Portland Office

14 Townsend Street,
Portland, 3305
Phone: 03 55 236 392

Mobile: 0417 582 632
Email: paulbowers@profdivers.com

ASBESTOS ASSESSMENT REPORT

20101025-2KY

Kyeema
Monday, 25 October 2010
Located at
50 Lalor Street Portland
- Victoria - 3305

Photograph 1 - Front of Main Administration building, view to the East

Assessment report preamble

DATE: Monday, 25 October 2010

Right to the information contained herein shall not pass to any other party until such time as full payment for the services and report production has been made. This provision does not apply to Part 6 audits due to planning requirements.

This document should NOT be used for the purposes of programming of works, renovation, demolition or tendering unless used in conjunction with specification detailing the extent of works. This document in its entirety is designed as a Control Document as per the Occupational Health and Safety Regulations 2007 (Asbestos) and is not designed as nor does it constitute a description of works in whole or part.

This document must not be used, copied, distributed or referred to in part and must not be used for any application other than specified in writing by the author.

Reference – ASSESSMENT REPORT 20101025-2KY

This document is specifically limited to the premises as indicated by the map included at the direction of the client.

Paul Bowers

(Signed)
Paul Bowers
Smarter Safer Solutions

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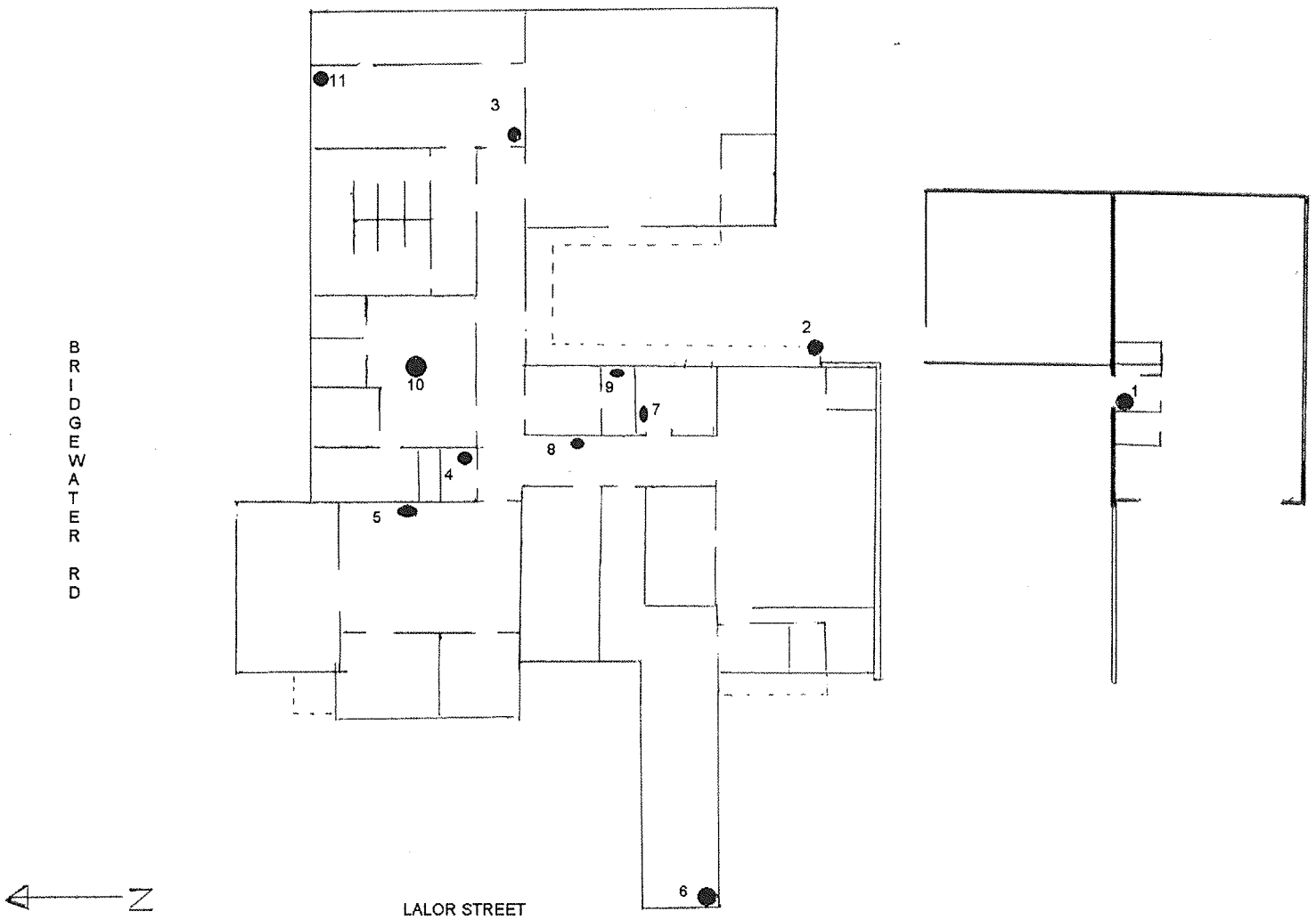
INTRODUCTION

