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# NEW HAZARDOUS MATERIALS REPORT & REGISTER PROCESS

## Work Instruction

QMS-FS-WIN-20-017 Revision 1 – 23/06/2022

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**Revision History and Approval**

<b>Rev.</b>	<b>Nature of changes</b>	<b>Approval</b>	<b>Date</b>
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	Updated following WHS Officer review	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 creating new Hazardous Materials Report & Registers.

## 1.1 Process

It is important that all new hazardous material reports have the same content and structure. This helps with report usability and allows consistent updating of the hazardous material database. The following process is ANU standard procedure:

1. ANU representative will appoint an Environmental Consultant and arrange for the building inspection to take place as per Scopes of Works to supply a new Hazardous Materials Survey and Management Plan (HMSMP).

**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 building.
3. The current native files for each building can be retrieved from F&S WHS Officer - HAZMAT if the building has been surveyed previously for hazardous materials.
4. Once observations are made and sampling is complete the hazmat register is to be created. This can only be created by a certified Environmental Consultant and must adhere to the ANU Hazardous Material Risk Assessment Guidelines.

**Note:** Particular attention must be paid to obtaining the correct ANU Risk Score, Action Priority ranking and Action/Comments plan.

The hazardous material register must be formatted according to the columns in the example below. This also indicates the appropriate insertion of a hazardous material item in the hazmat register.

Sample No.	Results	PhotoID	Building	Level	Room	Space Numbering	Description	Location	Asbestos Type	Condition	Accessibility	Autism Potential	Exposure Potential	Risk Score	Action Priority	Quantity (m. m2, m3)	Actions/Comments
<b>Asbestos Containing Materials</b>																	
JL1541-1	Chrysotile	Refer Agon report	SV03	L1	1.14	SV03_L1_1.14	Cement Sheet	Wall linings	1	2	2	1	1	4	L	24 m2	Monitor And Maintain remove prior to any demolition
JL1541-2	Chrysotile	Refer Agon report	SV03	L1	1.14	SV03_L1_1.14	Vinyl sheet backing	Floor covering	2	2	3	2	1	24	M	15 m2	Monitor And Maintain remove prior to any demolition
JL1541-4	Chrysotile	Refer Agon report	SV03	L1	1.14	SV03_L1_1.14	Cement Sheet	Ceiling Lining	1	2	2	1	1	4	L	15 m2	Monitor And Maintain remove prior to any demolition
JL1541-5	Chrysotile	Refer Agon report	SV03	L1	1.14	SV03_L1_1.14	Cement Sheet	Inside cupboards	1	2	3	2	1	24	M	12 m2	Seal & Monitor And Maintain remove prior to any demolition
JL1541-07	Chrysotile	Refer Agon report	SV03	L1	1.10	SV03_L1_1.10	Cement Sheet	Lower wall lining	1	2	2	1	1	4	L	16 m2	Monitor And Maintain remove prior to any demolition

Space data – F&S is building on its space data knowledge to improve information. The space number system should be easily able to identify the location within the ANU hazardous materials register when on site and/or viewing plans. *Building Number\_Level Number\_Space(room)Number* (e.g. 124\_L1\_1.01)

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. Permission will need to be sort and granted from an ANU representative for “presumed” or words to that effect.

**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.**

- The hazardous materials maintenance log and revision table must be created and first entry populated with details of inspection.

This maintenance log is filled out according to the ANU standard template. The examples on the below page suggests how an entry 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

The examples on the below page shows how an entry 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 - H2203 - ANU Building 58 HazMat Survey and Management Plan 20180208 Work Order 1823-23456	Robson	26/07/2018
3	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

**Note:** 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. Ensure whenever work has been completed hereafter that the maintenance log, revision table and register have also been updated to reflect the most recent changes. *Please follow the ANU “Existing Hazardous Materials Report & Register Updating Process” document to complete updates accurately and consistency.*

- Document Control - The hazardous material report will need to be compiled 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 complete.
- [2\\_Building?\\_ANUHazardousMaterialsRegister](#) – to be issued by Environmental Consultant.
- [3\\_Building?\\_ANUHazardousMaterialsMaintenanceLog](#) – ANU standard template to be complete.
- [4\\_Building?\\_HazardousMaterialsReport](#) – Issued by Environmental Consultant following new inspection.

For example:

 0_Building62_HazardousMaterialReport	PDF Document
 1_Building62_CoverPageandContents	Microsoft Word Document
 2_Building62_ANUHazardousMaterialsRegister	Microsoft Excel Worksheet
 3_Building62_ANUHazardousMaterialsMaintenanceLog	Microsoft Word Document
 4_Building62_HazardousMaterialsReport	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 10MB 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 items within the new Hazardous Materials Register 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 through the database contractor. 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 inserted in the database. Each revision is saved separately for safe keeping and issued to ANU

4/05/2018	10	Insertion of Siding Springs Residence 8, Hat South Telescope, 24" Telescope, Mt Bingar Cottage and Water Tanks following full building inspection. Insertion of Building E020 Kioloa Coastal Campus, following full building inspection. Information from ANU HAZMAT register.	NSP(JH)
11/05/2018	11	Insertion of Siding Springs Visitor's Centre, Site Services, Faulkes Telescope, 16" Telescope, 2.3m Telescope and 4 x Pumping Stations following full building inspection. Information from ANU HAZMAT register.	NSP(JH)

via email for their review.

10. The next important action to be completed by the ANU Representative is the raising of corrective work orders 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.