Asbestos Management Plan

Commercial Services and Development, University of Tasmania

Prepared by:

Alan Mason
Risk and Compliance Officer
Infrastructure Planning and Compliance Unit
Commercial Services & Development

Version 1.3, 2016

Version control - Last Saved on 25/02/2016

Contents

Version	Details	By	Date
1.0	Original Draft	Alan Mason	13 Feb 2014
1.1	Framework added, reformatted sections, general content added	Barry Russell	24 Feb 2014
1.2	Typos updated	Barry Russell	17 Jul 2014
1.3	Proofread	FB	25 Feb 2016

Introduction and governance

The University of Tasmania is committed to maintaining the health and safety of staff, students, contractors and visitors. The University aims to eliminate exposure to asbestos where reasonably practicable via the identification and removal of asbestos from the workplace. Where elimination is not possible, exposure is to be minimised so far as is reasonably practicable.

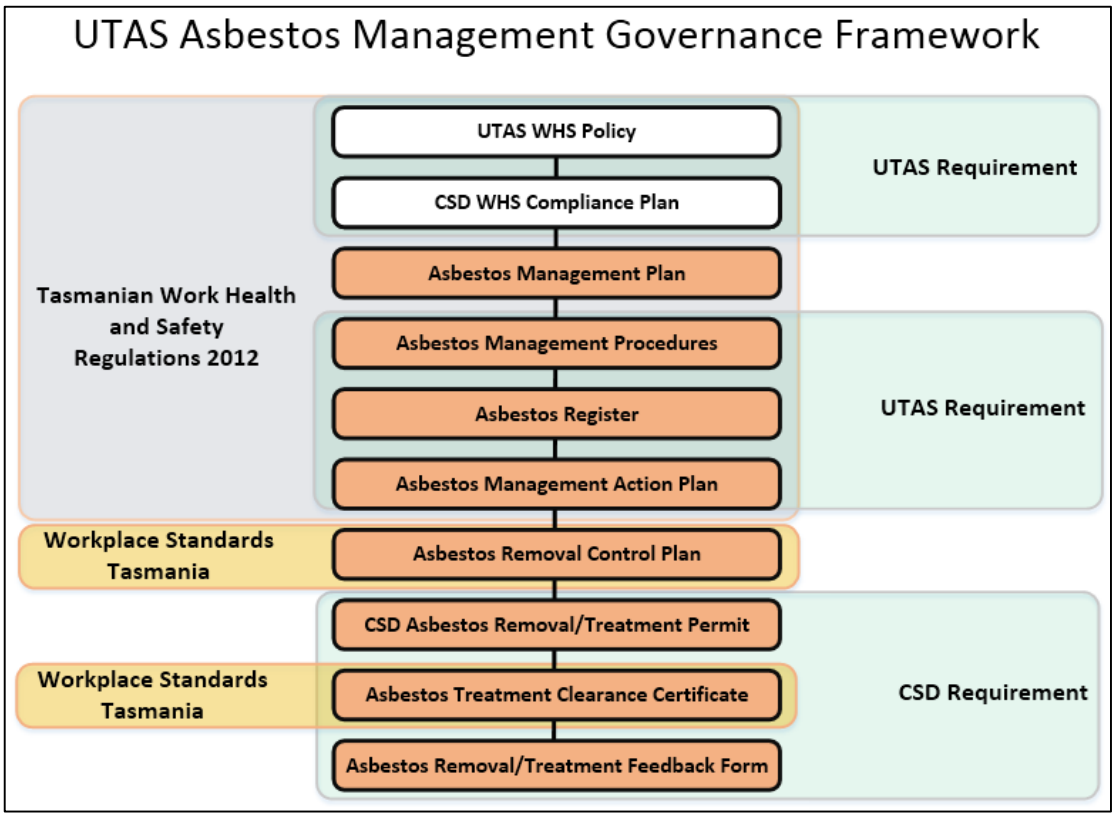


Figure 1: University of Tasmania Asbestos Management Governance Framework

Requirements for the management of asbestos in the workplace are outlined in Chapter 8 of the Tasmanian Work Health and Safety Regulations of 2012. In particular:

- S425 outlines requirements for an Asbestos register.
- S429 outlines requirements for an Asbestos management plan.

