

	<h1 style="text-align: center;">ASBESTOS WHS PROCEDURE</h1>		Version No	4.0
			Issued	18 th Dec 2014
			Next Review	Dec 2017
			GDS	12.63.1.1

1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, recognises its obligation to eliminate so far as is reasonably practicable or, where that is not reasonably practicable, to minimise so far as is reasonably practicable, exposure of a person at the workplace to airborne asbestos (WHS Regulation 420).

The Flinders Ranges Council 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 WHS Act and Regulations 2012 and other relevant legislation.

<p>SIGNED</p> <p>Chief Executive Officer</p> <p>Date: 18 / 12 / 2014</p>	<p>.....</p> <p>Acting Chairperson, WHS Committee</p> <p>Date: 18 / 12 / 2014</p>
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Note: Under the definition of construction work (Regulation 289) and high risk construction work (Regulation 291) in the WHS Regulations 2012, 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 or pertinent legislative requirements to ensure the wider requirements are addressed.

2. CORE COMPONENTS

The core components of The Flinders Ranges Council Procedure aim to ensure:

- All asbestos or asbestos containing material (ACM) in the workplace is identified and listed on an asbestos register.
- All other reasonably foreseeable circumstances in which workers could be exposed to asbestos or ACM are identified.
- The asbestos register is readily accessible, maintained and reviewed.
- An asbestos management plan is prepared. The asbestos management plan is readily accessible, maintained and reviewed.
- Safe work method statements are prepared for work involving asbestos that is deemed high risk construction work.
- Risks associated with naturally occurring asbestos (NOA) are managed [where applicable]
- An asbestos management plan for NOA is prepared if NOA is identified or likely to be present at a workplace. The asbestos management plan for NOA is readily accessible, maintained and reviewed.
- Appropriate controls in line with the hierarchy of control are implemented for all identified circumstances where workers could be exposed to asbestos or ACM.
- Training requirements are identified as part of the Training Needs Analysis and a record of any training is maintained.
- Records are maintained as per the document management procedure.

3. DEFINITIONS

Airborne asbestos fibres	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 in the COP How to Manage and Control Asbestos in the Workplace, 2011]
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Asbestos	<p>Asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:</p> <ul style="list-style-type: none"> (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 1 or more of the minerals referred to in paragraphs (a) to (f); <p>[as defined in the WHS Regulations 2012 Part 1 – 5 Definitions]</p> <p>The use of all forms of asbestos is banned in Australia (effective 31 December 2003), with only a few, very specific, exceptions.</p> <p>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. Inhalation of asbestos fibres may have serious long-term latent health risks. Exposure can cause:</p> <ul style="list-style-type: none"> • asbestosis, pleural plaques or pleural thickening • lung cancer • mesothelioma. <p>[from Asbestos in the Workplace, SafeWork SA, 2013, p. 3]</p>
Asbestos containing material (ACM)	<p>Asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos</p> <p>[as defined in the WHS Regulations 2012 Part 1 – 5 Definitions]</p> <p>ACM was widely used in the building and construction industry up to the mid-1990s. A large amount of ACM is still present in our built environment. The asbestos cement manufacturing industry was the main consumer of asbestos fibres to produce products such as:</p> <ul style="list-style-type: none"> • asbestos cement roofing (sheets and shingles) • external asbestos cement wall cladding, including 'brick look' cladding • internal asbestos cement wall linings and ceiling linings • moulded products such as flues, downpipes, guttering, water, storm water and sewerage pipes. <p>Other common ACMs include:</p> <ul style="list-style-type: none"> • textiles – asbestos-containing felts, ropes, fire blankets and woven asbestos cable sheathing • flooring – vinyl floor tiles and asbestos-backed sheets, sprayed insulation materials used for fire-proofing, thermal protection, insulation and soundproofing • lagging and other loosely bound insulation materials used in a wide range of electrical, thermal and acoustic applications • rubber, plastic and paint products (particularly industrial epoxy paints) • sealants, gaskets, adhesives and filters • brake pads, clutch components and other friction products <p>[from Asbestos in the Workplace, SafeWork SA, 2013, p. 3]</p>

