Asbestos Management Plan

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1. Governing Procedure

Asbestos Management Procedure

2. Introduction

The University acknowledges that due to the age of some structures on its campuses or properties that there will be some materials containing asbestos present, and it has an obligation to ensure that they are managed in accordance with legislative requirements to prevent health and environment related risks. The University has adopted the Asbestos Management Plan as recommended by the Code of practice – *How to Manage and Control Asbestos in the Workplace* to manage asbestos containing materials at the University.

3. Statutory Requirements

3.1. South Australia

Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Environment Protection Act 1993
Code of Practice How to Manage and Control Asbestos in the Workplace [SafeWorkSA 2020]
Code of Practice How to Safely Remove Asbestos [SafeWorkSA 2020]
Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust, 2nd Edition [NOHSC: 3003 (2005)].

3.2. Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations
Code of Practice: How to Manage and Control Asbestos in the Workplace 2020
Code of Practice: How to Safely Remove Asbestos 2020

4. Background

Asbestos is a general term that covers a number of fibrous minerals. Asbestos is the fibrous form of mineral silicates that belong to the serpentine and amphibole groups with the most common types being crocidolite (blue asbestos), amosite (brown or grey asbestos) and chrysotile (white asbestos). Asbestos and asbestos containing materials were used in a variety of domestic and commercial applications from the 1950's up until the mid-1980. Examples of these types of products are listed in Section 4 Definitions.

Asbestos materials in a bonded form do not present an immediate health risk, if they remain undisturbed and in good condition. It is the inhalation of fibres from friable forms of asbestos or dusts generated by disturbing bonded materials that may lead to the risk of asbestos related disease.

5. Definitions

Asbestos	means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) actinolite asbestos; (b) grunerite (or amosite) asbestos (brown); (c) anthophyllite asbestos; (d) chrysotile asbestos (white); (e) crocidolite asbestos (blue); (f) tremolite asbestos; (g) a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f); **WHS Reg: 5-Definitions**
Asbestos containing material (ACM)	means any material or thing that, as part of its design, contains asbestos; **WHS Reg: 5-Definitions**
Airborne asbestos	any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted. **WHS Reg: 5-Definitions**
Asbestos-contaminated dust or debris (ACD)	means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos. **WHS Reg: 5-Definitions**
Asbestos-Friable	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.
Asbestos-Non-friable	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. **WHS Reg: 5-Definitions**
Asbestos-Respirable	Asbestos fibre that is • less than 3 microns (m) wide, • is more than 5 microns (m) long, • has a length to width ratio of more than 3:1 **WHS Reg: 5-Definitions**
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: *the date on which the asbestos or ACM was identified *the location * type *condition of the asbestos; or An asbestos register may also include: * details of any asbestos assumed to be in the workplace * results of any analysis that confirms a material at the workplace is or is not asbestos * dates when the identification was carried out * details of inaccessible areas. The Flinders University Asbestos Register is available online and accessible to staff via the link provided below CLICK HERE to access Asbestos Register The asbestos register must be reviewed and where necessary revised: • If the asbestos management plan is reviewed, further asbestos material is identified at the workplace or where asbestos is removed from or disturbed, sealed or enclosed at the workplace. • At least every 5 years **WHS Reg: 425**
Asbestos Management Plan (AMP)	Written document which clearly sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done. **WHS Reg: 429 & 432**
Asbestos-related work	means work involving asbestos (other than asbestos removal work) that is permitted **WHS Reg: 5-Definitions**
Asbestos removal work	Work involving the removal of asbestos or ACM, or Class A asbestos removal work or Class B asbestos removal work.

