

 Flinders <small>UNIVERSITY</small>	<h1 style="margin: 0;">Flinders University</h1> <h2 style="margin: 0;">Asbestos Management Plan</h2>	 Flinders <small>UNIVERSITY</small>
BPWHS-01		

Version	Version 1.2	Authorised by:	Director Property, Facilities and Development
Name:	Shane Jennings	Signature	
Approval Date:		Effective Date:	

Document Control

Date	Revised (Yes/No)	Version	Details of Amendment
21 st March 2017		1.0	Final
21 st January 2019	Yes	1.1	<ol style="list-style-type: none"> 1. Update of Position Titles 2. Inclusion of Service One Hyperlink (to replace BEIMS) 3. Update redundant hyperlinks
25 th June 2020	Yes	1.2	<ol style="list-style-type: none"> 1. update hyperlinks 2. addition of "Asbestos Removal Control Plan" to section 4. Definitions 3. Revised section 5.1 Review of AMP-changed review period from one to five years 4. replaced "asbestos management" with new graphic in section 6.1 on page 8 5. added new graphic to section 13-warning labels & signs 6. removed appendix G checklist-(not required) 7. added new Appendix G –"Asbestos Management Coverage in the absence of Asbestos Management Co-ordinator" 8. Revised Appendix H-permit to work

Contents

1. Introduction	2
2. Statutory Requirements	2
3. Background.....	2
4. Definitions	3
5. Asbestos Management Plan	5
5.1 Review of the Asbestos Management Plan	6
5.2 Access to Asbestos Management Plan.....	6
6. Application of General Principles	6
6.1 Identification Phase	7
6.2 Assessment Phase	9
6.3 Control Phase	9
7. Consultation	11
8. Asbestos Register	11
8.1 Staff Access to Flinders University Asbestos Register	11
8.2 Contractor awareness of and access to Flinders University Asbestos Register.....	11
8.3 Provision of Flinders University Asbestos Register as required for tender process.....	11
8.4 Transfer of asbestos register by person relinquishing management or control of a workplace	12
9. Records.....	12
10. Control Indicators for asbestos containing material	12
11. Potentially hazardous processes	12
12. Exposure standards.....	13
13. Warning signs and labels	13
14. Potential for Exposure	14
15. Training Records.....	14
16. University Contacts	14
Appendix A – Asbestos Material/Type codes and descriptors.....	15
Appendix B – Condition rating code descriptors	16
Appendix C – Recommendation code descriptors.....	17
Appendix D – Licence Requirements for Asbestos Removal Works	18
Appendix E – Asbestos Removal/Remedial Works.....	19
Appendix F – Asbestos Discovery or Emergencies.....	24
Appendix G –Asbestos Management Coverage in the absence of Asbestos Management Co-ordinator.....	26
Appendix H –Permit to Work	27

Asbestos Management

1. Introduction

The University acknowledges that due to the age of some structures on its campuses that there will be some materials containing asbestos present, and it has an obligation to ensure that they are managed in accordance with legislative requirements to prevent health and environment related risks. Property Facilities and Development has adopted the Asbestos Management Plan as recommended by the Code of practice – *How to Manage and Control Asbestos in the Workplace* to manage asbestos containing materials at the University.

2. Statutory Requirements

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Environment Protection Act 1993

Code of Practice How to Manage and Control Asbestos in the Workplace [SafeWorkSA 2020]

Code of Practice How to Safely Remove Asbestos [SafeWorkSA 2020]

Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust, 2nd Edition [NOHSC: 3003 (2005)].

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations

Code of Practice: How to Manage and Control Asbestos in the Workplace 2020

Code of Practice: How to Safely Remove Asbestos 2020

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Managing Asbestos in Workplaces – Compliance Code 2008

3. Background

Asbestos is a general term that covers a number of fibrous minerals. Asbestos is the fibrous form of mineral silicates that belong to the serpentine and amphibole groups with the most common types being crocidolite (blue asbestos), amosite (brown or grey asbestos) and chrysotile (white asbestos). Asbestos and asbestos containing materials were used in a variety of domestic and commercial applications from the 1950's up until the mid-1980. Examples of these types of products are listed in Section 4 Definitions.

Asbestos materials in a bonded form do not present an immediate health risk, if they remain undisturbed and in good condition. It is the inhalation of fibres from friable forms of asbestos or dusts generated by disturbing bonded materials that may lead to the risk of asbestos related disease.

4. Definitions

<i>Asbestos</i>	means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) actinolite asbestos; (b) grunerite (or amosite) asbestos (brown); (c) anthophyllite asbestos; (d) chrysotile asbestos (white); (e) crocidolite asbestos (blue); (f) tremolite asbestos;
<i>Asbestos containing material (ACM)</i>	means any material or thing that, as part of its design, contains asbestos;
<i>Airborne asbestos</i>	any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.
<i>Asbestos-contaminated dust or debris (ACD)</i>	means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.
<i>Asbestos-Friable</i>	Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.
<i>Asbestos Register</i>	<p>The asbestos register is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:</p> <ul style="list-style-type: none"> *record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time. <p>This would include:</p> <ul style="list-style-type: none"> *the date on which the asbestos or ACM was identified *the location * type *condition of the asbestos; or <p>An asbestos register may also include:</p> <ul style="list-style-type: none"> * details of any asbestos assumed to be in the workplace * results of any analysis that confirms a material at the workplace is or is not asbestos * dates when the identification was carried out * details of inaccessible areas. <p>The Flinders University Asbestos Register is available online and accessible to staff via the link provided below CLICK HERE to access Asbestos Register</p> <p>The asbestos register must be reviewed and where necessary revised:</p> <ul style="list-style-type: none"> • 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
<i>Asbestos Management Plan (AMP)</i>	Written document which clearly sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done.

