

	INTEGRATED MANAGEMENT SYSTEM	Review Date
	GL-PR-HSE-0002	23/12/2029
	ASBESTOS REMOVAL MANAGEMENT PROCEDURE – CLASS B ONLY	Rev No: 4.0



ASBESTOS REMOVAL MANAGEMENT PROCEDURE – CLASS B ONLY

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DOCUMENT REVISION CONTROL

This Revision			
Revision No:	4.0	Custodian:	GM - HSEQ
	Name	Position	Date
Prepared by	Andrew Farrell & Fiona Hubczenko	HSE Supt & IMS Coordinator	13/12/2024
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Document reviewed to reflected updated changes to legislation in WA, NT and QLD to reflect the Safe Work Australia and the Model Codes of Practice.			
Document due for review:	13/12/2029		

(NB: the following is only applicable for controlled documents or where determined by document custodian)

This procedure and any subsidiary documents will be reviewed by the General Manager HSEQ at least every five years; but more frequently should changes arise in applicable legislation, industry, corporate or insurer approaches to the subject matter.

The procedure may also be reviewed in light of client procedural requirements prior to commencement of any new project scope of works.

Document Revision History				
Most recent change to the top				
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Document Retention

Goodline retains all documents in digital form. Disposal cannot occur without MD approval.

Consistent with legislative obligation this document must be retained for a minimum of: **7 years.**

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1.0 INTRODUCTION

The purpose of a Goodline Asbestos Management Procedure is to ensure asbestos fibres are adequately controlled so that they do not pose any significant hazards within the workplace. Ribshire Pty Ltd (trading as Goodline) only holds a Class B Asbestos Removal Licence. Goodline does **not** hold a Class A (Friable) Asbestos removal licence.

Ribshire Pty Ltd, has been issued with licences in Western Australia (WA) and Queensland (QLD) only. Although a removal licence is not required for the removal of asbestos or asbestos related products under 10 square metres, Goodline asbestos removal procedures need to be complied with, for all asbestos removal related activities.

This document has been developed to ensure correct handling procedures and management procedures are followed. It also provides guidance to Goodline workers for the management of asbestos during construction, demolition or refurbishment.

The scope of works includes the removal of Asbestos Containing Materials (ACM) and Asbestos Containing Dust or Debris (ACD). Where it is not practicable to remove the asbestos, reasonable and practicable measures to manage the risk are required to be implemented.

A Restricted Asbestos Removal Licence (Class B) allows people to remove amounts exceeding 10 square metres of bonded (non-friable) asbestos. All other types of asbestos must be removed by an unrestricted license holder (Class A).

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or ACM, including: - Any amount of friable asbestos or ACM - Any amount of ACD - Any amount of non-friable asbestos or ACM.
Class B	Can remove: - Any amount of non-friable asbestos or ACM - Any amount of ACD associated with the removal of non-friable asbestos or ACM
No licence required	Can remove: - Up to 10 m2 of non-friable asbestos or ACM - ACD that is: - associated with the removal of less than 10 m2 of non-friable asbestos or ACM - not associated with the removal of friable or non-friable asbestos and is only a minor contamination - Naturally occurring asbestos at a mine.

Table 1: Specific licences required for Class A and Class B Asbestos removal.

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2.0 SCOPE

This procedure applies to all Goodline employees, contractors and subcontractors, across Goodline operational sites and projects.

It details the requirements for:

- Obtaining a licence to remove asbestos;
- Identification of hazard/s;
- Exposure to hazard/s;
- Control measures;
- Personal hygiene;
- Personal Protective Equipment (PPE);
- Treatment of protective clothing;
- Waste disposal
- Record keeping; and
- Health monitoring / medicals.

When undertaking work for client companies, their asbestos management procedures and standards shall apply when specified. Refer to Appendix 1 for Definitions.

2.1 Identification of Asbestos Materials

Asbestos may be found but is not limited to the following products:

- Airconditioning ducts, exterior or interior acoustic and thermal insulation;
- Arc shields in lift motor rooms or large electrical cabinets;
- Asbestos ceiling tiles, conduit, electrical fuse boards;
- Asbestos cement external roofs and walls;
- Asbestos cement in the use of form work when pouring concrete;
- Asbestos cement internal flues and downpipes;
- Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers;
- Asbestos cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc.
- Asbestos cement render, plaster, mortar and coursework;
- Asbestos cement sheet;
- Asbestos cement sheet behind ceramic tiles;
- Asbestos roof tiles;
- Boiler gaskets.

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3.0 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Managing Director

Responsible to:

- Overall approval and implementation of this procedure, including provision of leadership and resources for implementation.

3.2 General Manager

Accountable for:

- Overall approval and implementation of this procedure, including provision of leadership and resources for implementation.

3.3 General Manager Health Safety Environment and Quality Manager

Accountable for:

- Asbestos Removal Licences are maintained for currency and in compliance with state and territory guidelines;
- Periodic audits of the effectiveness and compliance with the procedure, and to facilitate review when necessary to rectify any deficiencies found in the procedure; and
- Ensuring that as a minimum, this procedure is formally reviewed every five years, and that any changes are communicated.

3.4 State Manager and Project Managers

Responsible for:

- Materials, equipment and facilities are available where required to permit issue and control as specified in the procedure.

Accountable for:

- Appointing a nominee for the respective Western Australian and Queensland Asbestos Removal Licence; Notifying the respective Regulators immediately if the Goodline Asbestos Removal Licence Nominee (Nominated Supervisor) is no longer fulfilling the appointment;
- Ensuring a safe system for work has been implemented for asbestos removal work within their area of ownership;
- Where required, establish Workplace Asbestos Register and Asbestos Control Plans; and
- Investigate all breaches and enact corrective actions.

3.5 Superintendent/Supervisor

Accountable for:

- Ensure personnel are provided with appropriate training and instruction on the management of asbestos; and
- Manage all asbestos work in accordance with the Asbestos Removal Control Plan and the Safe Work Method Statement.

3.6 HSE Advisor

Responsible to:

- Maintain the Goodline Site Induction package and incorporate relevant information arising from this procedure; and
- Provide advice with respect to handling asbestos, recording of register/s, waste disposal, recommended exposure levels and control measures at the workplace.

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3.7 Employee

Responsible to:

- Comply with the requirements listed in this procedure.

4.0 GENERAL REQUIREMENTS

Asbestos is an extremely hazardous material. Strict guidelines and legislation on the compliance of handling of asbestos should be understood by all Goodline personnel prior to handling the material. This procedure and the GL-SWMS-HSE-0001 Work involving the removal or disturbance of Asbestos, shall be communicated and understood by all personnel prior to undertaking any work involved asbestos containing materials.

4.1 Health Aspects of Exposure to Airborne Asbestos Fibres

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis after a long latency period. As a result, the use of asbestos has been banned in Australia.

4.2 Identification of Asbestos

If products are suspected to contain asbestos, then it shall be treated and handled in a manner relating to the handling and disposal of asbestos -based material, until proven otherwise. Detection can be achieved by laboratory analysis.

The presence of asbestos can only be confirmed by on site sampling, followed by off-site laboratory testing. Samples are collected for testing, then are sent to a NATA accredited laboratory for analysis. A list of NATA accredited laboratories can be found by calling the below listed numbers.

State	Registered Laboratory (Name and Address)
Western Australia (EPA)	(08) 9486 2800 will provide a list NATA accredited laboratories in WA
ALS Laboratories	(08) 9172 5933
Eurofins	(08) 6253 4444
Environ Lab (MPL)	(08) 9317 2505
Queensland	
ALS Laboratories	(07) 3243 7222
Eurofins	(07) 3902 4620
Enviro Lab (MPL)	(07) 3266 9532
Northern Territory	
ALS Laboratories	(08) 8942 2608
Eurofins	(08) 8154 3103
Envirolab Services Darwin	(08) 8967 1201

Table 2: NATA Accredited Laboratory who tests for Asbestos in Western Australia

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Sampling will be conducted on asbestos samples, in a laboratory environment. The laboratory will provide results of the analysis; however, no interpretation will be provided.

4.3 Asbestos Removal Control Plan

The decision to remove ACM should be based on the application of this asbestos removal control plan, which has been developed in accordance with the Safe Work Australia, Code of Practice, *How to manage and control asbestos in the workplace, July 2020*. With the state based Codes of Practices aligned with this model.

Goodline must ensure that a risk assessment is performed by a competent person prior to the asbestos removal and that the asbestos removalist take this risk assessment into account in developing the Asbestos Removal Control Plan. As a licensed asbestos removalist, you must prepare an Asbestos Removal Control Plan for any licenced Asbestos Removal Work.

