Asbestos Management Procedure

Related Policy | Work Health and Safety
---|---
Responsible Officer | Executive Director, Infrastructure Services and Development
Approved by | Executive Director, Infrastructure Services and Development
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Review by | October, 2017
Responsible Organisational Unit | Infrastructure Services and Development (Infrastructure Planning and Compliance Unit)

CONTENTS

1 Objective .................................................................................................................... 2
2 Scope ......................................................................................................................... 2
3 Procedure .................................................................................................................. 2
3.1 Identification of Asbestos ........................................................................................... 2
3.2 Asbestos Register ...................................................................................................... 2
3.2.1 Labels and Warning Signs ......................................................................................... 3
3.3 Risk Assessment ........................................................................................................ 3
3.3.1 Risk Control ............................................................................................................... 3
3.4 Asbestos Removal Work and Workplace Standards Tasmania (WST) Control Plans. 3
3.4.1 Permits ....................................................................................................................... 4
3.4.2 Staff Consultation ....................................................................................................... 4
3.5 Monitoring and Review .............................................................................................. 5
3.6 Decontamination and Disposal .................................................................................. 5
3.7 Disturbance of Asbestos and/or Asbestos Exposure .................................................. 5
3.8 Training ...................................................................................................................... 5
3.9 Asbestos Management Action Plan ............................................................................ 6
3.10 Procurement .............................................................................................................. 6
3.11 Synthetic Mineral Fibre (SMF) .................................................................................... 6
3.12 Record Management .................................................................................................. 6
3.13 Responsibilities .......................................................................................................... 6
4 Definitions and Acronyms ........................................................................................... 8
5 Supporting Documentation .......................................................................................... 10
6 Versioning .................................................................................................................... 10
1 Objective

The objectives of the Asbestos Management Procedure are to:
• underpin the requirements of the Asbestos Management Plan;
• identify, document and inspect all asbestos at the University of Tasmania; and
• control the risks associated with the presence of asbestos at the University in order to prevent exposure to airborne asbestos fibres.

2 Scope

This procedure applies to all activities involving asbestos undertaken by workers and other persons at the University.

Workers and other persons must not carry out work involving asbestos unless it is approved work in accordance with the Work Health and Safety Regulations, including:
• genuine research and analysis
• sampling and identification
• maintenance of non-friable asbestos or asbestos containing material, fixed or installed before 31 December 2003 (no asbestos use permitted after this date)
• removal or disposal of asbestos or asbestos containing material (ACM), including demolition
• demonstrations, education or practical training in relation to asbestos or ACM and
• management of in-situ asbestos that was installed or fixed before 31 December 2003.

3 Procedure

3.1 Identification of Asbestos

Infrastructure Services and Development (ISD) shall identify where asbestos exists in University buildings and infrastructure, including plant.

Organisational Units (OU) shall identify where asbestos exists in OU-specific plant, equipment and materials.

Identification shall be by a competent person, with guidance for identifying asbestos listed in the How to manage and control asbestos in the workplace Code of Practice

If confirmation of asbestos is required, the Infrastructure Planning and Compliance Unit shall be advised so that appropriate testing by an approved laboratory can be arranged. Asbestos is presumed present if an area is inaccessible and likely to contain asbestos.

3.2 Asbestos Register

All asbestos identified at the University shall be recorded in an asbestos register maintained by Infrastructure Services and Development. Guidance on the contents of an asbestos register is provided in the How to manage and control asbestos in the workplace Code of Practice. The asbestos register shall be:

• communicated and made accessible to all workers
• updated when new asbestos material is identified or removed and
• regularly reviewed and appropriately updated at least every 12 months.
3.2.1 Labels and Warning Signs
The presence and location of identified asbestos shall be clearly labelled in compliance with the *How to manage and control asbestos in the workplace* Code of Practice.

Warning signs shall comply with *AS1319 Safety Signs for the Occupational Environment*.

3.3 Risk Assessment
A risk assessment must be undertaken by a competent person of all asbestos identified at the University and included in the asbestos register for regular review.

A risk assessment must also be undertaken prior to any work being carried out that is expected to disturb asbestos. Risk assessments shall be completed in accordance with the University *Minimum Standard – Work Health and Safety (WHS) Project and Task Risk Management* and must consider:

- the type and location of the asbestos
- the condition of the asbestos
- adequacy of work practices and asbestos removal techniques and
- atmospheric monitoring for exposure to airborne asbestos fibres as appropriate.

Completed project/task risk assessments must be forwarded to the Permit To Work (PTW) Co-ordinator (Project Manager/Works Supervisor) for approval prior to work commencing.

