



University of
South Australia

ASBESTOS MANAGEMENT PLAN

FACILITIES MANAGEMENT UNIT

DOCUMENT HISTORY

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1. OVERVIEW

The University of South Australia's long-term objective is for all of its sites to be free of Asbestos and Asbestos Containing Materials (ACM). Until this time the University will ensure that appropriate risk management practices are in place to safeguard all persons who occupy, service and visit the University against exposure to respirable asbestos fibres.

This Asbestos Management Plan (AMP) provides information regarding how the University meets its obligations as a building owner in relation to the Management of Asbestos and ACMs.

This Plan has been prepared in accordance with the Safe Work Australia Code of Practice – 'How to Manage and Control Asbestos in the Workplace (June 2020) and the SA Work Health & Safety Regulations 2012.

2. CONTEXT

UniSA has a portfolio comprising over 140 buildings ranging in age from heritage listed buildings through to new facilities. Asbestos and ACM were widely used in construction practices between the 1950's through to the mid 1970's and as such a number of UniSA's buildings will or may contain asbestos.

Buildings built after 2003 do not require an Asbestos Register and as such will fall outside of this AMP. These buildings are however included in the Asbestos Register for clarity and confirmation of build date.

3. SCOPE

This AMP applies to all UniSA owned properties. For all leased buildings it is the building owner's responsibility to provide an Asbestos Register for the building. The Facilities Management Unit (FMU) is responsible for ensuring all building owners have and make available Asbestos Registers for their buildings.

Where a building is sold or purchased by the University, so far as is reasonably practicable, a copy of the Asbestos Register shall be provided to the person who is assuming management or control of the workplace.

The principles and associated management responsibilities defined herein apply to any University Academic or Business Unit or individual that engages contractors to carry out building and/or infrastructure related works where a possibility of disturbance or exposure to asbestos exists.

Additionally UniSA may have samples, testing materials etc of Naturally Occurring Asbestos (NOA) for the purpose of research and educational requirements. Naturally Occurring Asbestos is defined in the WHS Regulations as the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil. The management of NOA is not prohibited at UniSA, if managed in accordance with this AMP.

4. PRINCIPLES

This AMP is underpinned by the following principles:

- The University of South Australia will take all necessary steps to protect the health and safety of its employees, students, contractors, visitors and the community from the risks associated with Asbestos and ACM within its owned buildings.
- Consideration will be given to the removal of ACM where practicable. This is in preference to other control measures such as enclosure, encapsulation or sealing. Removal is to be undertaken in a programmed, planned and controlled manner, by a licensed professional;
- Where reasonably practicable, steps are to be taken to label identified ACM;
- Control measures are to be established to prevent exposure to airborne asbestos fibres (including monitoring the condition of ACM and minimising the possibility of damage to ACM);
- All workers, contractors and other persons are to be made aware of the Asbestos Register and the Asbestos Management Plan before commencing work at the site; and
- Where appropriate, staff will be provided asbestosawareness training including information about the consequences of exposure to airborne asbestos fibres. Based on the likelihood of the staff member in the vicinity of ACM
- A risk management approach is to be adopted for the management and control of Asbestos and ACM following 3 broad pathways:
 - Asbestos and ACM identified as presenting a high risk will be removed as soon as reasonably practicable.
 - Low risk but accessible Asbestos and ACM will be removed during Project/Works activities within the affected area on an opportunity basis.
 - Where Asbestos and ACMs form an embedded part of the building fabric, these will be clearly identified within the associated registers. (In order to achieve the objective of a completely cleared site these embedded elements will only be disposed of at such time as the building is demolished).

5. RESPONSIBILITIES

This AMP is designed in accordance with the *Code of Practice - How to Manage and Control Asbestos in the Workplace*. All asbestos-related activities carried out at the site shall be under the terms and details contained within the AMP. The following key personnel are responsible for its implementation.