GL Document	Name of document
GL-FM-HSE-0317	Asbestos Removal Control Plan

In some cases, the full extent of the ACM is not always known until the removal is underway. In these circumstances the Goodline Supervisor should identify the ACM as far as possible before asbestos removal commences, and if additional ACM are found a further risk assessment should be performed by a competent person.

If workers are unsure, treat the materials as asbestos and the following steps should be undertaken:

- Workers assessing the suspect material shall at all times wear personal protective equipment (i.e. Respiratory mask, gloves, disposable overalls, long sleeve shirt, long pants, preferable steel capped rubber boot and safety glasses/goggles).
- Workers assessing the site for asbestos shall avoid disturbing the suspected material as much as possible during assessment;
- If verified that the site may contain asbestos, the Site Supervisor must arrange for samples to be taken with the utmost care to prevent spreading airborne particulates; and
- Samples taken must sent to NATA approved accredited laboratory for analysis and results will be made available to the Client, Goodline Management and workers.

The Licence Holder shall ensure compliance at Goodline workplace, to the key elements of the model Code of Practice *How to manage and control asbestos in the workplace, July 2020*, in the workplace as follows:

- Workplace Asbestos Register must be held at workplaces where asbestos is present;
- A risk assessment must be completed to determine if asbestos at the workplace presents a hazard to the workers;
- The risk assessment must be done by a competent person;
- A Register, including risk assessments, to be updated on a as required basis;
- Asbestos in the workplace should be appropriately labelled and signed;
- Warning signs and labels supplement the information in the Workplace Asbestos Register; and
- A competent person should determine suitable locations for signs and labels.

Where asbestos is identified or suspected, an asbestos risk assessment shall be conducted jointly by a competent person, the Site Supervisor and /or Site Safety Advisor and approved by the State or Project Manager prior to any works continuing. The monitoring and management of these risks are critical for the prevention of incidents prior to work commencing. The assessment of wind conditions is essential in the prevention of airborne particulates whilst ascertaining the hazard.

- The hierarchy of controls should be exercised at all times when assessing risks involving the removal of asbestos;

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- All materials suspected to contain asbestos, are to be treated as containing asbestos until otherwise assessed by a NATA accredited laboratory;
- Consideration shall be based on the condition, type of material and the likelihood of damage to the material before and after removal; and
- All tools and equipment shall be set up on the work site prior to samples being taken to prevent double handling, delays, exposure and further contamination of the surrounding area.

4.4 Exposure Standards

Monitoring carried out by an Occupational Hygienist or trained specialist may be carried out before and during Class B asbestos removal work to ensure that control measures are being used to eliminate or minimise exposure to airborne asbestos are effective. Exposure monitoring should be considered where asbestos work is undertaken in or near a public area. Where there are concerns about possible worker exposure, exposure monitoring should be undertaken.

An exposure standard published by Safe Work Australia in the Workplace Exposure Standards for Airborne Contaminants. For asbestos the exposure standard is a respirable fibre level of 0.1 fibres/mL of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight hour working day and measured over a minimum period of four (4) hours in accordance with the membrane filter method.

Goodline will request assistance from the clients occupational hygienists to conduct client monitoring.

Control Level (airborne asbestos fibres/mL)	Control/Action
<0.01 fibres/mL	Continue with control measures
At 0.01 fibres/mL or more that 0.01 fibres/mL but less than or equal to 0.02 fibres/mL	Review control measures. Investigate the cause and implement control measures to prevent further release.
≥ 0.02	Stop removal work. Notify your Supervisor, HSE Advisor or Licenced (Nominated) Asbestos Supervisor who will contact the regulator by phone. Followed by a written statement that the work has ceased and the results from the air monitoring has been forwarded. Investigate the cause. Implement controls. Do not recommence work until fibre levels are at or below 0.01 fibres/mL.

When preparing tender documentation for contractors, it is appropriate for information about the presence and location of asbestos to be included.

Employers must ensure that work schedules for employees carrying out repair and maintenance work at the workplace also contain information about the presence and location of asbestos.

5.0 CLASS B – ASBESTOS REMOVAL PROCEDURE

When conducting the removal of "Class B" Asbestos removal the Safe Work Australia, Code of Practice, *How to manage and control asbestos in the workplace, July 2020* to be followed in alignment with the state based Codes of Practices.

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5.1 Certification and Training

Records of all training (this includes induction training, training prior to commencing a job) must be kept while the worker is carrying out the work and for five years after the day the worker stops carrying out the work. These records must also be available for inspection by the regulator.

5.1.1 Licenced Asbestos Removalist

Ribshire Pty Ltd, trading as Goodline is the licenced Asbestos Removalist. The licences for each state and territory where work is conducted is held by the Contracts Administrator.

5.1.2 Worker

Workers (including Asbestos Removal Supervisors) who are licensed to carry out licenced asbestos removal work are required to acquire the following units of competency.

Class B Asbestos Removalist Licence	CPCCDE3014 Remove non-friable asbestos certification B-Class
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5.1.3 Licenced (Nominated) Asbestos Supervisor

Licenced Asbestos Supervisors will require to be the holder of a “Class B” Asbestos Removalist Licence as well as the Asbestos Removalist Supervisor Certification.

Class B Asbestos Removalist Licenced Supervisor	CPCCDE3014 Remove non-friable asbestos certification B-Class or CPCCDE3015 Remove friable asbestos certification A Class
Asbestos Removalist Supervisor Certification	CPCCDE4008 Supervise asbestos removal

The Nominated Supervisor must be at least 18 years of age and be able to provide evidence of being a competent person through the appropriate certification and experience.

To add or replace a nominated supervisor a licence holder must submit a Change in Nominated Supervisor application. There are different forms and different considerations for Class A and Class B nominated supervisors.

Applicants must complete a Statement of Experience (SOE) within the application form (s) to demonstrate that the nominated supervisor meet the competency and experience requirements.

The SOE forms a critical part of the application and must be completed in accordance with the regulator’s requirements. Each section of the SOE must be completed with as much detail as possible to ensure that the full scope of the experience is illustrated.

The regulator must be informed of any changes regarding the nominated supervisor by the licence holder (for example, removing a nominated supervisor from the licence).

State	Form
Western Australia – Application form Change of Nominated Supervisor Asbestos Removal Licence: Class B	download
Queensland – Form 80 – Application for asbestos removal licence for Class A or B	Form 80 Application for asbestos removal licence for Class A or Class B

5.2 Duties for licensed asbestos removal work – Licenced Asbestos Supervisor – Class B only

Specific duties for the Licensed Asbestos Supervisor work includes:

- Ensuring the Licenced Asbestos Supervisor is readily available or present when the work is carried out. The supervisor would be regarded as accessible if they are contactable by phone and able to

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arrive at the workplace within 20 minutes (Section 3.1, 16 How to Safely Remove Asbestos – Code of Practice, WA).

- Providing Asbestos Induction Training and ensuring the asbestos removal worker has undertaken the training listed in 5.1.3 Licenced (nominated) Asbestos Supervisor.
- Notification of licenced asbestos removal work to WHSQ five days ***before*** the asbestos removal work is started. Refer to:

Goodline Document / External Reference Document	Name of Document
GL-FM-HSE-0324	Qld- Notifying the regulator of the licensed asbestos removal work
Government of WA – Notification of Asbestos Removal	Notification of Asbestos Removal

5.2.1 Emergency situations

- All emergency situations, notify WHS Regulator immediately by phone and in writing within 24 hours after WHS Regulator was notified by phone.
- Notify WHS Regulator if respirable asbestos fibre levels are more than 0.02 fibres/mL, if air quality monitoring

5.2.2 Training of personnel

As the licenced asbestos removalist, Goodline will be required to provide this training before the commencement of each asbestos removal job. The training should include:

- The nature of the hazards and the risk;
- How the asbestos can affect a person's health;
- The risks arising from exposure to airborne asbestos;
- The control measures in place and maintenance of the asbestos removal control plan for that job;
- The methods and equipment that will be used to do the job properly;
- Choosing, using and caring for PPE and RPE;
- Decontamination procedures;
- Emergency procedures; and
- Any other legal requirements (for example contaminated sites).

5.2.3 Additional duties of PCBU

Additional duties apply to the PCBU and the person with management and control of the workplace. These duties include:

- Informing various stakeholders about the asbestos removal and providing them with appropriate information;
- Ensuring clearance inspections are conducted and clearance certificates are issued;
- Ensuring air monitoring is conducted where appropriate;
- Providing appropriate training and ensuring the asbestos removal worker has undertaken the relevant units of competency associated with asbestos removal;
- Telling various parties about the asbestos removal and providing them with appropriate information;
- Obtaining the workplace's asbestos register;
- Preparing an asbestos removal control plan;
- Notifying the regulator about the work before it starts; (Refer to GL-FM-HSE-0324)

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- Displaying the signs and installing the barricades around the asbestos work area;
- Limiting access to the asbestos work area;
- Ensuring appropriate decontamination facilities are in place; and
- Ensuring waste containment and disposal procedures are in place.

