



Australian
National
University

ASBESTOS CONTAINING MATERIAL LABELLING GUIDELINES

QMS-FS-GUI-20-018 Revision 2 – 19/03/2021

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UNCONTROLLED WHEN PRINTED

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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	Draft Updated	Greg Newton	12/09/2019
0	Approved	Greg Newton	13/09/2019
1	Updated	Kin Lin	08/04/2020
1A	Reviewed, no changes	Brett Morrison	18/03/2021
2	Approved	Kin Lin	19/03/2021

1. Purpose

This document was created to help the Australian National University (ANU) adopt a consistent approach to their Asbestos Containing Materials (ACM) labelling practices at the ANU Acton Campus and other ANU properties. It is applicable to both positively identified ACM and presumed ACM materials.

This document is to be read in conjunction with:

- The respective building's Hazardous Material (HazMat) Report / Register.
- Current and document controlled version of ANU's Hazardous Materials Management Manual (i.e. QMS-FS-MAN-20-018).

Due to the emotion and stigma associated with asbestos and to avoid malicious damage to ACM, on occasion, labelling may not be applied or may be applied in a discrete manner. The labelling practices for the typical locations below were subject to an ANU Safety Workshop. Terms used in the following table include:

- Direct labelling: Labels are applied to a material. If discrete labelling is not required, this will be in a visually obvious place on the material (i.e. at eye level and with 360° visibility).
- Discrete labelling: Labels are applied to a material in a less-obvious place (i.e. upper corner of door).
- Indirect labelling: Labels are applied in a place other than on the material itself (i.e. on door of room, on ceiling space access hatch, etc.). Note: It may be more appropriate for a sign to be used instead of a label in certain locations (i.e. at roof access points from which ACM roof sheeting is accessible).

It is proposed that labeling be adopted for "Asbestos Free" materials. Benefits for ANU include:

- Helps avoid confusion regarding any material (i.e. ACM, presumed ACM and non-ACM) with no label, a missing, damaged or illegible label, and a material not included in the HazMat Building Report/Register.
- "Asbestos Free" labels are not as emotive as ACM warning labels and do not have the same stigma associated with them.
- If a "No Label – No Work" policy is adopted, it will better protect personnel from an accidental ACM exposure and better prevent an incident involving an ACM material if works involving an un-labelled ACM material is mistaken as non-ACM.

This document is for internal use only and references the following documents:

- Australian Capital Territory Work Health and Safety (How to Manage and Control Asbestos in the Workplace Code of Practice) 2014
- Australian Standard AS 1319-1994 Safety signs for the occupational environment
- Australian Standard AS 1345-1995 Identification of the contents of pipes, conduits and duct

Typical Location of Identified ACM and/or Presumed ACM	Direct Labelling	Indirect Labelling	Discrete Labelling	Label Type
<p>Plant Insulation</p> <ul style="list-style-type: none"> Labels to be placed upon the plant so that there is 360° visibility (i.e. at least one label is visible from all angles). Labels should be placed upon the plant at a height of 1500mm (i.e. average person's eye level), if possible. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	N/A	A
<p>Lift Motor Brakes</p> <ul style="list-style-type: none"> Labels to be placed upon the lift motor housing so that there is 360° visibility (i.e. at least one label is visible from all angles). Labels should be placed upon the lift motor housing at a height of 1500mm (i.e. average person's eye level), if possible. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	N/A	A
<p>Pipe Lagging</p> <ul style="list-style-type: none"> Labels to be placed next to all junctions, valves, service appliances, bulkheads and wall penetrations. Spacing between labels must be no greater than eight (8) metres along the length of pipe. Where multiple pipes exist, each pipe is to be labelled. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	N/A	C

