[**INSERT COMPANY LOGO]**

**Model Asbestos Management Procedure – For Contractors & Builders**

[**INSERT ORGANISATION NAME**]

**[INSERT DATE OF PUBLICATION]**

**[INSERT VERSION]**

| **INSERT ORGANISATION NAME** | |
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| **Contact Name** |  |
| **Contact Position:** |  |
| **Contact Number:** |  |
| **Contact Email:** |  |
| **Organisation Address:** |  |
| **ABN / ACN:** |  |

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# Purpose

The purpose of this procedure is to ensure that asbestos containing material (ACM) is identified and controls are established to eliminate the potential for exposure to workers and non-workers that satisfies the requirements of work health and safety legislation.

# Scope

This procedure applies to all sites that are controlled by **INSERT ORGANISATION NAME**.

# Definitions

**Asbestos** – a silicate mineral in fibrous form, which when inhaled, can cause serious illness including malignant lung cancer, mesothelioma, and asbestosis. It includes actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.

**Asbestos Containing Material (ACM)** – any material or thing that, as part of its design, contains asbestos, including but not limited to material used for construction, plant and equipment. Note: for Buildings constructed before 31 December 2003, any part of the Building which has not been confirmed as ACM-free must be treated as containing ACM.

**Asbestos Register -** a document that lists all identified (and assumed) asbestos in a workplace. The register must:

* record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time. This includes:
* the date on which the asbestos or ACM was identified
* the location, type and condition of the asbestos; or
* state that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified or is likely to be present from time to time at the workplace.

**Building** – the building(s) in which the Site is located, including the building surrounds which form part of the Site, as defined by the contract.

**Clearance Certificate** – a certificate provided in writing that states that:

• the assessor or competent person found no visible asbestos residue from asbestos removal work in the area, or in the vicinity of the area, where the work was carried out; and

• if air monitoring was carried out by the assessor or competent person as part of the clearance inspection—the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

**Clearance Inspection** – n inspection of an asbestos removal area after asbestos removal work has been completed to verify that the area is safe for normal use, that includes a visual inspection and may include air monitoring.

**Friable Asbestos** - 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.

**Non-Friable Asbestos** - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. Note: Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

**Workers** – **INSERT ORGANISATION NAME** employees and subcontracted personnel engaged to carry out work on a construction site.

**Non Workers** – people within or nearby a construction site including the client’s representatives, building tenants, visitors and the public.

**Safety Authority** – an organisation that is responsible for administering work, health and safety legislation on behalf of a State, Territory or Commonwealth Government.

**Site** – that part of a building or construction site where **INSERT ORGANISATION NAME** is engaged as a Principal Contractor for the purpose of building and construction work.

# Procedure

## Introduction

Asbestos was used commercially in building material until the late 1990s and banned in 2003. The disturbance of ACM and subsequent exposure to fibres can cause serious asbestos-related diseases.

Work Health and Safety legislation sets out specific responsibilities in relation to the identification, communication and management of asbestos and ACM. Failure to comply with the legislative requirements is a criminal offence and can result in prosecution of the client, **INSERT ORGANISATION NAME** and its employees, respectively.

This procedure sets out how **INSERT ORGANISATION NAME** will manage these responsibilities to ensure a safe work environment is provided on our construction sites.

## Responsibilities

Key responsibilities relating to construction activities managed by **INSERT ORGANISATION NAME** include:

### Client/Building Management

* an up-to-date Asbestos Register must be available for:
  + all buildings constructed before 31 December 2003; and also
  + a building constructed after 31 December 2003:
    - where ACM has been identified; or
    - where ACM is likely to be present.
* the person/organisation responsible for the management and control of the building is responsible for:
  + providing an up to date Asbestos Register to **INSERT ORGANISATION NAME** that is adequate for the scope of work to be performed; and
  + providing this Asbestos Register before **INSERT ORGANISATION NAME** commences construction work.

### [INSERT ORGANISATION NAME]

When **INSERT ORGANISATION NAME** is appointed as Principal Contractor, it assumes responsibility for:

* maintaining an up to date Asbestos Register;
* providing a copy of the up to date Asbestos Register to all subcontractors that are contracted to perform work on the construction site; and
* ensuring an up to date Asbestos Register is available on site for inspection by all workers accessing the construction site.

