JER-8000-MGT-PRO-0038 Safe Management of Asbestos

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers undertaking work where there is a risk exposure to asbestos.

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to provide a proactive and risk-based approach and framework for workers to identify the presence of asbestos in the workplace and to implement measures to eliminate or minimise, to the extent reasonably practicable, the risk of avoidable exposure of workers to asbestos.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- Code of Practice: How to manage and control asbestos in the workplace NT (2020)

4. DEFINITIONS

Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including: • Actinolite asbestos; • Anthophyllite asbestos; • Amosite asbestos (brown); • Chrysotile asbestos (white); • Crocidolite asbestos (blue); and • Tremolite asbestos. Asbestos includes airborne asbestos
Asbestos containing Material (ACM)	Any material that, as part of its design, contains asbestos.
Asbestos-contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.
Asbestos Register	An Asbestos Register is a document that lists all identified (or assumed) asbestos in a workplace.

Asbestos Related Work	Work involving asbestos (other than asbestos removal work) that is permitted under the exceptions set out in Regulations.
Competent Person	A competent person means a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.
Construction Work	Has the same meaning under the WHS Regulation, namely any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. However, it does not include testing, maintenance or repair work of a minor nature carried out in connection with a structure.
Exposure Standard	A respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with: • the Membrane Filter Method a method determined by the relevant regulator.
Friable Asbestos	Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry and contains asbestos.
High Risk Construction Work	Has the same meaning under the WHS Regulation, namely Construction Work involving: a. a risk of a person falling more than 2 metres; b. demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; c. or is likely to involve, the disturbance of asbestos; d. structural alterations or repairs that require temporary support to prevent collapse; e. work that is carried out in or near a confined space' f. work that is carried out in or near: i. a shaft or trench with an excavated depth greater than 1.5 metres, or ii. a tunnel; g. the use of explosives; h. work that is carried out on or near pressurised gas distribution mains or piping; i. work that is carried out on or near chemical, fuel or refrigerant lines; j. work that is carried out on or near energised electrical installations or services; k. work that is carried out in an area that may have a contaminated or flammable atmosphere; l. tilt-up or precast concrete;

	m. work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; n. work that is carried out in an area at a workplace in which there is any movement of powered mobile plant; o. work that is carried out in an area in which there are artificial extremes of temperature; p. work that is carried out in or near water or other liquid that involves a risk of drowning; or diving work.
HMR	Hazardous Materials Report in accordance with the KGL Resources Management of Hazardous Substances Procedure.
NATA-accredited laboratory	A testing laboratory accredited by the national Association of Testing Authorities (NATA), Australia, or recognised by NAATA either solely or with someone else.
Naturally occurring asbestos (NOA)	Means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
Non-friable asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
SWMS	A SWMS is a pre-start risk assessment that is undertaken prior to commencing any high-risk construction work or as otherwise required by a supervisor or manager. A SWMS must be completed in accordance with the KGL Resources Risk Management Procedure.
Take 5	A Take 5 is a pre-start risk assessment that is undertaken by all workers prior to commencing work. A Take 5 must be completed in accordance with the KGL Resources Risk Management Procedure.
Workers	Workers include employees, contractors, sub-contractors, volunteers and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Provide adequate resources to managers, supervisors and workers to support safe management of asbestos assessment, elimination and control implementation. 2. Reviews and acts on reported organisational risk management performance.

Safety Manager	1. Ensure this procedure is fit for purpose and meets all applicable legislative requirements. 2. Establishes, maintains and monitors hazard identification, risk management, and training systems within the KGL Resources Integrated Management System 3. Support managers, supervisors and workers in the implementation and operation of this procedure. 4. Recommend change and improvement to this procedure as required.
Managers and Supervisors	1. Ensure all contractors under their management and control are made aware of this procedure and processes are established to ensure their contractors comply with this procedure. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure. 3. Ensure that workers are provided with appropriate training in relation to the safe management of asbestos and the appropriate control measures; and 4. Ensure that workers implement risk control to eliminate or minimise risks arising from exposure to asbestos. 5. Consult with relevant workgroups to identify tasks and locations that are likely to require the management of asbestos. 6. Ensure that all workers who carry out work are fit for the work to be undertaken, competent, including the use of any equipment and machinery involved in the work.
Worker	1. All workers must ensure they are familiar with and understand this procedure. 2. Continually monitors/assesses hazards and report to manager or supervisor any change of conditions. 3. Comply with this procedure.

