

BLAND SHIRE COUNCIL

ASBESTOS MANAGEMENT PLAN

2015 - 2025



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1 Introduction

The Bland Shire Council has a legal obligation under the Work Health and Safety Act 2011 to ensure the health, safety and welfare its employees, contractors and volunteers. This obligation includes a requirement to identify hazards arising from the presence of material containing asbestos, performing risk assessments and eliminate or (if elimination is not reasonably practical) control risks associated with asbestos.

2 Background

Asbestos is a hazardous material that poses a risk to health by inhalation if the asbestos fibres become airborne and people are exposed to these airborne fibres.

Exposure to asbestos fibres is known to cause mesothelioma, asbestosis and lung cancer.

Asbestos-containing materials were used extensively in Australian buildings and structures, plant and equipment and in ships, trains and motor vehicles during the 1950s, 1960s and 1970s, and some uses, including some friction materials and gaskets, were only discontinued on 31 December 2003.

On 17 October 2001, the (Health and Safety Commission) (NOHSC) now replaced by Safe Work Australia declared a prohibition on all uses of chrysotile (white) asbestos from 31 December 2003, subject to a very limited range of exemptions. This prohibition also confirmed earlier prohibitions of the use of amosite (brown) and crocidolite (blue) asbestos.

The prohibition does not extend to the removal of asbestos products *in situ* at the time prohibition took effect. These *in situ* asbestos containing materials (ACM) must be appropriately managed to ensure that the risks of exposure to airborne asbestos fibres are minimised.

Asbestos products which were in situ on 31 December 2003 may only be replaced by products which do not contain asbestos.

Special Note: Bland Shire Council employees and visitors need not be alarmed by asbestos that is bonded and non-friable if it is in good condition and left undisturbed. Some examples of non-friable asbestos containing products include asbestos cement sheeting, (flat or corrugated), some vinyl floor coverings, and some backing boards within electrical distribution boards.

3 Statutory Requirements

Work Health & Safety Act 2011

Work Health & Safety Regulation 2017

Code of Practice for the Safe Removal of Asbestos 2nd Ed NOHSC: 2002 (2005)

Code of Practice for the Management and Control of Asbestos in Workplaces 2019

4 Responsibilities

The General Manager and Directors are responsible for the implementation of this plan and the associated documentation.

Each Manager and Supervisor is responsible and accountable for the implementation of, and compliance with this Plan, by all staff and contractors in their respective work areas. Management is responsible for:

- a) Ensuring that safe working procedures are clearly understood and consistently observed,
- b) The provision and maintenance of safe workplace and systems,
- c) Training and supervising employees in the safe performance of tasks,
- d) Assist in the development, promotion and implementation of safety and health policies.
- e) Ensuring site specific risk assessments are undertaken
- f) Reviewing incidents

Contract Managers are responsible for ensuring that all contractors engaged to complete works on buildings or structure that may contain asbestos:

- a) Provide evidence that demonstrates that all their staff have undergone adequate training and are suitably experience in working with asbestos or asbestos containing material.
- b) Complete site induction for all staff and contractors

Contractors are responsible for:

- a) Notifying Contract Manager of suspected ACM,
- b) Developing site specific risk assessments and controls prior to performing asbestos removal work,
- c) Adhering to the Bland Shire Council Asbestos Management Plan and Procedure,
- d) Ensuring they do not impact on ACM without complying with the Asbestos Management Plan and Procedure.

The Contracts, Compliance and WHS Officer is responsible for:

- a) Training staff in asbestos awareness (induction, policy and procedure, SWMS, register),
- b) Responding to incidents,
- c) Incident investigation.

Employees, contractors and volunteers are to:

- a) Take reasonable care of their health and safety and that of others
- b) Follow safe work procedures at all times
- c) Report all known or observed hazards, incidents and injuries
- d) Take reasonable care to prevent damage to plant and equipment.

5 Asbestos Management Principles

The main elements of managing the risks associated with asbestos containing material in Councils buildings and structures are:

- Identify all asbestos containing material in Councils buildings and structures, as far as practicable,
- Assess the risks associated with all asbestos containing material identified,
- Implement control measures to eliminate the risks arising from asbestos containing material and prevent exposure to airborne asbestos fibres.

