

## Procedure: Asbestos Management

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### 1. Purpose

To ensure appropriate procedures are in place where asbestos exists or is presumed to exist within a workplace or building to eliminate or remove workers exposure to asbestos.

### 2. Actions Required

- Identify areas where it can reasonably be expected workers could be exposed to asbestos
- Implement appropriate controls
- Maintain appropriate record management
- Consult with workers regarding asbestos management
- Provide appropriate training in identification and handling of asbestos.

### 3. Definitions

**ASBESTOS** - Fibrous form of mineral silicates including actinolite, amosite (brown asbestos), crocidolite (blue asbestos), chrysotile (white asbestos) and tremolite or any mixture containing one or more of these.

**ASBESTOS CONTAINING MATERIAL** - Material containing more than 1% by volume of asbestos.

**ASBESTOS REMOVAL CONTROL PLAN** - Documents outlining any works done on identifying, controlling, removing or any planned works with respect to asbestos management.

**CONSTRUCTION WORK** - All work performed in connection with the installation, erection, repair, cleaning, painting, renewal, renovation, dismantling, maintenance, ornamentation or demolition of buildings, structures, pipes, plant, machinery, parts, artefacts, appliances, or tools or parts thereof.

**FRIABLE MATERIAL** - Material which is easily crumbled or reduced to powder by hand pressure when dry.

**GSCC**-Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role or has engaged a contractor(s)

**PPE** - Personal Protective Equipment

**REGISTERED ASBESTOS REMOVALIST** - A contractor registered or licensed under Victorian WorkSafe to perform asbestos removal and maintenance work.

**SWMS** – Safe Work Method Statement

**WORKER** - A person who carries out work in any capacity for GSCC.

### 4. Responsibility and Authority

#### Team Leader Building Maintenance

- Commission asbestos identification surveys within regulated time frames for all workplaces and all buildings owned or constructed on land owned by GSCC that identifies asbestos as being present (or presumed to be present)
- Ensure a Building Asbestos Register is kept up to date and accessible to workers
- Ensure the presence and location of the asbestos at the workplace is clearly indicated (by a label if reasonably practicable)
- Ensure suitability qualified persons undertake asbestos identification
- Develop asbestos management plans work sites and reviewed and revised at a minimum every 5 years.

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### Managers, Team Leaders and Supervisors

- Identify areas where it can reasonably be expected workers would be exposed to airborne asbestos fibres and implement appropriate control measures
- Where it can reasonably be expected workers would be exposed to airborne asbestos fibres:
  - An asbestos management plan is to be developed
  - Workers trained in identification, safe work practices and appropriate control measures
- Consult with workers in any areas where workers could be exposed to airborne asbestos fibres on control methods and ensure an asbestos removal control plan is in place
- Ensure access to the GSCC Asbestos Register prior to any works done on premises (available from building maintenance)
- Ensure all contractors and sub-contractors and workers are inducted and follow safe work procedures.

### Workers

- Report any unlabeled, suspected asbestos discoveries to their immediate supervisor or GSCC RO.
- Report any damage to suspected asbestos-containing products
- Report any suspected exposure to airborne asbestos fibres
- Treat all asbestos products as hazardous substances
- Not access roof areas where asbestos is located.

### Contractors

- Contractors working with, or removing asbestos-containing products on GSCC work sites must do so in accordance with the requirements of relevant Acts, Regulations and Codes of Practice
- Prior to the commencement of any work that may expose them to asbestos, request the Asbestos Register
- Use appropriate dust collectors where powered tools are used on or near identified asbestos areas
- Ensure materials containing asbestos are kept wet where practicable to minimise dust
- Ensure appropriate PPE is used by any person who is required to carry out asbestos work
- Effectively clean sites upon completion of work.

## 5. Procedure

### Asbestos Control Measures

The GSCC RO of a worksite must ensure:

- So far as reasonably practicable, the exposure of a worker to airborne asbestos fibres is eliminated. Exposure must be minimised if elimination is not reasonably practicable
- An asbestos management plan is developed for the workplace when asbestos has been identified or presumed present, or likely to be present from time to time
- Workers that could be exposed to asbestos are provided appropriate controls measures for minimising the risk of exposure
- Regular training in the safe handling and identification of asbestos as to ensure competency of the workers to carry out this task
- Appropriate PPE is available for use
- Any incident in which asbestos containing materials, or suspected asbestos containing materials, discovered within GSCC buildings or worksites is reported to Manager/Supervisor or Team Leader Risk Management and Building Maintenance.

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## Asbestos Management Plans

An asbestos management plan is required to ensure compliance on how asbestos in the workplace will be managed and should include:

- A reference or link to the asbestos register for the workplace
- The most recent risk assessment for the workplace
- Details of training, procedures and related information
- Procedures for dealing with asbestos at the workplace
- Timetable for managing risks associated with asbestos
- Identification of each person with responsibilities under the plan
- A timetable for reviewing and revising Procedures, including asbestos management plan and asbestos register
- Air monitoring procedures at the workplace where required
- SWMS for handling asbestos at the workplace.

## Identification, Inspection And Recording of Asbestos Materials Within GSCC Owned Buildings and Buildings on GSCC Land

The GSCC RO for building maintenance must ensure:

- An inspection is conducted of all buildings owned or constructed on GSCC land to ascertain whether asbestos containing materials are present or could be present
- A Building Asbestos Register is kept within the premises or located in a central accessible location
- Persons carrying out inspections to identify the presence and/or location of asbestos containing materials are suitably qualified to do.

## Refurbishment/Demolition Works

The GSCC RO must review the asbestos register prior to any demolition or refurbishment work, and ensure all asbestos that is likely to be disturbed is identified and removed as far as is reasonably practicable. A copy of the asbestos register must be given to the person carrying out demolition or refurbishment work.

## Asbestos Removal

- The removal of any asbestos containing material must only be undertaken by a registered asbestos removalist.
- All registered asbestos removalist's must supply the GSCC RO with a asbestos removal control plan that contains:
  - Scope of works
  - Relevant and appropriate risk assessments
  - Identification, location and condition of asbestos containing materials
  - Assessment of the health risk to employees, contractors and public associated with the materials removal
  - Appropriate control measures to eliminate or minimise risk during removal
  - Relevant and appropriate SWMS.

## Emergency Response

- If asbestos has been disturbed the area must be isolated immediately. Where this takes place in a building occupied by workers the GSCC RO shall immediately contact the Team Leader Building Maintenance to determine the recommended actions.

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- Remedial action in response to such an emergency situation should only be undertaken by a licensed contractor. Air monitoring shall be undertaken by a suitably qualified Occupational Hygienist
- If the suspected asbestos is friable, or has been disturbed then:
  - Avoid inhaling dust or fibres and move to a safe location.
  - Isolate all persons from the vicinity of the asbestos, considering such issues as prevailing winds and air conditioning intake and exhaust registers.

## 6. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Code of Practice: How to manage and control asbestos in the work place*
- *Code of Practice: How to safely remove asbestos*

## 7. Related Procedures and Documents

- M11/1422: Workplace safety hazard identification checklist comprehensive
- M10/115497: Work Site Assessment Form

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