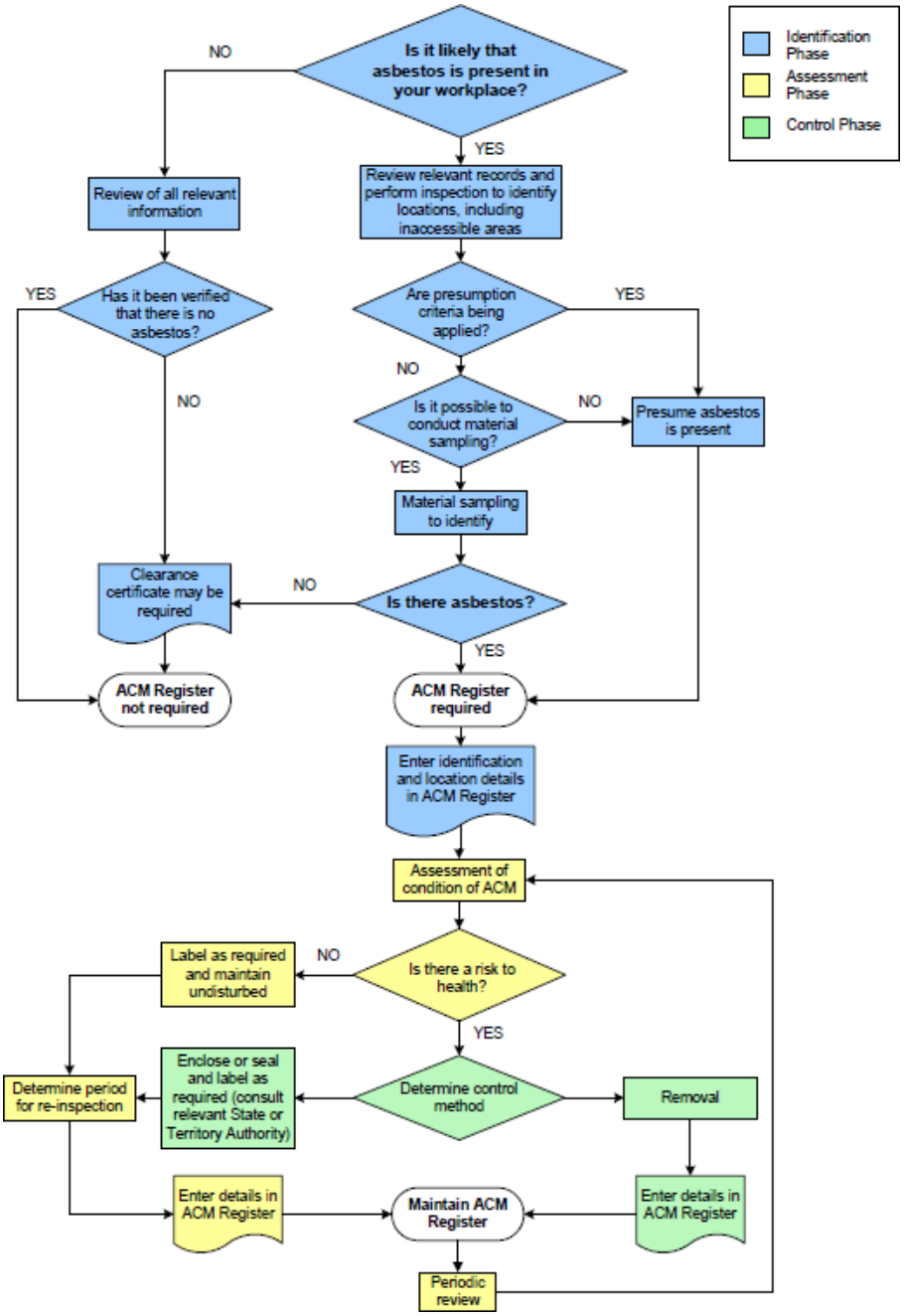
	WHS Reg: 5-Definitions
Asbestos Removal Control Plan	An asbestos removal control plan is a document that identifies the specific control measures the will be employed to ensure workers and other people are not at risk when licenced asbestos removal work is being conducted. An asbestos removal control plan must include— (a) details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used; and (b) details of the asbestos to be removed, including the location, type and condition of the asbestos. A licensed asbestos removalist must provide a copy of the asbestos removal control plan to the person who commissioned the licensed asbestos removal work. **WHS Reg: 464**
Asbestos waste	Asbestos or ACM removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools. **WHS Reg: 5-Definitions**
Competent person	In relation to carrying out clearance inspections under WHS Regulation 473—a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: • a certification in relation to the specified VET course for asbestos assessor work, or • a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health For all other purposes—a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.
NATA-accredited laboratory	A testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else. NATA accreditation is a high-level process of recognising collective, specific and demonstrated competencies that are necessary to deliver sound technical/scientific data and information on which decisions can be made with confidence.

6. Asbestos Management Plan

The key aspects of the AMP:

- Aim for an asbestos free workplace
- Aim to label all identifiable asbestos containing material and record them in the register
- Perform a risk assessment on all identified asbestos containing material
- Implement appropriate control measures based on the risk assessment
- Procedures for detailing accident, incident or emergencies involving asbestos at the workplace
- Ensure consultation is included in each part of the AMP

General principles of an Asbestos Management Plan



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

6.1. Review of the Asbestos Management Plan

The Asbestos Management Plan will be reviewed at least every 5 years by the following personnel

- Director, Property Facilities and Development
- Manager, Campus Operations
- Principal Asset Operations Planner
- Senior WHS and Emergency Management Advisor
- Facilities Managers

The University will ensure the Asbestos Management Plan is reviewed and as necessary revised in the following circumstances:
(a) there is a review of the asbestos register or a control measure;
(b) asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
(c) the plan is no longer adequate for managing asbestos or ACM at the workplace;
(d) a health and safety representative requests a review);
(e) at least once every 5 years.

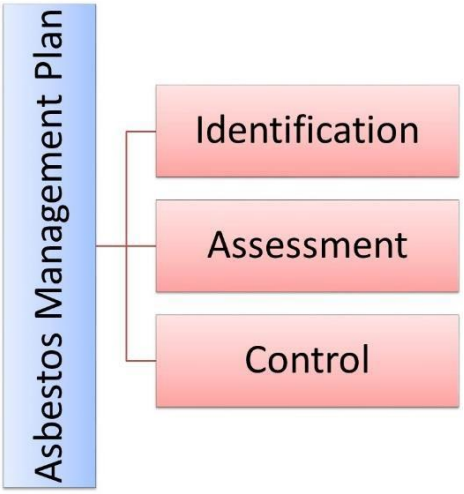
Major amendments/revisions to the Asbestos Management Plan require approval/authorisation of the Director, Property Facilities and Development Division. (Reg: 429 Asbestos Management Plan, Reg 430 Review AMP)

6.2. Access to Asbestos Management Plan

The Flinders University Asbestos Management Plan is available online and accessible via the link provided below. (Reg: 429 (5) Asbestos Management Plan)

