



## ASBESTOS MANAGEMENT POLICY

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<b>Policy Type:</b>	Organisation
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<b>Responsible Officer:</b>	Manager People & Culture
<b>Owner:</b>	People and Culture
<b>Responsible Director:</b>	Corporate Performance
<b>Relevant Legislation/Authority:</b>	AS/NZS 4801 / ISO 45001 Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017
<b>DOCSETID:</b>	3428289

### 1. PURPOSE

To protect the health of employees, contractors, volunteers, visitors, and members of the community by eliminating and minimising, so far as is reasonably practicable, exposure to asbestos fibres in and around City of Greater Bendigo (the City) buildings, sites and workplaces.

### 2. BACKGROUND

To provide a consistent approach across the organisation for the effective management of asbestos and meet the legislative requirements of this highly regulated hazardous substance in the workplace.

### 3. SCOPE

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



#### 4. DEFINITIONS

**ACM** –The term asbestos-containing material has been abbreviated to ACM in this policy.

**Asbestos-contaminated dust (ACD)** – is dust that has settled within the workplace and is, or is assumed to be, contaminated with asbestos. ACD is not captured under the definition of friable asbestos and is therefore considered separately within the Regulations.

**PPE** – Personal Protective Equipment – details of the equipment to be worn to prevent exposure to asbestos fibres is described in the Removing Asbestos in Workplaces Compliance Code.

**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 for 19 specific activities defined as high risk construction work (HRCW) that describes the hazards and risks to health or safety of that work; sufficiently describes 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 SWMS but is focused on the specific control measures necessary to reduce risk from exposure to asbestos. For more details, refer to the Removing Asbestos in Workplaces Compliance Code. The ACP must be provided to the Supervisor appointed by the business unit prior to commencing work and should be displayed on site while the removal is being undertaken.

**Incident reporting** – where there is any suspected exposure to ACM, or suspected ACM, this should be notified to the organisation via the Hazard/Incident form or online safety management system.

*For any further definitions, please refer to the Occupational Health and Safety Regulations 2017, Managing Asbestos in Workplaces Compliance Code, and Removing Asbestos in Workplaces Compliance Code.*

#### 5. PRINCIPLES

So far as is reasonably practicable, people are not to be exposed to asbestos fibres.



## 6. POLICY

### 6.1 Asbestos Management

There must be an Asbestos Management Plan (AMP) for buildings built prior to 2004 and post 2004 where ACM has been identified or is suspected. The plan must include the following requirements:

- An asbestos audit prepared by an Occupational Hygienist or other competent person as described in section 55 of the Managing Asbestos in Workplaces Compliance Code.
- For each applicable building, an asbestos register not older than 5 years.
- The audit must be a Division 6 audit if demolition or significant refurbishment 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 that is considered accessible will be labelled.
- Identified ACM will be recorded in the AMP.
- The AMP will be reviewed whenever the asbestos register is reviewed. ACM will be managed based on the risk 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 the City and site inductions before commencing work.
- It is the responsibility of 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 client's cost if suspected ACM prevents work being safely performed.

### 6.2 Emergency Situations

- Following a fire, flood or other emergency on council property, the business unit responsible should verify if there has been an asbestos audit on the property and advise on appropriate action to make the site safe – these audit results are to be provided to whoever is making the site safe as soon as possible.
- If no asbestos register exists and it is likely that there will be ACM, the site should be barricaded and an asbestos audit arranged prior to disturbance or 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 in accordance with Section 6.4 or 6.5.
- 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 licensed removalist will be arranged if ACM is greater than the amount classified as a Limited Asbestos Removal



Work (Section 6.5). City employees trained and competent to undertake Limited Asbestos Removal Work will do so in accordance with the relevant Work Instruction.

- All emergency situations where ACM is disturbed or removed must be reported into the organisational Hazard/Incident reporting system within 24 hours.

### **6.3 Risk Assessments**

- For work at a client's domestic residence, a risk assessment is to be undertaken and any material that is suspected ACM is to be treated as ACM.
- Where there is a possibility that ACM is present and may be exposed (e.g. by 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.

