

AMG WA Pty Ltd

Peel Landfill Facility, Lot 3 Buller Road Waroona

Class I Landfill Facility

Asbestos Management Procedure

Procedure Number 001 – Revision 0

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1. Introduction

This draft procedure is to be finalised once the facility operating licence has been issued to reflect any additional asbestos-related conditions.

The AMG WA Pty Ltd (AMG), Lot 3 Buller Road, Waroona waste management facility incorporates a Class I landfill and a waste sorting and recycling facility at the Facility. Due to the two distinctly different asbestos management requirements at each of these two facilities, there are two separate Asbestos Management Procedures (AMP) for the site. This AMP relates only to the management of asbestos at the Class I landfill facility.

The Class I landfill facility is licensed by the Department of Water and Environmental Regulation (DWER) to accept asbestos or asbestos containing material. This Asbestos Management Procedure sets out the appropriate management of this material.

The control and handling of materials containing asbestos products is a critical management aspect at the Facility. Consequently, AMG takes the responsibility associated with the appropriate control and handling of asbestos products extremely seriously.

2. Purpose

The purpose of this procedure is to:

- Provide guidance to Customers on how asbestos material including asbestos contaminated soil is to be handled and packaged prior to delivery to site.
- Provide guidance to the Facility Operator and Customers on how best to manage asbestos material at the Facility.
- Ensure appropriate procedures are carried out when handling asbestos material.
- Ensure the appropriate burial of asbestos material within the landfill.
- Ensure the appropriate record keeping of information associated with asbestos material that has been disposed of to landfill.

3. Reference

- Facility operating Licence.
- DWER Disposal of Material Containing Asbestos – 12 June 2007.
- Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC: 2018 (2005)].
- WorkSafe Victoria – Asbestos-contaminated Soil Guidance Note October 2010.

4. Distribution

This Procedure is distributed to:

- The Facility Operator.
- All employees and contractors involved in waste management activities within the Facility.
- Department of Water and Environmental Regulation.
- Shire of Waroona.
- Customers as applicable.
- Any other relevant parties.

5. Definitions

Asbestos - means the asbestiform variety of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals and includes actinolite, amosite, anthophyllite, chrysolite, crocidolite, tremolite and any mixture containing two or more of those.

Asbestos Containing Material (ACM) - means any material, object, product or debris that contains asbestos, including Asbestos Waste and asbestos contaminated soil.

Asbestos Incident Report – the incident report detailing any Substandard ACM identified at the Facility.

Asbestos Register – the register in which all disposal of ACM and identified Standard ACM is recorded.

Asbestos Waste - means all removed ACM and disposable items used during asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning.

Customer - means an individual or company, responsible for, or delivering waste material to the Facility.

Dedicated Asbestos Area – the area within the landfill that is specifically dedicated to the disposal of ACM.

Disposal - the appropriate disposal/burial of ACM at the Facility in accordance with the facility operating licence.

Facility – means the Class 1 landfill and associated site infrastructure, including where appropriate the sand excavation operation.

Facility Operator - means a person undertaking the operational activities of the Facility.

Facility Owner – is AMG WA Pty Ltd.

Person in Control - means a person who has control of the Facility. The person with control is the Facility Manager.

Personal Protective Equipment (PPE) - means equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear.

Site – means Lot 3 Buller Road, Waroona.

Substandard ACM – ACM that is either delivered to site or identified at the Facility that has not been wrapped and handled in accordance with this Procedure.

6. Responsibility

The Facility Owner has the duty of care to:

- Compile, maintain and update this Asbestos Management Procedure.
- Ensure that all employees have a copy and are aware of the content of the Asbestos Management Procedure.
- Ensure that where appropriate, the employees are complying with the Asbestos Management Procedure.

The Person in Control of the Facility has a duty of care to:

- Implement, maintain and update this Asbestos Management Procedure.
- Ensure adequate, appropriate training of Facility Operators.
- Ensure adequate, appropriate information is provided to Customers.
- In conjunction with the Facility Operator, assess the condition of any Substandard ACM that is found at the Facility, the associated asbestos risks and appropriate handling procedures.
- Develop measures to control and dispose of the ACM to minimise the risks and prevent exposure to asbestos.
- Maintain a register of the disposal of ACM.
- Maintain adequate supplies of appropriate PPE at the Facility.

Facility Operator has a duty of care to:

- Inspect incoming waste for the presence of ACM.
- Assess the condition of any ACM delivered to site.
 - Condition of wrapping.
 - Customer's unloading method.
- In conjunction with the Person in Control, assess the condition of any Substandard ACM that is found and the associated asbestos risks.
- Utilise appropriate PPE.
- Undertake the appropriate control and disposal measures following the delivery or identification of ACM.
- Complete the appropriate Asbestos Incident Report as necessary for Substandard ACM identified.

