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Asbestos & Hazardous Materials Management Plan

Guidelines on the management of Hazardous Materials in and around VicTrack buildings

PR-GL 008

Document information

Document ID	PR-GL 008
VicTrack ref	D/16/78849
Version	4.0
Approved Date	11 October 2023
Next Review	11 October 2025
Security class	OFFICIAL

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1. Introduction

1.1. Background

VicTrack buildings and assets may contain asbestos-containing materials (ACMs) and other hazardous building materials, due to the age of the asset and the buildings materials used pre-1990s.

VicTrack is committed to effectively managing ACMs or other hazardous building materials in assets within its property portfolio, including the building you lease. This is to ensure the safety of you as a tenant, visitors and other people who may occupy the building.

To assist in achieving this goal, VicTrack undertakes inspections of its properties to identify where ACMs and where necessary, other nominated hazardous materials may be present within buildings. Building materials are assessed for asbestos, lead-based paint, polychlorinated biphenyls (PCBs), synthetic mineral fibre (SMF) and ozone depleting substances (ODS).

The assessment of ACMs considers;

- The type of material;
- The materials friability;
- The condition of the material;
- The likelihood of the material to sustain damage or deterioration; and
- So far as is possible, any activities in the area that may disturb the asbestos material. The assessment for the presence/absence of the hazardous building material is noted, including any information on the condition and potential for disturbance/impact.

Once the risk of any identified ACMs or hazardous building materials has been assessed, control measures are implemented to prevent the unintentional release of asbestos fibres or health risks posed by other relevant hazardous building materials.

Any make-safe/removal, specialist licensed removalist contractors always undertake repair-type actions. Any asbestos inspections, labelling, air monitoring and clearance inspection activities are always undertaken by specialist consultants.

This Asbestos and Hazardous Materials Management Plan (AHMMP) has been prepared for use by those who occupy or may work on VicTrack buildings/assets.

1.2. Objective

The objective of this document is to provide you with guidance on how to effectively manage risks from exposure to (ACMs) or other nominated hazardous materials, which may be present in the buildings you occupy. It also outlines the techniques implemented by VicTrack in the management of any identified hazardous materials within our tenanted assets.

1.3. Scope

The scope of this document includes information in relation to the following:

- You or your organisation's responsibilities in relation to asbestos and hazardous building materials within the property;
- You or your organisations prohibitions in relation to asbestos and hazardous building materials within the property;

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- VicTrack's ongoing obligations in relation to asbestos and hazardous building materials within the property;
- How to read the Asbestos and Hazardous Materials Survey Register (Register developed for your asset and has been provided to you);
- What to do in the following events:
 - When asbestos and/or hazardous building materials are damaged on the property; and
 - When additional suspected asbestos and/or hazardous building materials is identified in the property but is not documented in the attached Register and survey report.

This document does not intend to address the following items:

- How to safely remove asbestos or hazardous building materials under any conditions;
- Management of asbestos during refurbishment or demolition;
 - Where refurbishment works are planned in a VicTrack asset, the asbestos register and this SAMP **MUST** be consulted and discussed with VicTrack prior to the commencement of the planned works.
- Asbestos in soils; or
- Replace conditions within any existing Head Lease Agreement between VicTrack and the Site Occupier. Where a Head Lease exists, all conditions within that Lease will prevail.

1.4. Who Needs to Be Provided With a copy of this AHMMP and Register?

Where requested, a copy of this AHMMP and the register for the site must be supplied to the following parties:

- Employees at the workplace
- HSR(s) of the workforce or work groups
- Competent persons/licensed asbestos assessors conducting asbestos assessments of the site.
- Contractors engaged to perform works on site (should be included as part of the site induction)
- The Regulator when necessary.

All contractors engaged to conduct works on site must ensure they read and understand this AHMMP and the asbestos register for the area of the site where they will be working. Once this has been done, they must sign onto the acceptance page. Where there is any uncertainty around the presence/absence of asbestos on a register in a proposed works area, the works should cease/not commence until any uncertainties are removed.

