

# Asbestos Management Plan

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**Date of Issue:** April 2020



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## PURPOSE

To support the *Health and Safety Policy* and provide guidance on Asbestos Management at the University.

## DEFINITIONS

<b>Accredited Laboratories</b>	Means a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.
<b>Airborne asbestos</b>	Any fibres of asbestos small enough to be made airborne.
<b>Air Lock</b>	An area that separates the asbestos work area from other areas. Normally an airlock would consist of spring loaded doors or two or more overlapping sheets of plastic positioned so as to define the boundary between each segment of the decontamination facility, whilst allowing personnel access and airflow towards the removal area. To ensure a good airflow through the unit where doors are used to segment the decontamination unit, large openings with a hinged flap to operate as a one-way valve should be provided.
<b>AMP</b>	Asbestos Management Plan
<b>AMR</b>	Asbestos Materials Register
<b>Approved Respirator</b>	A respirator which complies with Australian Standard 1716-Respiratory Devices.
<b>Asbestos Vacuum Cleaner</b>	A vacuum cleaner that is fitted with a High Efficiency Particulate Air (HEPA) filter and complies with Australian Standard 3544 Industrial Vacuum Cleaners for particulates Hazardous to Health. A domestic vacuum cleaner is not suitable for use with asbestos.
<b>Asbestos</b>	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
<b>Asbestos Cement (AC)</b>	Means products consisting of sand aggregate and cement reinforced with asbestos fibres (e.g. asbestos cement pipes and flat or corrugated asbestos cement sheets).
<b>Asbestos Register</b>	A document that provides information on the location, type and condition of ACM's in the workplace.
<b>Asbestos Containing Materials (ACM)</b>	Means any material or thing that as part of its design, contains asbestos. (Asbestos Containing Material).
<b>Asbestos Removal Permit</b>	Online form to obtain approval to remove any asbestos containing materials on Curtin's campuses
<b>Clearance Inspection</b>	Clearance Inspection means an inspection, carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust sampling.

<b>Clearance Monitoring</b>	Clearance Monitoring means air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being below 0.01 fibres/mL.
<b>Competent Person</b>	A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work.
<b>Control Monitoring</b>	Air monitoring, using static or positional equipment to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures and should not be used for that purpose.
<b>Dust and Debris</b>	Dust and Debris means visible particles or fragments of material, large and heavy enough to have settled in the work area, that are likely to have originated from ACM.
<b>Friable (Asbestos)</b>	Asbestos-containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure.
<b>Glove Bags</b>	Are single use bags constructed from transparent, heavy-duty polyethylene, with built-in arms and access ports. Generally, glove bags are approximately 1 metre wide by 1.5 metres deep and are designed to completely isolate small removal jobs from the general work area.
<b>Hazard</b>	Any matter, thing, process or practice that may cause death, injury, illness or disease.
<b>High Efficiency Particulate Air (HEPA) Filter</b>	High Efficiency Particulate Air (HEPA) Filter means a disposable, extended media, dry type filter, in a rigid frame, with a minimum filtration efficiency of 99.97% for nominal 0.3 µm diameter thermally generated dioctylphthalata (DOP) particles or an equivalent efficiency for a specified alternative aerosol and with an initial maximum resistance to airflow of 250 pa when tested at its rated airflow capacity (see Australian Standard 4260-1997 High Efficiency Particulate (HEPA) Filters – Classification, Construction and Performance).
<b>H&amp;S</b>	Curtin's Health & Safety Department
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<b>In situ</b>	Means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.
<b>Inaccessible Areas</b>	Areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.
<b>Membrane Filter Method</b>	The technique outlined in the NOHSC Guidance Note of the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2 <sup>nd</sup> Edition [NOHSC: 3003(2005)].
<b>National Exposure Standard (NES)</b>	An airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. NES are established, from time to time, by the National Occupational Health and National Occupational Health and Safety Commission Safety Commission (NOHSC) and are published on the NOHSC website (see Appendix J). Note: The NES for all forms of asbestos is 0.1 fibres/mL of air, measured using the Membrane Filter Method (MFM).