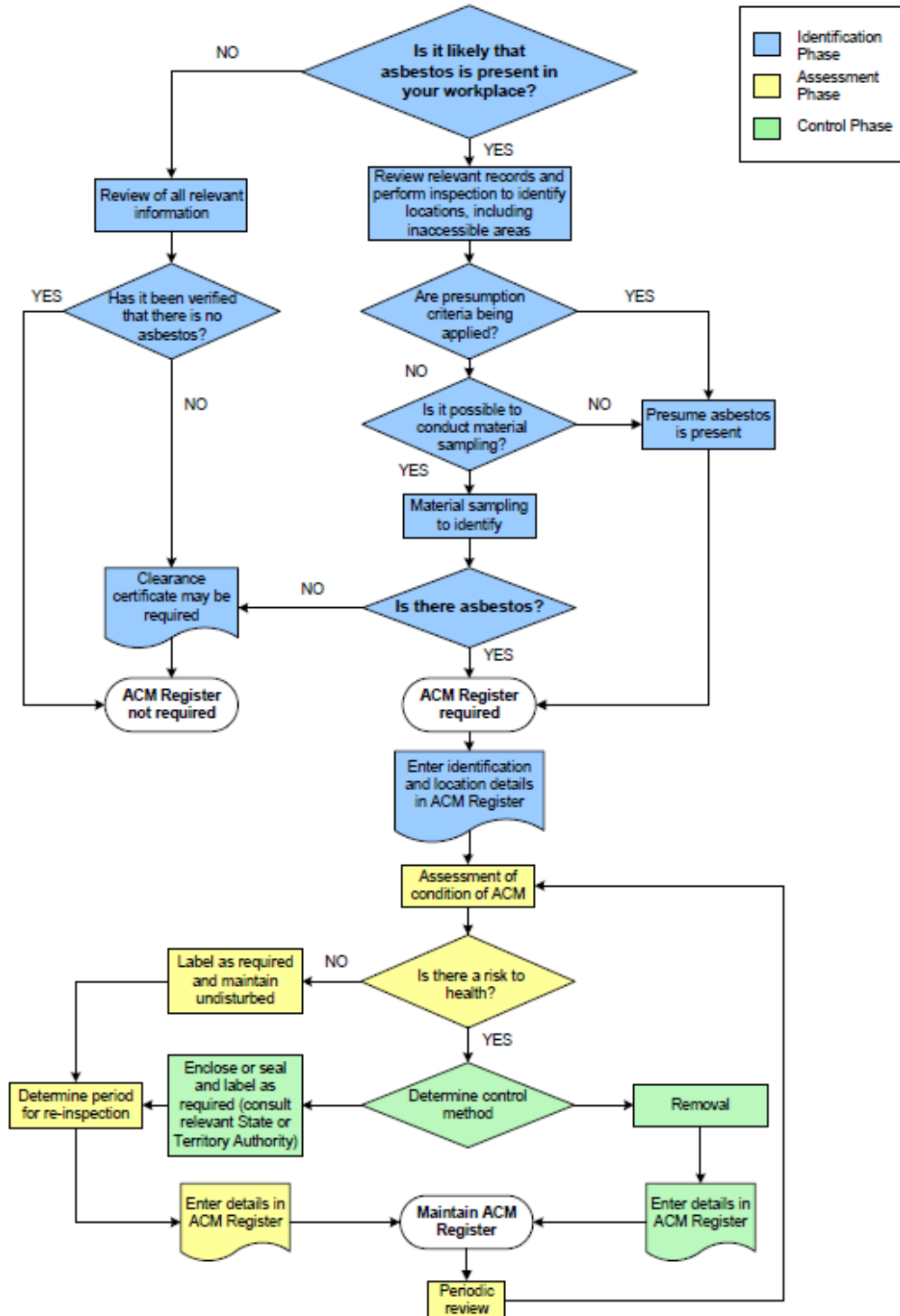
<i>Asbestos Removal Control Plan</i>	An asbestos removal control plan is a document that identifies the specific control measures that will be employed to ensure workers and other people are not at risk when asbestos removal work is being conducted.
<i>Asbestos-Non-friable</i>	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
<i>Asbestos-Respirable</i>	Asbestos fibre that is <ul style="list-style-type: none"> • less than 3 microns (m) wide, • is more than 5 microns (m) long, • has a length to width ratio of more than 3:1
<i>Asbestos-related work</i>	means work involving asbestos (other than asbestos removal work) that is permitted
<i>Asbestos removal work</i>	Work involving the removal of asbestos or ACM, or Class A asbestos removal work or Class B asbestos removal work.
<i>Asbestos Removal Control Plan</i>	An asbestos removal control plan is a document that identifies the specific control measures that will be employed to ensure workers and other people are not at risk when licenced asbestos removal work is being conducted. An asbestos removal control plan must include— <p>(a) details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used; and</p> <p>(b) details of the asbestos to be removed, including the location, type and condition of the asbestos.</p> <p>A licensed asbestos removalist must provide a copy of the asbestos removal control plan to the person who commissioned the licensed asbestos removal work.</p>
<i>Asbestos waste</i>	Asbestos or ACM removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.
<i>Competent person</i>	In relation to carrying out clearance inspections under WHS Regulation 473— a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: <ul style="list-style-type: none"> • a certification in relation to the specified VET course for asbestos assessor work, or • a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health For all other purposes—a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.
<i>NATA-accredited laboratory</i>	A testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else. NATA accreditation is a high level process of recognising collective, specific and demonstrated competencies that are necessary to deliver sound technical/scientific data and information on which decisions can be made with confidence.

5. Asbestos Management Plan

The key aspects of the AMP:

- Aim for an asbestos free workplace
- Aim to label all identifiable asbestos containing material and record them in the register
- Perform a risk assessment on all identified asbestos containing material
- Implement appropriate control measures based on the risk assessment
- Ensure consultation is included in each part of the AMP

General principles of an Asbestos Management Plan



Reference: Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

5.1 Review of the Asbestos Management Plan

The Asbestos Management Plan will be reviewed at least every 5 years by the following personnel

- Director, Property Facilities and Development
- Asbestos Coordinator and Work, Health and Safety Officer
- Manager Campus Operations
- Senior WHS and Emergency Management Advisor

The University will ensure the Asbestos Management Plan is reviewed and as necessary revised in the following circumstances:

- (a) there is a review of the asbestos register or a control measure;
- (b) asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
- (c) the plan is no longer adequate for managing asbestos or ACM at the workplace;
- (d) a health and safety representative requests a review);
- (e) at least once every 5 years.

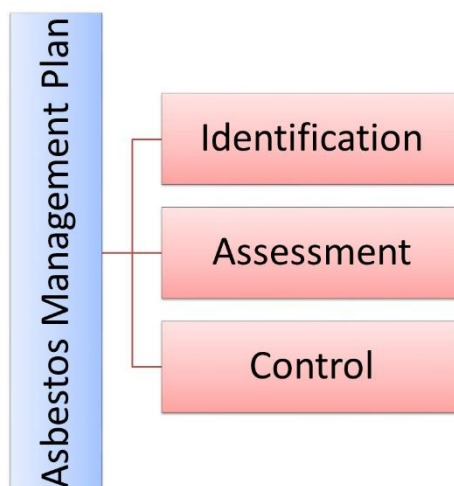
Major amendments/revisions to the Asbestos Management Plan require approval/authorisation of the Director, Property Facilities and Development Division. (Reg: 429 Asbestos Management Plan, Reg 430 Review AMP)

5.2 Access to Asbestos Management Plan

The Flinders University Asbestos Management Plan is available and accessible upon request at the contractor sign-in location. (Reg: 429 (5) Asbestos Management Plan)

- After 7.00am-Maintenance Operations contractor sign in point Physical Sciences road near carpark 9.