CLICK HERE to access Flinders Asbestos Management Plan

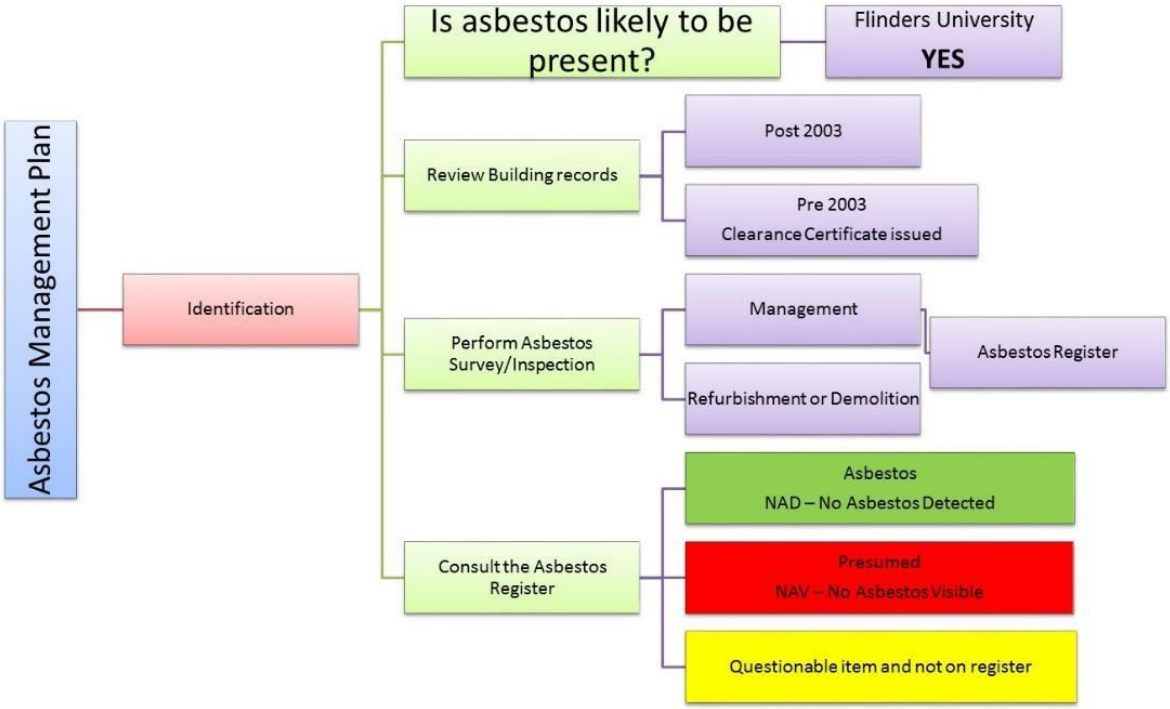
7. Application of General Principles



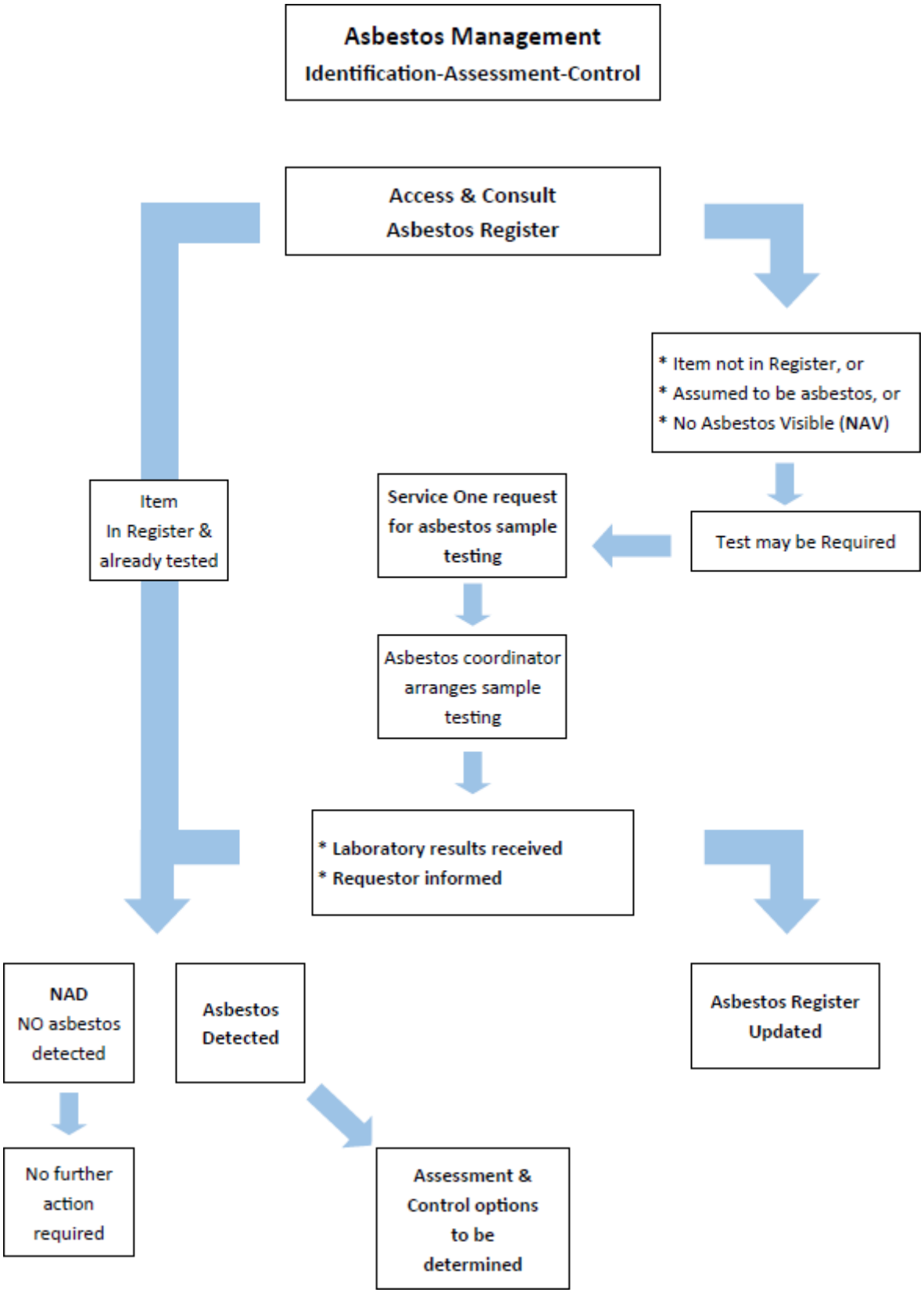
In accordance with the management plan Flinders University will

- Assess and/or survey property to ascertain the presence or absence of asbestos
- Maintain a register containing the location or suspected location of asbestos
- Assess potential health risks and implement control mechanisms
- Remove or control asbestos materials that pose a health risk
- Regularly review and monitor identified areas containing asbestos or ACM to ensure they are in good condition and do not pose a fibre exposure risk
- Continually work towards an asbestos free University

7.1. Identification Phase



Flinders University



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Flinders University will determine the status of assumed asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM by a NATA-accredited Laboratory.