### **6.4 Asbestos Removal**

- ACM that is disturbed, accessible or in poor condition and has the potential to expose a person to a concentration of asbestos fibres greater than half the exposure standard, will be removed where possible, or arrangements made to make it safe.
- Friable ACM will be prioritised for removal by a licensed Class A asbestos removalist.
- ACM that is in good condition and adequately sealed or enclosed 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 that are non-friable ACM (e.g. cement pipes) may only be removed by employees of the City if ACM meets the criteria of Limited Asbestos Removal Work and employees have received the required training (see Section 6.5).
- Except in situations where asbestos removal meets the criteria of Limited Asbestos Removal Work, a clearance certificate is required post asbestos removal by an independent and competent person before any other work in the area can commence.
- Paraoccupational air monitoring is mandatory for Class A removal if the asbestos removal work will be performed indoors, or the asbestos removal work will be performed outdoors and will constitute a risk to other persons. The Regulations do not require any form of air monitoring for non-friable (Class B) asbestos removal work. However, the person who commissioned the removal work needs to consider providing paraoccupational air monitoring during removal of non-friable ACM that is being done in or next to a public location. The results of this monitoring may assist in addressing any potential concerns raised by persons occupying these areas. Air monitoring must be done by a competent and independent person. Results of air monitoring are to be supplied to the Supervisor appointed by the business unit at a frequency that ensures any people near or on the site will not be exposed to asbestos fibres.
- Where a major clean-up of asbestos-contaminated dust (ACD) is required, i.e. the asbestos removal work exceeds 10 minutes in total, a Class A removalist must be engaged.



## 6.5 Limited Asbestos Removal Work

- Only employees who have been provided with such information, instruction, training and supervision that will enable them to perform their work in a way that is safe and without risks to health, may conduct Limited Asbestos Removal Work, defined as:
  - Non-friable ACM where the area of non-friable ACM to be removed does not exceed 10m<sup>2</sup> in total and more than 1 hour of asbestos removal work is not undertaken during a 7-day period; and
  - ACD removal not exceeding 10 minutes in total and more than 1 hour of asbestos removal work is not undertaken during a 7-day period.
- The process for removal must meet the requirements of the Removing Asbestos in Workplaces Compliance Code.
- A documented Work Instruction will be followed.
- All unlicensed ACM removal must be reported into the organisational Hazard/Incident reporting system within 24 hours.
- Asbestos removal exceeding the restrictions of Limited Asbestos Removal Work must be done by a licensed removalist following an Asbestos Control Plan as described in the Regulations.

## 6.6 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 (minimum 200 micron thickness) and clearly labelled as "Asbestos".
- Appropriate PPE, such as overalls, gloves and respirators, must be made available.
- Minor domestic quantities of non-friable ACM may be disposed of at the Eaglehawk Landfill; fees apply.
- ACM deemed as being commercial in origin, in any quantities, will not be accepted by the Eaglehawk Landfill.
- ACM must only be disposed into the area identified by the EPA for asbestos in the landfill site as per the Industrial Waste Resource Guidelines.

## 6.7 Action in the event of exposure

If exposure to airborne asbestos fibres is suspected, the details must be reported into the organisational Hazard/Incident reporting system within 24 hours and a WHS Advisor contacted.



## **7. ROLES AND RESPONSIBILITIES**

### **7.1 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 ACM discovered on a site that is under the management of a unit is the responsibility of that unit.

### **7.2 The Supervisor of the work**

- Will ensure that changes to, or removal of ACM at a City-owned or managed property are forwarded to the Property Services Unit so that the asbestos register and AMP can be amended to reflect any ACM discovered and/or removed.
- Will ensure that employees deemed competent to undertake Limited Asbestos Removal Work review the relevant Work Instruction before commencing this work.
- Will report any suspected exposure to asbestos fibres in the organisational Hazard/Incident reporting system.
- Will ensure adherence to the following for any unlicensed person involved in Limited Asbestos Removal Work:
  - For non-friable ACM,  $\leq 10\text{m}^2$  in  $\leq 1$  hour during a 7-day period
  - For ACD,  $\leq 10$  minutes in total in  $\leq 1$  hour during a 7-day period
- When ACM is removed by a licenced removalist, the Supervisor will ensure that the removal area is not reoccupied by unprotected persons until a Clearance Certificate is obtained.