5.3 Class B – Asbestos Removal Requirements and Specifications

5.3.1 Informing parties of the licensed asbestos removal

As a licensed asbestos removalist you must inform the person with the management or control of the workplace about the work and the date it is to commence before any licensed asbestos removal work is carried out.

Before commencing, the licenced asbestos removal at residential premises, you must, so far as reasonably practicable, tell the following people about the asbestos removal work and when it will commence:

- The person who commissioned the asbestos removal work;
- Other PCBU's at the workplace or in the vicinity of the workplace;
- The occupier of the residential premises;
- The owner of the residential premises; and
- Anyone occupying the premises in the immediate vicinity of the workplace.

The person with management or control of the workplace must then ensure the following people are told that the asbestos removal work is to be carried out and when the work is to commence:

- Their workers and any other people at the workplace; and
- The person who commissioned the asbestos removal work.

5.4 Work specifications for the removal of ACM

Work specifications for the removal of ACM should address the following issues:

5.4.1 What

- Technical descriptions of the ACM to be removed, with details on the type and condition of ACM present, their quantity and any special or unusual materials, including any residual dust and debris. Details on any section or materials to be left in place;
- Cleaning and decontamination: the areas to be protected from airborne dust and the areas to be cleaned or decontaminated upon completion.
- The dimensions of surfaces and fittings (the provision of adequately detailed drawings should be sufficient);
- The types of fittings and supports, and whether or not these should be removed or disposed of with the waste;
- The storage and disposal of the asbestos waste;
- The type of finish required; and
- Arrangements for clearance inspections and air monitoring.

5.4.2 Where

- Location of the removal;
- Indoors;
- Outdoors but protected;
- Outdoors and exposed to weather;
- Enclosed in ducts (e.g. air conditioning heater boxes) or trenches below ground level;

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- Difficult or unusual site conditions and access (such as working at heights), which will influence the selection or application or removal methods, particularly concerning transport, scaffolding and weather protection;
- Areas difficult to access, such as wall and ceiling cavities. These could have hidden ACM, which would need to be further assessed for their risks;
- Details on any areas that have not been assessed but could contain asbestos; and
- Safe work procedures for dealing with any unknown or unexpected asbestos found during removal work.

5.4.3 Hazards

Confirmation and details of residual heat in pipework, boilers, turbines or refinery equipment. Attention should be paid to the possibility of burns to workers.

- Other temperature considerations;
- Normal working temperature for each portion of the plant; and
- Ambient temperature in the asbestos work area.

The location of the electrical cables, switches and panel, which may pose an electrical hazard and need to be isolated or protected to prevent the electrocution of asbestos removal workers;

- Any unusual or specific hazards associated with the removal work, such as brittle roofs or working at heights; and
- Site occupancy restrictions and conditions, including access and egress, work schedules and emergency management arrangements, including emergency communication and evacuation plans.

In accordance with GL-PR-HSE-0023 Goodline JHA and PACE Procedure, the workgroup shall complete a JHA and PACE, authorised by the Site Supervisor, prior to works commencing. The risk controls shall be reviewed for adequacy by the Site Supervisor, whenever the factors affecting the stability of the asbestos change. The HSE Advisor will offer guidance and advice in relation to any health concerns.

Goodline Document	Name of Document
GL-FM-HSE-0023	JHA and PACE Procedure

5.5 Asbestos Register

The licenced asbestos removalist must obtain a copy of the Asbestos Register for the workplace from the person with management or control of the workplace before commencing licenced asbestos removal work.

The person with management or control of the workplace must ensure that the Asbestos Register is maintained to ensure that the information in the register is up to date, and must review and if necessary, revise the asbestos register if asbestos removal work is being conducted.

The Asbestos Register should be reviewed at least once every five years to ensure that it is kept up to date.

Goodline Document	Name of Document
GL-FM-HSE-0017	Asbestos Register

5.5.1 What to do if the asbestos register indicates that asbestos is present

If the asbestos register identifies that asbestos or ACM is present, the person with management or control of the workplace must ensure all asbestos likely to be disturbed is identified and removed, so far as reasonably practicable, before the demolition or refurbishment work starts.

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5.5.2 If there is no asbestos register at the workplace

If there is no asbestos register for the workplace, the PCBU who is carrying out the demolition or refurbishment work must not carry out the work until a competent person determines whether asbestos or ACM is fixed to or installed in the structure or plant.

If a competent person has reasonable grounds to be uncertain as to whether or not asbestos is present, the PCBU carrying out the work must assume it is present before commencing demolition or refurbishment work. If asbestos is determined or assumed to be present, the PCBU carrying out the work must inform the occupier or owner of the premises (if it is a residential premises) or, in any other case, the person with management or control of the workplace.

5.6 Preparing an Asbestos Removal Control Plan

As a licensed asbestos removalist, you must prepare and Asbestos Removal Control Plan for any Licensed Asbestos Removal Work.

Goodline Document	Name of Document
GL-FM-HSE-0317	Asbestos Removal Control Plan

Once the Asbestos Removal Control Plan is completed, Goodline must:

- Give a copy to the person who commissioned the licensed asbestos removal work;
- Ensure that a copy of the Asbestos Removal Control Plan is kept at the workplace until the completion of the asbestos removal work; and
- Make a copy readily accessible on site for the duration of the licenced asbestos removal work to:
 - PCBU's at the workplace;
 - Workers or their health and safety representatives; and
 - The occupants of the premises (if the work is carried out in residential premises).

The Asbestos Removal Control Plan must also be available for inspection by the WHS Inspector. If a notifiable incident occurs in connection with the asbestos removal work to which the asbestos removal control plan relates, the licensed asbestos removalist must keep the plan for **at least** two years after the incident occurs.

5.7 Notifying the regulator of the licensed asbestos removal work

Goodline must notify the regulator in writing at **least five (5) business days** before the licensed asbestos removal work commences.

In Western Australia reporting is conducted electronically, refer to hyperlink below. In Queensland notification is conducted by submitting GL-FM-HSE-0324.

Goodline Document	Name of Document
Electronic Version – Western Australia – Notification of Asbestos Removal	Notification of Asbestos Removal
GL-FM-HSE-0324	QLD - Notifying the Regulator of the licensed asbestos removal work (Non-Friable, Class B only)

5.7.1 Emergency situations

It may not be possible to provide five days' notice, and removal work may commence immediately in the following circumstances:

- A sudden and unexpected event, including a failure of equipment, that may cause persons to be exposed to respirable asbestos fibres, for example a burst water pipe that was lagged with asbestos or a forklift crashing into an asbestos cement sheet wall, or
- An unexpected breakdown of an essential service that requires immediate rectification to enable the service to continue, for example gas, water, sewerage or telecommunications services.

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If this is the case, the licensed asbestos removalist must notify the regulator:

- Immediately by telephone
- In writing no more than 24 hours after providing notice by telephone.

5.8 Displaying signs and installing barricades

As a licensed asbestos removalist Goodline must ensure signs indicate asbestos removal work is being carried out and that barricades are erected to delineate the asbestos area. This will assist in limiting the access to the asbestos removal work area.

All people who have access to the removal work area must comply with any direction by the licensed asbestos removalist.

The licensed asbestos removalist (PCBU) may refuse to allow access to persons if they do not comply with control measures implemented for the workplace in relation to asbestos.

5.9 Planning for the removal of ACM

Planning requirements for the removal of ACM can differ greatly, depending on the specific asbestos removal task, the type, location, quantity and condition of the ACM to be removed, whether there are workers or other persons nearby and many other factors.

Asbestos removal work includes:

- The removal of ACM from buildings and structures, including demolition/ excavation sites;
- The removal of ACM from plant and equipment, including friction products;
- Cleaning up asbestos dust or debris; and
- Whatever the circumstances, it is essential for an asbestos removal control plan to be developed and implemented whenever any ACM is to be removed.

NOTE: Any misunderstanding could lead to the use of unsafe removal methods, potentially endangering the health of asbestos removal workers, person in adjoining properties and local residents.

5.10 Emergency Plan

Goodline has a corporate overarching Emergency Management Plan and on some sites, site specific Emergency Management Plans. Decontamination procedures can be temporarily waived in the event of an emergency.

