



Health Safety & Environment Management System

AGL-HSE-SDM-007.9.2

Asbestos and Synthetic Mineral Fibres Methodology

Version	Reviewed by	Approved by	Date approved	Next Review
4.0	HSE Systems Manager	General Manager, HSE	30/04/2022	30/04/2025

Table of Contents

1. Introduction	3
2. Scope	3
3. Accountabilities and Responsibilities	3
3.1 General Manager, HSE	3
3.2 Head of Function	3
3.3 Senior Managers, Safety Operations / Senior Manager, Environment Operations	3
3.4 Environment Business Partners / Health and Safety Business Partners	4
3.5 Leaders	4
3.6 Employees and Contractors	4
4. Asbestos Management	4
4.1 Identifying and Assessing Asbestos and/or ACM	5
4.2 Material Sampling	5
4.3 Developing, Maintaining, and Accessing an Asbestos Register	6
4.4 Developing, Maintaining, and Accessing an Asbestos Management Plan	6
4.5 Permit to Work	7
4.6 Naturally Occurring Asbestos (NOA)	8
4.7 Monitoring and Determining Asbestos Exposure Levels	8
4.8 Demolition and Refurbishment involving Asbestos and/or ACM	8
4.9 Removal of Asbestos and/or ACM	9
4.10 Implementing Controls for Managing Asbestos and/or ACM	9
4.10.1 Unexpected finding of Asbestos and/or ACM	9
4.10.2 Restricting Access and Installing Signage	10
4.10.3 Minimising the release of Airborne Asbestos	10
4.10.4 Prohibiting specific Asbestos Related Work Activities	10
4.10.5 Personal Protective Equipment (PPE) and Respiratory Protective Equipment for work involving Asbestos and/or ACM	11
4.10.6 Clean up following Asbestos Works	11
4.11 Disposal of Asbestos and/or ACM	11
4.11.1 Management of Asbestos Dumps	12
4.12 Asbestos Records Management	12
5. Asbestos Management at Non-AGL Controlled Sites	12
6. Synthetic Mineral Fibres (SMF)	13
7. Training and Competency	14
8. Definitions	14
9. Referenced Documents	16
Appendix 1: Unexpected Asbestos Discovery or Disturbance	17

1. Introduction

This document provides information on how to achieve the minimum controls as detailed within the Asbestos and Synthetic Mineral Fibres Standard (AGL-HSE-STD-007.9.2).

2. Scope

This methodology applies to all AGL controlled operations (this includes both AGL controlled sites and AGL employees on non-AGL controlled sites) and the employees and contractors involved in construction, demolition, or maintenance activities with potential exposure to Asbestos and/or Synthetic Mineral Fibres (SMF).

3. Accountabilities and Responsibilities

3.1 General Manager, HSE

The General Manager, HSE is responsible for:

- Delegating authority to ensure adequate implementation, monitoring and review of the Asbestos and Synthetic Mineral Fibres Standard; and
- Ensuring adequate resources are available for the implementation and enforcement of the Asbestos and Synthetic Mineral Fibres Standard.

3.2 Head of Function

The Head of Function is responsible for:

- Ensuring the implementation and adherence to the Asbestos and Synthetic Mineral Fibres Standard throughout the business unit;
- Ensuring adequate resources are available for the implementation and enforcement of the Asbestos and Synthetic Mineral Fibres Standard; and
- Ensuring Asbestos and Synthetic Mineral Fibres procedures are prepared, followed and meet responsibilities under relevant legislation.

3.3 Senior Managers, Safety Operations / Senior Manager, Environment Operations

The Senior Manager, Safety Operations / Senior Manager, Environment Operations is responsible for:

- Managing the development, implementation, and maintenance of the Asbestos and Synthetic Mineral Fibres Standard;
- Ensuring adequate resources are available for the implementation and enforcement of the Asbestos and Synthetic Mineral Fibres Standard; and
- Ensuring appropriate consultation in the development, review and approval of the Asbestos and Synthetic Mineral Fibres Standard.