<b>NOHSC</b>	National Occupational Health and Safety Commission (now reformed as the Australian Safety and Compensation Council)
<b>Personal Protective Equipment (PPE)</b>	Equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear.
<b>Registered Removalist</b>	A competent person who performs asbestos removal work or an employer whose business or undertaking includes asbestos removal work. Employers/Competent Person must hold valid licence issued by WorkSafe WA
<b>Regulations</b>	Include all provisions given force of law by the competent authority or authorities.
<b>Relevant Authority</b>	Refers to the appropriate local, territorial, state or commonwealth government agency.
<b>Removal Area</b>	An area where an asbestos removalist is doing, or proposes to do, asbestos removal work
<b>Removal Site</b>	An area immediately outside a containment barrier for an asbestos removal area.
<b>Respirable Asbestos Fibre</b>	A fibre of asbestos small enough to penetrate into the gas exchange regions of the lungs.
<b>Responsible Officer</b>	The person (employee) nominated to the contractor/consultant as the representative of the University.
<b>Risk</b>	The likelihood of a hazard causing harm to a person
<b>Risk Assessment</b>	The overall process of risk identification, analysis and evaluation. In the form of a Safe Work Method Statement (SWMS).
<b>Settled Dust Sampling</b>	The sampling and analysis of settled surface dust to provide an indication of cleanliness following disturbance of ACM.
<b>Structure</b>	Any construction, whether temporary or permanent
<b>Site</b>	Curtin University
<b>Type 2 or Management Survey</b>	Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.
<b>Type 3 or Refurbishment / Demolition Survey</b>	Intrusive and involves destructive inspection, as necessary
<b>University</b>	Curtin University
<b>Worker</b>	A person who does work, whether or not for reward or recognition
<b>Workplace</b>	Any place where a person works.

## 1. Introduction

Inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma. Asbestos is a serious issue for Australia and will continue to be so for many years, despite the ban on new uses of asbestos in 2003.

Asbestos can be classified into two main types, 'friable' or 'non-friable'.

Friable asbestos means any material that contains asbestos and is in the form of a powder or can be easily crumbled or reduced to a powder by hand pressure when dry. Examples of friable asbestos include, but are not limited to, asbestos lagging, sprayed insulation, millboard, felt and woven asbestos matting.

Non-friable asbestos means any asbestos containing material other than friable asbestos. Examples of non-friable asbestos include, but are not limited to, asbestos cement building products, vinyl floor tiles, friction materials, and any product where the asbestos is locked into the matrix.

The University's Asbestos Management Plan (AMP) has been written, in accordance with:

- *WA Occupational Safety and Health Act (1984)*
- *WA Occupational Safety and Health Regulations (1996)*
- *WA Health (Asbestos) Regulations (1992)*
- *WA Environmental Protection (Controlled Waste) Regulations (2004)*
- *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)];*
- *Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)]*

## 2. Asbestos Management Plan (AMP)

To outline the steps to be taken to eliminate or otherwise minimise the risks of exposure to airborne asbestos fibres, including the identification of ACM, risk assessments and the implementation of control measures.

The objective of these measures is to prevent any exposure to airborne asbestos fibres and thereby reduce the incidence of asbestos-related diseases such as mesothelioma, asbestosis and lung cancer. The existence of a documented plan does not diminish the requirement to remove asbestos containing material (ACM), if removal is the most appropriate control option. Curtin's default position is that ACM is to be removed during renovation refurbishment and/or maintenance rather than other control measures such as enclosure, encapsulation or sealing, unless there is greater risk in doing so. In this case the ACM is to be left in situ (H&S MUST be consulted prior to this decision being implemented).

These requirements and controls extend to all building users including, University workers, students, visitors, consultants and contractors.

## 3. Preventing Health Risks from In-Situ Asbestos-Containing Materials

Management and control of all 'in situ' ACM is essential. The well-known adverse health consequences of exposure to airborne asbestos fibres can be prevented if precautions are taken and appropriate procedures are followed.

The risks posed by ACM depend on the nature and condition of the materials and the potential for disturbance and exposure.

