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November 2017

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Appendix I - Certificate of Analysis

Client: Horsham Rural City Council

Job No: J10789

Performed By: Maria Nguyen, Occupational Hygienist

Reviewed By: David Jowett, Occupational Hygienist

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Horsham RCC Nexus Youth Centre Div 5 Audit 2017.docx

DIVISION 5 ASBESTOS AUDIT REPORT NEXUS YOUTH CENTRE, VICTORIA



Creating safe, healthy + productive workplaces

SUMMARY

On the 11th of October 2017, JTA Health, Safety and Noise Specialists performed an Asbestos Audit of Nexus Youth Centre located at 14-16 Pynsent Street, Horsham, Victoria.

The Asbestos Audit has been performed in accordance with the requirements of Part 4.4, Division 5 of the Victorian *Occupational Health and Safety Regulations 2017*.

The following asbestos containing materials were identified or presumed to be present during the site inspection:

- Rear entry cement sheet ceiling to disabled toilets
- Cement sheet walls and ceiling in Cleaners Store
- Cement sheet ceiling in Disabled Toilets
- Possible cement sheet walls under ceramic tiles in Male and Female Toilets
- Possible bituminous membrane behind urinal in Male Toilet
- Possible cement sheet eaves

Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance.

Additional information and recommendations to assist in complying with the relevant requirements of Part 4.4 of the Victorian *Occupational Health and Safety Regulations 2017* are included in the report.

1 INTRODUCTION

On the 11th of October 2017, JTA Health, Safety and Noise Specialists performed an Asbestos Audit of Nexus Youth Centre located at 14-16 Pynsent Street, Horsham, Victoria. The audit was commissioned by Don Sharples of Horsham Rural City Council.

The Asbestos Audit has been performed in accordance with the requirements of Part 4.4, Division 5 of the Victorian *Occupational Health and Safety Regulations 2017*.

This Asbestos Audit included:

- A site inspection and the identification, as far as practicable, of the type, location and condition of asbestos containing materials;
- Compilation of an Asbestos Register;
- A qualitative assessment of the risk presented by the identified asbestos containing materials;
- If necessary, provision of recommendations to assist in minimising the asbestos exposure risk; and
- Provision of information to assist in complying with the relevant requirements of Part 4.4 of the Victorian *Occupational Health and Safety Regulations 2017*.

At the time of the site inspection, the site was occupied.

Disclaimer: JTA Health, Safety and Noise Specialists has prepared this report exclusively for the use of the named client. JTA believe that the information in this report is correct, and that any opinions, conclusions or recommendations are reasonably held or made at the time of writing. However, JTA do not warrant their accuracy, and disclaim all responsibility for any loss or damage which may be suffered by any person, directly or indirectly from the use of this report. This report shall be read in its entirety and shall only be reproduced in full.

2 METHODOLOGY

The site inspection involved a visual inspection of accessible areas, rooms and surfaces throughout the buildings. The site inspection was restricted to areas / materials that:

- Were accessible without contravention of relevant legislation or Codes of Practice;
- Were accessible without significant demolition of finishes or structures;
- Did not pose a safety risk from operational plant or electrocution;
- Were readily accessible via a ladder and/or did not pose a height safety risk;
- Did not require dismantling of equipment;
- Were not disruptive to the normal operations of the building; and
- Were considered practicable to assess.

Direct visual inspections were conducted where practicable.

Inspection for materials in cavities, hidden under or behind other surfaces or coverings was only carried out where there was a significant probability of asbestos containing materials being present, and where the inspection could be conducted safely and without significant visible damage.

This Asbestos audit did not include the identification of other hazardous building materials or dangerous goods / hazardous substances used, stored or manufactured within the buildings.

The presence and extent of asbestos materials has been determined from a combination of representative sampling and inspection, and professional judgement based on the materials age and appearance. Materials of similar appearance and nature have been assumed to have a similar asbestos content.

Where required, analysis of materials suspected of containing asbestos was carried out by an independent NATA accredited laboratory.