3.4 Environment Business Partners / Health and Safety Business Partners

The Environment Business Partner and Health and Safety Business Partner are responsible for:

- Discussing with the relevant Leaders any systemic issues identified with the lack of control over Asbestos management processes;
- Communicating with relevant persons in relation to all Asbestos management processes explained within the Asbestos and Synthetic Mineral Fibres Standard; and
- Providing support guidance and assistance relating to the Asbestos management processes.

3.5 Leaders

Leaders are responsible for:

- Ensuring all necessary resources are provided to comply with the Asbestos and Synthetic Mineral Fibres Standard;
- Ensuring the plant and equipment used for Asbestos management activities are fit for purpose.
- Monitoring the implementation of Asbestos management procedures; and
- Liaise with relevant personnel to facilitate possible solutions to Asbestos management problems.
- Adhering to the implementation of the Asbestos and Synthetic Mineral Fibres Standard;
- Keeping any current copies of Asbestos Registers;
- Identifying persons requiring specific information and instruction for Asbestos work;
- Maintaining all records in accordance with the relevant legislative requirements, standards and codes of practice for Asbestos;
- Ensuring Asbestos is removed prior to demolition, maintenance operations or construction work that may damage or disturb the Asbestos;
- Ensuring all Asbestos waste transport records are obtained and kept; and
- Ensuring all site Asbestos removal contractors have current appropriate licencing.

3.6 Employees and Contractors

Employees and contractors are responsible for operating, maintaining and conducting work according to the requirements of Asbestos and Synthetic Mineral Fibre management processes (including all associated standards, procedures, and inspections).

4. Asbestos Management

AGL will manage the Health, Safety and Environmental issues associated with Asbestos and/or Asbestos Containing Materials (ACM) at AGL controlled sites through processes for:

- Identifying and Assessing Asbestos and/or ACM;
- Material Sampling;
- Developing and Maintaining an Asbestos Register;
- Developing and Maintaining an Asbestos Management Plan;
- Permit to Work;
- Managing Naturally Occurring Asbestos;
- Monitoring and Determining Asbestos Exposure Levels;
- Demolition and Refurbishment involving Asbestos and/or ACM;
- Disposing and Removing Asbestos and/or ACM;

- Implementing Controls for Managing Asbestos and/or ACM; and
- Asbestos Records Management.

4.1 Identifying and Assessing Asbestos and/or ACM

STD Ref No.	Minimum Control
7.9.2.1	For all AGL controlled operations it must be assumed that material is Asbestos and/or Asbestos Containing Materials (ACM) if: <ul style="list-style-type: none"> • It cannot be identified but a competent person reasonably believes it is Asbestos and/or ACM; and • The material is inaccessible but likely to contain Asbestos and/or ACM.
7.9.2.2	A process must be in place to identify Asbestos and/or Asbestos Containing Materials (ACM) and to record this in an Asbestos Register on all AGL controlled sites.
7.9.2.3	For all identified or assumed Asbestos and/or Asbestos Containing Materials (ACM) at an AGL controlled site a Risk Assessment must be completed, in accordance with the AGL HSE Risk Management Standard (AGL-HSE-STD-004.1) to assess the risk of exposure to airborne Asbestos.
7.9.2.4	The presence and location of Asbestos and/or Asbestos Containing Materials (ACM) identified at the AGL controlled site must be clearly indicated in the Asbestos Register and/or label (where possible).

Factors to be considered when identifying and assessing Asbestos and/or ACM include:

- When the building was constructed;
- Refurbishments or additions to the building completed;
- Materials used for the building;
- Consultation with the designers or manufacturers or suppliers of materials;
- If the Asbestos and/or ACM is in poor condition;
- Likelihood of further damage, deterioration or disturbance of the Asbestos and/or ACM; and
- Exposure and proximity of personnel to the Asbestos and/or ACM.
- Inaccessible areas that cannot be accessed during normal daily activities or routine maintenance.