7.2. Assessment Phase

A risk assessment approach will aim to identify, evaluate, control and monitor sources of asbestos throughout the university, with an emphasis on all buildings and structures constructed prior to 31st December 2003. The risk assessment must be carried out by a competent person and include the:

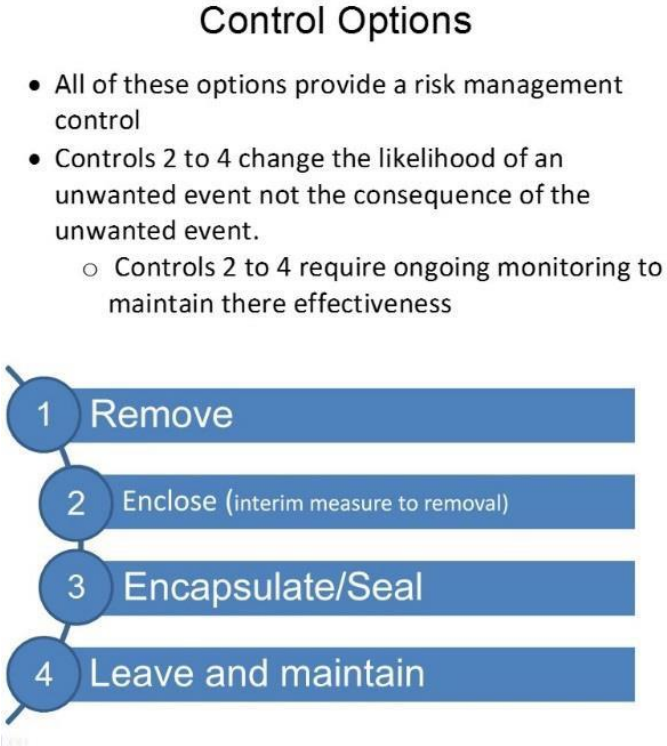
- Condition of the asbestos containing material
- Likelihood of exposure
- Nature and location of any work to be carried out is likely to disturb the asbestos containing material

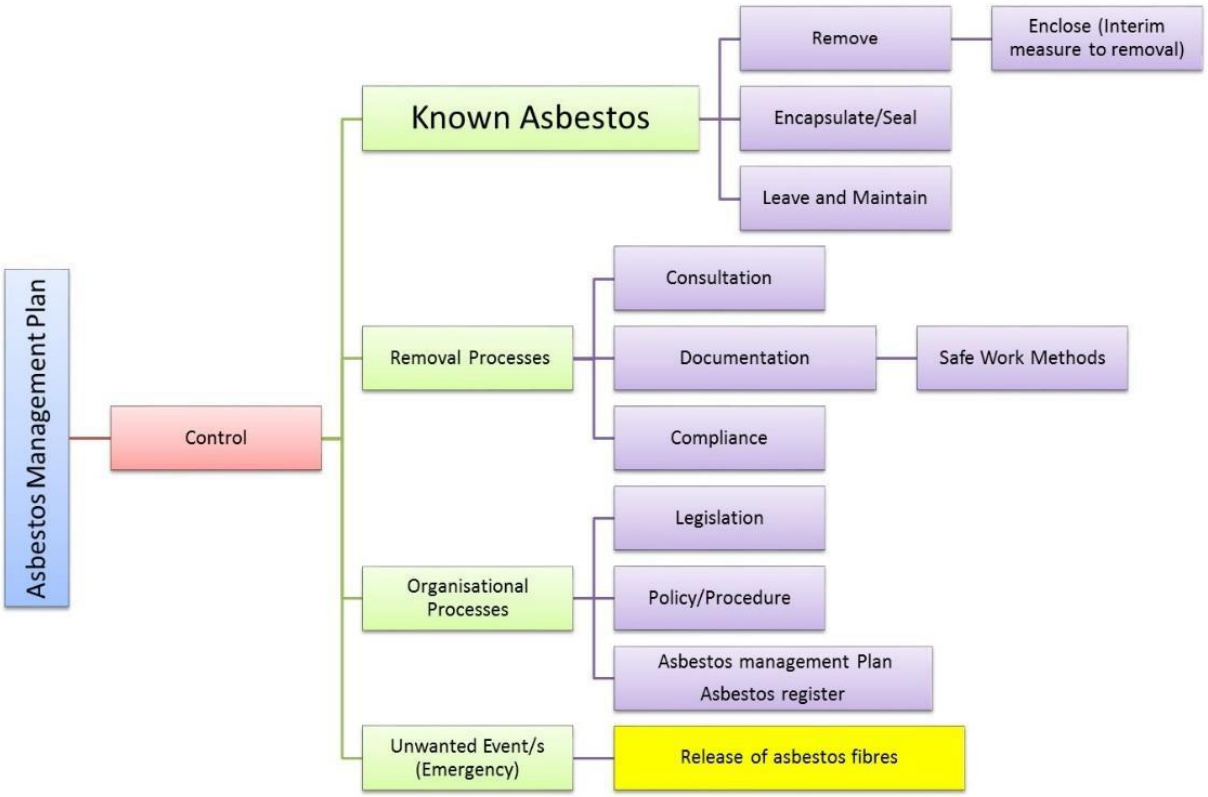
7.3. Control Phase

The following hierarchy of controls will be used.

1. Elimination or removal
2. Isolation, enclosure or sealing
3. Engineering controls
4. Safe work practices (admin controls)
5. PPE

If no single order control is suitable, then a combination of the above may be required.





8. Consultation

The plan will include consultation at each step of the process and the key outcome being the sharing of information between stakeholders. The steps of the process include inspection, identification, evaluation and control outcomes.