The steps that the Bland Shire Council will take to manage this risk are:

- Develop and implement and maintain an asbestos management plan
- Investigate all of Council's buildings and structures for the presence or possible presence of asbestos containing material
- Develop and maintain a register of the identified or presumed asbestos containing material, including details on their locations, accessibility, condition, risk assessments and control measures, work carried out, removal date and person removing
- Assess the condition of any asbestos containing material that are found and the associated asbestos risks,

- Develop measures to remove the asbestos containing material or otherwise to minimise the risks and prevent exposure to asbestos
- Ensure the control measures are implemented as soon as possible and are maintained as long as the ACM remain in the workplace.

The ultimate goal is for all buildings and structures to be free of asbestos containing material. Accordingly, consideration should be given to the removal of asbestos containing material during renovation, refurbishment and/or maintenance where practicable, in preference to other control measures such as enclosure, encapsulating or sealing.

The General Principles of an Asbestos Management Plan flowchart from the NOHSC: 2018 2005 Code of Practice for the Management and Control of Asbestos in Workplaces is attached in Appendix A

An action plan for the development and implementation of this Management Plan is attached as Appendix B.

6 Asbestos Register

Bland Shire Council's Asbestos Register will be located in the [Land and Buildings Register](#), a hard copy will be placed in every building where asbestos has been identified and brought to the attention of any tenant, contractor, or tradesman who may be engaged to work with asbestos. The document will have version control whilst still allowing previous versions to be accessed for investigative requirements. The Asbestos Register will be reviewed by the Risk Management and WHS area every 12 months and contain the following information:

Identification

- The date(s) on which the inspection/identification was made and details on the competent person(s) who carried out the inspection/identification,
- Details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any asbestos containing material identified on the premises, including asbestos containing material in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white),
- Details on any material presumed to contain asbestos,
- Any inaccessible areas that are likely to contain asbestos containing material,
- The results of any analysis that has confirmed a material in the workplace is or is not an ACM.
- Details of any removal, repair or disturbance of ACM, including the company and persons involved, the date and scope of the work undertaken and the clearance certificates.

Risk assessment

- The date when the risk assessment was made, and details on the competent person(s) who carried out the assessment;
- The findings and conclusions of the risk assessment, including any reviews or revisions of the risk assessment; and
- The results of any air monitoring for airborne asbestos fibres and an assessment of these results.

Control measures

- The control measures recommended and decided upon as a result of the risk assessment;
- Priority will be given to friable asbestos, unstable material and buildings which are high occupancy or use
- Any maintenance or service work on an asbestos containing material, including the company or persons involved, the date and scope of the work undertaken and details on clearance certificates.
- Any friable ACM that is not in stable condition, where there is a risk to health from exposure, should be removed if possible or encapsulated.

Generally there are four control options available:

- a) Leave in-situ and manage
- b) Encapsulate/ Seal
- c) Enclose/Isolate
- d) Remove

The “Code of Practice for the Management and Control of Asbestos in the Workplaces – 2019” contains a number of appendices that include advice on the:

- Examples of Asbestos Containing Materials
- Selection and use of personal protective equipment
- Drilling of asbestos containing materials
- Sealing, painting, coating and cleaning of asbestos cement products
- Cleaning leaf litter from gutters of asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

Risk assessment tables and guidelines are attached in Appendix C.

7 Consultation

Council will consult with health and safety representatives and other workers in the relevant workplaces throughout the processes of identifying asbestos containing material, developing an asbestos management plan, assessing the risks and developing and implementing control measures.

All employees and contractors on premises where asbestos containing material is present or presumed to be present, and all other persons who may be exposed to asbestos containing material as a result of being on the premises, must be provided with full information on the work health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information will be recorded.

8 Reporting accidents, incidents and emergencies involving asbestos

Any exposure or potential exposure must be reported to Council on its standard accident and incident form. For individuals that have been potentially exposed, Council will consult, and where indicated will arrange for appropriate health surveillance. Details of any potential exposures will be kept on their personnel records.

9 Training arrangements for workers and contractors

All Bland Shire Council staff that may come into contact with asbestos or asbestos containing material will participate in accredited training in accordance with WorkCover guidelines. Contractors will be required to keep training records for employees demonstrating appropriate training and experience in working with asbestos or asbestos containing material.

