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11/05/2022

Sally Collins
Caboolture Partnership
River Quarter, Lvl 3, 46 Edward St, Brisbane Qld 4000

Dear Sally Collins,

RE: Asbestos Report for 2 King St, Caboolture Qld 4510

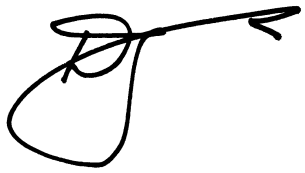
Enclosed please find the Asbestos Report for the above property that was recently inspected.

Included in the Management Plan is an **Asbestos Compliance Implementation form** that is required to be filled in and a **Persons Informed of Building Containing ACM form** that is required to be filled in and signed by persons who will be visiting or working on any of the sites, this is to confirm that they have been advised of the presence of Asbestos Containing Materials.

Should you have any queries please contact our office on 1800 803 162.
Refer to our terms and conditions click.

Please note: Buildings where Asbestos has been detected must be re-inspected every 5 years

Yours sincerely



Licenced Asbestos Assessor A123229.

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Report on Asbestos Containing Materials in the Workplace

Building Owner: Caboolture Partnership
Postal Address: River Quarter, Lvl 3, 46 Edward St, Brisbane Qld 4000

Site name: Horizon College

Building Name: Horizon College admin

Building Address: 2 King St, Caboolture Qld 4510

Date of Inspection: 09/05/2022.

Achieve Best Practice. ABN. 54 651 548 640
m. P.O. Box 286 Montville Q 4560 | t. 1800 803 162

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Executive Overview – Site: 2 King St, Caboolture Qld 4510

Inspection Date: 09/05/2022.

Friable Asbestos Containing Materials were not found.

Bound Asbestos Containing Materials were found.

Signage Required: Inspector has previously installed.

Schedule of Future Inspections

Every 5 years.

Action Required for Asbestos Containing Materials

Refer to Registers.

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Notes about Asbestos Containing Materials Report

The findings are itemised for perusal.

These findings are the result of inspection by an appropriately qualified person.

Important Notes:

If the building is to be demolished a destructive inspection must be undertaken to determine if there are concealed materials that have been covered over by subsequent renovations.

Further Information:

Please phone Achieve Best Practice 1800 803 162
or email your enquiry to Paul@AchieveBestPractice.com.au

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Appendices

Registers
Photos
Asbestos management plan

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Asbestos Containing Materials Register

No Asbestos Detected		Areas with no Access	

Building Name:	2 King St, Caboolture QLD 4510	**Inspector:**	Paul Douglas		
Test Date:	09/05/22	**Reinspect**	**08/05/27**	**Building Photo**	229

Lvl	Location	Component	Surface Treatment	Material Extent	Material Unit	Form	Type	State	Condition	Activity Frequency	Likelihood of Disturbance	Advise	Action	Action Date	Photo No:	Sample No:	Comment
G	Exterior	ORG Surround	P	1	each	Formed A/C Sheet	**P**	**B**	**G**	**R**	**U**	**X**			233		
G	Office Adjacent to Strong Room	Ceiling Lining	P	12	sm	A/C Sheet	**P**	**B**	**G**	**R**	**U**	**X**			232		
G	Amenities	Ceiling Lining	P	12	sm	A/C Sheet	**P**	**B**	**G**	**R**	**U**	**X**			231		
G	Student Amenities	Window Putty	P	3	sm	Suspected	**P**	**B**	**G**	**R**	**U**	**X**			230		

Legend:

Surface Treatment = **P**ainted, **R**aw Surface, **P**re **F**inished, **E**ncapulated with Other, **U**nknown.

Material Extent = **U**nits or **M²**

Material unit= square **m**etre, **l**ineal **m**etre, **ea**ch, **n**ot **s**pecified

Type = **P**resumed, **P**reviously **T**ested, **P**reviously **R**eported, **S**ampled, **L**abelled.