6. Application of General Principles

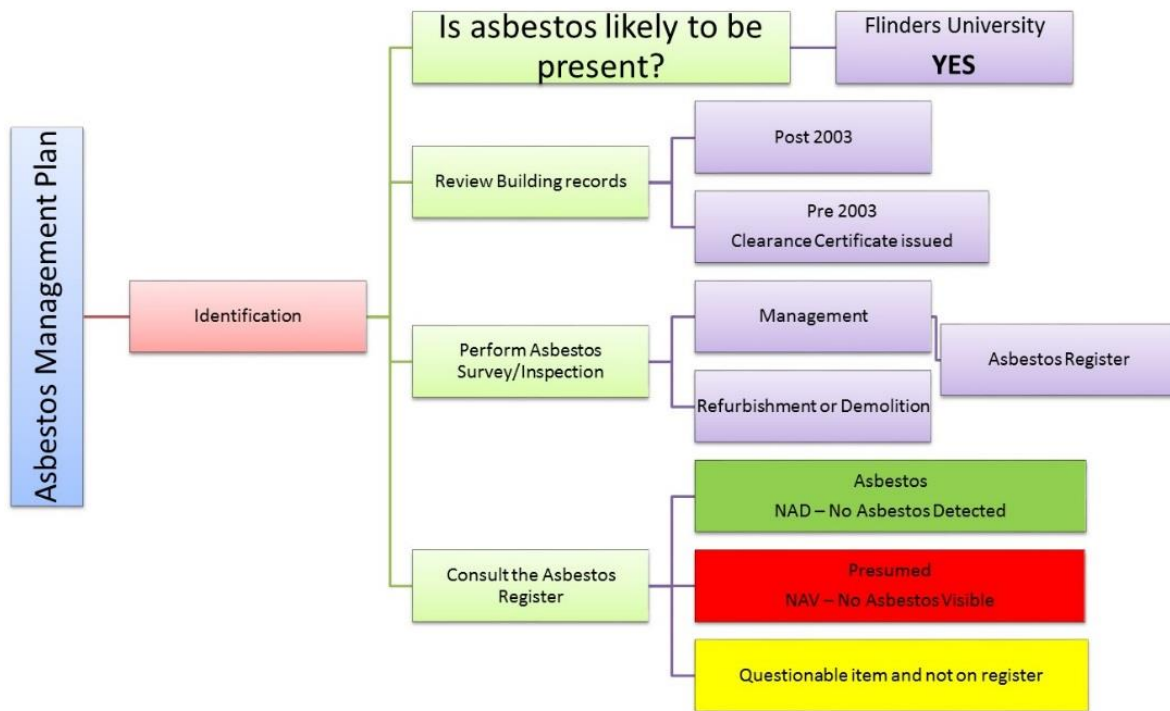


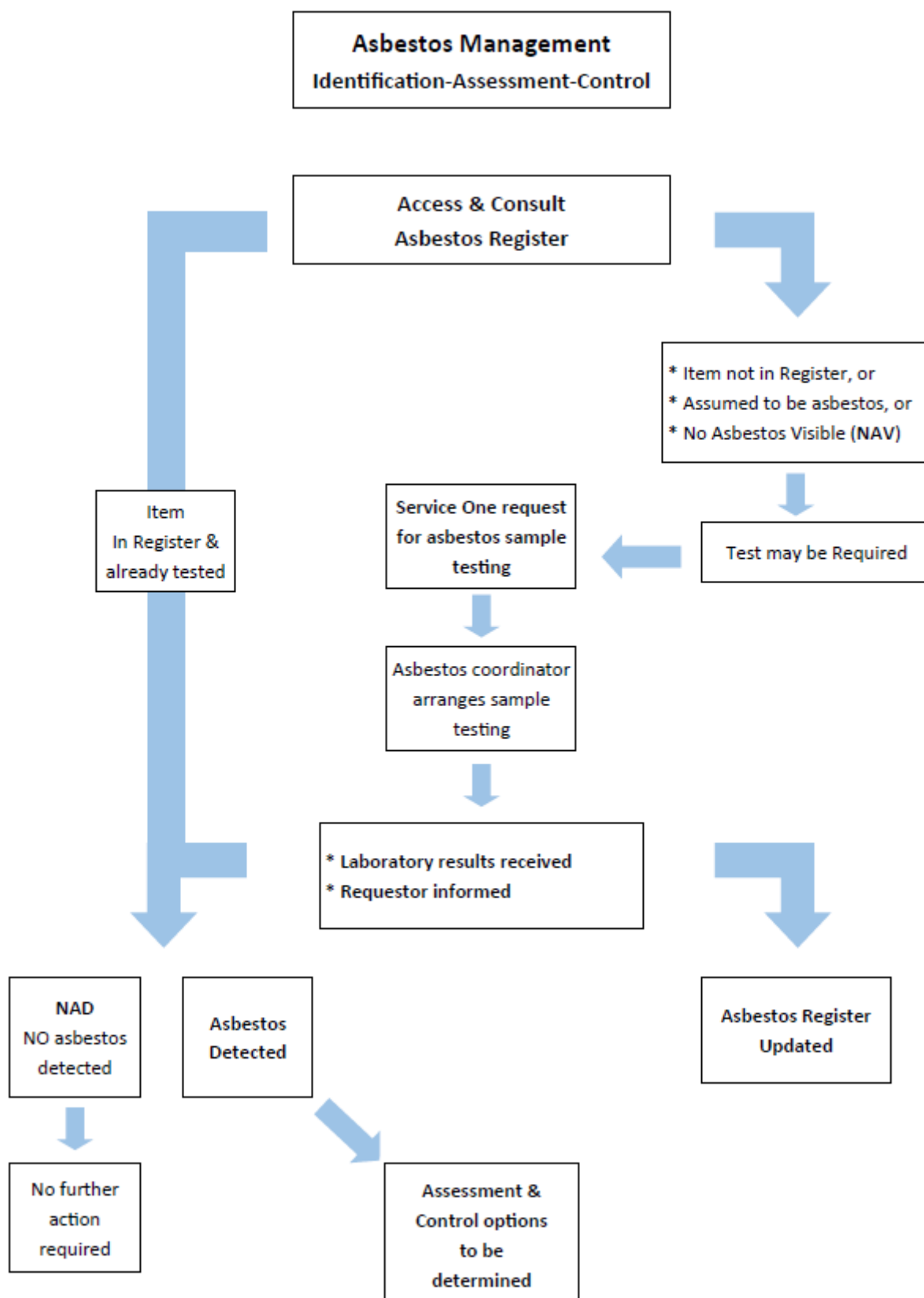
In accordance with the management plan Flinders University will

- Assess and/or survey property to ascertain the presence or absence of asbestos
- Maintain a register containing the location or suspected location of asbestos
- Assess potential health risks and implement control mechanisms
- Remove or control asbestos materials that pose a health risk
- Regularly review and monitor identified areas containing asbestos or ACM to ensure they are in good condition and do not pose a fibre exposure risk

- Continually work towards an asbestos free University

6.1 Identification Phase





Flinders University will determine the status of assumed asbestos or ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos or ACM by a NATA-accredited Laboratory.

