

# **ASBESTOS**

# **REGISTER**

# **USER GUIDE**

# **VERSION 1**

**This document has been developed as a basic guide to assist HMC staff in utilizing the Asbestos Register until the final implementation of the Asbestos Management Plan. The Asbestos Management Plan will be finalised at the conclusion of property testing through the Asbestos Audit and Analysis program.**

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# Asbestos Register User Guide

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# 1 INTRODUCTION

The Asbestos Register has been developed as a management tool to identify and record the location and condition of Asbestos products in DHA managed properties.

## 2 LEGISLATIVE REQUIREMENTS

State OH&S Act's place obligations on "controllers "including property managers of premises to ensure that risk assessment and control measures are carried out in relation to Asbestos. DHA have a responsibility to ensure that all contractors engaged to perform maintenance work are informed of the presence of asbestos in properties if known.

The NOHSC, National Occupational Health and Safety Commission, states that Property Owners, Lessees, Managers and/or their agents have a responsibility in relation to Asbestos to identify all asbestos products within their properties and to record the location and condition of such asbestos in a register.

## 3 ASBESTOS RISK RATING SYSTEM

### 3.1 Property inspection

Each property meeting the age profile, (i.e. properties constructed prior to 1986 in all states except Queensland and the Northern Territory in which the cut off date is 1990), has been inspected to identify the location of any suspected asbestos materials and the condition of any asbestos product found. Service Providers have taken samples from each room inside the dwelling and from the external of the dwelling including all other structures on site such as garages, sheds, fences etc. The location of each sample is recorded and the condition of each structure assessed while on site. The samples have been sent to a NATA endorsed laboratory for analysis. The Asbestos Risk Assessment record is complete and all data has been recorded in the Asbestos Register.

### 3.2 Risk Ratings

The Risk Rating System determines the level of risk of exposure to the occupants of the dwelling and maintenance contractors. The level of risk is determined based on the condition of the asbestos product.

**Risk Rating 1:** Is high risk and immediate rectification is required. This generally means that the area has asbestos materials that are damaged or are being **exposed to continual** disturbance. Remedial

action generally involves **immediate** removal or repair of the asbestos product.

**Risk Rating 2:** Is medium risk and some rectification may be required. The area will usually have asbestos material present that is unstable or has the **potential** for disturbance. Remedial action may involve removal or repair of the asbestos product

**Risk Rating 3:** Is low risk and regular inspection will be necessary to ensure that condition does not deteriorate. However, if materials are to be disturbed as a result of maintenance or refurbishment the risk rating may need to be re-evaluated. Remedial action may involve maintenance.

**Risk Rating 4:** Is negligible risk and although the area has asbestos materials, these are undamaged and have a low potential for disturbance. No remedial action required, product should be maintained and regular inspections carried out to ensure product does not deteriorate.