Roles and responsibilities regarding the management of ACM on sites are as follows:

* *General Managers must:*
* ensure that **INSERT ORGANISATION NAME** Asbestos Policy and this procedure are implemented in their respective business; and
* allocating appropriate resources within their business to facilitate the review, approval and monitoring of the satisfaction of the WHSR Asbestos Register requirements and all asbestos and ACM controls on construction projects.
* *Project Managers must manage:*
* overall project planning;
* development of the Project WHSE Management Plan, including project specific ACM controls;
* if an Asbestos Register is required, ensuring it is up to date and adequate for the project and providing copies to all subcontractors.
* *Site Managers must:*
* manage and monitoring site activities and sub-contractor performance; and
* if an Asbestos Register is required, ensuring it is up to date and adequate for the project and providing copies to all subcontractors.

**Fig. 1: Asbestos and ACM Management Process – Tender and Pre-construction**



## Tender and Pre-Construction Phase

As part of the tender review process, the risk assessment in the Tender/Project Entry Checklist must be undertaken to assess:

* the likelihood of ACM being present in the construction site; and
* the scope of work and whether asbestos and ACM will be removed or may be disturbed.

The risk assessment should consider:

* if the building was constructed before or after 31 December 2003;
* if the building was constructed after 31 December 2003, has asbestos and ACM been identified or is it likely to be present in the structure or in any plant and equipment;
* if an up to date Asbestos Register is available and whether it provides adequate information on all areas likely to be accessed in performing the scope of work;
* if the asbestos register or any asbestos report identifies any asbestos and ACM in a part of the building or plant that is within the area that will be accessed in performing the scope of work;
* if there are any concealed or other uninspected areas that may be accessed in performing the scope of works that aren’t referred to in the asbestos register (note: these areas must be regarded as containing asbestos and ACM);
* if asbestos and ACM removal forms part of the scope of work; and
* the commercial impact of removing and/or working in proximity to asbestos and ACM.

Where an Asbestos Register is obtained during the tender phase, it must be distributed to subcontractors, with other tender documents (eg. drawings, specifications).

As part of the tender review process, consideration should be given to the risks related to the management of asbestos and ACM and the adequacy of the proposed controls (eg. commercial, safety). Notwithstanding the decisions made during the Tender phase, the asbestos risks must be re-assessed during the pre-construction phase.

### Project Handover

As part of the project handover and set-up process, the risk assessment documented in the Tender/Project Entry Checklist must be reviewed and updated to validate the information obtained during the tender phase.

The risk review should consider, as a minimum, the following:

* confirmation of the date the building was constructed and past construction activities on adjacent land (if this forms part of the construction site e.g. underground services);
* assessing whether an up to date Asbestos Register has been provided and if it includes adequate information on all areas likely to be accessed in performing the scope of work;
* if the Asbestos Register or any asbestos report identifies any asbestos and ACM in a part of the building or plant that is within the area that will be accessed in performing the scope of work; and
* if there are any concealed or other uninspected areas that may be accessed in performing the scope of works that aren’t referred to in the Asbestos Register that must therefore be deemed to contain asbestos and ACM.
* If an up to date and adequate copy of the Asbestos Register has:
  + been provided to all subcontractors who will be contracted to perform the work (unless a register is not required); and
  + been made available on site for inspection by all workers accessing the site.

The risk assessment should enable the construction site (including any relevant avenues of access through the Building) to be categorised, as:

* not containing asbestos and ACM; or
* containing asbestos and ACM.

### Sites that do not contain asbestos or ACM

A site can only be categorised as not containing asbestos or ACM if:

* for buildings constructed before 31 December 2003 there is an up to date Asbestos Register stating no asbestos or ACM is identified at the workplace; and
* for buildings constructed after that date, the client/PM or Building Management has confirmed in writing that no asbestos or ACM is identified at the workplace.

Sites that do not contain asbestos or ACM may be managed without further reference to this procedure but otherwise in accordance with **INSERT ORGANISATION NAME** other policies and procedures, relevant to the scope of work and project specific risks.

All other sites must be categorised as containing asbestos or ACM and managed according to this procedure. In the event that the Asbestos Register is updated or a hygienist’s report is obtained, which states that asbestos or ACM is no longer present at the site, the site may be managed on the basis that it does not contain asbestos or ACM.

### Sites that contain Asbestos or ACM

For sites that contain or are deemed to contain asbestos or ACM, **INSERT ORGANISATION NAME** must undertake the following **before** work can commence on site.