6.2 Assessment Phase

A risk assessment approach will aim to identify, evaluate, control and monitor sources of asbestos throughout the university, with an emphasis on all buildings and structures constructed prior to 31st December 2003. The risk assessment must be carried out by a competent person and include the:

- Condition of the asbestos containing material
- Likelihood of exposure
- Nature and location of any work to be carried out is likely to disturb the asbestos containing material

6.3 Control Phase

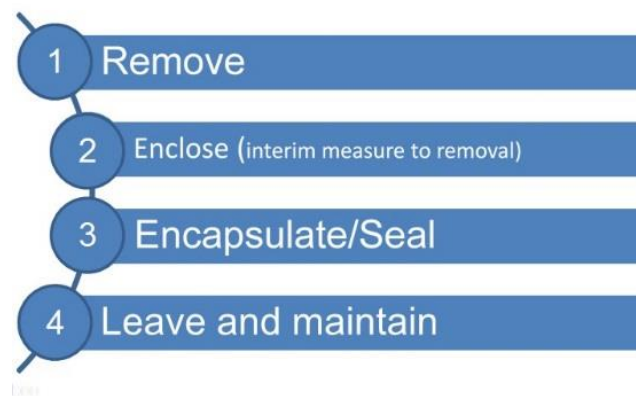
The following hierarchy of controls will be used.

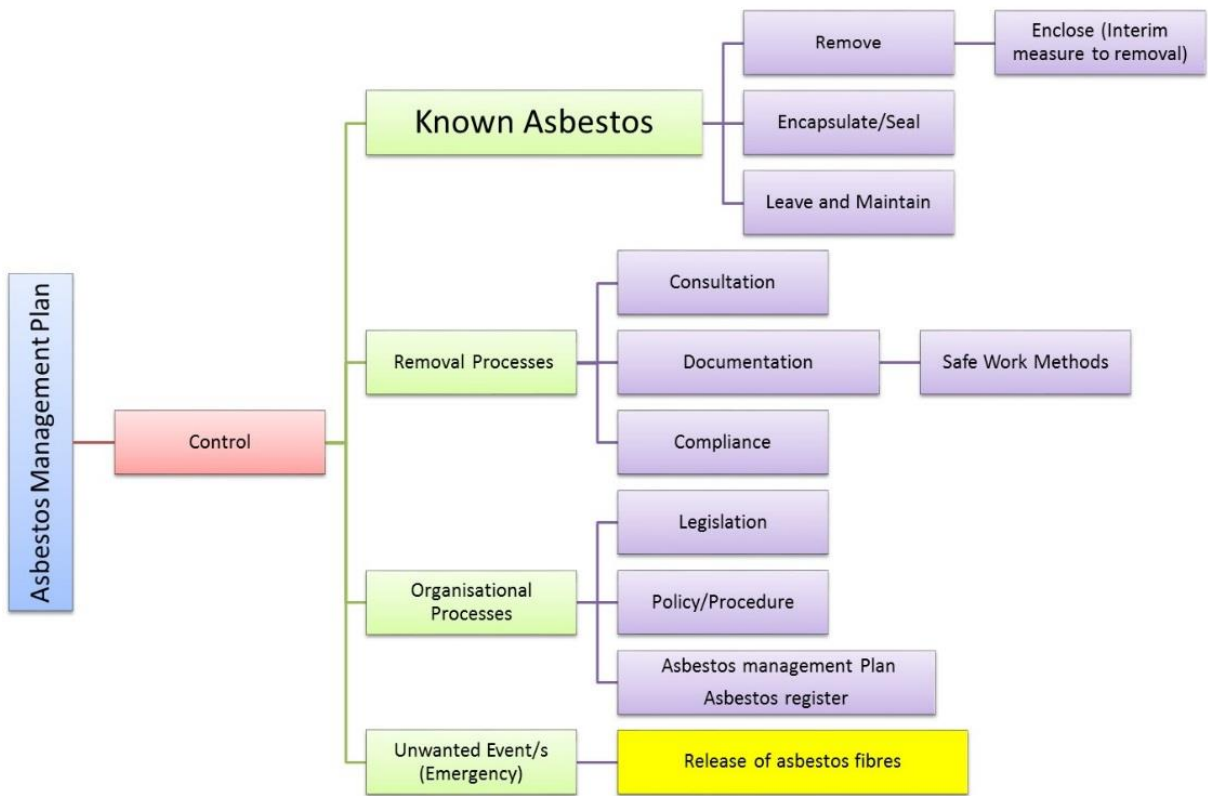
1. Elimination or removal
2. Isolation, enclosure or sealing
3. Engineering controls
4. Safe work practices (admin controls)
5. PPE

If no single order control is suitable, then a combination of the above may be required.

Control Options

- All of these options provide a risk management control
- Controls 2 to 4 change the likelihood of an unwanted event not the consequence of the unwanted event.
 - Controls 2 to 4 require ongoing monitoring to maintain their effectiveness





7. Consultation

The plan will include consultation at each step of the process and the key outcome being the sharing of information between stakeholders. The steps of the process include inspection, identification, evaluation and control outcomes.

8. Asbestos Register

An asbestos register, as described in the requirements of the WHS regulation (Reg: 425, 426 Asbestos Register) will be maintained and include information as detailed in the definition section 4 of this document.

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

8.1 Staff Access to Flinders University Asbestos Register

The Flinders University Asbestos Register is available online and accessible to staff via the link provided below. (Reg: 427 Asbestos Register Access)

[CLICK HERE to access Asbestos Register](#)

8.2 Contractor awareness of and access to Flinders University Asbestos Register

Contractors are informed there is asbestos and Asbestos Containing Material (ACM) present on the Bedford Park Campus, including the Mark Oliphant Building during the mandatory Flinders University on-line Contractor Safety Induction and again during a sites specific local induction conducted prior to commencement of work.