9. Asbestos Register

An asbestos register, as described in the requirements of the WHS regulation (Reg: 425, 426 Asbestos Register) will be maintained and include information as detailed in the definition section 4 of this document.

The asbestos register must be reviewed and where necessary revised:

- If the asbestos management plan is reviewed, further asbestos material is identified at the workplace or where asbestos is removed from or disturbed, sealed or enclosed at the workplace.
- At least every 5 years

When reviewing the register the PCBU should ensure that a visual inspection is carried out to confirm the condition of asbestos at the workplace.

9.1. Access to Flinders University Asbestos Register

The Flinders University Asbestos Register is available online and accessible via the link provided below. (Reg: 427 Asbestos Register Access)
CLICK HERE to access Asbestos Register

9.2. Contractor awareness of and access to Flinders University Asbestos Register

Contractors must be informed there is asbestos and Asbestos Containing Material (ACM) if present on any of the University campuses or properties during the mandatory Flinders University on-line Contractor Safety Induction and again during a sites specific local induction conducted prior to commencement of work.

Contractors prior to commencing any works onsite are required to consult the Asbestos Register for installed asbestos in the vicinity of their work area. (Reg: 427 Asbestos Register Access)

The Flinders University Asbestos Register is available and accessible to workers and/or interested parties by clicking on the hyperlink in Section 9.1 above.

9.3. Provision of Flinders University Asbestos Register as required for tender process

- A copy of the relevant sections of the Asbestos Register is to be provided as part of the tender documentation for building works. (Reg: 427 Asbestos Register Access) along with a hyperlink to access the complete register online.

9.4. Transfer of asbestos register by person relinquishing management or control of a workplace

- A copy of the Asbestos Register is to be provided to the person assuming management or control of the work place if Flinders University relinquishes management and control of the workplace. (Reg: 428 transfer of Asbestos Register)

- In the reverse case whereby Flinders University is to assume management or control of a work place the University will consult with the other party to obtain a copy of the existing Asbestos Register.

- In situations whereby Flinders University has a shared management or control arrangement with another party (or parties) Flinders University will consult, cooperate and coordinate with all parties regarding any work that may involve asbestos or ACM.

10. Record Keeping

The University must have and keep up to date in line with the WHS legislation the following records.

These will be maintained by the Asbestos Management Coordinator or nominee.

Record keeping periods for asbestos are extensive and long term – please see WHS records management (flinders.edu.au) they apply to;

- Asbestos Register
- Asbestos Management Plan
- Records of work on asbestos or ACM
- Certificates of Analysis
- Air monitoring, Clearance Inspection and Certificates
- records relating to management of contracts regarding asbestos removal

- maintain any records relating to training for at least 30 years. These records must be maintained by the College/Portfolio who supervise the worker(s).
- Any other records identified by the University Asbestos Management Plan.

11. Asbestos Management Coordinator

The responsibilities of Asbestos Management Coordinator (listed below) will be undertaken by the Property, Facilities and Development Division Facilities Managers.
If other areas of the University (e.g in Rural or Remote) are to engage contractors to undertake any work that may involve asbestos then they must consult via the Asbestos Management Coordinator to ensure University process is followed for asbestos work, regardless of location or jurisdiction).

- Assist to coordinate asbestos removals and monitor compliance with the WHS legislation and the Asbestos Management Plan.
- Assist those engaging workers to undertake asbestos work that they meet the University requirements as outlined in the Asbestos Management Plan, including the Permit to Work documents.
- Assisting those managing projects to ensure they have obtained any required clearance inspection and certificates and that these have been issued to the University before any areas are reoccupied.
- Ensure the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation.
- Maintain asbestos-related records as per Section 10, above, and WHS legislation.

12. Potentially hazardous processes

There are a variety of maintenance and service work processes that have the potential to disturb asbestos containing material. These include any process that is likely to release asbestos fibres and can include the:

- Removal of asbestos containing material
- Drilling of asbestos containing material
- Sealing, painting and cleaning asbestos cement products
- Cleaning gutters on asbestos cement roofs
- Handling asbestos cement conduits or boxes
- Working on electrical mounting boards containing asbestos

The code of practice "Asbestos in workplaces "contains a number of appendices that include advice for the:

- Selection and use of PPE
- Drilling of asbestos containing material
- Sealing, painting, coating and cleaning asbestos cement products
- Cleaning leaf litter from gutters of asbestos cement roofs
- Replacing cabling in asbestos cement conduits and boxes
- Working on electrical mounting boards (switchboards) containing asbestos

13. Exposure standards

Exposure standard for asbestos is 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:

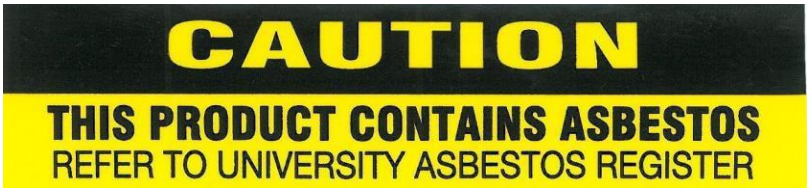
- the Membrane Filter Method
- a method determined by the relevant regulator.

Air monitoring will be undertaken for all licenced asbestos removal work, conducted by an independent licensed asbestos assessor (see appendix D) with results used to verify the work area is free of asbestos fibres prior to being certified for reoccupation.

14. Warning signs and labels

Any areas of a workplace which contain or are assumed to contain ACM should be sign posted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken. These locations will be recorded in the asbestos register.

All warning signs and labels are to comply with AS 1319 –1994: "*Safety Signs for the Occupational Environment".*



15. Potential for Exposure

Any exposure or potential exposure must be reported to the University

You must report (orally or by email) the incident to your supervisor as soon as possible.

You must also report the accident/injury on the University's online FlinSafe System , within 24hours.

If you are unable to report the accident/incident due to the accident, arrangements must be made for your supervisor to report it through FlinSafe.

For emergency procedures see Appendix F.

