



Attention: Strata Management and Body Corporates

Starting the 1st of January 2012, buildings built before 31st December 2003 are required to have an Asbestos Register and Signage. Previously these requirements were prior to 1990, an Asbestos Register was required to be on site.

Note: An asbestos register is required to be prepared when:

- *The workplace is a building that was constructed before 31 December 2003*

The register should be reviewed at **least once every five years** to ensure it is kept up-to-date.

CHANGES TO YOUR OBLIGATIONS TO MANAGE ASBESTOS IN THE WORKPLACE

The WHS Act requires all persons who conduct a business or undertaking to ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking. The WHS Regulations include specific obligations to manage and control asbestos and ACM at the workplace.

In some cases, there may be more than one person with management or control of a workplace for example:

- A person with management of a workplace is a tenant, and
- A person with control of a workplace has the power to make decisions and changes to the structure and use of the workplace. This person will usually be the owner of the workplace or a representative of the owner and may:
 - o Own the workplace and engage workers to carry out work there
 - o Own the workplace but lease it to another person conducting a business or undertaking at the workplace, or
- Have management or control over the workplace, for example, a property management group or agent.

Who has duties to manage and control asbestos or ACM?

The WHS Regulations require a person with management or control of a workplace to ensure an asbestos register is prepared and kept at the workplace. The asbestos register must be maintained, reviewed and if necessary revised.

Person with management or control of a workplace

- Must ensure an asbestos register is prepared, maintained, reviewed and kept at the workplace. It must be readily available to workers, their health and safety representatives and other persons
- Must ensure when management or control of the workplace is relinquished, a copy of the asbestos register is given to the person assuming management or control



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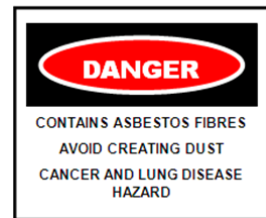
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What is an asbestos register?

The asbestos register is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:

- Record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time, this would include:
 - o The date on which the asbestos or ACM was identified, and
 - o The location, type and condition of the asbestos, or
- State that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified, or is likely to be present from time to time at the workplace.

The WHS Regulation also requires the person conducting a business or undertaking carrying out demolition or refurbishment at a workplace to obtain a copy of the asbestos register before they commence the work.

Reviewing and revising an asbestos register

A person with management or control of a workplace must ensure an asbestos register is reviewed and where necessary revised by a competent person if:

- The asbestos management plan is reviewed
- Further asbestos or ACM is identified at the workplace, or
- Asbestos is removed from or disturbed, sealed or enclosed at the workplace.

The register should be reviewed at **least once every five years** to ensure it is kept up-to-date.

Accessing an asbestos register

The person with management or control of the workplace must ensure the asbestos register is readily accessible to:

- A worker who has carried out, carries out or intends to carry out work at the workplace and safety representatives who represent workers that carry out or intend to carry out work at the workplace

Indicating the presence of asbestos in the workplace

The WHS Regulations require a person with management or control of a workplace to ensure the presence and location of asbestos or ACM identified at the workplace is clearly indicated. If reasonably practicable, the asbestos or ACM is indicated by a label.

Contact us now

Contact us now to ensure your building is compliant with your obligations on 1300 857 149

Regards

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