State = **N/A**, **B**ound, **F**riable.

Condition = **G**ood, **F**air, **P**oor.

Activity Frequency = **R**arely, **M**onthly, **W**eekly, **D**aily, **C**ontinually.

Likelihood of Disturbance = **R**are, **U**nlikely, **P**ossible, **L**ikely, **A**lmost **C**ertain

Action = **M**aintain, **E**ncapsulate, **R**emove.

Action Date = Asap, **6** mths, **12** mths, **24** mths, **36** mths, **48** mths, **C**ontinuous

© Paul Douglas version24.10.2014 Ph: 1800 803 162

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Photo No: 229 **2 King Street, Caboolture Q**

Photo No: 233 **Exterior – ORG Surround**

Photo No: 232 **Office Adjacent to String Room – Ceiling Lining**

Photo No: 231 **Amenities – Ceiling Lining**

Photo No: 230 **Amenities – Window Putty**

De Martini - Fletcher properties

Asbestos Management Plan

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1 Development of an Asbestos Management Plan

The purpose of an Asbestos management plan is to help persons with control of premises to comply with the Asbestos prohibition and prevent exposure to airborne Asbestos fibres while ACM (Asbestos Containing Materials) remain in the workplace. The Plan is the responsibility of the Person Conducting a Business or Undertaking (PCBU) this may be the

- Building Owner
- Property Manager\Body Corporate Manager
- Tenant
- Contractor

1.1 General Principles

The following general principles must be applied in developing an Asbestos management plan:

- The ultimate goal is for all workplaces to be free of ACM.
- Reasonable steps must be taken to label all identified ACM. Where ACM are identified or presumed, the locations must be recorded in a register of ACM
- A risk assessment must be conducted for all identified or presumed ACM
- Control measures must be established to prevent exposure to airborne Asbestos fibres
- The identification of ACM and associated risk assessments should only be undertaken by competent persons.
- All workers and contractors on premises where ACM are present, who may be exposed to ACM as a result of being on the premises, must be provided with full information. The provision of this information should be recorded.

1.2 Contents of the Management Plan

The Asbestos management plan should be broad-ranging, and should include the following information components:

- the workplace's register of ACM **giving** Information about the location, type and condition of the ACM, the risks they pose and the control measures adopted to eliminate or minimise these risks;
- Procedures for detailing accidents, incidents or emergencies involving asbestos
- details of any maintenance or service work on the ACM, including:
    - the company who is performing, or performed, the work;
    - the date/s the maintenance or service work was undertaken;
    - the scope of work undertaken; and
    - any clearance certificates.
- decisions about management options including the reasons for these decisions;
- a timetable for action, including priorities and date(s) for reviewing the risk assessment(s) and specific circumstances and activities that may impact timings (i.e. plant shut-down periods);
- monitoring arrangements;
- the responsibilities of all persons involved
- training arrangements for workers and contractors;
- Safe work methods including control measures for any work that disturbs or is removal of asbestos.

The Asbestos management plan should be clear and unambiguous.

1.3 Reviews of the Asbestos Management Plan

The Asbestos management plan should be reviewed every 5 years and assess the effectiveness of the plan

- preventing exposure to airborne Asbestos fibers;
- controlling maintenance workers and contractors;
- highlighting the need for action to maintain or remove ACM;
- raising awareness among all workers; and
- maintain the accuracy of the register of ACM.

2 Inspection of Buildings

PCBU have a responsibility in relation to Asbestos, to:

- Re-inspection of properties by a Licence Assessor every 5 years
- Identify all Asbestos Containing Materials within their properties built prior to 2003
- Inform tenants of any Asbestos treatment which may become necessary;
- Ensure that all contractors required to do work are informed of the presence of Asbestos;
- Arrange for regular inspections of properties by a Licenced Assessor whose advice shall be taken on any treatment indicated once Asbestos has been identified in the building.