For individuals that have been potentially exposed, the University will consult, and where indicated will arrange for an appropriate personal health surveillance. Details of any potential exposures will be kept on their personal staff records.

16. Training

General asbestos awareness training is available to staff via the Safety Hub https://flindersunisa.safetyhub.com/

Flinders University Facility Management, Capital Delivery, Strategic Planning and IDS personnel are required to undertake an advanced asbestos management training session every two years.

All training will be recorded and maintained.

(Reg: 445, 'Duty to train workers about asbestos')

Appendix A – Asbestos Material descriptors

ACM Feature

Asbestos Feature	Notes
ACM Samples	Includes naturally occurring ACM such as rocks
Adhesive	
Bench Top	
Board / Panel / Sheet	Includes infill panels above/below windows and doors
Brake Lining / Pad	
Ceiling Lining	
Ceiling Lining (Concealed)	
Collar	
Debris / Dust	
Eaves Lining	
Floor Covering	
Floor Covering (Concealed)	
Floor Underlay	Includes sub-floor
Flue	
Gable Ends	
Gasket / Washer	Includes rope gaskets & flange seals
Insulation (Fibrous)	
Insulation (Spray on)	Change to Spray On Coating
Insulation (Solid)	
Isolation Switch	
Lagging	Change to Lagging / Sheathing
Membrane	
Other	

Packers / Shims	
Paint	
Pipe / Conduit	
Portable Equipment	
Render / Coating	
Roof Sheeting	
Switchboard Backing / Arc Shielding	
Switchboard Fuses	
Sealant / Putty	Change to Mastic / Putty and add separate one for Control Joint?
Wall Lining	

Appendix B – ACM State

ACM State

State	Definition
Friable	Friable means when dry, or as the result of a work process, the ACM may be crumbled, pulverised or reduced to a powder by hand pressure. This can result in the release of inhalable asbestos fibres into the air.
Non-friable	Non-friable means, when dry may not be crumbled, pulverised or reduced to powder by hand pressure (for example materials containing asbestos that have been mixed with cement or other hard bonding materials).

Appendix C – Recommendation code descriptors

The following descriptors will aid the control of identified asbestos containing material.

Rating	Action Priority	Action	Action2
R1	Remove Now	R1 Remove Now	A high risk exists of exposure for building occupants and complete removal must be carried out as a high priority. This includes high risk items or friable asbestos situations.
R2	Programmed Removal	R2 Programmed Removal	Removal to be programmed during maintenance and or building refurbishment.
R3	Deferred Removal	R3 Deferred Removal	Materials present no risk in their present condition. Removal of material should be considered if and where maintenance and/or building refurbishment processes are likely to physically damage or disturb the material.
R4	Seal Material	R4 Seal Material	Material to be sealed to prevent fibre release.
R5	Enclose Area	R5 Enclose Area	Areas where asbestos materials are present shall be sealed where other methods of treatment cannot be applied.
R6	Inspect & Test	R6 Inspect & Test	Further inspection and testing required to determine location, type, extents and confirmation of any ACM.
R7	No Action	R7 No Action	No action required.

Appendix D – Licence Requirements for Asbestos Removal Works

Any work commissioned by Flinders University that involves the removal of asbestos must be carried out only by a licensed asbestos removalist (**reg 458**) unless specified in the WHS Regulation that a licence is not required.

There are two types of licences: Class A and Class B. The type of licence required will depend on the type and quantity of asbestos, asbestos-containing material (ACM) or asbestos-containing dust (ACD) that is being removed at a workplace.

The following table has been taken from the How to Safely Remove Asbestos – Code of Practice.

Type of Licence	Asbestos can be removed
CLASS A	Can remove any amount or quantity of asbestos or ACM, including: • any amount of friable asbestos or ACM • any amount of ACD • any amount of non-friable asbestos or ACM.
CLASS B	• Can remove: • any amount of non-friable asbestos or ACM • any amount of ACD associated with the removal of non-friable asbestos or ACM
No Licence Required	Can remove: • up to 10 m^2 of non-friable asbestos or ACM • ACD that is: ▪ associated with the removal of less than 10 m^2 of non-friable asbestos or ACM ▪ not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Under **regulation 475** air monitoring must be conducted at all licensed asbestos removals by an independent licensed asbestos assessor.

A person commissioning licensed asbestos removal work must ensure that an independent licensed asbestos assessor conducts any air monitoring.

Once the licensed asbestos removal work has been completed, clearance inspections and clearance certificates must be issued before the workplace can be re-occupied.

Clearance inspections must be carried out and clearance certificates issued by:

- an independent licensed asbestos assessor, for work that must be carried out by a Class A licensed asbestos removalist (for example, if the removal work involved friable asbestos), or
- an independent competent person, for asbestos work that is not required to be carried out by a Class A licensed asbestos removalist (for example, if removal work involved more than 10 m2 of non-friable asbestos).

To be independent, the licensed asbestos assessor or competent person must:

- not be involved in the removal of asbestos for that specific job, and
- not be involved in a business or undertaking involved in the removal of the asbestos for that specific job.

Class A work must be inspected and cleared by an independent licensed asbestos assessor.

Class B work may be inspected and cleared by an independent competent person.

Appendix E – Asbestos Removal/Remedial Works

Flinders University Guidelines

Asbestos Removal/Remedial Works

Introduction

These Guidelines are to assist in the management of risks associated with removal of asbestos.

To remove friable asbestos the removalist must hold a current full Class A-Asbestos Removal Licence

To remove non-friable asbestos of more than 10 m² must hold a current full Class A or Class B-Asbestos Removal Licence

All asbestos removal work must comply with the **Statutory Requirements detailed in section 2 of the Flinders University Asbestos Management Plan**

Asbestos Sampling and Removal Request Procedure

All asbestos related requests (sample testing and removal) are to be placed via the University **Service One** Request System

Request must be placed **at least 10 working days prior** to work commencing.

