

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET

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AUTHOR	Work Health and Safety Coordinator
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FUNCTIONAL GROUP OR HUB	Work Health and Safety
NSQHS STANDARD	Standard One
SUMMARY	To instruct managers and workers on how to manage the risks associated with asbestos.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The Illawarra Shoalhaven Local Health District (ISLHD) has an obligation under the Work Health and Safety (WHS) Act 2011 to, so far as is reasonably practicable, consult with workers who carry out work for the ISLHD and who are, or are likely to be, working with asbestos.

This procedure outlines the safety precautions that are to be undertaken, and the management of workers that may be exposed to risks associated with asbestos in the workplace.

2. BACKGROUND

This procedure outlines the way ISLHD will manage the risks associated with asbestos in the workplace. AIEMS workers will not be required to work in any area where the presence of asbestos or asbestos containing materials (ACM) has been confirmed. Any removal or repair work in these areas will be contracted out to competent persons.

3. RESPONSIBILITIES

3.1 Workers must:

- Not work on asbestos or ACM
- Comply with WHS legislation and the requirements of this procedure.
- Treat all asbestos and ACM as hazardous.
- Report any unlabelled or suspected asbestos or ACM to the site manager immediately.
- Report all damage to asbestos or ACM or suspected exposure to airborne asbestos fibres to the site manager immediately.
- Not access asbestos roof areas.

3.2 Line Managers must:

- Ensure this procedure is implemented.
- Notify the Maintenance and Engineering Service immediately on the discovery of suspected asbestos or ACM.
- Ensure all asbestos repairs and removal work is undertaken by a licensed asbestos removalist.
- Restrict the asbestos work area by means of signs and barriers to prevent unauthorised personnel entering.
- Ensure, where reasonably practicable, the removal of asbestos will only be undertaken when ISLHD sites are completely vacated of all persons, including ISLHD workers, patients, visitors, contractors, and volunteers.
- Provide that all asbestos repairs and removal work is undertaken in accordance with the [‘How to Manage and Control Asbestos in the Workplace Code of Practice’](#).
- Ensure that damaged asbestos and ACM that may pose a risk to health (e.g.

flaky, loose or friable) is assessed by a licensed asbestos removalist and safely removed wherever reasonably practicable.

- Provide that all workers where asbestos or ACM is present during the course of their work or activity, such as vehicles or plant maintenance, are notified of the potential hazards and appropriate steps are taken to minimise exposure.
- Undertake all necessary steps to prevent unnecessary disturbance of asbestos and ACM to minimise the risk of release of airborne asbestos fibres.
- Ensure that all ISLHD workers are made aware of any asbestos or ACMs present in the workplace as part of the site induction process.
- Ensure contractors and sub-contractors have access to the site Hazardous Materials Register prior to the commencement of works, are inducted on all workplace hazards and follow safe work procedures

3.3 General Managers/ Service Directors must:

- Ensure this procedure is implemented.
- Ensure an Asbestos Management Plan is in place.
- Maintain a site Hazardous Materials Register and ensure recommendations are implemented in a timely manner.
- Notify the Maintenance and Engineering Service immediately on the discovery of suspected asbestos or ACM.
- Establish and maintain a system to ensure all cases of asbestos removal work are authorised, undertaken by licensed asbestos removalists, and assessed for risks.
- Manage all asbestos roofs in accordance with the regulations. All asbestos roofs shall be considered fragile and therefore a safety hazard.
- Ensure that all ISLHD workers are made aware of any asbestos or ACMs present in the workplace as part of the site induction process.
- Ensure contractors and sub-contractors have access to the Hazardous Materials Register prior to the commencement of works, are inducted on all workplace hazards and follow safe work procedures.

3.4 Chief Executive must:

- Ensure steps are taken to comply with due diligence requirements in relation to asbestos management.
- Ensure all asbestos repairs and removal work is undertaken in accordance with the [“How to Manage and Control Asbestos in the Workplace Code of Practice”](#).
- Ensure an Asbestos Management Plan is in place.
- Establish and maintain a system to ensure all cases of asbestos removal work are authorised and assessed for risks.

4. PROCEDURE

4.1 Asbestos or ACM Identification

Identifying asbestos or ACM is the first step in managing the risk of exposure to asbestos in the workplace. Once identified by a competent person (GreenCap is used for ISLHD facilities and services sites), a Hazardous Materials Register is developed. The Hazardous Materials Register is a document that lists all identified hazardous materials which include asbestos (or assumed) asbestos in a workplace. The Hazardous Materials Registers must be kept in hard copy and easily accessible to anyone who requires access to it eg: maintenance, contractors

The Hazardous Materials Register must (in relation to asbestos):

- record any asbestos or ACM at the workplace, identified or assumed, this would include: 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 at the workplace.
- results of any analysis that confirms a material at the workplace is or is not asbestos.
- details any inaccessible areas.
- contains photographs to visually show the location of the asbestos or ACM.

Hazardous Materials Registers at ISLHD owned sites are available in hardcopy to any persons that may require it.

Leased sites are to ensure that a hardcopy is obtained from the landlord on occupancy.

4.2 Asbestos Management Plan

Assets Infrastructure Engineering Maintenance Services (AIEMS) must ensure that an Asbestos Management Plan (AMP) is prepared, maintained, reviewed and assessable to contractors who carry out asbestos related work at the workplace. The AMP must be reviewed whenever:

- Hazardous Materials Register is reviewed

The AMP sets out how asbestos or ACM that has been identified at the workplace will be managed. The plan should set out clear aims, stating what is going to be done, when it is going to be done, and how it is going to be done.