Smarter Safer Solutions was engaged to conduct an Asbestos Assessment as per clause 4.3.20 (Identification of asbestos in the workplace) of the *Occupational Health and Safety Regulations (Asbestos) 2007* to ensure compliance with that legislation. The assessment was conducted throughout Kyeema – Portland, Victoria 3305

No other hazardous substances are identified in this document and would only be identified as part of a Hazardous Goods Assessment, which was not included in the scope of works.

During the asbestos audit photographs were taken of the buildings and the locations of where the samples were taken for analysis. This is to aid in the accurate identification of ACM and also to eliminate where ACM has not been found.

Diagram 1 – Kyeema site



SITE DESCRIPTION

The structures covered by this report are all the areas outlined in the attached map **Diagram 1**, consisting of a commercial building for which an assessment is required under the Regulations.

SCOPE OF ASSESSMENT

The scope of the assessment is primarily limited to a visual inspection of accessible and representative existing construction materials only.
The purpose of the assessment is to;

a. Identify the location, extent, accessibility, type and condition of asbestos containing materials;
b. Assess the risk of exposure to asbestos containing materials; and
c. Assess the risk of exposure and condition of other potentially hazardous materials.

ASSESSMENT OF RISK (ASBESTOS)

Asbestos presents a health hazard, in that there is potential for harm. Asbestos presents a risk only when it becomes airborne. The risk to health increases as the number of fibres becoming airborne and potentially inhaled increases. Increased exposure would therefore pose an increased health risk.

Assessment of risk is based upon an evaluation of factors, such as the friability, location, accessibility and condition of the identified asbestos containing materials, whether the nature of the work carried out in the air is likely to disturb the asbestos, the likelihood of fibres being released and entering the occupied space together with any other information or conditions considered important or relevant. These factors also have bearing on the determining of appropriate recommendations for the timing of future assessment activities. As part of the risk assessment process, each asbestos material hazard identified is allocated a priority rating this is in order to assist in the development of a comprehensive asbestos management control and abatement program.

EXTENT OF ASSESSMENT

A Regulation 4.3.20 asbestos assessment report is usually limited to accessible and readily identifiable materials, which can be sampled for analysis and as such, the report may not be conclusive of all materials existing at a location. The report should however be able to be used as a management tool in relation to the known or suspected asbestos containing material whether deemed to, or confirmed to be asbestos containing.
Whilst every attempt is made to locate all materials suspected of containing asbestos, it is not possible without substantial stripping and demolition of the building to guarantee that every source of asbestos was detected. Therefore it is possible that materials which may

be concealed within inaccessible areas/ voids, are contained within operational equipment, inside sealed ceiling or wall cavities, building facades or other height restricted areas may not be located during the assessment. Care should therefore be exercised when opening any previously not-inspected and non-accessible areas. Should any person discover any suspected asbestos material unknown to them, it is strongly recommended that work in the area should cease immediately until further investigation, and if necessary analysis of suspect material, is carried out.

AREAS NOT INSPECTED

In all areas where reasonable access was possible, building surfaces and construction materials were inspected. Where materials and voids could not or have not been inspected, a follow-up inspection should be carried out prior to demotion or refurbishment.
NOTE: any inaccessible areas are deemed to have asbestos containing materials present, as per the above regulations; 4.3.20 (sub clause 4 (d), this fact must be placarded at the premises in an accessible location/s.