Goodline Document	Name of Document
GL-FM-HSE-0003	Emergency Management Plan
GL-FM-HSE-0062	Emergency Management Plan – Port Hedland
Refer to Corporate Emergency Management Plan GL-PL-HSE-0003	Emergency Management Plan – Weipa
GL-PL-HSE-0084	Emergency Management Plan – Emerald

5.11 Personal Protective Equipment

Personal Protective Equipment (PPE) must be worn at all times, during the work in the asbestos removal area. All PPE used for the removal of asbestos should be inspected before the commencement of the asbestos removal work, after it undergoes any repairs and at least once every seven days when it is being continuously used.

At no time should the worker be eating, smoking or drinking while wearing PPE. By adopting good personal hygiene practices, exposure to asbestos can be reduced, by means of:

- Washing hands on a regular basis;
- Shower and change at the end of the work day; and

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- It is important that compressed air shall not be used for removing fibre from clothing or from skin areas.
- Any PPE used while carrying out asbestos work must not be taken home.
- All Safety equipment including footwear must be decontaminated and sealed in containers (e.g.) double bagged for future reuse or double bagged and disposed of as asbestos waste.

5.11.1 Coveralls

The following requirements include:

- All people involved with asbestos removal non-friable must wear disposable coveralls.
- Coveralls are to be rated type 5, category 3 (EN ISO 13982-1), fitted with a hood, cuffs. If the cuffs are loose, then seal with adhesive tape (cloth or duct). Coverall legs are to be worn over footwear as tucking them in lets the dust in. Fitted hood is to be worn over the respirator straps. If the task is very dusty, double overalls should be used. Disposing of coveralls should be wrapped in a double layer of heavy duty polyethylene sheeting (minimum 200 um thickness) or double bagged before disposal.

5.11.2 Gloves

The following requirements include:

- Gloves are to be worn when conducting asbestos removal work. Use single disposable nitrile gloves should be worn. If latex gloves are to be worn, low protein (powder free) gloves are to be used.
- Any PPE used while carrying out asbestos work must not be taken home, and should be disposed of as asbestos waste
- Workers should clean their hands and fingernails thoroughly whenever leaving the asbestos removal work area.

5.11.3 Safety Glasses

The following requirements include:

- Wear safety glasses to protect your eyes from the dust.

5.11.4 Safety footwear

The following requirements include:

- Safety footwear- steel capped, rubber soled gum boots to be worn by the worker. Avoid lace ups, as lace ups and eyelets can be contaminated and difficult to clean. The footwear should remain inside the barricaded area or dirty decontamination area for the duration of the asbestos removal work and should not be shared for hygiene reasons. Avoid using a disposable over shoe, unless they are off a design that has an anti-slip sole.
- Footwear is to be stored upside down to minimised asbestos contamination inside the footwear. At the end of the removal work and each time the worker leaves the asbestos removal work area, safety footwear must be:
 - Decontaminated
 - Sealed in containers (e.g. double bagged) and disposed of as asbestos waste.

5.11.5 Respiratory Protective Equipment

Respiratory Protective equipment is required to conform with AS/NZS 1716:2012 Respiratory protective devices, specifies requirements, performance and testing criteria for the manufacture of respiratory protective devices (respirators). Fit testing of respirator record on GL-FM-HSE-0214 Respirator Fit Test Record and refer to GL-SWI-0052 Respiratory Mask Test Fit, for further instructions.

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Fit testing of respirator is required to take into consideration personal characteristics of the wearer (i.e. facial hair, glasses) that may affect the facial fit of the respirator. Fit testing should be repeated when changing from different model of RPE or a different sized face piece. The most efficient respirator and filter for the task should be used. Proper fit is critical, fitting a disposable half face respirator can be difficult. Consideration should be given to upgrading to a non-disposable half face respirator. P3 respirators are the preferred equipment due to their probable maximum concentration of asbestos fibres expected.

Disposable RPE is not preferred as it provided little protection after short term use. The disposable RPE are to be disposed of as asbestos waste after a single use (i.e. after meal breaks, after every break a new face mask is required).

Goodline Document	Name of Document
GL-FM-HSE-0214	Respirator Fit Test Record
GL-SWI-0052	Respiratory Mask Test Fit

You must ensure that Respiratory Protective Equipment (RPE) is worn at all times in the asbestos removal area and until the appropriate stage of decontamination has been completed. You should ensure the RPE is taken off last at the end of the shift or at a break as part of the decontamination process.

Decontaminate the RPE before leaving the asbestos removal area, keep the RPE in a sealed container until it is reused for the asbestos removal purposes.

Record the use of respirators, respirator issues and maintenance should be kept up to date.

Goodline Document	Name of Document
GL-FM-HSE-0319	Clean, Store and Maintain PPE

Tasks include:

- Clean, store and maintain PPE, to ensure that the next time it is used it is safe to do so.
- Inspect the PPE before the commencement of work and after it undergoes repairs, once every seven (7) days when the equipment is being continuously used.

5.11.6 Laundering of PPE

Laundering of asbestos related clothing is **NOT** approved by Goodline. This is **NOT** the preferred method, as decontamination cannot be guaranteed.

5.12 Prohibited tools and equipment

At no time should high pressure water sprays or compressed air on asbestos or ACM, unless for firefighting or fire protection purposes.

Other tools and equipment that generate dust such as high speed abrasive power and pneumatic tools (e.g. angle grinders, sanders, saws and high speed drills) and brooms and brushes (unless brushes are used for sealing) must also not be used on asbestos, unless the use of the equipment is controlled. This means the equipment is enclosed when used, or the equipment is designed in a way that captures or suppresses airborne asbestos fibres.

6.0 AIR MONITORING

In most cases only control monitoring, rather than exposure monitoring, is required, because the risks to all asbestos removal workers should already have been assessed and effective respiratory protection should already be provided.

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Air monitoring requirements will vary, however, depending on the types of ACM being removed, the location and position of the ACM, the need for the use of enclosures and whether the removal work is within a building or outside.

The decision to conduct air monitoring for Class B asbestos removal work is a risk based decision, i.e. it is not mandatory but considered good practice particularly for higher risk work or where there are people in close vicinity to the removal.

If air monitoring is required, contact the below listed Occupational Hygienist for Port Hedland, or talk to the relevant client HSE Team representative or site based Occupational Hygienist to see if they are available to conduct air monitoring.

Port Hedland	
Meta Maya Environmental Pty Ltd	(08) 9455 7441

7.0 DECONTAMINATION

Any asbestos dust or debris must be collected in a safe manner and the asbestos work area decontaminated, paying attention to all walls, ledges, fittings and furnishings.

Two types of decontamination procedures may be used, wet and dry decontamination.

7.1 Wet decontamination

Wet decontamination, or wet wiping, involves the use of damp rags to wipe down contaminated areas. Cleaning rags should only be used once, although they may be refolded to expose a clean surface. The rags should be flat and should not be wadded. If a bucket of water is used, the rags should not be re-wetted in the bucket, as this will contaminate the water. Care should be taken to avoid any potential electrical hazards when using this procedure.

7.2 Dry decontamination

Dry decontamination should only be used when wet methods are not suitable or pose a risk because other hazards, such as electricity and slipping. Dry decontamination procedures include carefully rolling or folding up and sealing plastic sheeting and /or vacuuming the asbestos work area with a HEPA filtered H Class industrial vacuum cleaner. Under no circumstances should a domestic vacuum cleaner be permitted to clean up after asbestos works is conducted. Only Goodline vacuum cleaners are permitted to be used when cleaning up asbestos works. Refer to Section 7.5.

7.3 Personal Decontamination

Personal decontamination involves the removal of all visible asbestos dust/residue from PPE and RPE. You must ensure personal decontamination is undertaken each time a worker leave the asbestos removal work area and at the completion of the asbestos maintenance or service work.

Personal decontamination should be done within the asbestos removal work area to avoid the worker re-contaminating themselves or contaminating adjacent areas. Personal decontamination should be carried out even where a decontamination unit is not necessary, such as during minor or small scale asbestos removal work and maintenance.

Before leaving a work area, all work clothes and safety footwear worn during the task, must be decontaminated. They should be thoroughly vacuumed with a HEPA filtered H-Class industrial vacuum cleaner to remove any asbestos fibres, and the safety footwear should be wiped down with damp rags or wet wipes. Whilst undertaking this activity, wear RPE.