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Asbestos-related work	<p>Means work involving asbestos (other than asbestos removal work to which Chapter 8 Part 7 applies) that is permitted under the exceptions set out in regulation 419(3), (4) and (5) [as defined in the WHS Regulations 2012 Part 1 – 5 Definitions]</p> <p>Under WHS Reg 419 the following are permitted:</p> <p>(3) (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; (j) laundering asbestos contaminated clothing in accordance with these regulations.</p> <p>(4) Subregulation (1) does not apply if the regulator approves the method adopted for managing risk associated with asbestos.</p> <p>(5) Subregulation (1) does not apply to the following:</p> <p>(a) soil that a competent person has determined— (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 AS 4964:2004 (Method for the qualitative identification of asbestos in bulk samples); (b) naturally occurring asbestos managed in accordance with an asbestos management plan prepared under Regulation 432.</p> <p>[as defined in the WHS Regulations 2012 Chapter 8-Asbestos Part 1 s419]</p> <p>Occupations and trades that may come into contact with or work near asbestos include, but are not limited to:</p> <ul style="list-style-type: none"> • demolition, roofing and construction contractors • engineers (heating, ventilation and telecommunication) • electricians • painters and decorators • joiners/carpenters • plumbers and gas fitters • plasterers • builders and building surveyors • shop fitters • fire and burglar alarm installers • maintenance workers • automotive repair workers. <p>[from Asbestos in the Workplace, SafeWork SA, 2013, p. 4]</p>
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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 WHS Regulations 2012 Part 1 – 5 Definitions]</p> <p>This may mean that the competent person who can identify asbestos is:</p> <ul style="list-style-type: none"> 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 familiar with building and construction practices to determine where asbestos is likely to be present 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> <ul style="list-style-type: none"> occupational hygienists who have experience with asbestos licensed asbestos assessors asbestos removal supervisors individuals who have a statement of attainment in the unit competency for asbestos assessors 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 COP How to Manage and Control Asbestos in the Workplace, 2011]</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, (289)]</p>
COP	Code of Practice
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> <ul style="list-style-type: none"> the Membrane Filter Method a method determined by the relevant regulator. <p>[as defined in COP How to Manage and Control Asbestos in the Workplace, 2011]</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 in the COP How to Manage and Control Asbestos in the Workplace, 2011]</p>
Hierarchy of control	<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 1 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. 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. 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. [as defined by the Work Health and Safety Regulations 2012, (36)]</p>

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High risk construction work	<p>High risk construction work means construction work that –</p> <ul style="list-style-type: none"> (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— <ul style="list-style-type: none"> (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) 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 (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. <p>[as defined in the WHS Regulations 2012, (291)]</p>
In-situ asbestos	<p>Means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.</p> <p>[As defined in the COP How to Manage and Control Asbestos in the Workplace, 2011]</p>
Naturally occurring asbestos (NOA)	<p>Means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.</p> <p>[As defined in the COP How to Manage and Control Asbestos in the Workplace]</p> <p>South Australia has naturally-occurring asbestos (NOA) deposits which were mined during the early to mid-1900s in the areas near Robertstown – Truro – Lyndoch, 50-120km north of Adelaide. The asbestos occurs as replacement masses or, more commonly, in narrow shear zones around one metre in thickness.</p> <p>A small portion of the population is considered at risk of being exposed to asbestos fibres from disturbance of natural asbestos.</p> <p>These people may include:</p> <ul style="list-style-type: none"> • rural workers and communities in towns close to areas of asbestos-bearing soils • construction workers involved in large scale earthworks projects in areas underlain by asbestos-bearing rocks and soils • quarry or mine workers who inadvertently disturb asbestos-bearing materials. <p>[from Asbestos in the Workplace, SafeWork SA, 2013, p. 3]</p> <p>A media release by the Geological Society of Australia on 15 January 2007 stated, “Of concern are some of the deposits found in South Australia, as they are of the most dangerous type: blue asbestos. Asbestos deposits between the towns of Truro and Robertstown were mined last century. Smaller deposits are known to occur closer to Adelaide at Kenton Valley and Lyndoch and also in a few areas on the Eyre Peninsula.”</p>
Non-friable asbestos	<p>Means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.</p> <p>[As defined in the COP How to Manage and Control Asbestos in the Workplace, 2011]</p>