It must include:

- The identification of asbestos and ACM, for example a reference or link to the Hazardous Materials Register for the workplace, and the locations of signs and labels.
- Decisions, and reasons for the decisions, about the management of asbestos at the workplace (e.g. Safe Work Procedures and control measures).
- Procedures for detailing accidents, incidents or emergencies of asbestos at

the workplace.

- Workers carrying out work involving asbestos, for example consultation, information and training responsibilities.

4.3 Asbestos Removal and Repairs

The AMP and Hazardous Materials Register must be reviewed, and if required, revised prior to any demolition or refurbishment work being carried out.

The AMP and Hazardous Materials Register is to be provided to any contractor prior to the commencement of any scheduled building and/or maintenance works, whether the work involves asbestos or ACM or not.

All site initiated works involving the repair, removal and/or replacement of asbestos or ACM must be undertaken by a licensed asbestos removalist who will undertake the work in accordance with the [How to Safely Remove Asbestos Code of Practice](#).

- The Hazardous Materials Register must be updated when repairs, removal and/or replacement of asbestos or ACM has occurred.
- Damaged asbestos or ACM is to be safely removed and appropriately disposed of wherever reasonably practicable. If not, then repairs or maintenance to asbestos or ACM must be undertaken in accordance with the How to Manage and Control Asbestos in the Workplace Code of Practice.

4.4 Asbestos Condition Inspection

AIEMS will coordinate the condition inspections with an external contractor who is appropriately licenced for this task. The inspections are to be done as below:

- Hospital sites are to be condition inspected annually.
- Community sites to be condition inspected 3-5yearly (dependant on the condition of the building).
- A condition inspection may occur more frequently should the condition of the asbestos be deemed to be deteriorating.

4.5 Emergency and Incident Reporting

All asbestos or ACM incidents occurring onsite are to be reported to the Facility, Site or Service Manager and the Workforce Support Safety Advisor as soon as reasonably possible, and recorded on the Incident Information Management System (IIMS).

The information regarding the incident should outline the incident that occurred, the incident's specific details, any immediate actions taken and any further remedial actions required.

All asbestos or ACM material incidents or emergencies are also to be included in the site Hazardous Materials Register.

4.6 Health Monitoring

Health monitoring of workers that are contracted to ISLHD for any asbestos work is to be coordinated by the contractor.

ISLHD workers that may have been exposed to asbestos during work carried out in facilities or services sites must have baseline chest x-rays completed.

The incident is to be recorded in ims+ and the baseline testing results are to be retained in the ISLHD Injury Management System (SolvInjury).

Any ongoing testing will be determined in consultation with the appropriate clinical practitioners. Advice from an Occupational Physician should be obtained as part of this process to ensure appropriate monitoring is completed.

4.7 Training of ISLHD AIEMS Workers:

Asbestos awareness training gives workers and supervisors the knowledge they need to identify and work safely with asbestos or ACM.

The purpose of awareness training is to ensure workers understand where asbestos might be found and what steps to take to stay safe.

Training should provide information on:

- identification, safe handling and appropriate control measures,
- asbestos containing materials (ACMs),
- naturally occurring asbestos,
- loose fill asbestos (raw asbestos crushed into a fine state and installed as insulation).

ISLHD AIEMS workers that work in a facility or site that has known asbestos are to be trained in 10675NAT – Course in Asbestos Awareness (Exp 2022). This training must be undertaken through a registered training organisation (RTO).

There is no legal requirement to repeat an entire formal awareness refresher training course every 12 months. However, some form of refresher should be given, as necessary, to help ensure knowledge of asbestos awareness is maintained.

Documentation Retention:

The following information relates to the retention of records in relation to Asbestos, and these documents are to be TRIMMED.

Records must be kept for any work performed on asbestos or ACM, and must include:

- Details and scope of the work performed.
- Names of those performing the work.
- Date or dates of the work.
- Copies of any clearance certificates or permits related to the work.
- Records of visual inspections.

- Hazardous Materials (Asbestos) Registers relevant to the work.

These records are to be kept for 5 years from the last action date.

- Any exposure to asbestos records are to be kept for 75 years.
- Air monitoring records must be kept for 30 years.
- For any worker that has a potential exposure and where health monitoring is required, these records are to be kept for 40 years and the worker is to be provided with a copy of the report.

Asbestos Management

ISLHD CORP PROC 36

5. DOCUMENTATION

- Hazardous Materials Register
- Asbestos Management Plan

6. AUDIT

- Compliance with this procedure will be audited through Ministry of Health Work Health and Safety Audit Tool within in a 2year cycle.

7. REFERENCES

- [NSW Health Policy Directive Work Health and Safety: Better Practice Procedures PD2018_013](#)
- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [How to Safely Remove Asbestos Code of Practice](#)
- [How to Manage and Control Asbestos in the Workplace Code of Practice](#)

8. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2009	0	Area Engineer Approved by Executive Sponsor (Director Financial & Corporate Services) 18 Feb 2009 Approved by Chief Executive in Area Executive Team meeting 10 March 2009
May 2013	1	Acting Manager Work Safety and Injury Management Service.
September 2015	2	Safety and Well-being Manager ISLHD Safety Management System Review and Implementation. Approved by Executive Management
October 2019	3	Safety Coordinator Safety Management System Review
April 2020	4	Safety Coordinator Minor changes to terminology and inclusion of Health Monitoring requirements Approval/Date: Director, Corporate Governance & Risk Management/April 2020