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## Asbestos Management Plan

### Purpose

The health, safety and well-being of members and adherents of Church@theGabba is the Church's highest priority. This commitment includes ensuring that any Asbestos Containing Material (ACM) found in Church-owned facilities is managed in such a way as to minimise the risk to all staff, members, adherents, visitors, contractors and service providers who use church facilities.

### Preamble

Under workplace health and safety laws, the Church is required by legislation to develop an Asbestos Management Plan (AMP) for workplaces under its management and control.

In the vast majority of cases, ACM is safe. If ACM is left undisturbed and is in a sound condition, studies show that it does not pose a health risk. An effective strategy for the management of asbestos-related matters and any associated potential risks to health and safety is to minimise the risk through the development of an Asbestos Management Plan (AMP).

This Asbestos Management Plan for Church@TheGabba facilities details:

- roles and responsibilities of all staff, members, adherents and visitors for the reporting and management of ACM in the Church facilities;
- processes for managing asbestos-containing material to ensure Church@TheGabba complies with the legislative requirements while ACM remains in buildings; and
- processes for managing an asbestos-related incident.

This plan must be readily accessible and available for consultation by building occupants, service providers (e.g. contractors and service personnel) and any other persons whose work or activities may have the potential to disturb ACM, either accidentally or intentionally.

### Policy

All work on Church buildings involving the removal, transport, disposal or otherwise potential disturbance of ACM, shall be performed in accordance with all relevant Commonwealth and State Acts, Regulations, Codes of Practice and industry standards.

Workplace Health and Safety Queensland (in the Department of Justice and Attorney-General) has primary responsibility for investigating alleged and actual breaches of statutory requirements and advising in relation to the management of ACM within the workplace. This includes providing advice on the statutory obligations of building owners, as well as licensing requirements for contractors. <https://www.worksafe.qld.gov.au/injury-prevention-safety/asbestos>.

### Responsibilities

The following responsibilities for the implementation of the control measures are provided in this document.

### **Church@Gabba staff, members, adherents and visitors**

- Adhere to any policies and procedures for the management of ACM.
- Inform the Property Manager of any disturbance or concerns with any building materials.
- Not allow service providers access to carry out work unless authorised to do so by the Property Manager.
- Not allow service providers access to carry out work without signing the service provider's sign-in sheet.
- Not to undertake any work, however minor, in areas known to contain ACM without explicit approval of the Property Manager e.g. hanging pictures on walls, installing new curtains, etc.
- Not to undertake ANY work on ACM including make safe repairs.

### **HUB and mustard seed??**

Something here for people working in the Hub or Mustard Seed.

### **Property Manager and Leasing Manager**

- Adhere to policies and procedures for the management of ACM.
- Ensure service providers do not commence work without viewing the Asbestos Register and the relevant management plan for the area where work is to be conducted.
- Ensure services providers sign the service provider's sign-in sheet before commencing work.
- Ensure all staff and occupants of the area are aware of their responsibilities to comply with DET's asbestos management policies and procedures.
- Present the asbestos awareness presentation annually to all staff (permanent and casual).
- Ensure the asbestos register and the asbestos management plan is readily available to all staff, P&C, visitors and service providers.
- Ensure at least one publicly visible asbestos warning sign (notice to all contractors – asbestos register) is located at the Church office as a minimum.
- Ensure stickers are attached to all asbestos containing surfaces.
- Ensure records relating to the use or presence of asbestos in Church buildings are kept for an appropriate period (indefinitely? 100 years?).
- Review asbestos-related incidents and internal asbestos management procedures annually with the Policy Group and where appropriate, make recommendations which may support improvements to the Church's asbestos management procedures to the Church Leadership.

### **Someone?**

Ensure the processes below are in place to manage any maintenance, installation, refurbishment, ACM removal or construction related work and any asbestos-related incidents:

- Consider the extent of work and potential risks relating to any activities to be undertaken where ACM is known to be present and where considered necessary brief everyone (including cleaners) to ensure they are aware of these activities.

### **Managing Risk Associated with ACM**

Appropriate measures are needed to ensure that ACM is managed and potential asbestos-related risks are controlled. The following measures have been developed based on the requirements of current legislation including codes of practice and form part of a comprehensive framework for managing asbestos-related risks in the Church.

- Identification and registration of ACM.
- Managing Asbestos in-situ and periodic inspections of ACM.
- Asbestos warning signage.
- Safe business procedures and work practices.
- Progressive removal of ACM (based on risk).
- Education and awareness programs??
- Asbestos Register.
- A process to control building-related work.

