

# DIT: Asbestos Management Training Package

**Module 1: Asbestos Legislation**

**Module 2: South Australian Asbestos Action Plan**

**Module 3: Policy & Process**

May 2025



**Government of South Australia**  
Department for Infrastructure  
and Transport

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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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# Module 1: Asbestos Legislation

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## 1.0 INTRODUCTION

As a 'person conducting a business or undertaking' (PCBU), every South Australian Government Agency and Department has a primary duty 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.

Whilst some departments have lead roles in administering legislation, such as SafeWork SA and the Environmental Protection Authority, and advising on compliance, such as the Department for Infrastructure and Transport, ALL SA Government Agencies and Departments have a responsibility to safely and effectively manage all asbestos containing materials (ACM) present within owned or operated building infrastructure.

This training package has been developed, to deliver, in part the mandated Strategic Actions detailed within the South Australian Asbestos Action Plan 2019-2023, specifically Strategic action 1.3 - Improving education and training for those at risk of exposure to asbestos fibres or who make decisions about ACM.

This strategy is driven by the ultimate goal of SA Government buildings attaining 'asbestos-free'<sup>1</sup> status, where practicable. ACMs are likely to be present throughout SA Government buildings constructed prior to 1990.

ACM removal is encouraged where reasonably practical and where ACM has been confirmed to be damaged and may place someone at risk of inhaling respirable asbestos fibres, shall be removed and safely disposed of.

Where asbestos removal is not feasible, long-term asbestos management is required in accordance with the requirements set out in the South Australian Work Health and Safety Regulations 2012.

<sup>1</sup> 'asbestos-free' means all identified asbestos-containing materials have been removed from a building or site. However, due to the limitations of non-destructive inspections, additional / concealed asbestos materials may be present. and could be uncovered during refurbishment / demolition works.

## 2.0 SCOPE

### 2.1 What

Completion of this training package will provide personnel who make decisions regarding ACM across South Australian Government Departments and Agencies with an understanding of their roles and responsibilities with respect to ensuring compliance with the South Australian Work Health and Safety Regulations 2012, Chapter 8 – Asbestos.

## 2.2 Who

This training package has been developed for personnel who make decisions regarding asbestos management across SA Government, including:

- Senior management, strategic asset managers, property managers across all agency levels,
- Project teams, project managers, facilities managers, professional consultancies, general building contractors, facilities management service providers, and
- Personnel who commission asbestos related work.

## 3.0 DEFINITIONS

As a key stakeholder in the management of ACM within Government infrastructure there are a number of important definitions that directly pertain to the understanding of the asbestos regulations contained within Chapter 8 of the South Australian Work Health and Safety Regulations 2012 and ultimately the roles and responsibilities of all stakeholders listed in Section 2.2. These definitions are as follows:

**Asbestos** means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- actinolite asbestos.
- grunerite or amosite (brown asbestos).
- anthophyllite asbestos.
- chrysotile (white asbestos).
- crocidolite (blue asbestos).
- tremolite.
- a mixture that contains 1 or more of these minerals.

**Asbestos containing material (ACM)** means any material or thing that, as part of its design, contains asbestos.

**Asbestos contaminated dust or debris (ACD)** means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

**Competent person** means for a clearance inspection under regulation 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.

**Friable asbestos** means material that:

- is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry; and
- contains asbestos.



**Licensed asbestos removalist** means a person conducting a business or undertaking who is licensed under these regulations to carry out Class A asbestos removal work or Class B asbestos removal work.

**Licensed asbestos removal work** means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

**Non-friable asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. It should be noted that non-friable asbestos may become friable asbestos through deterioration.

A **'person conducting a business or undertaking' (PCBU)** is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker.

**Respirable asbestos fibre** means an asbestos fibre that:

- is less than 3 micrometres wide; and
- more than 5 micrometres long; and
- has a length to width ratio of more than 3:1.

## 4.0 ASBESTOS LEGISLATION

Under the South Australian Work Health and Safety Regulations 2012 there is a general duty that a PCBU must ensure that no person within the workplace is exposed to airborne asbestos.

### Part 2—General duty

#### 420—Exposure to airborne asbestos at workplace

- (1) A person conducting a business or undertaking at a workplace must ensure that—
  - (a) exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable; and
  - (b) if it is not reasonably practicable to eliminate exposure to airborne asbestos— exposure is minimised so far as is reasonably practicable.

There are fundamentally four aspects of asbestos management that Government Agencies and Departments must consider, to comply with this general duty, these being:

1. The identification of all ACM,
2. Management of all ACM under a documented Asbestos Management Plan (AMP),
3. All stakeholders listed in Section 2.2 are effectively trained, and
4. All ACM is safely and effectively removed by licensed removalists under a documented Asbestos Removal Control Plan (ARCP).

## 4.1 Asbestos Identification

All asbestos and ACM present within owned or operated Government Agency or Department infrastructure is identified by a competent person and shall be classified as either containing asbestos or assumed to contain asbestos.

### 422—Asbestos to be identified or assumed at workplace

- (1) A person with management or control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person.  
Maximum penalty:
  - (a) In the case of an individual—\$6 000.
  - (b) In the case of a body corporate—\$30 000.
- (2) A person with management or control of a workplace must—
  - (a) if material at the workplace cannot be identified but a competent person reasonably believes that the material is asbestos or ACM—assume that the material is asbestos; and
  - (b) if part of the workplace is inaccessible to workers and likely to contain asbestos or ACM—assume that asbestos is present in the part of the workplace.
- (3) Subregulation (1) does not apply if the person—
  - (a) assumes that asbestos or ACM is present; or
  - (b) has reasonable grounds to believe that asbestos or ACM is not present.
- (4) If asbestos or ACM is assumed to be present at a workplace, it is taken to be identified at the workplace.

Asbestos shall be confirmed as containing asbestos by sending a bulk sample of the material to a NATA accredited laboratory for confirmational analysis.

### 423—Analysis of sample

- (1) A person with management or control of a workplace may identify asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM.
- (2) If a person with management or control of a workplace arranges for an analysis, the person must ensure that the sample is analysed only by—
  - (a) a NATA-accredited laboratory accredited for the relevant test method; or
  - (b) a laboratory approved by the regulator in accordance with guidelines published by Safe Work Australia; or
  - (c) a laboratory operated by the regulator.

Maximum penalty:

- (a) In the case of an individual—\$1 250.
- (b) In the case of a body corporate—\$6 000.

Expiation fee:

- (a) In the case of an individual—\$144.
- (b) In the case of a body corporate—\$720.

Where ACM has been identified all Government Agencies and Departments must ensure that, where reasonably practicable to do so, the location is clearly indicated with appropriate signs and labels.

#### 424—Presence and location of asbestos to be indicated

A person with management or control of a workplace must ensure that—

- (a) the presence and location of asbestos or ACM identified at the workplace under regulation 422 is clearly indicated; and
- (b) if it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

All Government Agency and Department infrastructure that contains asbestos and ACM must have an up-to-date site asbestos register that lists every asbestos and ACM material identified on the site. This register shall also document the location, asbestos type (friable or non-friable) and condition.

#### 425—Asbestos register

- (1) A person with management or control of a workplace must ensure that a register (an *asbestos register*) is prepared and kept at the workplace.

Maximum penalty:

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

Expiation fee:

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

- (2) The person must ensure that the asbestos register is maintained to ensure the information in the register is up to date.

Maximum penalty:

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

Expiation fee:

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

- (3) The asbestos register must—

- (a) record any asbestos or ACM identified at the workplace under regulation 422, or likely to be present at the workplace from time to time including—
  - (i) the date on which the asbestos or ACM was identified; and
  - (ii) the location, type and condition of the asbestos or ACM; or
- (b) state that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified or is likely to be present from time to time, at the workplace.

- (4) The person is not required to prepare an asbestos register for a workplace if a register has already been prepared for that workplace.

- (5) Subject to subregulation (6), this regulation applies to buildings whenever constructed.
- (6) This regulation does not apply to a workplace if—
  - (a) the workplace is a building that was constructed after 31 December 2003; and
  - (b) no asbestos has been identified at the workplace; and
  - (c) no asbestos is likely to be present at the workplace from time to time.

Government Agencies and Departments must ensure that the site asbestos register is readily accessible to all stakeholders listed in Section 2.2.

#### **427—Access to asbestos register**

- (1) A person with management or control of a workplace where an asbestos register is kept must ensure that the asbestos register is readily accessible to—
  - (a) a worker who has carried out, carries out or intends to carry out, work at the workplace; and
  - (b) a health and safety representative who represents a worker referred to in paragraph (a); and
  - (c) a person conducting a business or undertaking who has carried out, carries out or intends to carry out, work at the workplace; and
  - (d) a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

**Expiation fee:**

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

- (2) If a person conducting a business or undertaking carries out, or intends to carry out, work at a workplace that involves a risk of exposure to airborne asbestos, the person with management or control of the workplace must ensure that the person is given a copy of the asbestos register.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

**Expiation fee:**

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

All Government Agencies and Departments must ensure that site asbestos registers are periodically reviewed and revised as necessary by a competent person.

#### **426—Review of asbestos register**

A person with management or control of a workplace where an asbestos register is kept must ensure that the register is reviewed and as necessary revised if—

- (a) the asbestos management plan is reviewed under regulation 430; or

- (b) further asbestos or ACM is identified at the workplace; or
- (c) asbestos is removed from, or disturbed, sealed or enclosed at, the workplace.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

**Expiation fee:**

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

## 4.2 Asbestos Management Plan

All Government Agencies and Departments must ensure that all sites that contain asbestos or ACM have a documented and accessible AMP that details how all asbestos and ACM present at the site is safely and effectively managed to ensure that no person is exposed to respirable asbestos fibres.