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Respirable asbestos	<p>means an asbestos fibre that:</p> <ul style="list-style-type: none"> • is less than 3 microns (µm) wide • is more than 5 microns (µm) long • has a length to width ratio of more than 3:1. <p>[As defined in the COP How to Manage and Control Asbestos in the Workplace, 2011]</p>
Structure	<p>structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <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 the WHS Act 2012]

4. PROCEDURE

4.1. Identification of Asbestos in the Workplace (WHS Regulations 422-424)

- 4.1.1. The WHS Coordinator is nominated to oversee the identification of asbestos and asbestos containing material (ACM) in the workplace.
- 4.1.2. The nominated person must ensure asbestos or ACM in any building, structure or item of plant or equipment in the workplace is identified by a competent person. Refer to section 3 for information about who may be considered competent to identify asbestos.
- 4.1.3. The WHS Coordinator 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.
- 4.1.4. Asbestos or ACM must be assumed to be present if it cannot be identified but the 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 must be indicated by labels or signs. All warning signs should comply with AS 1319 Safety Signs for the Occupational Environment.

4.2. Asbestos Register (WHS Regulations 425-428)

- 4.2.1. The WHS Coordinator must ensure that all asbestos and ACM identified in the workplace is recorded in an asbestos register.
- 4.2.2. Each record of asbestos or ACM in the asbestos register must include:
 - a. The date on which it was identified.
 - b. Its location.
 - c. The type and nature (friable or non-friable).
 - 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 must be readily accessible and provided to any workers or other PCBU's whose work at the workplace involves a risk of exposure to airborne asbestos.
- 4.2.4. The asbestos register must be reviewed if:
 - a. Further asbestos or ACM is identified.
 - b. Asbestos is removed, disturbed, sealed or enclosed.
 - c. The asbestos management plan is reviewed (required every five years).
- 4.2.5. An asbestos register is not required if the workplace has been constructed after 31 December 2003 or if no asbestos has been identified.
- 4.2.6. If the WHS Coordinator plans to relinquish management or control they must 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.

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4.3. Asbestos Management Plan (WHS Regulations 429-430)

- 4.3.1. The WHS Coordinator must ensure that an asbestos management plan is prepared for the workplace if asbestos or ACM has been identified or assumed present. This is a legislative requirement from 1 July 2014 (under WHS Regulation 2(4)).
- 4.3.2. The asbestos management plan must 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. For example if the asbestos is weathered, damaged or broken, it should be removed.
 - c. How incidents or emergencies involving asbestos or ACM will be managed.
 - d. Workers carrying out work involving asbestos eg consultation, information and training responsibilities.
- 4.3.3. The asbestos management plan may also include information about:
 - a. An outline of how asbestos risks will be controlled, including consideration of appropriate control measures. These should be based on the hierarchy of control:
 1. Eliminate the risk eg by removing the asbestos.
 2. Substitute for or isolate the risk or apply engineering controls eg enclosing, encapsulating or isolating the asbestos.
 3. Administrative controls, eg safe work practices, and PPE.
 - b. A timetable for managing risks of exposure, for example 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
 - e. Air monitoring procedures at the workplace, if required.

See Appendix B for an example of an asbestos management plan.
- 4.3.4. Workers during the course of their work may from time to time encounter asbestos or ACM other than what is listed on the workplace asbestos register (eg Telstra pits, storm water pipes, dumped on roadsides, amongst hard rubbish for collection), these must be included in the asbestos management plan. Naturally occurring asbestos, when present, must also be included on an asbestos management plan.
- 4.3.5. The asbestos management plan must be readily accessible and provided to any workers or other PCBU's whose work at the workplace involves a risk of exposure to airborne asbestos.
- 4.3.6. The asbestos management plan must 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 health and safety representative 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.

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4.4. **Asbestos-related work** (WHS Regulations 479-484, COP How to Manage and Control Asbestos in the Workplace 5.4, 6.4, 7.4, 7.5)

For Councils, this may include activities such as maintenance of, or service work on, non-friable asbestos, removal or disposal of non-friable asbestos and management of in situ asbestos. (For full list of permitted asbestos-related work, refer to section 3).