Customer:

- To be aware of site requirements with regards to the appropriate handling and disposal of ACM.
- Comply with site ACM handling procedures.

7. Awareness Training

Information and training is to be provided to Facility Operators and others who may come into contact with ACM at the Facility, either directly or indirectly.

Awareness training is to be carried out for all new employees, with refresher training for all employees on a two-yearly basis.

If adequate in-house expertise is not available to undertake the training, suitable external training will be made available.

Asbestos awareness training is to include:

- The purpose of the training.
- The health risks associated with asbestos.
- The types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace.
- The trainees' roles and responsibilities under the Asbestos Management Procedure.
- Facility operating licence conditions surrounding the management of ACM.
- The processes and procedures to be followed following the delivery of ACM to site.
- The timetable for disposal of ACM.
- The processes and procedures to be followed to prevent exposure to ACM.
- The processes and procedures to be followed following the identification of Substandard ACM at the Facility.
- Where the facility's Asbestos Register of ACM is located and how Asbestos Incident Report forms can be accessed.
- The processes and procedures to be followed when completing the Asbestos Register and Asbestos Incident Report.

A record of all attendees at the awareness training is to be maintained.

8. ACM Wrapping

ACM is to be wrapped in accordance with the following requirements:

- Utilise the appropriate PPE (Refer Appendix No. 2) while wrapping ACM.
- Separate the ACM from general loads.
- Double wrap and tape ACM in black plastic sheeting (minimum 200 µm thickness) to prevent asbestos fibres from entering the atmosphere. In the case of asbestos contaminated soil, the material is to be damp (not saturated) and packaged in suitable sealed containers (bulka bags, sealed bags)
- Label warning of asbestos ACM – "CAUTION ASBESTOS" in letters not less than 50 mm high is to be adhered to the wrapped bundle or bag of ACM.
- Bundles and bags of ACM are to be sized to allow for the appropriate loading and unloading so as to prevent damage to the plastic wrapping or sealed bag.

9. ACM Delivery to the Facility

Prior to the arrival of ACM at the Facility site, the Customer is to be aware of the facility-specific requirements for the handling and disposal of ACM. Typically, this is achieved by the Person in Control providing advanced notice to the Customer of the facility-specific requirements. Should ACM be delivered to the Facility that is not appropriately managed, it should be handled in accordance with Substandard ACM procedures.

The Customer is to comply with all applicable ACM requirements at the Facility. Should the Customer not comply with the necessary ACM requirements, the Person in Control will either reject the ACM load and refused the Customer entry to the Facility or accept the ACM and utilise site staff to appropriately handle the ACM. The Customer will be charged accordingly for the site staff additional effort.

From a health point of view, it is preferable that the substandard ACM is not turned away from the Facility as this will likely result in substandard ACM (inappropriately wrapped or bagged) being driven along public roads.

10. ACM Acceptance at the Facility

On arrival at the Facility the ACM load is to be inspected by the Facility Operator to ensure that the ACM has been handled in accordance with appropriate Facility procedures and that the Customer has the ability to unload the material in such a manner as to avoid the generation of dust and the release of asbestos fibres.

Following inspection, the load is to be directed to the Dedicated Asbestos Area for disposal.

Substandard ACM is not to be accepted at the Facility until the Customer has adequately wrapped the material in accordance with this Procedure or site staff have assisted the Customer in appropriately wrapping the ACM. Only following this, is the material to be accepted at the Facility and directed to the Dedicated Asbestos Area for disposal.

Wrapping of Substandard ACM is to be carried out in accordance with the above "ACM Wrapping" procedure. The Person in Control is to ensure that there is an adequate supply of wrapping material available at the Facility.

11. Substandard ACM

On identification of Substandard ACM at the Facility, the following activities are to be undertaken:

- Notification of the Person in Control.
- Assess the type and condition of ACM.
- Utilise the appropriate PPE (Refer Appendix No. 2).
- Separate the ACM from general loads.
- Wrap the Substandard ACM in accordance with the above "ACM Wrapping" procedure.