3 Recommended Control Methods

The ultimate goal is an Asbestos free workplace; priorities should be set for control in the short term. These shall be at the recommendation of the assessor

- Asbestos, if stable and inaccessible, should be left in place
- Where in situ Asbestos is in a stable condition, but accessible, it should be appropriately controlled
- Asbestos which is not in a stable condition shall be removed by a licenced removalist or encapsulated;
- Any Asbestos left in situ shall be clearly labelled and regularly inspected to ensure that it is not deteriorating
- PCBU shall establish procedures to ensure that persons entering an area where Asbestos is present shall, unless an assessment of the risk indicates that it is unnecessary, wear appropriate protective equipment and, in all cases, minimise disturbance of the Asbestos containing Material.

4 Removal and Maintenance Work

- Removal of Asbestos Containing Materials shall be carried out only by a removalist licenced under the relevant legislation. Removal shall also be carried out only once notification has been given to the regulator. All work shall be undertaken in accordance with the "Code of Practice for the Safe Removal of Asbestos";
- Asbestos containing Material shall be disposed of in accordance with EPA requirements;
- Encapsulation shall be undertaken only under the supervision of an appropriately qualified person who shall ensure work procedures are undertaken in accordance with our Safe Work Method Statement.

5 Consultation

This stage of the process will ensure the smooth running of the Asbestos Management System. It is essential to consult with the PCBU and the Asbestos Consultant.

6 Establish a Register

If any Asbestos Containing Material is found, the PCBU must also establish and maintain an Asbestos Containing Materials Register

The register must be made available to each occupant/tenant and anyone entering the building to perform work. A copy must be given to Contractor who proposes to demolish, dismantle or refurbish any part of the building.

The register must be given to the new PCBU when a building is sold or Property management control passes to another entity.

The PCBU must also display a notice in a prominent place in the building, stating:

- **That there is an Asbestos Containing Materials Register in the building**
- **When and where a person can inspect it.**

6.1 Information Required

- **Where the Asbestos Containing Materials were found in the building or essential plant;**
- **The type of Asbestos Containing Materials;**
- **The form of the Asbestos Containing Materials;**
- **Whether the Asbestos Containing Material is friable or poorly bonded or in an unstable condition;**
- **Any potential health risks to occupants of the building because of the presence of the Asbestos Containing Materials;**

7 Controlling Exposure to Asbestos

If the building contains Asbestos Containing Materials the PCBU must ensure that policies and procedures are put in place to prevent persons' exposure to Asbestos Containing Materials or, if this is not possible, to minimise persons' exposure to Asbestos Containing Materials. These policies must cover:

- **The steps that can be taken to restrict access to, and prevent disturbance of, the Asbestos Containing Materials;**
- **Work practices undertaken in the same area as the Asbestos Containing Materials.**

If the PCBU knows that Asbestos Containing Materials exist in the building or essential plant the PCBU must:

- **Give a copy of the current register to the Contractor who will be conducting the demolition or refurbishing.**

8 Review and Updating of Register

Requirements for reassessment of the Asbestos Containing Materials at regular intervals of at least 5 years or earlier if the nature or location of work in the same area as the Asbestos Containing Materials changes

In the event of demolition or refurbishment

- **Prior to the commencement of demolition or refurbishment, engage an appropriately qualified person to give the PCBU a report about whether:**
  - **Asbestos Containing Materials have been removed and a clearance certificate is issued, or**
  - **The materials must be enclosed, sealed or removed;**
- **Make the necessary changes to the Asbestos register as soon as practicable after receiving the report.**

9 Recommended Control Measures

The control of Asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. Based upon the assessment of the condition of the Asbestos, the possibility of further damage or deterioration, and the potential for exposure of personnel to airborne Asbestos, the methods of control include:

- **Deferment;**
- **Encapsulation or sealing;**
- **Enclosure**
- **Removal.**

The procedures which must be observed during an Asbestos encapsulation, sealing, enclosure or removal program are detailed in the attached Code of Practice for the Safe Removal of Asbestos.