3.3.1 Risk Control
The University shall, as far as is reasonably practicable, eliminate risk in the workplace, or if not reasonably practicable shall minimise risk so far as reasonably practicable or, in accordance with the hierarchy of control. Removal of asbestos should be the priority where there is a substantial risk of exposure to airborne asbestos fibres. Other control options include encapsulation or sealing asbestos.

Control measures implemented must ensure people are not exposed to airborne asbestos fibres.

If the risk assessment indicates a low risk of exposure to airborne asbestos fibres, the asbestos containing item(s) may be left in situ.

Recommended control actions shall be referred to the Infrastructure Planning and Compliance Unit for implementation.

3.4 Asbestos Removal Work and Workplace Standards Tasmania (WST) Control Plans
Class A and Class B asbestos removal work must be performed by licensed asbestos removalists in accordance with the *Work Health and Safety Regulations* and the *How to safely remove asbestos* Code of Practice, ensuring that:

- An ISD Asbestos Treatment/Removal Permit is completed prior to the treatment or removal of any asbestos
• an asbestos removal control plan is developed and provided to the University and WST
• WST is notified at least five days before asbestos removal work commences in relation to friable asbestos or non-friable asbestos if more than 10m² is to be removed and
• asbestos removal work is signed and barricaded to alert persons to the presence of asbestos and restrict access to authorised workers before work commences.

An ISD Asbestos Treatment/Removal Advice Form must be completed at project close out detailing the actual treatment or removal of any asbestos and forms part of as constructed information from the project. The Asbestos Treatment/Removal Advice Form is available online at:

Information provided on this form is used to update the Asbestos Register.

3.4.1 Permits
An Asbestos Treatment/Removal Permit must be completed prior to the treatment or removal of any asbestos. Authorised permits shall be kept at, or in close proximity to, the work area. A copy of the form shall be forwarded to ISD.

In addition to an Asbestos Treatment/Removal Permit, other permits may be required including:

• a Confined Space Entry Permit must be completed if work is being carried out in a confined space (refer University Confined Space Entry Procedure)
• a Hot Work Permit if hot work is being carried out (refer University Hot Work Procedure) and/or
• a Working at Heights Permit if work is being carried out at heights/above 2 metres (refer University Working at Heights Procedure).

Refer to the University Permit to Work Procedure for copies of permits.

3.4.2 Staff Consultation
Prior to the removal and/or significant disturbance of asbestos-related material, the Project Manager or Supervisor is to ensure relevant information on the proposed works is conveyed to relevant staff and their Union body, as well as the University Work Health and Safety Unit (WHS Unit). Depending upon the amount of asbestos being removed and the estimated duration of the works, a project communication plan may need to be prepared to ensure relevant information on the proposed works is communicated to the wider staff and student cohort prior to works commencing. Relevant information may include:

• works proposed
• proposed timing;
• any special considerations required
• exclusion times and zones and
• signage requirements.
3.5 Monitoring and Review
Workplace monitoring shall be conducted by a competent person in accordance with the Work Health and Safety Regulations and the How to safely remove asbestos Code of Practice. All asbestos locations, maintenance, repair and removal works where there is a significant risk of exposure to airborne asbestos fibres shall be monitored regularly.

Monitoring results shall be recorded in the Asbestos Register for access by relevant workers, and a copy forwarded to the WHS Unit at health.safety@utas.edu.au.

Asbestos risk assessments shall be reviewed by a competent person, and revised if necessary, if:

- a change is made that affects the risk of exposure to asbestos at the workplace;
- the condition of asbestos or ACM at the workplace changes
- the risk assessment for the workplace is not adequate for the workplace or
- a control measure does not control the risk of exposure to asbestos at the workplace.

Refer to the University Health Monitoring in the Workplace guidelines for further information.

3.6 Decontamination and Disposal
Decontamination, removal, transport and disposal shall be undertaken in accordance with the Work Health and Safety Regulations and How to safely remove asbestos Code of Practice.

3.7 Disturbance of Asbestos and/or Asbestos Exposure
All incidents involving disturbance of asbestos and potential exposure to airborne asbestos fibres shall be immediately reported to the relevant Officer, and Notification of Incident/Injury Form completed. The Notification of Incident/Injury Form is available online at http://www.utas.edu.au/work-health-safety/whs-forms.

Appropriate action shall be taken in accordance with the Work Health and Safety Regulations, which may include health surveillance.

3.8 Training
Contractors or University staff carrying out asbestos removal work or maintenance work other than licensed asbestos removal work as described in 3.4 shall be trained in the safe handling and identification of, and appropriate controls for, asbestos. Training may include:

- health risks of asbestos
- types, uses and likely occurrence of asbestos at the University
- roles and responsibilities under the University Asbestos Management Plan
- location of the asbestos register and how it can be accessed
- processes and procedures to be followed to prevent exposure
- the correct use of maintenance and control measures, personal protective equipment (PPE) and work methods to eliminate or minimise the risks associated with asbestos, limit the exposure to workers and prevent the spread of asbestos outside an asbestos work area
- exposure standard and control levels for asbestos and
- the purpose of any air monitoring or health surveillance that may occur.
In accordance with the University Work Health Safety Record Management Guidelines, training records shall be maintained in an OU skills register for five years after the day the person ceases working for the University.