If labels and signage are used to identify Asbestos and/or ACM, a competent person should determine the number of labels required and where they should be positioned. The location of labels should be consistent with the location listed in the Asbestos Register.

4.2 Material Sampling

STD Ref No.	Minimum Control
7.9.2.5	Any sample taken must be sealed within a fit for purpose container, appropriately labelled and collected by a competent person who has been deemed competent by the AGL controlled site to collect samples.

7.9.2.6	Samples of material analysed for the presence of Asbestos and/or Asbestos Containing Materials (ACM) must be analysed by a National Association of Testing Authorities (NATA) accredited laboratory or a laboratory approved/operated by the regulator.
7.9.2.7	Sampled materials must be regarded as containing Asbestos, and dealt with accordingly, until the results of the analysis are available.

If the Asbestos is stable, non-friable and will not be disturbed, it should be left alone. Only material that is damaged or will be disturbed should be sampled. If the material may contain Asbestos and it is decided not to take samples, an assumption must be made that the material contains Asbestos and entered into the Asbestos Register.

Once the results of any sampling carried out are known, the Asbestos Register should be updated to indicate that the material is Asbestos or Non-Asbestos and appropriate controls put in place to prevent exposure.

4.3 Developing, Maintaining, and Accessing an Asbestos Register

STD Ref No.	Minimum Control
7.9.2.8	All AGL controlled sites must have an Asbestos Register which complies with relevant legislation and records any Asbestos and/or Asbestos Containing Materials (ACM) that have been identified at the AGL controlled site, including the following information: <ul style="list-style-type: none"> • The date on which the Asbestos and/or ACM was identified; • The location, type and condition of the Asbestos; • Details of any Asbestos assumed to be in the AGL controlled site; • Results of any analysis that confirms a material at the AGL controlled site is or is not Asbestos; • Dates when the identification was carried out; • Details of inaccessible areas; and • Details of any removed Asbestos from the identified location (including by whom and where it was disposed).
7.9.2.9	Asbestos Registers must be reviewed and updated if: <ul style="list-style-type: none"> • The Asbestos Management Plan has been reviewed; • Further Asbestos and/or Asbestos Containing Materials (ACM) is identified; • Asbestos is removed from or disturbed, sealed or enclosed at the AGL controlled site; • Refurbishment or demolition work is to be undertaken; or it has not been reviewed within five years.
7.9.2.10	Asbestos Registers must be accessible to all relevant personnel at the AGL controlled site and kept at the AGL controlled site.

All AGL controlled sites should nominate a suitable person or role to be responsible for the development and management of the Asbestos Register.

4.4 Developing, Maintaining, and Accessing an Asbestos Management Plan

STD Ref No.	Minimum Control
-------------	-----------------

7.9.2.11	All AGL controlled sites where Asbestos and/or Asbestos Containing Materials (ACM) has been identified must have a documented Asbestos Management Plan.
7.9.2.12	An Asbestos Management Plan must be reviewed and updated if: <ul style="list-style-type: none"> • The Asbestos Register has been reviewed or a control measure • The plan is no longer adequate to manage the Asbestos and/or Asbestos Containing Materials (ACM) at the AGL controlled site; • Asbestos is removed from or disturbed, sealed or enclosed at the AGL controlled site; or • It has not been reviewed within five years.
7.9.2.13	Asbestos Management Plans must be accessible to all relevant personnel at the AGL controlled site and kept at the AGL controlled site.