[Flinders WHS Online Contractor Induction](#)

A copy of the Asbestos Register is to be provided to workers (including contractors) before carrying out work where:

- Work being carried out or is about to be carried out and that work involves a risk of exposure to airborne asbestos, and/or
- Demolition or refurbishment of a structure constructed or installed before 31st December 2003.

The Flinders University has developed an Asbestos register which is available to workers and/or interested parties.

Contractors prior to commencing any works onsite are required to consult the Asbestos Register for installed asbestos in the vicinity of their work area. (Reg: 427 Asbestos Register Access)

The Flinders University Asbestos Register accessible upon request, online or in hardcopy.

8.3 Provision of Flinders University Asbestos Register as required for tender process

- A copy of the relevant sections of the Asbestos Register is to be provided as part of the tender documentation for building works. (Reg: 427 Asbestos Register Access) along with a hyperlink to access the complete register online.

8.4 Transfer of asbestos register by person relinquishing management or control of a workplace

- A copy of the Asbestos Register is to be provided to the person assuming management or control of the work place if Flinders University relinquishes management and control of the workplace. (Reg: 428 transfer of Asbestos Register)
- In the reverse case whereby Flinders University is to assume management or control of a work place the University will consult with the other party to obtain a copy of the existing Asbestos Register.
- In situations whereby Flinders University has a shared management or control arrangement with another party (or parties) Flinders University will consult, cooperate and coordinate with all parties regarding any work that may involve asbestos or ACM.

9. Records

Records must be kept of any works performed on asbestos containing material, including the following:

- Details and scope of the work performed
- Asbestos removal control plan and associated documentation
- Names of those performing the work
- Date or dates of the work and
- Include copies of any clearance certificates or permits
- Air monitoring results
- EPA Trade Waste Certificate

10. Control Indicators for asbestos containing material

The following descriptors will aid the control of identified asbestos containing material.

Leave and maintain: Stable asbestos containing material that are not prone to damage

Encapsulate/Seal: Stable asbestos containing material that may be prone to damage and require protection of exposed surface. Not to be used if the surface coating will create significant disturbance of asbestos fibres.

Enclose: Stable asbestos containing material that may be prone to damage and where encapsulation or sealing does not provide sufficient protection or may disturb asbestos fibres. May be suitable if removal is not a viable option.

Remove: Unstable asbestos containing material or friable asbestos containing material that is prone to damage.

It is important to note that the most appropriate action in some instances, derived from the risk management process, will not be for the materials immediate removal. In some instances the removal process may prove more hazardous than other options such as sealing or enclosure. The removal of stable asbestos containing material would they occur as part of the renovation process at a later date.

11. Potentially hazardous processes

There are a variety of maintenance and service work processes that have the potential to disturb asbestos containing material. These include any process that is likely to release asbestos fibres and can include the:

- Removal of asbestos containing material
- Drilling of asbestos containing material
- Sealing, painting and cleaning asbestos cement products
- Cleaning gutters on asbestos cement roofs
- Handling asbestos cement conduits or boxes
- Working on electrical mounting boards containing asbestos

The code of practice “Asbestos in workplaces “contains a number of appendices that include advice for the:

- Selection and use of PPE
- Drilling of asbestos containing material
- Sealing, painting, coating and cleaning asbestos cement products
- Cleaning leaf litter from gutters of asbestos cement roofs
- Replacing cabling in asbestos cement conduits and boxes
- Working on electrical mounting boards (switchboards) containing asbestos

12. Exposure standards

Exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person’s breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with:

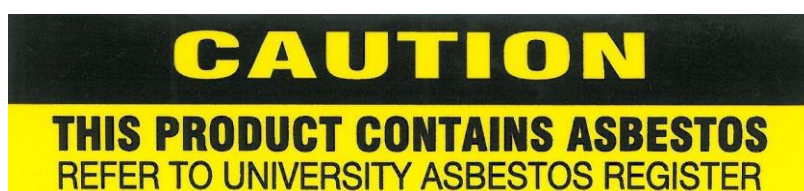
- the Membrane Filter Method
- a method determined by the relevant regulator.

Air monitoring will be undertaken for all licenced asbestos removal work, conducted by an independent licensed asbestos assessor (see appendix D) with results used to verify the work area is free of asbestos fibres prior to being certified for reoccupation.

13. Warning signs and labels

Any areas of a workplace which contain or are assumed to contain ACM should be sign posted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken. These locations will be recorded in the asbestos register.

All warning signs and labels are to comply with AS 1319 –1994: “*Safety Signs for the Occupational Environment*”.



14. Potential for Exposure

Any exposure or potential exposure must be reported to the University

You must report (orally or by email) the incident to your supervisor as soon as possible.

You must also report the accident/injury on the University's online [FlinSafe System](#) , within 24hours.

If you are unable to report the accident/incident due to the accident, arrangements must be made for your supervisor to report it through FlinSafe.

For emergency procedures see Appendix F.

For individuals that have been potentially exposed, the University will consult, and where indicated will arrange for an appropriate personal health surveillance. Details of any potential exposures will be kept on their personal staff records.

15. Training Records

General asbestos awareness training is available via the Safety Hub <https://flindersunisa.safetyhub.com/>

Project managers and others that may reasonably expect to encounter asbestos during the course of their work must complete the online module every two years.

All training will be recorded.

16. University Contacts

Position	Name	Email	Contact no.
Asbestos Coordinator and Work, Health and Safety Officer	David Anderson	david.anderson@flinders.edu.au	8201 3728 0414 190 102
Security	On duty Officer	security@flinders.edu.au	8201 2880
WHS Unit, Associate Director	Helen Webb	helen.webb@flinders.edu.au	82013703 0414 190 024
Manager Campus Operations, Property Facilities & Development	Matt Sutton	matt.sutton@flinders.edu.au	8201 2660 0478 402 130
Senior WHS & Emergency Management Advisor	Sean Graney	sean.graney@flinders.edu.au	8201 2714 0414 190 095

Appendix A – Asbestos Material/Type codes and descriptors

Material/Type Code	Description
1	Asbestos cement sheeting (flat)
2	Compressed asbestos cement sheeting
3	'Deep 6' corrugated asbestos cement sheeting
4	Vinyl floor tile containing asbestos fibres
5	"Millboard" asbestos sheet
6	Woven asbestos cloth
7	Asbestos bitumastic resin board
8	Asbestos gasket material
9	Asbestos cement piping
10	Asbestos coated electrical wire
11	Asbestos mastic material
12	Asbestos backed sheet vinyl
13	Moulded asbestos cement sheeting
14	Brake linings containing asbestos fibres
15	Bitumastic Glue containing asbestos fibres
16	Asbestos core insulation to Fire Door
17	Sprayed (limpet) asbestos
18	Asbestos rope material
19	"Galbestos" asbestos paint
20	Cementitious glazing putty
21	Asbestos Low Density Board
22	Internal ACM