### 429—Asbestos management plan

- (1) This regulation applies if asbestos or ACM is—
  - (a) identified at a workplace under regulation 422; or
  - (b) likely to be present at a workplace from time to time.
- (2) A person with management or control of the workplace must ensure that a written plan (an *asbestos management plan*) for the workplace is prepared.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (3) A person with management or control of the workplace must ensure that the asbestos management plan is maintained to ensure the information in the plan is up to date.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (4) An asbestos management plan must include information about the following:

- (a) the identification of asbestos or ACM;

Example—

A reference or link to the asbestos register for the workplace and signage and labelling.

- (b) decisions, and reasons for decisions, about the management of asbestos at the workplace;

Example—

Safe work procedures and control measures.

- (c) procedures for detailing incidents or emergencies involving asbestos or ACM at the workplace;

- (d) workers carrying out work involving asbestos.

Example—

Consultation, responsibilities, information and training.



- (5) A person with management or control of a workplace must ensure that a copy of the asbestos management plan for the workplace is readily accessible to—
- (a) a worker who has carried out, carries out or intends to carry out, work at the workplace; and
  - (b) a health and safety representative who represents a worker referred to in paragraph (a); and
  - (c) a person conducting a business or undertaking who has carried out, carries out or intends to carry out, work at the workplace; and
  - (d) a person conducting a business or undertaking who has required, requires, or intends to require work to be carried out at the workplace.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

**Expiation fee:**

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

All Government Agencies and Departments must ensure that the site asbestos management plan is periodically reviewed and revised as necessary by a competent person.

#### **430—Review of asbestos management plan**

- (1) A person with management or control of a workplace that has an asbestos management plan must ensure that the plan is reviewed and as necessary revised in the following circumstances:
- (a) there is a review of the asbestos register or a control measure;
  - (b) asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
  - (c) the plan is no longer adequate for managing asbestos or ACM at the workplace;
  - (d) a health and safety representative requests a review under subregulation (2);
  - (e) at least once every 5 years.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
  - (b) In the case of a body corporate—\$18 000.
- (2) A health and safety representative for workers at a workplace may request a review of an asbestos management plan if the representative reasonably believes that—
- (a) a circumstance referred to in subregulation (1)(a), (b) or (c) affects or may affect the health and safety of a member of the work group represented by the health and safety representative; and
  - (b) the person with management and control of the workplace has not adequately reviewed the asbestos management plan in response to the circumstance.

## 4.3 Stakeholder Training

All Government Agencies and Departments must ensure that all stakeholders listed in Section 2.2 have undertaken effective asbestos related training commensurate with their specific roles and responsibilities pertaining to the management of asbestos.

### Division 2—Training

#### 445—Duty to train workers about asbestos

- (1) In addition to the training required by Division 1 of Chapter 3 Part 2, a person conducting a business or undertaking must ensure that workers engaged by the person, whom the person reasonably believes may be involved in asbestos removal work or in the carrying out of asbestos-related work, are trained in the identification and safe handling of, and suitable control measures for, asbestos and ACM.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
  - (b) In the case of a body corporate—\$30 000.
- (2) This regulation does not apply in relation to a worker referred to in regulation 460.
- (3) The person must ensure that a record is kept of the training undertaken by the worker—
  - (a) while the worker is carrying out the work; and
  - (b) for 5 years after the day the worker ceases working for the person.

Maximum penalty:

- (a) In the case of an individual—\$1 250.
- (b) In the case of a body corporate—\$6 000.

Expiation fee:

- (a) In the case of an individual—\$144.
- (b) In the case of a body corporate—\$720.

- (4) The person must keep the record available for inspection under the Act.

Maximum penalty:

- (a) In the case of an individual—\$1 250.
- (b) In the case of a body corporate—\$6 000.

Expiation fee:

- (a) In the case of an individual—\$144.
- (b) In the case of a body corporate—\$720.

## 4.4 Asbestos Removal

Review of the workplace asbestos register prior to the commencement of Demolition or Refurbishment works is not likely to be adequate to identify all asbestos and ACM that may be present.

A typical asbestos register is developed to manage the risk of asbestos during the normal use of the workplace and as such may not identify all asbestos and ACM at the workplace. The PCBU must ensure that asbestos that is likely to be disturbed is identified and so far, as is reasonably practicable, removed prior to demolition or refurbishment works commencing.

In these circumstances an intrusive pre-demolition / pre-refurbishment hazardous materials survey must be undertaken, which involves the sampling and testing of materials that which might normally not be accessible but are likely to be disturbed by the demolition or refurbishment work.

As such prior to the demolition and or refurbishment of Government Agency or Department owned or operated infrastructure:

- the site asbestos register shall be reviewed.
- where there is no site asbestos register or where the asbestos register is considered inadequate for the purpose of undertaking demolition or refurbishment works, the site must be inspected by a competent person to identify all asbestos and ACM present prior to the commencement of any demolition or refurbishment works.
- all asbestos and ACM shall be removed prior to the commencement of any demolition or refurbishment works.

#### **448—Review of asbestos register**

**The person with management or control of a workplace must ensure that, before demolition or refurbishment is carried out at the workplace, the asbestos register for the workplace is—**

- (a) reviewed; and**
- (b) if the register is inadequate having regard to the proposed demolition or refurbishment—revised.**

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.**
- (b) In the case of a body corporate—\$18 000.**

**Example—**

The register identifies an inaccessible area that is likely to contain asbestos and the area is likely to be accessible because of demolition.

#### **449—Duty to give asbestos register to person conducting business or undertaking of demolition or refurbishment**

**The person with management or control of a workplace must ensure that the person conducting a business or undertaking who carries out the demolition or refurbishment is given a copy of the asbestos register before the demolition or refurbishment is commenced.**

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.**
- (b) In the case of a body corporate—\$30 000.**

**Expiation fee:**

- (a) In the case of an individual—\$720.**
- (b) In the case of a body corporate—\$3 600.**

#### **451—Determining presence of asbestos or ACM**

**(1) This regulation applies if—**

- (a) demolition or refurbishment is to be carried out at a workplace; and**
- (b) there is no asbestos register for the structure or plant to be demolished or refurbished at the workplace.**

- (2) The person conducting a business or undertaking who is to carry out the demolition or refurbishment must not carry out the demolition or refurbishment until the structure or plant has been inspected to determine whether asbestos or ACM is fixed to or installed in the structure or plant.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (3) The person conducting a business or undertaking who is to carry out the demolition or refurbishment must ensure that the determination is undertaken by a competent person.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (4) The person conducting a business or undertaking who is to carry out the demolition or refurbishment must assume that asbestos or ACM is fixed to or installed in the structure or plant if—

- (a) the competent person is, on reasonable grounds, uncertain whether or not asbestos is fixed to or installed in the structure or plant; or
- (b) part of the structure or plant is inaccessible and likely to be disturbed.

- (5) If asbestos or ACM is determined or assumed to be fixed to or installed in the structure or plant, the person conducting a business or undertaking who is to carry out the demolition or refurbishment must inform—

- (a) if the workplace is residential premises—
  - (i) the occupier of the premises; and
  - (ii) the owner of the premises; and
- (b) in any other case—the person with management or control of the workplace.

Maximum penalty:

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

Expiation fee:

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

#### **452—Identification and removal of asbestos before demolition**

- (1) This regulation applies if a structure or plant at a workplace is to be demolished.
- (2) This regulation does not apply—
  - (a) in an emergency to which regulation 454 applies; or
  - (b) to residential premises.
- (3) The person with management or control of the workplace, or of the structure or plant, must ensure—
  - (a) that all asbestos that is likely to be disturbed by the demolition is identified; and
  - (b) so far as is reasonably practicable, that the asbestos is removed before the demolition is commenced.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
  - (b) In the case of a body corporate—\$30 000.
- (4) Subregulation (3)(b) does not apply if the purpose of the demolition is to gain access to the asbestos.

#### **456—Identification and removal of asbestos before refurbishment**

- (1) This regulation applies if a structure or plant at a workplace is to be refurbished.
- (2) This regulation does not apply to residential premises.
- (3) The person with management or control of the workplace, or of the structure or plant, must ensure—
  - (a) that all asbestos that is likely to be disturbed by the refurbishment is identified; and
  - (b) so far as is reasonably practicable, that the asbestos is removed before the refurbishment is commenced.

##### **Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

All Government Agencies and Departments must ensure that:

- All asbestos removal work is carried out by a licensed asbestos removalist.
- All friable asbestos removal works is carried out by a Class A asbestos removal licensed holder.
- A Class B or a Class A asbestos removal licence holder undertakes asbestos removal where:
  - more than 10 square metres of non-friable asbestos or ACM is present, or
  - ACD associated with the removal of more than 10 square metres of non-friable asbestos or ACM is present.

It should be noted that in contrast to the SA Regs that allows amounts of non-friable ACM less than 10 square metres and ACD associated with the removal of less than 10 square metres of non-friable asbestos or ACM to be undertaken by a non-licensed competent person, Government Agencies and Departments must always engage a licensed asbestos removalist, irrespective of the amount of non-friable ACM or ACD present.

#### **458—Duty to ensure asbestos removalist is licensed**

- (1) A person conducting a business or undertaking that commissions the removal of asbestos must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is licensed to carry out the work.

##### **Maximum penalty:**

- (a) In the case of an individual—\$6 000.
  - (b) In the case of a body corporate—\$30 000.
- (2) Subregulation (1) does not apply if the asbestos to be removed is—
- (a) 10 square metres or less of non-friable asbestos or ACD associated with the removal of that amount of non-friable asbestos; or



- (b) ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.
- (3) If subregulation (2) applies, the person conducting the business or undertaking that commissions the asbestos removal work must ensure that the work is carried out by a competent person who has been trained in accordance with regulation 445.

Maximum penalty:

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

#### **485—Requirement to hold Class A asbestos removal licence**

- (1) A person must not carry out the removal of the following at a workplace unless the person, or the person on whose behalf the work is carried out, holds a Class A asbestos removal licence:
  - (a) friable asbestos;
  - (b) except as provided in regulation 486, ACD.

Note—

See section 43(1) of the Act.