9.1 Defer

Appropriate When	Not Appropriate When	Disadvantages
Negligible risk of exposure **And** Asbestos inaccessible and fully contained **Or** Asbestos stable and not liable to damage **Advantages** No initial cost Cost of removal deferred	Possibility of deterioration or damage **And** Airborne Asbestos dust exceeds recommended exposure standard **And** Building renovation or demolition	Hazard remains Need for continuing assessment Asbestos management program required

9.2 Encapsulate or Seal

Appropriate When	Not Appropriate When	Disadvantages
Removal difficult or not feasible Firm bond to substrate Damage unlikely Short life of structure Readily visible for regular assessment **Advantages** Quick and economical for repairs to damaged areas May be an adequate technique to control release of Asbestos dust	Asbestos deteriorating Application of sealant may cause damage to material Water damage likely Large areas of damaged Asbestos **And** If building to be demolished	Hazard remains Cost for large areas may be near removal cost Asbestos management system required Eventual removal may be more difficult and costly

9.3 Enclosure

Appropriate When	Not Appropriate When	Disadvantages
Removal extremely difficult Fibres can be completely contained within enclosure Most of surface already inaccessible Disturbance to, or entry into enclosure area not likely **Advantages** May minimise disturbances to occupants Provides an adequate method of control	Enclosure itself liable to damage Water damage likely Asbestos Containing Material cannot be fully enclosed **And** If building to be demolished	Hazard remains Continuing maintenance of enclosure Asbestos management program required Need to remove enclosure before eventual removal of Asbestos Precautions necessary for entry into enclosure

9.4 Removal

Appropriate When	Not Appropriate When	Disadvantages
Surface friable or Asbestos poorly bonded Asbestos is damaged or liable to deteriorate Located in A/C duct Airborne Asbestos exceeds recommended exposure standard Other control techniques inappropriate Demolition of building	Located on complex and inaccessible surfaces Removal extremely difficult and other techniques offer satisfactory alternative	Increases immediate risk of exposure to removal workers Creates major disturbance in building Often highest cost, most complex and time consuming method Removal may increase fire risk within building substance required

10 Workers Performing Work That MAY Disturb Asbestos

This section relates specifically to the job site. Brief details only are outlined for your guidance for each step to achieve basic compliance.

10.1 Site Setup

Prior to commencement of works risk assessments should be carried out with specific consideration for Public Safety and Safety of Workers. For buildings built prior to 2003 a clearance certificate must be obtained or a register provided by the owner to the contractor

The performance and nature of work should be programmed to ensure the best possible safety of workers and to provide for regular reassessment of risk.

10.2 Notification of Removal of Asbestos

For all Asbestos Removal Work – a form must be completed and lodged with the Regulator 5 days prior to commencement of work

10.3 Health and Safety Planning

The cost effectiveness of prevention of accidents through planning is the basis of the company safety philosophy. Planning for safety cannot be separated from production planning, as both are considered essential for the successful completion of the project.

It will be the responsibility of Building Contractor to complete an *Asbestos Removal Control plan* (where asbestos is to be removed) compatible to the production plan.

The Asbestos Removal Control plan should address without being limited, to the following items:

1. **Site layout including amenity locations**
2. **Plant and equipment requirements and locations**
3. **Public Safety**
4. **Materials Handling**
5. **Access**
6. **Communications**
7. **Work Methods and Procedures**
8. **Housekeeping / Rubbish Removal**
9. **Lighting**
10. **First Aid**
11. **Induction Training / general and site specific**
12. **Safety Committee**
13. **Health and Safety Officer**
14. **Safety Audits**
15. **Safety enforcement**

The Asbestos Removal Control plan should be reviewed by a nominated person during the course of the Project in order to ensure that it remains relevant and up to date.