Appendix B – Condition rating code descriptors

Condition Rating Code	Condition Description
1	Good/non-friable
2	Medium/non-friable
3	Poor/non-friable
4	Good/friable
5	Medium/friable
6	Poor/friable

Appendix C – Recommendation code descriptors

Recommendation Code	Recommendation Description
1	<ul style="list-style-type: none">• Monitor condition. Avoid damage.• Remove during next upgrade or if damage occurs as per "Code of Practice"
2	<ul style="list-style-type: none">• Monitor condition. Avoid damage.• Remove and replace with a non-asbestos product (if applicable) during next maintenance likely to disturb as per "Code of Practice. Use care when accessing.
3	<ul style="list-style-type: none">• Remove/Repair as soon as practicable as per "Code of Practice".• In the interim avoid contact and further damage.
4	<ul style="list-style-type: none">• Remove as soon as possible as per "Code of Practice".• In the interim restrict access.

Appendix D – Licence Requirements for Asbestos Removal Works

Any work commissioned by Flinders University that involves the removal of asbestos must be carried out only by a licensed asbestos removalist (reg 458) unless specified in the WHS Regulation that a licence is not required. There are two types of licences: Class A and Class B. The type of licence required will depend on the type and quantity of asbestos or ACM that is being removed at a workplace. The following table has been taken from the How to Safely Remove Asbestos – Code of Practice.

Type of Licence	Asbestos can be removed
CLASS A	<p>Can remove any amount or quantity of asbestos or ACM, including:</p> <ul style="list-style-type: none"> any amount of friable asbestos or ACM any amount of ACD any amount of non-friable asbestos or ACM.
CLASS B	<p>Can remove:</p> <ul style="list-style-type: none"> any amount of non-friable asbestos or ACM <p>Note: A Class B licence is required for removal of more than 10 m² (square metres) of non friable asbestos or ACM but the licence holder can also remove up to 10 m² of non-friable asbestos or ACM.</p> <ul style="list-style-type: none"> ACD associated with the removal of non-friable asbestos or ACM. <p>Note: A Class B licence is required for removal of ACD associated with the removal of more than 10 m² of non-friable asbestos or ACM but the licence holder can also remove ACD associated with removal of up to 10m² of non friable asbestos or ACM.</p>
No Licence Required	<p>Can remove:</p> <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or ACM ACD that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or ACM not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Under regulation 475 air monitoring must be conducted at all licensed asbestos removals by an independent licensed asbestos assessor. This requirement also applies to Class B removals via transitional regulation 726.

A person commissioning licensed asbestos removal work must ensure that an independent licensed asbestos assessor conducts any air monitoring.

Once the licensed asbestos removal work has been completed, clearance inspections and clearance certificates must be issued before the workplace can be re-occupied.

Class A work must be inspected and cleared by an independent licensed asbestos assessor.

Class B work may be inspected and cleared by an independent competent person.

Appendix E – Asbestos Removal/Remedial Works



Introduction

These Guidelines are to assist in the management of risks associated with removal of asbestos.

To remove friable asbestos the removalist must hold a current full Class A-Asbestos Removal Licence

To remove non-friable asbestos of more than 10 m² must hold a current full Class A or Class B-Asbestos Removal Licence

All asbestos removal work must comply with the **Statutory Requirements detailed in section 2 of the Flinders University Asbestos Management Plan**

Asbestos Sampling and Removal Request Procedure

All asbestos related requests (sample testing and removal) are to be placed via the University [Service One](#) Request System

Request must be placed **at least 10 working days prior** to work commencing.

- ***All asbestos related requests are directed to the Asbestos Management Coordinator who will assume responsibility for coordinating asbestos removals and monitoring compliance with the Asbestos Management Plan and that the University's Asbestos Register is maintained, reviewed, kept up-to-date and made available as required by legislation.***

This time is required to provide time for internal notifications, documentation preparation and consultation with stakeholders at site meeting to address requirements of the Asbestos Removal Control Plan.

In addition, **Safework SA** require a **minimum of five working days** notification of an asbestos removal.

(Reg: 466 Regulator must be notified)

Analysis of Sample for Presence of Asbestos or ACM

All samples must be analysed only by the following (Reg: 423 Analysis of Sample))

- (a) a NATA-accredited laboratory accredited for the relevant test method; or
- (b) a laboratory approved by the Regulator in accordance with guidelines published by Safe Work Australia; or
- (c) a laboratory operated by the Regulator.

Communication of the Intention to Remove Asbestos

Safework SA require a **minimum of five working days** notification of an asbestos removal.

(Reg: 466 Regulator must be notified)

Building users, the Area HSR (s), and University Security must be informed by the University Asbestos Management Coordinator of the intention to undertake asbestos removal work, at least 10 working days prior to work commencing.

A combination of signage, notifications and electronic communication methods shall be employed.

(Reg: 467, 468 Inform persons about asbestos work)

Asbestos Removal Control Plan

The licensed removalist must prepare an asbestos removal control plan before the licensed asbestos removal work commences.

The asbestos removal control plan must include details of:

- how the asbestos removal will be carried out, including the method, tools, equipment and PPE to be used
- the asbestos to be removed, including the location, type and condition of the asbestos.

Specifications or drawings that are relevant to the asbestos removal can also be attached to the asbestos removal control plan to provide additional information about the asbestos. The plan must identify the specific control measures the licence holder will use to ensure workers and other persons are not at risk when asbestos removal work is being conducted.

*Note Preparation of an asbestos removal control plan is mandatory for licensed asbestos removal work. However, one can be prepared to assist when planning asbestos removal work that does not require a licence.

The licensed removalist must provide a copy of documented site specific Asbestos Removal Control Plan to the Asbestos Management Coordinator before the asbestos permit will be authorised and issued in order for removal work to commence.

Once the asbestos removal control plan is prepared, a copy must be:

- given to the person who commissioned the licensed asbestos removal work
- readily accessible on-site for the duration of the licensed asbestos removal work to:
- a person conducting a business or undertaking at the workplace
- workers and their health and safety representatives
- the occupants of the premises (if domestic premises).

The asbestos removal control plan must also be made available for inspection under the WHS Act.

(Reg: 464, 465 Asbestos Removal Control Plan)

Flinders Contractor Induction Information

Induction is a two stage process.