* ensure that a copy of an up-to-date and adequate Asbestos Register from the client/PM is retained;
* review and risk assess the scope of work to be undertaken and the potential for asbestos and ACM to be present at the site and the locations where the work is to be carried out (this assessment should be done using the information contained in the Asbestos Register and any reports);
* identify areas and activities within the scope of work that may not have been assessed, adequately addressed or included in the Asbestos Register – this should only relate to concealed spaces or other areas where asbestos is deemed to be present and may or may not actually be present;
* ensure that a copy of the up to date and adequate Asbestos Register is provided to all subcontractors contracted by **INSERT ORGANISATION NAME** to perform work on site (this includes subcontractors appointed by the client/PM that work under **INSERT ORGANISATION NAME** supervision); and
* ensure that a copy of the up to date and adequate Asbestos Register will be available on site for inspection by all persons accessing the site and that the safety induction will inform them of its existence and location on the site.

Work must **not** commence on site until such time as an up to date and adequate Asbestos Register has been obtained, which may require the engagement of a hygienist. If a hygienist is to be engaged, this should be undertaken in a manner that satisfies the requirements of the head contract.

If an updated Asbestos Register and/or Hygienist’s report is received, this must be reviewed to ensure that it adequately addresses the areas likely to be accessed that were not satisfactorily addressed in the original register/report. In the event that the revised documents do not provide sufficient information, further site assessments may be required.

Following the receipt of the updated Asbestos Register and/or Hygienist’s Report, the Project and Site Manager must:

* re-assess the risk of asbestos and ACM on site;
* the potential for it to be disturbed; and
* the potential for Workers and Non-workers to be exposed.

For sites containing asbestos or asbestos and ACM, the:

**Project Manager** must ensure that:

* the Project WHSE Management Plan and Project Risk Register contain the following information:
  + the Asbestos Register reference and its availability and location for inspection at site,
  + locations where asbestos and ACM is present,
  + a description of controls (eg. signs, exclusion zones) that will be implemented on site,
  + details of the Clearance Certificate, as applicable, and
  + details of any licensed contractors responsible for removing and transporting asbestos and ACM (as applicable);
* a copy of the up to date and adequate Asbestos Register and/or Hygienist’s report has been distributed to all subcontractors;
* where asbestos or asbestos and ACM will be removed as part of the scope of works, an adequately licensed contractor is engaged to perform the works; and
* regular communication and consultation takes place between **INSERT ORGANISATION NAME**, subcontractors and other project stakeholders with respect to the management of asbestos and ACM.

**Site Manager** must ensure that:

* asbestos or ACM locations are identified with signage;
* providing clear guidelines on correct disposal to those subcontractors who may remove components that contain or may contain asbestos and ACM;
* subcontractors’ SWMS include adequate controls to manage any ACM risks related to their scope of work (this may include direct and indirect risks eg. working in proximity of asbestos and ACM);
* where asbestos and ACM will be removed as part of the scope of works, the adequately licensed contractor has prepared an Asbestos Removal Plan that meets the requirements of the WHSR;
* the Safety Authority has been notified of the planned asbestos and ACM removal (this may be undertaken by the licensed contractor);
* Permits to Proceed are issued to each subcontractor, prior to their commencement on site;
* the site induction includes adequate information on the location of asbestos and ACM and the management controls that apply; and
* regular communication and consultation takes place between **INSERT ORGANISATION NAME**, subcontractors and other project stakeholders with respect to the management of asbestos and ACM.

## Construction phase – Sites Containing asbestos and ACM

All work must be carried out as planned in accordance with the project program, Project WHSE Management Plan and approved SWMS.

If at any time the project program and/or the method of work is varied it must be reviewed and approved by the Site Manager before work can commence.

As part of the site set-up, **INSERT ORGANISATION NAME** must ensure that warning signs to indicate the location of asbestos and ACM are installed and if required, exclusion zones established to prevent unauthorised access.

The Site Manager must ensure that all Workers entering the Site:

* have completed the **INSERT ORGANISATION NAME** Online Safety Induction;
* have been Site Safety Inducted, including details of the location of and controls relating to asbestos and ACM;
* understand the communication and consultation arrangements;
* are aware of the location of any asbestos and ACM on site and the controls applied (eg. exclusion zones);
* are provided with details concerning the location and availability for inspection of the Asbestos Register;
* are provided with access to Asbestos Clearance Reports and Certificates, if applicable;
* understand **INSERT ORGANISATION NAME**’S reporting requirements if suspicious material is identified;
* undertake work in accordance with their approved SWMS;
* understand that any change to their method of work must be approved by the **INSERT ORGANISATION NAME** Site Manager before they implement the change; and
* are advised of any changes to the Asbestos Register or new information relating to asbestos and ACM on site.