- 4.4.1. The *Works Manager* must 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 must be separated from other work areas, with signs and barricades in place.
- 4.4.3. If the exposure standard may be exceeded, a competent person must carry out air monitoring.
- 4.4.4. Facilities must be available to decontaminate the asbestos-related work area, any plant used in the area, and workers carrying out the asbestos related work.
- 4.4.5. Any asbestos that may be encountered by workers undertaking asbestos-related work must be identified, and if it is not possible to identify, it must be assumed asbestos is present.
- 4.4.6. Facilities must be provided to allow for the decontamination of workers, equipment and the items worked upon.
- 4.4.7. Anything removed from the work area must be decontaminated before it is removed from the work area.
- 4.4.8. If material contaminated with asbestos is to be removed from the work area, it must be sealed within a container, which is decontaminated and labelled to indicate the presence of the asbestos and disposed of at a licensed disposal facility as soon as is practicable.
- 4.4.9. Tools and equipment
 - a. High pressure water spray or compressed air must not be used on asbestos or ACM.
 - b. Power tools, brooms or other equipment that could release airborne asbestos must 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 HEPA filter, must never be used where asbestos fibres may be present.

4.5. **Requirement for Safe Work Method Statement** (WHS Regulations 209-303)

The Works Manager and WHS Coordinator 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 (as required under the definitions of construction work and high risk construction work).

See Appendix C for information and a template for a SWMS.

4.6. **Contaminated Sites** (COP How to Manage and Control Asbestos in the Workplace, 5.2)

Contaminated sites arise from previous demolition and dumping activities and for Councils may include reserves and old rubbish pits. 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.

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- 4.6.1. The WHS Coordinator 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.
<http://www.scew.gov.au/nepms/assessment-site-contamination>.
- 4.6.2. The WHS Coordinator is responsible for the management of any identified or assumed NOA.
- 4.6.3. The WHS Coordinator must ensure that an asbestos management plan is prepared for any NOA identified or assumed at a workplace. The plan for NOA must include information required for asbestos management plans as per 4.3 of this procedure.
- 4.6.4. When preparing an asbestos management plan, the following should be considered:
 - a. Isolating the workplace or part of the workplace until controls are in place.
 - b. Deviating the excavation to ensure avoidance of the deposit, where possible.
 - c. Using sealed excavation or mining equipment. (air-conditioned cabins with filtered air)
 - d. Maintaining regular surveillance of the rock by a competent person to ensure minimal disturbance of suspected fibrous minerals.
 - e. Developing procedures for the safe disposal of asbestos waste, if required.
 - f. Educating the workers in safe work practices.
- 4.6.5. The asbestos management plan for NOA must be readily accessible and provided to any workers or other PCBU's whose work at the workplace involves a risk of exposure to airborne asbestos.
- 4.6.6. The asbestos management plan for NOA must be reviewed and as necessary revised if the plan is no longer adequate for managing NOA at the workplace.
- 4.6.7. Ongoing management of NOA may be determined with the aid of an air monitoring program to assess asbestos exposure levels and specific risk control measures. The release of airborne asbestos can be minimised by:
 - a. Wetting surfaces to reduce the dust levels.
 - b. Suppressing, containing and extracting dust in processing operations. (water sprays or local exhaust at transfer points and vibrating screens)
 - c. Using wet drilling or other approved in-hole dust suppression.
 - d. Preventing the spread of contamination by using wash down facilities.
 - e. Providing information and training to all workers potentially at risk.
 - f. Providing supervision of all workers potentially at risk.
 - g. Using PPE where indicated.
 - h. Training on the hazards and risks associated with NOA must be provided to workers who carry out asbestos removal or asbestos related work, where NOA is likely to be found.

4.7. Demolition and Refurbishment (WHS Regulations 447-457, COP How to Manage and Control Asbestos in the Workplace, 5.3)

- 4.7.1. The Works Manager must ensure that before demolition or refurbishment is carried out;
 - 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.
 - c. Asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable, removed.

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4.8. Removal of Asbestos (WHS Regulations 458-477, COP How to Manage and Control Asbestos in the Workplace, 7.1, COP How to Safely Remove Asbestos, 2011)
A licensed asbestos removalist must be used for the removal of all friable asbestos and all non-friable asbestos greater than 10m² in area. 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 COP How to Safely Remove Asbestos for practical guidance on how to safely remove asbestos.

4.8.1. The Works Manager must ensure that for non-licensed removal of asbestos less than 10m², workers are trained in the identification and safe handling of asbestos (eg asbestos awareness course or the non-friable unit of competency).

