Asbestos Standard

Health, Safety, Wellbeing & Environment Management System

Keeping you safe, well and secure

Topic: Asbestos

Document type: Risk Standard

Effective Date: 30/08/2024

Next Review Due: 31/05/2025

Contents

About the Document

Purpose

The purpose of this document is to ensure that asbestos containing material (ACM) is managed in a consistent manner across the Telstra Group, and the risks are minimised so far as is reasonably practicable.

Scope

The scope of this standard:

In Scope	Out of Scope
• Controls that help mitigate or manage the risks associated with working with ACM. • All work activities where ACM may be encountered during our Australian operations. • All Telstra Group facilities with known ACM.	• All other risks and controls not related to ACM. • Items which are not a control. • Operations outside of Australia. • Facilities owned by other parties.

Intended user

The intended users of this Standard include employees and contractors performing work in Australia for or on behalf of:

- Telstra.
- Telstra's wholly owned subsidiaries.
- Controlled entities of Telstra Group.

NOTE: Refer HSWE Management System Manual for the list of in scope entities

Accountability

Each Group Executive is accountable for the effective implementation of the Telstra Group HSWE Management System for their risk profile. This includes ensuring appropriate resources are in place and that controls are tested as part of a risk-based assurance program.

Improving this Standard

Your feedback is valuable to us. If you have any feedback or suggestions for improving this Standard, please raise an SSW Engage in Donesafe.

NOTE: Click **here** to raise an SSW Engage.

Critical Controls

Definition of Critical Controls

Critical controls are defined as those which are most important in preventing or mitigating a severe health, safety, or environmental incident from occurring.
A severe outcome can be described as:

- A potential fatality or permanent disability were returning to work is not achievable.
- A potential environmental impact resulting in high profile media attention, destruction of areas of high cultural / heritage significance, or harm requiring significant remediation efforts (up to 3 months).

Exposure to airborne asbestos fibres

The risk of a worker being exposed to airborne asbestos fibres is a critical risk within the Telstra Group's HSWE risk profile.

The controls noted below must be in place where this risk is present.

Control	Control Performance
Competency	• Class A asbestos contractor must be engaged where friable asbestos is identified. • Class B asbestos license is required for non-friable asbestos removal, and workers required to have competency CPCCDE3014 - Remove Non-Friable Asbestos or equivalent. • ACM awareness training must be completed by all Telstra Group workers (internal and contractors) that are likely to be exposed to Asbestos.
ACM identification	• Conduct a site inspection prior to commencing work to identify potential sources of ACM including reviewing the site asbestos register if available. • If the presence of asbestos cannot be determined, it must be assumed present with the relevant safe work practices applied (i.e., no removal, no grinding etc.). Lab testing must take place prior to any works disturbance or removal works.
Work area management	• Exclusion zones, physical barriers and signage must be in place prior to starting work with nearby stakeholders notified of the planned works ahead of time. • The work area, tools, equipment, materials, and PPE must be decontaminated before leaving the work area. • Air monitoring must occur when removing friable asbestos. • An asbestos clearance certificate must be provided for all Class A and Class B removal of 10m2 or more.
Transport, storage, and disposal	• All ACM waste must be wrapped and labelled. • ACM transportation and storage must be as per local regulatory requirements. • ACM may only be disposed of at an ACM licensed facility and never be disposed of as general waste.
PPE	• Full asbestos PPE must be worn when removing asbestos.
Health monitoring	• Workers undertaking asbestos removal work must complete baseline and ongoing (2 yearly) health monitoring.

Assurance and reporting

Monitoring, assessing, and reporting on the effectiveness of these critical controls will be a core component of the Telstra Group's HSWE assurance program.

Worker Competency Requirements

Organisational licence requirements

Organisations must hold the below current licences prior to commencing ACM work:

- Class A: Remove any amount of friable ACM.
- Class B: Remove non-friable ACM.

Workers completing ACM removal or disturbance must be a direct employee of the License Holder.

Telstra's individual competency requirements

Workers must hold the below minimum competencies prior to commencing ACM work:

Required	Competency	Refresh
White Card.	CPCCOHS1001A - Work Safely in the Construction Industry.	N/A
Supervising ACM removal.	CPCCDE4008 - Supervise Asbestos Removal or equivalent.	Once off
Remove any amount of friable asbestos ACM.	CPCCDE3015 - Remove Friable Asbestos or equivalent. Applicable for contractors only	Annually
Removal of non-friable asbestos of ACM.	CPCCDE3014 - Remove Non-Friable Asbestos or equivalent.	2 years

Internal training requirements

Awareness training must be completed annually by all Telstra Group employees who are likely to be exposed to ACM.