An Asbestos Management Plan should be developed on all AGL controlled sites detailing how Asbestos and/or ACM that is identified at the AGL controlled site will be managed. The Asbestos Management Plan should include:

- The identification of Asbestos and/or ACM (e.g. a reference or link to the Asbestos Register for the AGL controlled site and the locations of signs/labels);
- Any decisions, and reasons for the decisions, about the management of Asbestos at the AGL controlled site (e.g. safe work procedures and control measures);
- Procedures for detailing accidents, incidents or emergencies of Asbestos at the AGL controlled site;
- The personnel carrying out work involving Asbestos;
- An outline of how Asbestos risks will be controlled, including consideration of appropriate control measures;
- Plans for managing risks of exposure (e.g. priorities and dates for any reviews, circumstances and activities that could affect the timing of action);
- The identification of each person with responsibilities under the Asbestos Management Plan;
- Any procedures, including a timetable for reviewing and, if necessary, revising the Asbestos Management Plan and Asbestos Register; and
- Air monitoring procedures at the AGL controlled site carried out by a qualified and competent person .

When preparing an Asbestos Management Plan to include NOA, the following should be considered:

- Isolating the workplace or part of the workplace until controls are in place;
- Deviating excavation to ensure avoidance of the deposit (where possible);
- Using sealed excavation or mining equipment (air-conditioned cabins with filtered air);
- Maintaining regular surveillance of the material by a qualified and competent person to ensure minimal disturbance of suspected fibrous minerals;
- Developing procedures for the safe disposal of Asbestos waste (if required); and
- Educating the personnel in safe work practices.

4.5 Permit to Work

STD Ref No.	Minimum Control
7.9.2.14	The AGL Safe System of Work Framework (AGL-HSE-FMK-004.3) is to be adhered to prior to the commencement of any work involving Asbestos and/or Asbestos Containing Materials (ACM) removal, penetration or demolition.

4.6 Naturally Occurring Asbestos (NOA)

STD Ref No.	Minimum Control
7.9.2.15	Naturally Occurring Asbestos (NOA) must be managed in accordance with all relevant legislation and Australian Standards.
7.9.2.16	If Naturally Occurring Asbestos (NOA) is identified on an AGL controlled site it must be included on the Asbestos Management Plan for the workplace or be the subject of a new Asbestos Management Plan.

NOA may be encountered in road building, site and construction work, and other excavation activities. Asbestos may occur in veins within rock formations.

There is no requirement for NOA to be listed in an Asbestos Register (due to the difficulties in fully describing the location and extent of a NOA deposit in an Asbestos Register).

4.7 Monitoring and Determining Asbestos Exposure Levels

STD Ref No.	Minimum Control
7.9.2.17	Monitoring of exposure levels must be undertaken from all friable asbestos removal work and in accordance with relevant legislation.
7.9.2.18	Inspections must be undertaken at the completion of all non-friable asbestos removal works to confirm that the area is left contamination free.
7.9.2.19	Where the level of asbestos in the air needs to be determined: <ul style="list-style-type: none"> • A competent person, who has experience in asbestos exposure monitoring must be engaged; and • The measurement process must be undertaken in accordance with the relevant legislation.

Monitoring includes control monitoring and clearance monitoring. Control Monitoring is to ensure that an enclosure or other controls used during asbestos removal are effective at preventing fibres from being found outside the work area. Clearance monitoring is to ensure that the work area is free of asbestos fibres prior to being certified for reoccupation.

For larger removal areas or dry removal jobs at an AGL controlled site an extensive monitoring program should be implemented, whilst for removal jobs lasting only short periods of time, more reliance should be placed on frequent visual inspection of the containment area.

Health Surveillance requirements of asbestos are to be carried out in accordance with relevant legislation.

4.8 Demolition and Refurbishment involving Asbestos and/or ACM

STD Ref No.	Minimum Control
7.9.2.20	Prior to any demolition or refurbishment, the Asbestos Register must be reviewed and where Asbestos and/or ACM is identified it must be removed by a licenced or regulatory approved asbestos removalist.