- ***All asbestos related requests are directed to the Asbestos Management Coordinators who will assume responsibility for coordinating asbestos removals and monitoring compliance with the Asbestos Management Plan and that the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation.***

This time is required to provide time for internal notifications, documentation preparation and consultation with stakeholders at site meeting to address requirements of the Asbestos Removal Control Plan.

In addition, **Safework SA** require a **minimum of five working days** notification of an asbestos removal.

(Reg: 466 Regulator must be notified)

Analysis of Sample for Presence of Asbestos or ACM

All samples must be analysed only by the following (Reg: 423 Analysis of Sample))

(a) a NATA-accredited laboratory accredited for the relevant test method; or

(b) a laboratory approved by the Regulator in accordance with guidelines published by Safe Work Australia; or

(c) a laboratory operated by the Regulator.

Communication of the Intention to Remove Asbestos

Safework SA require a **minimum of five working days** notification of an asbestos removal.

(Reg: 466 Regulator must be notified)

Building users, the Area HSR (s), and University Security must be informed of the intention to undertake asbestos removal work, at least 10 working days prior to work commencing.

A combination of signage, notifications and electronic communication methods shall be employed.

(Reg: 467, 468 Inform persons about asbestos work)

Asbestos Removal Control Plan

The licensed removalist must prepare an asbestos removal control plan before the licensed asbestos removal work commences.

The asbestos removal control plan must include details of:

- how the asbestos removal will be carried out, including the method, tools, equipment and PPE to be used
- the asbestos to be removed, including the location, type and condition of the asbestos.

Specifications or drawings that are relevant to the asbestos removal can also be attached to the asbestos removal control plan to provide additional information about the asbestos. The plan must identify the specific control measures the licence holder will use to ensure workers and other persons are not at risk when asbestos removal work is being conducted.

*Note Preparation of an asbestos removal control plan is mandatory for licensed asbestos removal work. However, one can be prepared to assist when planning asbestos removal work that does not require a licence.

The licensed removalist must provide the University a documented site specific Asbestos Removal Control Plan by uploading a copy via the permit application in ServiceOne before the asbestos permit will be authorised and issued in order for removal work to commence.

Once the asbestos removal control plan is prepared, a copy must be:

- given to the person who commissioned the licensed asbestos removal work
- readily accessible on-site for the duration of the licensed asbestos removal work to:
- a person conducting a business or undertaking at the workplace
- workers and their health and safety representatives
- the occupants of the premises (if domestic premises).

The asbestos removal control plan must also be made available for inspection under the WHS Act.

(Reg: 464, 465 Asbestos Removal Control Plan)

Flinders Contractor Induction Information

Induction is a two stage process.

The first is the Flinders University Online Induction which is a general induction and the second is a site specific induction.

1. Online Contractor Induction

Before commencing work at Flinders University all workers must complete the mandatory University Online Induction.

The induction is presented as a series of topics containing key information about the University and requirements for conduct while working on our site.

All contractors coming to site must have completed the Flinders University Online Contractor Induction. and be registered on the contractor database.

CLICK HERE for contractor information

2. Site Specific Work Area Induction

A site specific work area induction must be completed prior to commencing work on site and a copy of the completed induction submitted to the University person and signed by both the contractor and the University responsible person.

A local area induction must be given to the contractors before they begin their work using the following form to record the details given. This is an opportunity to identify the hazards that may exist in the workplace and to discuss and agree upon the controls to be applied.

Following the initial site specific work area induction the Contractor is responsible for ensuring any other workers coming onto the site are locally inducted and this is documented.

Signage and barricades for asbestos removal work

Signage alerting people to the presence of asbestos work is to be clearly displayed at all entry points to the asbestos removal areas.

Barricades are to be erected to delineate the asbestos removal area.

Permits must be valid at the time work is being undertaken.

If the removal work is longer than one shift, the air monitoring readings from the previous shift must be displayed at all entry points next to the permit.

(Reg: 469 Signage & barricades)

Limiting access to removal area

The person who commissions the licensed asbestos removal work and the person with management or control of the workplace (if not the same person) is aware that licensed asbestos removal work is being carried out, they must ensure that access to the removal area is limited to the following people:

- workers who are engaged to carry out the removal work
- other people who are associated with the removal work
- people who are allowed under the WHS Regulations or another law to be in the asbestos removal area (for example, inspector, emergency service workers).

(Reg: 470 Limiting access to asbestos removal area)

Fire Detection Systems

Fire detection systems (smoke or thermal) must be isolated prior to work commencing.

Smoke detectors shall be covered to prevent the ingress of asbestos particles.

Fire detectors (smoke or thermal) are not to be isolated without first notifying the University Security Office and the Building Fire Warden.

All smoke detector covers must be removed before the fire detectors are de-isolated by Security at the end of shift.

Personal Protective Equipment

As required to complete the particular work (e.g. disposable overalls, minimum P2 disposable masks or a half face respirator, gloves, safety eyewear, a vacuum cleaner with HEPA filters, etc.)

The equipment to be used is to be specified in the Safe Work Procedure and shall be provided by the licensed contractor.

Completion

A Clearance Certificate with all air monitoring readings must be provided to the University by uploading to the ServiceOne permit portal after the removal work is completed.

SUMMARY-Asbestos Removal Process

1. The materials to be removed are defined during the planning process

2. ACM items are identified within the planned works

   - Confirmation via direct sampling result or representative sample

3. Asbestos Removalist is engaged - Flinders Uni contact person

4. Site meeting to formulate the contents of the Asbestos Removal Control Plan (ARCP)

   - Asbestos removalist representative, Flinders university contact.

5. ARCP and supporting documentation is provided to the Asbestos Management Coordinator by Asbestos removalist by uploading to the ServiceOne permit portal

6 Documentation reviewed. Any amendments are undertaken in consultation with the Asbestos removalist.

7. ARCP is agreed and documentation is provided in full

   - In some cases the number of air monitors used will be at the discretion of the Asbestos Assessor. ,
   - Background and clearance monitoring is required for all indoor removals.