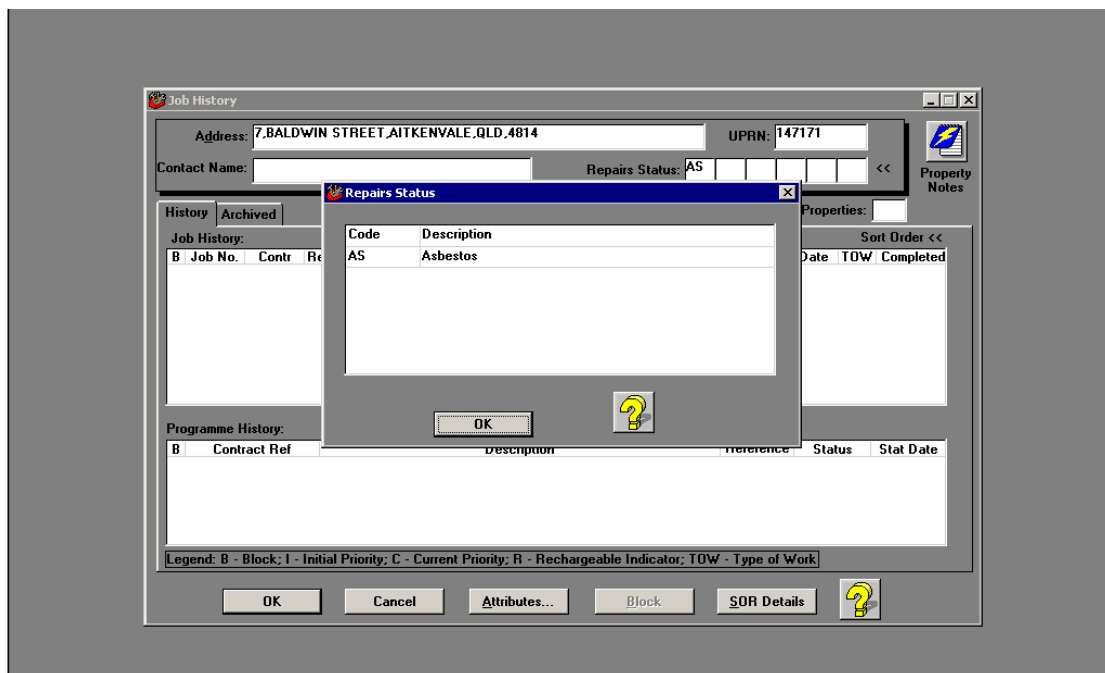
## **4 HMC RESPONSIBILITIES**

Each HMC is responsible for:

- Providing contractors with asbestos product location and condition information on request. This information can be sourced through the asbestos register.
- Printing the asbestos reports each month by property to monitor and determine if abatement of asbestos hazards is required or any follow up maintenance work is required. Actions will depend on the risk ratings and condition reports
- Addressing the asbestos maintenance issues as they arise
- Ensuring that contractors adhere to relevant legislation when performing work on properties that contain asbestos
- Performing ongoing regular inspections on properties to evaluate condition of asbestos products.

## 5 WORK ORDERS (ASBESTOS WARNINGS FOR CONTRACTORS)

When raising a new work order in PMS, if the Asbestos flag is displayed, as shown below;



A warning will print on the work order under the property details to alert contractors that an asbestos product might be present and to contact the local HMC if they require further information.

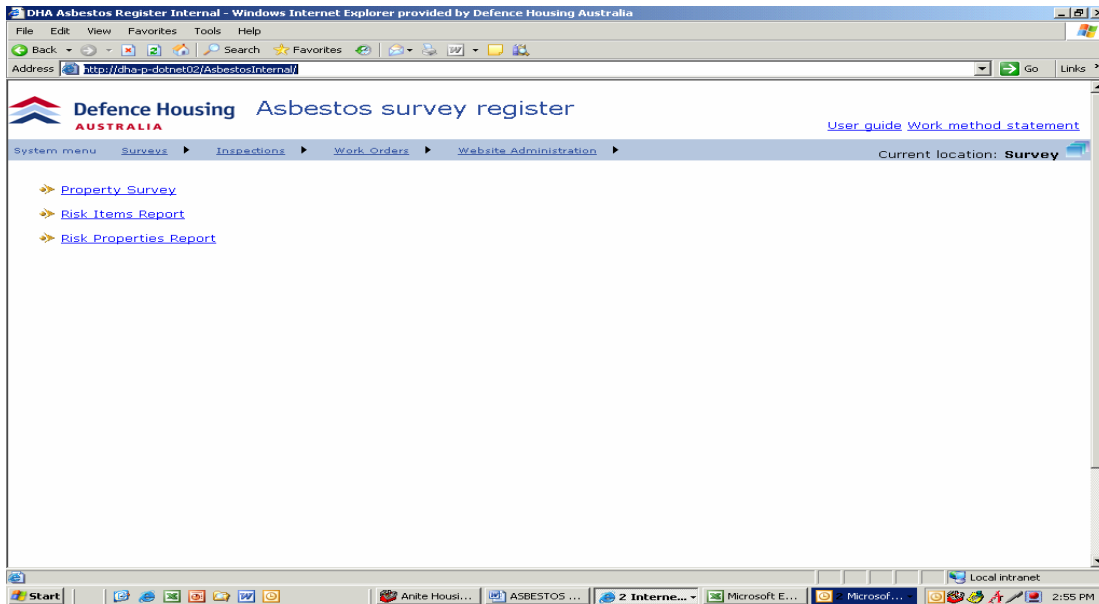
If a contractor receives a work order with an asbestos warning, the contractor may contact the HMC to verify the location of asbestos. All HMC's now have access to the asbestos reports via the internet. <http://dha-p-portal01/AsbestosInternal> HMC's are obligated to supply contractors with any information relating to asbestos if the information is available.