This includes workers supervising, assessing, or auditing field-based workers who are likely to be required to work with ACM.

Workers who are undertaking removal of non-friable asbestos must complete the above Unit of Competency (CPCCDE3014) unless the work constitutes the collection of loose debris.

Workers are required to complete the ACM Workplace Assessment process (WPA) prior to undertaking the below ACM activities:

- Pit Removal
- Pit Break-In
- Duct Removal and Repair.

NOTE: Refer Asbestos Awareness Training (2001105).
Refer ACM Workplace Assessment process (WPA).

Working with friable ACM

Only approved and Class A licenced third-party contractors are permitted to move / work with friable ACM.

Telstra Group employees must not move / work with friable ACM.

Identify and Manage Asbestos

Asbestos registers

The Telstra Group must have an asbestos register for all buildings owned and / or controlled.

The register must:

- Identify the presence, location, and condition of known ACM.
- Explain how to manage the ACM.
- Capture any decisions made regarding ACM management.
- Be reviewed prior to any work that could potentially disturb asbestos.
- Be communicated to the site / facility manager when updated.
- Be provided to any worker who may be exposed to ACM.

Telstra maintains asbestos registers for its network sites via the online platform Lupin.

Telstra network site ACM registers can be accessed via the site specific QR codes that are used for signing into the facility on entry.

Asbestos registers should be used to assist in determining the likely presence of asbestos and should not be relied upon in isolation.

NOTE: Lupin site: http://apps.lupinsys.com. Username: Telstra@Lupinsys Password: TelstraLupinsys

Identifying asbestos

Materials containing asbestos must be identified before starting work.

The identification process and requirements will vary depending on the:

- Building or structure type.
- Building or structure owner.

It is reasonable to assume that a structure, asset, or plant does not contain asbestos if:

- The building was constructed after 1990.
- An asbestos register is in place which notes that identified and assumed asbestos has been removed.

Prior to working where the presence of asbestos is unknown:

- Request a copy of an asbestos register or management plan.
- Visually inspect the facility for asbestos signs / labels.
- Assume asbestos exists and apply the relevant safe work practices (i.e., no removal, grinding etc.).
- Arrange for lab testing prior to any work that may disturb potential asbestos material.

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Testing for asbestos

Laboratory testing when undertaken must:

- Be completed prior to disturbance.
- Be done by a certified occupational hygienist using a NATA-accredited laboratory.
- Be reflected in relevant asbestos register / management plans.

Identify asbestos: Telstra network and office facility

Examples of ACM and its locations at network and office facility sites include but is not limited to:

- Fire doors.
- Wall panels and backing.
- Ceiling tiles.
- Vinyl floor tiles and backing materials.
- Electrical switchboards.
- Cable risers, conduits, venting pipes, or exhaust systems.
- Woven door seals on cabinets.
- Packing for levelling under brick piers.

All vinyl floor tiles in Telstra's building network must be treated as though they contain asbestos.

Prior to undertaking any work at our network sites workers must have completed the WINS (Working in Network Sites) process, which includes specific requirements to provide documentation of proposed works to the relevant Facilities Manager.

NOTE: Refer Working in Network Sites Induction (WINS) and Working in Network Sites Procedure

Identify asbestos: Inground infrastructure

The following infrastructure must be treated as though it contains asbestos unless laboratory tests prove otherwise:

- All pits not constructed of plastic.
- All pits not clearly labeled as 'non-ACM'.
- Cement based pipes/conduits/ducts.
- Large precast 8 and 9 pits and brick and mortar pits.

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Identify asbestos: Residential and commercial customer premises

In customer premises, the property owner or occupier must be consulted to assist in determining the likely presence of asbestos.

Workers must not penetrate surfaces at non-Telstra controlled premises where there is a likelihood of disturbing ACM.

There is a high likelihood of asbestos being present if:

- The building was constructed prior to 1990 (even higher probability if the building is an industrial facility).