DIRECTOR: FACILITIES MANAGEMENT

The Director of Facilities Management shall ensure:

- Asbestos or ACM at the workplace is identified by a competent person.
- An asbestos register is prepared and kept at the workplace. The asbestos register must be maintained, to ensure the information in the register is up to date.
- The asbestos register is reviewed and where necessary revised by a competent person if:
 - the asbestos management plan is reviewed
 - further asbestos or ACM is identified at the workplace, or
 - asbestos is removed from or disturbed, sealed, or enclosed at the workplace.
- The asbestos register and AMP are readily accessible to:
 - a worker who has carried out, carries out or intends to carry out work at the workplace
 - health and safety representatives who represent workers that carry out or intend to carry out work at the workplace
 - a person conducting a business or undertaking who has carried out, carries out or intends to carry out work at the workplace, and
 - a person conducting a business or undertaking, who has required, requires or intends to require work to be carried out at the workplace.
- The asbestos management plan is reviewed at least once every 5 years or when:
 - there is a review of the asbestos register or a control measure
 - asbestos is removed from or disturbed, sealed, or enclosed at the workplace
 - the plan is no longer adequate for managing asbestos or ACM at the workplace
 - a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.
- External communications occur when needed with unions, government departments or other parties outside of UniSA regarding asbestos related matters (excluding the media).

ASSOCIATE DIRECTOR: CAMPUS OPERATIONS

The Associate Director: Campus Operations shall:

- Maintain a five-year plan to manage asbestos at UniSA.
- Maintain adequate human and financial resources to meet UniSA's asbestos legislative requirements and objectives, including specialist services such as engaging removalists, consultants etc.
- Authorise and Maintain the Asbestos Management Plan (AMP).

- Periodically review the controls associated with the plan to ensure that they are appropriate and effective.
- Review the AMP (at least once every 5 years) to ensure it is still current. This review must include consultation with staff who are readily involved in activities covered under the AMP.
- Provide recommendations to the Director: Facilities Management if the AMP or associated controls managing ACM exposure are deemed to be ineffective.
- Provide the Director: Facilities Management with recommendations on appropriate role-based training options for university staff.
- Identify persons requiring specific information and instruction in asbestos work and co-ordinate appropriate training.

CAMPUS FACILITIES MANAGERS

The Campus Facilities Managers are responsible to the Associate Director: Campus Operations and shall:

- Implement asbestos control measures.
- Ensure asbestos removals are undertaken in accordance with the relevant requirements of UniSA's Asbestos Management Plan.
- Liaise with PTC to ensure personnel concerns about asbestos in the workplace are dealt with in a timely and satisfactory manner.
- Prepare and maintain an asbestos register through a systematic auditing and recording process identifying the type, condition, and location of the asbestos.
- Provide information from the asbestos registers about possible asbestos hazards for the locations of work.
- Hold current copies of site asbestos registers.
- Facilitate an assessment of the asbestos hazards with assistance from those with removal experience and plant knowledge.
- Co-ordinate the implementation of control measures on a priority basis for situations identified in the registers as determined through the consultative process.
- Inform relevant management and personnel about asbestos hazards.
- Ensuring workers and/or contractors are licensed to perform any ACM related works.
- Ensure a copy of the Asbestos Register is provided to workers/contractors prior to performing works on campus.

PROJECT MANAGERS/OFFICERS

The Projector Managers/Officers shall:

- Oversee implementation of risk assessments / JSAs.
- Manage asbestos removal / project works including assisting in defining the scope of works, costs, monitoring and control process of works.
- Co-ordinate airborne fibre monitoring of the work environment and licensed contractor removal works as required.
- Oversee asbestos work within the designated project area.

- Maintain all records in accordance with the relevant legislative requirements, standards, and codes of practice for asbestos related works.
- Ensure asbestos is removed prior to demolition, or construction work that may damage or disturb the asbestos.
- Require contractors and service personnel to provide evidence of competency in working with or adjacent to asbestos, to a standard equal to or greater than that required of UniSA personnel, and demonstrate an understanding of the relevant legislative requirements, codes and regulations.
- Review outcomes following the implementation of actions and planned activities to ensure UniSA's objectives have been achieved.
- Ensure Asbestos Testing & Change Summary FM-083 is completed and records are sent to the Senior Administration Officer for updating
- Ensuring contractors are licensed to perform any ACM related works.
- Ensure a copy of the Asbestos Register is provided to workers/contractors prior to performing works on campus.