Curtin University's main requirements for managing the risks of ACM exposure in the workplace are too:

- develop, implement and maintain an AMP
- identify and label all ACM in the workplace, as far as is practicable
- develop and maintain a register of the identified or presumed ACM, including details on their locations, accessibility, condition, risk assessments and control measures
- introduce control measures to prevent, as far as practicable, the generation of airborne asbestos fibres and exposure to airborne asbestos fibres
- ensure control measures are implemented as soon as possible and are maintained as long as the ACM remain in the workplace

#### 4. Asbestos Materials Register (AMR)

The University's Health and Safety Department will maintain an accurate register of ACM. This register shall contain the following information:

- details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white), as well as details on any material presumed to contain asbestos, or any inaccessible areas that are likely to contain ACM
- the date(s) on which any inspection/identification was made and details on the competent person(s) who carried out the inspection/identification
- the results of any analysis that has confirmed a material in the workplace is or is not an ACM
- the date when any risk assessment was made, and details on the competent person(s) who carried out the assessment
- the findings and conclusions of any risk assessment, including any reviews or revisions of the risk assessment
- the results of any air monitoring for airborne asbestos fibres and an assessment of these results
- the control measures recommended and decided upon as a result of any risk assessment
- any removal, maintenance or service work on an ACM, including the company or persons involved, the date and scope of the work undertaken and details on clearance certificates

H&S shall ensure that the register is made available to University stakeholders and Curtin Responsible Officers who will provide the register to consultants, contractors, and personnel involved in maintenance or modifications of the property (and fit outs if applicable).

#### 5. Responsibilities

State legislation sets out specific requirements concerning ACM. Before commencing any work that may disturb ACM in the workplace, the relevant legislation should be checked to ensure there will be full compliance with these legal obligations.

##### 5.1. Responsibilities of Key Personnel

The key personnel at the University who are responsible for the implementation and maintenance of the AMP is detailed below. These responsibilities include but are not limited to the following.

### 5.1.1. Director Health & Safety

The Director of Health & Safety will:

- Ensure the AMP is reviewed every 3 years or as a result of changes in legislation; work practices; or when the plan is no longer adequate for managing asbestos or ACM at the workplace
- Ensure the AMP is accessible to relevant University staff, students and contractors
- Ensure resources, human and financial, are allocated to enable implementation and maintenance of the AMP
- Ensure designated H&S personnel complete Restricted Asbestos Removal Licence and other relevant asbestos training

### 5.1.2. Health and Safety Advisors

Designated and/or asbestos trained Health and Safety Advisors will:

- Ensure all incidents involving the actual or potential exposure to asbestos fibres are investigated and recommendations are closed out in as per the Incident and Hazard Reporting and Investigation Procedures.
- Ensure the AMR is current and available to anyone entering the site to perform work; as well as providing a copy of this AMP with all AMR requests
- Provide information and advice to relevant staff, students, Responsible Officers, contractors, consultants, other Health and Safety Advisors, Safety and Health Representatives and building occupants, on matters relating to asbestos management and ensure that concerns regarding asbestos are dealt with in a timely and satisfactory manner
- Provide relevant information and advice in response to emergency situations involving asbestos
- Review, maintain and update the AMR every 12 months or earlier where:
  - A risk assessment indicates the need for reassessment
  - Any ACM has been identified, contained, disturbed or removed(The review will include the results of the visual inspection undertaken)
- Coordinate annual type 2 – Management surveys across relevant campuses of known ACM locations
- Implement recommendations made in the annual site survey reports
- Review all Asbestos Removal Control plans, safe work method statements (SWMS) and other documents provided by the certified removalist
- Sample suspected ACM, send to a NATA laboratory, provide results to relevant stakeholders and update the AMR
- Ensure that when management or control of the workplace is relinquished, a copy of the applicable AMR is given to the person assuming management or control of that workplace