Examples of ACM and its locations at residential and commercial customer premises include but is not limited to:

- Wall and floor sheeting, pipe lagging and backboards in wet areas including bathrooms, toilets, and laundries.
- Tile underlay, linoleum / vinyl flooring, fire proofing and underlay insulation.
- Floor under sheeting and adhesives under floor tiles.
- External wall cladding (i.e., faux brick) and false ceiling tiles.
- Fibro panel wall sheeting in locations such as sheds, garages, electrical meter boards and under eaves.
- Wool insulation around wood fire heaters/doors and in walls or ceiling spaces.
- Skillion roofs with corrugated fibro sheets.
- Spray-on ceiling noise and fire insulation.
- Hot water piping insulation.
- Floor under sheeting and adhesives under floor tiles.

Identify asbestos: Naturally Occurring Asbestos

Naturally Occurring Asbestos (NOA) is generally found when building roads, working on construction sites and undertaking excavation activities. NOA can be found in some rocks, sediments and soils in parts of Australia. There are significant deposits of NOA in NSW, Queensland and Western Australia.

To identify NOA:

- Refer to state-based asbestos searches if available - NOA in NSW, Qld Government.
- Contact the Local Council
- Liaise with the Lands Access and Network Deployment Solutions (LANDS) team for advice

When working with NOA:

- A licence (Class A/ Class B) is not required
- Internal asbestos awareness training is required, refer Internal training requirements.

Refer to Manage Naturally Occurring Asbestos.

NOTE: Refer Environmental Planning and Approvals Standard

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Manage existing asbestos

The relevant asbestos register/ management plan must document how to manage ACM.

ACM management must be conducted in the below order of preference:

Action	Description
Leave undisturbed	Asbestos in a stable condition and not prone to mechanical damage and must remain. The material must be inspected annually and labelled with an appropriate warning sign.
Remove	Removal of asbestos must be performed under controlled conditions by a licensed asbestos contractor. The removal of asbestos is considered appropriate when: • The asbestos product is deteriorated. • There is a risk of it being disturbed. • Alternative construction methods that will avoid asbestos disturbance are not possible or reasonably practical.
Enclose	Installing a barrier between the ACM and adjacent areas to prevent damage to the asbestos. The type of barrier installed may include plywood or sheet metal products, constructed as a boxing around the asbestos.
Encapsulate or seal	Coating of the outer surface of the ACM to protect the asbestos from mechanical damage and reduce the release of asbestos fibres into the airborne environment. The use of encapsulation or sealing has limited application and is not considered to be an acceptable alternative to removing damaged asbestos materials.

Prohibited activities

The following activities are prohibited:

- Positive pressure roping (blowing) in ACM ducts.
- The use of grinding tools that may cause the release of airborne asbestos into the atmosphere.
- Penetration of surfaces at non-Telstra controlled premises where there is a likelihood of ACM.

Any exception to prohibited activities must be reviewed and endorsed by SSW prior to undertaking the work. An exemption by Telstra's CEO or Board is required where penetration of surfaces is to be undertaken.

NOTE: Click here to raise an SSW Engage.

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Manage Naturally Occurring Asbestos (NOA)

Any NOA identified or assumed at a workplace must have an asbestos management plan.

When preparing an asbestos management plan for NOA, the following should be considered:

- Isolating the workplace, or part of the workplace where naturally occurring asbestos has been identified or assumed until controls are in place.
- Redirecting excavation away from the naturally occurring asbestos, if possible.
- Using sealed excavation or mining equipment – e.g. air-conditioned cabins with filtered air (HEPA Filter).
- Ensuring a competent person maintains regular surveillance of the naturally occurring asbestos to ensure minimal disturbance.
- Conducting air monitoring while working in the naturally occurring asbestos area (refer Air sampling).
- Developing procedures for the safe disposal of asbestos waste (refer Manage Asbestos Waste).
- Educating workers in safe work practices including decontamination and wash down procedures for vehicles leaving the naturally occurring asbestos area.

The need for ongoing management of NOA must be assessed and implemented if required.

Removing Asbestos

Collection of loose asbestos debris

Visible and loose asbestos debris may be collected and disposed of when it is not associated with asbestos removal, i.e., debris during make safe.

When collecting visible and loose ACM debris, the following controls must be in place:

- ACM awareness training must have been completed by the worker.
- P1 or P2 mask and disposable gloves must be worn.
- Wet down all debris surfaces where asbestos debris is located.
- Scoop up debris and a small amount of surrounding soil.
- Asbestos debris, soil, and PPE to be disposed of as per Manage Asbestos Waste.
- Wash hands once the waste is packaged and sealed.

