requirements. Refer to Asbestos Waste Disposal Work Instruction for further guidance.
11	Record the occurrence in Sentinel as a hazard (if not removed). <i>Responsibility: Workplace Manager.</i>	<ul style="list-style-type: none"> Refer to Hazard Identification and Reporting Procedure.

Step	Instruction	Comment
12	<p>Provide information to the SEAA Branch so that relevant information can be captured in the Asbestos Asset Register.</p> <p><i>Responsibility: Workplace Manager.</i></p>	<ul style="list-style-type: none"> Email the SEAA Branch on asbestos@watercorporation.com.au. Provide the SEAA Branch with supporting information (i.e. photographs, maps, landfill disposal dockets etc.)

6.2 Major Occurrences

Where a significant amount (>10m²) of ACM has been identified or damaged (e.g. ceiling collapse through water damage), or **any amount of friable asbestos** material has been disturbed, the following should be initiated by the responsible person on site:

Step	Instruction	Comment
1	<p>Barricade and/or signpost the area that has been impacted.</p> <p>Notify others working in the area and/or suppress and bind the ACM by lightly applying a PVA glue emulsion.</p> <p><i>Responsibility: Site Supervisor.</i></p>	<ul style="list-style-type: none"> The impacted area must be clearly demarcated to communicate risk to others. Barriers and warning signs must remain in place until a clearance to re-occupy has been granted. If appropriate, lightly apply a PVA glue emulsion (1:10 polyvinyl acetate (PVA): water solution) with a spray bottle or garden sprayer. This is an effective temporary way in binding and suppressing fibres until further assessment can be completed. <p>Note: this method must only be used, if no live electrical conductors are present and no damage to electrical equipment can arise from the ingress of the water based solution)</p>
2	<p>Report the incident to the relevant Workplace Manager.</p> <p><i>Responsibility: Site Supervisor.</i></p>	<ul style="list-style-type: none"> Refer to Hazard Identification and Reporting Procedure.
3	<p>Update Safe Job Planning tool (e.g. SWMS, Step back).</p> <p><i>Responsibility: Site Supervisor and Workplace Manager.</i></p>	<ul style="list-style-type: none"> Refer to Safe Job Planning Procedure

Step	Instruction	Comment
4	<p>Contact the SEAA Branch who will provide specific advice on the appropriate controls and/or requirements for removal.</p> <p><i>Responsibility: Workplace Manager.</i></p>	<ul style="list-style-type: none"> • Email the SEAA Branch on asbestos@watercorporation.com.au or call the Asbestos Coordinator on 08 9420 3449 or 0401 421 566. • Provide the SEAA Branch with supporting information including: <ul style="list-style-type: none"> ○ Location/ Functional location ID, of where the debris/material is and in relation to any nearby Water Corporation infrastructure or public areas. ○ Is it easily accessible? ○ Is it likely to be disturbed? ○ Is there likely to be further material beneath the soil? ○ Amount of suspected asbestos containing material. ○ Activities that may disturb the area <ul style="list-style-type: none"> – Public location – Maintenance – Projects – Along a thoroughfare
5	<p>Record the occurrence in the Asbestos Asset Register (Lupin).</p> <p><i>Responsibility: Asbestos Co-ordinator.</i></p>	<ul style="list-style-type: none"> • Refer to Asbestos Asset Register
11	<p>Record the occurrence in Sentinel as a hazard.</p> <p><i>Responsibility: Workplace Manager.</i></p>	<ul style="list-style-type: none"> • Refer to Hazard Identification and Reporting Procedure.

Significant volumes of asbestos (>10m² of bonded ACM, or any volume of friable material) must be removed by an appropriately licensed asbestos removalist in accordance with the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]. Where significant volumes of asbestos have been identified, the SEAA Branch must be contacted who will provide site specific advice on the management controls to be employed at the site.

7 Records

Records associated with asbestos shall be available for the duration of the task and then stored in an easily retrievable manner. The Regulator may request to review employee asbestos training records.

Records shall be filed in accordance with the [Water Corporation Records Retention and Disposal Schedule](#), with the filing convention, retention period and disposition type outlined below:

Record	To be retained by	Filing convention	Retained for (time period)	Disposition Type
JSEA & Working Safely with Asbestos Checklist (filed together)	Manager of the Relevant Work Area	OSH – Risk Management – Identification and Analysis – Job Safety Analysis and Step Back Forms	2 years after last action	Destroy 2 years after last action
JSEA & Asbestos Removal Control Plan Under Restricted Asbestos Licence (filed together)	Manager of the relevant work area	OSH – Risk Management – Identification and Analysis – Job Safety Analysis and Step Back Forms- Restricted Asbestos Work	5 years after last action	Destroy 5 years after last action
Asbestos Disposal Record Form	Supervisor	PROPERTY MANAGEMENT - Disposal - [Most Specific Asset Name and Number or Scheme Name Asbestos or Hazardous Substances]	Permanent 5 years after last action	Transfer to State Records Office
Working safely with asbestos checklist	Supervisor	PROPERTY MANAGEMENT - Planning - [Subject of Planning for Asbestos and Hazardous Substances or Materials]	Permanent 5 years after last action	Transfer to State Records Office

8 Definitions

Term	Description
Asbestos	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals and includes actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, or any material containing one or more of those materials.
Asbestos Containing Material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Asbestos-contaminated dust or debris	Dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.
Asbestos Removal Work	Work involving the removal of asbestos or ACM Restricted asbestos removal work or unrestricted asbestos removal work as

