



ASBESTOS WHS PROCEDURE

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1. OVERVIEW

The District Council of Orroroo Carrieton (**the organisation**) recognises its obligation to manage risks associated with asbestos and asbestos containing material (**ACM**) at the workplace and thereby minimise the incidence of asbestos-related diseases.

The organisation will work towards an asbestos-free working environment but until this is achieved will manage the risks of asbestos exposure according to the requirements of the Work Health and Safety Act and Regulations 2012 and other relevant legislation.

Where a contractor is engaged by the organisation to undertake asbestos removal or work in the vicinity of asbestos, the person managing the contract on the organisation’s behalf will make the Contractor aware of the hazards and make sure that the Contractor has appropriate systems to manage the work safely.

SIGNED

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Chief Executive Officer

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Chairperson, WHS Committee

Date: 30 / 4 / 2018

Date: 30 / 4 / 2018

Note: Activities that involve asbestos may need to be managed in line with the requirements for high risk construction work. Council staff managing such activities should refer to the LGAWCS Model WHS Construction Activities Guidance Checklist and WHS Contractor Management Procedure together with pertinent legislation and Codes of Practice to ensure the wider requirements are addressed.

2. CORE COMPONENTS

The core components of the Asbestos Management procedure aim to ensure that:

- a) All asbestos or asbestos containing material (ACM) in the workplace is identified and listed on an asbestos register;
- b) All other reasonably foreseeable circumstances in which workers could be exposed to asbestos or ACM are identified;
- c) The asbestos register is readily accessible, maintained and reviewed;
- d) An asbestos management plan is prepared and is readily accessible, maintained and reviewed;
- e) Safe work method statements are prepared for work involving asbestos that is deemed high risk construction work;
- f) Appropriate controls in line with the hierarchy of control are implemented for all identified circumstances where workers could be exposed to asbestos or ACM;
- g) Training requirements are identified as part of the Training Needs Analysis and a record of any training is maintained; and
- h) Records are maintained as per the document management procedure.

3. DEFINITIONS

Airborne asbestos	Means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted. [as defined by the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace]
Asbestos	Asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including: 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 one or more of the minerals referred to in (a) to (f); [as defined by the Work Health and Safety Regulations 2012 Part 1 – 5 Definitions] The use of all forms of asbestos is banned in Australia (effective 31 December 2003), with only a few, very specific, exceptions, (refer Asbestos-related work definition)
Asbestos containing material (ACM)	Asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos [as defined in the Work Health and Safety Regulations 2012 (WHS Regulations), Part 1 – 5 Definitions] Examples of ACM are provided in Appendix C
Asbestos contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos [as defined by the Approved Code of Practice - How to Safely Remove Asbestos]
Asbestos health risks	All types of asbestos can be damaging to your health. Asbestos that is broken, in a poor or deteriorated condition, or disturbed during activities can produce dust containing asbestos fibres. Asbestos fibres are known to be hazardous when inhaled. Fibres can be released into the air when products containing asbestos are incorrectly handled, removed or transported for disposal. Asbestos related diseases include pleural plaques, asbestosis, lung cancer and mesothelioma. [from Asbestos Brochure , asbestos.sa.gov.au]
Asbestos-related work	Means work involving asbestos, other than asbestos removal work to which Chapter 8 Part 7 applies and the following work that is permitted under the exceptions set out in Chapter 8 Part 1, Regulation 419 (3), (4) and (5): a) genuine research and analysis; b) sampling and identification in accordance with these regulations; c) maintenance of, or service work on, non-friable asbestos or ACM, fixed or installed before 31 December 2003, in accordance with these regulations; d) removal or disposal of asbestos or ACM, including demolition, in accordance with these regulations; e) the transport and disposal of asbestos or asbestos waste in accordance with the Environment Protection Act 1993; f) demonstrations, education or practical training in relation to asbestos or ACM; g) display, or preparation or maintenance for display, of an artefact or thing that is, or includes, asbestos or ACM; h) management in accordance with these regulations of in situ asbestos that was installed or fixed before 31 December 2003; i) work that disturbs asbestos during mining operations that involve the extraction of, or exploration for, a mineral other than asbestos;

