



Australian
National
University

EXISTING HAZARDOUS MATERIALS REPORT & REGISTER UPDATING PROCESS

Work Instruction

QMS-FS-WIN-20-016 Revision 1 – 23/06/2022

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Revision History and Approval

Rev.	Nature of changes	Approval	Date
A	Draft for QMS Implementation	Greg Newton	11/09/2019
B	Update Draft	Greg Newton	12/09/2019
0	Approved	Greg Newton	13/09/2019
0A	Revised and updated	Brett Morrison	03/12/2020
0B	Reviewed by WHS Officer	Karen Roberts	13/05/2022
0C	Updated	Brett Morrison	23/06/2022
1	Approved	Kin Lin	23/06/2022

1. Purpose

The purpose of this document is to detail the processes involved in updating existing Hazardous Materials Report & Registers.

1.1 Process

It is important that all required changes to an existing hazardous material report are captured and presented in a consistent manner. This will ensure accuracy of ANU’s records which will keep personnel well informed. The ANU standard procedure is as follows:

1. ANU representative will appoint an Environmental Consultant and arrange for building inspection to take place.
Note: All of the ANU’s current Hazardous Materials Report & Register are accessed via the ANU Hazardous Materials Register website.
2. ANU representative will liaise with the building custodian to organise safe access to the specified area or building. A site risk assessment will be performed prior to entering each area or building.
3. The current native files for each building can be retrieved from F&S WHS Officer - HazMat.
4. Once observations are made and sampling is complete the hazmat register is to be updated.

To update the register following a removal activity, add the removal notes in **RED** to the Actions/Comments column, and strike through the previous activity. See example below:

Visual Observation	Presumed to contain asbestos	2	Electrical mounting board	Building G032, interior, Level 1, room E100, electrical mounting board.	4	2	2	2	2	16	1	1m ²	Label and maintain in current condition. Review condition of asbestos material by September 2020. Remove prior to refurbishment or demolition. Removed by Ozbestos 6/2/2016 Label and maintain in current
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To add a new finding, insert a row, and include the date added in the Actions/Comments column. See example below:

F044/Int/Pb3	0.58 % w/w	-	Brown paint system (First Schedule Paint)	Building F044, exterior, level 2, brown paint system to external timbers.	-	-	-	-	-	-	-	-	Label and maintain in current condition. Changed from lead free paint to lead paint in the register by Robson's Licensed Asbestos Assessor on 01/11/2017. Attach signage to lead paint systems. ANU to generate guidance note to allow workers to safely perform work on lead paint systems.
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All changes must also adhere to the latest ANU Guidelines for Hazardous Material Risk Assessment. Clearance certificates will need to be provided once changes have been made. These will be attached as appendices to the final hazardous material report.

It is an ANU requirement that all suspected hazardous materials are sampled and identified. I.e. there should be no “presumed” hazardous materials in the register.

For e.g. when determining if a light fitting is a PCB containing material, engage the opinion of an electrician or electrical engineer to provide a definitive response.

5. The hazardous materials maintenance log and revision table must be updated to reflect all changes made to date. The examples on the below page suggests how an addition to the maintenance log might be inserted.

Maintenance Log Examples:

Date	Scope/Location	Carried out by	Result/Comments	Entered by
12/06/2017 – 14/06/2017	Building 98 - Hazardous Materials Survey undertaken. Work Order 1723-65234	WSP – Imam Malik & Joseph McNeill	Undertake a survey of the site to identify and access hazardous materials.	Joseph McNeill – WSP 26/06/2017
26/06/2017	Building 98 - Hazardous Materials Survey Report completed. Work Order 1723-65234	WSP – Imam Malik & Joseph McNeill	New Hazardous Materials Survey & Register produced and delivered to ANU for uploading.	Joseph McNeill – WSP 26/06/2017
02/07/2017	Building 98 – Asbestos removal works (Aztech) to walls in corridor outside Room 25253. Work Order 1723-36775	Robson Environmental – Colin Chapman	5 x damaged ACM sheets removed from walls and replaced with non-ACM sheets.	Colin Chapman – Robson 06/07/2017
09/07/2017	Building 98 - Hazardous Materials Remediation Clearance Certificate Exterior western fibro (non-friable) wall removal adjacent to BBQ area on western side. Work Order 1723-42001	WSP - Garry Miller/ Laura Wilson-Dennis Removal contractor: AGH Demolition and Asbestos Removal Pty Ltd Date of removal: 24th June 2017 to 25th June 2017 Date and time of inspection: 25th June 2017 at 17:50hrs Inspected By: Garry Miller (LAA 001134)	The exterior asbestos fibro cladding was removed from the existing western side between western access doors. Clearance Certificate No. 11111	Garry Miller – WSP 10/07/2018
28/04/2017 to 30/04/2017	Building 98: Exterior paint remediation and environmental cleaning Carry out environmental cleaning of interior areas affected by lead dust Seal and encapsulate lead paint within the cleaning acrylic paint, seal all remaining surfaces on northern exterior of Building 98. Hazardous Materials Remediation (Interim) Clearance Certificate & Clearance Certificate: Project Number: 2171079F	WSP - Garry Miller Hazardous Materials Remediation Clearance Certificate AGH Demolition and Asbestos Removal Pty Ltd Heritage Painters Pty Ltd (Attached to Work Order 1723-3327)	WSP inspected the area and visually determined that the hazardous containing materials mentioned above in the scope of works have been removed as far as reasonably practicable. Conclusion: Based on the above findings the work area/site is considered safe for reoccupation/ next stage of works to commence.	Garry Miller – WSP 10/05/2017
Date	Scope/Location	Carried out by	Result/Comments	Entered by
28/07/2017	Certificate of Analysis & Work In Progress Air Monitoring Results for Building 98 WSP was requested by Australian National University to undertake static air monitoring at the above mentioned site location during works currently underway CERTIFICATE OF ANALYSIS 172016	WSP - Peter Whatman/Imam Malik WSP Ref: 17 07 28 2270971A-Bldg 75E & 75F ANU Childcare-LTR-Rev0.docx JOB NO: 2270971A David Springer - Envirolab Envirolab Ref: 2270971A Bld 75F & 7E Courtyard	All lead air monitoring sample results were below the lowest detectable limit of <0.001 mg/m3. Sample No. 12 22/07/2017 Exterior, southern end of courtyard, south side on pole - <0.001 mg/m3. Sample No. ID 71 22/07/2017 Exterior, northern end of courtyard, north side on window - <0.001 mg/m3.	Peter Whatman – WSP 30/07/2017
12/08/2017 - 14/08/2017	Building 98 - Asbestos Labelling - Lower Plantroom - Room 61616	Jordan Curbishley – Robson Environmental	Labelled according to ANU Labelling Guidelines	Jordan Curbishley - Robson Environmental
16/08/2018	Building 98 – Replace faulty Split System Air Conditioning unit (Asset)	John Smith – Kaboom Air Conditioning	R22 Split System Air Conditioning unit replaced with R410A unit on roof top	Name of F&S Senior Mechanical Engineer

	No. 142423) on roof top - Work Order 1823-67889			
18/08/2018	Building 98 – Lighting upgrade - Room 26262 – Work Order 1823-89776	Ben Dover - Wizard Electrical	PCB capacitors removed from fluorescent lighting in Room 26262	Name of F&S Electrical Services Supervisor
20/08/2018	Building 98 – Old SMF pipe insulation lagging damaged – Level 1 Plantroom – Room 11123 – Work Order 1823-90123	Peter Jones – Elite Insulation	Damaged SMF pipe insulation lagging replaced – Level 1 Plantroom – Room 11123	Name of F&S E&TS Officer - Building
22/08/2018	Minor Refurbishment to Buildings 98 – Rooms 100, 101, 102 & 103 Contract Number RFT15-03489	Steve Smith – Cabbage Construction	Removal and disposal of all known hazardous materials to rooms 100, 101, 102 & 103.	Name of F&S Project Officer

The examples on the below page shows how an addition to the revision table might be inserted.

Revision Table Examples:

Rev.	Nature of changes	Approval	Date
1	Original Report (C100710(58)-R01)	SWE	17/09/2013
2	Building 58 - Asbestos Inspection - Incident Report Work Order 1723 - 12056	WSP	18/06/2017
3	Addition of Robson Environmental Report - Immediate Action Items Reinspection - Dated 15 December 2017.	Robson	18/12/2017
4	Building 58 - H2203 - ANU Building 58 HazMat Survey and Management Plan 20180208 Work Order 1823-23456	Robson	26/07/2018
5	Cancellation of the complete SWE Hazardous Material Report - (C100710(58)-R01) Addition of new Robson Environmental Report - H2203 - ANU Building 58 HazMat Survey and Management Plan 20180208	Robson	05/08/2018

The maintenance log, revision table and register are important as they are the main points of reference in determining the current status of hazardous materials in the building.