Further guidance on asbestos in the workplace is also provided in the following Workplace Standards Tasmania Codes of Practice:

- How to Manage and Control Asbestos in the Workplace
- How to Safely Remove Asbestos.

What is ACM?

Asbestos-containing material (ACM) means any material or thing that, as part of its design, contains asbestos. Types of asbestos include:

- Friable asbestos: any material in a powder form or that can be crumpled, pulverised or reduced to powder by hand pressure

- Non-friable asbestos: any material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound
- Respirable asbestos: any asbestos fibre that:
    - is less than 3 microns wide
    - is more than 5 microns long
    - has a length to width ratio of more than 3:1.

Where does ACM occur?

ACM can be found in various forms in University buildings constructed before 2003 and in some specialist equipment present in laboratories and workshops.

Friable asbestos may be present in, amongst other locations:

- plant rooms as lagged piping or insulation
- ceiling, wall cavity and underfloor spaces as lagged piping or insulation.

Non-friable asbestos may be present in, amongst other locations:

- floor and wall tiles
- wall panelling
- ceiling and soffit panels
- doors.

ACM may be identified at the University via the following means:

- information contained on the Asbestos Register
- hazard inspections
- in situ markings or warning signs
- general observations
- construction, demolition or refurbishment activity.

Management strategy

Once identified, ACM will be assessed in accordance with the hierarchy of control set out in the University's WHS Risk Management Guidelines. The inherent risk of human exposure may be controlled via a range of means:

- removal
- enclosure
- encapsulation or sealing
- leaving in situ and marking or labelling.

The control measure decided upon for any given ACM item and the date any actions completed will be made known to staff and contractors via the University's Asbestos Register.

ACM items found to exhibit a risk of potential human exposure will be removed or treated according to the following timeframes:

- High Risk: removed or enclosed/ encapsulated and marked within 3 months

- Medium Risk: enclosed, encapsulated and marked within 3 to 6 months
- Low Risk: enclosed, encapsulated and marked within 6 to 12 months.

Items that exhibit low risk having been enclosed or encapsulated shall be periodically reinspected, usually at 3 yearly intervals. Evidence of reinspection shall be recorded on the Asbestos Register.

Financial strategy

Inspection and testing of ACM in the University's base building infrastructure workplace is funded via the CSD WHS Works Program.

Removal, encasement, encapsulation and marking of ACM in the University's base building infrastructure is funded via the CSD backlog maintenance program or by individual building redevelopment project budgets.

ACM found in teaching or research equipment of faculty or organisational units must be financially managed by the faculty or organisational unit. Physical management of ACM in these situations is the responsibility of CSD.

Roles and responsibilities

Officers are responsible for ensuring:

- This procedure is implemented effectively within their area of responsibility; including the identification of asbestos by a competent person, and ensuring relevant workers and other persons are appropriately trained.
- Organisational unit specific guidelines are developed where necessary, and that they are consistent with the information contained in this procedure.
- All workers are made aware of the location of any asbestos they may disturb or come into contact with, and that they have access to any relevant asbestos monitoring results.
- The presence and location of asbestos at the University is clearly indicated.
- An asbestos management plan is developed and maintained.
- An asbestos register is maintained, reviewed and readily available to workers and other persons at the University.