1.5. Revision of AHMMP

VicTrack, as the Site Owner and author of this document, will review and revise this EMP document as appropriate, minimum every 5 years, or when legislative changes or other internal risk management processes require.

2. Common Terms and Abbreviations

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The table below details terms their meaning that are commonly used throughout this document.

Table 1. Key Terms and Definitions

Term / Abbreviation	Meaning
ACM	Asbestos-containing material(s)
Asbestos & Hazardous Materials Management Plan (AHMMP)	A plan that sets out controls for managing asbestos and hazardous materials. In this case, the AHMMP is the plan that sets out management measures for managing risks from exposure to Asbestos and Hazardous Materials.
Site-specific Asbestos and Hazardous Materials Management Plan (SAHMP)	A detailed plan that sets out controls for managing specific asbestos and/or hazardous materials at one specific site. The AHMP will identify specific management techniques that must be implemented for the adequate management of the nominated materials at the specific site.
Consultant's Report	The report prepared by the consultant that documents the purpose of the inspection, findings and limitations
Head Lease Agreement	The contractual agreement in place between the Site Occupier and Site Owner that describes the permitted use and conditions around how the land should be managed.
ODS	Ozone depleting substances
PCB	Polychlorinated biphenyls
Register	Asbestos and hazardous materials register
SMF	Synthetic mineral fibre
VicTrack	Victorian Rail Track

3. Responsibilities and Obligations

You have received this document because ACMs and/or other hazardous building materials have been identified within parts of the building that you occupy. You may have also received this document if there were inaccessible areas and/or suspect ACMs and/or hazardous building materials identified within the property you occupy.

The following sections outline key responsibilities, how to review the available reports and registers, and other key information that you need to know to ensure you are kept safe.

3.1. Responsibilities

The table below details key stakeholders and their responsibilities and obligations on the management of asbestos and hazardous materials in the buildings you occupy.

Table 2. Responsibilities

Stakeholder	Responsibility
Site Owner (VicTrack)	<ul style="list-style-type: none"> • Provision of documentation to all Site occupiers/Tenants, in relation to management of identified ACM and hazardous building materials at the property, including this AHMMP. • Engage specialist consultants to review the Register at a minimum every five years and revise the documentation, as necessary. • Organise for relevant control measures to be implemented as recommended in the Consultant's Report. • Act always in accordance with the requirements of Victorian OHS laws and Regulations.. • Update this AHMMP when required.
Site Occupiers / Tenants	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulations. • Adhere with the requirements in this AHMMP and the VicTrack Head Lease Agreement. • Obtain a copy of the Register from VicTrack. • Inform VicTrack or its property agents if you believe the activities of your workplace will impact on the asbestos or hazardous building materials identified in the Register. • Inform VicTrack or its property agents immediately if you damage any ACMs or hazardous building materials within the property. • Prior to any refurbishment works within the building, seek permission from VicTrack in relation to undertaking the works, and if permission is granted, ensure that any asbestos is removed by licenced asbestos removalist contractors and any relevant hazardous building materials are removed/handled appropriately by appropriately qualified/licenced contractors. • Provide VicTrack with copies of all reports, surveys, registers, updated registers to identify removal, air monitoring and clearance certificates following the removal of any ACM or hazardous materials from the building (where relevant). • Make available a copy of the Register to any employee. • Make available a copy of the Register to contractors/ maintenance workers on every occasion that work may be done which could disturb ACM and/or hazardous building materials. • Ensure that all Site Occupiers comply with the requirements of this AHMMP.
Tradesperson / Contractors	<ul style="list-style-type: none"> • Review and comply with the content of this AHMMP prior to starting work. • Ensure that all employees, sub-contractors it engages and any other personnel accessing the property whilst under its control comply with the requirements of this AHMMP. • Comply with all applicable legislation and guidelines relevant to the management of asbestos and hazardous building materials. • Notify the Site Occupier/Tenant should any tradesperson/contractor identify any materials that are suspected to be asbestos-containing during their works.