4.9 Removal of Asbestos and/or ACM

STD Ref No.	Minimum Control
7.9.2.21	Removal of friable asbestos materials including non-friable asbestos of greater than 10m ² must only be carried out by personnel who have the appropriate Asbestos Removal Licence required by the relevant regulator to carry out the work.
7.9.2.22	For licenced asbestos removal at an AGL controlled site the following must occur: <ul style="list-style-type: none"> • An Asbestos removalist supervisor must be present or readily available when the work is being carried out; • Appropriate training has been provided to Asbestos removal personnel (including completion of relevant units of competencies associated with the Asbestos removal); • Relevant parties are consulted regarding the Asbestos removal and providing them with appropriate information; • The current Asbestos Register has been provided; • An Asbestos Removal Control Plan has been prepared; • The relevant regulator has been notified about the work before it starts; • Signs and labels have been displayed and barricades have been installed in the Asbestos work area; • Access to the Asbestos work area is limited and controlled; • Appropriate decontamination facilities are in place; • Waste containment and disposal procedures are in place; • Clearance inspections are conducted and issuing clearance certificates; and • Air monitoring is conducted (where appropriate).
7.9.2.23	If an Asbestos component requires replacement at an AGL controlled site the replacement product must be Non-Asbestos.

. Removal of non-friable asbestos of less than 10m² does not need to be undertaken by a licensed removalist. Appropriate processes are to be followed by any person undertaking this task.

4.10 Implementing Controls for Managing Asbestos and/or ACM

Controls that should be considered for managing Asbestos and/or ACM and AGL controlled sites include controls for:

- Unexpected finding of Asbestos and/or ACM;
- Restricting areas and installing signage;
- Minimising the release of airborne Asbestos and/or ACM;
- Prohibiting specific Asbestos related work activities; and
- Personal Protective Equipment (PPE) for work involving Asbestos and/or ACM.

In situations where it is not reasonably practicable to remove or dispose of Asbestos and/or ACM, consideration should be given to either enclosing or encapsulating/sealing the Asbestos and/or ACM.

4.10.1 Unexpected finding of Asbestos and/or ACM

STD Ref No.	Minimum Control
-------------	-----------------

7.9.2.24	An unexpected Asbestos find protocol must be established for all AGL controlled sites which includes ceasing work until the presence of Asbestos is confirmed.
----------	--

Please refer to Appendix 1 for process flow of unexpected asbestos / ACM discovery or disturbance.

4.10.2 Restricting Access and Installing Signage

STD Ref No.	Minimum Control
7.9.2.25	The Asbestos work area must be isolated, signed, barricaded and access restricted to only those people carrying out the Asbestos work.
7.9.2.26	In locations where Asbestos is known to be present signage must be installed to indicate Asbestos and/or Asbestos Containing Materials (ACM).

Signage and labels indicating Asbestos and/or ACM should be:

- Strategically placed at all access points to AGL controlled sites giving a general warning of the presence of Asbestos and/or ACM in the area about to be entered;
- Placed in highly visible locations and be of a size that is easy to read, weatherproof, constructed of light weight material and adequately secured; and
- Where practicable, affix sign to the actual occurrence of Asbestos.

Where direct marking of Asbestos is not possible, identifying the presence and location of Asbestos to relevant personnel before they commence work may be achieved through the site Safe Systems of Work process.

All Asbestos applications should be labelled with Asbestos warning signs so that several labels can be seen from any accessible location adjacent to the insulation.

4.10.3 Minimising the release of Airborne Asbestos

At AGL controlled sites the release of airborne Asbestos should be minimised. Some strategies to be considered for controlling the release of airborne Asbestos include:

- Wetting surfaces to reduce the dust levels;
- Suppressing, containing and extracting dust in processing operations (water sprays or local exhaust at transfer points and vibrating screens);
- Using wet drilling or other approved in-hole dust suppression;
- Preventing the spread of contamination by using wash down facilities;
- Providing information to and training and supervision of all personnel potentially at risk; and
- Using PPE where indicated.