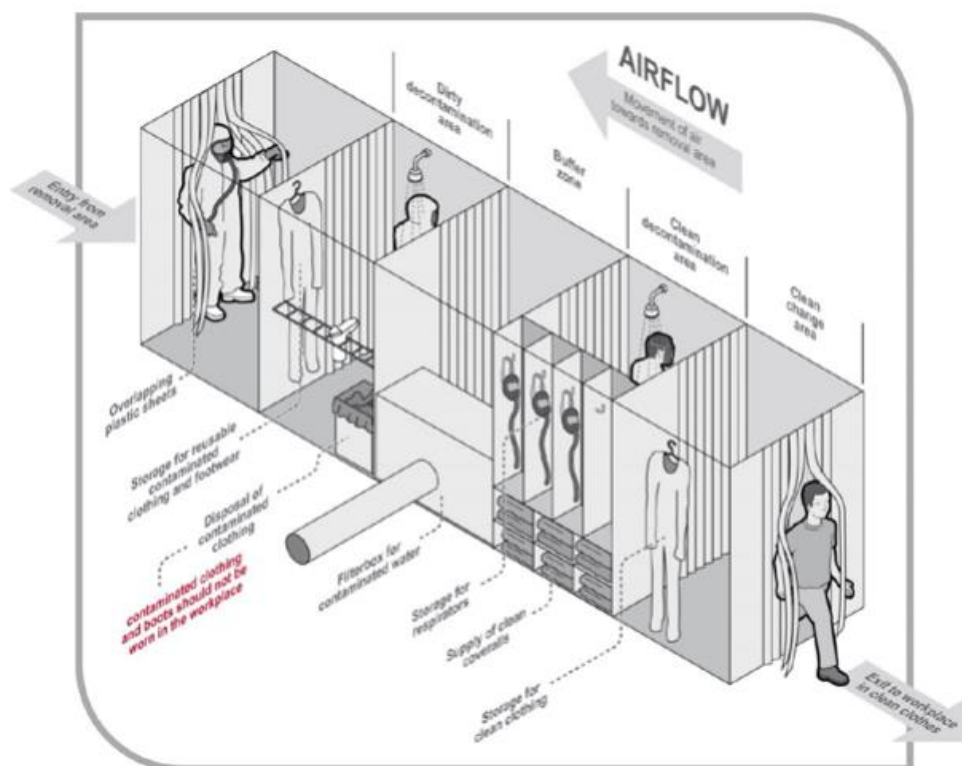
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Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face and head.

Refer to Personal Decontamination checklist form (Refer to GL-FM-HSE-0318)

Goodline Document	Name of Document
GL-FM-HSE-0318	Personal Decontamination checklist form

An example of a personal decontamination unit, used on large projects, set outside the asbestos removal work area. Goodline will conduct a Risk Assessment to determine whether decontamination units are required.



7.4 General Information – Glue

Large pieces of asbestos debris should be wet and picked up by hand rather than vacuumed. Whenever the asbestos work area cannot be decontaminated either using wet or dry method. For example: if there is rough sawn wood that cannot be fully decontaminated by wet wiping or vacuuming – pigmented polyvinyl acetate (PVA) may be used to seal the contaminated sections of the asbestos work area, including any plant or equipment where practicable.

7.5 HEPA filtered H Class industrial vacuum cleaners (asbestos vacuum cleaners)

Asbestos vacuum cleaners should comply with the Dust Class H requirements in Australian Standards AS/NZS 60335.2.69 Household and similar electrical appliances – Safety, Part 1: General requirements. HEPA filtered H Class industrial vacuum cleaners should not be used on wet materials or surfaces. Attachments with brushes should not be used as they are difficult to decontaminate.

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Filters for these vacuum cleaners should conform to AS 4260:1997 High efficiency particulate air (HEPA) filters - Classification, construction and performance. **NO** circumstances use a **household vacuum cleaner** where asbestos may or may not be present, even if they have a HEPA filter.

Asbestos vacuum cleaners can only be used for collecting small pieces of asbestos dust and debris. Larger pieces should be picked up and placed in a suitable waste container and should never be broken into smaller sized for vacuuming.

The asbestos vacuum cleaner and attachments must be decontaminated before they are removed from the asbestos removal area. Refer to the below listed document for general maintenance, including emptying of asbestos vacuum cleaners in a controlled environment.

Goodline Document	Name of Document
GL-SWMS-HSE -0078	Removing Asbestos Pipe
GL-FM-HSE-0320	Maintenance and Storage of H-Class Vacuum Cleaners Checklist Form

Vacuum cleaners should be cleaned externally with a wet cloth after each task, the hose and the attachments should be stored and labelled in an impervious bag, and a cap should be placed over the opening to the asbestos vacuum cleaner when the attachments are removed.

PPE should be worn whenever an asbestos vacuum cleaner is opened to change the bag or filter or to perform other maintenance.

The emptying of asbestos vacuum cleaners can be hazardous if the correct procedures are not followed. At all times wear the designated PPE as listed on the SWMS, in a controlled environment and in compliance with the manufacturer's instructions.

Decontaminate the vacuum cleaner and the attachments. The bag and filter must be removed in accordance with the manufacturer's instructions and disposed of as asbestos waste.

7.6 Contaminated soil

If the soil is suspected of containing asbestos, the person with management or control of the workplace should assume the soil contains asbestos and cease work immediately. A competent person should take samples of the material for analysis to confirm or refute that assumption.

All asbestos and any contaminated soil removed must be disposed of as asbestos waste according to the WHS Regulations, Environmental regulations and the requirements of the local licenced waste disposal facility.

7.7 Spray equipment

A constant low pressure water supply is required for wetting down asbestos and related items to suppress airborne asbestos fibres.

Wet spray can be achieved with a mains supplied garden hose fitted with a pistol grip. If no water supply is readily available, a portable pressurised water supply may be used. For very small areas, a water spray bottle may be sufficient. In all cases, the use of water should be in the form of a mist to minimise the potential to generate airborne dust.

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8.0 STORAGE OF ASBESTOS

Generally, Goodline will not partake in the storage of asbestos containing materials. The operations in Nhulunbuy are an exception to this, due to the local landfill (operated by Nhulunbuy Corporation) only accepting asbestos materials for disposal during certain date ranges within May and November.

Due to the limitations to disposal opportunities, Goodline have a nominated quarantine container of which asbestos materials are stored and registered, with all materials being securely bagged in a minimum double-wrapped 200-micron plastic bags, labelled and registered showing the details of approximate quantity and the location of origin.

9.0 WASTE TRANSPORT AND DISPOSAL

Waste disposal facilities that can accept residential and commercial asbestos, are listed on the Australian Government website ([Search for disposal facilities | Asbestos and Silica Safety and Eradication Agency](#)).

Disposal of asbestos waste is the final step in the process of asbestos removal work. It is therefore the last point at which the exposure to risks associated with asbestos is likely to occur. The asbestos waste must be disposed of as soon as practicable to the landfill facilities.

The transportation of commercial waste, is conducted in accordance with State Environmental Protection Legislation and further detailed information is listed below.

Asbestos waste is regulated and must be disposed of safely, quickly and correctly. Goodline must comply with the following when disposing of asbestos waste in Queensland;

- An environmental waste authority is required for transporting more than 175kg of asbestos waste.
- Waste tracking documentation is required by all commercial operators transporting any quantities of asbestos waste
- Asbestos waste must be appropriately packaged.
- Asbestos waste must be disposed of at a DESI approved waste disposal site that is licensed to receive and dispose of asbestos.

Under the Environmental Protection Regulation 2019, waste handlers have obligations under the waste tracking provisions to ensure that regulated waste is managed safely. These obligations begin from the time the waste is produced and continue until disposed of.

Waste Tracking documentation is a requirement when transporting asbestos waste on a commercial basis. This means that Goodline must record and submit waste tracking documentation to the Department of Environment, Science and Innovation. Commercially, this is mandatory documentation regardless of the quantity of asbestos waste being transported in a vehicle.

Refer: [Asbestos transport and disposal | Asbestos](#)

9.1 Waste transport and disposal Western Australia

9.1.1 Waste transport

In Western Australia, asbestos is excluded from the requirements relating to transportation by a licenced controlled waste carrier or tracking of the asbestos via a controlled waste tracking form.

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The requirements in WA include the following: (As per WA Controlled waste fact sheet 13: Asbestos) ([Fact sheet 13 - Asbestos](#))

- Separate the asbestos from other materials for disposal
- Wrap or contain the material containing asbestos in a manner that prevents asbestos fibres entering the atmosphere during transport
- Label the material containing asbestos with the words “CAUTION ASBESTOS” in letters not less than 50 millimetres (mm) high
- Inform the person who operates or controls the waste facility that the material is, or contains asbestos.

9.1.2 Waste disposal at Port Hedland

All asbestos related waste, generated in the Port Hedland region is to be disposed of at the Town of Port Hedland, South Hedland landfill. The landfill is located at the end of the North Circular Road, South Hedland. The South Hedland Landfill Facility, is a Class 2 landfill and is licensed by the Environmental Regulator in WA under the current licence, L69171997/8. It is authorised to accept all domestic streams of waste, industrial waste and construction waste. As well as certain hazardous waste streams including asbestos, synthetic mineral fibres and some potentially hazardous wastes.

