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Relevant Legislation/Authority	AS/NZS 4801 Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2007 Managing Asbestos in Workplaces Compliance Code Removing Asbestos in Workplaces Compliance Code Permit to transport prescribed industrial waste guidelines (EPA Vic) Information about Asbestos-cement water pipe management (March 2015) Industrial Waste Resource Guidelines - Asbestos Transport and Disposal Asbestos Advice Safe Work Australia guidelines for the management of Asbestos (guide only) WorkSafe Victoria Environmental Protection Act (EPA)

1. PURPOSE

To protect the health of employees, contractors, volunteers, visitors, and members of the community by eliminating and managing exposure to asbestos in and around City of Greater Bendigo buildings, sites and workplaces.

2. SCOPE

The policy applies to all workplaces, buildings and sites where employees, volunteers and contractors are working on behalf of The City and public access areas under the control of The City.

3. DEFINITIONS

For definitions please refer to Appendix One of this document. For any further definitions please refer to Appendix B in the Managing Asbestos in Workplaces Compliance Code (Ed 1 Sept 2008), and Removing Asbestos in Workplaces Compliance Code (Edition No. 1, Sept 2008).

4. OPERATING PRINCIPLES

As far as practicable, people are not to be exposed to asbestos fibres.

4.1 Asbestos Management

There must be an Asbestos Management Plan (AMP) for buildings built prior to 2003 and under the management of the Building and Property Unit or if asbestos is suspected. The plan must include:

- An asbestos audit will be prepared by an Occupational Hygienist or other competent person as defined in the compliance code.
- The audit must not be greater than 5-years-old if work is to be undertaken
- The audit must be a Division 6 audit if demolition is to occur
- ACM identified by an Asbestos Audit is maintained in the Asbestos Register for the building
- Asbestos Register location will be clearly conveyed to the occupant and building users
- ACM which is considered accessible will be labelled.
- Identified ACM will be recorded in the Asbestos Management Plan.
- The AMP will be reviewed by the Building and Property Unit regularly. ACM will be managed, based on the assessment and prioritisation of risk – i.e. on the basis of likelihood of exposure

Contractors and Workers:

- Contractors must adhere to their work and purchase order instructions. This may include important information about Asbestos Management and ACM.
- Contractors must complete City and site inductions before commencing work.
- It is the responsibility for any person undertaking work to check if there is an Asbestos Register or an Asbestos Audit Report available for the building or site.
- An Asbestos Register is not required for a domestic property. An Asbestos Audit will be required at the clients cost if suspected ACM prevents work being safely performed.

4.2 Emergency Situations

- Following a fire, flood or other emergency on council property the Building and Property unit should verify if there has been an Asbestos Audit on the property and advice on appropriate action, prior to making safe – these audit results are to be provided to whoever is making the site safe as soon as possible.
- If no Asbestos Audit exists and it is likely there will be asbestos, the site should be barricaded and an Asbestos Audit arranged prior to removal of any material from the site.
- If any suspected ACM poses a risk of causing further exposure to others or is in an unsafe condition, this is to be treated as ACM and removed following the criteria (sections 4.4 or 4.5).
- Where ACM is not fixed or installed (e.g. dumped material on public land) removal will be the responsibility of the unit in charge of the area or site and a licenced removalist will be arranged if it is greater than the amount classified as a Minor Contamination (section 4.5). Appropriate controls will be documented on the SWMS or JSA prior to commencing removal.

4.3 Risk Assessments

- For work at a client's domestic residence a risk assessment is to be undertaken and any material which is suspected ACM is to be treated as ACM.
- Where there is a possibility that ACM is present and may be exposed (eg mowing, trimming, cleaning or digging adjacent to asbestos containing walls) this needs to be considered in the risk assessment prior to undertaking works adjacent to any structure. This is to be documented on the SWMS or JSA prior to commencing work.
- A SWMS is required prior to minor removal of ACM.

4.4 Asbestos Removal

- ACM which is disturbed, accessible or in poor condition and has the potential to cause harm will be removed where possible or arrangements made to make it safe
- Friable ACM will be prioritised for removal
- ACM which is in good condition and fully contained will not be removed unless it poses a risk (e.g. location, building use, fire risk)
- Removal of ACM from a client's residence is the responsibility of the client.
- Materials which are ACM (e.g. pipes) may only be removed by City employees if this meets the Minor Removal Criteria (see section 4.5).
- A clearance certificate is required post asbestos removal by a licenced removalist before any other work in the area can commence
- Air monitoring is recommended for all licenced removalist work – it is mandatory for Class A removal. This monitoring should be done by an independent (from the removalist) and suitably qualified person. Results of air monitoring are to be supplied to the Supervisor at a frequency which ensures any people near or on the site will not be exposed to asbestos fibres.
- Where a major clean-up of asbestos dust is required, and will involve more than 10 minutes work, a Class A removalist is required.

4.5 Minor Removal Criteria

- Unlicensed person/s who have been trained in asbestos awareness may remove ACM only if it meets the minor removal criteria:
 - Non-friable ACM (or suspected non-friable ACM).
 - Less than 10m² in surface area.
 - The person removing it will do so for not more than one hour in a 7 day period
 - Will be transported in accordance with EPA requirements.
 - Process for removal meets the requirements of [Removing Asbestos in Workplaces Compliance Code](#).
 - A documented SWMS, JSA or Asbestos Risk Control Plan will be followed.

- A record of removal is to be maintained and documented onto an incident report detailing the precautions taken to minimise exposure (including process to minimise fibres and details of the PPE used) and the names of the people who did the removal to ensure the potential exposure is monitored.
- All other asbestos removal shall be done by a licensed removalist following an Asbestos Risk Control Plan. Please refer to Appendix Two of this document.