	<p>j) laundering asbestos contaminated clothing in accordance with these regulations;</p> <p>k) where the regulator has approved the method adopted for managing risk associated with asbestos;</p> <p>l) involving soil that a competent person has determined—</p> <ol style="list-style-type: none"> i. does not contain any visible ACM or friable asbestos; or ii. if friable asbestos is visible, does not contain more than trace levels of asbestos determined in accordance with AS4964:2004 (Method for the qualitative identification of asbestos in bulk samples); and <p>m) work involving naturally occurring asbestos managed in accordance with an asbestos management plan prepared under Regulation 432.</p>
Competent person	<p>Means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task. [as defined in the Work Health and Safety Regulations 2012 Part 1 – 5 Definitions]</p> <p>This may mean that the competent person who can identify asbestos is:</p> <ol style="list-style-type: none"> a) trained to handle and take asbestos samples, have the knowledge and experience to identify suspected asbestos and be able to determine risk and controls measures; b) familiar with building and construction practices to determine where asbestos is likely to be present; and c) able to determine that material may be friable or non-friable asbestos and evaluate its condition. <p>There may be a person within the business that is competent to identify asbestos. If there is not, an external competent person should be engaged. Persons who may be considered to be competent in the identification of asbestos include:</p> <ol style="list-style-type: none"> a) occupational hygienists who have experience with asbestos b) licenced asbestos assessors c) asbestos removal supervisors d) individuals who have a statement of attainment in the unit competency for asbestos assessors e) a person working for an organisation accredited by NATA under AS/NZS ISO/IEC 17020:2000 General criteria for the operation of various types of bodies performing inspection for surveying asbestos. <p>[from Approved Code of Practice - How to Manage and Control Asbestos in the Workplace, part 2.2]</p>
Construction work	<p>Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. [as defined by the Work Health and Safety Regulations 2012, Regulation 289]</p>
Exposure standard	<p>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:</p> <ol style="list-style-type: none"> a) the Membrane Filter Method; or b) a method determined by the relevant regulator. <p>[as defined by the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace, part 1.3]</p>
Friable asbestos	<p>Means 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. [as defined by the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace, part 1.3]</p> <p>Examples of friable asbestos are listed in Appendix C.</p>

<p>Health monitoring</p>	<p>Is required to be provided to a worker if they are carrying out licenced asbestos removal work, other ongoing asbestos removal work or asbestos-related work and are at risk of exposure to asbestos when carrying out the work and must:</p> <ol style="list-style-type: none"> Include consideration of the workers demographic, medical and occupational history and records of the worker's personal exposure; Include a physical examination of the worker, unless another type of health monitoring is recommended by a registered medical practitioner; Be supervised by a medical practitioner with relevant experience; and Be paid for by the PCBU. <p>[in accordance with Work Health and Safety Regulations 2012, Regulations 435 - 438]</p>
<p>Hierarchy of control</p>	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing one or more of the following:</p> <ol style="list-style-type: none"> Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; Isolating the hazard from any person exposed to it; and/or Implementing engineering controls. <p>If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
<p>High risk construction work</p>	<p>High risk construction work means construction work that –</p> <ol style="list-style-type: none"> Involves a risk of a person falling more than 3 metres; or Is carried out on a telecommunication tower; or Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or Involves, or is likely to involve, the disturbance of asbestos; or Involves structural alterations or repairs that require temporary support to prevent collapse; or Is carried out in or near a confined space; or Is carried out in or near— <ol style="list-style-type: none"> A shaft or trench with an excavated depth greater than 1.5 metres; or A tunnel; or Involves the use of explosives; or Is carried out on or near pressurised gas distribution mains or piping; or Is carried out on or near chemical, fuel or refrigerant lines; or Is carried out on or near energised electrical installations or services; or Is carried out in an area that may have a contaminated or flammable atmosphere; or Involves tilt-up or precast concrete; or Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or Is carried out in an area in which there are artificial extremes of temperature; or Is carried out in or near water or other liquid that involves a risk of drowning; or Involves diving work. <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 291]</p>

In-situ asbestos	Means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos. [as defined by the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace, part 1.3]
Naturally occurring asbestos (NOA)	Means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil. [as defined by the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace, part 1.3] Known deposits of NOA in South Australia exist in the following regions: <ul style="list-style-type: none"> - Robertstown – Truro – Lyndoch district (chrysotile) - Cowell and Tumby Bay districts (chrysotile) - Flinders Ranges ((crocidolite, tremolite, chrysotile) - Orroroo – Oodla Wirra (crocidolite, tremolite, chrysotile) - Peake and Denison Ranges (crocidolite, tremolite, chrysotile) [Source: A Guide to the Geology and Mineral Resources of South Australia] A small portion of the population is considered at risk of being exposed to asbestos fibres from disturbance of NOA. These people may include: <ul style="list-style-type: none"> a) rural workers and communities in towns close to areas of asbestos-bearing soils; b) construction workers involved in large scale earthworks projects in areas underlain by asbestos-bearing rocks and soils; and c) quarry or mine workers who inadvertently disturb asbestos-bearing materials.
Non-friable asbestos (also known as “bonded asbestos”)	Means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. [As defined in the Approved Code of Practice - How to Manage and Control Asbestos in the Workplace] Examples of non-friable ACMs are listed in Appendix C.
Respirable asbestos	An asbestos fibre that: <ul style="list-style-type: none"> a) is less than 3 microns (µm) wide b) is more than 5 microns (µm) long c) has a length to width ratio of more than 3:1. [as defined by the Approved Code of practice - How to Manage and Control Asbestos in the Workplace, part 1.3]
Structure	Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes— <ul style="list-style-type: none"> a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and b) any component of a structure; and c) part of a structure; [as defined in Part 4 of the Work Health and Safety Act 2012]