Asbestos Waste Disposal Requirements:

- Goodline Port Hedland will require to contact the Town of Port Hedland, on **(08) 9158 9714** to make arrangements of an approved date and time for waste disposal.
- The Town Attendant will be present to supervise the receipt of the asbestos.
- No single package of wrapped Asbestos shall exceed 20 kg in weight.
- No asbestos related waste is accepted on the weekends.

For asbestos disposal, send an email to: landfill@porthedland.wa.gov.au. The following information requires to be provided – address of where the waste was removed from, is it a domestic or commercial property, waste volume. Refer to Appendix 2, for a Template Email of what information to send to Port Hedland Council.

Goodline Document	Name of Document
Appendix 2	Template email of what information to send to Port Hedland Council

Provide 24 hours’ notice, for the acceptance of the waste, so as to complete the email as soon as practicable before the project is completed. Approval will be received in the form of an acceptance letter from the Port Hedland Council Waste Department. Take this “Acceptance Form” with you for asbestos waste disposal.

All asbestos related waste, will require the weighbridge to be used to calculate chargeable commercial waste. Asbestos waste is only approved during weekdays, during specific times. The operating hours will be listed on the “Acceptance Letter”.

The following waste disposal practices shall be observed for all asbestos work:

- Solid asbestos must be collected in labelled heavy duty polyethylene bags or approved containers;
- Asbestos waste must be double bagged;
- Bags or primary containers, which have held asbestos must not be re-used and shall not be used for any other purpose.

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9.2 Waste transport and disposal Queensland

9.2.1 Waste transport

Asbestos waste is a regulated waste and must be disposed of safely, quickly and correctly. In Queensland waste tracking documentation is required by all commercial operators transporting any quantity of asbestos waste.

Under the Queensland Environmental Protection Regulation 2019, waste handlers (generators, transporters and receivers of regulated waste have obligations under the waste tracking provisions to ensure that the regulated waste is managed safely. These obligations begin from the time the waste is produced and continue until it is disposed of, or otherwise processed. In Queensland, if you transport commercial waste asbestos in any quantity, recording and submitting waste tracking information either using the electronic or paper submission method is required. At Weipa Division, paper submission of the waste tracking information is used at this facility.

Waste tracking can be completed via the online services or by completing paper waste transport certificates, a book of 50 will require to be purchased. The most efficient method is to complete the electronic, online service. To access the online service, registering as a customer is required to submit the online forms using the Online Services Waste Tracking system.

Goodline/Reference Document	
Submitting waste tracking information Business Queensland	Submitting waste tracking information Business Queensland
Waste Tracking forms	https://www.des.qld.gov.au/policies?a=272936:policy_registry/wt-gl-completing-waste-tracking-certificates.pdf

9.2.2 Waste Disposal at Weipa

All asbestos related waste generated in the Weipa region is to be disposed of at the Weipa's landfill facility on Kerr Point Drive, this is owned by Rio Tinto and operated by a third party contractor called Remondis – M: 1300 660 453. For asbestos disposal contact the Landfill Management Team at least the day before the asbestos removal activity is to be undertaken for the landfill to be opened for waste disposal.

Weipa Landfill Management Team	M: 1300 660 453
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9.2.3 Waste Disposal at Emerald

All asbestos related waste, generated in the Central Queensland region is to be disposed of at the closest following locations, within the local government region where the asbestos was removed or to an approved Mine Site landfill. The below table indicates the landfills that can accept asbestos contaminated waste.

Blackwater Landfill	Central Highlands Regional Council 31 Ardurad Road, Blackwater, QLD, 4717 Ph: 1300 242 686 Quantity Limit: 250 kg 48 hours prior notice is required
Clermont Waste Management Facility	Isaac Regional Council 38 Turrarna Road, Clermont, QLD, 4721 Quantity Limit: 175 kg will require EPA approval for asbestos waste in a vehicle on a non-commercial basis

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	48 hours prior notice is required
Dysart Waste Management Facility	Isaac Regional Council 7145 Dysart-Clermont Connection Road, Dysart, Qld, 4745 Ph: 1300 472 227 Quantity Limit: 175 kg will require EPA approval for asbestos waste in a vehicle on a non-commercial basis 48 hours prior notice is required
Lochlees Landfill (Emerald)	Central Highlands Regional Council 73 Lochlees Road (off Capricorn Highway), Emerald, QLD, 4270 Ph: 1300 242 686 Quantity Limit: up to 10 m2 or what for industrial waste 48 hours prior notice is required Must be double wrapped in black builders plastic or hazmat bag and taped with warning tape prior to disposal, and must be unloaded without damage to wrapping.
Moranbah Waste Management Facility	Isaac Regional Council 1 Thorpe Street, Moranbah, Qld, 4744 Ph: 1300 472 227 Quantity Limit: 175 kg will require EPA approval for asbestos waste in a vehicle on a non-commercial basis 48 hours prior notice is required

Table 3: Central Queensland approved Waste Management facilities

Asbestos Waste Disposal Requirements:

- Goodline will require to contact the councils on the above listed numbers in Table 3, to make arrangements of an approved date and time for waste disposal. Complete the Special Burial/Disposal of Regulated Waste Form for the Isaac Regional Council waste facilities.
- In Queensland a Waste Transport Certificate must be completed for each load of asbestos and can be obtained by contacting QGOV (13 74 68) or www.des.qld.gov.au

Goodline/Reference Document	Name of Document
Special burial/disposal of Regulated Waste Form	application for special burial disposal of regulated waste ww frm 256-1.pdf
Queensland Waste Transport Certificate	application for special burial disposal of regulated waste ww frm 256-1.pdf

The following waste disposal practices shall be observed for all asbestos work:

- Solid asbestos must be collected in labelled heavy duty polyethylene bags or approved containers;

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- Asbestos waste must be double bagged and labelled;
- Bags or primary containers, which have held asbestos must not be re-used and shall **not** be used for any other purpose.
- Large amounts of asbestos waste that require a skip bin need the skip bin to be double lined with heavy PVC plastic sheets of 0.2 mm. The skip needs to be lined with enough overhang to completely enclose the asbestos material within the confines of the plastic and then sealed with industry tape creating an airtight seal prior to collection.

9.2.3.1 Isaac Regional Council

For disposal to the Clermont, Dysart and Moranbah landfill facilities, an application for a **Special Burial Form** must be completed and submitted to the Isaac Regional Council prior to the local landfill accepting this waste. Once this form has been submitted to Isaac Regional Council, they will contact you in regard to waste disposal location date and time.

Asbestos loads will only be accepted at Isaac Councils waste management facilities by a licenced regulated waste transporter with an accompanying Waste Transport Certificate. Upon arrival at the facility, the load will be inspected and will be directed to disposal area immediate burial.

9.3 Waste Transport and Disposal Northern Territory

9.3.1 Waste transport at Nhulunbuy

Asbestos is a listed waste under the Waste Management and Pollution Control Act 1998. The NT Environment Protection Authority (EPA) requires all listed waste, including asbestos, that is removed on a commercial or fee-for-service basis to be transported by an operator who hold an Environment Protection Licence (EPL).

The conditions for disposal at Nhulunbuy Corporation are as follows;

- All asbestos disposal must be pre-arranged with Nhulunbuy Corporation.
- Asbestos must be double wrapped in 200-micron heavy duty builders plastic and taped to seal the asbestos completely.
- Quantities greater than 100kg must be transported in a sealed container and on a pallet.
- Only asbestos originating in the Gove Peninsula will be accepted.

Refer: [Transport and disposal of asbestos waste - Asbestos](#)

Refer: [Asbestos Disposal | Nhulunbuy Corporation](#)

9.3.2 Waste Disposal at Nhulunbuy

At Nhulunbuy, asbestos waste disposal occurs every six months, storing of the waste on site, will require that the contents are stored using a lockable lid or a secure container to prevent unauthorised access

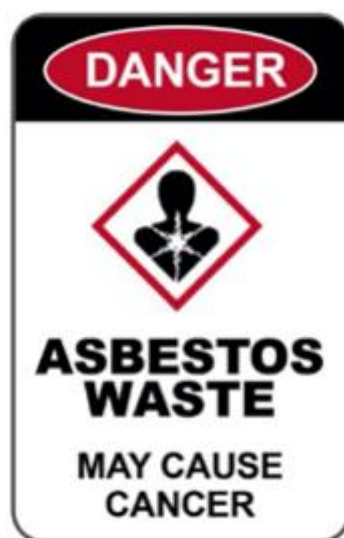
Waste at Nhulunbuy is sent to:

Landfill	Landfill Contact No
Nhulunbuy Corporation	(08) 8939 2200 or via email at office@ncl.net.au

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9.4 Labels for waste containers and drums

All containers containing a hazardous chemical such as asbestos comply with labelling elements of the Globalised Harmonised System, that classifies chemicals by types of hazard. The waste drums should be lined with heavy duty polyethylene sheeting (minimum 200um thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin with the words, “Danger: Asbestos Do not break seal” or a similar warning.