LABORATORY ANALYSIS

A visual inspection of accessible and representative areas was carried out. An accredited National Association of Testing Authorities (NATA) Laboratory using Polarised light Microscopy and dispersion staining, performed analysis of samples suspected of containing asbestos was used as the medium of identification of the samples taken.
All bulk material sample analysis is performed by NATA accredited laboratory, all testing and reporting is performed in accordance with its terms and registration in relation to the sampled material type and methodology used.

Survey Method

The survey method for this assessment is by way of visual inspection and containment collection for analysis of suspected asbestos material. The method is conducted so as to pose no risk to the health and safety of any person and is conducted in compliance of current legislation.

The objective of the assessment is to: -

1. Assess the premises for any suspected form of asbestos, and
2. Identify the type, location and condition of asbestos identified, and
3. Provide applicable and appropriate recommendations to ensure that asbestos exposure to any person is prevented by way of exposure control or elimination.

This assessment does NOT include identification of subterranean contamination or presence of any asbestos that may pose an environmental or other risk.
Asbestos referred to in this document is a ***fibrous form of mineral silicates belonging to the Serpentine or Amphibole groups of rock-forming minerals, including Amosite (brown asbestos), Crocidolite (blue asbestos), Chrysotile (white asbestos), Tremolite, Actinolite, Anthophyllite or any mixture containing one or more of these.**
The document referenced in this assessment appears adequate for the purposes of Section 4.3.20 of the Occupational Health and Safety Regulations 2007.
**(N.O.H.S.C., Asbestos Code of Practice and Guidance Notes, August, 1988)*

Executive Summary

1) The site comprises of one main building divided into a number of work areas that support a reasonable workforce of skilled personnel. The building consisting of a large wood workshop and administration area with a number of internal rooms within such, as storerooms, offices and amenities areas. The building is mainly constructed of corrugated iron, plaster, cement sheet and asbestos containing (AC) sheet materials. Externally the building appears sound with a visual history suggesting appropriate maintenance and care. The roofing materials are of corrugated iron in what appears to be in fair to good condition. Throughout the premises there is a small section of ACM AC sheet in the mermaid room, external eaves are of ACM flat sheet material.

2) The overall housekeeping is clean and free from dust, dirt or debris. There is a space for everything and everything is properly in that space.

3) As a comment, broken AC sheets need to be sealed and those in high wear areas need to have a physical protective barrier constructed to protect workers from future potential breakages of the internal AC linings and potential release of fibres.

4) No assessment or inspection can be regarded as absolute. The principal focus of this assessment was to identify the potential presence of suspected asbestos containing materials and is limited to those accessible areas usually encountered as a part of the day-to-day use of the building and the usual use maintenance of accessible areas would be encountered. The assessment therefore considers issues such as -

   a) Compliance with relevant Acts of Parliament, other legislation or Codes of Practice,

   b) No demolition of finishes or structures,

   c) The inspection was restricted to areas of the premises that are usually accessible and excludes plant and equipment that is operational.

   d) Note some enclosed areas may also be inaccessible due to live electrical components.

   e) Please be aware that future demolition may reveal the presence of asbestos, which was not discovered during this inspection.

   f) All measurements are approximate only and should be confirmed on site where necessary.

   g) Some limitations apply to analytical methods adopted when identifying the presence of asbestos fibre.

   h) Where asbestos is NOT detected in Mastics, Sealants, Vinyl tiles and epoxy resins then independent analysis is advised due to the nature of the product.

i) Where previous reports have identified ACM, this report has accepted this as given and has not sought to re-verify prior analysis.

j) Where occupiers have indicated that they have their own independent asbestos analysis report completed (in accordance with the OH&S Regulations) this document has been sighted by the authors but make no comment as to the suitability of the document as to its purpose, effect, completeness or otherwise as it is outside of our scope of works.

k) We have omitted nothing relevant to the identification of ACM from the report

l) Matters as listed for attention are recommendations only; the owner must attach priorities to those recommendations according to their workplace health and safety priorities.