4. PROCEDURE

4.1. Identification of asbestos in the workplace

- 4.1.1. The Manager of Corporate & Community Services is nominated to oversee the identification of asbestos and asbestos containing material (ACM) in the workplace.
- 4.1.2. The Manager of Corporate & Community Services will ensure asbestos or ACM in any building, structure or item of plant or equipment in the workplace is identified by a Competent person and recorded in an Asbestos register.
- 4.1.3. The Manager of Corporate & Community Services may identify asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM by an accredited laboratory. (Note: if asbestos is stable, non-friable and will not be disturbed, it should be left alone. Only material that is damaged or will

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be disturbed should be sampled. If the material may contain asbestos and it is decided not to take samples, it will be assumed to contain asbestos.)

- 4.1.4. Asbestos or ACM will be assumed to be present if it cannot be identified but a Competent person reasonably believes it is asbestos or ACM or if part of the workplace is inaccessible and is likely to contain asbestos or ACM.
- 4.1.5. The location or presence of all identified, or assumed, asbestos or ACM in the workplace will be indicated by labels or signs. All warning signs should comply with AS 1319 Safety Signs for the Occupational Environment.
- 4.1.6. Where direct marking of asbestos is not possible, identifying the presence and location of asbestos to workers such as plumbers, electricians and carpenters before they commence work may be achieved by implementing a permit to work system. The presence and location of the asbestos should be entered on site plans and the asbestos register and be accessible to all workers to ensure they are aware of the presence of asbestos.

4.2. Asbestos register

- 4.2.1. The Manager of Corporate & Community Services will ensure that all asbestos and ACM identified, (or assumed to be,) in the workplace is recorded in an asbestos register.
- 4.2.2. Each record of asbestos or ACM in the asbestos register will include:
 - a) The date on which it was identified;
 - b) Its location;
 - c) The type and nature, (eg friable or non-friable); and
 - d) Its condition.

It may be useful to attach photographs or drawings to show the location and appearance of the asbestos or ACM.

[See Appendix A for an example of an asbestos register]

- 4.2.3. The asbestos register will be readily accessible and provided to any workers, Health and Safety Representatives (HSRs) or other PCBUs whose work at the workplace involves a risk of exposure to airborne asbestos.
- 4.2.4. The asbestos register will be reviewed if:
 - a) Further asbestos or ACM is identified at the workplace;
 - b) Asbestos is removed, disturbed, sealed or enclosed;
 - c) The asbestos management plan is reviewed, (refer 4.3.6).
- 4.2.5. The person reviewing the asbestos register should carry out a visual inspection of the asbestos and ACM listed to determine its condition and revise the asbestos register as appropriate. Previous asbestos registers and records relating to asbestos removal jobs can assist in identifying all asbestos and ACM in the workplace.
- 4.2.6. An asbestos register is not required if the workplace has been constructed after 31 December 2003 or if no asbestos has been identified.
- 4.2.7. If the organisation plans to relinquish management or control of a workplace, the Manager of Corporate & Community Services will ensure, so far as is reasonably practicable, that a copy of the asbestos register is given to the person who is assuming management or control of the workplace.

4.3. Asbestos management plan

- 4.3.1. The Manager of Corporate & Community Services will ensure that an asbestos management plan is prepared for the workplace if asbestos or ACM has been identified or assumed present, or is likely to be present from time to time in the workplace.
- 4.3.2. The asbestos management plan will include information about:
 - a) The identification of asbestos or ACM on the asbestos register, and location of signs and labels;
 - b) Decisions and reasons for decisions, about the management of identified asbestos at the workplace. (Decisions should be based on an assessment of the risk of exposure to airborne asbestos, eg if the asbestos is weathered, damaged or broken, it should be removed);