8. Removal date confirmed

9. Communication of the asbestos removal is sent out to building occupants.

10. Asbestos permit is issued to Asbestos removalist

11. Asbestos removal set-up commences

12. Asbestos Assessor confirms set-up is complete as per ARCP and air monitoring is activated

13. Asbestos removal is completed (set-up remains intact)

14. Asbestos Assessor visually inspects the removal area and collects monitoring filters from the background and clearance monitors

15. Asbestos Assessor confirms the air monitoring result with the Asbestos removalist

   - Where a clearance is provided, the set-up is removed by the asbestos removalist
   - Where a clearance is NOT provided - the set-up remains and additional cleaning and monitoring is conducted as directed by the Assessor until a clearance is achieved

16. Completed documentation is provided to the Asbestos Management Coordinator

   - Asbestos Permit
   - ARCP
   - Air monitoring results
   - Clearance certificate

17. The University Asbestos is updated to truthfully record the changes completed by Asbestos Management Coordinator

Appendix F – Asbestos Discovery or Emergencies

Flinders University Guidelines

Asbestos Discovery/Emergencies Procedure

Introduction

These Guidelines are to assist in the management of risks associated with the Discovery or Accidental damage of asbestos or asbestos containing material.

Discovery of Suspected Asbestos or ACM

Discovery of suspected Asbestos or Asbestos Containing Material must be reported immediately to the University Asbestos Management Coordinator so the affected area can be isolated and secured until sample test results can be obtained and corrective action undertaken.

Damage of Asbestos or ACM

Emergency situations where identified Asbestos or ACM is damaged must be reported immediately to Security and the University Asbestos Management Coordinator in order that the affected area be isolated and secured.

The Asbestos Management Coordinator to arrange for signage and barricades to be installed and assess the requirement for any plant isolation(s) to ensure the potential for exposure to anyone in the area is eliminated until an appropriate investigation is undertaken.

The Asbestos Management Coordinator to arrange for air monitoring to be in place until asbestos removal can be arranged as per the University Asbestos Removal guidelines.

Notifiable Incidents

The South Australian Work Health and Safety Act 2012 and the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 place a requirement on the Person Conduction a Business or Undertaking (PCBU) to notify the Regulator when certain accidents or incidents occur. A similar requirement under the Victorian Occupational Health and Safety Act 2004 requires the notification of the same incidents to that jurisdiction's Regulator. Exposure to asbestos fibres is classified as a Notifiable Incident.

- **What to do in the event of a Notifiable Incident**

Should an incident involving accidental exposure asbestos occur the matter is to be reported immediately to **Security** (82012880) and the **Associate Director, WHS Unit**,(0414190024) who will report the matter to the appropriate Regulator and will inform the University's Senior Executive and The University Office of Communication and Engagement.

CLICK HERE for information on Notifiable Incidents

- **Another Person Conducting a Business or Undertaking (PCBU) Involved**

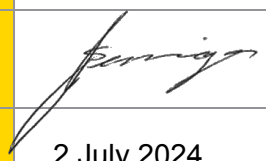
Where there are other PCBU involved, each PCBU must notify the Regulator.

- **Site Preservation**

The person responsible for managing or controlling the workplace where a notifiable accident/incident has occurred must, so far as is reasonably practicable, ensure that the incident/accident site is preserved until an inspector attends the site or directs otherwise.

Situation when Contractor (Principal) challenge a test result or an untested item.

1. Notification to University and immediate cessation of work
2. Duplicate sample(s) to be taken with Asbestos Management Coordinator (or delegate present) – Duplicate Sample retained by University (as stated)
3. As stated, test method – where XRD is requested by contractor a Nata accredited laboratory PLM test must have been conducted first and the result from the PLM test detects a mineral fibre of an unknown type.
4. Conflicting results referred to SafeWorkSA for adjudication.

Version	**Version 2.1**	**Authorised by:**	**Director Property, Facilities and Development**
Name:	Shane Jennings	**Signature**	
Approval Date:	2 July 2024	**Effective Date:**	2 July 2024

17. Document Control

Date	Revised (Yes/No)	Version	Details of Amendment
21st March 2017		1.0	Final
21st January 2019	Yes	1.1	1. Update of Position Titles 2. Inclusion of Service One Hyperlink (to replace BEIMS) 3. Update redundant hyperlinks
25th June 2020	Yes	1.2	1. Updated hyperlinks 2. Addition of "Asbestos Removal Control Plan" to section Definitions 3. Revised section 5.1 Review of AMP-changed review period from one to five years 4. Replaced "asbestos management" with new graphic in section 6.1 on page 8 5. Added new graphic to section 13-warning labels & signs 6. Removed appendix G checklist-(not required) 7. Added new Appendix G –"Asbestos Management Coverage in the absence of Asbestos Management Co-ordinator" 8. Revised Appendix H-permit to work
5th April 2024	Yes	2.0	1. Formatting changed to align with University rebranding and logo changes 2. Update hyperlinks. 3. Included reference to governing procedure "Asbestos Management Procedure". 4. Revised Section 10-Record Keeping to align with updated governing procedure "Asbestos Management Procedure". 5. Added Section 11-Asbestos Management Coordinator to align with updated governing procedure "Asbestos Management Procedure". 6. Removed Appendix G-"Asbestos Management Coverage in the absence of Asbestos Management Co-ordinator" as this is no longer

Date	Revised (Yes/No)	Version	Details of Amendment
			relevant due to structural changes within PFD by creation of multiple facility Manager positions. 7. Removed Appendix H-“permit to work” as this permit is no longer paper based and is now processed electronically online via ServiceOne.
1st July 2024	Yes	2.1	1. minor edits to reflect need for all areas of University that own or manage property containing asbestos to follow this University procedure.

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