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**ASBESTOS MANAGEMENT PLAN
JAMES COOK UNIVERSITY, QLD**

1 SCOPE

This Asbestos Management Plan (the Plan) applies to asbestos or asbestos containing materials (asbestos materials) in James Cook University (JCU) buildings and includes procedures for accessing and/or working on or in areas that contain asbestos materials or could contain asbestos materials. The procedures relate to asbestos-related work as defined in the Work Health Safe (WHS) Regulations 2011 i.e. work involving asbestos (other than asbestos removal work to which Part 8.7 applies) that is permitted under the exceptions set out in clause 419 (3), (4) and (5) including:

- Maintenance of, or service work on, non friable asbestos or asbestos materials.
- Management of in situ asbestos.
- Situations where work (e.g. inspection or other non asbestos work) could disturb asbestos materials.

The Asbestos Management Plan also applies to asbestos removal.

The Plan aims to ensure that people working in or visiting JCU buildings are not exposed to an asbestos exposure risk, defined by compliance with the relevant exposure standards and other regulatory requirements and defined in:

- Queensland, Work Health and Safety Regulation 2011 (WHS Regulations).
- Queensland Government, How to Manage and Control Asbestos in the Workplace, Code of Practice 2011 (Code).
- Queensland Government, How to Safely Remove Asbestos, Code of Practice 2011 (Code).

In these procedures, the Site Controller takes the responsibilities of the Person who Conducts a Business or Undertaking (PCBU), as defined in the WHS Regulations. The site controller shall be specified for each site by the James Cook University Vice-Chancellor and President's Representative (JCU Vice-Chancellor's Representative). Responsibilities are specified in the Plan for the Site Controller, Construction Supervisor, Finance and Resource Planning Department, Certified Occupational Hygienist, asbestos removalist and other contractors conducting works involving asbestos materials.

This plan shall be reviewed and updated as required:

- If further asbestos materials are identified at the workplace, or there is any change in the state of asbestos materials at the site including disturbance, sealing, removal or enclosure of asbestos materials.
- At the request of a Safety Representative at the site.
- If the plan is no longer adequate for managing asbestos materials at the site(s).
- At least every five years.

2 ASBESTOS REGISTERS

As far as reasonably practicable, asbestos shall be identified and an asbestos register shall be prepared by a competent person at/for each JCU site which has been constructed before 31 December 2003. The competent person shall be charged with the responsibility for the identification, sampling and analysis and assessment of asbestos materials, the preparation of an asbestos register for the site and providing recommendations for control action for the site, meeting the WHS Regulations including where removal is required.

The Site Controller shall ensure that:

1. Each site constructed before 31 December 2003, that they have responsibility for, has an up to date asbestos register and asbestos management plan.
2. The asbestos register must be reviewed and where necessary revised:
 - If the asbestos management plan is reviewed, further asbestos material is identified at the workplace or where asbestos is removed from or disturbed, sealed or enclosed at the workplace.
 - At least every 5 years.
3. The JCU Vice-Chancellor's Representative is made aware of any site that requires a new or updated asbestos register or management plan.
4. The asbestos register and asbestos management plan are readily accessible to workers, health and safety representatives and people responsible for external workers at the workplace.
5. Any review or amendment of the asbestos register shall be carried out by a competent person who shall be charged with the responsibility to conduct any review or amendment in accordance with the requirements of the WHS Regulations.

3 WORK INVOLVING ASBESTOS MATERIALS

The asbestos register shall be reviewed before maintenance, demolition or refurbishment work is carried out, which has the potential to disturb asbestos materials. Any asbestos or asbestos materials likely to be disturbed by demolition or refurbishment works (excluding minor or routine maintenance work, or other minor work) must be removed before the work starts. Asbestos removal should be considered as an essential control measure before other maintenance or service work is to be carried out at the workplace. Where removal is not reasonably practicable, other control measures (e.g. including encapsulation or sealing) must be implemented to minimise exposure.

The Site Controller, before the works commence, shall conduct a risk assessment to determine the appropriate control measures. The Site Controller shall consult workers at the site and their health and safety representatives, contractors involved in the works and a Certified Occupational Hygienist as required ensuring the requirements of the WHS Regulations are met.

The asbestos register and the asbestos management plan shall be given to any person conducting work at the site which could cause them or their employees or other people directed by them or their employees to disturb asbestos materials or suspected asbestos materials (the works).

The person responsible for the works shall be required to provide a written undertaking that they understand the asbestos register and the asbestos management plan and their responsibilities in relation to the asbestos materials that they may encounter at the site, and that they understand they are required to seek advice from a competent person regarding the works as required to ensure that all work is conducted as per the WHS Regulations and any asbestos exposure risk is minimised (see Appendix I).

4 ASBESTOS REMOVAL

JCU's long term objective is to have workplaces free from asbestos. Asbestos removal shall be conducted where it is a reasonably practicable control measure to ensure that there is no asbestos exposure risk to JCU workers. Asbestos removal shall be conducted as per the relevant safe work procedures (see below) and the WHS Regulations requirements. Asbestos removal shall be coordinated by JCU Vice-Chancellor's Representative who may consult a Certified Occupational Hygienist to ensure that the requirements of the WHS Regulations are met:

- Friable asbestos materials must be removed by a Class A licensed removalist.
- Non-friable asbestos of more than 10 m² must be removed by a licensed asbestos Removalist.

