

## Asbestos Safety Management

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| <b>Approving Authority:</b>    | Vice-Chancellor                |
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| <b>Responsible Officer:</b>    | Director, Buildings & Property |

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### 1. Introduction

The policy of the University is to comply with legislative requirements in relation to asbestos.

## 2. Purpose

The purpose of these procedures is to provide a framework for managing asbestos safety in the University in accordance with legislative requirements and provide protection from the risks associated with asbestos.

## 3. Scope

These procedures apply to all staff, students, visitors and contractors at all workplaces owned, managed or controlled by Flinders University.

## 4. Legislative and Policy Framework

The following South Australian Legislation applies to University workplaces located in South Australia:

- *Occupational Health Safety and Welfare Act 1986.*
- *Occupational Health, Safety & Welfare Regulations 2010 Part 5 Division 2 Asbestos.*
- *Asbestos Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC:2018 (2005)].*
- *Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> edition [NOHSC:2002 (2005)].*
- *National Exposure Standards for Atmospheric Contaminants In the Occupational Environment [NOHSC: 1003 (1995)].*

Where University staff are working in University premises in other States or Territories, the following legislation applies:

### Victoria

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2007*

### Northern Territory

*Workplace Health & Safety Act 2007*

*Workplace Health & Safety Regulations 2008*

### Flinders University

*Occupational Health, Safety & Welfare Policy*

*Hazard Management Policy*

*Hazard Management Guidelines*

## 5. Definitions

For the purpose of these procedures the following definitions apply:

|                 |  |
|-----------------|--|
| <b>Asbestos</b> | <p>The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including—</p> <ul style="list-style-type: none"><li>(a) actinolite asbestos*; and</li><li>(b) grunerite (or amosite) (brown) asbestos*; and</li><li>(c) anthophyllite asbestos*; and</li><li>(d) chrysotile (white); and</li><li>(e) crocidolite (blue); and</li><li>(f) tremolite asbestos*;</li></ul> <p>Note—<br/>Mineral silicates that use the same mineral term for both the asbestiform and non-asbestiform varieties are highlighted with an asterisk(*). The word "asbestos" has been included</p> |
|-----------------|--|

|   |  |
|---|--|
|   | when listing these minerals to emphasise that only the asbestiform habit of these minerals is regulated as asbestos.   |
| <b>Asbestos Containing Material (ACM)</b> | Any material, object, product or debris that contains asbestos   |
| <b>Asbestos Related Activity</b>          | Any activity involving the identification, evaluation and control of asbestos situations throughout the University including the removal of asbestos from identified situations.   |
| <b>Asbestos Work</b>                      | Any work where, in the course of that work, exposure to asbestos (or any material that consists of or contains asbestos) may occur.  |
| <b>Friable Asbestos</b>                   | Asbestos Containing Material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.<br><br>This includes Asbestos Containing Materials that have been subjected to conditions, such as weathering, physical damage and/or water damage, that leave them in a state where they meet the above definition |
| <b>Non-friable Asbestos</b>               | Asbestos containing materials that cannot be crumbled by hand pressure alone.  |
| <b>Project Manager/Project Supervisor</b> | A University staff member nominated to manage a project or who engages the services of a contractor to carry out work on a University site.  |

## 6. Responsibilities

### 6.1 Buildings & Property Division

The Buildings & Property Division is responsible for

- 6.1.1 identifying the presence of asbestos in University buildings and infrastructure and preparing and maintaining an Asbestos Register;
- 6.1.2 ensuring that an annual risk assessment of installed asbestos is undertaken by a competent person and that the asbestos register is updated at least annually
- 6.1.3 developing, monitoring and reviewing appropriate control measures to prevent exposure of staff, students, visitors and contractors to airborne asbestos fibres;
- 6.1.4 informing the University community of the presence of asbestos and ensuring that staff, students, contractors and visitors are aware of, and co-operate with, measures taken to ensure their safety;
- 6.1.5 developing a safe system of work for all persons working with asbestos, including a permit to work system and safe work practices and procedures;

- 6.1.6 ensuring all relevant University staff are informed about asbestos hazards and given appropriate instruction, training and supervision in safe work practices and procedures;
- 6.1.7 maintaining
- records in relation to asbestos work carried out and/or the results of any atmospheric monitoring for 40 years as required under SA OHSW Regulations;
  - the University's central asbestos register; and
  - records associated with the Permits to Work system.
- 6.1.8 removing, or arranging to have removed, installed asbestos in conjunction with building upgrade, renovation or repair work; and
- 6.1.9 appointing an Asbestos Hazard Officer.

