



THE UNIVERSITY  
*of* ADELAIDE



Infrastructure  
**Asbestos Management Plan**

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## Document Control Record

Action	Date	Asbestos Consultant	Management Plan Controller
Sample of draft Asbestos Management Plan presented to University for discussion and comment.	14/02/2012	Keith Mitchell, Carters Asbestos Management	Tony Reynolds, Campus Services, The University of Adelaide
Draft Asbestos Management Plan presented to University for discussion and comment. Updated by University.	02/01/2013	Keith Mitchell, Carters Asbestos Management	Tony Reynolds, Campus Services, The University of Adelaide
Updated final draft Asbestos Management Plan agreed with Campus Services	18/03/2013	Keith Mitchell, Carters Asbestos Management	Tony Reynolds, Campus Services, The University of Adelaide
Plan updated by Campus Services HSW Consultant and Capital Projects Risk and OH&S Advisor.	12/10/2015	Keith Mitchell, Carters Asbestos Management	Tony Reynolds, Campus Services, The University of Adelaide

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## Introduction

The University of Adelaide (UoA) was established in 1874 with the first building, the Mitchell building, completed in 1882, since then the UoA portfolio has increased significantly through to the current day. Buildings throughout our campuses built prior to 1990 are likely to or could contain asbestos either through the construction or refurbishment of buildings or in items of plant. Legislative changes in 2003 prohibited the use or import of asbestos or asbestos containing materials (ACM).

The UoA is committed to protecting staff, students, contractors and members of the public from exposure to ACM and fibres. This Asbestos Management Plan (AMP) has been developed to provide information and processes for the safe management of asbestos in accordance with legislative and UoA requirements. This plan includes processes for:

- The identification of asbestos or ACM
- Safe work procedures and control measures
- Management of incidents and emergencies involving asbestos or ACM
- Consultation, information and training
- Roles and Responsibilities
- Review of the AMP

This plan also makes provision for the instances of identifying suspected ACM arising from construction site activities, maintenance and operating activities. Through the sustainment of the AMP and Asbestos Register, the UoA aims to proactively identify, analyse and manage asbestos.

This plan is not intended to provide instruction on the removal of asbestos or ACM. In every circumstance involving the disturbance or removal of asbestos and ACM, it is essential that that only UoA inducted, qualified and SafeWork SA licensed asbestos removalists undertake the work.

It is the intention of the UoA, as far as reasonably practicable, to eradicate asbestos and ACM contained within the UoA portfolio of buildings.

## Identification

The UoA has engaged Asbestos Management consultants to inspect UoA properties to determine the presence of asbestos or ACM and to provide findings pertaining to type, condition and extent of the ACM recorded.

Where instances of suspected ACM are reported or identified that have not been previously recorded, then a competent person is to be engaged to take a sample and to arrange for the sample to be tested by a NATA accredited organisation. Areas that cannot be accessed during normal daily or routine maintenance activities, or that have not been previously tested, but are suspected to contain asbestos or ACM, must be assumed to contain asbestos until a sample has confirmed or eliminated the presence of asbestos or ACM.

Prior to a competent person accessing an area for the purpose of testing for asbestos fibres, the *I&TS HSWMSS 3.1-07F03 General Permission to Work Form* and a risk assessment detailing appropriate control methods is to be submitted by the person conducting the sampling for approval by the UoA representative.

All asbestos and ACM is to be labelled or signed in accordance with legislative requirements. Any damaged labels or signs are to be reported to Campus Services so that they can be reinstated.

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## Asbestos Registers

Once identified, ACM is to be documented and included in the UoA Asbestos Registers which are available to anyone who conducts or plan to conduct work at the UoA. The registers include the date on which the ACM was identified, its location, type and condition. Any person working in a UoA building should review the register and all contractors carrying out work for the UoA must review the register prior to conducting the work. The registers are available in hard copy at Campus Services or electronic copies of the registers can be found at the following link <https://www.adelaide.edu.au/infrastructure/staff-services/build-grounds/asbestos/>

The registers will be reviewed by the UoA Asbestos Management Consultant annually. Any new sources of ACM that are identified are to be included on the register. ACM that has been removed shall also be identified on the register and all documentation is to be maintained inclusive of clearance certificates at Campus Services and registered on the UoA records management system.

Note: electronic versions are updated prior to 31<sup>st</sup> Dec yearly; all workers are advised to contact Campus Services to gain the most current information.