The asbestos removalist shall be charged with the responsibility of removing asbestos materials in accordance with the requirements of the WHS Regulations and the Code of Practice: How to Safely Remove Asbestos.

5 FINAL AND CLEARANCE INSPECTIONS

The Site Controller shall be informed at the completion of asbestos removal or other works involving asbestos materials so they can conduct an inspection of the area to check that the works have been completed as per the works specifications.

Where asbestos materials have been removed, clearance inspections shall be conducted as per the requirements of the WHS Regulations including the requirement that:

- Clearance inspections shall be conducted by a Certified Occupational Hygienist.
- After 1 January 2013, in the case of friable asbestos removal, clearance inspections shall be conducted by a licensed asbestos assessor.
- For removal of less than 10 square metres of class B Asbestos Material's, a competent person (as described in the WHS Regulations) can undertake clearance inspections.

6 INFORMATION AND INSTRUCTION

The Site Controller shall ensure that workers conducting asbestos related work shall be supplied information and instruction on; the nature of the work to be carried out, the risks associated with the work and the identification, safe handling and measures to control asbestos exposure. This may be done directly or via the employer or principal contractor.

So far as is reasonably practicable, the information, and instruction shall be readily understandable and at the completion of the instruction, personnel shall be aware of/that:

- Asbestos materials in the works area, particular asbestos materials that may be disturbed by the works and the relevant information in the register.
- Disturbance of the asbestos materials could generate asbestos fibres.
- Asbestos fibres increase the risk of cancer if inhaled in sufficient quantities.
- The need for a risk assessment and identification of specific controls for the works.
- Asbestos fibre concentrations in the sub floor areas and ceiling spaces have been tested and are within the recommended Exposure Standard under normal conditions.
- Relevant procedures outlined below.

7 RISK ASSESSMENT

7.1 Asbestos exposure risk

An asbestos exposure risk is defined as a situation where people could be exposed to airborne asbestos fibre concentrations exceeding 0.01 fibres per millilitre of air (one tenth of the eight hour exposure standard) as measured for a sampling period of one hour or more.

Asbestos materials presenting an exposure risk shall be identified in the regular surveys conducted as part of the process of preparing and updating asbestos registers. The registers shall specify works required to maintain asbestos materials in a state that presents no asbestos exposure risk including appropriate control action such as removal, isolation, enclosure and/or specific administrative procedures as required.

Areas where friable asbestos materials are likely to be disturbed in the course of routine works (e.g. asbestos lagged pipes in the vicinity of AC plant requiring routine maintenance) shall be considered an asbestos exposure risk.

7.2 Non friable ACM

Non friable asbestos materials include asbestos cement sheet, asbestos vinyl tiles and asbestos resin boards. The condition and health risks associated with non friable asbestos materials shall be monitored as specified in the WHS Regulations and Code of Practice.

Non friable materials could present a risk if they are aggressively disturbed e.g. using power tools. Work on these materials or work that could disturb these materials shall be managed by the Site Controller and subject to a risk assessment by a competent person. The risk assessment shall also specify controls meeting regulatory requirements.

7.3 Friable ACM

Friable asbestos materials include asbestos cement sheet identified in some areas.

Specific procedures shall be prepared for sites where friable asbestos materials have been identified. These procedures shall include routine monitoring of the condition of friable asbestos materials and air monitoring in accessible areas containing friable asbestos materials.

Any friable debris presenting a potential exposure risk shall be removed under the supervision or instruction of a Certified Occupational Hygienist.

7.4 Risk Based Action Plan

Product	Action	When	Responsible
Friable asbestos material likely to be disturbed (e.g. by planned refurbishment)	Remove by Class A licensed asbestos removalist	Before refurbishment	Site controller
Non friable asbestos material likely to be disturbed (e.g. by planned refurbishment)	Remove by Class B licensed asbestos removalist	Before refurbishment	Site controller
Friable asbestos material accidentally disturbed (e.g. by construction or maintenance works)	Cease works, take advice from competent person	Immediately	Site controller
Non friable asbestos material accidentally disturbed (e.g. by construction or maintenance works)	Cease works, take advice from competent person	Immediately	Site controller
Non friable asbestos material in good condition	Monitor	Every 5 years	Site controller
Friable asbestos material in good condition	Monitor	Every 2 years	Site controller
Non friable asbestos material in poor condition	Take advice from competent person re: management	On report	Site controller

8 SAFE WORK PROCEDURES

The Site Controller shall assess all works carried out at their site(s) and identify any work presenting a risk of disturbing asbestos materials (e.g. work involving asbestos cement sheet or other asbestos products or asbestos removal work).

Asbestos materials must be removed before demolition, partial demolition, renovation or refurbishment if the materials are likely to be disturbed by the works. Removal of asbestos materials shall be in accordance with the Queensland Government, How to Safely Remove Asbestos, Code of Practice 2011.