If an item is not able to be decontaminated, or is not suitable for decontamination, it should be placed in an appropriately labelled and sealed container and disposed of as asbestos waste. The sealed container must be decontaminated before it is removed from the asbestos removal work area.

10.0 CLEARANCE INSPECTION

10.1 Asbestos Assessor Licence

A clearance inspection is an inspection of an area after licensed asbestos removal work has been completed to verify that it is safe for normal use. A clearance inspection must include a visual inspection and may include air monitoring.

A clearance is required for all licensed Class B asbestos removal work for either:

- Associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing material (ACM); or
- ACD associated with the removal of more than 10 square metres of non- friable asbestos or ACM.

10.2 Who is responsible for ensuring the clearance inspection is carried out?

The person who commissions the licenced asbestos removal work is responsible for ensuring the clearance inspection is carried out after the work is completed. However, if the workplace is a domestic premise, the licenced asbestos removalist is responsible for ensuring the clearance inspection is carried out.

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10.2.1 Who can carry out a clearance inspection and issue a clearance certificate for Class B asbestos removal work? (Queensland)

An independent competent person must carry out a clearance inspection for class B asbestos removal work. The competent person must **not** have been involved in the removal of the asbestos. A competent person can be from the business that carried out the Class B asbestos removal work providing the competent person was **not** involved in the removal of the asbestos.

In Queensland a “competent person” for a clearance inspection following class B asbestos removal work means a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- Certification in CPCCDE5001 Conduct air monitoring and clearance inspections for asbestos removal work, or
- Certification in either CPCCDE3014 Remove non-friable asbestos or CPCCDE3015 Remove friable asbestos, or
- A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction, or environmental health.

An asbestos assessor or a competent person must be independent. However, if it is not reasonably practicable for the assessor or competent person to be independent, the person commissioning the asbestos removal work (or in the case of domestic premises, the licensed removalist) may apply to the regulator for an exemption from the requirement that the assessor or competent person be independent.

(Exemptions to the regulation | [WorkSafe.qld.gov.au](https://www.worksafe.qld.gov.au)) (Under Part 11.2 of the WHS Regulation).

Goodline Weipa due to its current staffing levels, with the HSE Advisors to be certified in CPCCDE3014 Remove non-friable asbestos will not require a general exemption. However, due to the smaller workforce at Emerald and the likelihood of 1 to 2 persons attending the removal of asbestos. It would be recommended for Goodline to seek an exemption from Queensland Work Health and Safety Regulation 2011 to grant an exemption from compliance from the provision of a “competent person being independent”.

10.3 Who can carry out a clearance inspection and issue a clearance certificate for Class B Asbestos removal work? (Port Hedland)

Goodline has been granted an exemption from the requirement to use an independent competent person to conduct a clearance following the removal of more than 10 square metres of non -friable asbestos containing material under Regulation 473(2). **Refer to Appendix 3 for the Exemptions issued by the WA Government. This exemption is valid from the 31 March 2024 to 30 March 2026.**

Goodline Document	Name of Document
GL-FM-HSE-0321	WA Non-Friable Asbestos Exemption Clearance Certificate

Store all electronic certificates in the project folder.

An approved Clearance Inspection provider located in Port Hedland is:

Meta Maya Environmental Pty Ltd	(08) 9455 7441
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10.4 Clearance certificate /Inspection for Removal of Non-Licensed Quantities of Asbestos, and Following Asbestos- Related work?

The Queensland WHS Regulation does not require a written clearance certificate following the removal of less than 10 square metres of non-friable asbestos or following the completion of asbestos related work.

Before the reoccupation of the area, the decontamination of dust and debris is still required. The minimum requirements for a competent person checking for evidence that the work area is free of visible dust and debris is a person who has acquired through training, qualifications and experience the knowledge and skills to carry out the task. The person should have:

- working knowledge of the asbestos removal industry, the asbestos management code and asbestos removal code
- the ability to identify what is, or what may be, asbestos containing material
- the ability to thoroughly inspect the area for suspected material.

Complete the Clearance Certificate (GL-FM-HSE-0325), relating to the specific job.

Goodline Document	Name of Document
GL-FM-HSE-0325	Clearance Certificate for Qld only

11.0 MEDICALS

A PCBU must ensure health monitoring is provided to a worker if they are at risk of exposure to asbestos when carrying out:

- Licenced asbestos removal work;
- Other ongoing (unlicenced) asbestos removal work; or
- Asbestos-related work.

Health monitoring includes a medical examination to provide an initial baseline medical assessment. Health monitoring must include the following, unless another form of health monitoring is recommended by a registered medical practitioner.

- consideration of a worker's demographic, medical and occupational history
- consideration of records of the worker's personal exposure
- a physical examination of the worker with emphasis on the respiratory system, including standardised respiratory function tests, unless another form of health monitoring is recommended by a registered medical practitioner.

If a worker is carrying out licenced asbestos removal work, the health monitoring must be conducted **prior** to the worker commencing the work. Health monitoring should also be provided to the worker at regular intervals (at least once every two years) after the worker commences asbestos related work where there is a risk of exposure to asbestos.

Refer to the model Safe Work Australia Code of Practice for all states and territories, for additional information relating to PCBU medical requirements. Refer to below listed link for the WA Worksafe Health Monitoring Form Notification – Asbestos.

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Goodline /External Document	Name of Document
Government of WA – WorkSafe Monitoring Form Notification: Asbestos	asbestos health monitoring form 1.doc

12.0 INCIDENT REPORTING

12.1 Port Hedland

Following an incident, the registered medical practitioner who prepares the health monitoring report must give a copy of the report to the regulator as soon as practicable, using the WorkSafe WA Asbestos health monitoring form, (Refer to: [asbestos health monitoring form 1.doc](#)). Appendix 4 Incident Reporting and Investigation Procedure Checklist, if the report contains:

- Any advice that the test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring, or
- Any recommendation that the PCBU take remedial measures, including whether the worker can continue to carry out asbestos related work.

It is also a duty of the registered medical practitioner to determine the frequency of health monitoring dependant upon the risk of exposure.

A PCBU must ensure health monitoring reports are kept as a confidential record for at least 40 years after the record is made and identified as a formal record for the particular worker. The report and results must not be disclosed to anyone unless the worker has provided written consent. However, the PCBU can disclose the workers' health monitoring record to a person who must keep the record confidential under a duty of professional confidentiality without the worker's written consent.

Goodline /External Document	Name of Document
Government of WA – WorkSafe Monitoring Form Notification: Asbestos	asbestos health monitoring form 1.doc

12.2 Queensland

No formalised Government Incident Report forms. Refer to Goodline Incident Report Form to report incidents.

13.0 CONTACT DETAILS

13.1 Western Australian Contact Details

Department of Energy, Mines, Industry Regulation and Safety /Worksafe	100 Plain Steet, East Perth, WA, 6004
Telephone:	(08) 9222 3333
Email	online@demirs.wa.gov.au

WorkSafe Occupational Physician or Occupational Health Nurse	
Telephone:	1300 307 877

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Town of Port Hedland (Waste Operations Team)	
Telephone:	(08) 9158 9714
Email:	council@porthedland.wa.gov.au

13.2 Queensland Contact Details

QLD Government Worksafe Queensland (Urgent enquiries for all asbestos)	1300 362 128
Contact Q Health for complaints or reporting incidents relating to asbestos	137468
Qld website	www.asbestos.qld.gov.au

13.3 Northern Territory Contact Details

Department of Health – Environmental Health Branch For enquiries about asbestos health risks.	Phone: 1800 095 646 envirohealth@nt.gov.au
Northern Territory Environmental Protection Authority For enquiries about the transport and disposal of asbestos or to report illegal dumping	Phone: 08 8924 4218 ntepa@nt.gov.au
NT WorkSafe – For enquiries about asbestos in the workplace.	Phone: 1800 019 115 ntworksafe@nt.gov.au
Department of Infrastructure, Planning and Logistics. For enquiries relating about asbestos in Northern Territory Government workplaces.	Phone: 08 8999 2920 Asbestosmanagement@dipl@nt.gov.au

14.0 CLOSE OUT DOCUMENT

Final checklist for the removal of non-friable asbestos (WA), refer to GL-FM-HSE-0322. Complete all sections and save electronically.

Final checklist for the removal of non-friable asbestos (QLD), refer to GL-FM-HSE-0315. Complete all sections and save electronically.