3.9 Asbestos Management Action Plan
Asbestos management action plans are developed by ISD for all University OUs where asbestos is identified. Plans must be reviewed and if necessary revised at least once every five years, and in the event of:

- a review of the Asbestos Register, risk assessment or a control measure
- the action plan becoming inadequate for managing asbestos in an OU or
- a request, on reasonable grounds, by a Health and Safety Representative (HSR).

Refer to the How to Manage and Control Asbestos in the Workplace Code of Practice for details on what should be included in an asbestos management action plan.

3.10 Procurement
Goods, materials, or plant that contains asbestos must not be purchased or otherwise acquired by the University, except for bona fide research purposes. If a suitable alternative does not exist, advice must be sought from the Infrastructure Planning and Compliance Unit and the WHS Unit prior to procurement.

3.11 Synthetic Mineral Fibre (SMF)
Synthetic Mineral Fibres are amorphous fibrous materials including glass fibre, mineral wool and ceramic fibre. They are also referred to as Man Made Mineral Fibres (MMMF). There has been some community concern regarding health effects associated with exposure to SMFs due to their similarity to asbestos in application and appearance.

The University Asbestos Register contains many SMF records that have been included to provide staff and contractors all available information on asbestos and asbestos-like substances in the workplace.

All work at the University involving removal or disturbance of SMFs should be undertaken in accordance with the National Code of Practice for the Safe Use of Synthetic Mineral Fibres.

3.12 Record Management
All records relating to:
- asbestos health monitoring
- asbestos training and
- asbestos removal work
will be retained in accordance with the provisions of the University Work Health Safety Record Management Guidelines.

3.13 Responsibilities
Officers are responsible for ensuring that:
- this Procedure is implemented effectively within their area of responsibility including the identification of asbestos by a competent person, and ensuring relevant workers and other persons are appropriately trained;
- OU-specific guidelines are developed where necessary, and that they are consistent with the information contained in this Procedure
• all workers are made aware of the location of any asbestos they may disturb or come into contact with and have access to any relevant asbestos monitoring results
• the presence and location of asbestos at the University is clearly indicated
• an asbestos management plan is developed and maintained and
• the Asbestos Register is maintained, reviewed and readily available to workers and other persons at the University.

PTW Issue Officers (Project Managers/Works Supervisors) are responsible for ensuring that:
• the authorisation and co-ordination of asbestos work, including distribution of information within the work area and verifying the implementation of controls
• a project risk assessment is completed prior to the commencement of any work involving asbestos and permits are in place and recorded in the project filing system
• in the event of demolition work involving asbestos, the contractor notifies the Director of Workplace Standards Tasmania of the presence of asbestos
• the Director of Workplace Standards Tasmania is notified in writing of asbestos removal work where required
• all staff and Union representatives are informed as necessary of asbestos-related works and
• at the conclusion of the works, details contained in the Asbestos Treatment/Removal Advice Form are entered or updated in the Asbestos Register.

The Manager/Supervisor is responsible for ensuring that:
• exposure of a person to airborne asbestos fibres is eliminated, or if this is not reasonably practicable, minimised
• the exposure standard for asbestos is not exceeded
• records of asbestos-related activities are retained in accordance with the provisions of the University Work Health Safety Record Management Guidelines
• workers engaged to carry out asbestos removal or maintenance work are trained in the identification and safe handling of, and appropriate controls for, asbestos and that training records are retained in accordance with the provisions of the University Work Health Safety Record Management Guidelines
• workers do not use, or direct or allow a worker to use, equipment on asbestos that causes the release of airborne asbestos fibres, other than nominated equipment, which may only be used in controlled circumstances
• in the event of airborne asbestos fibres being released appropriate action is undertaken and notification given.

The Infrastructure Planning and Compliance Unit, ISD is responsible for ensuring that:
• all reasonable steps are taken to identify and record the presence of asbestos at the University
• risk assessments are undertaken and records are kept on the potential exposure to airborne asbestos fibres by any worker working in areas containing asbestos in accordance with the provisions of the University Work Health Safety Record Management Guidelines
• measures are implemented to minimise the potential for workers to be exposed to airborne asbestos fibres
• workers at the University are made aware of the location of all asbestos that they might be exposed
• workers are aware of and have access to the University Asbestos Register;
• all asbestos is clearly labelled and
• the implementation and effectiveness of this Procedure is monitored.