For all other asbestos removal, all controls under Removing Asbestos must be in place.

Licenced contractor requirements

Asbestos removal must be completed by a licenced contractor. Workers completing ACM removal or disturbance must be a direct employee of the License Holder.

Workers completing ACM removal must be appropriately trained and competent per local standards and legislative requirements.

Prior to asbestos removal task commencement, contractor must:

- Understand building access processes and requirements.
- Comply with the Telstra Contractor Management Standard.
- Provide evidence of required and relevant licences and training completion.
- Have completed the Work in Network Sites Induction (WINS).

Contractors must also have completed the ACM Workplace Assessment process (WPA) prior to undertaking the below ACM activities:

- Pit removal or break-in.
- Duct removal and repair.

NOTE: Refer Contractor Selection and Management Standard and ACM Workplace Assessment process (WPA) and Working in Network Sites Induction (WINS).

Undertake occupational health monitoring

Workers undertaking asbestos removal work must complete health monitoring.

Health monitoring must include:

- A baseline medical assessment before commencement.
- Ongoing medical assessments for workers that continue to complete asbestos removal work every two years.

Health monitoring records must be retained for at least 40 years.

Health monitoring is not required for incidental exposures to airborne asbestos fibres.

Contractor organisations are responsible for implementing health monitoring for their employees.

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Prepare a safe work method statement

A safe work method statement must be prepared where asbestos removal is taking place.

The safe work method statement must be reviewed and approved by the relevant Band 1 leader before it is implemented.

NOTE: Refer Safe Work Method Statement Template

Asbestos control plan

An asbestos control plan must be developed prior to removal.

The plan must include:

- The method to be used.
- Tools and equipment required.
- PPE requirements.
- The location, type, and condition of the asbestos to be removed.

A safe work method statement may be used for this purpose.

Notification requirement

Prior to completing asbestos removal work, the following parties must be notified:

- The customer or owner.
- Any other affected parties (i.e., neighbors, tenants etc.).
- The local community for any ground-breaking work in areas that are open to the public.

Resident and community notification must:

- Occur at least 48 hours prior to starting work, and no more than 7 days prior; or
- Occur up to 30 days prior to start of work for rural, remote or bundle runs: or
- Include hand delivered letters and verbal notification for emergency works.

Regulator notification must:

- Occur in accordance with state-based regulations., generally 5 days before commencing removal work for >10m2 of non-friable.
- Be evidenced to Telstra prior to the commencement of work.

Notification records must be retained for 7 years and include:

- Evidence of notification completion.
- Details of the works / project associated with the notification.
- Any queries or concerns raised.

NOTE: Refer Notification of Community Engagement Template

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Restricting access to the works

Areas where asbestos removal work is taking place must limit the access to only those involved in the task. This must include:

- Setup a 10m exclusion zone as a minimum (where practical to do so).
- Physical barriers must be established to prevent unauthorised access.
- Signage notifying that asbestos works are underway.

PPE requirements

When removing asbestos, the following PPE is mandatory:

- Disposable latex, nitrile, or neoprene gloves.
- Full body disposable overalls with a hood (category 5 or 6) which are one size too big (to prevent breaking / tearing when being worn).
- Overall cuffs to cover gloves and legs to cover shoe covers (no exposed skin) which may requires overall cuffs and ankles being taped down.
- Protective eyewear with hood over the top.
- Steel cap boots with shoe covers or steel cap gumboots which can be washed down.

Mask and respiratory requirements

Minimum P2 (P3 preferred) is mandatory and must:

- Be selected to ensure the correct size for the worker's face.
- Be a half face, non-disposable particulate respirator with cartridge (preferred but must be decontaminated after each use), or half face disposable particulate respirator.
- Be inspected for any damage prior to use.
- Used as per the manufacturer's instructions.
- Make a clean seal with the skin (facial hair not permitted).
- Be worn during the decontamination process.
- Be the last item of PPE removed.
- Be fit checked prior to use and prior to entering the work area.

A fit check must be performed before commencing work which must include:

- Blocking / closing the exhalation value or inlet.
- Inhaling / exhaling to test for correct seal and operation.

After use all used filter cartridges and disposable particulate masks must be packaged and disposed of as ACM waste.

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Air sampling

Air monitoring must be undertaken to confirm that removal work does not exceed the national exposure standard of 0.1 fibres per mil (per cm3) of air.

