

Asbestos Management Procedure

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

The purpose of this procedure is to establish 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 visitors at workplaces and facilities managed or controlled by Flinders University.
- b. These procedures must be read in conjunction with the [Asbestos Management Plan](#) .

4. Definitions

Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos or a mixture of any of these.
Airborne asbestos	Fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

Asbestos containing material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Asbestos Management Plan	A document which sets out how asbestos or ACM that is identified at the workplace will be managed. It also includes information on how to control risks, responding to incidents and emergencies, responsibilities and other requirements as per WHS Legislation.
Asbestos Register	A document that lists all identified (or assumed) asbestos in a workplace, including the location, type and condition of the material.
Asbestos Removal Control Plan	An asbestos removal control plan is 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.
Competent Person	<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"> • 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 <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>
Naturally Occurring Asbestos (NOA)	Geological occurrence of asbestos minerals found in association with geological deposits which can include rock, sediment and soil.

5. Procedure principles

- 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;
 - ii. asbestos and asbestos containing material (ACM) are managed in accordance with legislative requirements to prevent any risk to health.
 - iii. The University acknowledges that work involving the manufacture, supply, transport, storing, removing, using, installing, handling, treating, disposal or disturbing asbestos or asbestos containing material (ACM) is prohibited and will not be carried out except for in [Prescribed Circumstances](#) as outlined in the WHS Regulations 2012
- b. 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 the 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 an Asbestos Management Coordinator. In the event of an absence of the Coordinator, the University will ensure coverage of the Asbestos Management Coordinator duties by appointing an appropriately trained person to assume this position when required.

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- 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. the [Asbestos Management Plan](#) will provide an outline of the management activities required for 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 in line with the University [WHS Risk Management Procedures](#) and legislative requirements.
 - vi. non-asbestos alternatives will be used when asbestos or ACM is being replaced or where they present a health risk.
 - vii. engage organisations that are suitably qualified and licensed to undertake asbestos related work as set out under WHS Regulations and the Code of Practice.
 - viii. consult and communicate with asbestos removal organisations regarding the Asbestos Removal Control Plan.
 - ix. provide asbestos information and/or training as relevant to those workers that may reasonably be involved in asbestos related work. This training will be recorded and maintained for 5 years after the worker ceases working for the University.
 - x. Inform workers of the need to report any incidents that involve asbestos or ACM to their supervisor and in FlinSafe. In addition any incident that involves asbestos that has the potential to cause serious risk to health or safety is a [Notifiable Incident](#) and must be reported to SafeWork SA via the University [accident, incident reporting procedure](#).
 - xi. Health Monitoring will be provided to workers or others that have been exposed to asbestos or ACM. Any records associated with health monitoring will be maintained by the WHS Unit. Health monitoring reports are confidential records to be kept for 40 years.
 - xii. All workers or students undertaking any activity with Naturally Occurring Asbestos (NOA) where there is potential for exposure, will be provided with information and training on how to manage the risks associated with the activity. These will be document and managed in accordance with the [WHS Risk Management Procedures](#) at the College/ Portfolio level.

6. Emergency Procedures

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

7. Consultation

7.1. University as building owner	<p>Where the University owns buildings which include tenants, the University must</p> <ol style="list-style-type: none">ensure that the tenants are aware of any asbestos or ACM and the procedures to be followed if they identify any asbestos-related hazardsconsult 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; andcoordinate activities with contractors and tenants to protect any persons from potential exposure to asbestos.
7.2. University as tenant	<ol style="list-style-type: none">Where the University is a tenant in a building, the University must 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; andconsult, cooperate and coordinate with the building owner regarding any work that may involve asbestos or ACM.
7.3. Workers and others	<p>so far as is reasonably practicable, the University will consult with a person who may be affected by asbestos or asbestos related work.</p>

8. Record keeping

The University must have, and keep up to date the following records:

These records will be maintained by the Asbestos Coordinator or nominee;

- Asbestos Register
- Asbestos Management Plan
- Records of work on asbestos or ACM
- Certificates of Analysis
- Clearance Certificates

9. Responsibilities

Director, Property Facilities and Development	<ol style="list-style-type: none">Ensure that<ol 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; andthe University Asbestos Management Plan is prepared, implemented, maintained, reviewed and kept up to date.Approve the University Asbestos Management Plan.
Vice-Presidents and Executive Deans of College, and Portfolio Heads	<p>Ensure that</p>

	<ul style="list-style-type: none"> i. These procedures are implemented in their College/Portfolio, ii. Goods, materials, plant or equipment containing asbestos are managed in accordance with legislative requirements and the University's Asbestos Management Plan.
Asbestos Management Coordinator	<ul style="list-style-type: none"> a. Coordinate asbestos removals and monitor compliance with the Asbestos Management Plan, and b. Ensure the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation. c. Maintain asbestos related records as per section 8.
Workers, students and others	<ul style="list-style-type: none"> a. Report any asbestos-related hazards (suspected or real) to their supervisor immediately. b. Ensure they not to disturb any asbestos containing material; and c. Protecting themselves and others in the workplace. d. Ensure that any Goods, materials, plant or equipment purchased does not contain asbestos or related material. e. Plant, equipment and other materials containing asbestos are not imported into Australia.
Workers involved in ACM removal and/or disposal (including contractors and sub-contractors and their workers)	<ul style="list-style-type: none"> a. Conduct any work involving asbestos removal and disposal in accordance with relevant legislation, Codes or Practice and the University Asbestos Management Plan; and b. Ensure they do not to place any person at risk of exposure to asbestos.

10. Related documents

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

Plant Safety Procedure

Customs (Prohibited Imports) Regulations 1956

Work Health and Safety Act (NT & SA)

Work Health and Safety Regulations (NT & SA)

Environment Protection Act 1993

Code of Practices

– [How to Manage and Control Asbestos in the Workplace](#)

– [How to Safely Remove Asbestos](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	
Approval Date	To be completed by Policy & Secretariat
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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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