### **7.3 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 ACM in a manner that ensures their health is not affected, and the health of other persons is not affected, by their activities.

### **7.4 Training**

To aid in the identification of ACM, appropriate training will be arranged in “Asbestos Awareness” training for relevant personnel and contractors. All persons carrying out Limited Asbestos Removal Work must receive both theoretical and practical training – to be refreshed at a frequency not exceeding every 3 years – delivered by a person with the requisite qualifications, experience and knowledge.



## 7.5 Notification

- WorkSafe notification is required by a licenced removalist removing any kind of asbestos material. 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 via the organisational Hazard/Incident reporting system.
- Relevant Directors must be notified of all Hazard/Incident notifications relating to asbestos.

## 8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

- [Technical Procedure 9104 Asbestos Emergency Response – General](#) (DOCSETID 4504840)
- [Technical Procedure 9205 Asbestos Emergency Response Transfer Stations & Landfill](#) (DOCSETID 4510011)
- [Technical Procedure 9601 Asbestos & Hazardous Materials Technical Procedure](#) (DOCSETID 4434997)
- [Work Instruction 9006 Limited Asbestos Removal](#) (DOCSETID 2859183)
- [Organisational Hazard/Incident Notification Form](#) (DOCSETID 3405573)
- [Managing Misconduct Procedure](#) (DOCSETID 2172947)

Further information on asbestos in workplaces is also available from the resource documents below:

- *Managing Asbestos in Workplaces Compliance Code (WorkSafe)*
- *Removing Asbestos in Workplaces Compliance Code (WorkSafe)*
- *Permit to transport prescribed industrial waste guidelines (EPA Vic)*
- *Information about asbestos-cement water pipe management (WorkSafe March 2015)*
- *Industrial Waste Resource Guidelines – Asbestos Transport and Disposal (EPA Vic)*
- *Safe Work Australia: Asbestos exposure, management and control – National and International experiences, 2008* [www.safeworkaustralia.gov.au/doc/asbestos-exposure-management-and-control-national-and-international-experiences](http://www.safeworkaustralia.gov.au/doc/asbestos-exposure-management-and-control-national-and-international-experiences)

Members of the community requesting advice on the safe removal and disposal of asbestos are to be advised:

- Removal by licensed asbestos removalists is recommended.
- Information can be found on the internet at: [www.asbestos.vic.gov.au](http://www.asbestos.vic.gov.au) or by contacting WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au), 1800 136 089.

Further information or advice on this policy should be directed to the People and Culture unit.



## 9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## 10. 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 Business 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. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

## 11. DOCUMENT HISTORY

<b>Date Approved</b>	<b>Responsible Officer</b>	<b>Unit</b>	<b>Change Type</b>	<b>Version</b>	<b>Next Review Date</b>
July, 2016	People & Performance (Risk)	People & Performance	Initial (Management of Asbestos Policy)	1	February, 2017
Not approved	People & Performance (Risk)	People & Performance	Draft not accepted (Asbestos Management Policy)	2	August, 2019
Not approved	People & Performance (Risk)	People & Performance	Draft not accepted (Asbestos Management Policy)	3	August, 2016
Sept, 2017	People & Culture (WHS)	People & Culture	Final modifications accepted (Asbestos Management Policy)	4	June, 2021
Sept, 2017	People & Culture (WHS)	People & Culture	Copy over to Policy Framework template (Asbestos Management Policy)	5	June, 2021
June 2021	People & Culture (WHS)	People & Culture	Due for review, includes changes to reflect current practices and legislative requirements (Asbestos Management Policy)	6	June 2025