4.6 Disposal and transportation

- All asbestos waste is to be disposed of in an approved waste disposal site licensed by the Environmental Protection Agency (EPA)
- All ACM, PPE and other contaminated waste is to be double wrapped in plastic and clearly labelled as “Asbestos”.
- PPE such as plastic, overalls, gloves and masks must be available.
- Domestic quantities less than 50kg or 50litres of non-friable ACM can be brought to the landfill where there is no fee received by the party for the transport of the material. The registration of the vehicle delivering the material (Domestic Asbestos Register) and monitored to ensure there is no commercial undertaking in regard asbestos disposal.
- ACM brought to the landfill by a Class A or Class B removalist or a commercial transporter must be accompanied by the EPA Waste Transport Certificate.
- ACM must only be disposed into the area identified by the EPA for asbestos in the landfill site per the Industrial Waste guidelines.

4.7 Action in the event of exposure

- Exposure is to be documented on an incident notification
- If exposed to asbestos fibres inform your manager and seek advice on the health effect from a health professional particularly if the person is exhibiting:
 - Shortness of breath, wheezing, or hoarseness.
 - A persistent cough that gets worse over time.
 - Blood in the sputum (fluid) coughed up from the lungs.
 - Pain or tightening in the chest or difficulty swallowing.
 - Swelling of the neck or face.
 - Loss of appetite or weight loss.
 - Fatigue or anaemia.

5. RESPONSIBILITIES

5.1 Managers

- Managers are responsible for the implementation of this policy and ensuring employees, contractors, volunteers, visitors and members of the community comply as appropriate.

- In the event of a breach of this policy the manager will follow the Managing Misconduct procedure
- Any asbestos discovered on a site which is under the management of a unit is the responsibility of that unit.
- ACM in Council owned or managed buildings or property sites is the responsibility of the Building and Property Unit. Any asbestos on these properties is to be managed by the Building and Property unit.
- Other sites may include a park managed by Parks and Natural Reserves, a road site managed by Works or a client's home managed by Community Services Home Maintenance team. The responsibility and management of these sites may be transferred to other units if agreed.

5.2 The Supervisor of the work

- Will ensure amendments to the Asbestos Audit is forwarded to Building and Property so the Asbestos Register can be amended to reflect any ACM discovered and or removed
- Will ensure a risk assessment (or SWMS or JSA) is completed
- Will report any exposure to fibres, dust or ACM on an incident report
- Will ensure contact of less than 1 hour in a 7 day period is monitored for any person involved in minor removal of ACM
- When ACM is removed by a licenced removalist, the supervisor will ensure work does not recommence until a Clearance Certificate is obtained.

5.3 Employees and contractors

- Are responsible for encouraging employees, contractors, volunteers, visitors and members of the community to comply with this policy as appropriate.
- Have the authority to manage asbestos in a manner which ensures their health is not affected, and the health of other persons is not affected by their activities.

6. TRAINING

- To aid in identification of suspected asbestos, appropriate training will be arranged in "Asbestos Awareness" for relevant personnel and contractors. All persons carrying out minor ACM removal must undertake this training.
- Members of the community requesting advice on the safe removal and disposal of asbestos are to be advised:
 - Removal by professional removalists is recommended
 - Information can be found on the internet at www.asbestos.vic.gov.au

7. NOTIFICATION

- WorkSafe notification is required prior to the commencement of removal process by a licenced removalist. A reference number from WorkSafe must be retained.

- If site preservation is requested by WorkSafe, the Supervisor must make the site safe and no work can commence until WorkSafe advises it is appropriate to do so.
- All other notifications are as per Incident Reporting Document L2 5.

8. ADMINISTRATIVE UPDATES

- It is recognised that, from time to time, circumstances may change leading to the need for
 - minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively.
- Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.
- Any change or update which materially alters this document must be made with the approval of key stakeholders.

APPENDIX ONE – DEFINITIONS

ACM –The term Asbestos Containing Material has been abbreviated to ACM in this policy.

Asbestos contaminated dust - is dust that has settled within the workplace and is, or is assumed to be, contaminated with asbestos. Asbestos-contaminated dust is not captured under the definition of friable asbestos and is therefore considered separately. However, because there is a potential risk to health from exposure to airborne asbestos fibres from asbestos-contaminated dust, its removal is regulated under the Dangerous Goods Order.

PPE – Personal Protective Equipment – details of the equipment to be worn to prevent exposure to ACM is described in the Removing Asbestos in Workplaces Compliance Code (Edition No. 1, Sept 2008).

Employee – includes paid employee, volunteer or contractor undertaking work for or behalf of the City.

Supervisor – person who has control of the management of people and activities responsible for the work. Examples include the Project Manager, Supervisor or the Manager.

Client – stakeholder for the property or asset, including owner of the service or property.

SWMS – Safe Work Method Statement – a risk assessment which describes the hazards and risks to health or safety of that work; and sufficiently describe measures to control those risks; and the manner in which the risk control measures are to be implemented.

Asbestos Control Plan (ACP) – identifies the specific control measures a licence holder will use to ensure employees and other people are not at risk when removal work is being conducted. It is similar to a job safety analysis (JSA) but is focused on the specific control measures necessary to reduce risk from exposure to asbestos. For more details refer to Removal of Asbestos Compliance Code. The ACP must be provided to the supervisor prior to commencing work and should be displayed on site while the removal is being undertaken

Incident reporting – where there is any unplanned exposure to ACM or suspected ACM this should be notified to the organisation on an incident form

APPENDIX TWO – WHO CAN PERFORM REMOVAL WORK

Note: This does not apply where the asbestos to be collected / removed is asbestos-contaminated dust
(See Appendix 1 for definition)

