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ASBESTOS MANAGEMENT PLAN POLICY

Policy No: **DCSB-PM-16.07**	Approved on: **16 October 2014**	Administered by: **Manager, Regulatory Services**
Last Reviewed: **New**	Review Date **2019**	Record No: **F16/820**
Classification: **Strategic Management**		

Strategic Plan link:
Strategy 1.1.2
Review and amend the governance structure, policies and procedures to adapt to changing circumstances and legislative requirements**.**

References and related Policies, Procedures and Forms:
Local Government Act 1999
South Australian Work Health and Safety Act 2012
South Australian Work Health and Safety regulations 2012
South Australian Code of Practice for How to safely remove Asbestos" December 2011
South Australian Code of Practice for "How to Safely Manage and Control Asbestos in the Workplace" December 2011
District Council of Streaky Bay's – DCSB – HS PROC 12.04 Hazard Management Procedure
AS 1319 Safety Signs for the Occupational Environment.
NOHSC "Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres" 2nd Edition [NOHSC: 3003(2005)]

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1. Introduction

This plan has been developed in accordance with the requirements of Regulation 429 of the *Work Health and Safety Regulations 2012.*

2. Identification of Asbestos or Asbestos Contaminating Material

The District Council of Streaky Bay has an Asbestos Register which was developed by Building Environment Systems in accordance with Regulation 425 of the *Work Health and Safety regulations 2012*. All Council owned property was inspected in 2010 to develop the register.

A master control copy of the Asbestos Register is held at the main Council office building at 29 Alfred Tce, Streaky Bay. There are individual asbestos registers at all the Council owned premises.

3. Definitions

Accredited Laboratory
Testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) of that otherwise granted accreditation by the appropriate State or Territory authority.

Air Monitoring/Control Monitoring
Air sampling to estimate the concentration of airborne fibres, undertaken at fixed locations (usually between 1 to 2 m above floor level), in accordance with the NOHSC Membrane Filter Method.

Air Monitoring /Personal Monitoring
Air sampling to estimate the concentration of airborne fibres collected within the breathing zone of a person in accordance with the NOHSC Membrane Filter Method.

Airborne Asbestos Fibres
Airborne asbestos fibres generated by mechanical disintegration of asbestos-containing materials and subsequent dispersion of fibres into the air. Airborne asbestos fibres have the potential to contain respirable asbestos fibres.

ALARP
As low as reasonably practicable.

Asbestos
Collective term given to a group of naturally occurring fibrous or ‘asbestiform’ silicate minerals. They include Chrysotile (white asbestos), Amosite (brown asbestos), Crocidolite (blue asbestos) as well as Actinolite, Anthophyllite, and Tremolite.

Limpet Asbestos
Sprayed asbestos insulation

Asbestos-Containing Materials (ACMs)
Items containing asbestos such as insulation materials, asbestos cement products, vinyl tiles and sheeting, mastics and resin of bituminous impregnated products.

Asbestos Removal Area
Area in which the removal of materials containing asbestos is taking place

Asbestos removal Site
The region surrounding, and adjacent to, the asbestos removal area.

Bonded asbestos-containing material

Any material that contains asbestos in a solid bonded matrix. It may consist of Portland cement or various resin/binders and cannot be crushed by hand when dry. Asbestos fibres are usually not released when rubbed between the fingers, but the structure of the matrix is destroyed by mechanical is abrading such as cutting or hammering. Asbestos cement products, which have been subjected to weathering, severely damaged by hail, damaged by heat/fire or other mechanical action, or illegal water blasting can then become a friable asbestos product.

Breathing Zone
A hemisphere of 300mm radius extending in front of the face and measured from the midpoint of an imaginary line joining the ears.

Competent Person
A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill for the safe performance of the specific work.

Employee
Anyone who carries out work for a PCBU whether an employee, contractor, sub-contractor, employee of labour hire company, an apprentice or trainee, a student gaining work experience, an outworker, or a volunteer.

Exposure Standard
Means an exposure standard in the Workplace Exposure Standard for Airborne Contaminants.

Friable
Material when dry may be crumbled, pulverized or reduced to powder by hand pressure and liberate airborne fibres.