**Figure 2: Asbestos and ACM Control Process – Construction**



### Demolition of Asbestos and ACM Removal

Demolition, involving the removal of asbestos and ACM, must only be carried out by a licensed contractor with an approved *Asbestos Removal Control Plan* in accordance with the WHS Regulation and Code of Practice.

The plan must include, but not be limited to, the following details:

* types and location of asbestos and ACM;
* location of approved asbestos and ACM quarantine areas including approved bins;
* scope of work and preparation (eg. emergency response, roles and responsibilities, worker competency);
* removal methodology;
* controls to be applied (eg. including air monitoring program and clearance, waste storage and disposal, equipment, exclusion zones, air monitoring, handling);
* decontamination;
* waste transport and disposal;
* clearance and air monitoring;
* health assessment and monitoring; and
* consultation.

The removal of asbestos and ACM must be performed under controlled conditions as documented in the Asbestos Removal Control Plan and SWMS.

After the asbestos and ACM has been removed a Clearance Inspection is to be conducted by a competent person – a licenced asbestos assessor or occupational hygienist. A Clearance Certificate must be obtained prior to reoccupation of the asbestos removal area.

The Asbestos Register is to be updated to reflect the change as a result of the removal work and Clearance Certificate, and Workers updated on the change through Toolbox Talks.

### Disposal of Asbestos and ACM

The collection and transport of asbestos and ACM, PPE and all contaminated equipment must be disposed of as asbestos waste at an approved waste management facility.

The Project Manager or Site Manager should check to ensure that the waste facility hold valid licences to receive the asbestos and ACM.

Typical licensing authorities are:

* Environmental Authority (eg. EPA) – Asbestos and ACM transport and disposal.

Copies of Waste Transport Certificates or equivalent must be obtained from the:

* licenced contractor at the time that asbestos and ACM is removed from site; and
* licenced waste management facility to confirm disposal.

These records must be retained in the site file.

### Working in Proximity to Asbestos and ACM

In situations where asbestos and ACM is present on site, and based on a risk assessment that the scope of works and construction processes are unlikely to disturb the asbestos and ACM, specific controls must be implemented to avoid the potential for disturbance and exposure.

These controls must be included in the project specific risk register, which forms part of the Project WHSE Management Plan. Controls may include:

* installing signs that indicate the location of asbestos and ACM;
* disturbance procedures and permit to proceed requirements;
* reporting requirements for suspected asbestos and ACM discoveries;
* establishing exclusion zones to prevent access to areas and equipment containing asbestos and ACM;
* ensuring the up to date Asbestos Register is available to workers on site;
* frequent communication and consultation with workers, client and others on the location and management of ACM (eg. Toolbox talks, subcontractor meetings, PCG meetings);
* frequent monitoring of controls implemented, worker performance and changes in site conditions which may require further assessment; and
* record keeping (refer to Section 4.9 for details).

The WHSE Management Plan and risk register must be kept up to date at all times to reflect these controls.

Where construction activities are likely to disturb asbestos and ACM, work must not commence or must cease immediately and an exclusion zone established to prevent unauthorised access to the area. The asbestos and ACM must be removed under controlled conditions and by a licensed contractor (refer to sub-section on Demolition/asbestos or ACM Removal) before the exclusion zone is opened for access by workers.

If this situation results in a change to the scope of work, or the subcontractor’s method of work, the change must be assessed using **INSERT ORGANISATION NAME**’S Change Management Checklist (refer to Section 4.5 of this procedure for more detail).

The Site Manager must undertake regular safety inspections in accordance with **INSERT ORGANISATION NAME**’S Workplace Inspections Procedure to ensure that work on site is conducted safely and to the approved SWMS and Asbestos Removal Control Plan (as applicable).

### Unexpected Asbestos and ACM Discovery or Disturbance

The Site Manager shall ensure that any activity that is reported to have disturbed or exposed people to ACM related material is:

* stopped immediately;
* the area made safe; and
* an exclusion zone established to prevent unauthorised access.

Any discovery or disturbance of asbestos and ACM must be reported to the General Manager and Safety Manager as per the **INSERT ORGANISATION NAME**’S Incident Management Procedure and logged in NOVA. In certain circumstances, the incident may need to be reported to the Safety Authority and the need for this notification will be assessed in consultation with the Safety Manager.

A competent person must be engaged to assess the suspected asbestos and ACM and confirm if it contains asbestos. In the event that it is asbestos and/or ACM, the competent person should also confirm its type and condition. The competent person should be required to provide guidance on appropriate controls to avoid the potential for further disturbance or exposure. Activities to remove or encapsulate the asbestos and ACM must be undertaken in accordance with the requirements set out in this procedure.