- (2) A person who conducts a business or undertaking must not direct or allow a worker to carry out the removal of the following unless the person holds a Class A asbestos removal licence:
  - (a) friable asbestos;
  - (b) except as provided in regulation 486, ACD.

Note—

See section 43(2) of the Act.

#### **486—Exception to requirement to hold Class A asbestos removal licence**

A Class A asbestos removal licence is not required for the removal of ACD that—

- (a) is associated with the removal of non-friable asbestos; or
- (b) is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

#### **487—Requirement to hold Class B asbestos removal licence**

- (1) A person must not carry out the removal of the following at a workplace unless the person, or the person on whose behalf the work is carried out, holds a Class B asbestos removal licence or a Class A asbestos removal licence:
  - (a) more than 10 square metres of non-friable asbestos or ACM;
  - (b) ACD associated with the removal of more than 10 square metres of non-friable asbestos or ACM.

Note—

See section 43(1) of the Act.

- (2) A person who conducts a business or undertaking must not direct or allow a worker to carry out the removal of the following unless the person holds a Class B asbestos removal licence or a Class A asbestos removal licence:
  - (a) more than 10 square metres of non-friable asbestos or ACM;
  - (b) ACD associated with the removal of more than 10 square metres of non-friable asbestos or ACM.

Note—

See section 43(2) of the Act.

All Government Agencies and Departments must ensure that:

- An ARCP is prepared by the licensed asbestos removalist prior to commencement of removal works.
- The following persons are informed prior to commencement of asbestos removal works that asbestos removal work is to be carried out at the workplace and when the work is to commence:
  - the person's workers and any other persons at the workplace.
  - the person who commissioned the asbestos removal work.
  - anyone conducting a business or undertaking at, or in the immediate vicinity of, the workplace.
  - anyone occupying premises in the immediate vicinity of the workplace.

#### **464—Asbestos removal control plan**

- (1) A licensed asbestos removalist must prepare an asbestos removal control plan for any licensed asbestos removal work the removalist is commissioned to undertake.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (2) An asbestos removal control plan must include—

- (a) details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used; and
- (b) details of the asbestos to be removed, including the location, type and condition of the asbestos.

- (3) The licensed asbestos removalist must give a copy of the asbestos removal control plan to the person who commissioned the licensed asbestos removal work.

**Maximum penalty:**

- (a) In the case of an individual—\$3 600.
- (b) In the case of a body corporate—\$18 000.

**Expiation fee:**

- (a) In the case of an individual—\$432.
- (b) In the case of a body corporate—\$2 160.

#### **468—Person with management or control of workplace must inform persons about asbestos removal work**

- (1) This regulation applies if the person with management or control of a workplace is informed that asbestos removal work is to be carried out at the workplace.
- (2) The person must ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace and when the work is to commence, before the work commences:

- (a) the person's workers and any other persons at the workplace;
- (b) the person who commissioned the asbestos removal work.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (3) **The person must take all reasonable steps to ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace, and when the work is to commence, before the work commences:**
- (a) **anyone conducting a business or undertaking at, or in the immediate vicinity of, the workplace;**
  - (b) **anyone occupying premises in the immediate vicinity of the workplace.**

**Maximum penalty:**

- (a) **In the case of an individual—\$6 000.**
- (b) **In the case of a body corporate—\$30 000.**

All Government Agencies and Departments must ensure that:

- An independent licensed asbestos assessor (LAA) undertakes air monitoring both prior to and during any asbestos removal undertaken by a licensed asbestos removalist.
- The results of any air monitoring is provided to:
  - workers at the workplace.
  - Health and safety representatives for workers at the workplace.
  - A person conducting a business or undertaking at the workplace.
  - Any other persons at the workplace.
- when the licensed asbestos removal work is completed, a clearance inspection of the asbestos removal area at the workplace is carried out by an independent LAA:
  - an independent LAA if the asbestos removal work was carried out by the holder of a Class A asbestos removal licence, or
  - in any other case, an independent competent person.

It is important to note that the SA Government has an additional policy requirement that an independent LAA **MUST** conduct a clearance inspection at all times, irrespective of the amount of non-friable asbestos or ACD present.

- A clearance certificate is received from the LAA or competent person before the asbestos removal area at the workplace is re-occupied.

#### **475—Air monitoring—asbestos removal requiring asbestos removal licence**

- (1) **A person conducting a business or undertaking who commissions asbestos removal work requiring an asbestos removal licence at a workplace must ensure that an independent licensed asbestos assessor undertakes air monitoring of the asbestos removal area at the workplace.**

**Maximum penalty:**

- (a) **In the case of an individual—\$6 000.**
- (b) **In the case of a body corporate—\$30 000.**

- (2) **If the workplace is residential premises, the licensed removalist carrying out asbestos removal work requiring an asbestos removal licence at the premises must ensure that an independent licensed asbestos assessor undertakes air monitoring of the asbestos removal area at the premises.**

**Maximum penalty:**

- (a) **In the case of an individual—\$6 000.**
- (b) **In the case of a body corporate—\$30 000.**

- (3) The air monitoring must be carried out—
  - (a) immediately before the licensed asbestos removal work commences, unless glove bags are to be used for the removal; and
  - (b) while the licensed asbestos removal work is carried out.
- (4) The person who commissions the licensed asbestos removal work must ensure that the results of the air monitoring are given to the following:
  - (a) workers at the workplace;
  - (b) health and safety representatives for workers at the workplace;
  - (c) a person conducting a business or undertaking at the workplace;
  - (d) other persons at the workplace.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

### 473—Clearance inspection

- (1) This regulation applies if a person commissions licensed asbestos removal work at a workplace.
- (2) The person or, if the workplace is residential premises, the licensed asbestos removalist must ensure that, when the licensed asbestos removal work is completed, a clearance inspection of the asbestos removal area at the workplace is carried out by—
  - (a) if the asbestos removal work must be carried out by the holder of a Class A asbestos removal licence—an independent licensed asbestos assessor; or
  - (b) in any other case—an independent competent person.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
  - (b) In the case of a body corporate—\$30 000.
- (3) In this regulation, a *clearance inspection* is an inspection of an asbestos removal area after asbestos removal work has been completed to verify that the area is safe for normal use, that—
    - (a) includes a visual inspection; and
    - (b) may include air monitoring.

**Note—**

If it is not reasonably practicable for the licensed asbestos assessor or competent person to be independent, the person or licensed asbestos removalist may apply to the regulator for an exemption under Chapter 11 Part 2 from the requirement that the assessor or competent person be independent.

### 474—Clearance certificates

- (1) This regulation applies if a clearance inspection has been made in accordance with regulation 473.
- (2) The licensed asbestos assessor or competent person who carried out the clearance inspection must issue a clearance certificate, in accordance with this regulation, before the asbestos removal area at the workplace is re-occupied.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (3) The licensed asbestos assessor or competent person must ensure that the asbestos removal area does not pose a risk to health and safety from exposure to asbestos.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (4) The licensed asbestos assessor or competent person must not issue a clearance certificate unless satisfied that—

- (a) the asbestos removal area, and the area immediately surrounding it, are free from visible asbestos contamination; and
- (b) if the assessor or competent person undertook air monitoring as part of the clearance inspection—the monitoring shows asbestos below 0.01 fibres/ml.

**Maximum penalty:**

- (a) In the case of an individual—\$6 000.
- (b) In the case of a body corporate—\$30 000.

- (5) The clearance certificate must be in writing and must state that—

- (a) the assessor or competent person found no visible asbestos residue from asbestos removal work in the area, or in the vicinity of the area, where the work was carried out; and
- (b) if air monitoring was carried out by the assessor or competent person as part of the clearance inspection—the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

## 5.0 CODES OF PRACTICE

An approved code of practice (CoP) provides:

- practical guidance for PCBU's to effectively identify and manage workplace health and safety risks.
- assistance to anyone who has a duty of care in the circumstances described in the CoP.
- guidance to achieve compliance against the relevant standards of work health and safety required under the WHS Act and the WHS Regulations.

Compliance with the WHS Act and WHS Regulations may be achieved by following another method (other than what is detailed within a CoP) if it can be demonstrated that it provides an equivalent or higher standard of work health and safety than described within a CoP.

SafeWork SA has published the Demolition work Code of Practice (June 2020) that provides practical guidance to PCBUs on how to manage health and safety risks associated with demolition work.

There are also three Codes of Practice published by SafeWork SA that provide PCBU's practical guidance on how to specifically manage the risks associated with Demolition work, ACM and ACD, being:

- How to manage and control asbestos in the workplace (February 2024).
- How to safely remove asbestos (February 2024).
- Demolition Work (June 2020).



It is recommended that Government Agencies and Departments refer to these three CoPs to obtain information on how to:

- manage health and safety risks associated with demolition work.
- identify the presence of asbestos at the workplace.
- implement measures to eliminate or minimise the risk of exposure to airborne asbestos fibres.
- manage health and safety risks associated with removing asbestos or asbestos-containing materials (ACM) from workplaces.
- Comply with the Asbestos Regulations detailed within the South Australian Work Health and Safety Regulations 2012.