3.2. Legislation

Key Victorian legislation and regulations that apply to the identification and management of asbestos and hazardous materials, are provided in Section 3.

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While VicTrack provides you with this information in relation to the management of asbestos at the property you lease, the onus is also on you, the occupier of the property and the party using this AHMMP to ascertain what requirements must be complied with or to determine whether any approvals or consents are required in connection with any works on the property.

This AHMMP is not intended to override or replace any statutory obligations or requirements which exist in relation to dealing with Asbestos and Hazardous Building Materials and VicTrack expects full compliance with the relevant statutory and regulatory regime in relation to such dealings.

4. Asbestos and Hazardous Materials Register

The Register provided as an attachment to this document details the location of ACMs and hazardous building materials within the property you lease.

The Register identifies a building asset by its Asset / Building Number (Conquest ID) and in some cases by its Lot number (usually contains both).

If you are unsure of the location of your building at the site, please consult the site layout map included in the Report or contact your property agent.

The Register details the following:

- The location through the room/area and the building surface (e.g. floor or walls);
- A description of the material (e.g. cement sheet, bitumen electrical panel, vinyl floor tiles);
- The materials friability;
- The materials condition;
- The likelihood of the material sustaining damage (including referring to any routine workplace tasks likely to impact the ACM);
- The sample number, if a sample of the material was taken as part of the original site inspection and a laboratory result of any sample analysis;
- If the item is labelled;
- A risk rating (where relevant) and recommendations; and
- Management measures (i.e. what management has taken place, e.g. removal, encapsulation, labelling).

5. Material Types and Management

5.1. Asbestos Containing Materials (ACMs)

Where the risk of the material is outlined as “Low,” recommendations will typically involve the labelling of the material to make it easily identifiable. Your obligations in relation to materials classified as “Low” is to ensure that activities at your workplace do not impact upon the material. If you think the materials may be impacted and damaged as a result, you should contact VicTrack or your property agent as soon as possible.

Management techniques that may be implemented by VicTrack for ACMs include, but are not limited to:

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- Labelling of the ACMs.
- Painting of ACMs to prevent deterioration.
- Installation of hoarding or barriers around ACMS that could be subject to damage by a moving vehicle.
- Encapsulation or sealing of an ACM (e.g. sealing lagged pipework with a plastic wrap and applying asbestos warning labels).

Where the risk rating is “Moderate” or “High,” more suitable control measures will be implemented and this may include removal or encapsulation of the material. If removal/ encapsulation is required it will be undertaken by a licenced asbestos removalist contractor with due consideration to minimising any impact upon your tenancy (e.g. work may be undertaken on weekends outside of business operating hours). These works will be commissioned by VicTrack.

5.1.1. Provision of documentation to tenant

Where asbestos remediation or removal works are undertaken at the asset that you occupy, copies of the following documentation will be provided to you upon request:

- Asbestos clearance certificate.
- Asbestos fibre air monitoring report(s).
- NATA endorsed-sample analysis certificates.

5.2. Asbestos in Soils

VicTrack sites may contain asbestos in soils originating from illegal dumping, uncontrolled filling of sites or historical poor demolition practices.

When the site asbestos register has recorded the presence of asbestos in soils, no digging, excavation and /or trenching type activities should be undertaken on-site as this may pose a risk to yourself and others.

Where asbestos has been identified in soils, appropriate control measures should be put in place to ensure exposure to fibres does not occur. Control measures may include, but is not limited to removal, capping and encapsulation. The implementation of control measures should only be undertaken by a licenced asbestos contractor with due consideration to minimising any impact upon your tenancy.

Sites with extensive sub-surface asbestos in soil contamination will have a site-specific asbestos (and hazardous materials) management plan (SAHMP).

Where surface asbestos contamination is identified on soil, appropriate remediation will be undertaken. Activities such as grass cutting should not be undertaken in areas where surface asbestos contamination has been identified.