- Load the wrapped or bagged ACM into an empty waste bin, truck or loader bucket:
 - Loading operation to ensure that the plastic sheet wrapping or bag is not ripped.
 - The load is not to be dropped, but placed in the bottom of the bin, truck or loader bucket.
- Immediately remove the ACM to the Dedicated Asbestos Area.
- The Facility Operator is to complete an Asbestos Incident Report (refer Appendix No. 3).
- The Person in Control is to review the incident to assess the appropriateness of the existing Asbestos Management Procedure.
- Should any continuous improvement activities be identified, the Person in Control is to carry out the necessary amendment to the Asbestos Management Procedure.
- The Person in Control is to enter the Asbestos Incident report into the Asbestos Register.

12. ACM Burial at the Facility

All ACM buried at the Facility is to be buried in the Dedicated Asbestos Area.

On delivery of the ACM to the Dedicated Asbestos Area, the ACM is to be unloaded from the delivery vehicle in such a manner as to avoid the generation of dust and the release of asbestos fibres. The material is to be unloaded in its final resting position and not pushed around the landfill into place by the landfill equipment.

The asbestos material should be buried as soon as possible following its arrival at the facility.

13. Dedicated Asbestos Area

ACM is only to be buried in the Dedicated Asbestos Area.

At all times there is to be a Dedicated Asbestos Area available to accept the delivery of ACM. The Dedicated Asbestos Area is to form a vertical column in the landfill in which all asbestos material is disposed. The plan dimensions of the Dedicated Asbestos Area will be a function of the quantity of ACM being received on-site.

Over the life of the landfill, it will be anticipated that there will be a number of Dedicated Asbestos Areas forming numerous vertical columns within the waste mass. The Dedicated Asbestos Area is to be defined by a grid reference on the site plan, which is to form part of the Asbestos Register documentation.

It is essential that at some time in the future all of the Dedicated Asbestos Areas at the facility can be identified by a survey so that if there is a need to excavate into the waste mass it is possible to identify those locations where ACM has been buried.

14. ACM Record Keeping

The primary method for recording the burial of ACM at the Facility is through the Asbestos Register. The Asbestos Register is to identify all Dedicated Asbestos Areas at the Facility, as well as incidents associated with Substandard ACM identified at the Facility.

The Asbestos Register documentation forms an important record of site activities associated with ACM and will be used in future to identify all areas in which ACM has been buried in case there is a need to excavate into the waste mass.

15. Procedure Review

This procedure is to be reviewed by the Person in Control at least every three years or more regularly if circumstances warrant.

Appendices

The following appendices are applicable to this Procedure:

Appendix No. 1 – Examples of Asbestos Containing Materials

Appendix No. 2 – Selection and Use of Personal Protective Equipment

Appendix No. 3 - Asbestos Incident Report

Appendix No. 1 – Examples of Asbestos Containing Materials

(This is not an exhaustive list)

A

Air-conditioning ducts: exterior or interior acoustic and thermal insulation
Arc shields in lift motor rooms or large electrical cabinets
Asbestos-based plastics products - as electrical insulates and acid-resistant compositions or aircraft seat
Asbestos ceiling tiles
Asbestos cement conduit
Asbestos cement electrical fuse boards
Asbestos cement external roofs and walls
Asbestos Cement in the use of formwork when pouring concrete
Asbestos cement internal flues and downpipes
Asbestos cement moulded products such as gutters, ridge cappings, gas meter covers, cable troughs and covers
Asbestos cement pieces for packing spaces between floor joists and piers
Asbestos cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc
Asbestos cement render, plaster, mortar and coursework
Asbestos cement sheet
Asbestos cement sheet behind ceramic tiles
Asbestos cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.
Asbestos cement sheet internal walls and ceilings
Asbestos cement sheet underlays for vinyl
Asbestos cement storm drain pipes
Asbestos cement water pipes (usually underground)
Asbestos-containing laminates (e.g. formica) used where heat resistance is required, e.g. ships
Asbestos-containing pegboard
Asbestos felts
Asbestos marine board, e.g. marinate
Asbestos mattresses used for covering hot equipment in power stations
Asbestos paper used variously for insulation, filtering and production of fire-resistant laminates
Asbestos roof tiles
Asbestos textiles
Asbestos textile gussets in air-conditioning ducting systems
Asbestos yarn
Autoclave / steriliser insulation

B

Bitumen-based waterproofing such as malthoid, typically on roofs and floors but also in brickwork

Bituminous adhesives and sealants

Boiler gaskets

Boiler insulation, slabs and wet mix

Brake disc pads

Brake linings

C

Cable penetration insulation bags (typically Telecom)

Calorifier insulation

Car body filters (not common)

Caulking compounds, sealant and adhesives

Cement render

Chrysotile wicks in kerosene heaters

Clutch faces

Compressed Asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings

Compressed Asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks - block insulation

Electric hot water services - normally not Asbestos but some millboard could be present