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- c) Procedures for responding to incidents or emergencies involving asbestos or ACM at the workplace; and
 - d) Arrangements relating to consultation, responsibilities, information and training for workers carrying out work involving asbestos.
- 4.3.3. The asbestos management plan may also include the following information:
- a) An outline of how asbestos risks will be controlled, including consideration of appropriate control measures, based on the hierarchy of control, eg:
 - i. Eliminate the risk eg by removing the asbestos;
 - ii. Substitute for or isolate the risk or apply engineering controls eg enclosing, encapsulating or isolating the asbestos; and/or
 - iii. Administrative controls, eg safe work practices and PPE.
 - b) A timetable for managing risks of exposure, (eg priorities and dates for any reviews, circumstances and activities that could affect the timing of action);
 - c) Identification of each person with responsibilities under the asbestos management plan and the person's responsibilities;
 - d) Procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register; and
 - e) Air monitoring procedures at the workplace, if required.
[See Appendix B for an example of an asbestos management plan]
- 4.3.4. Workers may, during the course of their work, encounter asbestos or ACM other than what is listed on the workplace asbestos register, (eg Telstra pits and storm water pipes) and these will be included in the asbestos management plan. Naturally occurring asbestos, when identified or assumed to be present, will also be included on an asbestos management plan.
- 4.3.5. The asbestos management plan will be readily accessible and provided to any workers, HSRs or other PCBUs whose work at the workplace involves a risk of exposure to airborne asbestos.
- 4.3.6. The asbestos management plan will be reviewed and, if necessary, revised at least every five years or when:
- a) There is a review of the asbestos register or a control measure;
 - b) Asbestos is removed, disturbed, sealed or enclosed at the workplace;
 - c) The plan is no longer adequate for managing asbestos or ACM at the workplace;
 - d) A HSR requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.
- 4.4. Asbestos-related work
- 4.4.1. The Manager of Corporate & Community Services will ensure that any workers, (including contractors,) are informed of the asbestos health risks and effects and the need for health monitoring before they are engaged to do the work.
 - 4.4.2. The work will be separated from other work areas, with signs and barricades in place.
 - 4.4.3. If there is uncertainty as to whether the exposure standard may be exceeded, a competent person will carry out air monitoring.
 - 4.4.4. Any asbestos that may be encountered by workers undertaking asbestos-related work will be identified, and if it is not possible to identify, asbestos will be assumed to be present.
 - 4.4.5. Facilities will be provided to allow for the decontamination of workers, plant or equipment and the items worked upon.
 - 4.4.6. Anything removed from the work area will be decontaminated before it is removed from the work area.
 - 4.4.7. If material contaminated with asbestos, or PPE used in asbestos-related work, is to be removed from the work area, it will be sealed within a container, which is decontaminated and labelled to indicate the presence of the asbestos and disposed of at a licenced disposal facility as soon as is practicable.
 - 4.4.8. In addition to the above, where licenced asbestos removal work has been completed, a clearance certificate is required to be issued by an independent licenced asbestos

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assessor or an independent competent person before the work area can be reoccupied for ordinary use.

4.4.9. Tools and equipment

- a) Use of high pressure water spray or compressed air on asbestos or ACM is prohibited.
- b) Power tools, brooms or other equipment that could release airborne asbestos will not be used, unless they are controlled by being enclosed during use or are designed and used to capture or suppress airborne asbestos.
- c) Household vacuum cleaners, even if fitted with a high efficiency particulate air (HEPA) filter, will never be used where asbestos fibres may be present.

4.5. High Risk Construction Work

The Manager of Corporate & Community Services will ensure that a Safe Work Method Statement (SWMS) is prepared for any work that involves, or is likely to involve, the disturbance of asbestos.

[Refer to WHS Contractor Management Procedure for information and a template for a SWMS]

4.6. Contaminated sites

4.6.1. A site contaminated with asbestos becomes a workplace when work is carried out there and as such requires that an asbestos register and management plan be created for the site. It is highly recommended that specialists, who may include asbestos removalists, are engaged for all but the most minor of non-friable contaminations.

4.6.2. The Manager of Corporate & Community Services will ensure that when a workplace is, or is suspected of being, contaminated with asbestos:

- a) An asbestos register and management plan is created for the site.
- b) Asbestos management specialists are engaged in accordance with the competencies found in the [Assessment of Site Contamination National Environmental Protection Measure](#).

4.7. Demolition and Refurbishment

4.7.1. The Manager of Corporate & Community Services will ensure that, before demolition or refurbishment of a structure or plant constructed or installed before 31st December 2003 is commenced:

- a) The asbestos register is reviewed and, if inadequate for the proposed demolition or refurbishment, is revised;
- b) A copy of the register is given to the PCBU that will be conducting the demolition or refurbishment; and
- c) Asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable, removed.

4.7.2. A person with management or control of the workplace, or of the structure or plant, may demolish part of a structure or plant in order to access in situ asbestos so it can be removed, (eg part of a wall may be demolished to access asbestos located in the wall cavity so it can be removed prior to further demolition.)