Permit to work (PTW) issue officers (project managers/supervisors) are responsible for:

- authorising and coordinating asbestos work, including distribution of information within the work area and verifying the implementation of controls
- ensuring that a project risk assessment is completed prior to any work involving asbestos, and recorded in the asbestos register
- in the event of demolition work involving asbestos, ensuring that the contractor notifies the Director of Workplace Standards Tasmania of the presence of asbestos
- ensuring that the Director of Workplace Standards Tasmania is notified in writing of asbestos removal work where required
- ensuring that all University staff and union representatives are informed as necessary of asbestos-related works in accordance with the legislated ACM management guidelines

- ensuring that workers engaged to carry out removal work or maintenance work on asbestos are trained in the identification and safe handling of, and appropriate controls for, asbestos, and appropriate training records are kept
- ensuring that ACM clearance certificates are in place prior to reoccupying the treatment space.

Manager/Supervisors are responsible for ensuring:

- The exposure of a person at the University to airborne asbestos fibres is eliminated, or if this is not reasonably practicable, minimised.
- The exposure standard for asbestos is not exceeded.
- Appropriate records relating to asbestos-related activities are kept, including any health surveillance records for at least 40 years.
- Workers engaged to carry out removal work or maintenance work on asbestos, are trained in the identification and safe handling of, and appropriate controls for, asbestos, and appropriate training records are kept.
- Workers do not use, or they do not direct or allow a worker to use equipment on asbestos that causes the release of airborne asbestos fibres, other than nominated equipment which may only be used in controlled circumstances.
- Appropriate action and notification is undertaken in the event of airborne asbestos fibres being released.

The Infrastructure Planning and Compliance Unit within Commercial Services & Development is responsible for ensuring:

- All reasonable steps are taken to identify asbestos at the University.
- Risk assessments are undertaken and records kept on the potential exposure to airborne asbestos fibres of any worker working in areas containing asbestos.
- Measures are implemented to minimise the potential for workers to be exposed to airborne asbestos fibres.
- Workers are made aware of all known asbestos on site that they could be exposed to, and the location of the asbestos register.
- All known asbestos has been clearly labelled.
- The implementation and effectiveness of this procedure is monitored.

All **workers** and **other persons** are responsible for ensuring:

- Any work involving the possibility of exposure to airborne asbestos fibre is carried out in accordance with this procedure and any information, training or instruction they have received.
- They notify the relevant organisational unit officer of any identified asbestos or suspected asbestos containing products not included on the relevant asbestos register.
- They wear personal protective equipment as required.
- They consider whether work that they are about to do will disturb asbestos, with reference to the relevant asbestos register.

Reporting

Day to day

- Maintenance, construction and refurbishment works discovering ACM shall report all instances to the CSD works supervisor or project manager upon discovery.
- All discovered ACM will be added to the UTAS Asbestos Register and notification shall be passed to central WHS and Workplace Standards Tasmania or other state regulators as appropriate in accordance with the legislated management guidelines.
- Updates to the register will be reported to all CSD maintenance and works supervisors and controllers.

Monthly

- ACM activity shall be reported to the CSD Associate Directors' Meeting as part of the WHS issues communication requirements.
- Proposed current high-risk ACM activity shall be reported to the CSD Associate Directors' Meeting
- A summary of ACM financial liability shall be reported to the CSD Associate Directors' Meeting

Quarterly

- A summary of ACM activity shall be reported to the UTAS WHS Committee as part of the WHS issues communication requirements.
- Proposed current high risk ACM activity shall be reported to the UTAS WHS Committee with project timeless
- A summary of ACM financial liability shall be reported to the UTAS WHS Committee.

Management plan review

This Asbestos Management Plan and associated Asbestos Register shall be reviewed every 12 months and updated accordingly.

Asbestos management procedures

Management of Asbestos at University of Tasmania premises shall be in accordance with the University's Asbestos Procedure and relevant Worksafe Tasmania Codes of Practice. The University's procedures can be found at the CSD WHS website at www.utas.edu.au/commercial-services-development/work-health-and-safety

Asbestos register

The UTAS asbestos register (see Figure 2 on the next page) can be viewed online by all staff and works contractors. The register can be found at:

https://sisfm.admin.utas.edu.au/UniTasReports/HAZ_ASBESTOS/HazReportExternal.aspx# . Reports are provided to an individual building level.

