

# Asbestos Management Plan

## 1. Purpose

The purpose of this plan is to manage the risks associated with the presence and removal of asbestos and asbestos containing materials (ACM) in accordance with legislative requirements. The CoA (City of Albany) will maintain a "register" in the workplace of any asbestos products found. Where the evaluation process reveals a likelihood of exposure to asbestos fibers, all practical steps will be taken to ensure that persons and workers are not exposed.

## 2. Objective

The objectives of this plan are to ensure compliance with all the relevant Legislation, Australian Standards and approved Codes of Practice:

- Information, instruction and training are provided by a competent person to all persons exposed to hazards as a result of the exposure to asbestos and ACM;
- Consultation occurs with workers and other persons who are exposed to asbestos or ACM and the OSH Representative as part of the risk management process; and
- The removal and disposal of asbestos from work places is undertaken in accordance with legislative requirements and the National Code of Practice for the Management of Asbestos in the workplace and control [NOHSC: 2018 (2005)].

## 3. Scope

This plan applies to all employees, contractors and volunteers who engage in activities where asbestos or asbestos containing materials are or may be present.

## 4. Definitions

The definition of asbestos under Regulation 5.42 is:

**Asbestos-containing material:** means any material, object, product or debris that contains asbestos;

**Asbestos dust:** means airborne dust consisting of or containing a time-weighted average fiber concentration of asbestos that is in excess of the exposure standard when measured in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibers 2nd Edition [NOHSC:3003 (2005)];

**Friable asbestos-containing material:** is any asbestos-containing material that, when dry;

- Is in a crumbled, pulverized or powder form; or
- Can be crumbled, pulverized or reduced to powder by hand pressure; and,

**Non-Friable asbestos-containing material:** means asbestos-containing material that is not friable.

**This management plan is to be applied to all types of asbestos:** "The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals and includes actinolite, amosite (*brown asbestos*), anthophyllite, crocidolite (*blue asbestos*), chrysotile (*white asbestos*), tremolite, or any material containing one or more of those materials." *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC: 2018 (2005)]

## 5. Asbestos Management Plan

This Asbestos Management Plan (AMP) applies to all CoA owned locations where asbestos containing materials are present and sets out the steps to be taken to eliminate or otherwise minimise the risk of exposure to airborne asbestos fibers, including the identification of ACM, risk assessments and the implementation of control measures.

The existence of a documented plan does not diminish the requirement to remove a particular asbestos situation, if removal is the most appropriate control option.

## 6. Asbestos Material Register (AMR)

Regulation 5.43 requires the employer, main contractor, a self-employed person or the person having control of the workplace to identify and assess risks from hazards in relation to asbestos in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC: 2018 (2005)]. Part 9 of the Code requires the identification of any hazards that may arise from the risk of exposure to asbestos and that a register to be kept.

The City of Albany will maintain an accurate register of ACM. This register shall contain the following information:

- Details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white), as well as details on any material presumed to contain asbestos, or any inaccessible areas that are likely to contain ACM;
- The date(s) on which any inspection/identification was made and details on the competent person(s) who carried out the inspection/identification;
- The results of any analysis that has confirmed a material in the workplace is or is not an ACM;
- The date when any risk assessment was made, and details on the competent person(s) who carried out the assessment;
- The findings and conclusions of any risk assessment, including any reviews or revisions of the risk assessment;
- The results of any air monitoring for airborne asbestos fibres and an assessment of these results;
- The control measures recommended and decided upon as a result of any risk assessment;
- Any removal, maintenance or service work on an ACM, including the company or persons.

### 6.1 Access to the Register

The asbestos material register is to be made available to contractors on every occasion that work may be done which could disturb ACM.

It is to also be updated every time an Asbestos inspection has been carried out.

## 7. Asbestos Removal Procedure

The removal of ACM poses additional hazards. When required, the CoA shall employ a licensed removalist / competent contractors for the removal of asbestos on CoA work sites. Employees will not remove ACM. Samples for examination purposes and small quantities of suspected non-friable ACM may be removed by trained and competent CoA employees.

Please refer to the Safe Work Method Statement – *Handling, Disposing & Dealing with Asbestos / ACM*, and the procedure *Asbestos and Asbestos Containing – Material (ACM) Removal & Disposal Procedure*.

For the removal of Asbestos on behalf of the public please refer to the *City Guideline: Asbestos Disposal Procedure*.

## 8. Accidental Asbestos Disturbance

If it is suspected that an asbestos containing material has been disturbed then the following steps should be taken straight away:

- Inform Manager / Supervisor straight away who will liaise with the OSH Representative. (DO NOT LEAVE A MESSAGE);
- Report all incidents, no matter how small, using the Accident, Incident and Hazard Reporting and Investigation Procedure, which must include details of all employees that may be affected;
- Manager / Supervisor or OSH Representative will check the AMR to find out if there is any asbestos in the affected area;
- The surrounding area should be evacuated as soon as possible without causing alarm; and
- It should be sectioned off and preferably locked by the contractor.

## 6. Review Position and Date

This procedure is to be reviewed annually by the document owner.

## 7. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulation 1996
- Health (Asbestos) Regulations (1992)
- Environmental Protection (Controlled Waste) Regulations 2004
- Code of Practice for How to Manage and Control Asbestos in the Workplace, Safe Work Australia 2016
- Code of Practice for the Safe Removal of Asbestos [NOHSC:2002 (2005)]
- Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018]

## 8. Associated Documents

- Safe Work Method Statement – *Handling, Disposing & Dealing with Asbestos / ACM*
- Asbestos & Asbestos Containing Material (ACM) Removal and Disposal Procedure
- City Guideline: Asbestos Disposal
- Asbestos Material Register

## Definitions

ACM	Asbestos Containing Material
AMP	Asbestos Management Plan
OSH	Occupational Safety and Health
CoA	City of Albany
AMR	Asbestos Material Register

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