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4.8. Removal of Asbestos

4.8.1. The Manager of Corporate & Community Services will ensure that the removal of all non-friable asbestos greater than 10m² in area and friable asbestos is carried out by an appropriately licenced asbestos removalist, as follows:

Class A	Can remove any amount or quantity of asbestos or ACM including: <ul style="list-style-type: none"> a) Any amount of friable asbestos or ACM b) Any amount of ACM c) Any amount of non-friable asbestos or ACM
Class B	Can remove: <ul style="list-style-type: none"> a) Any amount of non-friable asbestos or ACM b) ACD associated with the removal of non-friable asbestos or ACM

4.8.2. The licenced asbestos removalist will:

- a) Provide a licence appropriate to the work to be performed;
- b) Ensure that the nominated asbestos removal supervisor is either present (for work requiring Class A licence) or readily available (for work requiring Class B licence);
- c) Ensure that all removal workers are appropriately trained and aware of health risks associated with the work, (and records are available);
- d) Obtain the asbestos register;
- e) Prepare an asbestos removal control plan, which is readily accessible to the organisation, its workers and HSRs;
- f) Notify the regulator at least 5 days before commencement of licenced asbestos removal work, (except where asbestos must be removed immediately, in which case, the advice will be given immediately via telephone and followed up within 24 hours in writing);
- g) Inform the person with management or control of the workplace that the work is to be carried out and when it is to commence;
- h) Ensure that signage and barricades are in place to indicate and delineate where asbestos removal work is being done;
- i) Limit access to the asbestos removal area to workers engaged with, and other persons associated with, the asbestos removal work and anyone allowed by the Work Health and Safety Regulations or other legislation to be in the asbestos removal area;
- j) Provide decontamination facilities;
- k) Dispose of asbestos waste and contaminated PPE in an appropriate manner; and
- l) Obtain a clearance inspection and provide a clearance certificate before the asbestos removal area at the workplace is re-occupied.

4.8.3. Following a notification from a licenced asbestos removalist in accordance with 4.8.2(g) and before work commences, the organisation will take all reasonable steps to ensure that the following persons are informed that asbestos removal work is to be carried out, and when the work is to commence:

- a) Any PCBU at, or in the immediate vicinity of the workplace; and
- b) Anyone occupying premises in the immediate vicinity of the workplace.

4.8.4. Removal without a licence is permitted for non-friable asbestos less than 10m² in area and any associated asbestos contaminated dust that is only a minor contamination. Refer to the Approved Code of Practice - How to Safely Remove Asbestos for practical guidance on how to safely remove asbestos.

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4.9. Imported Asbestos Containing Materials

4.9.1. Despite being a prohibited import in Australia, goods containing asbestos are still being located at the border and at construction sites. Certification provided to importers from overseas manufacturers that goods are asbestos-free has sometimes been proven incorrect or unreliable for the purposes of the Regulations. Product examples at risk of containing asbestos include:

Building materials	Cement compound board, compressed asbestos sheeting (for example mill board), corrugated sheets, bitumen products used for damp-proofing, heat resistant sealing and caulking compounds, heating equipment, lagging, switchgear with washers, electrical panel partitioning, electrical cloths and tape
Motor vehicles/bikes and parts	Asbestos can be manufactured into motor vehicles/bikes including electric motor vehicles. Parts at risk include gaskets, seals and friction materials (eg brake linings or blocks, clutch linings)
Heavy industry equipment	Pre-assembled switch rooms, flash vessels, effluent treatment equipment, various gaskets, joining material in flues, washers and friction materials.

4.9.2. When the organisation directly imports any goods from overseas, the Manager of Corporate & Community Services so far as is reasonably practicable will:

- a) Request certification from the manufacturer that the goods are asbestos-free;
- b) Obtain evidence from the overseas supplier, (eg product testing results that the product/material does not contain asbestos); and
- c) Arrange a competent person to sample the goods/materials for testing by a laboratory prior to shipping. (It is recommended that a National Association of Testing Authorities (NATA) accredited laboratory, accredited for the relevant test method - AS 4964 Method for the Qualitative identification of asbestos in bulk samples - or internationally equivalent laboratories be used.)

The cost of any such tests or verification measures undertaken will be borne by the organisation, as the importer.

4.9.3. When the organisation procures imported goods or materials from a supplier within Australia, the Manager of Corporate & Community Services will so far as is reasonably practicable obtain evidence from the supplier that the goods or materials are asbestos free, (eg an analysis certificate from an Australian NATA accredited laboratory accredited for the relevant test method - AS 4964 Method for the Qualitative identification of asbestos in bulk samples - or internationally equivalent laboratories (listed at the [NATA website](#)) certifying the product is asbestos-free).

The cost of any such tests or verification measures undertaken will be borne by the supplier/importer.