## 6 LOGGING INTO THE ASBESTOS REGISTER

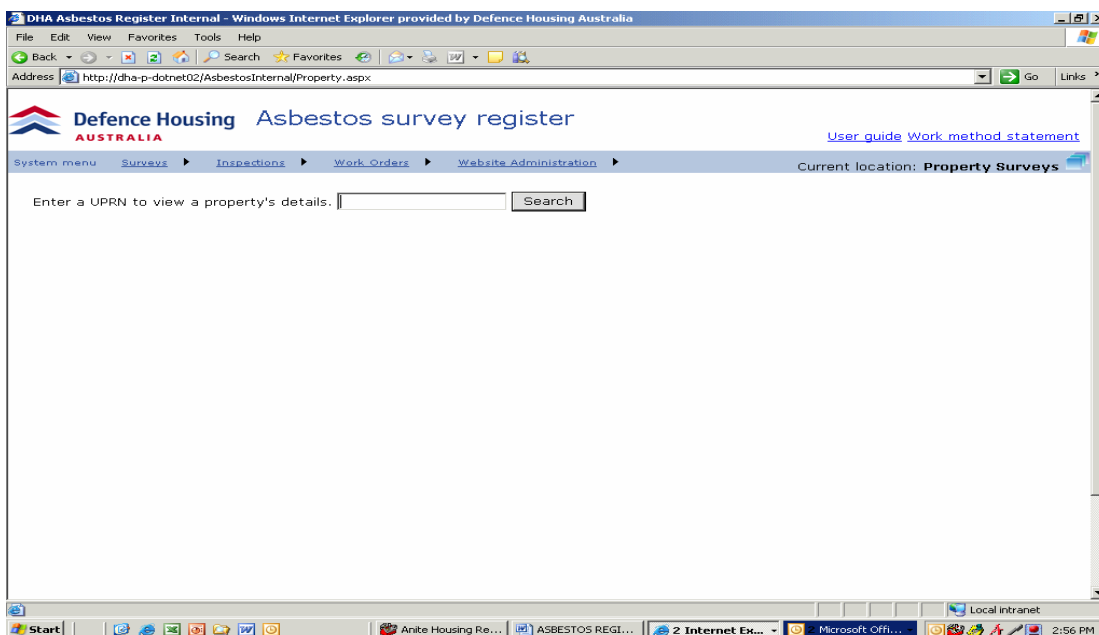
### 6.1 Log in web address

Open Internet Explorer. Enter the login address:

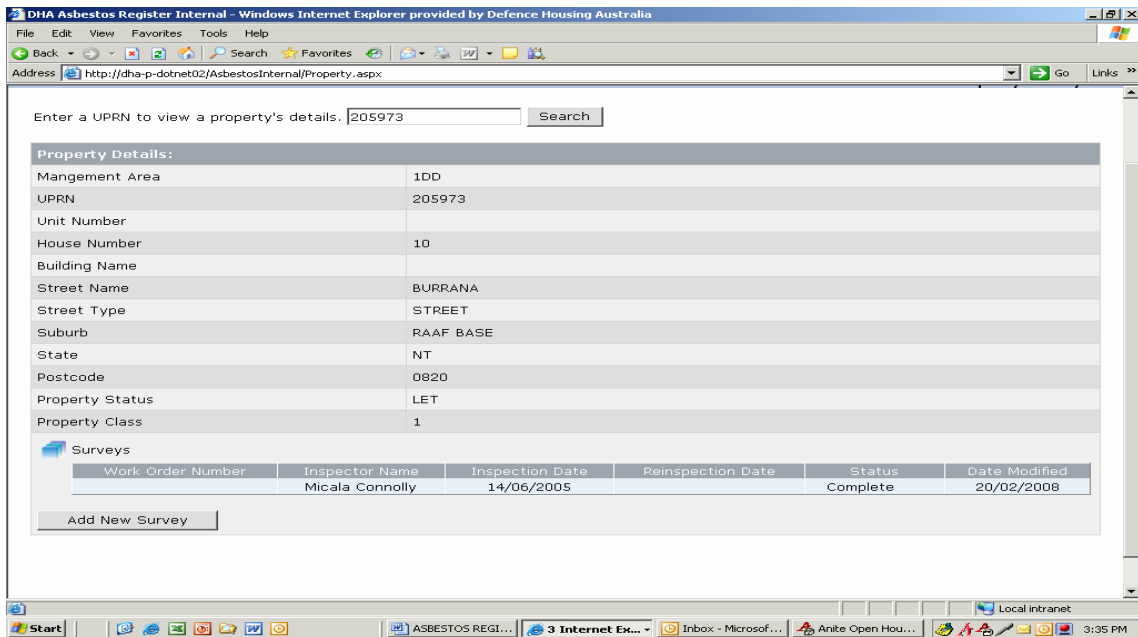
<http://dha-p-dotnet02/AsbestosInternal/>