This register contains records of all known ACM items at UTAS as well as records of all other items that have tested negative for asbestos occurrence.

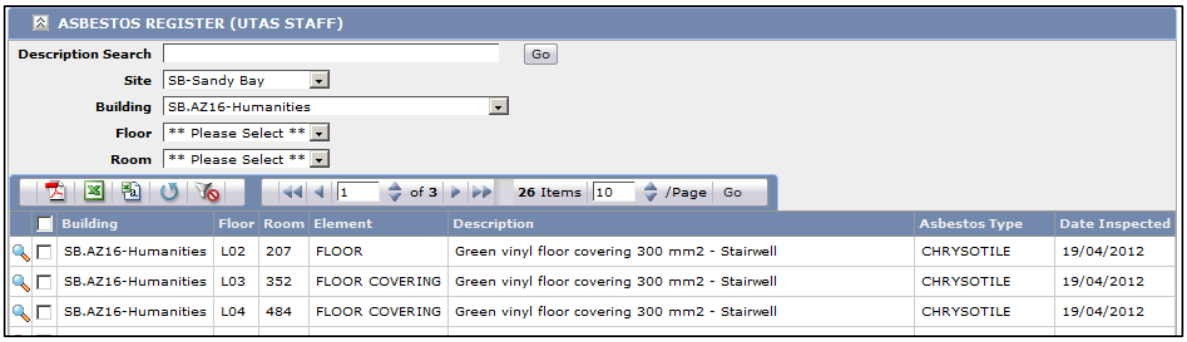


Figure 2: Screen shot from the University's Asbestos Register (staff view)

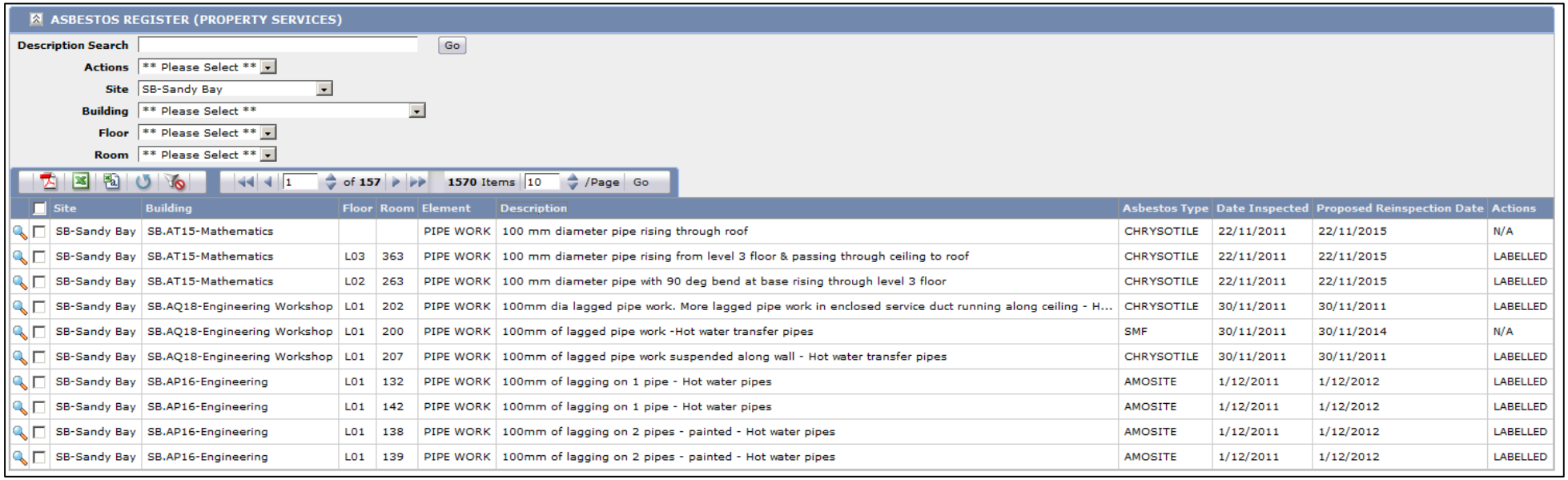
Elements recorded are:

- building, building level and room location
- asbestos-containing item description
- ACM status (positive, negative, other)
- ACM type
- if tested, sample number
- ACM condition and inherent risk factor
- likelihood of human exposure
- reinspection frequency, time based on risk factor
- actions taken or recommended actions
- name of inspection agency
- reinspection completion date.

Action plan schedule (CSD staff sample included)

Newly identified ACM items and items requiring removal, enclosure, encapsulation and marking shall have works scheduled via action plan timeframes identified in the University's Asbestos Register. Re-inspect programs and individual ACM activity tasks are scheduled via the Work Request System work order notification system.

Below is a web-based quick access view of the register for CSD works supervisors and project managers.



ASBESTOS REGISTER (PROPERTY SERVICES)

Description Search | Go

Actions: ** Please Select **

Site: SB-Sandy Bay

Building: ** Please Select **

Floor: ** Please Select **

Room: ** Please Select **

1 of 157 | 1570 Items | 10 /Page | Go

Site	Building	Floor	Room	Element	Description	Asbestos Type	Date Inspected	Proposed Reinspection Date	Actions
SB-Sandy Bay	SB.AT15-Mathematics			PIPE WORK	100 mm diameter pipe rising through roof	CHRYSOTILE	22/11/2011	22/11/2015	N/A
SB-Sandy Bay	SB.AT15-Mathematics	L03	363	PIPE WORK	100 mm diameter pipe rising from level 3 floor & passing through ceiling to roof	CHRYSOTILE	22/11/2011	22/11/2015	LABELLED
SB-Sandy Bay	SB.AT15-Mathematics	L02	263	PIPE WORK	100 mm diameter pipe with 90 deg bend at base rising through level 3 floor	CHRYSOTILE	22/11/2011	22/11/2015	LABELLED
SB-Sandy Bay	SB.AQ18-Engineering Workshop	L01	202	PIPE WORK	100mm dia lagged pipe work. More lagged pipe work in enclosed service duct running along ceiling - H...	CHRYSOTILE	30/11/2011	30/11/2011	LABELLED
SB-Sandy Bay	SB.AQ18-Engineering Workshop	L01	200	PIPE WORK	100mm of lagged pipe work -Hot water transfer pipes	SMF	30/11/2011	30/11/2014	N/A
SB-Sandy Bay	SB.AQ18-Engineering Workshop	L01	207	PIPE WORK	100mm of lagged pipe work suspended along wall - Hot water transfer pipes	CHRYSOTILE	30/11/2011	30/11/2011	LABELLED
SB-Sandy Bay	SB.AP16-Engineering	L01	132	PIPE WORK	100mm of lagging on 1 pipe - Hot water pipes	AMOSITE	1/12/2011	1/12/2012	LABELLED
SB-Sandy Bay	SB.AP16-Engineering	L01	142	PIPE WORK	100mm of lagging on 1 pipe - Hot water pipes	AMOSITE	1/12/2011	1/12/2012	LABELLED
SB-Sandy Bay	SB.AP16-Engineering	L01	138	PIPE WORK	100mm of lagging on 2 pipes - painted - Hot water pipes	AMOSITE	1/12/2011	1/12/2012	LABELLED
SB-Sandy Bay	SB.AP16-Engineering	L01	139	PIPE WORK	100mm of lagging on 2 pipes - painted - Hot water pipes	AMOSITE	1/12/2011	1/12/2012	LABELLED

Figure 3: Screen shot from the University's Asbestos Register (public view)

The Archibus register contains substantially more detailed information if required.