FACILITIES COORDINATOR

The Facilities Coordinator is responsible to the Campus Facilities Manager and shall:

- Ensure they are aware of arrangements for managing asbestos in the areas where they work and that they co-operate with those responsible for its implementation.
- If persons wish to modify or refurbish plant and equipment or to enter ceiling spaces or service ducts, or areas likely to contain asbestos, they must first ascertain there is no known hazard from asbestos or asbestos containing materials..
- Co-ordinate airborne fibre monitoring of the work environment and licensed contractor removal works as required.
- Ensure Asbestos Testing & Change Summary – FM-083 is completed and records are sent to the Senior Administration Officer for updating.
- If asbestos or asbestos containing materials are confirmed, then obtain a permit to work ([WHS27](#)) from the relevant party. External contractors engaged to undertake works in such situations must be authorised to do so by the Facilities Coordinator Any unexpected find must be reported to the Campus Facilities Manager so emergency procedures can be initiated.
- Ensure all site asbestos removal contractors have current licenses.
- Ensure a copy of the Asbestos Register is provided to workers/contractors prior to performing works on campus.

SENIOR ADMINISTRATION OFFICER

The Senior Administration Officer is responsible to the Associate Director: Campus Operations and shall ensure all asbestos waste transport records are obtained and kept.

EXECUTIVE DEANS/ DIRECTORS

The Executive Dean/ Director of any University Academic Unit or individual that handles, uses or stores naturally occurring asbestos (NOA) shall:

- Ensure that risks of exposure from NOA are assessed and managed by considering:
 - isolating the workplace or part of the workplace until controls are in place;
 - avoiding disturbance, and using sealed processes, where possible;
 - maintaining regular surveillance of the NOA by a competent person to ensure minimal disturbance;
 - developing Safe Operating Procedures for the safe disposal of asbestos waste, if required; and,
 - educating workers in safe work practices.
- Assess asbestos exposure levels and the effectiveness of specific risk control measures with the aid of an air monitoring program, where required.
- Ensure the risks associated to health and safety associated with NOA are minimised using the hierarchy of control measures by:
 - wetting surfaces to reduce the dust levels;
 - suppressing, containing and extracting dust in processing operations;
 - using wet drilling or other approved in-hole dust suppression;
 - preventing the spread of contamination by using wash down facilities;
 - providing information to and training and supervision of all workers potentially at risk; and,
 - ensuring PPE is used, where required.

STAFF AND STUDENTS

All personnel are responsible for raising any safety concerns/ issues related to asbestos and following the training and instructions about asbestos materials, potential hazards, safety procedures and relevant control methods relative to their works.

CONTRACTORS AND SERVICE PERSONNEL

Contractors and Service Personnel will be required to provide evidence of competency in working with or adjacent to asbestos, and maintain their training records to a standard equal to or greater than that required by UniSA personnel.

Contractors and Service Personnel shall:

- Employ suitably trained, skilled and competent personnel on projects undertaken at UniSA sites.
- Ensure all work is carried out in a safe manner in accordance with relevant UniSA and legislative requirements.
- Ensure personnel are inducted in safe work procedures for asbestos in the workplace.
- Obtain the necessary approvals, permits and authorisations from regulatory authorities prior to commencing any asbestos removal or maintenance works or entering an asbestos restricted area.
- Ensure any asbestos removal work is done in accordance with the relevant legislative requirements.

- Ensure any maintenance work done on, or in the vicinity of materials which contain asbestos is carried out in accordance with the relevant legislative requirements.
- Produce and implement RA / JSEA plans and comply with safe work practices.

ASBESTOS MANAGEMENT CONSULTANT

At the request of UniSA, the Asbestos Management Consultant shall:

- Conduct asbestos inspections, perform asbestos maintenance (pre-cautionary make safe works), collect samples for analysis by accredited laboratories, organise asbestos management / removal and airborne fibre monitoring, as necessary.
- Provide advice on any incident involving emergency & accidental damage to known or suspected ACM.
- Conduct surveys to assess risk involved with proposed works where disturbance of ACM is likely to occur prior to commencing works and a regular review of ACM as required by state legislation.
- Develop 'Scope of Works' documentation for removal of ACM.
- Provide asbestos consultancy services during asbestos abatement works (e.g. airborne fibre monitoring, inspections) and review the AMP on a regular basis.
- Provide training associated with Asbestos Awareness.