The first is the Flinders University Online Induction which is a general induction and the second is a site specific induction.

1. Online Contractor Induction

Before commencing work at Flinders University all workers must complete the mandatory University Online Induction.

The induction is presented as a series of topics containing key information about the University and requirements for conduct while working on our site.

[Flinders WHS Online Contractor Induction](#)

All contractors coming to site must have completed the Flinders University Online Contractor Induction. and be registered on the contractor database.

Web Address: <https://staff.flinders.edu.au/workplace-support/contractor-safety>

2. Site Specific Work Area Induction

A site specific work area induction must be completed prior to commencing work on site and a copy of the completed induction submitted to the University person and signed by both the contractor and the University responsible person.

A local area induction must be given to the contractors before they begin their work using the following form to record the details given. This is an opportunity to identify the hazards that may exist in the workplace and to discuss and agree upon the controls to be applied.

Following the initial site specific work area induction the Contractor is responsible for ensuring any other workers coming onto the site are locally inducted and this is documented.

Signage and barricades for asbestos removal work

Signage alerting people to the presence of asbestos work is to be clearly displayed at all entry points to the asbestos removal areas.

Barricades are to be erected to delineate the asbestos removal area.

Permits must be valid at the time work is being undertaken.

If the removal work is longer than one shift, the air monitoring readings from the previous shift must be displayed at all entry points next to the permit.

(Reg: 469 Signage & barricades)

Limiting access to removal area

The person who commissions the licensed asbestos removal work and the person with management or control of the workplace (if not the same person) is aware that licensed asbestos removal work is being carried out, they must ensure that access to the removal area is limited to the following people:

- workers who are engaged to carry out the removal work
- other people who are associated with the removal work
- people who are allowed under the WHS Regulations or another law to be in the asbestos removal area (for example, inspector, emergency service workers).

(Reg: 470 Limiting access to asbestos removal area)

Fire Detection Systems

Fire detection systems (smoke or thermal) must be isolated prior to work commencing.

Smoke detectors shall be covered to prevent the ingress of asbestos particles.

Fire detectors (smoke or thermal) are not to be isolated without first notifying the University Security Office and the Building Fire Warden.

All smoke detector covers must be removed before the fire detectors are de-isolated by Security at the end of shift.

Personal Protective Equipment

As required to complete the particular work (e.g. disposable overalls, minimum P2 disposable masks or a half face respirator, gloves, safety eyewear, a vacuum cleaner with HEPA filters, etc.)

The equipment to be used is to be specified in the Safe Work Procedure and shall be provided by the licensed contractor.

Completion

A Clearance Certificate with all air monitoring readings must be provided to the University Asbestos Management Coordinator after the removal work is completed.

Disposal

On disposal of the removed asbestos a copy of the Waste Transport Certificate and the University Waste Disposal Form (if required) must be presented to the University Asbestos Management Co-ordinator.

Further Information

Contact

University Asbestos Management Coordinator

8201 3728 or Ext -13728

SUMMARY-Asbestos Removal Process

1. The materials to be removed are defined during the planning process
2. ACM items are identified within the planned works
 - Confirmation via direct sampling result or representative sample
3. Asbestos Removalist is engaged - Flinders Uni contact person
4. Site meeting to formulate the contents of the Asbestos Removal Control Plan (ARCP)
 - Asbestos removalist representative, Flinders university contact, Asbestos Co-ordinator
5. ARCP and supporting documentation is provided to the Asbestos Management Coordinator by Asbestos removalist
6. Documentation reviewed. Any amendments are undertaken in consultation with the Asbestos removalist.
7. ARCP is agreed and documentation is provided in full
 - In some cases the number of air monitors used will be at the discretion of the Asbestos Assessor. ,
 - Background and clearance monitoring is required for all indoor removals.
8. Removal date confirmed
9. Communication of the asbestos removal is sent out to building occupants.
10. Asbestos permit is issued to Asbestos removalist
11. Asbestos removal set-up commences
12. Asbestos Assessor confirms set-up is complete as per ARCP and air monitoring is activated
13. Asbestos removal is completed (set-up remains intact)
14. Asbestos Assessor visually inspects the removal area and collects monitoring filters from the background and clearance monitors
15. Asbestos Assessor confirms the air monitoring result with the Asbestos removalist
 - Where a clearance is provided, the set-up is removed by the asbestos removalist
 - Where a clearance is NOT provided - the set-up remains and additional cleaning and monitoring is conducted as directed by the Assessor until a clearance is achieved
16. Completed documentation is provided to the
 - Asbestos Permit
 - ARCP
 - Air monitoring results
 - Clearance certificate
 - Trade waste transfer certificate
17. Documentation administration completed by Asbestos Co-ordinator

Appendix F – Asbestos Discovery or Emergencies



Introduction

These Guidelines are to assist in the management of risks associated with the Discovery or Accidental damage of asbestos or asbestos containing material.

Discovery of Suspected Asbestos or ACM

Discovery of suspected Asbestos or Asbestos Containing Material must be reported immediately to the University Asbestos Management Coordinator so the affected area can be isolated and secured until sample test results can be obtained and corrective action undertaken.

Damage of Asbestos or ACM

Emergency situations where identified Asbestos or ACM is damaged must be reported immediately to Security and the University Asbestos Management Coordinator in order that the affected area be isolated and secured.

The Asbestos Management Coordinator to arrange for signage and barricades to be installed and assess the requirement for any plant isolation(s) to ensure the potential for exposure to anyone in the area is eliminated until an appropriate investigation is undertaken.

The Asbestos Management Coordinator to arrange for air monitoring to be in place until asbestos removal can be arranged as per the University Asbestos Removal guidelines.

Notifiable Incidents

The South Australian Work Health and Safety Act 2012 and the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 place a requirement on the Person Conducting a Business or Undertaking (PCBU) to notify the Regulator when certain accidents or incidents occur. A similar requirement under the Victorian Occupational Health and Safety Act 2004 requires the notification of the same incidents to that jurisdiction's Regulator. Exposure to asbestos fibres is classified as a Notifiable Incident.

- **What to do in the event of a Notifiable Incident**

Should an incident involving accidental exposure asbestos occur the matter is to be reported immediately to **Security** (82012880) and the **Associate Director, WHS Unit**, (0414190024) who will report the matter to the appropriate Regulator and will inform the University's Senior Executive and The University Office of Communication and Engagement.

- **Another Person Conducting a Business or Undertaking (PCBU) Involved**

Where there are other PCBU involved, each PCBU must notify the Regulator.