Figure Index Summary

Photographic Identification with approximate dimensions of suspected ACM

Figure 1- Woodbox entry alcove
(Sample 1) Internal ceiling flat sheet
Area: 3m^2

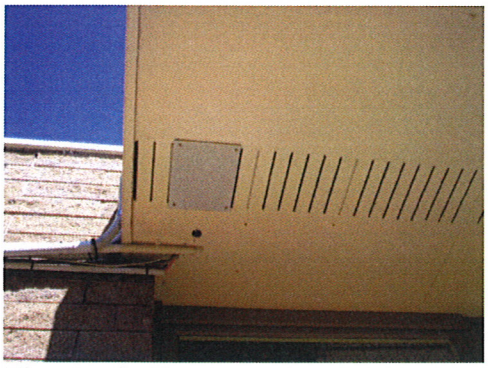


Figure 2- Eaves
(Sample 2) external eaves flat sheet
Area: 34 m^2

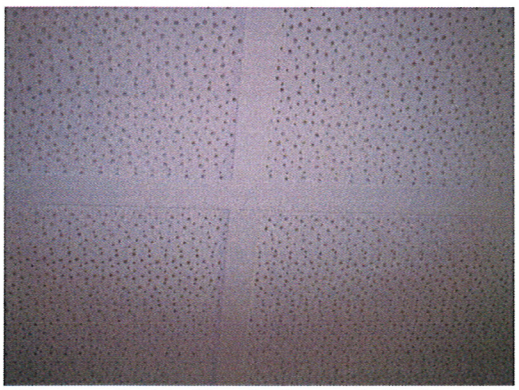


Figure 3 -Entire internal Ceiling Area
(Sample 3) Ceiling Flat Sheet
Area:

Figure 4 – Phone Room Ceiling
(Sample 4) ceiling flat sheet
Area: 12 m^2

Figure 5 – Mermaid Room under bench
(Sample 5) Flat Sheet
Approx Area: 2 m^2

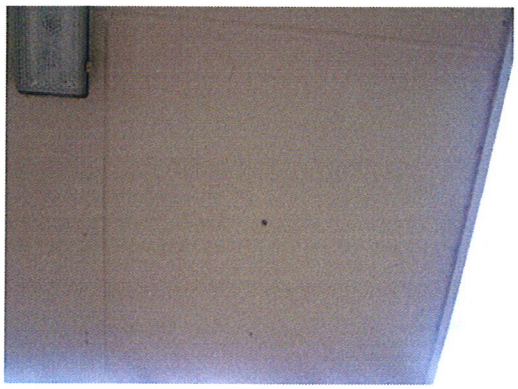


Figure 6 – Main entry veranda
(Sample 6) Ceiling Flat sheet
Approx Area: 15 m^2

Figure 7- Laundry/Kitchen
(Sample 7) – Floor tiles
Approx Area 12 m^2

Figure 8 – Seal room, corridor and computer room
(Sample 8) - Vinyl floor covering
Approx Area: 166 m^2

Figure 9 – Rest room/computer room
(Sample 9) Floor tiles
Approx Area: 3 m^2

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Figure 10 – Mermaid room/staff room under carpet
(Sample.10) Vinyl floor covering
Approx Area: 180 m^2

Figure 11 – Seahorse/dolphin rooms
(Sample 11) Vinyl floor covering
Approx Area: 200 m^2

Table 1 – Sample location identification table

Sample No.	Description	Location	Area (Estimated)
1	Ceiling flat sheet	Woodbox	3 m^2
2	Ceiling flat sheet	External Eves	27 m^2
3	Ceiling flat sheet	Entire internal ceiling	m^2
4	Ceiling flat sheet	Phone room ceiling	12 m^2
5	Flat sheet	Mermaid room under bench	2 m^2
6	Ceiling flat sheet	Main entry veranda ceiling	15 m^2
7	Floor tiles	Laundry / kitchen	12 m^2
8	Vinyl floor covering	Seal/corridor and computer room	166 m^2
9	Floor tiles	Rest room in computer room	3 m^2
10	Vinyl floor covering	Mermaid/staff room	180 m^2
11	Vinyl floor covering	Seahorse/Dolphin rooms	200 m^2

NOTE - If the subject premises are to undergo refurbishment or demolition, all hazardous material/s must be removed before work commences in order to minimise potential exposure.

Disposal

Individual components and wiping rags etc should be placed in plastic bags tying each bag separately prior to placing in the container. Typically, plastic disposal bags should be heavy duty (200 micron) clear plastic and marked with the label 'Caution Asbestos - Do not open or damage bag. Do not inhale dust'.

Asbestos waste awaiting disposal at the workshop must be stored in closed containers; e.g. 60 or 200 litre steel drums with removable lids, sealed skip, etc.