## 6.0 Resources and further information

### 6.1 Asbestos and Silica Safety and Eradication Agency

- [Asbestos and Silica Safety and Eradication Agency's \(ASSEA\) Website](#)

### 6.2 Government of South Australia

- [Work Health and Safety Regulations 2012](#)
- [Asbestos State Government Website](#)
- [SA Asbestos Action Plan 2019-2023](#)
- [SafeWork SA CoP: Demolition work \(June 2020\)](#)
- [SafeWork SA CoP: How to manage and control asbestos in the workplace \(Feb 2024\)](#)
- [SafeWork SA CoP: How to safely remove asbestos \(Feb 2024\)](#)

## 7.0 CHECKLIST

Item	Detail	Status
1	All asbestos and ACM in Agency/Department controlled assets has been identified and documented in a site asbestos register.	Yes No
2	Site asbestos registers are readily accessible to all stakeholders listed in Section 2.2	Yes No
3	Locations of all asbestos and ACM in Agency/Department controlled assets, where reasonably practicable, has been clearly identified with signs and labels.	Yes No
4	Agency/Department has a process in place to ensure that site asbestos registers are periodically reviewed and revised.	Yes No
5	All Agency/Department controlled assets containing asbestos or ACM have a documented and accessible AMP.	Yes No
6	Agency/Department has a process in place to ensure that site AMPs are periodically reviewed and revised.	Yes No
7	Agency/Department has a process to ensure that all stakeholders listed in Section 2.2 have undertaken effective asbestos related training.	Yes No
8	Agency/Department has a process to ensure that prior to any demolition or refurbishment works an intrusive pre-demolition / pre-refurbishment hazardous materials survey must be undertaken to identify all asbestos and ACM that might not normally be accessible but is likely to be disturbed by the demolition or refurbishment work.	Yes No
9	Agency/Department has a process to ensure that all asbestos and ACM is removed by either a Class A or B asbestos removal license holder.	Yes No
10	Agency/Department has a process to ensure that an ARCP is prepared and reviewed prior to any asbestos or ACM being removed by a licensed asbestos removalist is undertaken.	Yes No
11	Agency/Department has a process to ensure that a LAA undertakes air monitoring prior to and during asbestos removal undertaken by a licensed asbestos removalist.	Yes No
12	Agency/Department has a process to ensure that a clearance inspection is carried out after asbestos removal works and provided to the agency/department prior to the workplace being re-occupied.	Yes No
13	<p>The management system that has been implemented to effectively manage the risks associated with asbestos, ACM and ACD at Agency/Department controlled assets either meets or exceeds what is recommended in the following SafeWork SA CoPs:</p> <ul style="list-style-type: none"> <li>• How to manage and control asbestos in the workplace (2024).</li> <li>• How to safely remove asbestos (2024).</li> </ul>	Yes No

## 8.0 COMPETENCY ASSESSMENT

### Question 1: True or False

Under the South Australian Work Health and Safety Regulations 2012 there is a general duty that a PCBU must ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable.

True / False

### Question 2: Select the correct statements

1. All asbestos and ACM present within owned or operated Government Agency or Department infrastructure must.

1. Be identified by a competent person ☐
2. Must be analysed by a NATA laboratory accredited for the relevant test method ☐
3. Ensure that only asbestos and ACM confirmed to contain asbestos is labelled ☐
4. Be documented in a site asbestos register ☐

### Question 3: Insert the Correct Words

The PCBU must ensure that \_\_\_\_\_ that is likely to be \_\_\_\_\_ is identified and so far as is reasonably practicable, removed prior to demolition or refurbishment works commencing.

In these circumstances an \_\_\_\_\_ pre-demolition / pre-refurbishment hazardous materials survey must be undertaken, which involves the \_\_\_\_\_ of materials that which might normally \_\_\_\_ be accessible but are likely to be disturbed by the demolition or refurbishment work.

Missing words:

- intrusive
- not
- disturbed
- asbestos
- sampling and testing

### Question 4: True or False

Mark the following statements as either True or False:

1. Only senior agency/department management personnel are required to have access to site asbestos registers.  
True / False
2. All Government Agencies and Departments must ensure that all stakeholders have undertaken effective asbestos related training commensurate with their specific roles and responsibilities pertaining to the management of asbestos.  
True / False
3. An asbestos register is only required for sites that have full time workers present.  
True / False

**Question 5: Select the correct statements**

All Government Agencies and Departments must ensure that site asbestos registers are periodically reviewed and revised.

1. By a competent person ☐
2. When a new employee starts working at the site ☐
3. When asbestos or ACM present at the site is damaged ☐
4. When requested by the site Employee Health & Safety Representative ☐

**Question 6: Insert the correct words.**

All Government Departments and Agencies must ensure that all sites that contain \_\_\_\_\_ or \_\_\_\_\_ have a documented and \_\_\_\_\_ Asbestos Management Plan that details how all asbestos and ACM present at site is safely and effectively \_\_\_\_\_ to ensure that no person is exposed to \_\_\_\_\_.

Missing words:

- managed
- asbestos
- respirable asbestos fibres
- accessible
- ACM

**Question 7: Select the correct statements**

All Government Agencies and Departments must ensure that:

1. All asbestos removal work is carried out by a licensed asbestos removalist ☐
2. All friable asbestos removal works is carried out by a competent person ☐
3. A Class B or a Class A asbestos removal licence holder undertakes asbestos removal where more than 50 square metres of non-friable asbestos or ACM is present ☐
4. An Asbestos Removal Control Plan is prepared by the licensed asbestos removalist prior to commencement of removal works. ☐
5. A clearance certificate is received from the LAA or competent person before the asbestos removal area at the workplace is re-occupied. ☐

# Module 2: South Australian Asbestos Action Plan

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## 1.0 INTRODUCTION

This training package has been developed, to deliver, in part the Strategic Actions detailed within the South Australian Asbestos Action Plan 2019-2023, specifically Strategic action 1.3 - Improving education and training for those at risk of exposure to asbestos fibres or who make decisions about asbestos containing materials (ACM).

This strategy is driven by the ultimate goal of SA Government buildings attaining 'asbestos-free'<sup>1</sup> status, where practicable. Asbestos containing materials (ACM) are present throughout SA Government buildings constructed prior to 1990.

ACM removal is encouraged where reasonably practical and where ACM has been confirmed to be damaged and may place someone at risk of inhaling respirable asbestos fibres, shall be removed and safely disposed of.

Where asbestos removal is not feasible, long-term asbestos management is required in accordance with the requirements set out in the South Australian Work Health and Safety Regulations 2012.

<sup>1</sup> 'asbestos-free' means all identified asbestos-containing materials have been removed from a building or site. However, due to the limitations of non-destructive inspections, additional / concealed asbestos materials may be present. and could be uncovered during refurbishment / demolition works.

## 2.0 SCOPE

### 2.1 What

Completion of this training package will provide personnel who make decisions regarding ACM across South Australian Government Departments and Agencies with a good awareness and understanding of the following:

- The Asbestos and Silica Safety and Eradication Agency's (ASSEA) Asbestos National Strategic Plan,
- The South Australian Asbestos Action Plan, specifically the strategic actions that the South Australian Government have planned to undertake in order to implement the National Strategic Plan for Asbestos Awareness and Management 2019-2023, and
- The roles and responsibilities of SA Government Department and Agency personnel to ensure that the specific requirements detailed under the South Australian Asbestos Action Plan are met.

## 2.2 Who

This training package has been developed for personnel who make decisions regarding asbestos management across SA Government, including:

- Senior management, strategic asset managers, property managers across all agency levels,
- Project teams, project managers, facilities managers, professional consultancies, general building contractors, facilities management service providers, and
- Personnel who commission asbestos related work.

## 3.0 THE ASBESTOS AND SILICA SAFETY AND ERADICATION AGENCY

### 3.1 Function

The Asbestos Safety and Eradication Agency was established in 2013 to oversee national actions to improve asbestos awareness and the effective and safe management, removal and disposal of asbestos with the aim to eliminate asbestos-related diseases in Australia by preventing exposure to asbestos fibres.

The agency's name and functions were expanded in December 2023 to include silica and is now called the Asbestos and Silica Safety and Eradication Agency (ASSEA).

With respect to asbestos, ASSEA's role and responsibilities include:

- supporting and monitoring the implementation of the Asbestos National Strategic Plan by the Commonwealth and State, Territory and local governments,
- fostering collaboration between relevant stakeholders,
- promoting consistent messages, policies and practices,
- improving the state of knowledge and awareness,
- conducting, monitoring and promoting research, and
- collecting and analysing data required for measuring progress on preventing exposure to asbestos fibres, and for informing evidence-based policies and strategies.

### 3.2 Asbestos National Strategic Plan

The Asbestos National Strategic Plan (ANSP) outlines a phased approach to eliminating asbestos-related diseases in Australia through nationally consistent and coordinated actions. These actions were captured in the following National targets:

1. Increased awareness of the health risks of ACM and where to source information.
2. All governments have identified and assessed the risks associated with ACMs in publicly owned and controlled buildings, land and infrastructure.



3. All jurisdictions have schedules and processes for the prioritised safe removal according to risk of ACMs from public buildings and infrastructure, and safe disposal of that material.
4. All regulators have in place and have implemented asbestos compliance programs.
5. All commercial buildings which are required by law to maintain asbestos registers, have up-to-date asbestos registers and management plans that are actively being implemented.
6. All regulators are investigating, prosecuting and penalising serious known breaches of asbestos-related laws including illegal waste disposal and importation.
7. Easier and cheaper disposal of asbestos waste.
8. Bans of asbestos production and use in South-East Asia and the Pacific have been influenced and progressed.
9. Develop an evidence-based national picture that assesses the likelihood of ACMs being present in the residential environment.

It should be noted that National targets 8 and 9 are undertaken by ASSEA and NOT by the SA Government.

Phase one of the Asbestos National Strategic Plan went from 2014–2018 and focused on establishing an evidence base to understand the asbestos legacy in our homes, workplaces, and the environment.

## Phase one

2014	Phase one (2014-2018) focused on establishing an evidence base to understand the asbestos legacy.  This work included: <ul style="list-style-type: none"> <li>developing the National Asbestos Profile</li> <li>estimating the economic burden of ARDs and the future burden of mesothelioma</li> <li>conducting national benchmark surveys of asbestos awareness and attitudes.</li> </ul>
2015	
2016	
2017	
2018	

Phase two (2019-2023) aimed at increasing awareness and supporting more effective management and removal of asbestos-containing materials under four national priorities:

1. Improve asbestos awareness to influence behavioural change.
2. Identification and effective legacy management.
3. Safe prioritised removal and effective waste management.
4. International collaboration and leadership.