#### **1. What is the risk associated with ACM?**

The risk associated with ACM is the inhalation of airborne respirable-sized asbestos fibres and developing asbestos-related disease. High levels of exposure to these airborne fibres over a prolonged period of time, increases the likelihood of asbestos-related diseases.

It is important to note that ACM does not present a health risk when it is stable and contained in a non-friable form that is maintained in good condition. In fact, many people in society are exposed to minute amounts of airborne asbestos fibres as they go about their daily lives, and do not develop asbestos-related health problems. Since asbestos is a naturally-occurring material, very small trace amounts of asbestos fibres are often found in the analysis of the natural 'fresh' air we breathe. (this is referred to as the ambient background level of asbestos).

However, the release of elevated/significant levels of airborne fibres is possible if a material deteriorates to a very poor condition or is disturbed (accidentally or intentionally) without appropriate safety control measures in place. The inappropriate use of high-speed power tools to cut, drill or sand non-friable ACM or the incorrect handling of unbonded (friable) ACM, are examples of actions likely to cause fibres to become airborne.

## *2. How can the risk be minimised?*

Awareness of the potential health risks posed by ACM is an important starting point. Avoiding damage to ACM and minimising the release of fibres when working with ACM will significantly reduce risk.

Other control measures which will reduce risk include asbestos warning signage and controlling work involving ACM, the mandatory recording of asbestos details in an asbestos register, and the reporting of asbestos-related incidents.

## *3. Identification and registration of ACM*

Legislation requires owners of workplaces to ensure all ACM in their workplaces is identified, as far as practicable. Details including the location, item, type, condition and form of ACM at the facility are recorded in an Asbestos Register.

The Asbestos Register also contains the results (both positive and negative) of materials sampled and tested for the presence of asbestos. However, some materials suspected to be ACM may be difficult to access or sample in a non-destructive manner, and are therefore not actually tested. As a precautionary measure, this material is classified as "assumed" to contain asbestos – until proven otherwise.

The Asbestos Register for the Church facilities is located **insert** and is readily available for viewing by persons who may need to be aware of the presence of ACM, including staff, members, service providers and visitors.

Note – if there is no entry in the asbestos register which relates directly to a part of a building you are concerned about, you must treat it as assumed asbestos-containing material until proven otherwise.

## *4. How do we manage in-situ ACM including periodic inspections?*

The identification of ACM in a building does not automatically necessitate its immediate removal. ACM in a stable condition and not prone to mechanical damage can generally remain in-situ.

Important and necessary components of an effective asbestos management strategy are periodic inspections and monitoring of the condition and any risk posed by the ACM that remains installed in workplaces. Periodic inspections also provide a level of confidence that the contents of the Asbestos Register remain relatively accurate.

Such inspections should only be carried out by a person competent in the identification of ACM and experienced in assessing condition and any associated risk of ACM in buildings. Samples of assumed ACM must only be taken by a competent person.

To meet legislative requirements, the Church engages **an expert** to undertake asbestos audits **triennially** across Church facilities to identify new ACM and monitor the condition of existing ACM as per the register.

The Church's policy is that all ACM material identified as being in poor physical condition is made safe and scheduled for removal.

Where concerns are raised regarding the condition of ACM or as a result of an assumed asbestos-related incident the Church will immediately make the area safe and undertake corrective actions.

## 5. Asbestos warning signage in the Church

The *Work Health and Safety Regulation 2011* states a person with management or control of a workplace must ensure the presence and location of asbestos or ACM identified at the workplace is clearly indicated.

In addition to existing ACM control measures, ACM warning signage must be installed and maintained in all Church facilities to comply with Work Health and Safety legislation.

Note: If the Asbestos Register has a building listed as ACM free or No Asbestos Identified, this signage is not required.

The following key elements for ACM warning signage apply:

- at least one publicly visible sign should be located at the facility's central control point (e.g. reception, front counter etc.) as a minimum.
- the signs need to be easily visible to anyone who may potentially disturb ACM.
- the design and size of the signs must comply with Australian Standards.

All areas known or suspected to contain asbestos in Church facilities have been labelled (sticker?).

It has been accepted that a single sign at the administration centre of the school, ECEC centre or workplace supported by the BEMIR processes for issuing WAAP and viewing the Asbestos Register showing ACM location, type and physical state to all service providers, sufficiently addresses the Queensland legislative requirements.

Ensure compliance for signage by printing the example warning sign provided below (in colour) and install as described in items 1 – 3 above. The asbestos warning sign is available from the 'Policy, plans & guidelines' page on the Asbestos Management website.