Friable asbestos-containing material
Means a non-bonded asbestos fabric; or is in the form of powder or may be crumbled, pulverised or reduced to powder by hand pressure when dry. Sprayed limpet, millboard, pipe and boiler lagging are examples or friable asbestos.

Hazard
An intrinsic capacity associated with a material or process capable of causing harm.

Health Surveillance
The monitoring of individuals for the purpose of identifying changes in health status due to occupational exposures to a hazardous substance

In situ
In its (original) place; and in position

Licensed
License obtained from the relevant State or Territory authority to remove asbestos-containing material.

Membrane Filter Method (MFM)
Technique outlined in the NOHSC “Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres” 2nd Edition [NOHSC: 3003(2005)]

Officer
An officer of a PCBU is a person who makes decisions, or participates in making decisions that affect the whole or substantial part of the business and has the capacity to significantly affect the financial standing of

the business or undertaking. If a person is responsible for only implementing decisions, they are not considered to be an officer.

PCBU
Person Conducting a Business or Undertaking encompassing employers, sole traders, bodies' corporate, unincorporated bodies, associations, partnerships and volunteer organisations with any employed workers.

Practicable
Means 'practicable' as defined in jurisdiction and takes into account the severity of potential injury, the degree of risk state of knowledge and the availability, suitability and cost of control.

Representative Sample
A sample that represents the material as a whole

Respirable Asbestos Fibre
A particle of asbestos with a width less than 3 um and greater than 5 um in length. With a length to diameter ratio of greater than 3:1 (as per the Membrane Filter Method definition).

Risk
The likelihood that a hazard will cause harm

Shadow Vacuuming
Where asbestos-vacuuming equipment (refer AS3544) is directly attached to tools, or hand-held by a second worker, and used as close as possible to the source of the asbestos to prevent fibre release throughout the duration of the task.

Structure
Includes any construction including building, bridge, industrial plant, erection, edifice, wall, chimney, fence, dam, reservoir, wharf jetty, earth works, reclamation, ship, floating structure or tunnel

4. Decisions and reasons for decisions about the management of asbestos at the workplace.

Work Health and Safety regulations 2012
Regulation 420—Exposure to airborne asbestos at workplace
(1) A person conducting a business or undertaking at a workplace must ensure that—
(a) exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable; and
(b) if it is not reasonably practicable to eliminate exposure to airborne asbestos— exposure is minimised so far as is reasonably practicable.
(2) A person conducting a business or undertaking at a workplace must ensure that the exposure standard for asbestos is not exceeded at the workplace.

In 2010 Building Environmental Systems identified high risk items which were recommended to be removed in the immediate future. Routine Action includes annual inspections to determine the continued stability of asbestos and to ensure warning/identification signage and the site asbestos registers remain intact and available at each site. Regular discussions/ communication to occupants as a reminder of the risk associated with asbestos products.

An Asbestos Risk Matrix is updated based on annual inspections in accordance with the District Council of Streaky Bay's – DCSB – HS PROC 12.04 Hazard Management Procedure. Things considered when determining risk include the stability of the asbestos, use/occupancy and regularity of damage. The

identified level of risk will determine the on-going management of individual asbestos items which can include, continued inspections, minor repair work, restriction of access and removal.

Council is under a duty of care to ensure that that any asbestos product on Council land assessed as being in an unstable condition or otherwise imposes a significant risk to health, is removed pursuant to Section 17 of the *Work Health and Safety Regulations 2012.*

4.1 Workplace Management
As part of the induction process all Council employees and contractors will be informed about Council's asbestos register and provided with access to information regarding Hazard Management.

(Regulation 449 *Work Health and Safety Regulations 2012*)

Only contractors and employees who are suitably trained and qualified in working with asbestos will be engaged in work which involves the disturbance of, repair of damaged or removal of asbestos or ACM product.

(Regulation 445 *Work Health and Safety Regulations 2012*)

4.2 Warning signs and Labels
Any areas that have been identified in the Asbestos Register which contain ACM, including plant, equipment and components, will be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being undertaken.

All signs/labels used are designed and located in accordance with AS 1319 Safety Signs for the Occupational Environment.