Air monitoring must:

- Be in place for all Class A friable asbestos removal.
- Be analysed by a method that is recognised by a relevant International Standard.

Air monitoring may also be undertaken when performing other asbestos related work such as duct repairs, making safe pits and pit break ins.

If asbestos related work is occurring and there is uncertainty regarding whether the above noted exposure standard maybe breached, air monitoring must take place.

Decontamination zone

A decontamination zone must be set up prior to works commencing.

The decontamination zone must:

- Be near the asbestos work and within the exclusion zone.
- Have no cross contamination with the asbestos work area, i.e., all tools and equipment required for asbestos removal must remain in the asbestos work area and must not be stored in the decontamination zone.
- Be supplied with the materials required to package and label asbestos waste.

Obtain clearance certificate

After removal work, a clearance certificate must be provided for:

Required for	Completed by
Class A (Friable)	Licensed asbestos assessor.
Class B (Non-Friable) of 10m2 or more	A competent person.

A clearance certificate must confirm that:

- The work area is free from visible asbestos.
- Airborne asbestos levels (for Class A – Friable) are below the safety threshold.
- The area is safe for re-occupancy.

The certificate must be provided to the applicable Telstra Group contact / facility manager and be retained for 5 years.

Where a contractor agreed upon an alternative arrangement with a regulator, a copy of the signed arrangement must be provided, and the agreed process must be followed.

ACM photo checklist

Workers completing removal work must complete an ACM photo checklist.

The checklist must:

- Be provided by the worker as part of the project completion.
- Contain photos and information appropriate for the work being undertaken.
- Be approved by the Telstra Group contact.

> **NOTE:** Refer
>
> ACM Photo Audit Checklist (Contractors)
>
> Donesafe Pit Remediation Checklist (Telstra Field Services)

Manage Asbestos Waste

Contain ACM waste

All ACM waste must be packaged at the point of waste generation.

Waste must be:

- Packaged in volumes suitable for safe handling (approx. 15kg).
- Double wrapped or double bagged using polyethylene sheeting which is minimum 200 micron polyethylene.
- 'Gooseneck' and tape down waste bag openings. This involves twisting the opening / neck, wrapping it in tape, doubling the neck over and twisting and taping again.
- Secure all joints with adhesive tape.
- PPE masks must not be removed until the inner bag / package is completely sealed and then they may be disposed of in the outer bag / wrapped layer.

Label ACM waste

ACM waste must be labelled. Labels must:

- Indicate the package contains Asbestos Waste.
- Include the *Danger* signal word.
- Include the health hazard pictogram.
- Include the statements: *May cause cancer*; *Do not inhale dust*; *Do not open or damage bag.*

The size of a label should be:

- large enough to contain all the relevant hazard information in a size that is easily visible.
- appropriate to the size of the package (approx. 100mm X 100mm for a 25L package).

Labels should be printed in a colour or colours that provide a distinct contrast to the background colour.

An example label is provided below.

Disposal of ACM waste

ACM waste must be disposed as in line with state-based requirements.

NOTE: Refer Appendix 1: ACM Disposal Requirements

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Transport ACM waste

State/ Territory legislative requirements must be confirmed prior to transporting waste.

Requirements will differ across jurisdiction but will typically specify:

- A valid licence for the transportation of dangerous goods.
- Mode of transport requirements.
- Specifying maximum transportable quantity.
- Relevant exemptions.
- Waste tracking requirements.
- Waste transfer certificate requirements.

Prior to transport, the contractor must provide the Telstra contact with a copy of:

- Applicable transport licences for the vehicle removing the waste.
- Details of driver completing the transport.

After transport completion, the contractor must ensure safe transport by:

- Checking that the packaging has remained intact during transport.
- Arranging for the repair of any damaged packaging prior to disposal.
- Cleaning the transport vehicle where required.

NOTE: Refer Appendix 2: ACM Transport Requirements

Transfer ACM waste

If ACM waste must be transported to a Telstra consolidation site, the contractor must:

- Obtain approval from the Telstra Site Manager.
- Complete a Waste Transfer Certificate.
- Provide Telstra with a copy of the certificate.

Manage ACM consolidation sites

Requirements for Telstra facilities that are licenced as consolidation sites:

- Only non-friable asbestos is to be deposited.
- Ensure all the asbestos material has been double bagged and sealed correctly in bags marked.
- Only ACM waste from Telstra works is to be deposited.
- Temporary storage volume must be less than 10 cubic metres.
- Regular checks (at least weekly) must take place to ensure the site is secure.