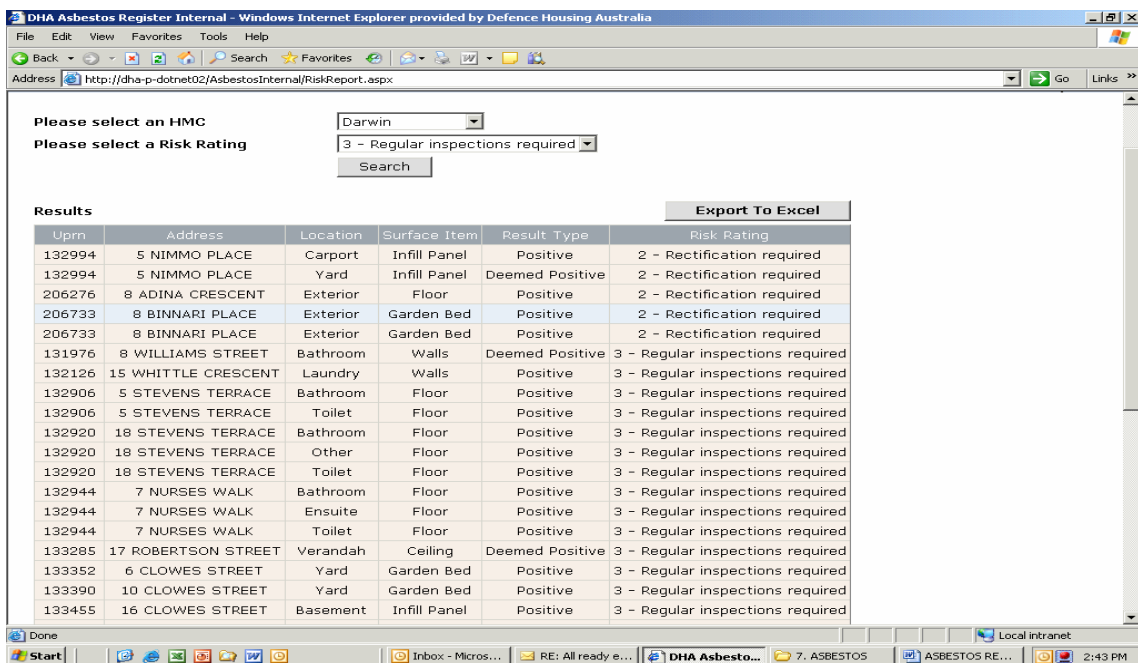
To search on an individual property survey click Property surveys and enter the UPRN in the designated box and search.