## Scope and method of work changes

If the scope or method of work changes at any time after the initial asbestos and ACM risk assessment, either as a result of client/PM direction, a request by a subcontractor or a decision made by **INSERT ORGANISATION NAME**, the scope/method change must be assessed using **INSERT ORGANISATION NAME**’S Change Management Checklist.

This process should assess the potential for Worker(s) to be exposed to asbestos and ACM, in addition to the assessment of other site/scope specific risks.

The Project Manager/Site Manager shall ensure that all changes to the scope and/or method of work are implemented using the appropriate contractual mechanisms both in the head contract and relevant subcontract(s), including the following:

* Requests for Information (RFI), for example,
  + requesting an up-to date and adequate Asbestos Register, obtaining copies of Hygienist’s Reports, and to engage a Hygienist;
* Notices/Claims for an Extension of Time, for example,
  + if the client has not provided the information in time and the project is delayed;
* Notices of Scope Variation, for example,
  + if the client has agreed and/or instructed **INSERT ORGANISATION NAME** to carry out additional works in relation to inspection, test and removal of asbestos and ACM.
* Directions to subcontractors

The Project and Site Manager shall ensure that:

* the Asbestos Register is reviewed to ensure it is up to date and adequate for the required scope/method change;
* the Project WHSE Management Plan and the Project Risk Register are updated to deal with any scope/method changes;
* the SWMS for all relevant subcontractors are updated to take into account any additional work resulting from the method/scope changes involving the risk of asbestos and ACM;
* project team and all relevant subcontractors are made aware of the changes through project meetings; and
* Toolbox Talks are held with the Workers to inform them of the changes and any controls being put in place as a result of the changes.

## Health Monitoring

As per the WHS Regulations, Workers involved with and/or potentially exposed to asbestos and ACM will be required to undertake health monitoring before the worker carries out any work that may expose the worker to asbestos and this must be conducted in accordance with Work Health and Safety regulations.

In the event that health monitoring is required, the Project Manager and/or Site Manager must obtain health monitoring details for subcontractors (ie. workers) engaged to remove asbestos and ACM from Site.

On review of an ACM related incident, the Safety Manager may require Workers to undertake a health assessment.

The Safety Manager maintains a log of Workers that have been potentially exposed to asbestos and ACM, with case files of the incident details. Where the worker is an **INSERT ORGANISATION NAME** employee, the personal details are held with PST.

## Workers Assistance program

**INSERT ORGANISATION NAME** Employee Assistance Program (EAP) provides Workers with free, confidential and professional assistance if they have any concerns of potential asbestos and ACM exposure.

The counselling service is available 24 hours by directly ringing 1300 361 008 or through:

* PST for **INSERT ORGANISATION NAME** Employees; and
* the Project Manager or Site Manager for subcontracted Workers.

For any clarification or assistance contact the General Manager or Safety Manager.

In accordance with terms of the EAP, the Workers personal details are not recorded.

## Evaluation of Risk Assessment and Continuous Improvement

The way in which the asbestos risk assessment and asbestos and ACM management took place should be reviewed at the end of each project to allow for feedback, communication of lessons learnt and continual improvement to the **INSERT ORGANISATION NAME** processes and tools.

## Record Keeping

The responsibilities for record retention are as follows:

* Project Manager:
  + WHSE Management Plan
  + The Asbestos Register
  + Permit to Proceed Works and SWMS
  + Hygienist Report and Clearance Certificate(s) (where a hygienist is engaged)
  + Site Safety Induction and Toolbox Talks
  + Copies of asbestos and ACM transport and disposal certificates
  + Other related documents in relation to the management of asbestos and ACM
* PST:
  + Copies of incident reports and incident investigations for all potential or actual exposure to asbestos and ACM
  + Records of all worker and other persons, potentially exposed to asbestos and ACM and health monitoring details
* Safety Manager:
  + asbestos and ACM Exposure Register
  + health monitoring records
  + asbestos and ACM Case files
  + Communication with the Safety Authority

Records shall be retained in the project or site files, returned to the office at the completion of the project and archived as per **INSERT ORGANISATION NAME**’S Records Management Procedure (MA10CS).

## Residual Risk at Project Completion

At the conclusion of a project the Project Manager shall review the Asbestos Register to ensure that it has been updated to reflect any changes to asbestos risk that have occurred while the site was under **INSERT ORGANISATION NAME** control.

The up to date Asbestos Register should then be delivered to the client/building management.