### 5.1.3. Curtin Responsible Officers

- Assess at inception, planning and construction phase of a project, the requirements to implement the provisions of the AMP. This will address:
  - Access to the AMR noting that, the register records 'accessible' ACM only
  - The requirement to undertake a Type 3 refurbishment and demolition survey is the default position, unless there is clear evidence presented to and agreed by Health & Safety that no ACM will be disturbed during works. (Please note: No assessment can be regarded as absolute)
- Ensure instructions and documentation is provided to consultants and/or contractors, including provision of the AMP requirements. This includes:
  - Notifying contractors and/or consultants of the requirements to complete the University's contractor induction
  - Providing the AMR and the AMP to contractors and/or consultants or workers requiring such information as part of their work
  - Requiring on-site adherence to procedures in place for the control of contractors or personnel who may come into contact with ACM during the course of their work
  - Ensuring that only licensed contractors are engaged (as per State Regulations) for all asbestos work and for the maintenance or removal of other asbestos products
  - Requiring that a safe work method statement (SWMS) is conducted for any operation that may disturb asbestos
  - Taking reasonable steps to prevent asbestos being removed or disturbed without prior notification to the University's H&S department
  - Liaising with site management and providing immediate response to emergency situations in conjunction with emergency services and H&S when the emergency involves asbestos
- Ensure that contractor retains and records all documentation e.g.: meeting minutes and reports reflect requirements of contract documentation requirements
- Review the Contractors ARCP, SWMS and/or Risk Assessments prior to work commencing
- Notify the designated Health and Safety Advisor or H&S team when any ACM listed on the AMR has been disposed of
- Remove, where practicable, any ACM within the demolition site or refurbishment area, during the project or treat the ACM in accordance with NOHSC 2018(2005)
- Ensure the requirements for Demolition and Refurbishment work is documented and instructed to contractors
- Ensure all companies/contractors have completed the Curtin Contractor Pre-Qualification process & are "Compliant" prior to commencing work on campus. All employees carrying out works are to be inducted via the online system
- Stop work where an Asbestos Contractor does not perform to the required health, safety or environmental standards
- Apply for an Asbestos Removal Permit

- Providing H&S with all documentation relating to ACM received from contractors to the asbestos inbox ([asbestos@curtin.edu.au](mailto:asbestos@curtin.edu.au)) This information could include but not be limited to:
  - Air monitoring reports
  - Clearance Certificates
  - Asbestos removal control plans
  - Sample results
  - Risk Assessments

#### **5.1.4. University Workers**

- Comply with policies and procedures implemented by the University, including the Health and Safety Policy
- Report newly discovered asbestos related hazards to their supervisor and/or designated Safety and Health Representative
- Inform Curtin's H&S Department immediately, via telephone – 9266 4900 and then via Curtin's [online incident reporting system](#) (CHARM)
- Cease any activity which may cause further disturbance to the asbestos containing material
- Isolate the area to restrict access

#### **5.1.5. Contractors / Consultants undertaking asbestos removal**

Asbestos removal work is high risk work and requires an Asbestos Removal Permit. Licensed asbestos removalists, maintenance contractors and sub-contractors should consult with the designated Curtin Responsible Officer to finalise the Asbestos Removal Permit. All parties, as indicated above, should be provided with a copy of the completed permit.

The Contractor shall contact the relevant State OSH authority to determine whether approval is required from this authority.

Contractor's responsibilities in relation to asbestos include the following:

- Read the University's AMP and sign off to acknowledge their duties and responsibilities in respect to asbestos management
- Fully assess the risk of contact/disturbance of ACM, taking into account an assessment of the contract documents and the contents of the AMR
- Ensure a Safety Management Plan as per current Western Australian legislation, has been developed and includes the requirement for a site specific induction to be completed by all employees and/or sub-contractors
- Provide a written safe system of work for operations which may disturb asbestos, in the form of an ARCP
- Organise independent air monitoring & provide the results to the Curtin Responsible Officer (this is required for all removal)