Example of the sign to be publicly visible and located at the facility's central control point (e.g. reception, front counter etc.)

## 6. Risk assessment

The asbestos risk assessment process entails identifying, evaluating, controlling and monitoring sources of asbestos within Church facilities. A risk assessment also involves consultation with others when this is undertaken. Risk assessments are undertaken during the **five-yearly** asbestos audits.

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates potential for harm, while 'risk' refers to the probability of that harm becoming a reality. For example, the presence of asbestos in a building is a hazard, but while that asbestos remains in sound condition and does not release fibres into the air, the risk is negligible.

A risk assessment must be carried out by any service provider prior to undertaking any work that has the potential to disturb ACM, and assists in identifying appropriate safe work procedures.

## 7. Safe business procedures and work practices

Any building-related work or other activity with the potential to disturb ACM (either intentionally or accidentally) must be properly planned including a risk assessment undertaken and appropriate precautions put in place.

This includes any minor and major construction work, installations, refurbishments, condition-based planned and unplanned maintenance repairs, demolition work, ACM removal work, maintenance-related cleaning activities, or any other activities (for example, condition assessments or tendering/quoting inspections that involve entering a space above an ACM ceiling).

At the planning stage of the proposed work, planners, designers, estimators etc. need to be made aware of the presence of ACM, so they can consider the impacts or implications for the work proposed. The facility's Asbestos Register must be made readily available to them

When licensed asbestos removal work is being carried out, asbestos removal supervisors and workers must also have appropriate certification as required in the legislation appropriate to the type of licensed asbestos work.

The Work Health and Safety legislation prohibits the use of certain tools or work methods when working with ACM as they can generate airborne asbestos fibres. It is essential that prior to the commencement of all condition-based planned maintenance, installation, refurbishment, ACM removal and construction related works of any description a meeting must be conducted involving relevant parties.

The start-up meetings should include (but not limited to) discussions regarding:

- the Asbestos Register
- very clear understanding of the full scope of work to be carried out
- undertaking a physical site inspection of work area with service providers
- determining the risks associated with scope
- Asbestos Removal Control Plan (if applicable).

Every service provider and their employees must sign the service providers sign-in sheet before commencing work.

## *8. Progressive removal of ACM (based on risk)*

The Church's risk management strategy for ACM includes the removal of ACM based on its assessed condition and level of risk. That is, removal programs are prioritised, targeting poor condition/high risk ACM first, with lower risk ACM being managed in-situ until it is eventually removed or the building demolished.

Examples of higher risk ACM are:

- deteriorated or unstable ACM that is not sealed,
- ACM that may be subject to abrasion or rapid deterioration over time,
- friable ACM that is not effectively sealed.

The timeframe for removal should consider risk as well as logistical requirements such as opportunities for co-ordinating removal with other works such as refurbishments, major repair, or other building work. Often the additional project cost of including such removal work within another project, is much lower than if the removal work is undertaken in isolation.

If asbestos removal work has occurred, the asbestos removal firm must confirm that:

- the work has been completed,
- the asbestos work area has been thoroughly inspected and cleaned,
- there is no visual evidence of dust or debris,
- the area is now cleared for return to normal use.

When asbestos removal work has been carried out, a thorough 'clearance inspection' must be undertaken by an independent competent person (i.e. occupational hygienist), prior to certifying that the asbestos work area is safe to be re-occupied and returned to normal use.

## *9. Progressive removal of ACM (based on risk)*

Where renovation, refurbishment, demolition or maintenance works are to occur, under no circumstances should ACM be enclosed, encapsulated or sealed.

## *10. Working with asbestos in Church-owned facilities*

When working on ACM, contractors will undertake the following tasks to minimise risks:

- Participate in a start-up meeting (where applicable).
- Consult the asbestos register and sign the service provider sign-in sheet prior to commencing work.
- Hold the appropriate licences, certificates and approvals.
- Effectively barricade and/or isolate the work area.
- Erect warning signs.
- Switch off air-conditioning units in adjacent areas and sealed vents.
- Wear breathing protection devices, disposable coveralls and other necessary personal protective equipment.
- Implement safe work practices.
- Use drop sheets to gather any work-generated asbestos waste.
- Keep any dust generated from the work to a minimum and contained within the immediate area.
- Remove any dust or debris generated with a HEPA vacuum cleaner - under no circumstances is a domestic vacuum cleaner to be used.

- Place ACM which has been removed in heavy duty plastic or placed in lined asbestos disposal bins with plastic.
- Dispose of any removed asbestos in a registered facility.
- Supply all supporting documentation to the Property Manager.