## Risk management

The asbestos risk assessment process involves identifying, analysing, evaluating, controlling and monitoring sources of asbestos. The identification of asbestos doesn't automatically necessitate its immediate removal. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents low risk to health.

If the asbestos or ACM has deteriorated or has been disturbed the likelihood that airborne asbestos will be released into the air is increased. The type of material that binds asbestos fibres will also influence the potential for airborne asbestos to be released.

When deciding if there is a risk to health from asbestos, consider whether the asbestos or ACM is:

- > in poor condition
- > likely to be further damaged or to deteriorate
- > likely to be disturbed due to work practices carried out in the workplace (for example, routine and maintenance activities and their frequency)
- > in an area where workers are exposed to the material.

A visual inspection of the material, its location and an understanding of the work practices in the workplace will assist this decision. Asbestos-related work activities (including maintenance) plus unusual and infrequent activities (such as emergency activities) need to be considered. It is also important to take into account the proximity of the asbestos or ACM to where employees work, as this can affect the potential for exposure, if asbestos fibres become airborne.

The Hierarchy of Control is to be used when identifying controls measures:

- > Elimination - Involves the removal of ACM (Managed by Infrastructure Branch)
- > Substitution - ACM Encapsulation/Sealing (Managed by Infrastructure Branch)
- > Isolation- This method involves installing a barrier between the ACM and adjacent areas or controlled access points (Managed by Infrastructure Branch)
- > Administrative – The asbestos register for the site is available and must be consulted prior to commencing work, workers to be trained where required, signage to be applied, Asbestos Removal Control Plans (ARCP) to be issued
- > PPE- PPE is to be worn in accordance with legislative and UoA requirements and where signed

When managing the risk of asbestos a number of control measures may be required to reduce the risk to an acceptable level.

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## Training

The UoA will provide asbestos awareness training to its worker whose area of responsibility involves work with ACM or its management. UoA workers who issue Asbestos Removal Control Plans (ARCP) must undertake this training and have a good understanding of the risks and controls required to ensure the work program is managed safely. Permit/Permission to Work Issuers must have completed training in accordance with the I&TS HSWMSS Procedure *PRO 3.1-07 Permit/Permission to Work*.

Contractors undertaking work involving the removal or disturbance of asbestos are responsible for ensuring that their workers and supervisors have completed training as per legislative requirements (i.e. VET accredited course). Contractors must complete the UoA contractor induction prior to commencing work.

## Removal or Disturbance

### Contractors

All contractors undertaking work involving the removal or disturbance of asbestos must:

- > Hold a current UoA Contractor induction card
- > Have undertaken asbestos training in accordance with legislative requirements
- > Nominate for approval by the UoA representative, a licensed asbestos assessor to monitor the removal work
- > Review the asbestos register
- > Notify SafeWork SA 5 working days prior to the commencement of removal work where legislated and provide copy of SafeWork SA notification to UoA representative
- > Develop, submit and have approved ARCP and Safe Work Method Statement (SWMS) for the task
- > Take photographs of site and ACM prior to commencement of removal
- > Engage the approved independent authorised assessor to undertake clearance inspections and issue clearance certificates
- > Conduct work in accordance with the ARCP and SWMS
- > Take photographs of site following completion of removal
- > Close out and return all documentation to the Permit Issuer inclusive of before and after photographs, air monitoring results, clearance certificates, disposal certificates, signed off ARCP and a building plan detailing the type and location of removed ACM within 5 working days.

### Asbestos Removal Control Plan (ARCP)

The UoA ARCP ensures that a uniform approach is taken for all asbestos removal or disturbance work while ensuring that legislative requirements are met and that UoA staff, students and worker safety is maintained. The ARCP is to be completed and submitted to an approved UoA Permit Issuer by the licenced removalists in conjunction with:

- > A SWMS which has been developed specifically for the task,
- > Evidence of worker training (VET Accredited),
- > A site specific plan documenting removal area, barricading and traffic management requirements,
- > A copy of SafeWork SA removal work notification number (for work in excess of 10<sup>2</sup>m) and licences,
- > EPA licence,

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- > Letter of notification of removal work.

Work is not to commence until this ARCP has been registered and issued in accordance with the I&TS HSWMSS Procedure *PRO 3.1-07 Permit/Permission to Work*.

## Consultation and Communication

Prior to any asbestos removal or disturbance work being carried out at the UoA, the licensed asbestos removalist must provide adequate notification to the UoA Representative which allows for further timely communication to UoA key stakeholders.