Safe work procedures meeting the WHS Regulations and Codes shall be prepared for works that could disturb asbestos materials. The Site Controller shall consult with employees and a Certified Occupational Hygienist as required to ensure that, as far as reasonably practicable, the works specification eliminates risks to health or safety including the asbestos exposure risks. The specification shall include relevant factors specified in the WHS Regulations and Codes and the following:

- Safe access to the area, proximity to asbestos materials, safest methods for the works.
- The type of work to be conducted, tools required and the potential for disturbance of asbestos materials, and alternative, safer methods for access or conducting the works.
- Proximity to occupied areas and the need for security or protection of adjacent or occupied areas that could be affected by the works.
- The need for removal of asbestos materials before works commence.
- Other hazards e.g. falls, SMF insulation, dust, bird excrement etc.
- The results of consultation with the contractors and any other employees that could be affected by the works.
- Provision for ensuring no prohibited works are conducted (see below).
- Provision for ensuring health monitoring is conducted, PPE is provided, as required (see below).

9 PROHIBITED WORKS

High-pressure water spray and compressed air, dry brushing, power tools or other practices potentially generating hazardous fibre concentrations must not be used on asbestos materials unless the practice is approved by a Certified Occupational Hygienist.

10 HEALTH MONITORING

The Site Controller shall ensure health monitoring is provided to workers carrying out asbestos-related work who are at risk of exposure. The need for health monitoring shall be determined on the basis of the potential for exposure, the frequency of potential exposure and the duration of the work being undertaken.

The Site Controller shall request advice from a Certified Occupational Hygienist on the exposure risk associated with the specific works, and the implications for health monitoring.

11 ASBESTOS VACUUM CLEANERS

Asbestos vacuum cleaners shall meet the relevant requirements of AS/NZS 60335.2.69:2003 Household and similar electrical: Particular requirements for wet and dry vacuum cleaners, including power brush, for industrial and commercial use.

12 PERSONAL PROTECTIVE EQUIPMENT

Respiratory protection shall be worn if there is any risk of exposure to asbestos fibres. In areas where friable asbestos materials are present, respiratory protection shall be worn unless the area has been monitored for airborne asbestos fibre and given a clearance by a Certified Occupational Hygienist.

Disposable overalls are required if there is any risk of contamination of clothing with asbestos or synthetic mineral fibres.

The correct fit and use of Class P2 disposable respirators is required before entering any area where respiratory protection is required.

After access is completed, respiratory protection, disposable overalls or other materials which could have been contaminated with asbestos or synthetic mineral fibres shall be double bagged and disposed of as asbestos materials with respiratory protection left on and bagged last.

13 INCIDENT REPORTING

Any incident involving injury or near miss or damage to or disturbance of asbestos materials or any other incident with the potential to create an asbestos exposure risk shall be reported immediately to the Site Controller. The Site Controller shall investigate the incident immediately and report their findings to the JCU Vice-Chancellor's Representative who shall contact a Certified Occupational Hygienist as required to conduct a risk assessment and recommend controls to minimise the asbestos exposure risk.

14 ACCESS TO PREVIOUSLY INACCESSIBLE AREAS

Areas which may contain asbestos materials shall be identified in the Asbestos Register.

Access to previously inaccessible areas which may contain asbestos materials shall be subject to a risk assessment.

The risk assessment shall be approved the JCU Vice-Chancellor's Representative. In the case of potentially friable asbestos materials the JCU Vice-Chancellor's Representative shall consult a Certified Occupational Hygienist.

**Appendix I – Statement of Understanding – Work Potentially
Involving Asbestos Materials**

JAMES COOK UNIVERSITY ASBESTOS MATERIALS MANAGEMENT PLAN
STATEMENT OF UNDERSTANDING - WORK POTENTIALLY INVOLVING ASBESTOS MATERIALS.

Site:

Site Controller:

Proposed works:

I

(Person responsible for the works)

Hereby state that I have:

- 1. Reviewed the Asbestos Register and the Asbestos Management Plan for the above site.**
- 2. Taken advice and consulted as required to establish the compliance requirements under the WHS Regulations and associated Codes as specified in the Asbestos Management Plan.**
- 3. Established a full understanding of the requirements of the WHS Regulations and Codes as specified in the Asbestos Management Plan as they apply to the above proposed works.**
- 4. Prepared safe work procedures to ensure:**
 - a. the works shall be carried out;**
 - b. the necessary monitoring shall be conducted; and**
 - c. the necessary competent persons shall be employed and consulted;****in accordance with the WHS Regulations and Codes.**
- 5. Instructed and trained all workers on the site in the necessary actions and controls to meet the WHS Regulations and Codes.**

Signed:

Date:

Witness:

Date:

Appendix II – Site Asbestos Register

The latest version of the asbestos register can be provided on request through the Estate Office.

**Appendix III – Register of Incidents Involving Asbestos
Materials**

Register entries of all incidents, accidents or works involving asbestos materials or removal of asbestos materials must be included here. Records and reports including risk assessments, clearance reports and air monitoring reports shall be included as attachments and referenced to the relevant register entry.