11 Exclusion Zones (Fences & Barricades)

An exclusion zone is an area created around a workplace or work activity to prevent access by persons or vehicles into that area where objects may fall. An exclusion zone may be created by erecting barriers such as hoarding and barricades or through the use of traffic controllers.

11.1 Barricades

A barricade is a self-supporting structure consisting of vertical and horizontal components used to create an exclusion zone and prevent the entry of persons to a work area. It is usually erected as a temporary measure.

A barricade should be a minimum height of 900mm. If a barricade is inadequate in preventing access to an area where persons may be exposed to the risk of injury from falling objects, it should be replaced by a hoarding.

Barricades must be erected to create an exclusion zone around a work area for Asbestos removal

11.2 Signage

The purpose of signage is to make all workers and the public aware of a hazard. 'DANGER – Asbestos removal Keep out' shall be erected at every access point to the site

12 Asbestos Removal

Only competent, trained, and licensed personnel shall undertake Asbestos removal

12.1 Competency to Perform Task

A worker must not be permitted to perform a task until it can be reasonably established that the worker is competent. Competency can be assessed in the following manner:

1. The worker has received Nationally recognised training for asbestos removal for the class of asbestos removal to be undertaken
2. A competent person who has received Nationally recognised training for the supervision of asbestos for the class of removal work being undertaken supervises the worker
3. A worker who MAY disturb asbestos have received nationally recognised training for asbestos awareness

However, until you are confident that a worker is competent you must assume an element of doubt.

12.2 Air Monitoring

Air sampling is not an alternative to visual assessment in estimating Asbestos contamination and exposure. The Membrane Filter Method is the only recognised measurement technique for the determination of airborne Asbestos fibre. Results obtained by air sampling are almost invariably below the detection limit of the Membrane Filter Method, especially when samples are

taken at times when the Asbestos is not being disturbed however, air monitoring is required in certain circumstances. For example, when Asbestos removal is in progress, the Membrane Filter Method shall be used.

12.3 Disposal of Asbestos Waste

Asbestos waste comes in a variety of forms ranging from fine dust, produced by machining operations, to large sheets of Asbestos stripped from buildings under demolition. Other forms include lagging materials, loose fibre, swarf, small off-cuts and floor sweepings which may accumulate around or under machines and on floors.

12.4 Waste Containers

Solid Asbestos waste should be collected in heavy duty polyethylene bags, approximately 0.2mm thick or other approved containers. It is recommended that a maximum bag size of 1200mm (length) x 900mm (width) be observed. Bags should be filled to no more than 50 per cent capacity.

Bags or primary containers which have held Asbestos Containing Materials should not be re-used, and containers marked as above should not be used for any other purpose.

12.5 Waste Collection and Disposal

Transport shall be provided by a licensed Asbestos transport company with regard to the following:

All Asbestos waste materials shall be buried at a site and in a manner approved by the local and state authorities.

13 Restricted Zones

Any area that is identified as containing friable Asbestos shall be considered a restricted zone and an access permit should be required. Any area where Asbestos is currently being removed shall also be considered a restricted zone. No unauthorised and / or untrained person shall enter a restricted zone. An access permit is issued to a nominated worker for a specific occasion. An access permit must be signed and recorded in the Register on The Asbestos Management System

13.1 Safe Work Procedures for Access to and Working in a Restricted Zone

Work shall not be carried out in any areas of the restricted zone unless an access permit has been issued and building occupants have left the immediate vicinity (i.e. the same room in which the work is to be carried out). In the case of limpet or friable Asbestos, the occupants must be either vacated from the floor or sealed away from the work area

Codes of Practice –
“How to manage and control asbestos in the workplace
“How to safely remove asbestos”

- The area shall be cleaned after work has been completed
- A clearance certificate shall be issued by an independent competent person prior to the ‘restricted zone’ being declared safe to occupy

- The access permit must be able to be produced on request or prominently displayed on location
- Action Sheets for how to deal with the various forms of ACM at this site

The PCBU shall ensure that Safe Work Method Statements (SWMS) are available for the type of work to be undertaken.