The UoA Representative must then ensure that following persons are told that the asbestos removal work is to be carried out and when the work is to commence:

- > Applicable School/Faculty Manger and Safety Officer/Representative so that they in turn can communicate to staff and students
- > Building tenants
- > Campus Services
- > Security Office
- > UoA Associate Director, HR Compliance and Improvement Services

## Air Monitoring

Prior to undertaking work involving the removal or disturbance of asbestos the Person Conducting a Business or Undertaking (PCBU) that commissions the removal work (i.e. UoA or Contractor) must ensure air monitoring is undertaken by an independent licenced asbestos assessor and that the samples are then tested by a NATA accredited organisation.

Work is to stop immediately if a reading of the concentration of respirable asbestos fibres of more than 0.02 fibres/ml is returned. SafeWork SA and the UoA representative are to be notified immediately.

## Clearance Certificates

Friable asbestos removal (Class A asbestos removal work) requires a licensed assessor to undertake the clearance inspection and issue the clearance certificate. Non-friable asbestos removal work (Class B asbestos removal work) requires a competent person to undertake the clearance inspection and issue the clearance certificate. Clearance certificates are to provide the following detail:

- Date and time of the inspection
- The exact location of the removal area including building, level and room numbers
- The work that was undertaken and any limitations
- Name, contact details and signature of the authorised assessor

Once a clearance has been provided (i.e. readings are at or below 0.01 fibres/ml) and satisfactory visual inspection completed by the licenced asbestos assessor, the area is to be further inspected by the responsible PCBU representative to confirm that it is safe for reoccupation. The clearance certificate is to be provided to the UoA Representative and WHS Advisor as soon as practicable and prior to area being handed back to UoA.

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## Records Management

Upon completion of work the responsible supervisor is to provide to the UoA representative and ARCP Issuer with the following:

- > Clearance Certificate
- > Disposal Certificate
- > Photos (where requested)
- > Detailed plan documenting type and location of ACM removed
- > Closed and signed ARCP

The ARCP Issuer is required to provide all documentation to Campus Services within 7 days to ensure accurate and timely maintenance of asbestos registers and to then scan the documents into the UoA Records Management system.

All documentation relating to the exposure of asbestos fibres to a worker is to be maintained indefinitely in the UoA records management system.

## Incidents

Incidents relating to the exposure of airborne asbestos fibres are to be reported to the UoA representative and investigated in accordance with UoA HSW Handbook Chapter 3.29 Incident, Near Miss Reporting and Investigation.

Upon the discovery of any material or substance where there is a concern that the product/area may contain asbestos fibres, all work is to stop immediately, UoA staff, students and workers are to be removed from the area and an exclusion zone is to be established, this is then to be reported to the UoA representative and PCBU undertaking work as a priority.

Any incident that results in the exposure of asbestos fibres to workers is to be reported to SafeWork SA as per legislative requirements.

Any workers exposed to asbestos fibres are to be advised by the relevant manager to:

- > Seek medical advice from their treating medical practitioner if they wish to have the exposure recorded on their medical file.
- > Log the incident on the Asbestos Victim's Association Exposure Register located at this website: <http://www.avasa.asn.au/index.php/working-with-asbestos/exposure>

## Responsibilities

Director Infrastructure	<ul style="list-style-type: none"><li>&gt; Manage the UoA asbestos content in building fabric, infrastructure and major (fixed) plant via operational processes.</li><li>&gt; Ensure that information pertaining to asbestos is available to persons who may be working with or adjacent to asbestos e.g. asbestos register.</li><li>&gt; Arrange for a competent person to maintain and conduct a review of the UoA central register on an annual basis and update the register on an ongoing basis when asbestos is identified or removed.</li><li>&gt; Ensure that only licenced asbestos removalists are used to remove asbestos.</li><li>&gt; Provide appropriate training for staff who are authorised to issue ARCP.</li></ul>
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Manager, Campus Services Manager, Capital Projects	<ul style="list-style-type: none"> <li>&gt; Keep detailed records relating to the removal or disturbance of asbestos including ARCP, clearance and disposal certificates on the UoA records management system.</li> </ul>
Asbestos Consultant	<ul style="list-style-type: none"> <li>&gt; Review the Asbestos register and update yearly.</li> <li>&gt; Comply with contractual agreements.</li> </ul>
Permit Issuers	<ul style="list-style-type: none"> <li>&gt; Undertake the required training to issue ARCP and register in accordance with UoA and legislative records management procedures.</li> <li>&gt; Review all documentation prior to issuing ARCP and ensure all stakeholders are notified in a timely manner.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>&gt; Comply with the requirements of this AMP.</li> <li>&gt; Report any asbestos related incidents.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>&gt; Comply with the requirements of this AMP and UoA permit/permission to work procedures.</li> <li>&gt; Report any asbestos related incidents.</li> <li>&gt; Ensure workers have the required competencies to undertake asbestos related work.</li> <li>&gt; Develop an ARCP for any removal or disturbance work.</li> </ul>