LICENSED ASBESTOS REMOVAL CONTRACTOR

The University may on occasion directly engage a licensed asbestos removal contractor as prescribed by legislation to conduct asbestos removal works. Where this direct route is adopted the Asbestos Coordinator will ensure all works are in compliance with legislation and University policies and procedures. The asbestos removal contractor must;

- Complete a Permit to Work [WHS27](#).
- Fulfill all statutory notification requirements in accordance with Reference item 2.
- Complete an Asbestos Testing and Change Summary [FM-083](#) accompanied by an Asbestos Clearance Certificate (ACC)
- Provide to the University copies of all associated air monitoring/sampling results as applicable
- Perform all works in accordance with licensing requirements and *Code of Practice - How to Safely Remove Asbestos*.
- Develop a site-specific asbestos removal control plan before commencing any asbestos removal works.

6. KNOWN ASBESTOS LOCATIONS / INSTALLATIONS

This AMP has been developed based upon the latest asbestos registers for the UniSA sites. The types of the materials listed below are present for the sites. For specific details on ACM installations reference should be made to the individual item within the Asbestos Register for each of the UniSA sites.

Asbestos Registers are available electronically or Hard copies are also available on site, contact the specific site Campus Facilities Coordinator for locations prior to commencing work.

Areas Not Accessed

Access to some areas were not possible for reasons such as but not limited to locked doors, sealed areas, no safe access on site etc. It is possible that ACM may be present within these areas. Caution must be maintained when access to these areas becomes available and a risk assessment should be conducted to identify potential risks and appropriate control measures prior to entry. All suspect materials must be treated as asbestos containing unless sampled to confirm no asbestos content or determined by a competent person that the material is not asbestos containing. The Asbestos Register should also be reviewed and updated once entry and assessment has been made to ensure documentation is kept as accurate and up to date as possible.

Asbestos Contaminated Dust (ACD) to the underside of asbestos roofing or within cabinets originating from electrical works.

Asbestos dust may become airborne if disturbed - if works are required where potential asbestos containing dust is present or presumed to be present, the area will be decontaminated/ hygienically cleaned/ removed prior to disturbance works in accordance with the approved code of practice by a suitably trained competent person.

If disturbance occurs prior to cleaning, the emergency response procedure will be implemented to prevent exposure.

All contaminated dust will be removed as priority in accordance with the approved code of practice by a suitably trained competent person.

Loose asbestos insulation

Loose asbestos insulation is likely to contain very high percentages of asbestos fibre and is friable. Upon discovery the emergency response procedure will be implemented to prevent exposure. As an interim measure to removal, warning signage will be affixed to the item or if not possible to all entrance doors to the area. All loose asbestos fibre must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Sprayed asbestos coatings, dry applied, wet applied and toweled finish

These materials are friable and can contain high percentages of asbestos fibres. Upon discovery the emergency response procedure will be implemented to prevent exposure. As an interim measure to removal, warning signage will be affixed to the item or if not possible to all entrance doors to the area. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Thermal asbestos insulation

These materials are friable and can contain high percentages of asbestos fibres. Upon discovery the emergency response procedure will be implemented to prevent exposure. As an interim measure to removal, warning signage will be affixed to the item or if not possible to all entrance doors to the area. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Low density fibre board

These materials are friable and can be left in situ providing they are sealed and in good condition. Warning signage will be affixed to the item or if not possible to all entrance doors to the area. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person.

Asbestos textiles, ropes, and yarns

These materials are friable and generally unsealed therefore they have the potential to release fibres if disturbed. Warning signage will be affixed to the item or if not possible to all entrance doors to the area. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Sheet Vinyl with Paper Backing

Asbestos backed vinyl (ABV) has a friable paper backing and whilst the sheet vinyl is intact is regarded as a low risk. If the sheet vinyl becomes worn or damaged the friable paper backing may become exposed and potentially release fibres if disturbed. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist. Warning signage will be affixed to skirting boards or, if not possible, to all entrance doors to the area.

Gaskets and washers

These materials are generally non friable however if left exposed or if severely damaged may become friable. On discovery of non friable, unsealed, exposed gasket and washer material the area will be restricted, and the material removed in accordance with the approved code of practice by an appropriately trained person. The material must be disposed of as asbestos waste. If the material is deemed to be or thought to be friable then the asbestos management consultant can be consulted for appropriate advice.

