

Section 4.01

Asbestos Management

1. Purpose

The purpose of this procedure is to ensure that hazards associated with asbestos materials are identified, assessed and controlled.

2. Scope

This procedure covers all Council's workplaces and buildings, including leased premises.

3. References

1. Occupational Health and Safety Act 2004.
2. Occupational Health and Safety (Asbestos) Regulations 2003 No. 16.

4. Responsibilities

Building Maintenance Officer

The Building Maintenance Officer is responsible for ensuring that:

- **Building Asbestos Registers** in the workplaces and buildings are up to date and accessible to employees and contractors;
- Asbestos identification surveys are undertaken in all workplaces and buildings;
- Any person undertaking an asbestos identification survey is properly trained; and Asbestos Management Plans are developed for relevant sites.
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Plant Coordinator

The Workshop Supervisor is responsible for ensuring that:

- Asbestos identification surveys are undertaken of Plant and Equipment;
- Plant Asbestos Register to be maintained in the WorkShop
- Any person undertaking an asbestos identification survey is properly trained; and
- Asbestos Management Plans are developed for the Workshop for all parts purchased after 1st July, 2003.
- Employees are to have medical testing every 2 years according to the regulations
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5. Definitions

Asbestos

Asbestos is defined as the 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

Asbestos containing material is any material containing more than 1% by volume of asbestos.

Construction Work

Construction work shall include all work performed in or 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

Friable material is any material which is easily crumbled or reduced to powder by hand pressure when dry.

Hazard

A hazard is any agent or any thing (physical, biological, chemical) that has the potential to cause injury, illness or danger to health.

Practicable

Practicable means having regard to the:

- Severity of hazard or risk in question; and
- Availability and suitability of ways to remove or mitigate the hazard or risk.

Registered Asbestos Removalist

A Registered Asbestos Removalist is a contractor registered or licensed under the Victorian WorkCover Authority to perform asbestos removal and maintenance work.

Risk

Risk is the probability that a hazard will result in injury, illness or danger to health.

6. Method

6.1. Identification of Asbestos Materials

Visual Inspection

A visual inspection shall be conducted of all buildings and plant owned or leased by the Council which it is considered may contain asbestos to determine whether asbestos containing materials are actually present.



Inspections shall include all accessible areas of the building and Plant Workshop and results must be documented in the **Building Asbestos Register**.

Personnel

Persons carrying out inspections to identify the presence and/or location of asbestos containing materials must be familiar with building construction, workshop and the types of asbestos containing materials which may be encountered in such premises.

Refurbishment/Demolition Audit

An **Asbestos Risk Audit** should be conducted prior to demolition or refurbishment of premises or brake relining to determine asbestos exposure risks.

An Audit may involve assessing areas previously not accessed in a building **Asbestos Risk Assessment** (ie within building cavities).

Materials Sampling

In order to determine whether a particular material actually contains asbestos, laboratory analysis will be required. A competent person who is aware of the potential harm involved in disturbing asbestos fibres shall collect samples.

Sample analysis results must be documented and detailed in a **Building Asbestos Register/Plant Asbestos Register**.

Labelling of Asbestos Materials

Where practicable, identified asbestos containing materials will be labelled with a suitable warning label.

Building/Plant Asbestos Register

The **Building/Plant Asbestos Registers** shall contain:

- Details of the premises;
- Details of asbestos inspections (dates, names of people carrying out inspections, recommendations made);
- Location, dimension, type and condition of any asbestos products or asbestos containing materials found;
- Laboratory reports for materials which have been analysed for asbestos content (including negative reports);
- Details of action taken (or not taken) on identified asbestos containing materials;
- Details of relevant controls used in the asbestos risk control process; and
- Any re-evaluation schedule for further action at a later date(s).
- Copies of any **Asbestos Risk Assessment** undertaken.

The **Building/Plant Asbestos Register** shall be referred to prior to any building maintenance or refurbishment or plant work being undertaken by employees or external contractors.



Appropriate work procedures and hazard controls will be determined prior to commencing activities with the potential to disturb materials.

6.2. Risk Assessment

Building Asbestos Risk Assessment

All premises/plant owned or leased by the Council shall undergo an **Asbestos Risk Assessment** to identify the presence of asbestos materials and assess the associated health risk posed by such materials.

The findings of an **Asbestos Risk Assessment** should be documented in the **Building Asbestos Register or Plant Asbestos Register**.

Personnel

An evaluation of the health risk posed by identified asbestos materials should be conducted by an experienced asbestos consultant. The report provided by the consultant should provide risk control options.

Risk Assessment Report

Asbestos containing materials should be assessed by considering a number of factors including the:

- Location of the material;
- Type and condition of the material; and
- Potential for disturbance.

The **Risk Assessment Report** shall document the risk of exposure posed by the identified asbestos containing materials. It should also provide risk control options. Time frames for review of the risk shall be documented in the initial assessment.

Where the material is considered likely to deteriorate over time, the review process should be more frequent to reflect this condition.

6.3. Risk Control

Control Options

There are a number of risk control options available, which are as follows:

1. **Removal** – This eliminates the hazard if performed properly.
2. **Encapsulation** – Asbestos may be encapsulated within a suitable material.
3. **Enclosure** – A barrier may be placed between the asbestos material and occupied space.
4. **Administrative** – This involves labelling asbestos materials likely to be encountered by contractors and maintenance systems put into place to control exposure.



Selection of Risk Control Options

The selection of appropriate risk control options, by the Building Maintenance Officer/Workshop Supervisor and the consultant, must be based on a number of factors such as potential exposure, costs, disruption to work and ongoing administrative controls.

The cost of removal, for example, needs to be balanced against the long term administrative costs of re-inspection and possible further deterioration of asbestos materials.

Asbestos Removal

Where asbestos removal is undertaken, a number of factors should be considered as follows:

- Legal requirements eg licensing of contractors.
- Defining scope of works, detail and work specifications.
- Disruption to work of premises occupancy.
- Consultation and liaison with employees.

The removal of any asbestos containing material must only be undertaken by a Registered Asbestos Removalist.

6.4. Management Plan – General

Serious adverse health affects can be associated with airborne exposure to asbestos fibres. As such, an **Asbestos Management Plan** shall be developed for specific sites where there is an exposure risk, and implemented to control or eliminate the risk of exposure.

The key elements of an **Asbestos Management Plan** are:

- Identification of location and condition of asbestos containing materials;
- Assessment of the health risk to employees, contractors and public associated with the materials;
- Instituting appropriate control measures to eliminate or minimise risk; and
- On-going monitoring and management of asbestos materials, including timeframes for re-inspections.

Incidents

Any incident in which asbestos containing materials, or suspected asbestos containing materials, are discovered should be reported to the Manager/Supervisor and the Building Maintenance Officer or Workshop Supervisor

If asbestos materials have been disturbed and fibres potentially released, an **Emergency Response Plan** should be instituted. Refer to Part 6.5 below.



6.5. Emergency Response

If asbestos has been disturbed and fibres have potentially become airborne in an occupied area it may be appropriate to isolate or evacuate the area. The Manager/Supervisor shall immediately contact the Building Maintenance Officer/Workshop Supervisor to determine the recommended control measures.

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.

7. Related Documents

1. Building Asbestos Register.
2. Plant Asbestos Register

8. Attachments

Nil