## Definitions

**Airborne asbestos** means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

**Air monitoring** means: airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring and clearance monitoring. Note: air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC:3003 (2005)]

**Asbestos** means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or Amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), Crocidolite asbestos (blue) and tremolite asbestos.

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

**Asbestos-contaminated dust or debris (ACD)** means dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.

**Asbestos related work** means work involving asbestos (other than asbestos removal work to which Part 8.7 of the WHS Regulations applies) that is permitted under the exceptions set out in regulation 419(3), (4) and (5).

**Asbestos removalist** means a person conducting a business or undertaking who carries out asbestos removal work.

**Asbestos removal work** means:

- > Work involving the removal of asbestos or ACM

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- > Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulations

**Asbestos work area** means an immediate area in which work on ACM is taking place. The boundaries of the asbestos work area must be determined by a risk assessment.

**Competent person** means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

**Exposure standard** for asbestos is respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with:

- > The Membrane Filter Method
- > A method determined by the relevant regulator.

**Friable asbestos** means 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.

**GHS** means Globally Harmonised System of Classification and Labelling of Chemicals.

**In-situ asbestos** means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.

**NATA-accredited laboratory** means a testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else.

**Naturally occurring asbestos (NOA)** means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

**Non-friable asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

**Permit Issuer** means the UoA staff member authorised to issue the ARCP

**Personal Protective Equipment (PPE)** means equipment and clothing that is used or worn by a worker to protect themselves against, or minimise their exposure to workplace risks.

**Respirable asbestos** means an asbestos fibre that:

- > is less than 3 microns ( $\mu\text{m}$ ) wide
- > is more than 5 microns ( $\mu\text{m}$ ) long
- > has a length to width ratio of more than 3:1.

## References

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

How to Manage and Control Asbestos in the Workplace Code of Practice

How to Safely Remove Asbestos Code of Practice

UoA Health, Safety and Wellbeing Handbook

UoA Asbestos Registers

3.1-13F01 Asbestos Removal Control Plan

# Appendices

## Asbestos Removal Control Plan (ARCP)

### I&TS HSW Management Sub-System



#### 3.1-13F01 Asbestos Removal Control Plan

The purpose of this Asbestos Removal Control Plan is to ensure that adequate controls are implemented and that timely notifications are made to affected stakeholders. Adequate notice (5 days) is required prior to the removal or disturbance of asbestos being undertaken.

ARCP Number (UoA to complete)

1. COMPANY DETAILS									
Removal Company Name									
Supervisor name & phone number						Company location			
Asbestos removal licence number						EPA Licence			
Person commissioning the work name & phone number						Company			
2. ASBESTOS DETAILS									
Campus		Building:		Room:					
Start Date		Time		End Date		Time			
Asbestos process including restrictions and variations to SWMS									
Friable Asbestos Material Type		<input type="checkbox"/> Pipe		<input type="checkbox"/> Mastic		<input type="checkbox"/> Insulation		<input type="checkbox"/> Switchboards/Meter Boards	
		<input type="checkbox"/> Soil		<input type="checkbox"/> Bitumen		<input type="checkbox"/> Roof tiles		<input type="checkbox"/> Gaskets or Rope	
		<input type="checkbox"/> Other		Details:					
Non-Friable Asbestos Material Type		<input type="checkbox"/> Cement Roofing		<input type="checkbox"/> Ceiling Tiles		<input type="checkbox"/> Wall Cladding		<input type="checkbox"/> Vinyl floor tiles/sheet	
		<input type="checkbox"/> Fencing		<input type="checkbox"/> Eaves		<input type="checkbox"/> Soil		<input type="checkbox"/> Zelemite/resin/mastic	
		<input type="checkbox"/> Other		Details:					
Asbestos Condition		<input type="checkbox"/> Good		<input type="checkbox"/> Extensive damage		<input type="checkbox"/> Minor Damage		<input type="checkbox"/> Significant weathering	
		<input type="checkbox"/> Painted		<input type="checkbox"/> Unsealed		<input type="checkbox"/> Fire Damage		<input type="checkbox"/> Slightly weathered	
Quantity (approx. in m <sup>3</sup> )				Asbestos Register Available		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
SafeWork SA Application Required for the removal of ACM		<input type="checkbox"/> Yes		<input type="checkbox"/> No		Notification No			