## **6.2 Cost Centre Heads**

Cost Centre Heads are responsible for ensuring that systems and procedures for asbestos management are implemented, monitored and reviewed in their Cost Centre, including:

- 6.2.1 any plant/equipment in their Cost Centre (eg in laboratories and workshops) which contains asbestos is identified, and listed in the University's Asbestos Register;
- 6.2.2 any such asbestos containing material is managed in accordance with these procedures and the University's Hazard Management Policy, including
- risk assessment
  - implementing, monitoring and reviewing hazard control measures to prevent exposure to airborne fibres;
  - consulting, training and providing information to staff, students, contractors and visitors;
  - implementing safe systems of work where necessary; and
  - maintaining appropriate records.
- 6.2.3 the decommissioning and disposal of any plant or equipment with asbestos containing material is undertaken in accordance with the Regulations and approved Codes of Practice.

## **6.3 Project Managers and Project Supervisors**

Project Managers and Project Supervisors are responsible for the management of exposure to asbestos for projects under their control, including:

- 6.3.1 ensuring that external project consultants involved in their projects follow the University procedures;
- 6.3.2 assessing areas prior to project start to identify any known risk from asbestos by consulting the asbestos register;
- 6.3.3 informing staff and contractors of the location of any known asbestos affecting the project;
- 6.3.4 ensuring that risk assessments have been completed and control measures implemented prior to the start of any work with asbestos;

- 6.3.5 ensuring that those working with asbestos follow the relevant Safe Work Systems;
- 6.3.6 halting work and informing staff if suspect asbestos material is discovered during the course of work and seeking advice from Asbestos Hazard Officer

#### **6.4 Asbestos Hazard Officer**

The University's Asbestos Hazard Officer is responsible for coordinating all operational aspects of asbestos management in accordance with these procedures, including:

- 6.4.1 maintaining and reviewing the University's Asbestos Register and communicating relevant information to staff and contractors as required;
- 6.4.2 undertaking risk assessments of asbestos hazards;
- 6.4.3 carrying out inspection of all identified ACMs at intervals determined by risk assessment, and recommending action as a result of these inspections;
- 6.4.4 coordinating the implementation of control measures and monitoring their effectiveness, in consultation with relevant staff and health & safety representatives;
- 6.4.5 arranging for the testing of suspected ACM;
- 6.4.6 administration of the permit-to-work system for all persons working with asbestos;
- 6.4.7 overseeing asbestos work in the University in liaison with relevant managers and health & safety representatives;
- 6.4.8 monitoring the work environment during any licensed asbestos removal;
- 6.4.9 monitoring performance of Approved Contractors to assess their compliance with legislative requirements and competence to carry out asbestos remedial works in University premises;
- 6.4.10 coordinating appropriate training;
- 6.4.11 maintaining records in accordance with the Regulations and Codes of Practice; and
- 6.4.12 reviewing and updating as required the University's Asbestos Removal Guidelines.

#### **6.5 Staff**

Staff working with asbestos are responsible for:

- 6.5.1 undertaking required training;
- 6.5.2 not placing themselves or others at risk of injury;
- 6.5.3 conforming to the requirements of these procedures; and
- 6.5.5 working with asbestos only after authorisation by their supervisor and the Asbestos Hazard Officer.

All staff are responsible for assisting with the identification, assessment and control of asbestos hazards.

#### **6.6 Contractors**

Contractors must carry out work on University premises in accordance with relevant Regulations, Standards, Codes of Practice and University Guidelines for asbestos work.

## **7. Identification of ACM in the Workplace**

The Buildings & Property Division must take reasonable steps to identify where asbestos or ACM exists in University buildings and infrastructure (including fixed plant).

Cost Centres must take reasonable steps to identify where asbestos or ACM exists in non-fixed plant or equipment in the Cost Centre.

If it is not certain whether material contains asbestos, a sample must be analysed by an accredited testing laboratory. Cost Centres must advise the Asbestos Hazard Officer of any suspect ACM so that the Asbestos Hazard Officer can arrange for appropriate testing.

Once identified the following information is required to identify the scope of the ACM hazard:

- the location and condition of the ACM, including the degree of stability of the asbestos;
- the type of ACM eg asbestos cement sheet;
- whether the ACM is friable or non-friable;
- if there are any inaccessible areas that are likely to contain ACM; and
- if the nature or location of any work to be carried out is likely to disturb the ACM.

## **8. Risk Assessment**

Where ACM is suspected of being present, a risk assessment must be undertaken to determine action to be taken.

## **9. Exposure Standards**

Exposure to airborne asbestos should be kept as low as reasonably practicable below the mandated exposure standard of 0.1 fibres per millilitre of air.

Exposure standards are outlined in *National Exposure Standards for Atmospheric Contaminants In the Occupational Environment [NOHSC: 1003 (1995)]*.

## **10. Control Measures**

Control measures required for ACMs are determined from the risk assessment process and the following principles:

- ACM assessed as being in an unstable condition or otherwise posing a significant risk to health, must be removed as soon as it is practicable to do so by a person holding an asbestos removal license;
- ACM that is friable, but in stable condition and accessible, should be considered for removal;
- any remaining ACM must be clearly labelled and regularly inspected to ensure that it is not deteriorating or contributing to an unacceptable health risk; and,
- ACMs, if stable and inaccessible, may be left in situ until demolition, partial demolition, renovation or refurbishment. However if ACMs need to be removed before demolition, partial demolition, renovation and refurbishment, removal must be in accordance with the ASCC (NOHSC) Code of Practice for the Safe Removal of Asbestos.

