This Asbestos Management Action Plan has been prepared in accordance with the Queensland WHS Work Health and Safety Act, Regulations and Asbestos Codes of Practice WorkSafe Qld, 2011. Its aim is to prevent or minimise asbestos-related health risks to personnel working or visiting *Insert Location* Uniting Church buildings and/or Manse which are owned and operated by Uniting Church in Australia Property Trust (Q), where Asbestos-Containing Materials (ACM) are present. This action plan is to be read in conjunction with the *Insert Location* Uniting Church and/or Manse Asbestos-Containing Materials Register and associated external consultancy reports.

The primary objective is to ensure the risks of exposure to airborne asbestos fibres are minimised. The purpose of the WHS Asbestos Management Action Plan is to ensure that appropriate precautionary measures are taken by maintenance workers, volunteers and contractors, when undertaking activities, which could potentially disturb asbestos-containing materials.

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| **Item** | **Action Required and Controls in Place** | **Responsible Person(s)** | **Status / Comments** |
| Asbestos Containing Materials (ACM) Register | Develop and implement the ACM Register – at each buildingKeep ACM Register up to dateInstall signage at entrances to all buildings re ACM Register | *Insert detail – preferably position vs name* | Register developed - ImplementOngoing – to update with Mach1 reportTo be installed immediately |
| Maintain a copy of an up to date register – provide copy to WHS Qld Synod including ACM Surveys/Reports | *Insert detail – preferably position vs name* | Ongoing |
| Make the ACM Register readily available to staff and contractors visiting and/or working at the location during and outside of business operating hours | *Insert detail – preferably position vs name* | Implement immediately |
| Staff Training -including Volunteers | Ensure staff are provided with full information on the occupational health and safety consequences of exposure to asbestos and the appropriate control measures in place. The provision of this information should be recorded (i.e. training register) | *Insert detail – preferably position vs name* | Immediate and ongoing; include in all staff and volunteer inductions and document  |
| Management of Contractors | As part of the contractor induction, ensure they are made aware of and have access to the ACM RegisterReview Safe Work Procedures if working near the ACM e.g. landscape contractors, electricians etc | *Insert detail – preferably position vs name* | Immediate and ongoing |
| Incidents associated with ACM on site including the disturbance or change in stability of ACM | Complete Incident Report FormNotify Minister, Presbytery Minister and WHS Manager Qld SynodRemove any damaged ACM, seal and dispose of in accordance with local council requirements and/or EPA and in accordance with Worksafe Asbestos Codes Practice | *Insert detail – preferably position vs name* | Immediate and ongoing |
| **Item** | **Action Required and Controls in Place** | **Responsible Person(s)** | **Status / Comments** |
| Management of Disturbed ACM | Develop Emergency Response procedure for suspected potential ACM Exposure such as a hail event, vandalism E.g. Immediately remove all persons in the area to a safe area, upwind; have available P2 Disposable Face Masks | *Insert detail – preferably position vs name* | Emergency response plan to be documented and advised to all staff and tenants |
| Signage and Labelling | Install signage at entrances to all buildings containing ACM;Place labels in ACM areas | *Insert detail – preferably position vs name* | Implement immediately |
| Asbestos Management Action Plan Availability | Ensure that a copy of the asbestos management action plan is readily accessible to a worker who has carried out, carries out or intends to carry out, work at the workplace; anda person conducting a business or undertaking who hasrequired, requires, or intends to require work to becarried out at the workplace. | *Insert detail – preferably position vs name* | Implement immediately |
| Prohibited practices in general | High pressure water spray (Exemption QFRS) or compressed air on ACM. Note# Power tools, brooms may be used on ACM if controlled i.e. designed to capture or suppress airborne asbestos. | *Insert detail – preferably position vs name* | Implement immediately |
| Refurbishment or demolition works | **Note#** ACM may exist behind walls, ceilings, air conditioning ducts, roof spaces etc not identified in previous ACM Register reviews as “concealed”;Obtain additional sampling prior to any significant refurbishments or demolition where the presence of ACM is highly probable and not noted on the ACM Register | *Insert detail – preferably position vs name* | Monitor all works, obtain additional sampling as required prior to any demolition or refurbishment work;Site induction and the provision of safe work method statements;Licenced asbestos contractors and air monitoring for removal of any Friable ACM;***Refer to WorkSafe Qld “How to Safely Remove Asbestos Code Practice 2011”*** [Click](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58194/how-to-safely-remove-asbestos-cop-2011.pdf) and***How to Manage and Control Asbestos Code Practice 2011*** [Click](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0011/58169/how-to-manage-control-asbestos-in-workplace-cop-2011.pdf) |
| **Item** | **Action Required and Controls in Place** | **Responsible Person(s)** | **Status / Comments** |
| Low Density Board Locations (**Friable** ACM) | Restrict access and monitor integrity closely;Take sample to confirm if it is suspected Friable ACM: then pending outcome;Remove /enclose the ceiling completely if any ACM fibres are disturbed or have potential to be disturbed;**Removal of Friable ACM is to be undertaken by an A Class Asbestos Removalist** | *Insert detail – preferably position vs name* | Monitor and undertake additional sampling if requiredDiscuss with Church CouncilPreferably discontinue use unless friable ACM is removed or totally enclosed -pending analysis. |
| Asbestos Management Action Plan Review | At least once **every 5 years**; when there is a review of the asbestos register or a control measure; when asbestos is removed from, or disturbed, sealed or enclosed; the plan is no longer adequate for managing asbestos or ACM at the workplace; or the Church Council requests a review. | *Insert detail – preferably position vs name* | Update as required; ongoing |

**Contact WHS Manager Qld Synod as required – (07) 3377 9946 or Health Safety Mailbox -** Health.Safety@ucaqld.com.au