Millboard, paper, felt and cardboard

These materials such as Millboard linings to electrical control boxes are friable and generally unsealed therefore, they have the potential to release fibres if disturbed. Warning signage will be affixed to the item or, if not possible, to all entrance doors to the area. Where exposed areas are present these areas will be sealed in accordance with the approved code of practice by a suitably trained competent person. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Asbestos Insulating board in cores and linings

Found in locations such as fire doors and safes, this material is friable but sealed. Exposed areas will be sealed as an interim to removal. These materials must be removed in accordance with the approved code of practice by a Class A asbestos removalist.

Profile cement sheet product “Deep 6” “Panelrib” etc

These materials are non friable however will release fibres if disturbed, pressure cleaned or broken. All damage will be made safe/sealed to reduce fibre release in accordance with the approved code of practice by a suitably trained person.

Flat cement sheet product

These materials are non friable however will release fibres if disturbed or broken. All damage will be made safe/sealed to reduce fibre release in accordance with the approved code of practice by a suitably trained person.

Preformed, moulded cement products

These materials are non friable however will release fibres if disturbed or broken. All damage will be made safe/sealed to reduce fibre release in accordance with the approved code of practice by a suitably trained person. Removal of this material will be done in accordance with the approved code of practice by a Class B asbestos removalist.

Vinyl floor tiles

These materials are non friable and have a low potential of fibre release if disturbed. Removal of this material will be done in accordance with the approved code of practice by a Class B asbestos removalist.

Putty, glue/adhesive, sealant, bitumen felt

These materials are generally non friable. On discovery of unsealed, exposed material the area will be restricted, and the material sealed in accordance with the approved code of practice by an appropriately trained person. Removal will be undertaken by suitably trained persons in accordance with the approved code of practice. The material must be disposed of as asbestos waste.

Electrical panels bitumen “Zelemite” “Ausbestos” etc

These materials are non friable and have a low potential of fibre release. All work to this material that may cause disturbance must be undertaken in accordance with the approved code of practice. If drilled, cut etc then all dust and swarf (waste) must be cleaned up appropriately using an approved HEPA asbestos vacuum in accordance with the approved code of practice. The waste must be disposed of as asbestos waste.

Friction Products (brake linings, clutch plates etc)

These materials are non friable and have a low potential to release fibres. All work to this material that may cause disturbance must be undertaken in accordance with the approved code of practice. Dust associated with friction product wear may be present and this should be cleaned up during all inspections or maintenance activities in accordance with the approved code of practice. The waste must be disposed of as asbestos waste.

Decorative paints and plasters

These materials can be friable and non friable. On discovery of non friable, unsealed, exposed decorative paint and plaster material, the area must be isolated, access restricted and the material removed in accordance with the approved code of practice by an appropriately trained person. The material must be disposed of as asbestos waste.

If the material is deemed to be or thought to be friable then the asbestos management consultant can be consulted for appropriate advice.

Naturally Occurring Asbestos (NOA)

These materials are asbestos in its natural state. NOA is defined in the WHS Regulations as the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil. NOA is **not** required to be listed in the asbestos register. Work with NOA can be conducted for genuine research and analysis, demonstrations, education or practical training in relation to asbestos or ACM, and display or preparation or maintenance for display, of any artefact or thing that is or includes, asbestos or ACM. The hazards to health and safety associated with NOA will be managed by risk assessment and minimised using the hierarchy of control measures.

If the work with NOA is deemed or thought to release airborne asbestos, then the asbestos management consultant can be consulted for advice on an appropriate air monitoring program to assess asbestos exposure levels and the effectiveness of specific risk control measures.

7. DEMOLITION AND REFURBISHMENT WORK

All Asbestos removal undertaken across University sites must be performed by suitably licenced and Competent Persons. These Competent Persons are required to:

- Complete a Permit to Work [WHS27](#).
- Fulfil all statutory notification requirements in accordance with the Regulations listed under References outlined in this document.
- Complete an Asbestos Testing and Change Summary [FM-083](#) accompanied by an Asbestos Certificate Clearance (ACC).
- Provide to the University copies of all associated air monitoring, sampling and asbestos waste transport results as outline by legislative requirements

8. ASBESTOS RECORDS AND RETENTION

The Facilities Management Unit will ensure information and records of any asbestos works are maintained and will include the:

- Asbestos Testing & Change Summary – [FM-083](#).
- Details and scope of the work performed.
- Names of those performing the work.
- Dates of the work.
- Include copies of any clearance certificates, asbestos waste transport records or asbestos permits to work.