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15.0 DOCUMENTS

Document No.	Document
GL-FM-HSE-0214	Respirator Test Fit Record
GL-SWI-0052	Respiratory Mask Test Fit
GL-PR-HSE-0023	Job Hazard Analysis PACE and HAMR Procedure
GL-PL-HSE-0062	Emergency Management Plan – Port Hedland
GL-FM-HSE-0317	Asbestos Removal Control Plan
GL-FM-HSE-0318	Personal Decontamination Checklist Form
GL-FM-HSE-0319	Inspect, Maintain, Repair and Storage RPE Checklist Form
GL-FM-HSE-0320	Maintenance and Storage of H-Class Vacuum Cleaners Checklist Form
GL-FM-HSE-0321	WA Non-Friable Asbestos Exemption Clearance Certification
GL-FM-HSE-0322	WA – Final Checklist for Non-Friable Asbestos

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16.0 REFERENCES

Type	Document
Legislation and Codes of Practice	WA Code of Practice, How to Safely Remove Asbestos, 2022. WA Code of Practice, How to manage and control asbestos in the workplace, 2022. Safework Australia Model Code of Practice: How to safely remove asbestos (2020) WA Work Health and Safety Act 2020 (WHS Act). WA Work Health and Safety (General) Amendment Regulations (No.4) 2024 WA The Environmental Protection (Controlled Waste) Regulations 2004 WA Environmental Protection Act (1986.) Qld Code of Practice, How to safely remove asbestos, 2021(Queensland Government) Safework Australia Model Code of Practice: How to safely remove asbestos (2020) Safework Australia's Guide Health Monitoring for Exposure to Hazardous Chemicals – Guide for persons conducting a business or undertaking.
Australian Standards	AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment A/NZS 1716:2012 Respiratory protective devices AS/NZS 6033.5.1:2022 Household and similar electrical appliances – Safety, Part 1: General requirements. AS 4260:1997 High efficiency particulate air (HEPA) filters - Classification, construction and performance.
Guidelines	-
Company Standards	-
Other Miscellaneous	Worksafe WA Asbestos Health Monitoring Form, asbestos health monitoring form 1.doc

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APPENDIX 1. DEFINITIONS

Term	Description
Airborne Asbestos	Any fibres of asbestos small enough to be made airborne. For the purpose of monitoring airborne asbestos fibres, only respirable fibres are counted.
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 (blue) and tremolite asbestos, or a mixture that contains one or more of these.
Asbestos containing material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Asbestos contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.
Asbestos -related work	Work involving asbestos (other than asbestos removal work to which Part 8.7 of the WHS Regulations applies) that is permitted under the exceptions set out in regulation 419 (3), (4) and (5).
Asbestos removalist	A person conducting a business or undertaking who carries out asbestos removal work.
Competent person	In relation to carrying out clearance inspections of asbestos removal areas under the WHS Regulations 473 – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: - a certification in relation to the specified VET course for asbestos assessor work, or - a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health. For all other purposes – a person who has acquired through training, qualifications or experience, the knowledge and the skills to carry out the task.
Duty holder	Any person who owes a work health and safety duty under WHS Act including a person conducting a business or undertaking, a designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream), officer or a worker.
Exposure standard	An exposure standard published by Safe Work Australia in the Workplace Exposure Standards for Airborne Contaminants. For asbestos the exposure standard is a respirable fibre level of 0.1 fibres/mL of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight – hour working day and measured over a minimum period of four hours in accordance with the membrane filter method.
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.
Global Harmonised System (GHS)	Is a technical guidance published by the UN, which is used to address the classification of chemicals by types of hazards and harmonised hazard chemical elements, including labels and safety data sheets.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job
Licensed asbestos assessor	A person who holds an asbestos assessor licence.
Licensed asbestos removalist	A person conducting a business or undertaking who is licensed under the WHS General Regulations to carry out Class A or Class B asbestos removal work.
Non-friable asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with bonding compound.

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PCBU	A person conducting a business or undertaking (PCBU) has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.
Respirable asbestos	An asbestos fibre that: -Is less than 3 microns (um) wide, and -Is more than 5 microns (um) long, and -Has a length to width ration of more than 3:1

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APPENDIX 2. TEMPLATE EMAIL TO PORT HEDLAND COUNCIL FOR ASBESTOS DISPOSAL (EXAMPLE ONLY)

	From ▾	Fiona.Hubczenko@goodline.com.au
	To	☐ landfill@porthedland.wa.gov.au;
	Cc	
Subject		Goodline: Port Hedland Asbestos Disposal Notification and seeking approval

Dear Port Hedland Landfill Team,

Seeking approval for the disposal to the South Hedland landfill of the following waste type:

Asbestos Type	Non-Friable only
Waste type (commercial or residential)	
Address of where the asbestos was removed <u>from?</u> (physical address)	
Volume (How many 20 kg double bagged asbestos waste) to be sent to PH landfill?	

Goodline would appreciate written approval to deliver the asbestos waste on xx /yy / zz.

Kind Regards,

(Author)



Fiona Hubczenko | Integrated Management Systems Coordinator
 Kawana
 07 5413 5411 | Fiona.Hubczenko@goodline.com.au
 PO Box 1541, Buddina QLD 4575 | ABN 40 085 847 892 | goodline.com.au

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APPENDIX 3. EXEMPTION FOR NON – FRIABLE ASBESTOS CLEARANCE

In accordance with the provisions of regulation 684(1) of the WHS Regulations, an exemption has been granted from the requirement to use an independent competent person to conduct a clearance following the removal of more than 10 square metres of non-friable asbestos containing material under **Regulation 473(2)**.

This exemption is applicable to the following classes of person:

- (a) The holder of an asbestos removal licence (Class A or Class B) or
- (b) A person who commissions non-friable asbestos removal work, other than where the removal work relates to a residential premises.

The exemption is subject to the following conditions:

1. The exemption only applies to the removal of non-friable asbestos containing material.
2. The exemption is only available in circumstances where the person has made reasonable efforts to identify an ICP and has not identified an ICP within a 200 kilometre radius of the removal site.
3. The clearance must be conducted by a licensed asbestos removalist, who may be the removalist who conducted the asbestos removal.
4. The person conducting the clearance must take photographs during the clearance to show that the asbestos containing materials have been removed and that no remaining asbestos containing material is visible.
5. The person conducting the clearance must produce a clearance certificate.
6. The clearance certificate must record the attempts to procure an ICP, and also record if the clearance inspection was accompanied by the person who commissioned the asbestos removal work.
7. The person who commissioned the asbestos removal work accompanies the asbestos removalist to inspect the removal area after the clearance, where practicable.
8. The clearance certificate and photographs must be retained by the person who conducted the clearance for two years after the conclusion of the removal work, for the purpose of licence compliance assessments conducted by WorkSafe.

The exemption is valid from 31 March 2024 until 30 March 2026.

See attached .pdf of 'Exemption 1 of 2024' for further review.

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APPENDIX 4. INCIDENT REPORTING AND INVESTIGATION PROCEDURE CHECKLIST

This checklist is to be followed by person(s) directly involved in the incident and their Supervisor. The Supervisor must ensure items 1 to 10 inclusive are completed and carried out correctly.

- | | | |
|----|--|--------------------------|
| 1 | Stop work immediately | ☐ |
| 2 | Follow all required emergency procedures | ☐ |
| 3 | Administer First Aid if required | ☐ |
| 4 | Make the area safe and secure the incident scene | ☐ |
| 5 | Advise your immediate Supervisor | ☐ |
| 6 | Drug and alcohol screen testing completed | ☐ |
| 7 | Supervisor to advise any client company representative | ☐ |
| 8 | Supervisor to advise Goodline HSE Advisor and any applicable line manager | ☐ |
| 9 | SafePoint Incident Report completed by end of shift or within 12 hours | ☐ |
| 10 | Incident Initial Notification to Client by end of shift or within 12 hours | ☐ |
| 11 | Incident Investigation Report completed within 7 calendar days | ☐ |
| 12 | ICAM Investigation Report completed within 28 days | ☐ |

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APPENDIX 5. GOODLINE EMERGENCY CONTACTS

Location / Name and Title	Emergency Contact Details
Port Hedland Office	(08) 9160 2600
Port Hedland Operations Manager	0461 453 727
Port Hedland HSE Mobile	0448 906 073

Location / Name and Title	Emergency Contact Details
Weipa Office	(07) 4090 6500
Weipa Divisional Manager	(07) 4090 6517
Weipa HSE Advisor	(07) 40906510

Location / Name and Title	Emergency Contact Details
Nhulunbuy Office	(08) 8996 8411
Nhulunbuy Operations Manager	(08) 8996 8402
Nhulunbuy HSE Mobile	(08) 8996 8410

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