6. ASBESTOS RISK MANAGEMENT

KGL Resources aims to provide a workplace free from exposure to asbestos. Managing risks associated with asbestos is a shared responsibility between KGL Resources, managers, supervisors and workers

KGL Resources manages risk associated with asbestos through a risk management approach. The key elements of KGL Resources' systematic approach to risk management include:

a. hazard identification;
b. risk assessment;
c. controlling risks; and
d. reviewing control measures to ensure they remain effective.

This is to be undertaken in line with the **KGL Resources Risk Management procedure.**

Before undertaking any work, which is potentially in a workplace containing asbestos, workers:

a. Must complete a **Take 5**; and

b. If applicable, complete a SWMS.

c. Any decisions and reasons for the decisions about asbestos risk management must be documented in accordance with this procedure.

6.1 Hazard Identification

Identifying asbestos or ACM in the workplace is the first step in managing the risk of exposure to asbestos in the workplace.

Before workers undertake any work in areas identified to contain or potentially containing asbestos or ACM, managers and supervisors must identify hazards which workers could potentially be exposed to as a result of the work. This should be completed as part of either a Take 5 or SWMS in line with the requirements in the KGL Resources Risk Management Procedure.

Other than where there are reasonable grounds to believe that asbestos is not present, a competent person will be engaged to carry out a hazard identification for asbestos and ACM.

Competent persons must be provided with all available information to assist in the identification of asbestos in the workplace. Relevant information may include:

a. Information on when the building, structure or plant was constructed,

b. Information on products used to make the building, structure or plant,

c. Information as to whether any refurbishment or extensions were made to the original building up to 31 December 2003 (and particularly prior to 1990),

d. Design specifications,

e. Correspondence with builders and plant manufacturers, and

f. And information from workers who have worked in the workplace.

Competent persons carrying out hazard identification must carry out a visual inspection where:

a. a competent person has a reasonable belief that asbestos, or ACM is present in a material but cannot identify it, or

b. part of the workplace is inaccessible, and it is likely to contain asbestos or ABM,

KGL Resources will assume that there is asbestos or ACM present. This assumption will not apply where the asbestos is NOA.

Where the presence of asbestos is assumed:

a. all requirements relating to the management of asbestos must be followed until the material in the workplace is removed or testing confirms that it does not contain asbestos; and

b. the Asbestos Register must be updated to include a reference to any assumed presence of asbestos.

KGL Resources will arrange for a competent person to take samples for analysis of asbestos. Only a competent person may take samples from the workplace.

Samples from the workplace must be analysed for asbestos or ACM by a NATA-accredited laboratory accredited for the relevant test method. On return of the sample results, the Asbestos Register should be updated accordingly.

6.2 Risk Assessment

When assessing the risks arising from asbestos in the workplace, KGL Resources will consider the following risk ratings identified by occupational hygienists. The occupational hygienists considered the following criteria in identifying risk descriptors:

a. condition (good/fair/poor), taking into account any evidence of physical damage, water damage or cracking;

b. requirement for access for building or maintenance works;

c. likelihood of disturbance and accessibility to exposed areas; and

d. environmental and occupational conditions.

Set out in table 1 below are the risk ratings.

Table 1: Risk ratings

Risk Rating	Description
High	• Friable asbestos material has deteriorated significantly. • The material is readily accessible and prone to further disturbance • Unsealed friable asbestos material located in or near air-conditioning systems where disturbance may result in spread of contamination to other areas
Medium	• Minor deterioration of the asbestos containing material is evident • The material is prone to mechanical disturbance due to routine building activity and/or maintenance • Degradation due to environmental conditions
Low	• Asbestos or other material shows no or very minor signs of damage/deterioration. Routine accessibility is unlikely to cause significant deterioration, or the material is adequately sealed.

6.3 Risk Control Measures

As set out in KGL Resources' Risk Management Procedure, control measures should always be considered in the order of the hierarchy of controls starting with elimination. In some circumstances, two or more control measures will be required to minimise so far as is reasonably practicable the risk(s).

KGL Resources applies the Hierarchy of controls to eliminating, so far as is reasonably practicable, or minimising the risks arising from asbestos. Set out in **Table 1** below are some examples of risk control measures to eliminate or minimise these risks according to the hierarchy of control.