4.8.2. The Works Manager must ensure that the removal of all friable asbestos and non-friable asbestos, greater than 10m² in area, is carried out by an appropriately licensed asbestos removalist.

4.9. Health Monitoring (WHS Regulations 435-444, COP How to Manage and Control Asbestos in the Workplace, 6.2)

If a worker carries out ongoing asbestos-related work or asbestos removal work or is at risk of exposure to asbestos when carrying out the work, the Works Manager must ensure that health monitoring is provided to the worker. Refer to the COP How to Manage and Control Asbestos in the Workplace for practical guidance on how to provide health monitoring.

4.10. Incidents and emergencies

If there is an unexpected incident involving disturbance of asbestos or ACM, for example concrete saw on footpath edge disturbs ACM pipe, the emergency response should be in accordance with the Council's WHS Emergency Management Procedure and reporting and investigation in accordance with Council's Incident Reporting and Investigation Procedure. The following steps may also be required to prevent or minimise exposure to airborne asbestos fibres:

4.10.1. Workers immediately:

- Stop all activities that may disturb the asbestos.
- Move away from the immediate asbestos disturbance and from any other sources of danger (eg imminent building collapse).
- 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.
- Contact their supervisor or manager.

4.10.2. Isolation of the area eg by closing doors and/or erecting temporary barriers to restrict airflow as well as access to the site.

4.10.3. Building occupants alerted and signs posted as necessary immediately outside the fibre release site, to prevent persons not involved in the cleanup operation from inadvertently entering the area.

4.10.4. If asbestos fibers could enter the air conditioning system, it should be shut down and sealed off.

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

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5. TRAINING

(WHS Regulations 445, COP How to Manage and Control Asbestos in the Workplace, 6.3)

- 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. The training must include:

- The identification and safe removal of asbestos and ACM.
- Control measures for asbestos and ACM.
- General construction induction training (White Card), as required, for defined construction work in WHS Regulations 2012 Part 6 Construction.

Records of all training must be kept while the worker is carrying out the work and for 5 years after the day the worker stops carrying out the work.

6. RECORDS

The following records shall be maintained in accordance with the current version of GDS 20:

- 6.1. Asbestos registers.
- 6.2. Asbestos Plans.
- 6.3. Incident/injury reports of exposure to asbestos fibres.
- 6.4. Health monitoring records
- 6.5. Monitoring records
- 6.6. Training records.

7. RESPONSIBILITIES AND ACCOUNTABILITIES

- 7.1. The *Senior Leadership Team* is accountable for:

- 7.1.1. Monitoring that The Flinders Ranges Council meets its legislative responsibilities for asbestos management.
- 7.1.2. Approving any reasonably practicable budgetary expenditure necessary to maintain a safe working environment for asbestos management.
- 7.1.3. Checking that the management review process includes asbestos management.

- 7.2. The *Chief Executive Officer* 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 plan.
 - c. Asbestos related work or removal.
 - d. Asbestos related health monitoring.
- 7.2.2. Checking that workers who carry out asbestos related work or asbestos removal are provided with appropriate training.
- 7.2.3. Checking that consultation, cooperation and coordination occurs with any other PCBU's regarding asbestos management at The Flinders Ranges Council worksites and with any other business operators performing work at the work site, so far as is reasonably practicable.
- 7.2.4. Informing the Senior Leadership Team of asbestos-related matters arising in the workplace.

- 7.3. The Works Manager & *WHS Coordinator* are accountable for:

- 7.3.1. Making sure training for workers undertaking asbestos related work or asbestos removal work is identified in the training needs analysis.
- 7.3.2. Initiating the development and testing of the emergency plan/s for asbestos related emergencies.
- 7.3.3. Making sure any required statutory reporting is undertaken.
- 7.3.4. Maintaining legislative currency of procedures and systems in relation to asbestos management.
- 7.3.5. Initiating audit and review activities as required.

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7.3.6. Informing the department manager 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.
- 7.4.3. Reporting any hazardous situations regarding asbestos immediately to their manager and WHS Coordinator.