- If involved in demolition work, the contractor must provide an emergency procedure to the Curtin Responsible Officer which will outline how to minimise the risk of exposure of workers and persons in the vicinity of the demolition site and ensure the exposure standard is not exceeded, so far as reasonably practicable and aligned to the University Emergency Response Plan
- Ensure all plans, processes, and assessments meet legislative requirements and have been provided to the University Responsible Officer
- Provide Safe Work Method Statements or Risk Assessments and Job Safety Analysis to their employees and/or sub-contractors and ensure that these employees and/or sub-contractors carry out their work in compliance with relevant legislation, NOHSC Codes of Practice and their company's safe work methods as well as demonstrating an acceptable level of safety performance
- Attend meetings, including but not restricted to, pre-start, project progress and handover meetings
- Ensure that the right person is employed for each job, taking into account the type of work to be performed, licences, training, certificates and qualifications required
- Must not use, or direct or allow a worker to use, certain equipment on asbestos that causes the release of airborne asbestos fibres, other than some types of equipment which may be used in controlled circumstances
- Ensure all employees complete the University online contractor induction
- Consult with the Curtin Responsible Officer to arrange access to the Site
- Immediately report any incident, injury, or hazards and any incidents of non-compliance with the relevant legislation & Curtin requirements, including the AMP that has or may have occurred to their Supervisor and via Curtin's [online incident reporting system](#) (CHARM)
- Report immediately to the Supervisor, Curtin Responsible Officer and/or Curtin H&S any perceived asbestos risk or if there has been any potential exposure to Asbestos and participate in any investigation that may be instigated
- Supervise and consult with workers on all asbestos removal works
- Where site conditions alter, the contractor must engage licensed assessors who will adjust the level of testing and inspection as well as taking any measure necessary to ensure the continued health and safety of the Contractor and building occupants is obtained
- Conduct asbestos removal work safety inspections regularly as per their Asbestos Removal Control Plan
- Upon job completion ensure all products to be removed are labelled as per the legislative requirements. E.g. "ASBESTOS FREE" or "CAUTION ASBESTOS – DO NOT OPEN OR DAMAGE BAG. DO NOT INHALE DUST"
- Ensure necessary approvals have been obtained from the regulatory authorities prior to asbestos work when required
- Ensure no asbestos is removed or disturbed without prior notification to Curtin Health &, Safety Department
- Complete the Asbestos Removal Permit and Asbestos Removal Permit Checklist

### 5.1.6. Contractors completing refurbishment or demolition work

- Prior to undertaking any work, ensure that a copy of the AMR has been made available or requested from your Curtin Responsible Officer for your review.
- Ensure a Type 3 asbestos survey has been completed and the information provided to all stakeholders, if applicable; (The requirement to undertake a Type 3 refurbishment and demolition survey is the Universities default position, unless there is clear evidence presented to and agreed by Health & Safety that no ACM will be disturbed during works)
- Provide a copy of the AMR and survey of the area to employees undertaking the refurbishment or demolition
- Ensure a site specific and task based risk assessment in the form of a JSA or SWMS has been developed that includes a reference to asbestos and signed off by employees working in the designated area
- Provide to the University and H&S electronic copies of:
  - the Type 3 survey report
  - the AMR (using the Curtin University template) in Microsoft Excel 2010 format, unprotected with appropriate remarks in the comments column;
  - applicable photos
  - certificates of analysis
  - locations of samples indicated on an annotated drawing

All information for H&S is to be emailed to the asbestos inbox ([asbestos@curtin.edu.au](mailto:asbestos@curtin.edu.au))

## 6. Accidental Asbestos Disturbance

If you suspect that an asbestos containing material has been disturbed then you should take the following steps straight away:

- Inform Curtin H&S immediately by telephone 9266 4900.
- Report all incidents, no matter how small, on the University [online incident reporting system](#) (CHARM) , including details of all staff that may be affected.
- Curtin H&S will check the AMR to find out if there is any asbestos in the affected area.
- Cease any activity which may cause further disturbance to the asbestos containing material
- The surrounding area should be evacuated as soon as possible without causing alarm
- Isolate the area to restrict access

## 7. Demolition and/or Refurbishment Work

The Contractor Project Manager and/or the Curtin Responsible Officer will review the AMR and consider the following questions in relation to demolition or refurbishment work:

- Where is the asbestos located in relation to the proposed demolition or refurbishment?