## Phase two

2019	Phase two (2019-2023) contained actions aimed at increasing awareness and supporting the more effective management and removal of asbestos containing-materials (ACMs).
2020	
2021	
2022	Progress was measured against nine national targets and achievements included completion of the first version of the National Residential Asbestos Heatmap.
2023	

ASSEA has now developed a draft third phase Asbestos National Strategic Plan 2024-2030 which is currently awaiting agreement of Commonwealth, state, and territory governments.

Each phase builds on the previous plan's progress, and once agreed, Commonwealth, state, and territory governments are responsible for implementing the Asbestos National Strategic Plan.

<b>Phase three</b>	<b>2024</b>	Phase three builds on this progress and focuses on practical measures to support the safe removal of ageing ACMs, so that we can:
	<b>2025</b>	
	<b>2026</b>	<ul style="list-style-type: none"> <li>• prevent future generations from suffering disease</li> </ul>
	<b>2027</b>	<ul style="list-style-type: none"> <li>• prevent further contamination of our environment</li> <li>• maximise the significant health and environmental benefits, as well as cost savings, from safe prioritised removal.</li> </ul>
	<b>2028</b>	This ANSP also aims to:
	<b>2029</b>	<ul style="list-style-type: none"> <li>• support workers and others who are affected by asbestos-related diseases to improve their quality of life</li> </ul>
	<b>2030</b>	<ul style="list-style-type: none"> <li>• facilitate Australia's international role in leading the campaign for a worldwide asbestos ban.</li> </ul>

Based on information provided by the Commonwealth, state and territory governments and relevant research undertaken, ASSEA has prepared progress reports that has tracked the progress of delivering the 2019-2023 Asbestos National Strategic Plan.

The Mid Term Progress Report (March 2022) outlined progress against the nine national targets from 2019 until June 2021. This report acknowledged that implementation was interrupted due to the impact of the COVID pandemic.

This was followed up with the Asbestos National Strategic Plan Progress Report 2021-2022 (June 2023) which outlined progress in implementing the National Strategic Plan for Asbestos Awareness and Management 2019–2023 (Asbestos National Strategic Plan) based on information provided by the state and territory governments and Australian Government for 2021–22.

Progress measured against the national targets showed that 6 of the 9 National targets required ongoing work. One target had been achieved, specifically Target 9, the National Residential Asbestos Heatmap, which assessed the probability of asbestos presence in the residential environment by geographic area. This heatmap will be utilised to better inform government asbestos policy.

## 4.0 SA GOVERNMENT ASBESTOS MANAGEMENT STRATEGY

### 4.1 The South Australian Asbestos Action Plan

The South Australian Asbestos Action Plan 2019-2023 (SA Action Plan) is a statement of the strategic actions that the South Australian Government has committed to undertake in order to implement the National Targets detailed within Phase 2 of the National Strategic Plan for Asbestos Awareness and Management 2019-2023.

With support from the SA Asbestos Action Plan Working Group, this Action Plan was developed by the SA Asbestos Action Plan Strategic Group to align with the four National priorities, these being:

1. Improve asbestos awareness to influence behavioural change.
2. Identification and effective legacy management.
3. Safe prioritised removal and effective waste management.
4. International collaboration and leadership.

### 4.2 Departmental / Agency Obligations

A number of SA Government Departments and Agencies have been assigned specific responsibilities for the delivery of a range of actions listed under the four Strategic Actions listed in the SA Action Plan.

It is important that you are aware of the specific responsibilities that your Department or Agency may have in delivering these strategic actions.

Notwithstanding these specific responsibilities, there are a range of actions that ALL Government Departments and Agencies MUST comply with to ensure that we deliver on the SA Action Plan.

#### 4.2.1 Strategic Action 1- Awareness

It is critical that the South Australian Government provides one consistent source of asbestos-related information for all community stakeholders.

To achieve this the Asbestos state government website has been developed:

<https://www.asbestos.sa.gov.au/>. This website provides a wide range of resources, information and advice on asbestos for a wide range of stakeholders including homeowners, workplaces, builders and tradies.

To ensure consistent messaging on all things asbestos, it is a requirement that all Government Departments and Agencies link and refer to the state government asbestos website as the trusted single source of asbestos-related information in South Australia.

## 4.2.2 Strategic Action 2 – ID and Management

All SA Government Departments and Agencies that either own or are responsible for Government assets **MUST** ensure that asbestos risks in all these assets are identified and effectively managed under a documented asbestos management plan.

To support all SA Government Departments and Agencies effectively manage their asbestos risk profile the Department for Transport and Infrastructure (DIT) has developed the **Guideline for Asbestos Management and Removal for Government Sites**.

This guideline stipulates how asbestos is managed and removed in government assets regardless of their facilities management arrangements and is intended to be a key resource for all SA Government Departments and Agencies to ensure that they:

- Understand their obligations under Chapter 8 (Asbestos) of the South Australian Work Health and Safety Regulations 2012,
- Undertake a proactive approach to holistic management of asbestos in asset management and removal projects, and
- Are aware of the applicable SA Government organisational processes implemented by DIT to assist in the management of asbestos including the allocation of monetary funds through the Asbestos Removal Fund (ARF) to remove asbestos.

All Government Departments and Agencies **MUST** adopt the **Guideline for Asbestos Management and Removal for Government Sites** as Policy and **MUST** specifically comply with the following requirements:

- Identify all ACM present in public buildings, infrastructure and land.
- The development of a consistent model for identifying and prioritising (risk rating) ACM in Government buildings.
- Manage the undertaking of ongoing site asbestos inspections and associated compliance associated with the maintaining and removal of ACM present in public buildings, infrastructure and land.

The DIT **Guideline for Asbestos Management and Removal for Government Sites** also contains:

- Guidance around the utilisation of the Strategic Asset Management Information System (SAMIS) to record asset information, including information relating to asbestos. SAMIS provides an online repository for site asbestos registers and management plans.
- An example Risk Matrix to determine the frequency of site asbestos re-inspections.
- An example Risk Assessment Matrix to identify Priority Risk Rating.
- Unexpected finds and incident response flowcharts.

Prioritised removal schedules are available for agencies with asbestos records in SAMIS.

Government Departments and Agencies that do not upload asbestos records in SAMIS **MUST** implement their own asbestos management system that has:

- An asbestos risk ranking process,
- Identifies the frequency of site asbestos inspections, and

- Has asbestos registers and asbestos management plans easily accessible to key stakeholders involved in the management of asbestos.

For agencies that do not have their asbestos records in SAMIS, they will require manual collation of risk ranking by category by agency and provide reports in the same format as generated from SAMIS.

The DIT **Guideline for Asbestos Management and Removal for Government Sites** is currently under review and once finalised will be published as the **Across Government Guideline for Asbestos Management and Removal in Government Assets**.

This new document will incorporate the recently developed **Asbestos Removal Fund Operating Guidelines, Requirements and Expectations for DIT prequalified Asbestos Management Consultants, Asbestos Design Review for Building Projects** and further resources required under the **SA Asbestos Action Plan**.

### 4.2.3 Strategic Action 3 – Removal and waste management

All SA Government Departments and Agencies that own or control building assets **MUST** have developed a prioritised asbestos removal schedule that is based on a risk rating system for the safe removal of asbestos.

For Government Departments and Agencies with asbestos data in SAMIS, a prioritised, risk rated removal schedule is already available.

For agencies that do not have their asbestos records in SAMIS, manual collation of risk ranking by category will be required by the agency.

### 4.2.4 Reporting

An important aspect of both the National Asbestos Strategic Plan and the South Australian Asbestos Action Plan is the development of a comprehensive and effective governance management system that captures and tracks the status of all strategic actions listed.

As such there is a mandatory requirement for each Government Department or Agency to report on their annual progress with respect to delivery of their Department or Agency's Asbestos Management Program.

This annual asbestos governance report shall be sent to the South Australian Asbestos Action Plan Secretariat ([SWSANationalMeetingsSecretariat@sa.gov.au](mailto:SWSANationalMeetingsSecretariat@sa.gov.au)) who is responsible for collating and tabling the progress report to the SA strategic working group for approval prior to submitting to ASSEA.

This annual report can include the following information:

- # of sites overdue for periodical asbestos register review,
- # of high priority ACM deposits,
- # of asbestos related incidents, and
- # of sites cleared of asbestos.

## 5.0 Resources and further information

### 5.1 Asbestos and Silica Safety and Eradication Agency

- [Asbestos and Silica Safety and Eradication Agency's \(ASSEA\) Website](#)
- [Asbestos National Strategic Plan](#)
- [National Strategic Plan for Asbestos Awareness and Management 2019-2023](#)
- [Asbestos National Strategic Plan Mid-term Progress Report March 2022](#)
- [Asbestos National Strategic Plan Progress Report 2021-2022 June 2023](#)
- [Asbestos National Strategic Plan Phase Three 2024-30](#)

### 5.2 Government of South Australia

- [Work Health and Safety Regulations 2012](#)
- [Asbestos State Government Website](#)
- [SA Asbestos Action Plan 2019-2023](#)
- [DIT Guideline for Asbestos Management and Removal for Government Sites \(PDF, 1482 KB\)](#)
- [Asbestos Removal Fund Operational Guideline \(PDF, 4533 KB\)](#)
- [Requirements and Expectations for DIT Prequalified Asbestos Management Consultants \(PDF, 835 KB\)](#)



## 6.0 CHECKLIST

Item	Detail	Status
1	All Government Departments and Agencies have linked, and where applicable, referred to the state government asbestos website as the trusted single source of asbestos-related information in South Australia. <a href="https://www.asbestos.sa.gov.au/">https://www.asbestos.sa.gov.au/</a>	Yes No
2	All SA Government Departments and Agencies MUST ensure that asbestos risks in all assets are identified and effectively managed under a documented asbestos management plan (AMP).	Yes No
3	Government Agencies and Departments must adopt the (DIT) <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a> as Policy to effectively manage their asbestos risk profile.	Yes No
4	Government Agencies and Departments must manage the undertaking of ongoing site asbestos inspections and associated compliance associated with the maintaining and removal of ACM present in public buildings, infrastructure and land.	Yes No
5	Government Departments and Agencies that do not upload asbestos records in SAMIS, MUST implement their own asbestos management system that has: <ul style="list-style-type: none"> <li>• An asbestos risk ranking process,</li> <li>• Identifies the frequency of site asbestos inspections, and</li> <li>• Has asbestos registers and asbestos management plans easily accessible to key stakeholders involved in the management of asbestos.</li> <li>• Manually collated asbestos records and report their asbestos risk ranking by category in the same format as SAMIS reports.</li> </ul>	Yes No
6	All SA Government Departments and Agencies that own or control building assets MUST have developed a prioritised asbestos removal schedule that is based on a risk rating system for the safe removal of asbestos.	Yes No
7	All SA Government Departments and Agencies have developed an annual asbestos governance report that tracks their annual progress with respect to delivery of their Department or Agency's Asbestos Management Program.	Yes No
8	All SA Government Departments and Agencies provide a copy of their annual asbestos governance report to the South Australian Asbestos Plan Secretariat ( <a href="mailto:SWSANationalMeetingsSecretariat@sa.gov.au">SWSANationalMeetingsSecretariat@sa.gov.au</a> ).	Yes No

## 7.0 COMPETENCY ASSESSMENT

### Question 1: True or False

All SA Government Departments and Agencies that either own or are responsible for Government assets are responsible for ensuring that asbestos risks in all these assets are identified and effectively managed under a documented asbestos management plan.