NOTE: Refer Appendix 3: ACM Storage Requirements

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Manage asbestos consolidation bins

ACM consolidation bins must:

- Have secure fitted lids.
- Be locked when not receiving waste.
- Be stored in a dedicated and secure location.
- Be labelled to on the top and side with the words 'danger asbestos'.
- Be positioned to prevent accidental collision with vehicles or other machinery.
- Be located away from sensitivities receptors such as an air intakes, footpaths etc.
- Be captured on the ACM consolidation bin register.

If an ACM consolidated bin is required, the SSW team will support the business to ensure:

- Local council and state EPA licensing requirements are understood.
- Approvals and licenses are obtained as per local regulatory requirements.
- Annual environmental licensing requirements are met.

Waste stored in an ACM consolidation bin must be transported to a licenced asbestos waste facility within the below timeframes:

- QLD: No more than 5 business days.
- All other states: No more than 60 days.

NOTE: Refer ACM Consolidation Bin Request Form and National Asbestos Consolidation Bin Register

Record completion and retention

After disposing to waste, the contractor must:

- Complete a waste transfer certificate.
- Complete the site asbestos storage and disposal register (ASDR) or similar for an ACM consolidation site.
- Obtain a waste transport certificate from the registered waste recipient.
- Obtain copy of the waste disposal receipt from the disposal facility.

Waste transport certificates and disposal receipts must be:

- Retained with the relevant project files for a minimum of 7 years.
- Provided to Telstra when requested.

Where ACM is being stored and / or disposal of from a Telstra Group facility, an ACM storage and disposal register must be maintained.

NOTE: Refer ACM Storage and Disposal Register for Telstra Sites

Responding to Potential Asbestos Exposure

Unknown asbestos

If unknown asbestos is found:

Step	Action
1.	Stop work at once.
2.	Evacuate the area.
3.	Create a physical barricade at least 10 meters around the area.
4.	Report the incident to the works supervisor / manager and Telstra SSW team. Incident details to report include: • Exact location. • Type of asbestos released (friable / non-friable). • Proximity to sensitive locations (i.e., schools, homes etc.). • Approximate quantity of material released. • Cause of incident. • Ability to be contained / managed on site.
5.	SSW team to coordinate response process including: • Contact emergency services if it is not safe to contain the release on site using existing safe work processes. • Advising internal stakeholders. • Advising regulatory authorities where required. • Investigate and coordination of required actions.
6.	Material must be removed and tested by appropriately licenced contractor under an asbestos removal control plan.
7.	Obtain clearance certificate.

Airborne asbestos exposure

If people have been exposed to airborne asbestos:

- Identify all people potentially exposed.
- Arrange health monitoring for those exposed (health monitoring is not required for incidental exposure to airborne asbestos fibres – i.e. low levels of exposure to airborne fibres for a short period of time).
- Report incident in Donesafe.
- Report incident to regulator as notifiable incident.
- Retain medical reports / records for 40 years.

Workers many also register known or suspected exposure through the National Asbestos Exposure Register.

References

Title
HSWE Management System Manual
Contractor Selection and Management Standard
ACM Consolidation Bin Request Form
ACM Photo Audit Checklist (Contractors)
ACM Storage and Disposal Register for Telstra Sites
ACM Workplace Assessment process (WPA)
National Asbestos Consolidation Bin Register
Notification of Community Engagement Template
Safe Work Method Statement Template
HSWE Minimum Standards
Donesafe Pit Remediation Checklist (Telstra Field Services)