3 ASBESTOS REGISTER

| Asbestos Register | | | |
|--|------------------------------|---------------|-------------------------------------|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| EXTERNAL | | | |
| 14 PYNSENT STREET, HORSHAM | | | |
| Roof | | | Metal |
| Walls | | | Brick, timber |
| Fascia | | | Timber |
| Front/ Rear entry ceiling | | | Metal soffit |
| East entry ceiling | | MN111017.10 | Cement sheet. No asbestos detected. |
| Ceiling between 14 – 16 Pynsent Street | | | Metal soffit |
| Eaves | Possible cement sheet | | May contain asbestos, no access |
| Gutters, downpipes | | | Metal, PVC |
| | | | |
| 16 PYNSENT STREET, HORSHAM | | | |
| Roof | | | Roof tiles |
| Walls | | | Brick, rendered masonry |
| Fascia | | | Timber |
| Eaves | | | Timber |
| Flues x3 | | | Metal |
| Rear entry ceiling to disabled toilets | Cement sheet | MN111017.14 | Contains chrysotile asbestos |
| Meter board cupboard | | | Metal |
| Meter board backing | | | Non-asbestos black board |
| Gutters, downpipes | | | Metal |
| Veranda ceiling | | | Timber |
| | | | |

| Asbestos Register | | | |
|--|------------------------------|---------------|---|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| INTERNAL | | | |
| 14 PYNSENT STREET, HORSHAM | | | |
| General | | | |
| Ceiling space – soffit | | | Sisalation under metal soffit |
| Ceiling space | | | SMF insulation over ceiling |
| Ceiling space – flexi ductwork insulation | | | Polyester |
| Ceiling space flue x2 | | | Metal |
| | | | |
| Coffee/Lounge | | | |
| Floor | | | Timber |
| Walls | | | Plaster |
| Dado | | | Timber |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Kitchen | | | |
| Floor covering | | | Green flecked non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | No access |
| Walls | | | Plaster |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Entry Corridor | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Timber |
| Walls | | | Plaster |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Central Office | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | No access presumed timber |
| Walls | | | Plaster |
| Ceiling | | | Pressed metal ceiling |

| Asbestos Register | | | |
|--|------------------------------|---------------|--|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| Office Space | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Timber |
| Walls | | | Plaster |
| Behind heater | | | No access |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Office | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Timber |
| Walls | | | Wood fibre board |
| Behind chimney | | | No access |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Corridor to amenities | | | |
| Floor covering | | | Green non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | No access |
| Walls | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| Toilets | | | |
| Floor covering | | | Blue flecked non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | Concrete |
| Walls | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| Cleaners Store | | | |
| Floor covering | | | Green non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | No access |

| Asbestos Register | | | |
|--|------------------------------|--------------------|---------------------------------------|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| Cleaners Store - continued | | | |
| Walls | Cement sheet | MN111017.09 | Contains chrysotile asbestos |
| Ceiling | Cement sheet | See MN111017.09 | Contains asbestos |
| | | | |
| Interview Room | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Concrete |
| Walls | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| Comms Room | | | |
| Floor covering | | | Green non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | Concrete |
| Walls | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| 16 PYNSENT STREET, HORSHAM | | | |
| General – accessed from Male Toilets | | | |
| Ceiling space – over ceiling | | | SMF insulation |
| Ceiling space – flexi ductwork insulation | | | Polyester |
| Ceiling space – flue x3 | | | Metal |
| | | | |
| Multipurpose Hall | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | No access |
| Walls | | | Brick, fabric acoustic panel |
| Ceiling | | | SMF ceiling tiles |
| | | | |

| Asbestos Register | | | |
|--|------------------------------|---------------|---|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| Sound Mixing Room | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | No access |
| Walls | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| Corridor | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Where accessed, timber |
| Walls | | MN111017.11 | Cement sheet. No asbestos detected. Remove label. |
| | | MN111017.12 | Rendered masonry. No asbestos detected. Remove label. |
| | | | Plaster |
| Ceiling | | | Plaster |
| | | | |
| Kiosk/ Storage Area | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | Timber |
| Walls | | | Plaster, rendered masonry |
| Ceiling | | | Plaster |
| | | | |
| Office | | | |
| Floor covering | | | Carpet |
| Floor under carpet | | | No access |
| Walls | | | Plaster, rendered masonry |
| Ceiling | | | Plaster |
| | | | |
| Female Toilets | | | |
| Floor covering | | | Blue specked non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | No access |
| Walls | | | Plaster, rendered masonry |