Airborne asbestos fibres are to be controlled to minimise the risk to health. Control measures should be implemented in accordance with the hierarchy of control measures for occupational hazards with elimination the most preferred and personal protective equipment the least. Refer to the Hazard Management Policy and Guidelines for further information on hazard control.

Any work with ACM must comply with the requirements of the NOHSC Codes of Practice as a minimum.

#### **11. Asbestos Register**

The asbestos register must include details of:

- the location, type and condition of ACM;
- the dates of inspection and details of those who carried out the inspection;
- details of any materials presumed to contain asbestos material;
- any inaccessible areas likely to have ACM;
- the results of any analysis that has confirmed (or not confirmed) the presence of asbestos;
- the date when the risk assessment was done and details of the competent persons who carried out the assessment;
- the findings and conclusions of the risk assessment;
- the control measures recommended and decided upon as a result of the risk assessment; and
- any removal, repair or disturbance of ACM, including the company and persons involved, the date and scope of the work undertaken, and details of the clearance certificates.

The asbestos register must be made accessible to all those within the workplace and must be reviewed and appropriately updated at least every 12 months, or whenever there is a change in circumstances and/or conditions.

#### **12. Approval for work with ACMs**

All work involving asbestos or ACMs must be approved by the Asbestos Hazard Officer prior to the start of the work.

#### **13. Procurement**

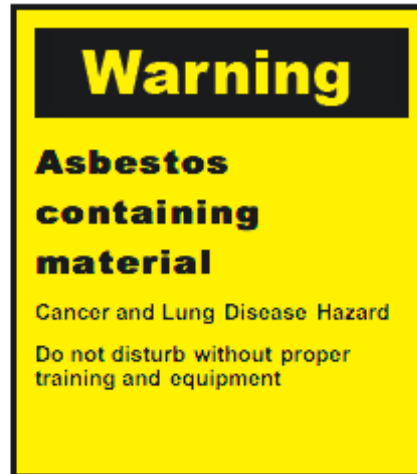
Goods, materials, plant or equipment which contain asbestos or ACM must not be purchased or otherwise acquired for use within the University, or for use by people associated with the University or its activities, except for bona fide research purposes. If a suitable alternative does not exist, advice must be sought from the Asbestos Hazard Officer prior to procurement.

#### **14. Disposal**

The removal, transport and/or disposal of asbestos or asbestos containing materials or plant and equipment containing asbestos, must be carried out in accordance with the OHS&W Regulations (Section 4.2.4) and the Approved Code of Practice for the Safe Removal of Asbestos.

#### **15. Warning Signs and Labels**

The following warning signs and labels must be used to indicate the presence of ACM:



Source *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC 2018 (2005)]*

**16. Work Practices in the vicinity of ACMs**

No person is permitted to eat, drink or smoke in the vicinity of a place where asbestos work is carried out or take home any equipment or clothing contaminated with asbestos.

**17. Disturbance of ACM**

The Asbestos Hazard Officer must be notified immediately of any disturbance of ACM.

**18. Inspection of ACM**

All areas, plant and equipment with ACM must be inspected at least annually by a competent person to monitor the condition of the ACM and to ensure hazard controls are effective.

**19. Emergency procedures**

In the event of an accidental fibre release from ACM, the following procedures need to be carried out:

- evacuate area immediately to prevent/minimize contamination of people;
- restrict access to area and place warning/caution signs; and
- immediately advise the Asbestos Hazard Officer, who will notify the OHS Unit and the Incident Control Coordinator of the incident.

**20. Records of Exposure**

The University will keep records in relation to asbestos work carried out by staff. For each staff member who carries out asbestos work, the records will contain:

- a description of the asbestos work carried out;
- the dates and period of time over which this work was undertaken;
- the place or places where the work was carried out;
- the results of air monitoring;
- the dates on which monitoring was carried out;
- the location and duration of sampling, and
- whether the results reflect normal operating conditions.

A record of asbestos exposure will be kept for a period of at least 40 years from the date of the last entry in the record in accordance with the Occupational Health Safety and Welfare Regulations.

The information will be recorded by the Asbestos Hazard Officer and will be made available to the person to whom the information relates or any regulatory authority inspector.

**21. Induction and training**

The Asbestos Hazard Officer will coordinate induction and training for all relevant staff including the required control measures, use of personal protective equipment, safe work practices and emergencies.

Training must be provided before a person starts asbestos work, and all trained staff are required to attend retraining at least every 3 years.

**22. Review**

These procedures will be reviewed regularly in the light of legislative and organizational changes, and in any case, every four years.