As soon as asbestos is identified or assumed to be present, the supervisor will make a decision as to whether work can be done without disturbing the asbestos or avoiding work in the area containing asbestos entirely. The Risk Control Measures set out in Table 2 below must be considered based on the risk rating given to the asbestos that has been identified or assumed to be present. Sites associated with asbestos should have an Asbestos Management Plan in place to document the controls for managing risks associated with asbestos. It is the responsibility of the KGL Resources Supervisor to read any relevant Asbestos Management Plan and comply with the controls specified in the plan.

Where there is a need to carry out any asbestos related work, KGL Resources will engage competent persons to undertake any such work.

The asbestos management plan must:

- identify the location of the naturally occurring asbestos (Asbestos Register and labelling);
- include decisions, and reasons for decisions, about the management of asbestos at the workplace for example safe work procedures and control measures;
- outline procedures for incidents and emergencies involving asbestos, including who is responsible;
- be maintained with up-to-date information;
- be reviewed at least every five years or when any changes are made at the workplace;
- be accessible to any worker or the person conducting a business or undertaking (PCBU) who has carried out or intends to carry out work at the workplace and any health and safety representatives who represent workers at the workplace; and
- provide information, consultation and training responsibilities to workers carrying out work involving asbestos.

Table 2: Risk Control Measures

Risk Rating	Required Action/Risk Control Measures
High	***Remove immediately by licenced contractor*** • Restrict access • Do not disturb • Licenced contractor to conduct air conditioning monitoring during and after removal of works
Medium	***Remove immediately by licenced contractor OR Immediately seal and encapsulate damaged areas*** • Do not disturb • Remove prior to demolition or refurbishment • Licenced controller to conduct air conditioning monitoring during and after removal of works (where applicable)
Low	***Maintain in current condition*** • Do not disturb • Remove prior to demolition or refurbishment • Licenced Contractor to conduct air conditioning monitoring during and after removal of works (where applicable)

Table 3: Examples of risk control measures for asbestos in the workplace

Risk control hierarchy		KGL Resources risk controls
Level 1	Eliminate the hazard	Eliminating the need to work in areas containing asbestos. Engage a competent person to remove the asbestos.

Level 2	Substitute the hazard with something safer	Engage competent person to stabilise the material containing asbestos. Seal or encapsulate material containing asbestos.
	Isolate the hazard from people	Restrict access to areas containing asbestos. Use of barriers and warning signs. An example of isolation by barrier is to apply a small amount of substance such as silicon or paste to the surface of an asbestos cement sheet where a hole will be drilled.
	Reduce the risks through engineering controls	Provide an effective physical barrier to prevent asbestos entering the workplace by: • Enclosing (for example, use a mini-enclosure to isolate the source of asbestos fibres combined with the use of extraction to capture and remove the airborne fibres from the air in the work environment.) • Sealing by covering the surface with a protective coating. Creating a vacuum to create negative pressure inside an enclosure to prevent fibres from escaping.
Level 3	Reduce exposure to the hazard using administrative controls	KGL Resources will ensure that the presence and location of asbestos or ACM is identified at the workplace is clearly indicated. Where reasonably practicable, the asbestos or ACM will be indicated by a label. Consultation and training: consultation with all persons who may be affected. Plan to do work so that the asbestos is not disturbed. Conduct air monitoring. Safe work procedures for collecting samples and responding to potential discovery of asbestos in the workplace.
	Use PPE	Including correct selection of appropriate PPE, including respirator cartridge and coveralls, issuing PPE to each individual, training and supervision, maintenance of PPE, and providing an employee compliance and support system. Disposable coveralls must be of a suitable standard to prevent penetration of asbestos

7. REVIEW AND REVISION OF CONTROL MEASURES

Risk controls must be reviewed on a regular basis to ensure their effectiveness and to ensure that new risks have not been introduced. A review is required:

a) when the control measure is not effective in controlling the risk;

b) before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;

c) if a new hazard or risk is identified;

d) if the results of consultation indicate that a review is necessary; and

e) if a health and safety representative requests a review.

8. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must ensure only workers who have received training and instruction in relation to working with asbestos are authorised to carry out the work.

Managers and supervisors must ensure that workers exposed to a risk of asbestos contact are adequately supervised by a competent person, especially if they are undergoing training or are unfamiliar with the working environment.

9. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Management Procedure**.

10. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

11. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

12. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-FRM-0011	Incident Report Form

13. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is moderate, reviewed every 2-years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

14. APPROVAL

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Project Director