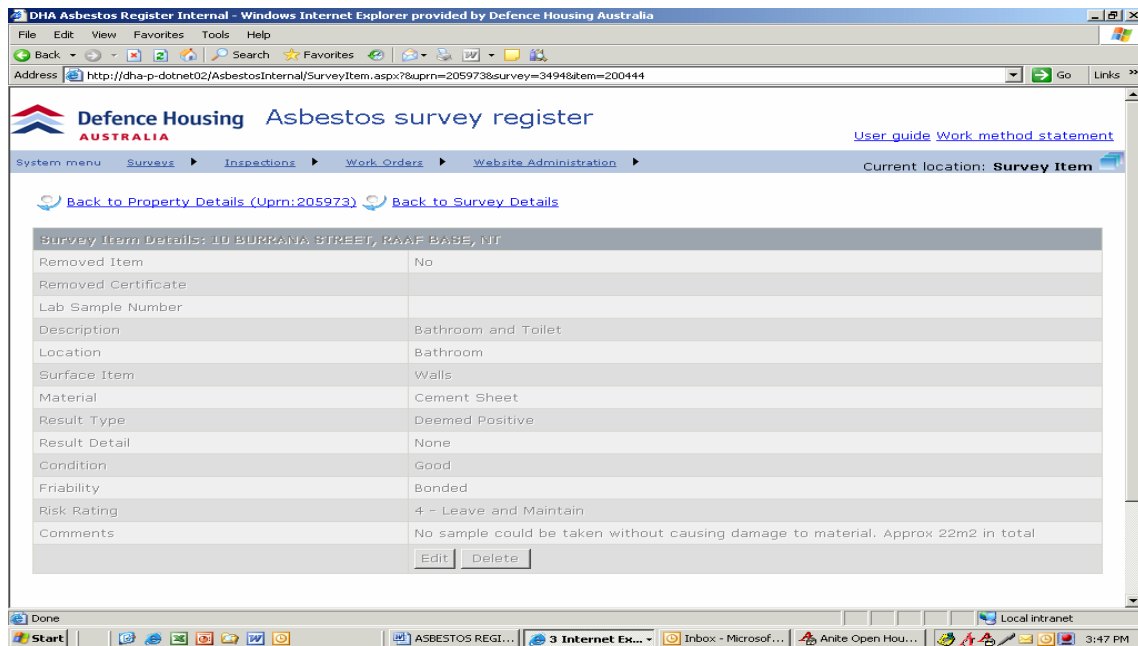
A brief property summary will be displayed. Under the heading survey you will see a tool bar with W/O number, Inspector name, Inspect date ect. Click this tool bar and the property report will populate.



To drill down to the specific location you are after simply click on the location and the detailed description will populate.

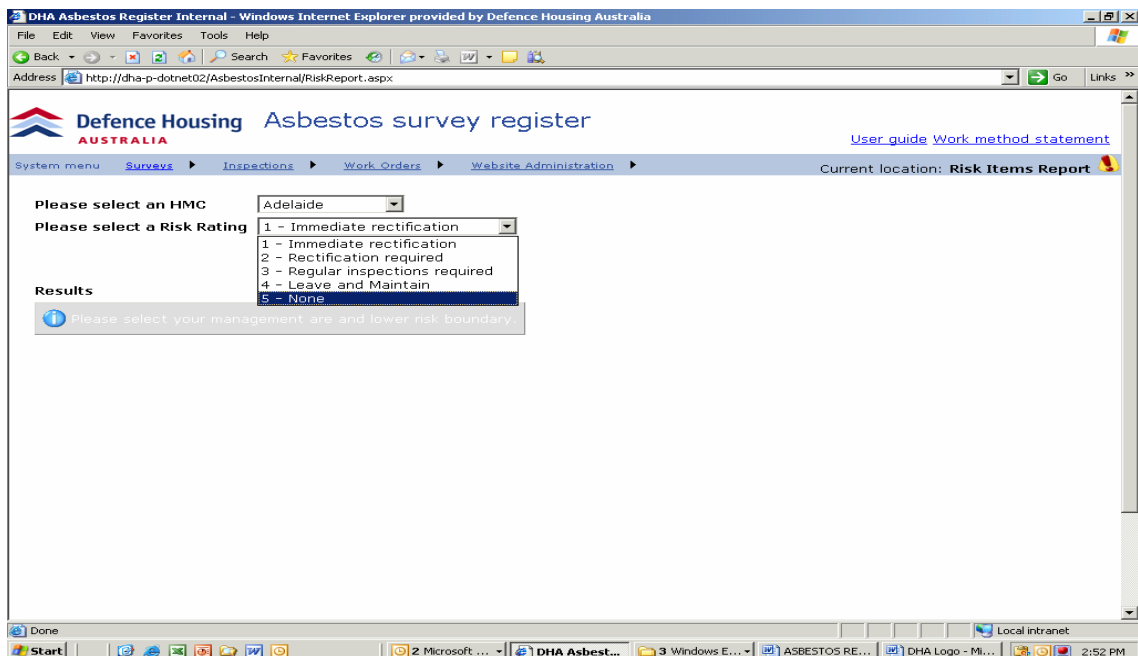


You can now print the results.