All workers and other persons at the University are responsible for ensuring that:
• any work involving the possibility of exposure to airborne asbestos fibre is carried out in accordance with this Procedure and with any information, training or instruction they have received
• they notify the relevant OU Officer of any identified asbestos or suspected ACMs not already included on the University Asbestos Register
• when undertaking work where exposure to asbestos is a possibility, they wear appropriate PPE and
• prior to commencing work, they consult the University Asbestos Register to ascertain the likelihood that asbestos may be disturbed.

4 Definitions and Acronyms

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<tr>
<th>Definition</th>
<th>Description</th>
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<tr>
<td>Academic Unit</td>
<td>means the secondary organisational unit in the academic structure of the University, reporting directly to the Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<td>Airborne asbestos fibres</td>
<td>Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres are counted.</td>
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<td>Asbestos</td>
<td>Asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos. For the purposes of this procedure, the term asbestos also refers to any material, object, product or debris that contains asbestos, often referred to as asbestos containing material (ACM). Asbestos can be found in, but is not limited to: certain textured coatings and paints, bitumen roofing material, vinyl or thermoplastic floor tiles, profiled sheets used on roofs and walls and flat sheets in flashings, imitation brick cladding, roof shingles, plaster patching compounds, roof tile coatings, friction products such as brake shoes, disc pads, clutch housings or elevator brakes and museum artefacts.</td>
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<tr>
<td>ACM</td>
<td>asbestos containing material</td>
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Asbestos Management Procedure

Asbestos removal work
Work involving the removal of asbestos or Class A removal work or Class B removal work.

Asbestos removalist
A person who is competent to remove asbestos. This person can be either licensed or unlicensed depending on the type and quantity of asbestos removal work being carried out.

Asbestos work
Any work where, in the course of that work, exposure to asbestos (or any material that consists of or contains asbestos) may occur.

College
Means
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College

Competent person
A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

Contractor
For the purposes of this procedure a contractor is any worker engaged by the University to perform work for gain or reward other than an employee.

Employee
For the purposes of this procedure, employee refers to any University staff member.

Exposure standard
The exposure standard for asbestos is a respirable asbestos 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 of asbestos calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with:

- the Membrane Filter Method; or
- a method determined by the relevant regulator.

Friable asbestos
Material that contains asbestos and which can be crumbled, pulverised or reduced to a powder by hand pressure when dry.

Hierarchy of control
The ways of controlling risk can be ranked from the highest level of protection and reliability to the lowest. This ranking, known as the hierarchy of control, is as follows:

- **Eliminate** the hazard Level 1
- **Substitute** the hazard with something safer
- **Isolate** the hazard from people Level 2
- **Engineering** controls to reduce the risks
- **Administrative** actions to reduce the level of harm Level 3
- **Personal Protective Equipment**.

If it is not reasonably practicable to eliminate a hazard, you must minimise the risk by working through the other alternatives in the hierarchy.
Non-friable asbestos

Material that contains asbestos, but which is not friable, including material containing asbestos fibres reinforced with a bonding component.

Officer

Any person at the University who makes, or participates in making, decisions that affect the whole, or a substantial part, of the University is an Officer. As such, members of University Council, Boards, Committees, the Senior Management Team, Executive Deans, Principal University College and, Heads of Organisational and Academic Units are deemed to be Officers at the University.

Organisational Unit

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Other person

For the purposes of this procedure, ‘other persons’ refers to all other persons that may be at the University who are not workers, including students and visitors.

Permit to Work (PTW) Issue Officers

PTW Issue officers, usually the Project Manager or Works Supervisor, are in direct control of the work and responsible for coordinating and authorising permits and associated PTW activities.

PPE

Personal protective equipment

Plant

Plant includes any machinery, equipment, appliance, container, implement and tool, any component of any of those things, and anything fitted or connected to any of those things.

Worker

Any person carrying out work in any capacity at the University, including work as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.

5 Supporting Documentation

- Relevant Codes of Practice/Standards, including:
  - Code of Practice How to Manage and Control Asbestos in the Workplace
  - Code of Practice How to Safely Remove Asbestos
- National code of Practice for the Safe use of Synthetic Mineral Fibres [NOHSC:2006(1990)]
- Asbestos Management Plan
- Minimum Standard - Health Monitoring
- Project and Task Risk Management Procedure
- Records Management Policy
- Work Health Safety Record Management Guidelines

6 Versioning
Version 2 – *Asbestos Management Procedure* approved by Responsible Officer, October 2014, amended in December 2016 to incorporate Colleges |
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<tr>
<td>Current Version(s)</td>
<td>Version 3 – <em>Asbestos Management Procedure (current)</em>; approved by Responsible Officer, October, 2014, amended in December 2017 to incorporate final academic structure and change of nomenclature for Commercial Services and Development.</td>
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