Typical Location of Identified ACM and/or Presumed ACM	Direct Labelling	Indirect Labelling	Discrete Labelling	Label Type
Plant Gasket <ul style="list-style-type: none"> • Warning tape to be placed around the external perimeter of the flange. • Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	N/A	D
Plant Joint Mastic <ul style="list-style-type: none"> • Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	N/A	B
Roof Sheeting <ul style="list-style-type: none"> • Labels to be placed at all internal/external roof access points from which the roof sheeting is accessible. • Labels to be placed at all internal ceiling space access points from which the underside of the roof sheeting is accessible. 	No	Yes	N/A	F
Ceiling Space Debris <ul style="list-style-type: none"> • Labels to be placed at all internal ceiling space access points from which the underside of the roof sheeting is accessible. 	No	Yes	N/A	E
Eave Sheeting <ul style="list-style-type: none"> • Labels to be placed at all internal/external roof access points from which the eave sheeting is accessible. 	No	Yes	N/A	B
Cement Sheet Wall <ul style="list-style-type: none"> • Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	Yes	I

Typical Location of Identified ACM and/or Presumed ACM	Direct Labelling	Indirect Labelling	Discrete Labelling	Label Type
<p>Cement Sheet Ceiling</p> <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	Yes	I
<p>Cement Sheet Partition to Toilet Cubicle</p> <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. Labels to be placed in upper corner adjacent to the wall on both internal and external side of the partition. 	Yes	Yes	Yes	A
<p>Cement Sheet Door to Toilet Cubicle</p> <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. Labels to be placed in upper corner above the door hinge on both internal and external side of the partition. 	Yes	Yes	Yes	A
<p>Flooring (Note: May include visible or hidden tiles, sheeting and/or adhesives)</p> <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	N/A	B
<p>Electrical Mounting Board</p> <ul style="list-style-type: none"> Labels to be placed on both the external and internal sides of the electrical switchboard door/cover. <u>Note</u>: Labels should not be placed upon a live electrical mounting board. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	N/A	A


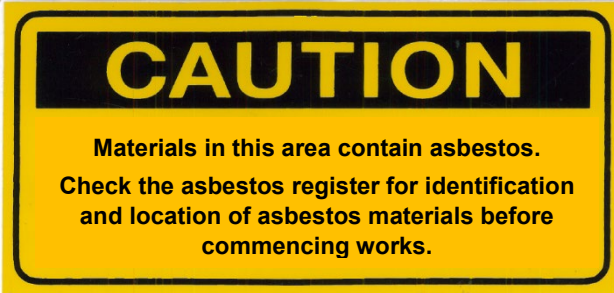


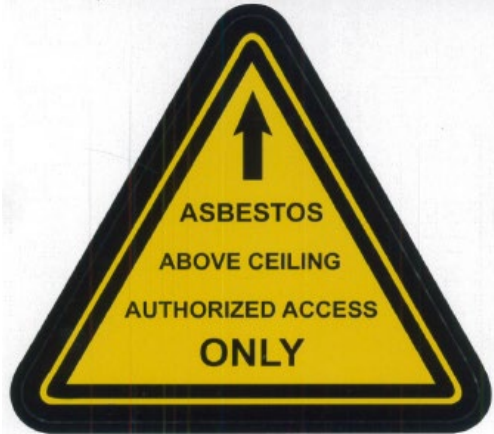
Typical Location of Identified ACM and/or Presumed ACM	Direct Labelling	Indirect Labelling	Discrete Labelling	Label Type
Fire Retardant Mastics (Walls / Penetrations) <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	N/A	I
Window Frame Mastic <ul style="list-style-type: none"> Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	No	Yes	N/A	I
Fire Door Core Insulation <ul style="list-style-type: none"> Labels to be placed on both the external and internal sides of the fire door. Labels to be placed in upper corner above the door hinge on both internal and external side of the door. 	Yes	No	Yes	A
Heat Resistant Aluminum Signage required for harsh environments and parts of non-insulated pipes and boilers. E.g. Gaskets Harsh Environments <ul style="list-style-type: none"> Hot, wet & humid environments and/or corrosive surfaces Uninsulated Pipes <ul style="list-style-type: none"> Labels to be placed next to all junctions, valves, service appliances, bulkheads and wall penetrations. Spacing between labels must be no greater than eight (8) metres along the length of pipe. Where multiple pipes exist, each pipe is to be labelled. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	Yes	J & K