- Are there any inaccessible areas that are likely to contain asbestos and that will be disturbed as a result of the demolition or refurbishment?
- What is the type and condition of the asbestos?
- What is the quantity of the asbestos?
- What is the method of demolition or refurbishment and how will it affect the ACM?
- If there is a likelihood that asbestos will be disturbed during the demolition or refurbishment, can it be removed safely before work commences and how can this be done?
- Is a procedure available to manage the risk of exposure to asbestos in the event of an emergency where a structure or plant is to be demolished? Note that the procedure must include notification to the regulator.

Prior to any work being undertaken, a survey of the area to be refurbished or demolished should be completed by an external competent consultant.

## 8. General Asbestos Requirements

### 8.1. Legislative Requirements

In WA, asbestos is regulated under the following Acts and Regulations.

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Health (Asbestos) Regulations (1992)
- Environmental Protection (Controlled Waste) Regulations 2004

### 8.2. Duty of Care

The National Occupational Health and Safety Commission's "Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]", stipulates that:

Persons in control of premises have a duty of care to:

- develop, implement and maintain an AMP;
- investigate the premises for the presence or possible presence of asbestos-containing materials (ACM);
- develop and maintain a register of the identified or presumed ACM, including details on their locations, accessibility, condition, risk assessments and control measures;
- develop measures to remove the ACM or otherwise to minimise the risks and prevent exposure to asbestos; and
- ensure control measures are implemented as soon as possible and are maintained as long as the ACM remain in the workplace.

### 8.3. Asbestos Identification Competencies

Only competent persons may take a sample of suspected asbestos on the University Campus. Confirmation of ACM is required from a NATA accredited company. Persons who may be considered to be competent in the identification of asbestos include:

- occupational hygienist who have relevant experience with asbestos;
- licenced asbestos assessors;
- asbestos removal supervisors;
- individuals who have a statement of attainment in the unit competency for asbestos assessors; and/or
- 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.*

### 8.4. Health Surveillance

The University must ensure health monitoring is provided to a worker if they are carrying out on-going asbestos removal work or asbestos related work and are at risk of exposure to asbestos when carrying out the work. Health monitoring should also be provided to the employee at regular intervals after commencing the asbestos-related work but at least once every two years.

Contractors must ensure that if a worker is employed as a licensed asbestos removalist, then the health monitoring must be conducted prior to the worker commencing in his position. Confirmation of this monitoring must be provided to the University.

Workers must be informed of any health monitoring requirements before the worker carries out work that may expose them to asbestos. Exposure to Asbestos will be recorded by Health & Safety and Injury Management.

### 8.5. Training

All personnel who are involved in accessing or working in restricted areas or supervising asbestos removal contractors shall be competent. Certified training from a Registered Training Organisation should include education in:

#### **Legislative Framework**

- The legislative requirements of the Occupational Safety and Health Act 1984, supporting Regulations and associated Codes and Standards.
- Identification of types of asbestos, including friable and non-friable asbestos.
- The health effects relating to asbestos exposure.

#### **Risk Management**

- Identification of hazards in the work area.
- Conducting a risk assessment.
- Identification of the controls required.
- Identification and select of PPE and clothing.

- Preparation of a Safe Work Method Statement/Job Safety Analysis.

### **Removal and disposal of non-friable (bonded) asbestos**

- Planning the removal of asbestos.
- Procedures for the removal of asbestos.
- Procedures for clean-up and decontamination of worksite, tools and workers.
- Identification of the methods of transporting and disposing of asbestos containing materials.

And if required:

- decontamination procedures.
- emergency evacuation procedures.
- waste disposal requirements.

## **8.6. Licencing**

A licence is required in Western Australia for the removal of materials that contain asbestos. Only a licence holder or an employee of a licence holder may carry out this type of work.

There are two types of licence:

**Unrestricted:** allows people to remove all forms of asbestos (friable and non-friable) and replaces the current asbestos removal licence.

**Restricted:** allows people to remove amounts exceeding 10 square metres of bonded (non-friable) asbestos.

**Note: Curtin requires all removalists/companies to hold a valid and current licence issued by WorkSafe WA**

## **8.7. Material Sampling and Analysis**

When materials suspected of containing asbestos are identified, a sample shall be taken only by a competent person and analysed only by a NATA accredited laboratories.