True / False

### Question 2: Select the correct statements

Department for Transport and Infrastructure (DIT) has developed the **Guideline for Asbestos Management and Removal for Government Sites**.

This guideline is intended to:

1. Be a key resource for all SA Government Departments and Agencies ☐
2. Detail how DIT will manage your Department or Agency's asbestos risk profile ☐
3. Communicate your obligations under Chapter 8 (Asbestos) of the South Australian Work Health and Safety Regulations 2012 ☐
4. Make you aware of the SA Government organisational processes implemented by DIT to assist in the management of asbestos including the allocation of monetary funds through the Asbestos Removal Fund (ARF) to remove asbestos ☐

### Question 3: True or False

Mark the following statements as either True or False:

1. It is the responsibility of DIT to identify all ACM present in public buildings, infrastructure and land.

True / False

2. All Government Departments and Agencies **MUST** adopt the Guideline for Asbestos Management and Removal for Government Sites as Policy.

True / False

3. All Government Departments and Agencies **MUST** manage the undertaking of ongoing site asbestos inspections and associated compliance associated with the maintaining and removal of ACM present in public buildings, infrastructure and land.

True / False

**Question 4: Insert the correct words.**

Government Departments and Agencies that do not upload asbestos records in SAMIS \_\_\_\_\_ implement their own \_\_\_\_\_ that has:

- An asbestos \_\_\_\_\_ process,
- Identifies the \_\_\_\_\_ of site asbestos inspections, and
- Has asbestos registers and asbestos management plans easily \_\_\_\_\_ to key stakeholders involved in the management of asbestos.

Missing words:

- frequency
- MUST
- risk ranking
- asbestos management system
- accessible

**Question 5: True or False**

There is NO mandatory requirement for each Government Department or Agency to provide the South Australian Asbestos Action Plan Secretariat an Annual Asbestos Governance Report that details your annual progress with respect to delivery of your Department or Agency's Asbestos Management Program.

True / False

# Module 3: Policy & Process

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## 1.0 INTRODUCTION

All SA Government Departments and Agencies that either own or are responsible for Government assets **MUST** ensure that asbestos risks in all these assets are identified and effectively managed under a documented asbestos management plan.

To support all SA Government Departments and Agencies effectively manage their asbestos risk profile the Department for Transport and Infrastructure (DIT) has developed the **Guideline for Asbestos Management and Removal for Government Sites**.

This guideline stipulates how asbestos is managed and removed in government assets regardless of their facilities management arrangements and is intended to provide all SA Government Departments and Agencies a consistent process for:

- Identifying and priority risk rating (grading) asbestos containing materials (ACM) in Government buildings,
- Developing asbestos removal schedules based on priority risk ratings (grading), and
- Obtaining monetary funds through the Asbestos Removal Fund (ARF) to remove asbestos.

The Asbestos Management and Removal for Government Sites guidelines are currently being reviewed and once finalised will be published as the **Across Government Guideline for Asbestos Management and Removal in Government Assets**.

This new document will incorporate the recently developed **Asbestos Removal Fund Operational Guidelines**, and the **Requirements and Expectations for DIT prequalified Asbestos Management Consultants**.

This training package has been developed, to deliver, in part the Strategic Actions detailed within the South Australian Asbestos Action Plan 2019-2023, specifically Strategic action 1.3 - Improving education and training for those at risk of exposure to asbestos fibres or who make decisions about asbestos containing materials (ACM).

This strategy is driven by the ultimate goal of SA Government buildings attaining 'asbestos-free' <sup>1</sup> status, where practicable.

<sup>1</sup> 'asbestos-free' means all identified asbestos-containing materials have been removed from a building or site. However, due to the limitations of non-destructive inspections, additional / concealed asbestos materials may be present. and could be uncovered during refurbishment / demolition works.

## 2.0 SCOPE

### 2.1 What

Completion of this training package will provide personnel who make decisions regarding ACM with a good awareness and understanding of the policies and processes that DIT have developed and implemented for South Australian Government Departments and Agencies to:

1. Identify Asbestos,
2. Assess the risks associated with asbestos and ACM within Government buildings,
3. Record asbestos related information,
4. Site Asbestos Register Review,
5. Develop a Site Asbestos Management Plan (AMP),
6. Apply for funding to remove asbestos,
7. Effectively manage asbestos and ACM removal prior to the commencement of demolition and refurbishment works, and
8. Obtain advice relating to the effective and safe management of asbestos and ACM.

### 2.2 Who

This training package has been developed for personnel who make decisions regarding asbestos management across SA Government, including:

- Senior management, strategic asset managers, property managers across all agency levels,
- Project teams, project managers, facilities managers, professional consultancies, general building contractors, facilities management service providers, and
- Personnel who commission asbestos related work.

## 3.0 DIT POLICY AND PROCESS

### 3.1 Asbestos Identification

All asbestos and ACM present within owned or operated Government Agency or Department building infrastructure must be identified by a competent person.

To support Government Agencies and Departments identify and engage a competent person to undertake asbestos identification inspections or re-inspections, the DIT Asbestos Advisory Team (AAT) performs technical assessments relating to the prequalification process for Professional and Advisory Services.

As a result of this process, a register is maintained of prequalified competent asbestos consultants that Government Agencies and Departments must use when coordinating site asbestos identification surveys and site re-inspections.

This register is available at: [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification).

## 3.2 Risk Assessment

The presence of asbestos and ACM at a site may not necessarily constitute a potential exposure risk. As such, an important component of both the asbestos identification inspection and re-inspection process is the assessment of exposure risk.

The AAT has developed a risk rating matrix for all Government Agencies and Departments to utilise. This matrix takes into account the friability, condition, likelihood of disturbance and accessibility to assign a priority classification of P1, P2, P3, P4, P5 or P6 to each asbestos item or ACM that has been identified on a Government site.



### 3.2.1 Asbestos Risk Rating Matrix

Risk ratings inform recommended action. They indicate: <ul style="list-style-type: none"> <li>Very High (P1) = Remove materials; avoid contact and further damage (less than 1 month)</li> <li>High (P2) = Remove as soon as practicable (less than 3 month)</li> <li>Moderate (P3) = Use care when accessing for maintenance</li> <li>Low (P4) = Monitor condition</li> <li>Nil (P5) = No action (No Asbestos)</li> </ul>			MATERIAL QUALITY					
			No Asbestos	Non-Friable/Good(E)	Non-Friable/Medium (D)	Non-Friable/ Poor (C)	Friable/Medium (B)	Friable/Poor (A)
			Building built after 2004 or all asbestos items removed.	Showing no, or very minor signs of damage/or deterioration of the material and is unlikely to present a risk if left in situ.	Showing small amounts of damage and/or deterioration of the material and is unlikely to present any risk if left in situ.	Showing a large amount of damage or deterioration, or that the material is not serviceable for its intended purpose and may create a potential risk to health if left in situ.	The material is in a stable condition and is unlikely to present a significant risk if left in situ.	The material has deteriorated or has been damaged or disturbed and has the potential to create a significant risk if left in situ.
ACCESSABILITY	Accessible (4)	In a physical location where the building occupants or users might readily access the material without assistance, e.g. wall cladding and linings.	Nil (P5)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)	Very High (P1)
	Access for Maintenance (3)	The asbestos material is in a location that may only be accessed by maintenance personnel accessing the material or area where it is installed.	Nil (P5)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)	Very High (P1)
	Limited Access (2)	Requiring some assistance or equipment to allow access, e.g. requiring a ladder or lifting a ceiling tile or keys to a normally locked cupboard.	Nil (P5)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)	High (P2)
	No Access (1)	Requiring dismantling, demolition or similar action to allow access, e.g. material inside a cavity wall, under floorboards, etc.	Nil (P5)	Low (P4)	Low (P4)	Moderate (P3)	Moderate (P3)	High (P2)