Typical Location of Identified ACM and/or Presumed ACM	Direct Labelling	Indirect Labelling	Discrete Labelling	Label Type
<p>Boilers</p> <ul style="list-style-type: none"> Labels to be placed upon the boiler housing so that there is 360° visibility (i.e. at least one label is visible from all angles). Labels should be placed upon the boiler housing at a height of 1500mm (i.e. average person's eye level), if possible. Labels to be placed on the door of all entry points to the room at a height of 1500mm (i.e. average person's eye level), if possible. 	Yes	Yes	Yes	J & K
<p>Asbestos Related Incident</p> <ul style="list-style-type: none"> Labels to be placed in accordance with ANU's incident barricading procedure (i.e. along perimeter of barricading, at all access points, etc.). <p>ANU Danger Tag</p>	Yes	Yes	N/A	L
<p>Asbestos Related Incident</p> <ul style="list-style-type: none"> Labels to be placed in accordance with ANU's incident barricading procedure (i.e. along perimeter of barricading, at all access points, etc.). <p>ANU Caution/ Out Of Service Tag</p>	Yes	Yes	N/A	M
<p>Asbestos Related Incident</p> <ul style="list-style-type: none"> Signage to be placed in accordance with ANU's and F&S's Reporting ACM Incidents processes and Asbestos emergency procedures (i.e. along perimeter of barricading, at all access points, etc.). 	No	Yes	N/A	<u>WEG</u> <u>Signage</u> Danger. Asbestos Containing

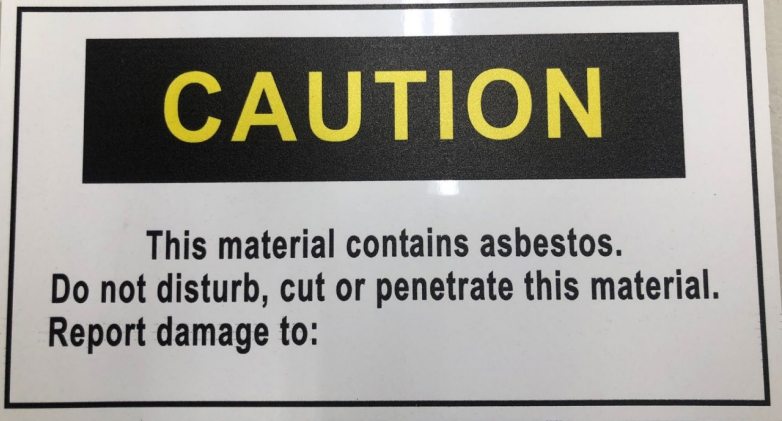


WEG Signage: Danger - Asbestos Containing Materials In This Area - Authorised Staff Only.				Materials In This Area. Authorised Staff Only.
Non-Asbestos Gaskets <ul style="list-style-type: none"> Green “Asbestos Free” tape to be placed around the external perimeter of the flange. 	Yes	No	N/A	H
All other Non-Asbestos Items <ul style="list-style-type: none"> Green “Asbestos Free” labels to be placed upon the item so that there is 360° visibility (i.e. at least one label is visible from all angles). Green “Asbestos Free” labels should be placed upon the item at a height of 1500mm (i.e. average person’s eye level), if possible. <p>Note – Non-Asbestos Item to be confirmed by ACT licensed Asbestos Assessor with sampling documentation to be filed for reference.</p>	Yes	No	N/A	G

Please Note: These labelling guidelines are for guidance and direction purposes and have been designed to help and assist to positively identify ACM and presumed ACM materials at the ANU Acton Campus and other ANU properties.

Although consistency is paramount for this type of labelling and signage, the installers’ professional judgment must always prevail at times of abnormalities.

<p>Type A</p>	
<p>Type B</p>	
<p>Type C</p>	
<p>Type D</p>	
<p>Type E</p>	

<p>Type F</p>	
<p>Type G</p>	
<p>Type H</p>	
<p>Type I</p>	
<p>Type J</p>	

	
<p>Type K</p>	
<p>Type L</p>	 <p>Danger Tag - (Example Only)</p>

<p>Type M</p>	<div data-bbox="507 336 1053 728" data-label="Image"></div> <p data-bbox="478 840 1013 884">Caution - Out Of Service Tag (Example Only)</p>
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**Asbestos containing
material in this area.**

AUTHORISED STAFF ONLY

For access or information contact:

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