An educational and awareness program will be undertaken to inform employees of the location and information contained within Asbestos Register. Before any work that may expose persons to airborne asbestos fibres is performed, the register will be made readily accessible to:

- Employees
- Any person removing asbestos containing material.
- Any person engaged to perform work that may disturb asbestos containing material, including presumed asbestos containing material,
- Any other person who might be exposed.

10 Warning signs and labels

In accordance with the NOHSC Code of Practice for Management of Asbestos in the workplace, buildings or structures containing asbestos will be labelled where practicable. Individual labelling of ACM is to be determined by a Competent Person and may not be necessary in every instance. All high risk, friable asbestos or where regular maintenance or repair work is carried out will be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken. Any buildings or structures identified or presumed to contain asbestos, will be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken.

These signs should be placed at all of the main entrances to the work areas where asbestos is present.

11 Monitoring and reviewing of Asbestos Management Plan

Bland Shire Council's Asbestos Management Plan and Asbestos Register, including any risk assessments, will be reviewed every 12 months or earlier where:

- A risk assessment indicates the need for reassessment, or
- Any asbestos containing material has been disturbed or removed.

A visual inspection of identified asbestos containing material should be undertaken as part of any review.

12 Safe Work Method Statement

Bland Shire Council has developed an Asbestos Removal Safe Work Method Statement.