### 3.2.2 Priority Categories and Associated Actions Table

Category	Action	Potential Risk	Detail
<b>P1</b>	Remove	Very High	<ul style="list-style-type: none"> <li>Should be removed <b>promptly (less than 1 month)</b>.</li> <li>As far as practicable, limit activities on or adjacent to the material, so that further damage to or release of fibres is avoided.</li> </ul>
<b>P2</b>	Remove as soon as practicable	High	<ul style="list-style-type: none"> <li>Should be scheduled for removal <b>as soon as practicable (less than 3 months)</b>.</li> <li>Items showing sign of damage and deterioration will require remedial action or maintenance.</li> <li>As an interim measure these items can be made safe and then programmed for removal at a suitable time.</li> <li>Material can be programmed for removal prior to a time of likely disturbance for another purpose, such as renovation.</li> </ul>
<b>P3</b>	Use care during maintenance	Medium	<ul style="list-style-type: none"> <li><b>May need</b> removal during maintenance works.</li> <li><b>May need</b> to treat material (make safe, seal) to prevent potential fibre release as an interim measure.</li> <li>May pose a risk to persons accessing the material or area where it is installed.</li> <li>Damage to the material should be avoided.</li> <li>Consideration given to removing/replacing the material if continual disturbance is likely, damage occurs or during an upgrade of the area or component.</li> </ul>
<b>P4</b>	Monitor condition	Low	<ul style="list-style-type: none"> <li><b>Regular</b> inspections (in accordance with legislation and policy) of the condition of the material to be undertaken to note any changes.</li> <li>May pose a risk if damaged or disturbed.</li> <li>Consideration given to removing/replacing the material if continual disturbance is likely, damage occurs or during an upgrade of the area or component.</li> </ul>
<b>P5</b>	No action (no asbestos)	Nil	<ul style="list-style-type: none"> <li><b>No action is required.</b></li> <li>All asbestos identified as per the Regulations has been removed.</li> <li>No asbestos was identified utilising the relevant National Association of Testing Authorities approved identification protocol, at the time of the inspection and no asbestos fibres were identified in the sample.</li> </ul>
<b>P6A</b>	Further information required	Unknown	<ul style="list-style-type: none"> <li>Asbestos items are missing recommended actions. Re-classification/actions should be closed out at next re-inspection.</li> </ul>
<b>P6B</b>			<ul style="list-style-type: none"> <li>These sites are not yet categorised. An inspection should be undertaken to update records.</li> </ul>
<b>P6C</b>			<ul style="list-style-type: none"> <li>Asbestos items have been recorded but no site or building inspection has been recorded. An inspection should be undertaken to update Records.</li> </ul>

## 3.3 Records Management

### 3.3.1 SAMIS

SA Government agencies currently utilise the Strategic Asset Management Information System (SAMIS) to record asset information. Specific information relating to SAMIS can be found at

<https://porteco.samis.sa.gov.au>

SAMIS should also be utilised by Government agencies and Departments to store all site asbestos related documentation including:

- Site asbestos registers,
- Site asbestos management plans,
- Site survey and re-inspection reports, and
- All documentation relating to asbestos removal, including:
  - Asbestos removal control plans,
  - Asbestos removal record form,
  - Air monitoring results, and
  - Clearance Certificates.

### 3.3.2 DIT Prequalification

The DIT prequalified Asbestos Management Consultant undertaking asbestos management works is required to ensure that all reports, records and outcomes of these works are:

- communicated to the nominated contact (Contract Manager, Site Representative, Agency Representative),
- reflected in the site asbestos register, and
- uploaded into SAMIS (where the site register exists in SAMIS).

Specific requirements around asbestos related records management are detailed within the DIT guidance document; [Requirements and Expectations for DIT prequalified Asbestos Management Consultants](#).

## 3.4 Asbestos Register Review

### 3.4.1 Review Frequency

In order to ensure that a site asbestos register remains up to date, a periodical site inspection must be undertaken by a competent person.

The frequency of site inspections are to be determined on a risk basis and shall be undertaken at a minimum every 5 years. Determination of the specific frequency for each site is the responsibility of the Government Agency or Department responsible for the building.

The DIT AAT has developed a site re-inspection risk matrix that can be utilised by Government Agencies and Departments to determine the frequency of site re-inspections by a Competent Person.

### 3.4.2 Site Re-inspection Frequency Risk Assessment Matrix

Risk ratings inform re-inspection frequency. They indicate: • High = Inspect annually • Moderate = Inspect every 1-2 years • Low = Inspect every 2-3 years • Very Low = Inspect every 3-5 years			FREQUENCY OF CHANGES/WORK/ACTIVITY THAT DISTURBS INFRASTRUCTURE				
			Rare	Low	Medium	High	Extremely High
			Less than once in 10 years	About once in 10 years	About once in 3 years	About once a year	Several times a year
SENSITIVITY RATING	Extreme	Sensitive population group + High occupancy (e.g. >60% of a year) (e.g. school, kindergarten)	Low	Low	Moderate	Moderate	High
	High	High occupancy (e.g. >60% of a year)	Low	Low	Low	Moderate	Moderate
	Moderate	Medium occupancy (e.g. 35-60% of a year)	Very Low	Low	Low	Low	Moderate
	Low	Low occupancy (e.g. <35% of a year)	Very Low	Very Low	Low	Low	Low
	Negligible	Unoccupied site	Very Low	Very Low	Very Low	Low	Low

## 3.5 Asbestos Management Plan

### 3.5.1 AMP Template

There is a regulatory responsibility for all Government Agencies and Departments to manage asbestos within a building that they manage or control through a documented and site-specific asbestos management plan (AMP).

The DIT AAT has developed a comprehensive AMP Template that Government Agencies and Departments can utilise.

This AMP Template is located in Appendix 5 of the DIT [Guideline for Asbestos Management and Removal for Government Sites](#) (Dec 2020).

To create a site-specific AMP, details within the following sections of the DIT AMP Template must be updated by the representative of the PCBU to reflect site-specific information:

- Section 2 – Table 2: Key Site-Specific Information,
- Section 4.2 – Table 3: Management Plan Controller Details, and
- Insert Site Asbestos Register in APPENDIX A.

### 3.5.2 AMP Template Example

For each section of the Site AMP, the SPECIFIC process and management system utilised by the PCBU should be documented and replace the generic requirements detailed within the AMP Template.

For example: Section 7 Signage and Labelling – Warning Signs

Signs and labels warning of asbestos shall be affixed where reasonably practicable to the building/s, materials and appliances either containing or assumed to contain asbestos.

Warning labels shall be affixed to materials by the Competent Person undertaking the site asbestos inspection or re-inspection.

If asbestos or ACM is observed not to have a warning label affixed (where reasonably practicable to do so) or the label has been removed or damaged, each agency shall have a site or agency specific process by which warning labels can be supplied and affixed to the relevant asbestos or ACM. Consideration could be given into the inclusion of warning label compliance as part of the scheduled consultant asbestos compliance inspection 'scope of works'. Similarly, for scheduled asbestos removal processes, consideration could also be given into the Competent Person undertaking an asbestos removal Clearance inspection, to ensure that all warning labels associated with the removed asbestos or ACM are disposed of.

Any warning labels supplied / affixed must comply with AS1319 – 1994 (Safety Signs for the Occupational Environment).

## 3.6 Asbestos Removal Fund

To help Government Agencies and Departments achieve the ultimate goal of SA Government buildings attaining 'asbestos-free' <sup>1</sup> status, where practicable, the South Australian Government has developed and implemented the annual Asbestos Removal Fund (ARF).

The ARF is funded by the Department of Treasury and Finance and administered by the DIT Building Projects, Asbestos Advisory Team (AAT). The ARF provides Government Agencies and Departments priority-based access to approximately \$1 million per annum of funding to remove asbestos and ACM.

Eligibility and selection criteria, as well as application details can be found in the [Asbestos Removal Fund Operational Guidelines](#).

## 3.7 Demolition and Refurbishment Works

### 3.7.1 Asbestos Identification

It is a requirement under the Regulations that prior to the commencement of any demolition or refurbishment works the Site Manager or Duty Holder must ensure that the site asbestos register is reviewed, and revised as necessary, to identify all asbestos and ACM that may be potentially impacted by such works.

Prior to any refurbishment or demolition works, the Site Manager or Duty Holder must ensure that a more detailed intrusive inspection using destructive sampling techniques is conducted by a competent person to identify any additional asbestos or ACM that otherwise may not be identified.

### 3.7.2 Asbestos Removal Licensing

The Regulations detail two licence classes associated with asbestos removal:

1. Class A licence holders, who can remove all asbestos and ACM, including friable asbestos and ACM, and
2. Class B licence holders who can remove any amount of non-friable asbestos.

Asbestos removal contractors engaged by Government Agencies and Departments must be appropriately licenced by SafeWork SA and recognised as a DIT prequalified supplier.

The DIT AAT assists in the management of 'Prequalification for Building Projects' which includes a list of asbestos removal contractors that have been assessed as Competent. DIT prequalification ensures that those engaged to perform asbestos related activities comply to all regulatory requirements regarding licensing, the training of workers, and health monitoring of all workers involved in asbestos removal works.

SafeWork SA maintain a register of both Class A and Class B asbestos removal licence holders at <https://www.safework.sa.gov.au/licence-and-registration/licence-holder-registers>.

### 3.7.3 Independent Licensed Asbestos Assessor

For all asbestos and ACM removal work undertaken by either a Class A or Class B removalist, Government Agencies and Departments must engage an independent (of the removal contractor) SafeWork SA Licensed Asbestos Assessor (LAA) to:

- conduct airborne fibre monitoring,
- conduct clearance inspections and generate clearance certificates,
- update the site asbestos register on completion of removal works, and
- upload all supporting documentation into SAMIS (where the site register exists in SAMIS), and
- email site / agency representative with copies of amended register and supporting documentation with instructions to print out attachments and insert into site Asbestos Folder.



The DIT AAT also provides oversight of the 'Prequalification for Professional Services Contractor – Asbestos Management Services' which includes a list of companies that have been assessed as Competent and have a LAA within their team.

LAAs engaged by Government Agencies and Departments must be appropriately licenced by SafeWork SA and recognised as a DIT prequalified supplier.

The DIT AAT provides technical oversight in the maintaining of a prequalified register of asbestos consultants (including LAAs) that can be engaged by Government Agencies and Departments. The register is available at [https://www.dit.sa.gov.au/contractor\\_documents/prequalification](https://www.dit.sa.gov.au/contractor_documents/prequalification).

### 3.7.4 Quick Reference Guide

The DIT AAT has developed a Quick Reference Guide for Removals/Project Completion Checklist for Government Agencies and Departments to utilise prior to and during asbestos removal.