- **Site Preservation**

The person responsible for managing or controlling the workplace where a notifiable accident/incident has occurred must, so far as is reasonably practicable, ensure that the incident/accident site is preserved until an inspector attends the site or directs otherwise.

Situation when Contractor (Principal) challenge a test result or an untested item.

1. Notification to University and immediate cessation of work
2. Duplicate sample(s) to be taken with Asbestos Management Coordinator (or delegate present) – Duplicate Sample retained by University (as stated)
3. As stated test method – where XRD is requested by contractor a Nata accredited laboratory PLM test must have been conducted first and the result from the PLM test detects a mineral fibre of an unknown type.
4. Conflicting results referred to SafeWorkSA for adjudication.
5. Works commence

Key University Contacts

Position	Name	Email	Contact no.
Asbestos Coordinator and Work, Health and Safety Officer	David Anderson	david.anderson@flinders.edu.au	8201 3728 0414 190 102
Security	On Duty Officer	security@flinders.edu.au	8201 2880
WHS Unit, Associate Director	Helen Webb	helen.webb@flinders.edu.au	8201 3703 0414 190 024
Manager Campus Operations, Property, Facilities & Development	Matt Sutton	matt.sutton@flinders.edu.au	8201 2660 0478 402 130
Senior WHS and Emergency Management Advisor	Sean Graney	sean.graney@flinders.edu.au	8201 2714 0414 190 095

Appendix G –Asbestos Management Coverage in the absence of Asbestos Management Co-ordinator

In the event of an absence of the Asbestos Management Coordinator the University will ensure coverage of the Asbestos Management Coordinator duties and compliance with University Asbestos Management Plan by appointing an appropriately trained person to assume this position when required.

Appendix H –Permit to Work

Please return this form to Operations Reception Sign-in Counter
Attn: Asbestos Management Coordinator

Flinders University Work Order No.		Permit to Work Issue Number.	
---	--	---	--

Section 1: General Details	
Business Entity doing the work:	
Location of Work site:	
Work Activity Title:	

Section 2: Authorisation - Permit to Work				
Authorised activities covered by this Permit	<input type="checkbox"/>	Asbestos removal	<input type="checkbox"/>	Hot Work
	<input type="checkbox"/>	Confined Space Entry	<input type="checkbox"/>	High Voltage Electrical Work
	<input type="checkbox"/>	Excavation	<input type="checkbox"/>	Working at Height
	<input type="checkbox"/>	Other:		
Access	<input type="checkbox"/>	Confined Space	<input type="checkbox"/>	Roof
	<input type="checkbox"/>	Laboratory	<input type="checkbox"/>	Switchboard
	<input type="checkbox"/>	Plant room	<input type="checkbox"/>	Other
Specific Access detail				
Isolation	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Mechanical/Plant
	<input type="checkbox"/>	Fire detection System	<input type="checkbox"/>	Water/Sewer/Drainage
	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Other
Specific Isolation detail	<ul style="list-style-type: none"> 			

SECTION 3: PERMIT REQUEST (COMPLETED BY WORKER IN CHARGE – WIC)	
<p>This acknowledgement signifies a formal request to commence the scope of work as identified in Section 1. As the Worker in Charge (WIC) I hereby certify that:</p> <p><input type="checkbox"/> I have undertaken a hazard identification and risk assessment process. Mitigation controls suitable for this work activity have been applied.</p> <p><input type="checkbox"/> I have consulted with my workgroup to ensure that controls are adequate and agreed.</p> <p><input type="checkbox"/> I am competent to coordinate this work activity in accordance with the documented controls and performance standards of the Flinders University.</p> <p><input type="checkbox"/> I shall ensure that the persons required to carry out the work are competent and/or licenced and understand the requirements of the permit to work and the risk controls pertaining to this scope of work.</p> <p><input type="checkbox"/> I shall monitor hazards and control methods throughout the work activity.</p>	

Name:		Signature:		Date:		Time:	
--------------	--	-------------------	--	--------------	--	--------------	--

SECTION 4: TO BE COMPLETED BY FLINDERS UNIVERSITY AUTHORISATION OFFICER ENGAGING CONTRACTOR	
<p>This sign off is to signify that <i>the Flinders University PTW Authorisation Officer</i> has,</p> <p><input type="checkbox"/> Ensued a process of consultation with the above signatory (or delegate) as being the Worker In Charge,</p> <p><input type="checkbox"/> Viewed documentation pertaining to this scope of work and confirms the information provided is complete in detail</p> <p><input type="checkbox"/> Informed the WIC that the work methods may be monitored against the proposed controls and that work can be ceased immediately on the Authorisation Officers direction.</p>	

This permit to work is valid from	Comments:
-----------------------------------	-----------

Up to and including		Work area to be set-up as identified in the Asbestos Removal Control plan and air monitoring in place before permit will be deemed as active.
---------------------	--	--

Name:		Signature:		Date:		Time:	
-------	--	------------	--	-------	--	-------	--

Section 5: Work Party Sign On/Off (Except for those entering a confined spaces)

SIGN ON				SIGN OFF	
Print Name (First and Last)	Date	Time	Signature	Time	Signature

Section 6: Permit Extension (Completed by Flinders University Authorisation Person)

This authorisation signifies that the planning component of this scope of work has been reviewed and the work is authorised to continue in accordance with the risk assessment and control form/s. As the **ORIGINAL** Authorised person, I hereby certify that;

I have reviewed the content of all related documents

I have amended this permit in consultation with the Worker in Charge (WIC).

Permit Extended:	From		To:		<input type="checkbox"/> No further extension permitted on this permit
------------------	------	--	-----	--	--

Section 7: Permit Withdrawal (Completed by WIC)

The work activity is complete, all persons are accounted for and the work site has been left in a **safe manner**. The Permit to Work, the risk assessment and control form/s are returned to the *Authorising Officer*.

Name:		Signature:		Date:		Time:	
-------	--	------------	--	-------	--	-------	--

Section 8: Permit Closed Out (Completed by Authorising Officer)

I acknowledge the notification given in Section 7 of this Permit to Work. Original documentation has been returned and will be prepared for record keeping. This Permit to Work is officially closed-out (upon my signature) at the time and date displayed below.

Name:		Signature:		Date:		Time:	
-------	--	------------	--	-------	--	-------	--

RELATED INFORMATION FROM ASBESTOS REMOVAL CONTROL PLAN (ARCP)	
SafeWork SA Notification Number	
Company undertaking the Independent Asbestos Assessment and Air monitoring	
Back ground Monitoring (No. of Units and location)	
Clearance Monitoring (No. of Units and location)	
Waste Disposal location	



Required Fields to be completed

This page has been left intentionally blank