### 6.3 Selecting relevant HMC

Click on the drop down to select the HMC you wish to view. You can search each risk rating of by selecting "None" in the menu it will then list all risk ratings.





All risk ratings are now displayed.

**Defence Housing AUSTRALIA Asbestos survey register**

System menu: Surveys > Inspections > Work Orders > Website Administration > Current location: Risk Items Report

Please select an HMC: Darwin  
 Please select a Risk Rating: 5 - None  
 Search

**Results** Export To Excel

Uprn	Address	Location	Surface Item	Result Type	Risk Rating
132994	5 NIMMO PLACE	Carport	Infill Panel	Positive	2 - Rectification required
132994	5 NIMMO PLACE	Yard	Infill Panel	Deemed Positive	2 - Rectification required
206276	8 ADINA CRESCENT	Exterior	Floor	Positive	2 - Rectification required
206733	8 BINNARI PLACE	Exterior	Garden Bed	Positive	2 - Rectification required
206733	8 BINNARI PLACE	Exterior	Garden Bed	Positive	2 - Rectification required
131976	8 WILLIAMS STREET	Bathroom	Walls	Deemed Positive	3 - Regular inspections required
132126	15 WHITTLE CRESCENT	Laundry	Walls	Positive	3 - Regular inspections required
132906	5 STEVENS TERRACE	Bathroom	Floor	Positive	3 - Regular inspections required
132906	5 STEVENS TERRACE	Toilet	Floor	Positive	3 - Regular inspections required
132920	18 STEVENS TERRACE	Bathroom	Floor	Positive	3 - Regular inspections required
132920	18 STEVENS TERRACE	Other	Floor	Positive	3 - Regular inspections required
132920	18 STEVENS TERRACE	Toilet	Floor	Positive	3 - Regular inspections required
132944	7 NURSES WALK	Bathroom	Floor	Positive	3 - Regular inspections required
132944	7 NURSES WALK	Ensuite	Floor	Positive	3 - Regular inspections required
132944	7 NURSES WALK	Toilet	Floor	Positive	3 - Regular inspections required

## 6.4 Inspections required.

Click the heading "Inspections" select the relevent HMC and select a date when you wish to capture inspections by.

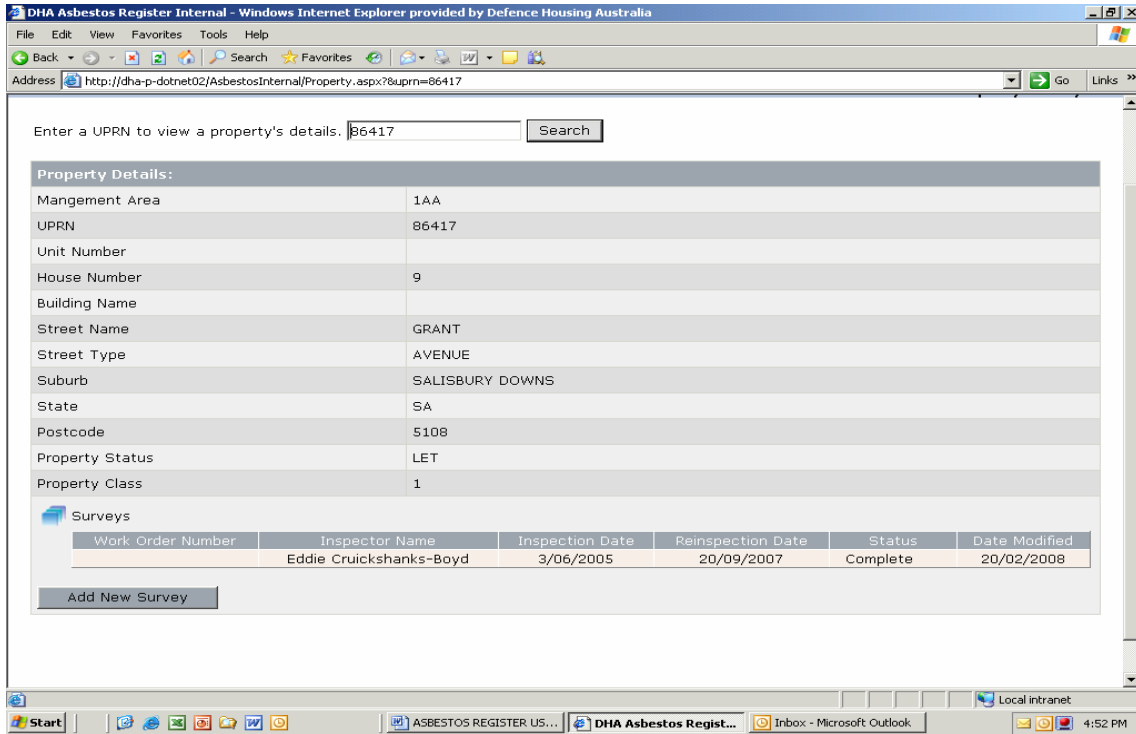
**Defence Housing AUSTRALIA Asbestos survey register**