4.10. Incidents and emergencies

4.10.1. If there is an unexpected incident involving disturbance of asbestos or ACM, (eg damage to ACM pipe or roof/wall collapse):

- a) The emergency response should be in accordance with the organisation's WHS Emergency Management Procedure, and
- b) The incident will be reported and investigated in accordance with the organisation's Incident Reporting and Investigation Procedure.

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4.10.2. The following steps may also be required to prevent or minimise exposure to airborne asbestos fibres:

- a) Workers immediately:
 - i. Stop all activities that may disturb the asbestos;
 - ii. Move away from the immediate asbestos disturbance and from any other sources of danger (eg imminent building collapse);
 - iii. If clothing or equipment has been contaminated with dust or debris that may contain asbestos, remain in the area until appropriate decontamination has been carried out, if safe to do so; and
 - iv. Contact their supervisor or manager;
- b) Isolate the area eg by closing doors and/or erecting temporary barriers to restrict airflow as well as access to the site;
- c) Alert building occupants and post signs as necessary immediately outside the fibre release site, to prevent persons not involved in the cleanup operation from inadvertently entering the area; and
- d) If asbestos fibers could enter the air conditioning system, it should be shut down and sealed off.

4.10.3. The Environment Protection Authority and asbestos abatement consultants and contractors may need to be contacted for developing a strategy for conducting the cleanup operations.

5. TRAINING

- 5.1. The training needs analysis should identify the training needs of workers who may be involved in carrying out asbestos related work or asbestos removal work.
 - 5.1.1. Workers who may be required to undertake non-licenced removal of non-friable asbestos less than 10m², workers will be trained in the identification and safe handling of asbestos (eg asbestos awareness course or the non-friable unit of competency).
 - 5.1.2. Workers engaged to undertake removal of non-friable asbestos greater than 10m² or any quantity of friable asbestos will hold the relevant licence, as outlined in 4.8.1.
 - 5.1.3. Workers who undertake high risk construction work will hold a general construction induction training (White Card);
 - 5.1.4. Training on the hazards and risks associated with NOA will be provided to workers who carry out work, (such as road building, site and construction work and other excavation activities,) where NOA is likely to be found.
- 5.2. Contractors undertaking asbestos related work will retain records of all training while the worker is carrying out the work and for 5 years after the day the worker stops carrying out the work, however records relating to training of the organisation's employees will be retained in accordance with the current version of General Disposal Schedule 20 for Local Government.

6. RECORDS

The following records will be maintained:

- 6.1. Asbestos registers;
- 6.2. Asbestos management plans;
- 6.3. Safe work method statements;
- 6.4. Asbestos removal control plans;
- 6.5. Clearance certificates;
- 6.6. Certification/testing results of imported products;
- 6.7. Incident and investigation reports of exposure to asbestos fibres;
- 6.8. Health monitoring records;
- 6.9. Exposure monitoring records;
- 6.10. Statutory notifications; and
- 6.11. Training records and licences.

All records will be managed in line with the current version of General Disposal Schedule 20 for Local Government.

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7. RESPONSIBILITIES AND ACCOUNTABILITIES

- 7.1. The *management team* is accountable for:
- 7.1.1. Monitoring compliance to the organisation's legislative responsibilities for asbestos management;
 - 7.1.2. Approving any reasonably practicable budgetary expenditure necessary to maintain a safe working environment for asbestos management; and
 - 7.1.3. Including asbestos management within the management review process.
- 7.2. The *Manager of Corporate & Community Services* is accountable for:
- 7.2.1. Appointing a nominated person or persons to manage
 - a) Identification of asbestos in the workplace;
 - b) The asbestos register and asbestos management plan;
 - c) Asbestos related work or removal; and
 - d) Asbestos related health monitoring, (if required);
 - 7.2.2. Ensuring that asbestos or ACM in any building, structure or item of plant or equipment in the workplace is identified by a Competent person and recorded in an Asbestos register
 - 7.2.3. Checking that workers who carry out asbestos related work or asbestos removal are provided with appropriate training;
 - 7.2.4. Checking that SWMS are prepared for all high risk construction work;
 - 7.2.5. Demolition, refurbishment or removal of structures or plant containing asbestos or ACM is carried out in accordance with this procedure;
 - 7.2.6. Ensure that any goods imported directly by the organisation or by a supplier have appropriate certification that the goods are asbestos free;
 - 7.2.7. Checking that consultation, cooperation and coordination occurs with any other PCBUs regarding asbestos management at the organisation's worksites and with anyone occupying premises in the immediate vicinity of the workplace, where asbestos removal is planned to take place, so far as is reasonably practicable; and
 - 7.2.8. Informing the senior management team of asbestos-related matters arising in the workplace.
- 7.3. The *Manager of Corporate & Community Services* is accountable for:
- 7.3.1. Identifying, or arranging for identification or testing of asbestos and ACM in the workplace;
 - 7.3.2. Maintaining currency of the asbestos register(s) and asbestos management plan(s);
 - 7.3.3. Making sure training for workers undertaking asbestos related work or asbestos removal work is identified in the training needs analysis;
 - 7.3.4. Initiating the development, testing and review of the emergency plan/s for asbestos related emergencies;
 - 7.3.5. Making sure any required statutory reporting is undertaken;
 - 7.3.6. Maintaining legislative currency of procedures and systems in relation to asbestos management;
 - 7.3.7. Initiating audit and review activities as required; and
 - 7.3.8. Informing the Chief Executive Officer of asbestos-related matters in the workplace.
- 7.4. *Workers* are accountable for:
- 7.4.1. Undertaking training when required;
 - 7.4.2. Following reasonable instructions and safe operating procedures for work involving asbestos; and
 - 7.4.3. Reporting any hazardous situations regarding asbestos immediately to their manager/ Manager of Corporate & Community Services.