This checklist documents all the necessary steps that should be considered and followed from the Concept Stage, Design Development Stage and through the Removal to ensure that all of the requirements detailed above regarding the safe removal of asbestos and ACM during Demolition and refurbishment works are followed.

This Checklist is located in Appendix 3 of the DIT [Guideline for Asbestos Management and Removal for Government Sites](#) (Dec 2020).

### 3.7.5 Updating Records

For any asbestos removal works completed that materially changes a site asbestos register entry, information relating to these removal works must be captured, the site asbestos register updated, and these records and changes uploaded into SAMIS (where the site register exists in SAMIS). Information required to be captured, updated and uploaded may include:

- the company conducting the work,
- the date of the work/removal,
- the scope of the work done,
- sample analysis results,
- air monitoring results, and
- clearance certificates.

The workplace must be provided with copies of removal documentation including scope, marked-up plans, locations, air monitoring results and clearance certificates. The documentation should be adequate to confidently identify what has taken place.

The DIT AAT has developed an Asbestos Removal Record Form to help Government Agencies and Departments capture all the information associated with asbestos removal works that is required to be obtained. This Form is located in Appendix 4 of the DIT [Guideline for Asbestos Management and Removal for Government Sites](#) (Dec 2020).

This form shall be signed off by:

- the Asbestos Removal Contractor,
- the Government Agency or Department Representative,
- the site/workplace Manager, and
- the Facilities Manager/ Project Manager.

### 3.8 Asbestos Advice

DIT has an Asbestos Advisory Team (AAT) that can support and assist SA Government Agencies meet their requirements regarding the safe management of asbestos and ACM across SA Government building infrastructure through the following services:

- Provision of guidelines, templates, training and master specifications regarding legislative compliance and DIT / Across Govt process requirements.
- Scope review and advice on asbestos pre-inspections and removal during demolition and construction projects (fee-for-service for agencies other than DIT).
- Advice relating to general queries (assessment, management and removal) and emergency incident response.
- Provision of an 'Asbestos Management' services register of contractors that Agencies can engage for required works.
- Administration of the Treasury Asbestos Removal Fund.

The AAT can be contacted directly via:

Email: [DIT.AsbestosServices@sa.gov.au](mailto:DIT.AsbestosServices@sa.gov.au)

Mobile: 0421 098 956 (Team Lead Andrew Kozirev)

## 4.0 Resources and further information

### 4.1 Government of South Australia

- [Work Health and Safety Regulations 2012](#)

### 4.2 SA Department for Infrastructure and Transport

- [Guideline for Asbestos Management and Removal for Government Sites](#)
- [Requirements and Expectations for DIT prequalified Asbestos Management Consultants](#)
- [DIT Prequalified Contractor List](#)
- <https://porteco.samis.sa.gov.au>
- [Asbestos Removal Fund Operating Guidelines](#)

### 4.3 Asbestos Advice & Support

Email: [DIT.AsbestosServices@sa.gov.au](mailto:DIT.AsbestosServices@sa.gov.au)

Mobile: 0421 098 956 (Team Lead Andrew Kozirev)

## 5.0 CHECKLIST

Item	Detail	Status
1	All Agencies/Departments shall engage a competent person listed on the DIT AAT register of pre-qualified competent asbestos consultants to undertake site asbestos inspections and re-inspections. <a href="https://www.dit.sa.gov.au/contractor_documents/prequalification">https://www.dit.sa.gov.au/contractor_documents/prequalification</a>	Yes No
2	All Agencies/Departments shall utilise the DIT AAT asbestos risk rating matrix to assess the risk associated with each asbestos or ACM present within a building. Appendix 1 of <a href="#">Requirements and Expectations for DIT prequalified Asbestos Management Consultants</a>	Yes No
3	Government Agencies and Departments utilise the Strategic Asset Management Information System (SAMIS) to store all site asbestos related documentation (where the site register exists in SAMIS). Specific requirements around asbestos related records management are detailed within the DIT guidance document; <a href="#">Requirements and Expectations for DIT prequalified Asbestos Management Consultants</a>	Yes No
4	Government Agencies and Departments engage competent persons to undertake periodical site asbestos re-inspections at a frequency determined by using the DIT re-inspection risk matrix. Appendix 1 of <a href="#">Requirements and Expectations for DIT prequalified Asbestos Management Consultants</a>	Yes No
5	Government Agencies and Departments utilise the DIT Asbestos Management Plan Template to develop and document a site-specific AMP for all buildings that they manage or control. Appendix 5 of the DIT <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a> (Dec 2020).	Yes No
6	Government Agencies and Departments develop an annual asbestos removal plan and apply for funding through the Department of Treasury and Finance's Asbestos Removal Fund. Eligibility and selection criteria, as well as application details can be found in the <a href="#">Asbestos Removal Fund Operational Guidelines</a>	Yes No
7	Prior to the commencement of any demolition or refurbishment works Government Agencies and Departments shall ensure that a Competent Person is engaged to undertake an intrusive site inspection using destructive sampling techniques to identify additional asbestos and ACM not documented in the site asbestos register.	Yes No
8	Government Agencies and Departments engage either a Class A or B Licensed Asbestos Removalist that is <a href="#">DIT prequalified</a>	Yes No
9	Government Agencies and Departments engages an independent <a href="#">DIT prequalified</a> Licensed Asbestos Assessor (LAA).	Yes No

10	Government Agencies and Departments utilise the DIT Quick Reference Guide for Removals/Project Completion prior to and during asbestos removal (Appendix 3 DIT <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a> ).	Yes    No
11	Government Agencies and Departments utilise the DIT Asbestos Removal Record & Confirmation of Services Form to help capture all of the information required to be obtained and uploaded into SAMIS (Appendix 4 DIT <a href="#">Guideline for Asbestos Management and Removal for Government Sites</a> ).	Yes    No

## 6.0 COMPETENCY ASSESSMENT

### Question 1: True or False

All asbestos and ACM present within owned or operated Government Agency or Department building infrastructure must be identified by a competent person that has been prequalified by DIT.

True / False

### Question 2: Select the correct statements

All asbestos and ACM present within owned or operated Government Agency or Department infrastructure must.

1. Be identified by a skilled tradesperson ☐
2. Reinspected by a DIT prequalified Competent Person ☐
3. Be managed under a site-specific Asbestos Management Plan ☐
4. Store all site asbestos related documentation In SAMIS (where the site register exists in SAMIS) ☐

### Question 3: True or False

Mark the following statements as either True or False:

1. Any licensed asbestos removalist can be engaged to undertake asbestos removal works

True / False

2. The licensed asbestos removalist shall engage a Licensed Asbestos Assessor (LAA) to undertake air monitoring during asbestos removal works.

True / False

3. Only DIT prequalified asbestos removalists and LAAs shall be engaged by Government Agencies and Departments

True / False

**Question 4: Select the correct statements**

All Government Agencies and Departments must ensure that:

1. All asbestos removal works are undertaken by a DIT prequalified asbestos removal licence holder. ☐
2. All information relating to asbestos removal works must be captured, the site asbestos register updated, and these records and changes uploaded into SAMIS (where the site register exists in SAMIS). ☐
3. The DIT Quick Reference Guide for Removals/Project Completion Checklist is used to prior to and during all asbestos removal works. ☐
4. A competent tradesperson undertakes a Clearance inspection after removal works have been completed. ☐

**Question 5: Insert the correct words.**

Prior to any significant refurbishment or demolition works, the \_\_\_\_\_ must ensure that a more detailed \_\_\_\_\_ using destructive \_\_\_\_\_ is conducted by a \_\_\_\_\_ to identify any additional asbestos or ACM that otherwise may not be identified.

Missing words:

- intrusive inspection
- competent person
- Site Manager or Duty Holder
- sampling techniques

**Question 6: Select the correct statements**

At the completion of any asbestos removal works all Government Agencies and Departments must ensure that the following information is captured, and either updated or uploaded into SAMIS (where the site register exists in SAMIS):

1. Site asbestos Register ☐
2. Air monitoring results ☐
3. Sample analysis results ☐
4. Scope of asbestos removal work done ☐
5. Date removal work was conducted ☐



# Assessment Marking

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## Module 1: Asbestos Legislation

- Question 1: **True.**
- Question 2: **Correct Statements: 1, 2 & 4.**
- Question 3: **Correct order; asbestos, disturbed, intrusive, sampling and testing, not.**
- Question 4: **1. False, 2. True, 3. False.**
- Question 5: **Correct Statements: 1, & 3.**
- Question 6: **Correct order; asbestos, ACM, accessible, managed, respirable asbestos fibres**
- Question 7: **Correct Statements: 1, 4 & 5.**

## Module 2: South Australian Asbestos Action Plan

- Question 1: **True**
- Question 2: **Correct Statements: 1, 3 & 4.**
- Question 3: **1. False, 2. True, 3. True**
- Question 4: **Correct order; MUST, asbestos management system, risk ranking, frequency, accessible**
- Question 5: **False**

## Module 3: Policy & Process

- Question 1: **True**
- Question 2: **Correct Statements: 2, 3 & 4.**
- Question 3: **1. False, 2. False, True**
- Question 4: **Correct Statements: 1,2 & 3.**
- Question 5: **Correct order; Site Manager or Duty Holder, intrusive inspection, sampling techniques, competent person**
- Question 6: **Correct Statements: 1, 2, 3, 4 & 5.**

# Training Completion Sign Off

Unit	Completion Date
Module 1: Legislative Requirements	DD/MM/YYYY
Module 2: South Australian Asbestos Action Plan	DD/MM/YYYY
Module 3: Policy & Process	DD/MM/YYYY

Participant Sign Off	
Participants Name	
Participants Signature	
Completion Date	DD/MM/YYYY
Forwarded to: Supervisors Name	
Supervisors Position	

Supervisor Sign Off	
Training Successfully completed Yes / No	
Department Training Records Updated	DD/MM/YYYY
Supervisors Name	
Supervisors Position	
Supervisors Signature	