5. Procedures for detailing incidents or emergencies involving asbestos or ACM at the workplace.

SA Work Health and Safety Regulation *429 (4)(c)*

An emergency situation is most likely to entail a scenario where asbestos materials present onsite have been inadvertently disturbed through the actions of the District Council of Streaky Bay, employees, maintenance personnel, contractors, visitors, acts of vandalism or when damaged by severe weather conditions. In these instances, employees should advise the Officer(s) by completing DCSB 12 Form 37 Accident Investigation-Incident-Injury-Near Miss Report. The officer(s) must then, undertake the following actions:

- Isolate the area and impose access restrictions and permit procedures where required
- Consult the asbestos register, if material is not identified in the asbestos register, have the material sampled and analysed to determine if the material is ACM. Where an immediate risk to personnel exists employees are to assume that there is asbestos present and take appropriate procedures and implement.
- Determine "clean-up" or other remedial action, including undertaking airborne fibre monitoring
- Conduct remedial action
- Ensure clearance inspection certificates are provided and fibre monitoring results allow re-occupancy of the area
- Document the situation and revise the asbestos register (if necessary)

5.1 Health Surveillance
Any exposure or potential exposure to personnel from airborne fibres must be reported to the appropriate Health and Safety Coordinator using the District Council of Streaky Bay's standard accident/incident

reporting form. For individuals who may have been potentially exposed, the District Council of Streaky Bay will consult and where necessary arrange for an appropriate personal health surveillance, which may include a chest x-ray. Details of any potential exposure will be kept on personal staff records. The Health and Safety Coordinator is to notify the Local Government Association Workers Compensation Scheme claims consultant in the event of such an incident.

5.2 Records
Records must be kept of any incidents regarding the unauthorised or unplanned disturbance of ACMs or form works performed on ACMs which must include:

- Details of the incident and/or scope of the works performed,
- Names of those involved in the incident and/or those performing the work; and
- Date(s) of the incident and /or work performed (include clean-ups or removals), and Include copies of all reports associated with the event, Clearance Inspection Certificates, results of airborne fibre monitoring, Permits and Waste Disposal Receipts.

These records must be retained in the Asbestos Register for a period of at least 40 years.

Regulation 444 *Work Health and Safety Regulations 2012*

6. Workers carrying outwork involving asbestos

SA Work Health and Safety Regulation 429 (4)(d)

6.1 Asbestos Removal
Asbestos removal shall only be undertaken by a trained and qualified asbestos removalist contractor in accordance with the code of Practice “How to Safely Remove Asbestos” December 2011 or as amended from time to time.

- Prior to any asbestos being removed an asbestos removal control plan for the works must be prepared by a suitably qualified and licensed asbestos removalist.
  (Regulation 464 *Work Health and Safety Regulations 2012*)
- A copy of the asbestos removal control plan must be provided to the District Council of Streaky Bay prior to any removal works being undertaken.
- Prior to asbestos removal work commencing all persons at the workplace or occupying/conducting business in the immediate vicinity of the workplace must be informed.
- Any asbestos removalist contractor who is engaged to remove asbestos from Council property must provide Council with a clearance certificate.

6.2 Air Monitoring
Air monitoring is required when asbestos removal work requiring a Class A asbestos removal licence is undertaken. (Regulation 475 *Work Health and Safety Regulations 2012*) Air monitoring must be carried out immediately before the licensed asbestos removal work commences and while the licenced asbestos removal work is carried out.

A copy of the air monitoring results must be provided to the following persons:

- Employees at the workplace
- Health and safety representatives

6.3 Prohibited equipment use
In accordance with Regulation 446 of the *Work Health and Safety Regulations 2012*, the following forms of equipment are not to be used on asbestos or ACM:

- Power tools

- Brooms
- Any other implement that would cause the release of airborne asbestos into the atmosphere.

The use of the above equipment may be used if controlled. This means

- The equipment is enclosed during its use
- The equipment is designed to capture or suppress airborne asbestos and is used in accordance with its design
- The equipment is used in a way that is designed to capture or suppress airborne asbestos safely

6.4 Waste Depot

Council's waste depot does accept asbestos product. The management of this depot will be conducted in accordance with the requirements of the EPA licences and any Council Policy and Procedure associated with this site.