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7.5. Health and Safety Representatives may:

- 7.5.1. Have access to asbestos registers, asbestos management plan, asbestos removal control plan and air monitoring results relating to work that affect, or may affect, a worker or group of workers that they represent; and
- 7.5.2. Request a review of an asbestos management plan, in accordance with 4.3.6(d) above.

8. REVIEW

- 8.1. The Asbestos WHS Procedure will be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or organisational needs change. The review may include:
 - 8.1.1. Feedback from managers, workers, HSRs or other stakeholders;
 - 8.1.2. Legislative compliance;
 - 8.1.3. Performance Standards for Self-Insurers;
 - 8.1.4. Internal or external audit findings;
 - 8.1.5. Incident and hazard reports, claims costs and trends related to asbestos management; and
 - 8.1.6. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

[Code of Practice - How to Manage and Control Asbestos in the Workplace](#)

[Code of Practice - How to Safely Remove Asbestos](#)

Australian Standard 1319 Safety Signs for the Occupational Environment.

[Managing the importation of goods or materials containing asbestos into Australia](#) – Heads of Workplace Safety Authorities, Australia and New Zealand

[Assessment of Site Contamination National Environmental Protection Measure](#), 1999

[Procedures for Asbestos Fiber Release Episodes](#), US Environment Protection Agency

Ludbrook, NH, 1980. A Guide to the Geology and Mineral Resources of South Australia, Department of Mines and Energy South Australia, pp.131

10. RELATED DOCUMENTS

WHS Contractor Management Procedure

WHS Emergency Management Procedure

Incident Reporting and Investigation Procedure

LGAWCS Model Asbestos WHS Management Procedure One pager and Flowchart V1.0

Asbestos Register

Asbestos Management Plan

Training Register

Safe Work Method Statements/Safe Work Procedures

Hazard Register

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11. REVIEW HISTORY

Version No	Issue Date	Description of Change:
1.0	10/10/2014	New Document, September 2014
2.0	30/4/2018	Overview amended to include contractors; Definitions amended/added for clarity; Addition to 4.1.3 & 4.1.6 based on COP – How to manage and control asbestos in the workplace; Added reference to HSRs at 4.2.3, 4.3.5, 4.3.6, 7.5 as per Regs; Added 4.2.5 as per COP; Amended 4.3.1 as per Reg 429(1); Amended 4.3.4 & added 4.9.5 to reflect treatment of asbestos encountered in day-to-day work; Added 4.4.8 (Reg 473); References to training requirements removed from Section 4 and included in Section 5; Additions to 4.9.1-4.9.3 (Regs 458-468); New section 4.10 for imported materials; 5.2 record keeping requirements amended to reflect non-LG record keeping vs GDS20; Section 6 – more suggested records added; Section 7 amended to reflect content of procedure; Section 9 added new & deleted obsolete references; Section 10 added more related documents; Appendices – deleted SWMS (as this is found in Contractor Management Procedure) and added table containing examples of asbestos containing products; Hyperlinks, formatting and language



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Appendix A – Asbestos Register template (example from COP How to Manage and Control Asbestos in the Workplace)