4.10.4 Prohibiting specific Asbestos Related Work Activities

STD Ref No.	Minimum Control
7.9.2.27	At all AGL controlled operations employees and contractors must be prohibited from participating in the following (without the appropriate licence): <ul style="list-style-type: none"> • Working on any product containing Asbestos in a way that is likely to generate dust;

	<ul style="list-style-type: none"> • Using high pressure processes to clean the surface of any material that contains Asbestos; • Accessing identified friable Asbestos material without appropriate authorisation; and • Working on Asbestos cement sheeting roofs without the appropriate authorisation, knowledge, experience and resources necessary to allow them to work safely at heights.
--	--

4.10.5 Personal Protective Equipment (PPE) and Respiratory Protective Equipment for work involving Asbestos and/or ACM

STD Ref No.	Minimum Control
7.9.2.28	<p>The Personal Protective Equipment that must be worn during Asbestos disposal and removal activities (in accordance with relevant legislation), including:</p> <ul style="list-style-type: none"> • Coveralls; • Appropriate footwear; • Gloves; and • Respiratory Protective Equipment (with a P2 rating).

Disposable coveralls should be used as protective clothing unless it is not reasonably practicable to do so. Disposal coveralls should be sealed within a container which is decontaminated and labelled in accordance with the GHS to indicate the presence of the asbestos and disposed of at a licensed waste disposal facility. When non-disposable protective clothing is used, the contaminated clothing should be laundered in a suitable laundering facility that is equipped to launder Asbestos contaminated clothing. PPE that is not clothing and cannot be disposed of, should be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.

4.10.6 Clean up following Asbestos Works

Following any work carried out which involves Asbestos and/or ACM, the work area, tools and workers are decontaminated and Asbestos waste should be disposed of properly.

4.11 Disposal of Asbestos and/or ACM

STD Ref No.	Minimum Control
7.9.2.29	Asbestos waste must be transported and disposed of by a licenced asbestos removalist in accordance with the relevant state or territory regulatory requirements. It must never be disposed of in the general waste system.
7.9.2.30	Asbestos waste can only be disposed of at a facility licensed by the regulatory authority and it must be disposed of in accordance with any relevant legislation.

All Asbestos waste received into or dispatched from any AGL controlled site should be packed in sealed heavy duty plastic bags or double wrapped in plastic sheeting, "goose necked", should be stored in closed containers and the following practices applied:

- Pallet loads should be securely fastened by banding (in order to not cut the bags) and covered;

- Pallet loads should be securely mounted on suitable pallets which can be moved by hoist, forklift truck or other mechanical handling means without damage. Hooks or other sharp equipment should not be used for handling the bags;
- Each bag should be sealed with adhesive (cloth or duct) tape separately prior to placing it in a second plastic asbestos disposal bag.
- A supply of suitable adhesive tape will be at hand to repair any damaged bags;
- Where the damage cannot be repaired to prevent the release of Asbestos during handling, the damaged bag should be placed inside another receptacle which can be effectively sealed;
- Breaking or cutting asbestos cement sheets, pipes or insulating should be avoided where possible, however large items of ACM may be broken where a risk assessment has been completed and a safe system of work is in place to accommodate; and
- All materials are to be suitably sealed in plastic labeled as containing Asbestos.

4.11.1 Management of Asbestos Dumps

Asbestos Dumps should be managed in accordance with the requirements of the Land Methodology AGL-HSE-SDM-008.1.

4.12 Asbestos Records Management

STD Ref No.	Minimum Control
7.9.2.31	AGL controlled sites must maintain detailed records of all activities in relation to Asbestos works carried out in accordance with the Business Unit Document Management Procedure for at least 40 years.