Term	Description
	outlined in Part 8.10 of the Occupational Safety and Health Regulations 1996.
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform a specified task safely and correctly in accordance with Water Corporation's Standards and Procedures and Legislative requirements.
Contractor	A company or person that has contracted with the Corporation to provide goods and/or services including Suppliers, Consultants and Vendors. The term includes direct employees of the contractor, subcontractors engaged by the contractor, and any other persons who have been engaged by the Contractor to perform work on behalf of the contractor.
Employee	A person who is conducting work covered by the Enterprise Agreement or an individual common law contract with the Water Corporation or an alliance, or who meets the definition of an employee under the Fair Work Act 2009. This includes: - consultants or contractors working within water corporation business units or regions - alliance personnel performing the services under an alliance contract.
Friable Asbestos	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.
Licensed Asbestos Removalist	A person conducting a business or undertaking who is licensed under the WA OSH Regulations 1996 to carry out non-restricted or restricted asbestos removal work.
Non-Friable Asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Removal Work	Works undertaken for the removal of asbestos containing materials. Works shall be performed by licensed removalists by legislation when more than 200 square metres of AC roofing material is to be removed, in which case a class 3 demolition licence is required (regulation 3.117 read with regulation 3.114). An asbestos removal licence is required for removal of thermal and acoustic asbestos products (regulation 5.45 read with regulation 5.42).
Responsible Person	Supervisor of workers undertaking the work. Authorised, qualified, trained and competent person for the on-site aspects of the work to be undertaken. The Responsible Person shall identify and control hazards/risks arising from the work itself.
Restricted Licence	Required by WorkSafe to undertake work involving non-friable asbestos containing material.
Supervisor	A person who is directly supervising work and has the power and authority to give instructions and be held accountable for the work and actions of other employees or contractors A supervisor holds this authority within a workplace or workgroup but may not be a direct line manager of the people within that workplace or workgroup. For example: a supervisor may be the most senior person within a team on a site but the line manager(s) of people within that team may be located off site.
Shall/Must	The words 'shall' and 'must' are to be understood as mandatory, non-negotiable requirement that is to be followed. There will be no deviation from this requirement.
Should	The word 'should' is to be understood as recommended but non-mandatory. Deviation from the requirement is permissible provided there is a sound reason for it. 'Should' allow the reader to make a judgement and decide whether or not to follow the recommendation.

Term	Description
Visitor	Any person (WC or non WC) who attends a workplace that is not their normal place of work for the purpose of one off and/or irregular visit.
Worker	<p>A person who carries out work in any capacity for or on behalf of the Water Corporation. A worker agrees to perform work at Water Corporation's direction, instruction or request (whether express, implied, oral or in writing).</p> <p>These includes employees, contractor, subcontractors, employees of contractors and subcontractors, labour hire employees, apprentice and trainees, work experience student, outworker, or volunteer.</p>
Unrestricted Licence	Required by WorkSafe to undertake work involving non friable and friable asbestos containing material.
Workplace Manager	Person who oversees the operation of a workplace and is responsible for ensuring the safety of people within that workplace and that operation of assets/activities is undertaken in an environmentally sound manner.

9 References

9.1 Referenced Policies, Standards, Procedures and/or Work Instructions)

Document Number	Title	Location
HSEAA-P-131	Working with Asbestos Procedure	HSEAA MS
WC-OSH 007	Safe Job Planning	HSEAA MS

Note: App - Available as an Appendix of this document **HSEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the HSEAA MS.

9.2 Supporting documents, templates and forms

Document Number	Title	Location
	Working Safely With Asbestos Checklist	HSEAA MS
	Asbestos PPE/ Equipment Selection Chart	HSEAA MS

Note: App - Available as an Appendix of this document **HSEAA MS** - available from the SEAA branch website, **Internal** - available from internal WC document management systems (aquadoc, CorDocs), **External** - document available from the linked source but is not controlled within the HSEAA MS.

10 Compliance Mapping

Task	Legislation
Asbestos in the workplace	Health Act 1911
	Occupational Safety and Health Act 1984
	Environment Protection Act 1986
	The Contaminated Sites Act 2003, Government of Western Australia
	Workers Compensation and Injury Management Act 1991
	Occupational Safety and Health Regulations 1996
	Environmental Protection (Controlled Waste) Regulations 2000
	Health (Asbestos) Regulations 1992
	Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002

Task	Legislation
	(2005)]
	Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)]
	Guide to the Control of Asbestos Hazards in Buildings and Structures [NOHSC: 3002 (1988)]
	Guidance Note on the Membrane Filter Method for. Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)].
	AS 1216 Class Labels for Dangerous Goods AS 1319 Safety Signs for the Occupational Environment AS/NZS 1715 Selection, Use and Maintenance of Respiratory Protective Devices AS/NZS 1716 Respiratory Protective Devices AS 2601 The demolition of structures AS/NZS 3012 Electrical installations – construction and demolition sites AS4964 Method for the qualitative identification of asbestos in bulk samples AS/NZS 60335.2.69 Industrial vacuum cleaners

11 Document Revision History

Document Revision History	
28 Feb 2017	Development of document in line with asbestos management framework

To provide feedback about this Work Instruction, please email the SEAAB Management System Team on SEAAManagementSystems@watercorporation.com.au or visit the SEAAB WaterNet.