System menu: Surveys > Inspections > Work Orders > Website Administration > Current location: Properties Requiring Re-inspections

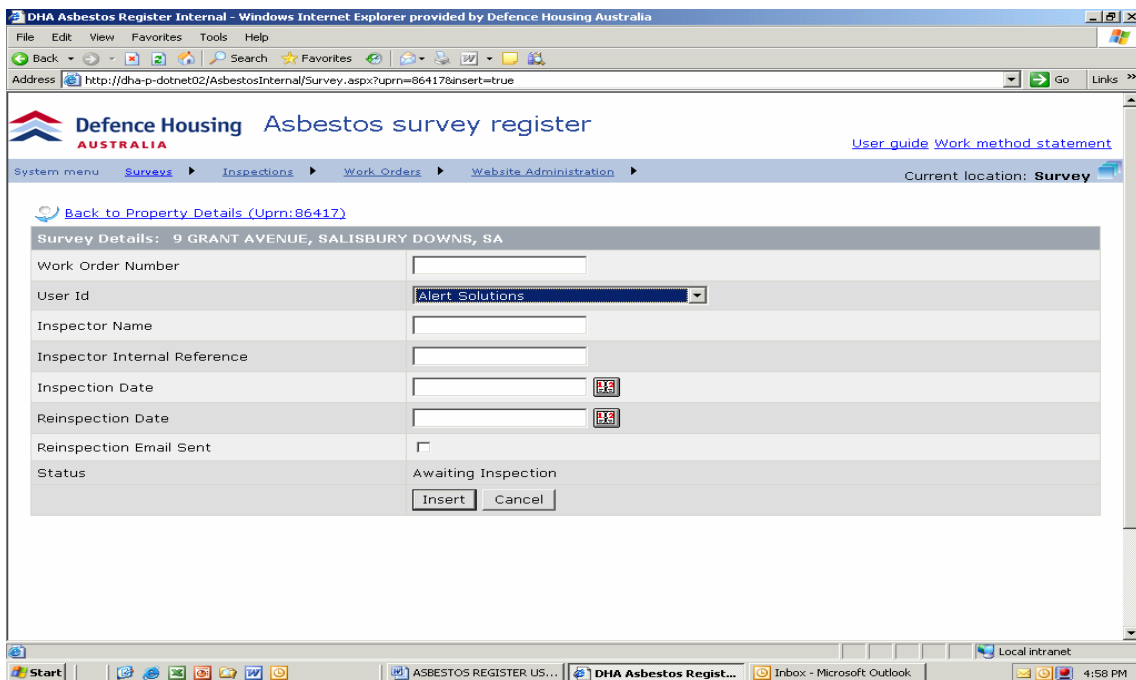
Please select an HMC: Adelaide  
 Please select a Re-inspection date: 3/03/2008  
 Search

Uprn	Address	Last Inspection Date	Re-inspection Date
85516	7 REX AVENUE, KLEMZIG, SA	19/07/2005	9/06/2007
86417	9 GRANT AVENUE, SALISBURY DOWNS, SA	3/06/2005	20/09/2007
50	2 LADY ROWLAND DRIVE, EDINBURGH, SA	18/07/2005	17/01/2007
72	4 LADY ROWLAND DRIVE, EDINBURGH, SA	15/07/2005	16/10/2007
88	5 LADY ROWLAND DRIVE, EDINBURGH, SA	14/07/2005	12/07/2007

Once the inspection results have been gathered you will need to update the register, you can do this by clicking the "Add new Survey" button



Enter the Work order number from PMS that relates to the repair or removal of the asbestos material. Enter the inspector name inspection date and reinspection date if applicable. Once complete click insert, this will then update the the risk rating.