The Asbestos records to be kept should include, but are not limited to:

- Asbestos survey reports (including updates and amendments);
- Permit to Work documentation related to Asbestos removal activities;
- Site induction and training records of relevant personnel;
- Records of any risk assessments or Asbestos control measures implemented on site;
- Clearance certificates indicating areas are safe to work or approvals;
- Asbestos fibre air monitoring results; and
- Relevant specifications, project contracts or letters which detail information or correspondence specific to the Asbestos.

5. Asbestos Management at Non-AGL Controlled Sites

STD Ref No.	Minimum Control
7.9.2.32	Prior to the commencement of work at non-AGL sites a request must be made for the site's Asbestos Register or Asbestos Management Plan.

7.9.2.33	For all non-AGL controlled sites it must be assumed that material is Asbestos and/or Asbestos Containing Materials (ACM) if: <ul style="list-style-type: none"> • It cannot be identified but a competent person reasonably believes it is Asbestos and/or ACM; and • The material is inaccessible but likely to contain Asbestos and/or ACM.
7.9.2.34	For all identified or assumed Asbestos and/or Asbestos Containing Materials (ACM) at a non-AGL controlled site a Risk Assessment must be completed, in accordance with the AGL HSE Risk Management Standard (AGL-HSE-STD-004.1) to assess the risk of exposure to airborne Asbestos.
7.9.2.35	An unexpected Asbestos find protocol must be established for all non-AGL controlled sites which includes ceasing work until the presence of Asbestos is confirmed or adequate controls are in place.

The previous sections of this document also apply if undertaking these activities on a non-AGL controlled site:

- 4.8 Demolition and Refurbishment involving Asbestos and/or ACM;
- 4.9 Disposing and Removing Asbestos and/or ACM;
- 4.10.4 Prohibiting specific Asbestos Related Work Activities;
- 4.10.5 Personal Protective Equipment (PPE) and Respiratory Protective Equipment for work involving Asbestos and/or ACM; and
- 4.11 Disposal of Asbestos and/or ACM.

6. Synthetic Mineral Fibres (SMF)

STD Ref No.	Minimum Control
7.9.2.36	Air sampling and analysis must be undertaken by adequately trained personnel or a qualified occupational hygienist, if it is identified that the level of exposure to Synthetic Mineral Fibre (SMF) may exceed accepted levels.
7.9.2.37	If it is determined that removal of a material containing Synthetic Mineral Fibres (SMF) is required a documented procedure must be developed and implemented for the specific type of material (i.e. bonded or unbonded).
7.9.2.38	All personnel who work with Synthetic Mineral Fibres (SMF) must be informed of the results of all monitoring and assessment of exposure.
7.9.2.39	Records of all monitoring of Asbestos and Synthetic Mineral Fibres (SMF) must be stored in accordance with the AGL Business Unit Document Management Procedure for at least 40 years.

A process should be in place at all AGL controlled sites which identifies where specific activities have levels of exposure and monitoring of SMF that require air sampling and analysis.

The actual exposure of personnel to SMF should not exceed 0.5 respirable fibres per milliliter of air (f/mL).

At all AGL controlled sites the lowest workable exposure level to SMF should be achieved through:

- Provision of engineering controls (e.g. exhaust ventilation);
- Attention to cleanliness of plant;
- Attention to contaminated waste material;

- Modification of work process (where practicable) to reduce liberation of fibres; and
- Provision of appropriate Personal Protective Equipment (i.e. Respirators, goggles, face shields, gloves and loose fitting, long garments).

The implementation of the following controls should be considered to manage SMF:

- Designing work practices, packaging and transporting materials to minimise the release of, and exposure to, fibres and/or dust;
- Ordering SMF in form and shape which requires minimal cutting and handling;
- Using the correct tools (i.e. manual tools used to trim or cut materials containing SMF);
- Storing SMF in low traffic areas, under sheet covers and in intact containers;
- Handling the SMF in a wet, rather than dry, form where workable;
- Cleaning and removing any build-up of fibres and/or dust;
- Cleaning with use of an industrial vacuum cleaner or wet mop;
- Placing waste in plastic bags or other containers which prevent fibre and/or dust emission; and
- Designating work areas with ropes or barricades which keep personnel at least 3 metres from the SMF working area.