13.2 Warning Signs

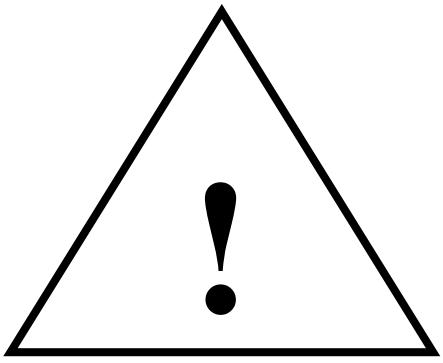
A series of signs are to be strategically located on potentially high risk materials identified on site

The signs are to be installed to make maintenance workers and others entering restricted areas aware Asbestos has been identified

Labels

Purpose	To warn people in a specific area that Asbestos may be present in the immediate vicinity
Location	At a position near or on specified areas where ACM were identified
Fixing	Self-adhesive labels
Sign	In accordance with prevailing codes

For material containing Asbestos
For areas which contain encapsulated or sealed Asbestos



CAUTION
ASBESTOS CONTAINING MATERIAL
AVOID CREATING DUST
SERIOUS INHALATION HEALTH HAZARD

CAUTION ASBESTOS – RESPIRATORY PROTECTION MUST BE WORN

NO ADMITTANCE – ASBESTOS

REPORT TO PROPERTY MANAGER

13.3 Air Monitoring and Sampling

Environmental air monitoring may be necessary with future planned Asbestos removal projects. For example:

- Removal of perforated ceiling tiles where breakage is necessary to remove the tiles
- Removal of friable Asbestos Containing Material

14 Compliance Management

14.1 Roles and Responsibilities

The following person shall be responsible for authorising work to be performed on Asbestos Containing Material
Disturbance or removal of Asbestos – CEO
The authorised person must also ensure that removal is performed by a licenced company with trained personal

14.2 Follow Recommendations of Licenced Assessor

If for any reason the recommendations of the Licenced Assessor undertaking the inspection or the guidelines in the "Code of Practice –How to manage and control asbestos in the workplace" are not followed, it must be recorded in the file:

- Who decided not to follow the recommendation
- Why the decision was made
- What alternatives or additional precautions to protect workers and others have been implemented

14.3 Compliance Implementation Schedule

After establishment of registers it is essential to make decisions about the Asbestos containing material in the building. Use form Asbestos Compliance Implementation (page 13). The decisions required are:

- Who is ultimately responsible for action
- Who will manage the Asbestos plan
- Who is your Asbestos consultant
- When do we anticipate having our buildings free of Asbestos?
- What is the estimated cost of removal?
- What funds allocation have we allowed for this year?
- Establish an implementation schedule

This document now becomes part of your management plan

Asbestos Compliance Implementation

Roles & Responsibilities

Nominated Manager for Asbestos Management Plan

Name: The property manager

Asbestos Consultant
Company: Achieve Best Practice

- **Registers are contained at the end of this section and are available for electronic distribution**
- **Management decisions will be recorded in meeting minutes**
- **Action timetable is attached to the registers**
- **5 Yearly re-inspection by the Asbestos Consultant and review by the Nominated Manager (or delegate) shall be conducted**
- **Responsibilities are outlined in Section 14.1**
- **Training needs are outlined in Section 12.1**
- **Update of the Management Plan shall be done in conjunction with the 5 Yearly re-inspection**
- **Safe work methods are addressed in Sections 13.1**

Projected date for Asbestos free workplaces YEAR 2024

Persons Informed of Building Containing ACM

Details of Asbestos: As per register

The following occupiers acknowledge receipt of a copy of the Report on Asbestos in the Workplace;

Date	Company / Workplace	Signature of person advised or advised by fax	Signature of notifying person

The above named Company/Workplaces agree to advise all workers of the presence of Asbestos and discharge its obligations as an employer in this regard.