## 9.2 Analysing the Risk Summary report

The Risk Summary report is broken down into 4 risk categories

- 1/ Remove or Repair Immediately
- 2/ Rectification required
- 3/ Regular inspections required
- 4/ Leave and Maintain

Further definition of these categories is outlined in Section 2.2 Risk Ratings, Page 3.

The fields contained within the report are as follows:

	<b>Example</b>
The address	96 Test Place Darwin
The location	Bathroom
The Description	East Wall
The surface/item	Wall/ Floor/Ceiling
The Material	Cement Sheet
Sample No	05/580
Result	Positive
Condition	Good
Friability	Bonded
Risk Rating	4- Leave and Maintain
The action date	15/02/2006
Comments and Recommendations	Inspect Feb 2006

## 9.3 Actioning the report

All risk categories have an action date recorded. In Risk category 4 the action date could be 5 years into the future and may be as simple as conducting an inspection of the property to determine condition of product.

However, the action date on Risk category 1 could mean immediate action is to be taken and depending on the analysis, could involve removal of asbestos product which would entail the temporary or in some instances, permanent relocation of the tenants.

## 10 CONTACT DETAILS FOR ASBESTOS AUDIT AND ANALYSIS PANEL

The following Companies were engaged by DHA to conduct the audit and analysis on properties through out Australia.

If you are finding it difficult to interpret a report or you are unsure as to the most appropriate action required to address an asbestos issue in a property that has been tested, call the DHA Asbestos hotline for assistance. The Asbestos hotline staff may refer you to the Company who conducted the audit and analysis.

### ALERT SOLUTIONS PTY LTD

Ms VANESSA BROWN  
PO BOX 924  
GEELONG VIC 3220

TELEPHONE: (03) 52214322  
MOBILE: 0408 013 126  
FAX: (03) 52231630

### PARSONS BRINKERHOFF

MR MARTIN ARMSTRONG  
LOCKED BAG 248  
RHODES NSW 2138

TELEPHONE:  
MOBILE: 0412 312 902  
FAX: (08) 8405 4301

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### NOEL ARNOLD AND ASSOCIATES

MR PAUL ADDISON  
LEVEL 3, 818 WHITEHORSE ROAD  
BOX HILL VIC 3128

TELEPHONE: (03) 98908811  
MOBILE: 0419312243  
FAX: (03) 98908911

### ABSCAN PTY LTD

MR STEVE MALCOLM  
PO BOX 184  
BELGIAN GARDENS QLD

TELEPHONE: (07) 47215244  
MOBILE: 0409420430  
FAX: (07) 47214607

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### ATKIN BUILDING COMPANY

MR NIGEL ATKIN  
PO BOX 2282  
KATHERINE NT 0851

TELEPHONE: (08) 89722783  
MOBILE: 0438 722 783  
FAX: (08) 89712553

### SGS AUSTRALIA

MS YVONNE DICKSON  
PO BOX 1956  
TARALGON VIC 3844

TELEPHONE: (03) 51721555  
MOBILE: 0412434521  
FAX: (03) 51749320

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# **11 DEALING WITH TENANT ENQUIRIES**

## **11.1 Contractor Obligations**

Contractors were presented with an induction kit which provided instructions on arranging access to tenanted properties.

On receipt of a work order, contractors were instructed to contact the tenant and arrange a mutually convenient appointment time.

All contractors were provided with Contractor ID cards.

Contractor's were instructed not to enter into any discussion with tenants concerning their findings while on site and to refer all tenants enquiries to the Asbestos Hotline.

## **11.2 DHA Obligations**

If tenants contact a HMC requesting the outcome of the audit and analysis results DHA will confirm the results through the Asbestos data base and can provide tenants with verbal results.

If a tenant asks for a copy of the report, DHA will oblige.