7. Training and Competency

STD Ref No.	Minimum Control
7.9.2.40	Activities involving work with Asbestos, Asbestos Containing Materials (ACM) and/or Synthetic Mineral Fibres (SMF) must be undertaken by suitably competent and authorised personnel who have completed a nationally accredited or regulator approved course.

Persons who may be considered to be competent in the identification of Asbestos include:

- Occupational hygienists who have experience with Asbestos;
- Licensed Asbestos assessors;
- Asbestos removal supervisors;
- Individuals who have a statement of attainment in the unit competency for Asbestos assessors.

Refresher training for personnel who work with Asbestos, ACM and SMF should be carried out if a three-year period has expired since the last training.

8. Definitions

Term	Definition
AGL controlled site	An AGL owned, operated or controlled site including a Field Operational Site, or an Office Site.

Term	Definition
Asbestos	<p>Asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including:</p> <ul style="list-style-type: none"> • Actinolite Asbestos; • Grunerite (or amosite) Asbestos (brown); • Anthophyllite Asbestos; • Chrysotile Asbestos (white); • Crocidolite Asbestos (blue); • Tremolite Asbestos; and • A mixture that contains 1 or more of the minerals.
Asbestos Containing Material (ACM)	Asbestos containing material (ACM) means any material or thing that, as part of its design, contains Asbestos.
Asbestos work	Includes work undertaken in connection with a construction work process in which exposure to Asbestos may occur and includes any work process involving the use, application, removal, mixing or other handling of Asbestos and/or Asbestos-containing material.
Asbestos Removalist	An Asbestos removalist is an appropriately licenced person conducting a business or undertaking who carries out Asbestos removal work.
Bonded Asbestos	Includes any material (other than friable Asbestos material) that contains Asbestos.
Competent Person	A competent person for any task means a person who has acquired, through training, qualification or experience, or a combination of them, the knowledge, skills and ability to carry out that task.
Fibre	A fibre is a particle with a length to width ration of at least 3:1.
Friable Asbestos	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.
Hazard	A hazard is anything that has the potential to cause injury or ill health to a person, or damage to property, plant, equipment or the environment.
NATA	NATA-accredited laboratory means a testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else.
Naturally Occurring Asbestos (NOA)	Naturally occurring Asbestos (NOA) means the natural geological occurrence of Asbestos minerals found in association with geological deposits including rock, sediment or soil.
Non-Friable	Material that contains more than 1% Asbestos by weight and in which the Asbestos fibres are bonded by cement, vinyl, resin or other similar material
Restricted Area	A location/area designated by warning signs, flags, locks or other barriers as having entry limited to specified personnel, being holders of a current Asbestos work permit.

Term	Definition
Risk	Risk is the likelihood that a hazard will cause injury or ill health to a person or damage to property, plant or equipment and/or the environment and how severe the injury, ill health or damage is most likely to be.
Supervision	The due diligence approach of checking site/location conditions at the start and end of a contract and ensuring lone worker safety. Supervision can be performed remotely.
Synthetic Mineral Fibre	Synthetic Mineral Fibre is a generic term used to collectively describe a number of amorphous (non-crystalline) fibrous materials including glass fibre, mineral wool and ceramic fibre.

9. Referenced Documents

Term	Definition
AGL-HSE-STD-004.1	HSE Risk Management Standard
AGL-HSE-STD-004.2	Permit to Work Standard
AGL-HSE-FMK-004.3	Safe System of Work Framework
AGL-HSE-STD-007.9.2	Asbestos Management and Synthetic Mineral Fibres Standard
AGL-HSE-SDM-008.1	Land Methodology

Appendix 1: Unexpected Asbestos Discovery or Disturbance