Asbestos waste must be transported and disposed of to Environment Protection Agency (EPA) requirements. Asbestos waste can only be disposed of at a site licensed by the EPA to accept it and it must never be disposed of in the general waste system. It is recommended that packaging, transporting and disposing of asbestos waste be left to specialists. Firms specialising in this area can be found under "Asbestos Removal &/or Treatment" in the phone directory.

For further information on EPA transport requirements see ***The Transport and Disposal of Waste Asbestos, Bulletin No 364C***, which is available from EPA Victoria.

Assessment Findings

The subject parts of the premises are in the identified annexes at Portland Victoria 3305. Refer to ***Diagram 1*** for map location.

This document relates only to the Main building described and does NOT constitute a control document for other buildings on the same site.

This report documents the findings of an asbestos materials assessment as conducted by Smarter Safer Solutions, in compliance with the *"Occupational Health & Safety Regulations 2007.* This report is an assessment of asbestos containing material.

Table 2 - Reference Table

Legislation	Document	Compliance required?
OH&S Act 2004	**Act of Parliament**	**Yes**
OH&S Regulations 2007	**Regulation under the Act**	**Yes**
Code of Practice	**Safe Removal of Asbestos Code**	**Yes**
VARICC[1] Code	**Removal directions**	**Yes**

Priority for asbestos management

Priority 1 – immediate removal or repair **P1**
Priority 2 - to be dealt with in the short term **P2**
Priority 3 – to be dealt with in the medium term **P3**
Priority 4 – longer term strategies **P4**

Risk Status Priority Rating for Control of Hazardous Materials
The following schedule of risk status priority rating is adopted to assist in the programming of the removal or containment of risks of hazardous materials in the building.

Friable: The material is friable by definition and is in a degraded/exposed condition or easily accessible location.

Poor: The material is normally bonded/ encapsulated, but has exposed or degraded surface material. The area it is located is in an exposed area.

Fair: The material is in a reasonable condition and is unlikely to release airborne fibres; it may be unsealed and/or have minor areas of damage but these areas are basically intact and are in low access areas not accessed by persons.

Good: The material is in a condition, which would be similar to its original installation and is currently sealed encapsulated and/or undamaged. The release of fibres from this material is highly unlikely.

[1] Victorian Asbestos Removal Industry Consultative Committee

SAMPLE NO	MATERIAL	LOCATION SURFACE	INVESTIGATED HAZARDOUS SUBSTANCE	FRIABLE YES/NO	RISK RATING/ RECOMMENDATIONS	CONDITION	NOTES
1	Flat Sheet	Entry Ceiling	No Asbestos Detected	NO	N/A	Good	
2	Flat Sheet	External Eaves	Chrysotile Asbestos Detected	NO	P 4	Good	
3	Flat Sheet	Internal Ceiling Area	No Asbestos Detected	NO	N/A	Good	
4	Flat Sheet	Phone Room Ceiling	No Asbestos Detected	NO	N/A	Good	
5	Flat Sheet	Mermaid Room	Chrysotile Asbestos Detected	NO	P 2	Good	Accessible place not sealed
6	Flat Sheet	Main Entry Veranda Ceiling	No Asbestos Detected	NO	N/A	Good	
7	Floor Tiles	Laundry/Kitchen Area	No Asbestos	NO	N/A	Good	
8	Vinyl Floor	Seal / Corridor & computer room	No Asbestos	NO	N/A	Good	
9	Floor Tiles	Rest Room	No Asbestos	NO	N/A	Good	
10	Vinyl Floor	Mermaid/Staff Room	No Asbestos	NO	N/A	Good	
11	Vinyl Floor	Seahorse/Dolphin Area	No Asbestos	NO	N/A	Good	

General recommendations are designed to assist in development of strategies for dealing with the different asbestos containing materials. Each different type of asbestos containing material listed is identified with recommendations specific to that particular type. Observation of the general recommendations within that section will help to minimise any potential exposure of personnel to airborne asbestos fibres. As a general principal -

a) All Asbestos materials must be in good repair.
b) Where untreated asbestos is observed it must be coated with paint, glue or physical material to eliminate the real or potential release of fibres into the air.
c) Warning labels should be placed on identified material.
d) No machine tooling, cutting or abrasion of these materials is allowed.
e) Before demolition or refurbishment the risk to personnel must be assessed. The results of this assessment must be made available to the persons performing the works and the principal.
f) Consideration should be given to replacement of these materials with asbestos free materials.
g) Asbestos management plans, asbestos risk assessment records or site records should be regularly reviewed, but as a minimum:-

