

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Asbestos Management Policy

Establishment:	Vice-Chancellor, 12 March 2009
Last Amended:	Vice-President (Corporate Services), 24 August 2016
Nature of Amendment:	Updated in line with current legislation
Date Last Reviewed:	July 2016
Responsible Officer:	Director, Buildings and Property Division

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1. Purpose

The purpose of this policy is to establish responsibilities and action required to manage the risks to health and safety associated with exposure to airborne asbestos, in accordance with legislative requirements and the University's Work Health and Safety Policy.

2. Scope

This policy applies to all workers, students and visitors at workplaces managed or controlled by Flinders University.

3. Definitions

Senior Executives	Deputy Vice-Chancellors, Pro Vice-Chancellors, Vice-President, Executive Deans of Faculty
Workers	University staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, students gaining work experience and volunteers.
Student	An enrolled student as per the Enrolment Policy.
Competent person	A person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.
Airborne asbestos	Fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

4. Legislative and policy framework

4.1 Legislation and Australian Standards

Commonwealth

Customs (Prohibited Imports) Regulations 1956

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 2011

Code of Practice: How to Safely Remove Asbestos 2011

Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust, 2nd Edition [NOHSC: 3003 (2005)].

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 2012

Code of Practice: How to Safely Remove Asbestos 2012

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Managing Asbestos in Workplaces – Compliance Code 2008

4.2 University policies

[Work Health and Safety Policy](#)

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

[Plant Safety Procedures](#)

5. Policy principles

5.1 The University is responsible for ensuring, so far as is reasonably practicable, that

- people working in or visiting University buildings and sites are not exposed to airborne asbestos; and
- asbestos and asbestos containing material (ACM) are managed in accordance with legislative requirements to prevent any health risk.

5.2 The University will

- ensure, so far as is reasonably practicable, that all asbestos and ACM at the workplace is identified by a competent person;
- appoint an Asbestos Management Coordinator and Deputy Asbestos Management Coordinator;
- prepare, maintain and review an Asbestos Register for each building under the University's management or control and make it available to workers, their health and safety representatives and other relevant persons;
- prepare, implement, maintain and review an Asbestos Management Plan and make it available to workers, their health and safety representatives and other relevant persons;
- assess potential health risks due to asbestos fibres and ACM and implement control measures;
- review control measures to ensure they remain effective;
- remove or control asbestos or ACM that pose a health risk;
- regularly review and monitor identified areas containing asbestos or ACM to ensure they are, and remain in, good condition and do not pose a fibre exposure risk;
- ensure that workers carrying out asbestos related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM;
- consult and communicate with workers about asbestos awareness and safe work practices; and
- consult, coordinate and cooperate with other duty holders (eg tenants, building owners) regarding asbestos, ACM or work that involves asbestos or ACM.

6. Responsibilities

Director, Buildings & Property	Responsible for <ul style="list-style-type: none">• ensuring that<ul style="list-style-type: none">○ asbestos and asbestos containing material in building fabric, infrastructure and major fixed plant is managed in accordance with legislative requirements and the University Asbestos Management Plan;○ the University Asbestos Management Plan is prepared, implemented, maintained, reviewed at least every 5 years and kept up-to-date; and• approving the University Asbestos Management Plan
Senior Executives	Responsible for ensuring that

	<ul style="list-style-type: none"> goods, materials, plant or equipment containing asbestos are managed in accordance with legislative requirements and the University's Asbestos Management Plan;
University staff purchasing or otherwise acquiring	<p>Responsible for ensuring that</p> <ul style="list-style-type: none"> goods, materials, plant or equipment containing asbestos are not introduced in the University; and plant, equipment and other materials containing asbestos are not imported into Australia.
Asbestos Management Coordinator	<p>Responsible for</p> <ul style="list-style-type: none"> coordinating and ensuring University-wide compliance with the Asbestos Management Plan; and ensuring the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation
Workers and students	<p>Responsible for</p> <ul style="list-style-type: none"> reporting any asbestos-related hazards to their supervisor immediately; not disturbing any asbestos containing material; and protecting themselves and others in the workplace.
Workers involved in ACM removal and/or disposal (including contractors and sub-contractors and their workers)	<p>Responsible for</p> <ul style="list-style-type: none"> conducting any work involving asbestos removal and disposal in accordance with relevant legislation, Codes or Practice and the University Asbestos Management Plan; and not placing any person at risk of exposure to asbestos.

7. Consultation with other duty holders

7.1 University as building owner

Where the University owns a building which includes tenants, the University must

- ensure that the tenants are aware of any asbestos or ACM and the procedures to be followed if they identify any asbestos related hazards;
- consult the tenants who may be impacted on any renovation or building work involving asbestos or ACM and what will need to be done if asbestos or ACM is disturbed; and
- coordinate activities with contractors and tenants to protect any persons from potential exposure to asbestos.

7.2 University as tenant

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

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- 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;
 - report any asbestos related hazards to the building owner; and
 - consult, cooperate and coordinate with the building owner regarding any work that may involve asbestos or ACM.

8. Health monitoring

The University will ensure that appropriate health monitoring is provided to workers¹, students or visitors who have been exposed to airborne asbestos.

9. Record keeping

The following records must be maintained:

- Asbestos Register
- Asbestos Management Plan
- Records of work on asbestos or ACM
- Certificates of Analysis
- Health monitoring reports (confidential records to be kept for 40 years)
- Asbestos training records to be kept for 5 years after the worker ceases working for the University.

10. Review

This policy will be reviewed at least every 4 years to ensure it remains effective, relevant and appropriate to the University, and reflects current legislative requirements.

¹ This does not include licensed asbestos removal contractors whose health monitoring is the responsibility of their contractor company.

Related Links

[Work Health and Safety Policy](#)

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

[Plant Safety Procedures](#)