Electric light fittings, high wattage, insulation around fitting (and bituminised)

Electrical switchboards – see Pitch-based

Exhausts on vehicles

F

Filler in acetylene gas cylinders

Filters - beverage; wine filtration

Fire blankets

Fire curtains

Fire door insulation

Fire-rated wall rendering containing Asbestos with mortar

Fire-resistant plaster board, typically on ships

Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry

Flexible hoses

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)
Gaskets - chemicals, refineries
Gaskets - general
Gauze mats in laboratories / chemical refineries
Gloves - Asbestos

H

Hairdryers - insulation around heating elements
Header (manifold) insulation

I

Insulation blocks
Insulation in electric reheat units for air-conditioner systems

L

Laboratory bench tops
Laboratory fume cupboard panels
Laboratory ovens - wall insulation
Lagged exhaust pipes on emergency power generators
Lagging in penetrations in fireproof walls
Lifts shafts - Asbestos cement panels lining the shaft at the opening of each floor, and Asbestos packing around penetrations
Limpet Asbestos spray insulation
Locomotives - steam; lagging on boilers, steam lines, steam dome and gaskets

M

Mastics
Millboard between heating unit and wall
Millboard lining of switchboxes
Mortar

P

Packing materials for gauges, valves, etc., can be square packing, rope or loose fibre
Packing material on window anchorage points in high rise buildings
Paint, typically industrial epoxy paints
Penetrations through concrete slabs in high rise buildings
Pipe insulation including moulded sections, water-mix type, rope braid and sheet
Pitch-based (e.g. zelemite, ausbestos, lebah) electrical switchboard
Plaster and plaster cornice adhesives

R

Refractory linings
Refractory tiles
Rubber articles - extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts
Sealant or mastik on windows
Sealants and mastics in airconditioning ducting joints
Spackle or plasterboard wall jointing compounds
Sprayed insulation - acoustic wall and ceiling
Sprayed insulation - beams and ceiling slabs
Sprayed insulation - fire retardant sprayed on nut internally, for bolts holding external building wall panels
Stoves - old domestic type; wall insulation

T

Tape and rope - lagging and jointing
Tapered ends of pipe lagging, where lagging is not necessarily Asbestos
Tilux sheeting in place of ceramic tiles in bathrooms
Trailing cable under lift cabins
Trains - country - guards vans - millboard between heater and wall
Trains - Harris cars - sprayed Asbestos between steel shell and laminex

V

Valve, pump, etc. insulation

W

Welding rods
Woven Asbestos cable sheath

Appendix No. 2 – Selection and Use of Personal Protective Equipment

Personal protective equipment may need to be used, in combination with other effective control measures, when working with Asbestos-containing materials. The selection and use of PPE should be based on risk assessments and determined by a competent person.

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used. All disposable PPE should be disposed of as Asbestos waste.

Footwear and gloves

Laced boots should be avoided, as they can be difficult to clean and Asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable, and boot covers should be worn where necessary.

Safety footwear must be decontaminated before leaving the Asbestos work area for any reason, or sealed in double bags for use only on the next Asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated must be disposed of as Asbestos Waste at the end of the job.

The use of protective gloves should be determined by a risk assessment. If significant amounts of Asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work, and any gloves used they must be disposed of as Asbestos Waste.

Respirators

In general, the selection of suitable respiratory protection equipment depends on the nature of the Asbestos work, the probable maximum concentrations of Asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g. facial hair and glasses).

A competent person should determine the most efficient respirator for the task.

Respirators should comply with AS/NZS 1716-2003 Respiratory Protective Devices and be selected, used and maintained in accordance with AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices. They should always be worn under fitted hoods. Facepieces should be cleaned and disinfected according to the manufacturer's instructions.

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed. Respirators should be properly stored when not in use.

Appendix No. 3 - Asbestos Incident Report

AMG WA PTY LTD Lot 3 Buller Road, Waroona Class I Landfill Facility Licence Number XXX Asbestos Incident Report – Procedure No. 001	
Date Incident Occurred:	_____
Type of ACM Identified:	Sheeting <input type="checkbox"/> Piping <input type="checkbox"/> Dust <input type="checkbox"/> Other <input type="checkbox"/> Specify _____
Quantity of ACM Identified:	_____ _____
Description of Incident:	_____ _____ _____
Person Responsible for Coordinating Activities	
Name:	_____
Designation:	_____
Activities Undertaken:	_____ _____ _____ _____
Future Preventative Measures Adopted:	
_____ _____ _____ _____	
Facility Manager	
Name:
Signature:
Date Report Filed:	_____