Should any below ground investigative works (or similar) be required on a site where asbestos contamination in soil is present, the specific controls required under the SAHMP must be followed by any appointed contractor(s).

5.3. Lead Based Paints

Where lead-based paint is noted to be in good condition, it should be left undisturbed.

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Where lead-based paint is noted to be flaking or in a poor/unstable condition and/or is located in areas that are likely to be ingested, knocked or subject to friction/contact, recommendations will typically be to repaint or encapsulate as soon as practicable. Any abatement works will need to be undertaken under controlled conditions in accordance with regulations and Australian Standards.

Your obligations in relation to lead-based paint are to ensure that activities at your workplace avoid impact upon the material that is likely to result in the generation of lead paints flakes, lead dust or lead fumes. If you think these materials may be impacted and/or damaged, you should consult with AS/NZS 4361.2:2017 Guide to Hazardous Paint Management Part 2: Lead paint in residential, public and commercial Buildings and contact VicTrack or your property agent.

It should be noted, that even when lead-based paints have been encapsulated or re-painted, these surfaces will still contain lead in lower paint layers and should be treated as lead-based paint, ensuring that the surfaces are not subjected to any processes that will generate lead paint flakes, dust or fumes.

5.4. Polychlorinated Biphenyls (PCBs)

PBC capacitors (e.g. in light fittings) unless damaged or leaking, do not need to be removed until the end of useful life or at time of maintenance, repair or decommissioning. In general, the following recommendations apply in the event of works which may disturb the PCB containing materials:

- A licenced removalist and an electrician must complete any demolition, decommissioning or removal of potentially PCB containing electrical equipment in accordance with ANZECC (1997) Identification of PCB Containing Capacitors: An Information Booklet for Electricians and Electrical Contractors.
- Equipment containing PCBs at or in excess of thresholds (ANZECC Polychlorinated Biphenyls Management Plan, 50mg/kg and 50g) must be disposed of by licenced contractors at a licensed waste disposal facility in accordance with EPA requirements.

Your obligations in relation to PCBs are to ensure that activities at your workplace avoid impact upon the material. If you uncover any additional suspected PCB containing capacitors in light fittings, or a capacitor is found to be leaking, you should contact VicTrack or your property agent as soon as possible.

5.5. Synthetic Mineral Fibres (SMF)

SMF are usually associated with insulation (e.g. in roof spaces, air conditioners, foil wrapped pipework). For ongoing occupation SMF do not present a risk unless noted to be in poor condition or in an uncontained area.

If removal is required or recommended, SMF will be handled and removed by personnel wearing appropriated personal protective equipment in accordance with the National Code of Practice for the Safe Use of Synthetic Mineral Fibres (NOHSC:2006(1990)) and disposed of at an approved waste disposal facility. Your local council district may have different requirements for the safe disposal of SMF.

Your obligations in relation to SMF are to ensure that activities at your workplace avoid impact upon the material. If you uncover any additional suspected SMF or if you think the materials may be impacted and damaged as a result of workplace activities, consult with the National Code of Practice and contact VicTrack or your property agent.

5.6. Ozone depleting substances (ODS)

ODS containing equipment/appliances are unlikely to present an immediate risk to occupation if present.

If removal is required or recommended, ODS must be decanted and disposed of in accordance with EPA requirements prior to the disposal of any ODS containing air conditioning appliances, refrigeration

systems and halide fire equipment. If additional suspected ODS are identified on VicTrack owned equipment (by visual observation of the compliance plates on the equipment), contact VicTrack or your property agent.

6. Other Management Techniques

6.1. Asbestos Awareness Training

Asbestos Awareness Training for all employees is not a regulatory requirement in Victoria, however it is widely agreed to be a strong control measure for ensuring that ACMs on site are not disturbed. It also provides additional awareness to your staff so that they can protect their health at home by making them aware to the potential presence of asbestos in their home.