   Regulation 4.3.22 section 2 requires that the asbestos register be reviewed at intervals **not exceeding 5 years**) and updated or amended to reflect the date of the assessment and not limited to -
   - Review of or revision of the assessment;
   - Any inaccessible areas deemed with the possibility of containing any ACM;
   - All records of results of assessment of any ACM;
   - Any references records as to removal, encapsulation or sealing of any ACM;
   - The location and current condition of any ACM;
   - The identification of if applicable or practicable of any ACM; and
   - The accessibility of the location of any ACM.

h) Any Staff working adjacent to or who may potentially encounter any ACM materials on any workplace or site should be made aware of the possibility and be supplied and trained in the appropriate safety measures.

LABELLING

Regulations require that an asbestos warning label is placed in all locations to clearly identify the presence of asbestos materials. The asbestos warning label should be affixed close to an asbestos based material or access point to an area containing friable or non-friable asbestos materials in order to warn personnel of potential exposure to asbestos fibres if the material is disturbed or if this area is accessed without precautions being taken.

The practicability of labelling non-friable asbestos items in public access areas should be carefully considered in relation to the potential risks of exposure.

NOTE – Smarter Safer Solutions can arrange for the complete labelling of any site with compliant signs. Please contact our office for details of this service.

HEALTH RISKS

Asbestos cement product take many forms the most common being flat asbestos cement (AC) sheeting as well as corrugated ("Super 6") cladding, preformed profiles (flashings) and pipe (flues, stormwater) these and many other specialist products do not release a significant amount of asbestos fibre into the atmosphere under normal conditions as the fibre is usually well bound in the cement matrices. Fibre is usually only released when the material is physically disturbed. Cement products are generally regarded as a non-friable ACM. Whilst the cement substrate remains intact and undamaged and no airborne dust is produced these products present a negligible health risk.

Recommendations:

a) The asbestos register is made available to all employees and contractors who work or visit the site.
b) All maintenance personnel be informed of these materials and where practicable, identified by labelling.
c) Machine tooling or abrasion of these materials is prohibited.
d) Where these materials are earmarked for alteration or demolition they must be removed by a licensed asbestos removal contractor.
e) It is compulsory that during any work involving internal alternation or penetration of these surfaces, you include a program of Para occupational air monitoring for airborne asbestos fibres.
f) It is recommended but not compulsory, that any work involving external alteration or penetration of these surfaces should include Para-occupational clearance air monitoring for airborne asbestos fibres on completion and prior to re-occupation.

It is a requirement of the regulations that any removal works are inspected by an independent person and a clearance certificate is issued prior to the site being reoccupied. Regulation 4.3.95 and Regulation 4.3.96.

PRIORITY RATING

Hazard Potential risk Assessment Factor

The risk assessment factors utilised in this report relate to the potential of exposure of the demolition or construction workers during refurbishment or demolition works (excluding programmed hazardous material removal works). This assessment is based on the following factors:

- Health risk potential of the material.
- Condition of the material.
- Location of the material.
- Potential for disturbance.

Where these factors have indicated that there is a possibility of exposure to a hazard, appropriate recommendations for the removal or containment of the material in question are made.

CONCLUSION

The building examined incorporated all areas usually accessible these locations were inspected and recorded on the plan attached to this document. The scope of the investigation covers what would usually be encountered in the ordinary use of the buildings. Where refurbishment or alteration is being undertaken with integration to the existing building or structures, this report must be considered as a part of the safe working procedures and a further demolition and construction asbestos management plan is highly recommended.

Where the matters identified as poor are addressed according to risk priority the risks of asbestos fibre release are minimal and it is strongly encouraged that management engage a works plan to address these at the earliest opportunity. This report should be reviewed within 5 years in accordance with the regulations.

This report represents and accurate assessment of the works recorded and is forwarded without favour or prejudice.

Paul Bowers

Paul Bowers
Smarter Safer Solutions – *a division of the Professional Divers Group P/L*
Monday, 25 October 2010
E&OE
This document comprises of 18 pages and is void if altered.