| Asbestos Register | | | |
|--|------------------------------|---------------|---|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| Female Toilets - continued | | | |
| Basin splashback | | | Ceramic tiles |
| Wall under ceramic tiles | Possible cement sheet | | May contain asbestos, no access |
| Partitions | | | Laminated wood fibre board |
| Ceiling | | | Plaster |
| | | | |
| Male Toilets | | | |
| Floor covering | | | Blue specked non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | Timber |
| Walls | | MN111017.13 | Cement sheet. No asbestos detected. Remove label. |
| | | | Plaster, rendered masonry |
| Basin and urinal splashback | | | Ceramic tiles |
| Wall under ceramic tiles | Possible cement sheet | | May contain asbestos, no access |
| Behind urinal | Possible bituminous membrane | | May contain asbestos, no access |
| Partitions | | | Laminated wood fibre board |
| Ceiling | | | Pressed metal ceiling |
| | | | |
| Disabled Toilets | | | |
| Floor covering | | | Ceramic tiles |
| Floor under ceramic tiles | | | No access |
| Walls | | | Brick |
| Sink splashback | | | Ceramic tiles |
| Wall under ceramic tiles | | | No access |
| Ceiling | Cement sheet | MN111017.15 | Contains chrysotile asbestos |
| | | | |

| Asbestos Register | | | |
|--|------------------------------|---------------|--|
| Location | Asbestos Containing Material | Sample Number | Comment |
| Identified or suspected asbestos materials were found to be non-friable and in a condition that does not present an exposure risk to building occupants while not subject to physical disturbance, unless otherwise indicated in comments. | | | |
| Amenities Corridor | | | |
| Floor covering | | | Blue specked non-asbestos backed vinyl sheet |
| Floor under vinyl sheet | | | No access |
| Walls | | | Plaster, rendered masonry |
| Ceiling | | | Plaster |

4 RISK ASSESSMENT / RECOMMENDATIONS

The following information and recommendations are provided to assist in minimising risks associated with the identified or suspected asbestos containing materials, and in complying with relevant requirements of Part 4.4 of the Victorian *Occupational Health and Safety Regulations 2017*. Information regarding all regulatory requirements are not included, and it is recommended that the person who manages or controls the workplace is familiar with the relevant sections of the Regulations to ensure that they are fully aware of their obligations.

4.1 Risk Assessment & Control

For the purpose of this report, Asbestos Exposure Risk has been defined as the "likelihood of exposure to airborne asbestos fibre exceeding one half of the exposure standard of 0.1 fibres/ml".

In assessing the asbestos exposure risk associated with the identified or suspected asbestos containing materials, the following factors have been considered:

- Location;
- Friability;
- Condition;
- Potential for future disturbance; and
- Asbestos content.

The identified or suspected asbestos containing materials were found to be in reasonable condition and are not considered to represent an asbestos exposure risk to building occupants while not subject to physical disturbance. Accordingly, removal, enclosure or sealing is not currently required, provided that the materials are left undisturbed and maintained in their current condition.

4.2 Inaccessible Areas

While every practicable effort has been made to identify all asbestos containing materials, additional materials may be present in areas that were inaccessible during the site inspection. Such areas may include, but are not limited to: ceiling spaces, underfloor areas, enclosed wall cavities, under floor coverings, inside plant and equipment.

Inaccessible areas that are considered likely to contain asbestos containing materials have been highlighted in the Asbestos Register. Other inaccessible areas may also contain asbestos containing materials.

A further assessment of currently inaccessible areas should be performed if such areas are likely to be accessed or affected by any future works.

4.3 Suspected Asbestos Containing Materials

Suspected or possible asbestos containing materials have been highlighted in the Asbestos Register. Suspected asbestos materials should be assumed to contain asbestos unless future sampling confirms otherwise.

Should previously unidentified suspected asbestos containing materials be discovered, JTA Health, Safety, and Noise Specialists should be contacted for further advice.