Any training module developed should ensure that it meets the following criteria:

- The training and instruction provided to a worker is suitable and adequate having regard to
 - The nature of the work carried out by the worker
 - The nature of the risks associated with the work at the time the information, training or instruction is provided, and
 - The control measures that have been implemented.

7. Procedures for Discovery of Asbestos or Hazardous Building Materials

This section outlines various procedures the Tenant should follow in the event of the circumstance occurring. This will ensure the safety of you, the Tenant, your employees (where present), contractors, visitors to the site and surrounding members of public.

7.1. Discovering Damaged Asbestos and Hazardous Building Materials

If you find damaged or deteriorating ACMs, or damaged or leaking hazardous materials within the property you lease, which is documented within the Register, you should immediately follow the following procedure:

1. Immediately stop works in the area.
2. Isolate the area from staff, contractors and members of the public.
3. Contact your property agent and inform them of the location, the type of material, approximate quantity and the extent of damage. If the agent cannot be contacted, please contact the person/s nominated as the contact in this management plan or your designated Property Manager.
4. The agent will notify VicTrack who will arrange for an inspection of the area by a specialist consultant. The timing of the inspection is dependent on the nature of the material and extent of damage. Note that for ACMs a specialist consultant will inspect the site within 24 hours.
5. The specialist consultant shall assess the risk of the material and recommend any additional actions required to control or mitigate the risk (air monitoring will be conducted where they deem it necessary).
6. Any recommended control measures required shall be implemented as soon as possible. The tenant shall cooperate with any reasonable request from VicTrack to mitigate any identified risk.

7.2. Discovering Additional Asbestos and Hazardous Materials

If you find material which you suspect contains asbestos (including asbestos in soils) or is a potentially hazardous building material, but it is not documented within the Register you should follow the following procedure:

1. Contact your property agent and inform them of the location, the type of material and the condition. If the agent cannot be contacted, please contact the person/s nominated at the end of this document.
2. The agent will notify VicTrack who will arrange for an inspection of the area by a specialist consultant within 72 hours unless the material is damaged in which case the inspection shall be undertaken within 24 hours.
3. The specialist consultant shall assess whether the material contains asbestos and collect a sample if necessary to confirm.

If the material contains asbestos the specialist consultant shall submit an updated Asbestos and Hazardous Materials Register. If any control measures are recommended, VicTrack will consult with the you regarding implementation of the measures.

8. Emergency Contact Details

In the event of an emergency regarding asbestos, the following VicTrack contacts should be notified immediately:

Narelle Simmons, Group Manager, Environment and Sustainability (03) 9619 8693	Paul Corry Asbestos Safety Manager (03) 9619 8686 / 0422 676 714
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9. Relevant Documents and References

This AHMMP should be read and applied in conjunction with the following VicTrack documents, where relevant:

- The Head Lease Agreement in place between the VicTrack and the Site Occupier;

And the following legislation and guideline documents:

- Occupational and Safety Act, 2004.
- Occupational Health & Safety Regulations 2017
- WorkSafe Victoria Code of Practice for Managing Asbestos in Workplaces 2019
- WorkSafe Victoria Code of Practice for Removing Asbestos in Workplaces 2019
- Relevant Australian Standards
- Environment Protection Act 2017
- Environment Protection Regulations 2021
- Environment Protection Regulations, 2021:
- National Environment Protection (Assessment of Site Contamination) Amendment Measure 2013 (No. 1)

Before use of EPA publications, you are encouraged to check that the relevant document has not been updated or replaced. Details can be obtained from the EPA's website: www.epa.vic.gov.au .

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Attachment 1 – Signatory Sheet

Signatory Sheet

I have read and understood the requirements for works undertaken at the site in accordance with this Asbestos Management Plan. I have identified the proposed area of works and confirmed the presence of any asbestos/hazardous materials within this proposed work area. I agree and comply with the requirements of the Asbestos Management Plan.

Date	Name	Type of Site User (Lessee/Contractor)	Signature	Phone