Version History

Version	Description of change	Date
1	• Standard published following consultation.	1/08/2023
2	• Updated Standard to capture minor missing elements e.g., key activities where Workplace Assessment process is required. • Updated Asbestos waste labeling requirements.	8/08/2023
3	• Added Collection of loose asbestos debris	24/11/2023
4	• About the Document: Added 'Accountability' to confirm the accountability of Group Executives to effectively implement the Telstra Group HSWE Management System for their risk profile. • Removed reference to N-95 filter face masks from Removing Asbestos: Masks and respiratory requirements. Only P2 and P3 masks can be used for asbestos removal.	11/12/2023
5	• Identify and Manage Asbestos: Updated Prohibited Activities to include the requirement for Telstra CEO or Board approval for penetration of surfaces at non-Telstra controlled premises where there is a likelihood of ACM.	19/02/2024
6	• Asbestos Exposure: added step to report incident in Donesafe, clarified that health monitoring is not required for incidental exposure to airborne fibres, and added a link to National Asbestos Exposure Register.	21/03/2024
7	• Worker Competency Requirements: removal of reference to "over 10m2" of ACM regarding Class B competency. Confirming existing Telstra requirement to hold a Class B competency for non-friable ACM work. • Identify and Manage Asbestos: addition of Naturally Occurring Asbestos. Information to support identification and requirements for management. • Critical Controls: Competency – addition to confirm that all workers working with non-friable asbestos must complete competency CPCCDE3014 - Remove Non-Friable Asbestos or equivalent	20/5/2024
8	• Critical Controls: addition of 'An asbestos clearance certificate must be provided for all Class A or Class B removal.'	30/08/2024
9	• Worker Competency Requirements: Refresher period for *Removal of non-friable asbestos of ACM* competency changed from 3 years to 2 years.	20/9/2024

NOTE: Click here to view all changes to the HSWE Management System

Appendix 1 – ACM Disposal Requirements

State	Where can ACM be disposed of?	Requirements
ACT	ACM may only be disposed of at a facility approved for ACM.	No specific requirements noted in State based regulations.
NSW	ACM may only be disposed of at a facility approved for ACM.	The operator of the landfill must be notified that the waste contains ACM. Disposal must ensure dust is not generated or stirred up.
NT	ACM may only be disposed of at a facility approved for ACM.	A party may only dispose of ACM waste if it holds an Environmental Protection Licence to do so.
QLD	ACM may only be disposed of at a facility approved for ACM.	Waste tracking administration must be completed by the party disposing of ACM waste.
SA	ACM may only be disposed of at a facility approved for ACM.	The party disposing of ACM waste must obtain a waste consignment authorisation from the disposal facility.
TAS	ACM may only be disposed of at a facility approved for ACM.	No specific requirements noted in State based regulations.
Vic	ACM may only be disposed of at a facility approved for ACM.	No specific requirements noted in State based regulations.
WA	ACM may only be disposed of at a facility approved for ACM.	No specific requirements noted in State based regulations.

The SSW team can be contacted to confirm jurisdiction specific ACM disposal requirements.

Appendix 2 – ACM Transport Requirements

State	Can ACM be transported?	Requirements
All States	Yes	The following must be carried in the cabin of the vehicle transporting the ACM waste: • Waste transport certificate. The receiver must complete the relevant part of the waste transport certificate. The transporter must also retain a copy of the waste transport certificate for 12 months.
ACT	Yes	No licence required to transport <200kg of ACM unless under a commercial agreement.
NSW	Yes	Waste tracking is required when transporting >100kg or 10m2. Proximity principal limits transport to 150km from the point of origin.
NT	Yes	No licence required unless under a commercial agreement.
QLD	Yes	No licence required to transport <250kg of ACM unless under a commercial agreement.
SA	Yes	No licence required unless under a commercial agreement.
TAS	Yes	No licence is required for transport within Tasmania. Waste tracking administrative requirements apply.
Vic	Yes	Transport permit and EPA tracking required to transport ACM.
WA	Yes	No licence required to transport.

The SSW team can be contacted to confirm jurisdiction specific ACM transport requirements.

Appendix 3 – ACM Storage Requirements

State	Can ACM be temporarily stored at a depot or exchange?	Requirements
ACT	Yes	No licence is required.
NSW	Yes	No licence is required.
NT	Yes	EPA approval required to construct or expand a temporary ACM storage facility. ACM temporary storage facilities require an Environmental Protection Licence.
QLD	Yes, up to 5 days	Environmental authority licence required except for storing ACM waste for up to 5 days.
SA	Only with authorisation or exemption	EPA authorisation required. Exceptions to this are limited and include temporary storage at the place where the waste is produced while awaiting transport and storage.
TAS	Yes	Not required unless over 100 tonnes.
Vic	Only if Telstra has a licence for storage of ACM or exemption	General exemption applies for <10m3 of double wrapped, non-friable asbestos not generated at the premises if it is stored for <60 days at a facility that is >100 metres from sensitive land uses including residential premises, health services, childcare centres, and education centres.
WA	Yes	Not required unless over 500 tonnes.

The SSW team can be contacted to confirm jurisdiction specific ACM storage requirements.