ASBESTOS REGISTER					
Workplace address: XYZ Manufacturing Unit 3A, Trading Estate West, Anytown 9001			Name of Competent Person: Jim Smith, Site OHS manager (01) 3293 4012		
Date of Identification	Type of Asbestos	Is it Friable or Non-Friable	Condition of Asbestos	Specific Location of Asbestos	Is this an inaccessible area?
1/2/2011	AC Roof Sheeting	Non-friable	Good, minor deterioration on Western End	Whole Roof to main building	Not routinely accessed
1/2/2011	Fibro Wall Cladding	Non-friable	Sound condition structurally, paint lifting in some places	Exterior of main Building	Accessible. Unlikely to be damaged.
1/2/2011	Pipe Insulation	Friable	Cracked at bends in pipe	Plant room; Behind boiler for water system	Only accessed by maintenance staff
1/2/2011	Cement Flue	Non-friable	Good condition, coated	Plant Room: On top of boiler	Only accessed by maintenance staff
1/2/2011	Floor Tiles	Non-friable	Good condition, tiles under filing cabinet starting to lift	Main office, Asbestos backed vinyl floor tiles	Inaccessible



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Appendix B – Asbestos Management Plan template (With Example information and guidance included)

ASBESTOS REGISTER				Date of register: 1/2/14 Review date: 1/2/15		ASBESTOS MANAGEMENT PLAN				Date of plan: 15/2/14 Review date: 15/2/15	
Workplace address: XYZ Manufacturing Unit 3A, Trading Estate West, Anytown 9001			Name of Competent Person: Jim Smith, Site OHS manager 3293 4012			Incidents or emergencies involving asbestos [insert electronic links or attach hard copies for Incident/emergency management details from Asbestos Management Procedure or other pertinent procedures, Incident/injury report form, Any other relevant documents]			Worker consultation, responsibilities, and training [insert electronic links or attach hard copies for Consultation and Communication Procedure Responsibilities in Asbestos Management Procedure TNA identifying roles requiring asbestos training and level of training]		
Date of ID	Type of Asbestos	Is it Friable or Non-Friable	Condition of Asbestos	Specific Location of Asbestos	Is this an inaccessible area?	Location of signage	How the asbestos will be managed, actions to be taken	Reasons for decision about how asbestos will be managed	Timeline for actions to be taken	Person responsible	Safe work procedures or other controls
1/2/2011	AC Roof Sheeting	Non-friable	Good, minor deterioration on Western End	Whole Roof to main building	Not routinely accessed	One on each side of building, adjacent to access point on SE wall	Coating to be applied to area of deterioration, 6 monthly monitoring	Renewal of roof too expensive and disruptive to operations at this time. On the whole, the asbestos does not present a significant immediate risk, Area of concern to be managed through encapsulation by use of coating	Coating to be applied by 1/4/2014	Maintenance manager	N/A
1/2/2011	Fibro Wall Cladding	Non-friable	Sound condition structurally, paint lifting in some places	Exterior of main Building	Accessible. Unlikely to be damaged.	One on each side of building,	Annual review	On the whole, the asbestos does not present a significant immediate risk	1/2/15	Maintenance manager	N/A
1/2/2011	Pipe Insulation	Friable	Cracked at bends in pipe	Plant room; Behind boiler for water system	Only accessed by maintenance staff	On piping	Remove insulation from pipes in boiler room.	Presents a significant risk to maintenance staff and can reasonably be replaced during plant shutdown	30/05/14	Maintenance manager	Links to Asbestos Companies removal plan
1/2/2011	Cement Flue	Non-friable	Good condition, coated	Plant Room: On top of boiler	Only accessed by maintenance staff	Signage on Boiler	Annual review	On the whole, the asbestos does not present a significant immediate risk	1/2/15	Maintenance manager	N/A

Appendix C - Examples of asbestos-containing products

	Bonded	Friable*
Outside		
Asbestos cement roofing (sheets and shingles)	◆	●
Asbestos cement wall cladding, including 'brick look' wall cladding	◆	●
Asbestos cement fencing	◆	●
Moulded products such as flues, downpipes, guttering, ridge capping and water pipes	◆	
Gable ends and lining under eaves	◆	
Inside		
Asbestos cement wall linings and ceiling linings	◆	●
Splashbacks and backing to wall tiles		◆
Flooring – vinyl floor tiles and asbestos backed sheets		◆
Underlay sheeting for ceramic tiles and carpet underlay		◆
Insulation in wood heaters and sheeting beneath wood heater hearths		◆
Flues to fireplaces and fireplace surrounds	◆	
Loose fill insulation in roof cavity		◆
Other		
Sealants, gaskets, adhesives and filters		◆
Brake pads, clutch components and other friction products		◆
Textiles – asbestos containing felts, ropes, fire blankets and		◆
Woven asbestos cable sheathing		◆
Rubber, plastic and paint products (particularly industrial), epoxy paints		◆
Sprayed insulation materials used for fire-proofing, thermal protection, insulation and sound-proofing		◆
Lagging and insulation materials used in a wide range of electrical, thermal and acoustic settings, including backing for electrical meter boards.		◆

* Note that asbestos cement materials will become friable when they are sufficiently damaged, badly weathered or otherwise deteriorated