- Document Control - The hazardous material report will need to be updated in 'native file' for review by ANU prior to its final compilation. The folder will consist of the following documents and will be named accordingly:

- 1_Building?_CoverPageandContents** – ANU standard template to be updated.
- 2_Building?_ANUHazardousMaterialsRegister** – to be updated by the Environmental Consultant.
- 3_Building?_ANUHazardousMaterialsMaintenanceLog** – ANU standard template to be updated.
- 4_Building?_HazardousMaterialSurvey&Register** – Previous Hazmat report for reference.
- 5_Building?_ImmediateActionInspection** – Updated reinspection report issued by Environmental Consultant to align with updates made to the hazardous material register.
- 6_Building?_FutureInspectionReportsandClearanceCertificates** – For additional future works documents including clearance certificates for remediation works undertaken.

For example:

0_Building7_HazardousMaterialReport	PDF Document
1_Building7_CoverPageandContents	Microsoft Word Document
2_Building7_ANUHazardousMaterialsRegister	Microsoft Excel Worksheet
3_Building7_ANUHazardousMaterialsMaintenanceLog	Microsoft Word Document
4_Building7_SWEHazardous MaterialsSurvey&Register	PDF Document
5_Building7_ImmediateActionReinspection	PDF Document

0_Building?_HazardousMaterialReport – this will be the final combined pdf document uploaded to the ANU website.

Note: This pdf document must be less than 7MB in size to allow uploading to the ANU hazardous materials register website.

This mandatory naming convention and formatting is important as it maintains consistency across all ANU buildings and campuses.

7. 'Native files' will need to be emailed to the ANU representative for review. Once the changes, structure and formatting have been approved by the ANU representative they can be combined into the single combined pdf document. This will be issued to an ANU representative who will organise uploading the document to the ANU hazardous materials register website.
8. The new native files for each building should be reissued to F&S WHS Officer - HazMat for filing as the buildings current native file and updated combined pdf document to be uploaded to website..
9. All changes must be inputted in the ANU Hazardous Material Database by Database Contractor organised by F&S WHS Officer – HAZMAT at regular intervals. Environmental Consultant to assist when required. All changes must be noted in **RED**. This is to be tracked using a document control sheet. The document control sheet will need to be completed as each set of buildings is changed in the database. Each revision is saved separately for safe keeping and issued to ANU via email for their review.

DOCUMENT CONTROL SHEET

ANU Hazardous Material Database

Date	Revision	Description of Change	Updated By
28/08/2017	0	ANU Database Issued with Project Implementation Plan	-
17/10/2017	1	Reinspection dates entered for buildings 6A, 8A, 13, 17, 19, 19A, 25A, 26C, 37, 38, 38A, 38B, 45, 46F, 46CT, 46H, 46J, 46S, 46T, 46U, 46L, 46C, 46I, 46N, 46O, 46O-1, 46O-2, 46O-3, 46O-4, 46O-5, 46O-6, 46O-7, 46O-8, 46O-9, 57, 58B, 58D, 58E, 58F, 63T1, 63T2, 70, 71, 105A, 105B, 110, 113, 115, 116, 118, 121 and 125. Buildings have been demolished and therefore removed from the database: 26A, 105C and 105D.	NSP(BH)
16/11/2017	2	Updates to buildings 97, 29, 30, 44, 70 & 76 following reinspection of immediate action items. Information from ANU HAZMAT register.	NSP(BH)
4/12/2017	3	Updates to buildings 61, 84, 64A, 101A, 7 & 14 following reinspection of immediate action items. Information from ANU HAZMAT register.	NSP(JH)
11/12/2017	4	Updates to buildings 6, 9, 22, M027, 39 & 46 following reinspection of immediate action items. Information from ANU HAZMAT register.	NSP(JH)

10. The next important action to be completed by the ANU Representative is the raising of corrective work orders in Maximo linked to the original stat work order for any items identified within the new Hazardous Materials Register as being High or Medium Action Priorities or requiring attention identified in the actions/comments column.