The above information will be retained within an FMU data repository and will be accessible through the Asbestos Register.

In order to ensure consistency and to minimise loss of associated data all asbestos and ACM documentation must be sent to the FMU Maintenance email account:

maintenance@unisa.edu.au.

All asbestos related records and documents are to be retained for a minimum of 40 years after the last work-related activity event for each building including:

- Removal of asbestos and ACM.
- Demolition of a building or structure containing ACM.

9. AIRBORNE FIBRE MONITORING

Air monitoring involves collecting air samples to assist in assessing the levels of airborne asbestos fibres present in either:

- The asbestos removal area to assess the effectiveness of controls (control monitoring), or
- The worker's breathing zone to assess exposures to asbestos (exposure monitoring).

Airborne fibre monitoring will be performed for all **notifiable** asbestos removals - **This is mandatory for asbestos removal in South Australia.**

For non licensed removal works, a risk assessment should determine whether air monitoring is required. For example, it may be beneficial to conduct air monitoring in indoor areas to assess control measures.

The requirement for air monitoring i.e. number, location, type of monitoring will be determined by the independent licensed asbestos assessor prior to commencement of works.

All airborne fibre monitoring must be conducted in accordance with the Safework Australia Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres by an approved or accredited laboratory.

10. LABELS AND WARNING SIGNS

Where practicable and accessible, warning labels are to be displayed to indicate the presence of ACM.

As part of the 5 yearly review the competent consultant will ensure the installation of labels and warning signs occurs.

11. UNKNOWN, UNCOVERED OR SUSPECTED ASBESTOS CONTAINING MATERIALS

It is possible that materials, which may be concealed within inaccessible areas/voids, may not have been located during previous surveys and would not be recorded on the site Asbestos Register. Such inaccessible areas fall into several categories.

- Locations behind locked doors.
- Store areas filled with stock preventing visual access.
- In set ceilings/spaces or wall cavities.
- Those areas accessible only by dismantling plant / equipment, fixtures or fittings.
- Service shafts, risers / ducts etc., concealed within the building structure.
- Voids or internal areas of plant, equipment, air conditioning ducts etc.
- Totally inaccessible areas such as underfloor, voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works.

- Under current floor coverings (lifting of floor coverings may uncover suspect vinyl's and potential asbestos containing adhesives).
- Height restricted areas.

Destructive surveying and sampling techniques were not employed to gain access to those areas listed above. Consequently, without substantial demolition of a building, it is not possible to guarantee that every source of asbestos has been detected. The Asbestos Register must be referred to for the conditions and limitations of inspection including any specific inspection notes.

Prior to any refurbishment works further investigations are to be performed using destructive survey sampling techniques. During normal site works care should be exercised when disturbing building fabric or entering any previously inaccessible areas and it is imperative that work is ceased pending further sampling if materials suspected of containing asbestos or unknown materials are encountered. Representative sample results may also not be categoric.

If any ACM or suspected ACM are encountered follow Emergency Procedure.

12. EMERGENCY PROCEDURE

ACCIDENTAL DAMAGE OR DISCOVERY OF NEW ASBESTOS-CONTAINING MATERIALS

If an uncontrolled situation or incident occurs where known or suspect asbestos containing material is disturbed or there are other possible asbestos related issues the following steps are to be followed:

STEP	WHO	ACTION
1. Stop work	Worker (or others) discovers or suspects ACM has been damaged or new item identified	Stop work immediately. Go to <i>Step 2</i>
2. Restrict access to affected area & shut off air-handling system	Contractor or worker supervisor	Restrict access to the area by closing doors, taping off access points and installing temporary signage to prevent site occupants or members of the public from entering the immediate area, and to prevent any further disturbance of asbestos materials in the area. Air handling systems should be shut-off (where relevant). Go to <i>Step 3</i>
3. Notify the Management Plan Controller	Contractor or worker supervisor	Notify the Incident Controller (IC): Campus Facilities Manager <i>or</i> Facilities Coordinator Go to <i>Step 4</i>
4. Implement Incident Notification Process	Incident Controller	Licensed Asbestos Assessor (LAA) to assess situation, contact asbestos management consultant for advice. Incident Controller – notify by telephone and email, key stakeholders as per <i>UniSA Emergency Response Manual</i> . Inform on-site staff / personnel. Go to <i>Step 5</i>