## **8.8. Removal of ACM**

The removal of ACM poses additional hazards. When required, the University shall engage a licensed removalist/ contractor for the removal of asbestos on University occupied facilities. University staff shall not remove ACM. Air monitoring is required by an independent & competent person for all removals. Samples for examination purposes and small quantities of suspected non-friable ACM may be removed by trained and competent University staff.

It is important to note that the most appropriate action in some instances, derived from the risk management process, will not be for the immediate removal of ACM. In some circumstances, the removal process may prove more hazardous than other options, such as sealing or encapsulation. The removal of stable ACM would then occur as part of the renovation process at a later date. EXEMPTIONS

These guidelines (AMP) apply to all areas of the University, workers, students, visitors and contractors.

## 9. RELEVANT DOCUMENTS/LINKS

Western Australian Occupational Safety and Health Act, (1984)

Western Australian Occupational Safety and Health Regulations, (1996)

Western Australian Health (Asbestos) Regulations (1992)

National Occupational Health and Safety Commission (2005) Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]. Australian Government Publishing Service. Canberra

National Occupational Health and Safety Commission (2005) Code of Practice for the Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)]. Australian Government Publishing Service. Canberra

Australian Standards - AS 1319 Safety Signs for the Occupational Environment

Applicable forms are available on the [H&S Website](#)

Example Safe Work Method Statements are available on the [Safe Work Australia Website](#)

## 10. APPENDICES

### 10.1. Appendix 1 –Health Risks and Health Effects Associated with Exposure to Asbestos

#### About Asbestos

Asbestos was commonly used in:

- cement sheeting (fibro)
- drainage and flue pipes
- roofing, guttering and flexible building boards (e.g. Villaboard, Hardiflex, etc). Similar cement sheeting products are used today, but are 'asbestos free'
- brakes, clutches and gaskets.

#### How can asbestos affect my health?

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is also greater if you smoke. People who get health problems from inhaling asbestos have usually been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear until about 20 to 30 years after the first exposure to asbestos.

#### When does asbestos pose a risk to health?

Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body. Small quantities of asbestos fibres are present in the air at all times, and are being breathed by everyone without any ill effects. Most people are exposed to very small amounts of asbestos as they go about their daily lives and do not develop asbestos-related health problems. Finding that your home or workplace is made from fibro products does not mean your health is at risk. Studies have shown that these products, if in sound condition and left undisturbed, are not a significant health risk. If the asbestos fibres remain firmly bound in cement, generally you do not need to remove the fibro. People who have suffered health effects from exposure to asbestos have generally worked in either the asbestos mining or milling industry, worked in industries involved in making or installing asbestos products, or are from the immediate families of these people. In all of these situations there was exposure to high levels of airborne dust, from either the processes involved or from the clothes of the workers.

## Different forms of asbestos material, different risk levels

If asbestos fibres are in a stable material such as bonded in asbestos-cement sheeting such as fibro and in good condition they pose little health risk. However where fibro or other bonded asbestos sheeting is broken, damaged or mishandled fibres can become loose and airborne posing a risk to health. Disturbing or removing it unsafely can create a hazard.

In materials such as pipe lagging and sprayed roof insulation asbestos fibres are not bound in a matrix. High concentrations of fibres are much more likely to be released into the atmosphere when these materials are disturbed or removed.

(Source: NSW Health 2007)

## DOCUMENT CONTROL

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Approval Authority	Director, Health & Safety

REVISION HISTORY		
Revision #	Date	Amendment Description
1	06/08/2013	New Plan
2	11/06/2014	<ul style="list-style-type: none"><li>• Change to Clearance Certificate and Air Monitoring requirements</li><li>• Change title from Health and Safety to Health, Safety and Emergency Management</li></ul>
3	9/7/2014	Updated plan to include Contractors completing refurbishment or demolition work responsibilities
4	2/9/2014	Addition of the definition of Type 3 Survey
5	16/6/2014	Updated sections 6.1.4 and 6.1.7
6	17/02/2015	Updated section 4 and annual review
7	30/11/ 2016	Annual review
8	15/04/2020	Update to include removal of references to HSEM, amend review schedule to 3 yearly, to improve clarity & to streamline document while still maintaining the intent of the plan.