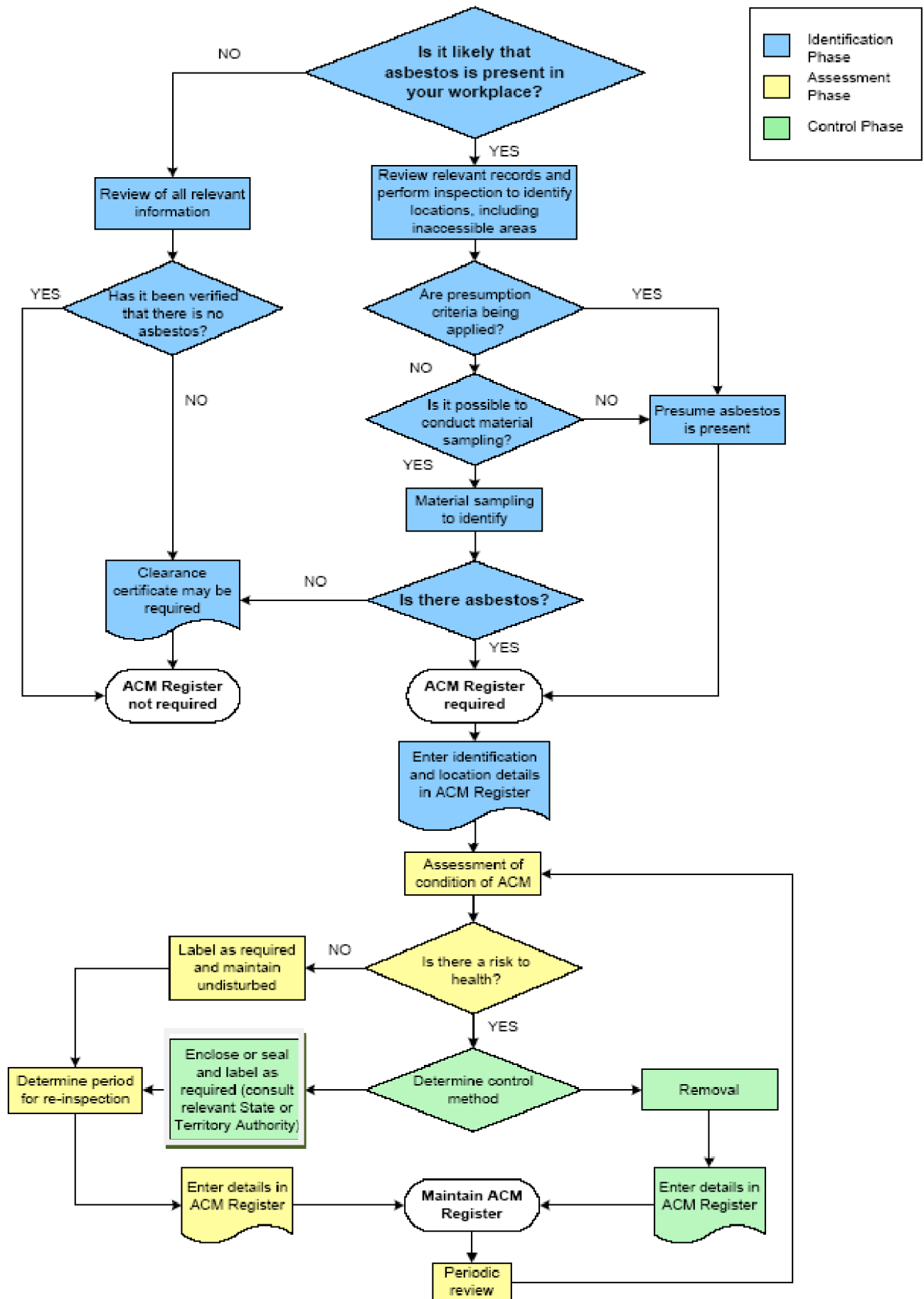
13 Removal

From 1 January 2008 a WorkCover bonded asbestos licence is required for the removal of more than 10 square metres of bonded asbestos.

Any asbestos cement products that have been subjected to weathering, or damaged by hail, fire or water blasting, are considered to be friable asbestos and an asbestos removal contractor with a WorkCover licence for friable asbestos is required for its removal.

Appendix A

Figure 1. General principles of an asbestos management plan



Appendix B**Action Plan for Implementation of Asbestos Management Plan**

Action	Responsible Area	Date Completed	Date Reviewed	Comments
Complete asbestos containing material inspections of all Council buildings and structures	Development Services	June 2009	June 2016	
Enter information into Land and Buildings Register under Asbestos	Development Services	July 2009	June 2016	
Develop Asbestos Management Plan	Risk Management & WHS	August 2009	June 2016	
Develop, consult and adopt an Asbestos Procedure	Risk Management & WHS	August 2009	June 2016	
Develop, consult and adopt Asbestos SWMS	Risk Management & WHS	August 2009	June 2016	
Undertake education and awareness program	Risk Management & WHS	Ongoing		Initial training conducted in November 2008,
Update Asbestos Register with new information as required	Development Services	On going		
Complete review of Asbestos documentation as required	Risk Management & WHS	On going		

Appendix C

Risk Assessment Tables

Type, Condition	Likelihood / Frequency of Exposure				
		Very High	High	Medium	Low
	Friable, Unstable	HIGH	HIGH	HIGH	HIGH
	Friable, Stable / Bonded, Poor	HIGH	HIGH	MED	MED
	Bonded, Reasonable	MED	MED	MED	LOW
	Bonded, Good	MED	MED	LOW	LOW
Risk Rating	Control			Action Time	
HIGH	Elimination, Isolation			Immediately	
MED	Isolation, Enclosure, Seal, Engineering, Administration, Monitor, Training, SWMS, PPE			Medium Priority	
LOW	Administration, Monitor, Training, SWMS, PPE			Low Priority	

Hierarchy of Controls

1. Elimination/removal (most preferred);
2. Isolation/enclosure/sealing;
3. Engineering controls;
4. Safe Work Practices (administrative controls); and
5. Personal Protective Equipment (PPE) (least preferred).

14 Control measures for asbestos containing materials

- Leave & Maintain
 - Stable asbestos containing materials that are not prone to damage
- Encapsulate/Seal
 - Stable asbestos containing materials that may be prone to damage and require protection of exposed surfaces. Not to be used if the surface or coating will create significant disturbance of asbestos fibres
- Enclose
 - Stable asbestos containing materials that may be prone to damage and where encapsulation or sealing does not provide sufficient protection or may disturb asbestos fibres. May be suitable if removal is not a viable option
- Remove
 - Unstable asbestos containing materials or friable asbestos containing materials that are prone to damage It is important to note that the most appropriate action in some instances, derived from the risk management process, will not be for the materials immediate removal. In some instances, the removal process may prove more hazardous than other options such as sealing or enclosure. The removal of stable asbestos containing material would then occur as part of the renovation at a later date.