

# Asbestos Management Procedures

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## 1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

## 2. Purpose

These procedures establish the responsibilities and action required to manage the risks to health and safety associated with exposure to airborne asbestos and asbestos containing materials, in accordance with WHS legislative requirements and the University's [Work Health and Safety Policy](#).

## 3. Scope

- a. These procedures apply to all workers, students and others at all workplaces and facilities managed or controlled by Flinders University (including Bedford Park and any other relevant sites).
- b. These procedures must be read in conjunction with the [Asbestos Management Plan](#).

## 4. Definitions

<b>Asbestos containing material (ACM)</b>	Any material or thing that, as part of its design, contains asbestos.
<b>Asbestos Management Plan</b>	<p>A document which:</p> <ul style="list-style-type: none"> <li>• sets out how asbestos or ACM that is identified at the workplace will be managed</li> <li>• includes information on how to control risks, responding to incidents and emergencies, responsibilities and other requirements as per WHS legislation.</li> </ul>

<b>Asbestos Register</b>	A document that lists all identified (or assumed) asbestos in a workplace, including the location, type and condition of the material.
<b>Asbestos Removal Control Plan</b>	A document that identifies the specific control measures that will be employed to ensure workers and other people are not at risk when asbestos removal work is being conducted.
<b>Competent person</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• a certification in relation to the specified VET course for asbestos assessor work, or</li> <li>• a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.</li> </ul> <p>For all other purposes, a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.</p>
<b>Naturally Occurring Asbestos (NOA)</b>	Geological occurrence of asbestos minerals found in association with geological deposits which can include rock, sediment and soil.

## 5. Asbestos Management

- a. The University is responsible for ensuring, so far as is reasonably practicable, that;
  - i. people working in or visiting University buildings, sites, structures or plant are not exposed to airborne asbestos as far as reasonable practicable, and
  - ii. asbestos and asbestos containing material (ACM) are managed in accordance with legislative requirements to prevent any risk to health.
- b. The University must ensure that work involving the manufacture, supply, transport, storing, removing, using, installing, handling, treating, disposal or disturbing asbestos or ACM will not be carried out except for those specific activities as outlined in the WHS Regulations 2012.
- c. The University must:
  - i. ensure, so far as is reasonably practicable, that all asbestos and ACM at the workplace is identified by a competent person and that appropriate signage in the form of labels are affixed to provide a warning to persons who may come in contact with the material
  - ii. prepare, maintain and review an [Asbestos Register](#) for all identified asbestos and ACM in each building/infrastructure/plant or materials under the University's management or control and make it available to workers, their health and safety representatives and other relevant persons, including contractors
  - iii. appoint Asbestos Management Coordinators
  - iv. prepare, implement, maintain and review an [Asbestos Management Plan](#) and make it available to workers, their health and safety representatives and other relevant persons
  - v. ensure that the [Asbestos Management Plan](#) provides an outline of the management activities required for identifying, assessing, reviewing and monitoring the condition of asbestos or ACM, where asbestos is not removed, including the review of control measures to ensure they remain effective and in line with the [WHS Risk Management Procedures](#) and legislative requirements

- vi. use non-asbestos alternatives when asbestos or ACM is being replaced or where they present a health risk
- vii. only engage workers that are suitably qualified and licensed to undertake asbestos-related work as set out under WHS Regulations and the Code of Practice
- viii. ensure that any licensed asbestos removal is carried out in line with legislation and the [Asbestos Management Plan](#). This includes any required notifications to the Regulator. An Asbestos Removal Control Plan must be prepared by the licensed removalist and must be communicated with all relevant workers
- ix. will inform workers and other persons in the workplace about asbestos removal work and ensure that adequate signage and barricading is in place to prevent access to any removal area
- x. provide training/information to a worker if that worker may reasonably be involved in asbestos-related work. Training must include the identification, safe handling and suitable control measures for asbestos and ACM
- xi. provide workers or students undertaking any activity with naturally occurring asbestos (NOA) where there is potential for exposure with information and training on how to manage the risks associated with the activity. This must be documented and managed in accordance with the [WHS Risk Management Procedures](#) at the College/ Portfolio level.

## 6. Reporting accidents and incidents

- a. Workers, contractors, students and others must report all accidents or incidents involving asbestos or ACM to their supervisor or manager and on FlinSafe as per the [Accident, Incident and Hazard Reporting and Investigation Procedures](#).
- b. The following must be reported immediately to University Security and to the Associate Director, WHS in accordance with the [notifiable incident reporting process](#):
  - i. any accident or incident that involves a collapse or partial collapse of a structure containing asbestos.
  - ii. any incident involving asbestos that has the potential to cause serious injury or exposure.

## 7. Health monitoring

- a. Health monitoring must be provided to workers that carry out asbestos-related work and are at risk of exposure to asbestos or ACM whilst carrying out that work.
- b. The University will ensure appropriate health monitoring is provided to workers, students or others who may have been exposed to airborne asbestos.
- c. Any records associated with health monitoring must be provided to the worker and maintained by the WHS Unit.
- d. The University must provide any health monitoring records to the Regulator if the test results indicate that the worker may have contracted an illness or there are any recommendations for remedial measures.
- e. Health monitoring reports are confidential records to be kept by the University for at least 45 years after the record is made.