8. REVIEW

- 8.1. The Asbestos WHS Procedure shall be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or The Flinders Ranges Council needs change. The review may include:
 - 8.1.1. Legislative compliance issues.
 - 8.1.2. Audit findings relating to asbestos management.
 - 8.1.3. Changes in the products, operations or activities of the organisation.
 - 8.1.4. Incident and hazard reports related to asbestos management.
 - 8.1.5. Feedback from managers, workers or other stakeholders.
 - 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.
- COP How to Manage and Control Asbestos in the Workplace, 2011.
- COP How to Safely Remove Asbestos, 2011.
- Asbestos in the Workplace, SafeWork SA, 2013.
- AS 1319 Safety Signs for the Occupational Environment.
- Tag, Geological Society of Australia, 2006, (p.3)
http://www.gsa.org.au/pdfdocuments/resources/TAG141_NOA.pdf
- Media release, Geological Society of Australia, 2007
<http://www.gsa.org.au/pdfdocuments/resources/NOA0701SA.pdf>
- Assessment of Site Contamination National Environmental Protection Measure, 1999, at <http://www.scew.gov.au/nepms/assessment-site-contamination>
- Procedures for Asbestos Fiber Release Episodes, US Environment Protection Agency <http://www2.epa.gov/asbestos/safe-work-practices#fiberrelease>
- General Disposal Schedule 20 for Local Government Records in South Australia.

10. RELATED DOCUMENTS

WorkCover SA Performance Standards for Self-Insurers
 WHS Contractor Management Procedure
 WHS Emergency Management Procedure
 Incident Reporting and Investigation Procedure
 LGAWCS Model Asbestos WHS Management Procedure One pager and Flowchart V1

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11. REVIEW HISTORY

Version No	Issue Date	Description of Change:
1.0	March 2003	New document
2.0	May 2007	Unknown
3.0	August 2011	One System format.
4.0	XX	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate.

12. APPENDICES

- Appendix 1 – Asbestos Register template
- Appendix 2 – Asbestos Management Plan template (With Example information and guidance included)
- Appendix 3 - Information and template for Safe Work Method Statement required for high risk construction work

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Appendix 1 – 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 2 – Asbestos Management Plan template (With Example information and guidance included)

ASBESTOS REGISTER						ASBESTOS MANAGEMENT PLAN					
Date of register: 1/2/14 Review date: 1/2/15						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 identification	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	A nother (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	A nother (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	A nother (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	A nother (Maintenance manager)	N/A

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Appendix 3 - Information and template for Safe Work Method Statement required for high risk construction work

(from COP Construction Work, July 2012 as stated in One System Contractor Management Procedure)

Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- information relating to the design of the structure, the workplace (eg location, access, transport), and information contained in the WHS Management Plan
 - information on any 'essential services' located on or near the workplace
 - confirmation that the regulator has been advised of any 'notifiable work' (eg demolition work involving explosives)
 - safe work methods and plant to be used.
5. In the 'How will the hazards and risks be controlled?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

Selecting control measures

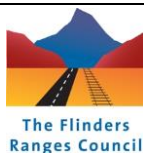
1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
 - minimise the risk by doing one or more of the following:
 - substituting the hazard
 - isolating the hazard
 - implementing engineering controls
 - if the risk still remains, minimise the remaining risk by implementing administrative controls
 - if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
 - before a change occurs to the work itself, the system of work or the work location
 - if a new hazard associated with the work is identified
 - when new or additional information about the hazard becomes available
 - when a notifiable incident occurs in relation to the work
 - when risk controls are inadequate or the SWMS is not being followed.

In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.



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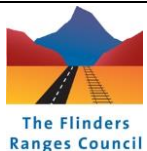
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SAFE WORK METHOD STATEMENT

[PCBU name, ABN, Office Address and Phone]		Principal Contractor (PC)	[Name, ABN, Office Address]
Work Activity:	[Job description]	Work Location:	
High Risk Construction Work:	• [list work from WHS Regulations]	Works Manager: Contact Phone:	
	•		
	•		
	•		
	•		
	•		
Have workers been consulted about the SWMS?			

Person Responsible for ensuring compliance with SWMS		Date SWMS Provided to PC:	
Person(s) Responsible for reviewing the SWMS		Last SWMS Review Date:	
Date received:		Signature:	

Workers name		Date received:	
Workers signature			



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What are the tasks involved?	What are the hazards and risks? (What is the problem?)	What are the control measures? (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?