## Asbestos Register

The central asbestos register is available [HERE](#). The register identifies the status of asbestos-containing material (ACM) in various ways, i.e. assumed, confirmed, removed, not present - (tested or not tested), or no asbestos identified. It details the locations, types of asbestos and physical state for the confirmed or assumed ACM within Church facilities.

The asbestos register should not be relied on solely as its completeness and accuracy cannot be guaranteed. The Work Health and Safety Regulation 2011, requires asbestos registers for buildings classified as workplaces constructed up to 31 December 2003.

## Incident Reporting

An Asbestos Incident Report is required for ALL assumed or confirmed ACM related incidents. Typical situations include:

- accidental damage to any ACM (e.g. sheeting cracked due to collision with wall);
- disturbance of ACM during work that was not carried out in accordance with the safe work practices; and/or
- discovery of previously unknown ACM, e.g. asbestos debris in walls or ceiling.

Key processes if accidental damage occurs to any relating to assumed or confirmed ACM during the course of usual facility operations:

- staff, members and visitors must immediately vacate the room or area and follow the Church procedures.
- Access to the area should be restricted until the damage can be assessed, and advice obtained on recommended short and longer term remedial actions.
- Incidents relating to assumed or confirmed ACM must be reported to the Property Manager / church leadership.

If accidental damage occurs to assumed or confirmed ACM during the course of building works, the service provider must stop work immediately in the area where the incident occurred and advise the [Property Manager / church leadership / contact?](#).

Requirement to notify Workplace health and Safety??

### *1. Process if anyone has concerns about asbestos*

Asbestos is potentially harmful when present as respirable (very small) fibres in air. Such dust may be created when work is being undertaken on ACM. Once the work is completed, any such dust will be gradually dispersed. In some instances, dust may be discovered after work has been undertaken. The risk of exposure to airborne dust is minimal unless the dust is disturbed.

In most circumstances which occur in the Church, the risk of exposure is minimal, and it will be sufficient to remove people from the area.

In very rare circumstances, for example if someone is present whilst work is actually being carried out, or where dust falls directly on someone, there is a possibility that the person's clothes will have been directly contaminated by asbestos dust. Under such circumstances, the clothing should be dampened with water before removal to minimise any dust. Placing a damp towel over the person's head to wet down the hair and face before removing clothes is a suitable alternative. The clothes should then be placed in a plastic bag, and should be kept damp / dampened again before being placed directly in a washing machine from the bag for professional cleaning. There may be some items of clothing, such as woollen jumpers, which cannot be satisfactorily washed.

In instances of impact, it is not necessary for clothing (including shoes and socks where walls are kicked in) to be removed.

[Staff](#) who are concerned about possible exposure to asbestos can complete a notification to WorkCover Queensland. The staff member completes and signs the WorkCover Claim Form. There is no need for a medical

certificate if you are making a 'notification only' claim. Please clearly write 'Notification only' on the top of the form. WorkCover registers the notification and assigns the employee a claim number. WorkCover will advise the Church?? and staff member of the claim number.

## 2. Parent / care giver letter advice

Do we want to do this? I was thinking of mick's example of accidentally disturbing asbestos in the shed.

A parent/caregiver letter advice is a written letter from the Church? to parents and caregivers to advise of a potential or confirmed asbestos-related incident occurring in Church facilities during and involving GabbaKids, Youth Group or Young Adult Church-run events.

This written advice should be provided to parents and caregivers within 1 week? 24 hours? of a known or assumed asbestos-related incident.

The advice will provide information on the known or suspected cause of the incident, if ACM was confirmed or assumed to be present, the clean-up procedure and the intention of planned remedial works.

### Definitions

*ACM* means asbestos containing material.

*AMP* means asbestos management plan.

*Asbestos Management Code* means How to manage and control asbestos in the workplace Code of Practice 2011.

*Asbestos Register* means the register used to record the presence (or assumed presence) and removal of ACM. Asbestos registers can be obtained from the electronic BEMIR.

*Asbestos Removal Work* means the removal of ACM.

*Asbestos Removal Code* means How to safely remove asbestos Code of Practice 2011.

*Church* means **Church@TheGabba** and also includes the associated ministries and activities of the church and The Mustard Seed.

*Church Leadership* means primary governing group of the church such as the Church Council, elders or deacons.

*Volunteer* means someone who is working in an unpaid capacity as part of a planned program of activity at the Church. This includes any Church members, adherents, friends or others who may offer their services at Church@TheGabba, The Mustard Seed and other Church activities and ministries from time to time.