

# **Asbestos Management Policy**

**MGMT-WHS - 004**

<b>Version Number</b>	<b>Approval Date</b>
1	27 September 2016
2	Reviewed 1 February 2018

<b>Authority and Other Information</b>	
<b>Date of approval</b>	27 September 2016
<b>Source of approval</b>	Executive Leadership Team
<b>Date of commencement</b>	27 September 2016
<b>Source of authority</b>	General Manager
<b>Legislative Reference</b>	<ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2012</i></li> <li>• <i>Work Health and Safety Regulations 2012</i></li> <li>• National Code of Practice for the Management and Control of Asbestos in the Workplace NOHSC:2018 2005,</li> <li>• National Code of Practice for the Safe Removal of Asbestos NOHSC:2002 2005,</li> <li>• Safe Work Australia Code of Practice - How to Manage and Control Asbestos in the Workplace 2012,</li> <li>• Safe Work Australia Code of Practice How to Safely Remove Asbestos 2012.</li> </ul>
<b>Delegations</b>	General Manager, relevant Directors and Managers
<b>Strategic Plan Reference</b>	5
<b>Date of review</b>	At least once every 2 years Reviewed 1 February 2018 Next review due February 2020
<b>Previous policies withdrawn or amended</b>	WHS POL 004 - Asbestos Management
<b>Department responsible for implementation</b>	Corporate Services
<b>Department responsible for policy</b>	Corporate Services
<b>Related Policies</b>	WHS Management System <ul style="list-style-type: none"> <li>- Asbestos Register</li> <li>- Asbestos Management Plan and Procedures</li> </ul>
<b>Publication of policy</b>	Available on the Council intranet and in hard copy form at sites where employees do not have intranet access.

## 1. Purpose and Background

To provide a safe place of work and a safe environment for all workers and others from the harmful effects of asbestos fibres through the provision of regular building inspections and safe work procedures.

Asbestos containing materials (ACM) were widely used in the construction industry from around 1940 to the early to mid 1980s. Asbestos was in some form or manner used in over 3,000 products. Whilst the use of ACM in new building systems has ceased, the presence of ACMs in older building systems is still widespread. ACMs may still be present in Council buildings and facilities in various forms that include, but not restricted to; hot water pipe insulation (lagging), spray-on fireproofing, roofing material, fencing, floor tiles, piping and internal and external wall claddings.

## 2. Definitions

**Asbestos** – means the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.

**Asbestos Containing Materials (ACM)** – means any material, object, product or debris that contains asbestos.

**Worker** – A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as an employee, or a contractor or subcontractor, or an employee of a contractor or subcontractor, or an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or an outworker, or an apprentice or trainee, or a volunteer, or a person of a prescribed class.

## 3. Policy Statement

The Council is committed to ensuring that asbestos containing material in Council owned facilities and buildings are managed and controlled to protect the health and wellbeing of workers, contractors and the community.

## 4. Application

This policy applies to all workers and others of the Huon Valley Council.

## 5. Procedures

Council is firmly committed to providing an Asbestos Management Plan for the ultimate long-term aim of all buildings and sites, as detailed on the asbestos register, controlled by Council are safe and managed in accordance with legislation.

All work conducted on asbestos materials shall be in accordance with current legislative requirements and in such a manner to ensure workers and others are not exposed to asbestos fibres.

### 5.1 Responsibilities

#### Management:

- Implement the Council's Asbestos Management Plan
- Provide the appropriate personal protective equipment
- Pursue strategies to control and protect workers from asbestos exposure
- Only appropriately qualified asbestos removalists are to be engaged to remove asbestos containing materials, no matter the class or size of the identified asbestos material.
- Comply with the legislative requirements and associated Codes of Practice

**Human Resources:**

- Provide an advisory service and develop awareness on asbestos matters
- Inspection of buildings and facilities in consultation with the Facility Maintenance Officer
- Maintain the Asbestos Register
- Record incidents or hazards
- Monitor relevant legislation and review both the policy and the plan regularly

**Workers:**

- Must comply with the Asbestos Management Plan and Procedures
- Will report to Human Resources prior to commencing work on site where asbestos is present
- Ensure reasonable precautions are taken to keep people clear of areas where asbestos containing materials are being repaired, removed or upgraded
- Advise Human Resources where contractors or tradespeople are seen not following safe work practices
- If a worker suspects there is asbestos in a Council workplace, they should inform their manager or supervisor

**5.2 Accidental Disturbance of Asbestos by Workers**

If the situation arises where asbestos is accidentally disturbed by workers, has the potential to be, or has become airborne, Council will minimise the exposure to workers and the general public.

Procedures workers are to follow in the event that there is an accidental or unintentional disturbance of asbestos.

- Stop works in the area immediately
- Inform the area supervisor or site manager
- Evacuate the area
- Contact Human Resources for details of a licensed asbestos handling contractor for assistance and further instructions

**5.3 Asbestos Register**

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by Regulation 426 in the *Model Work Health and Safety Regulations 2011* (Revised 2014) Chapter 8 Asbestos, part 8.3

Council will ensure that any worker carrying out or intending to carry out work at a council workplace that involves a risk of exposure to airborne asbestos is given a copy of the asbestos register.