## 8. Emergency procedures

The [Asbestos Management Plan](#) must include emergency procedures that will, so far as is reasonably practicable, reduce the risk of exposure of workers or other persons in the event of the discovery, accidental damage or during any other work related to asbestos or ACM.

## 9. Consultation

### 9.1. University as building owner

Where the University owns buildings (including those which may be occupied by tenants) the University must:

- a. so far as is reasonably practicable, consult a person accessing a University building who may be affected by asbestos or asbestos related work
- b. ensure that any tenants are aware of any asbestos or ACM in their relevant area and are aware of the procedures to be followed if they identify any asbestos-related hazards
- c. consult tenants who may be impacted by any renovation or building work involving asbestos or ACM and what will need to be done if asbestos or ACM is disturbed, and
- d. coordinate activities with contractors and tenants to protect any persons from potential exposure to asbestos.

### 9.2. University as tenant

Where the University is a tenant in a building, the University must:

- a. consult the building owner to determine that the building owner has identified, so far as is reasonably practicable, and labelled, asbestos or ACM in the space occupied and/or accessed by University workers, students and visitors
- b. report any asbestos-related hazards to the building owner, and
- c. consult, cooperate and coordinate with the building owner regarding any work that may involve asbestos or ACM.

### 9.3. Workers and others

The University will consult with, so far as is reasonably practicable, any workers or others who may be affected by asbestos or asbestos-related work.

## 10. Record keeping

- a. 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.
- b. Record keeping periods for asbestos are extensive and long term – please see [WHS records management \(flinders.edu.au\)](https://www.flinders.edu.au/whs-records-management) they apply to;
  - i. Asbestos Register
  - ii. Asbestos Management Plan
  - iii. records of work on asbestos or ACM
  - iv. Certificates of Analysis
  - v. air monitoring, Clearance Inspection and Certificates
  - vi. records relating to management of contracts regarding asbestos removal
  - vii. any other records identified by the University Asbestos Management Plan.
- c. Health monitoring associated with asbestos will be maintained in line with the [WHS Regulations 2012](https://www.safeworkaustralia.gov.au/whs-regulations-2012).
- d. The University must 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).

## 11. Responsibilities

<b>Director, Property Facilities and Development</b>	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>a. asbestos and asbestos containing material in building fabric, infrastructure and major fixed plant is managed in accordance with WHS legislative requirements and these procedures and the University's Asbestos Management Plan</li> <li>b. workers engaged to manage, engage or commission infrastructure, demolition and refurbishment projects on University premises are aware of the obligations to manage asbestos in line with legislation and University procedures</li> <li>c. the <a href="#">Asbestos Management Plan</a> is prepared, implemented, maintained, reviewed and kept up to date and approve the Asbestos Management Plan.</li> </ul>
<b>Vice-Presidents and Executive Deans of College, Portfolio Heads and Associate Directors of Property Facilities and Development</b>	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>d. these procedures are implemented in their College/Portfolio</li> <li>e. any projects under their area of responsibility are conducted in line with the WHS legislation, these procedures and the Asbestos Management Plan.</li> <li>f. goods, materials, plant, or equipment containing asbestos are managed in accordance with WHS legislative requirements and the Asbestos Management Plan.</li> </ul>
<b>Asbestos Management Coordinator</b>	<ul style="list-style-type: none"> <li>g. Assist to coordinate asbestos removals and monitor compliance with the WHS legislation and the Asbestos Management Plan.</li> <li>h. 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.</li> <li>i. 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.</li> <li>j. Ensure the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation.</li> <li>k. Maintain asbestos-related records as per Procedure 10, above, and WHS legislation.</li> </ul>
<b>Workers, students and others</b>	<ul style="list-style-type: none"> <li>l. Report any asbestos-related hazards (suspected or real) to their supervisor immediately.</li> <li>m. Ensure they do not disturb any asbestos containing material.</li> <li>n. Protect themselves and others in the workplace.</li> <li>o. Ensure that any goods, materials, plant, or equipment purchased or imported does not contain asbestos or related material.</li> </ul>

**Workers involved in ACM removal and/or disposal (including contractors and sub-contractors and their workers)**

- p. Must be appropriately licensed for the type of work to be conducted by the Regulator (SafeWork SA & NT).
- q. Conduct any work involving asbestos removal and disposal in accordance with relevant legislation, Codes or Practice, the University's Asbestos Management Plan and any associated Asbestos Removal Control Plans.
- r. Ensure all required notifications and permits have been undertaken.

## 12. Related Documents and Legislation

[Work Health and Safety Risk Management Procedure](#)

[Asbestos Management Plan](#)

[Flinders Asbestos Register](#)

[Plant Safety Procedure](#)

Customs (Prohibited Imports) Regulations 1956

[Work Health and Safety Act](#) (SA) and equivalent in NT)

[Work Health and Safety Regulations](#) (SA) and equivalent in NT)

Environment Protection Act 1993

[WHS Record keeping](#)

### Code of Practices

- [How to Manage and Control Asbestos in the Workplace](#)
- [How to Safely Remove Asbestos](#)

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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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