4.4 Labelling

The Victorian *Occupational Health and Safety Regulations 2017* require that the presence and location of asbestos be clearly indicated, and if reasonably practicable, the indication shall be by labelling.

The presence and location of asbestos has been clearly identified within the Asbestos Register.

Labelling of asbestos containing materials should be carried out in accordance with the Regulations.

4.5 Asbestos Register

The Asbestos Register shall be:

- Kept current and include any changes of condition and any removal, enclosure or sealing of asbestos;
- Provided to any person engaged to do work at that workplace;
- Reviewed and, if necessary, revised at least every 5 years; and
- Provided to any person assuming management or control of the workplace.

4.6 Demolition and Refurbishment

Prior to any demolition or refurbishment works:

- The Asbestos Register shall be reviewed and if necessary revised in accordance with the requirements of Part 4.4, Division 6 of the Victorian *Occupational Health and Safety Regulations 2017*;
- A copy of Asbestos Register shall be provided to the employer or person performing the demolition or refurbishment works; and
- So far as is reasonably practicable, the asbestos shall be removed.

4.7 Asbestos Removal Works

Any asbestos removal work shall be carried out in accordance with the requirements of Part 4.4 of the Victorian *Occupational Health and Safety Regulations 2017*.

Subject to the specific details of the asbestos removal works, use of a licenced asbestos removal contractor, airborne asbestos fibre monitoring and issue of a Clearance Certificate by an independent person may be required.

If required, advice should be sought from JTA Health, Safety and Noise Specialists prior to any asbestos removal works. Additional guidance on asbestos removal works may also be found in the *Worksafe Victoria Compliance Code Removing Asbestos in Workplaces, 2008*.

5 REFERENCES

State Government of Victoria, *Occupational Health and Safety Regulations (2017)*

Worksafe Victoria, *Compliance Code - Removing Asbestos in Workplaces, Edition 1, September 2008*.

Appendix I – Certificate of Analysis



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ASBESTOS IDENTIFICATION REPORT No. 25235V

CLIENT: JTA Health, Safety & Noise Specialists Pty Ltd **JOB NO:** J10789V
ATTENTION: Danuta Tryndoch **RECEIVED IN LAB:** 18 October 2017
SAMPLED BY: As-received **ANALYSIS DATE:** 20 October 2017

Test Method: Supplementary work instructions to In-house method LOP-002 Asbestos Identification by Polarised Light Microscopy including Dispersion Staining (Based on AS4964-2004 Method for the qualitative identification of asbestos in bulk samples)

| No | Location | Description | Fibres detected by PLM |
|-------------|--|------------------|------------------------|
| MN111017.09 | Nexus Youth Centre, cleaning store, walls | Cement sheet | Chrysotile, OF |
| MN111017.10 | Nexus Youth Centre, external, east entry ceiling | Cement sheet | No asbestos, OF |
| MN111017.11 | Nexus Youth Centre, corridor, walls | Cement sheet | No asbestos, OF |
| MN111017.12 | Nexus Youth Centre, corridor, walls | Rendered masonry | No asbestos |
| MN111017.13 | Nexus Youth Centre, male toilets, walls | Cement sheet | No asbestos, OF |
| MN111017.14 | Nexus Youth Centre, external, rear entry ceiling to disabled toilets | Cement sheet | Chrysotile, OF |
| MN111017.15 | Nexus Youth Centre, disabled toilet, ceiling | Cement sheet | Chrysotile, OF |

Approved Identifier and Signatory

Michael Till

Please note that the results contained in this report relate only to the sample(s) submitted for testing. Sample Size (typically 10x10x2mm) and Descriptions are approximate only. Chrysotile is commonly known as white asbestos, Amosite is commonly known as brown asbestos and Crocidolite as blue asbestos. SMF (Synthetic Mineral Fibre) is commonly known as glass fibre. OF (Organic Fibre) includes natural fibres and synthetic organic fibre. If OF or SMF are not stated, it implies not detected.

SOF044i NATA ID Report V4 February 2017

Report Date: 2 November 2017

Page 1 of 1

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