STEP	WHO	ACTION
5. Notify Licensed Asbestos Assessor	Incident Controller	Incident Controller - Notify Licensed Asbestos Assessor (LAA) to arrange risk assessment and advise appropriate control strategies. Go to <i>Step 6</i>
6. Risk assess damage and sample material (if required)	Licensed Asbestos Assessor	LAA to attend site to risk assess material and if necessary, take sample of suspected asbestos materials: Notify Incident Controller result of analysis Negative result – resume works Positive result – Go to <i>Step 7</i>
7. Engage Licensed Asbestos Removal Contractor for clean-up	Incident Controller (in consultation with Licensed Asbestos Assessor)	Incident Controller (in consultation with Licensed Asbestos Assessor) to engage a Licensed Asbestos Removal Contractor to undertake asbestos cleanup and decontamination works. Go to <i>Step 8</i>
8. Conduct asbestos fibre air monitoring & independent visual clearance inspection	Licensed Asbestos Assessor	Licensed Asbestos Assessor to conduct asbestos fibre air monitoring adjacent to the contaminated work area to ensure that fibre levels do not exceed acceptable levels and controls are effective. After clean-up works have been completed, an independent visual clearance inspection shall be conducted by a Licensed Asbestos Assessor to ensure that asbestos removal /make safe has been completed to a satisfactory standard. Airborne asbestos fibre clearance monitoring shall also be conducted as required within removal work areas to ensure areas are safe for re-occupation following removal / make safe. Licensed Asbestos Assessor to issue clearance documentation. Go to <i>Step 9</i>
9. Staff Debrief / Review AMP procedures and controls	Incident Controller / Licensed Asbestos Assessor	Debrief staff Incident Controller and Asbestos Consultant to review the Asbestos Management Plan procedures and controls to ensure they were being followed correctly. Go to <i>Step 10</i>
10. Update Asbestos Register and archive documents	Asbestos Consultant / Incident Controller	As required, update site Asbestos Register. Incident Controller – to archive incident documents and re-issue the up-dated Asbestos Register for the site / building.

If for any reason the Incident Controller cannot be contacted, please contact Campus Security

Internal: 88888

13. HEALTH SURVEILLANCE

Any staff member who believes they have been exposed to ACM must raise an Incident Report immediately via the Health Safety & Injury Management System; and notify the Facilities Management Unit of the location of the source.

Where an appropriately licenced and Competent Person believes that they have been exposed to ACM they are to inform FM Assist immediately prior to following the protocols of their respective organisation.

14. ASBESTOS TRAINING

WHS Regulation 39 - the PCBU will ensure that information, training, and instruction provided to a worker is suitable and adequate, having regard to:

- The nature of the work carried out by the worker.
- The nature of the risks associated with the work at the time the information, training or instruction is provided, and
- The control measures implemented.

The University must, so far as is reasonably practicable, ensure the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

Pursuant to *WHS Regulation 445* - All Contractors must risk assess and provide trained or asbestos competent labour who they reasonably believe may be involved in asbestos removal work in the workplace or the carrying out of asbestos-related work and trained in the identification, safe handling and suitable control measures for asbestos and ACM.

The PCBU can seek professional advice from the asbestos management consultant on training where there is any doubt to a person's proficiency in conducting asbestos related works in a safe manner.

15. ASSOCIATED DOCUMENTS

- [Asbestos Register](#)
- Using Asbestos Registers – [FM-PROC-086](#)
- Permit to Work – [WHS27](#)
- Asbestos Testing & Change Summary – [FM-083](#)

16. REFERENCES

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Code of Practice - How to Safely Remove Asbestos June 2020
- Code of Practice - How to Manage and Control Asbestos in the Workplace June 2020

17. APPENDICES

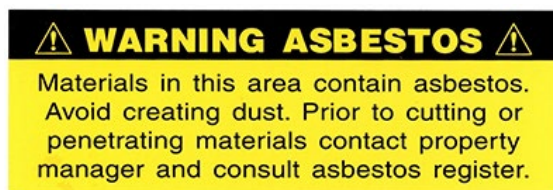
APPENDIX 1

GLOSSARY OF TERMS

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APPENDIX 2

ASBESTOS WARNING NOTE



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