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Authorised by	Director of Infrastructure & Chief Information Officer		Review Date:	January 2016	Page: 1 of 6	
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ARCP Number	
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3. NOTIFICATION DETAILS	
Person responsible for notification	Date notification sent
Areas to be notified	

4. RESPONSIBILITIES AND SITE SECURITY	
Person responsible for the security and safety of the removal site	Contact Number
If removal is >1 day, how will the site be secured after hours	
Asbestos removal boundaries	<input type="checkbox"/> Barrier Mesh and Signage <input type="checkbox"/> Spotter required <input type="checkbox"/> Doors Secured
	<input type="checkbox"/> Emergency Exits secured <input type="checkbox"/> Lifts isolated <input type="checkbox"/> Other
Barricade and Signage location:	<b>LEGEND</b> - - - - Barrier                     ⊗ Signage                     ☆ Personal decontamination area ◇ Air Monitors                     □ Skip/Truck location                     → Removal routes
Work area sketch	

5. EMERGENCY DETAILS	
Evacuation muster point	
Equipment location	Fire extinguisher                     First aid Kit                     Other
Contractor emergency contact	Contact number
First Aid officer	Contact number
Emergency procedure	
<b>EMERGENCY SERVICES CALL 000</b>	<b>UoA SECURITY CALL 83135990</b>

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ARCP Number	
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6. PERMIT/PERMISSION TO WORK				
UoA Permit/Permission required in addition to asbestos removal/disturbance	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> General	<input type="checkbox"/> Isolation

8. SET UP OF REMOVAL AREA					
Friable Asbestos					
Is the work area required to be fully encapsulated with a negative air pressure enclosure?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Details of enclosure construction					
Negative pressure exhaust details	Make		Model		
	Location		Rating		
Smoke testing must be conducted prior to use and at regular intervals to confirm the integrity of the enclosure, records of the tests will be maintained					
Frequency of testing					
Person responsible for testing			Contact number		
Provide details of any other control measures to contain asbestos					
Details of decontamination unit connected to enclosure					
Non-Friable Asbestos					
Area preparation	Do flooring and other surfaces require containment from asbestos dust?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Floors	<input type="checkbox"/> Offices	<input type="checkbox"/> Corridors	<input type="checkbox"/> Window	<input type="checkbox"/> Lift
	<input type="checkbox"/> Air con	<input type="checkbox"/> Stairwell			
	<input type="checkbox"/> Ceiling Space	<input type="checkbox"/> Air Vents	<input type="checkbox"/> Doors	<input type="checkbox"/> Other	
Method of containment					

9. AIR MONITORING		
Note: The final location and number of air sampling units will be determined by the licensed asbestos assessor. Any variation to the original plan must be amended and initiated by the assessor.		
Air monitoring company		Number of sample units
Contact Person		Phone:

10. PPE				
Listed PPE must be worn at all times during the removal process; other PPE may be required and will be listed on the attached SWMS	Respirator	Type	Workers have been fit tested	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Overalls	Type		
	Gloves	Type		
	Boots	Type		

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I&TS HSW Management Sub-System

3.1-13F01 Asbestos Removal Control Plan



ARCP Number	
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11. REMOVAL METHOD		
Whenever possible dry asbestos should not be worked on	<input type="checkbox"/> Wet	Details
	<input type="checkbox"/> Dry	Details

12. EQUIPMENT			
Equipment is to be compliant with WHS Reg 2012 SA s446			
Hand tools			
Power tools			
Spray Equipment	<input type="checkbox"/> Low pressure trigger	<input type="checkbox"/> Hand Pump	Other
Vacuuming equipment is industrial and complies with AS/NZS 60335.2.69:2003	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Equipment number
All tools and equipment used in ACM work are inspected prior to work commencing.			Inspected by

13. DECONTAMINATION			
ACM Removal area decontamination methods:	<input type="checkbox"/> Wet	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet wiping
Equipment decontamination methods:	<input type="checkbox"/> Wet	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet wiping
	<input type="checkbox"/> Double bagged & tagged	<input type="checkbox"/> Disposed	
Personal decontamination methods	<input type="checkbox"/> Wetwiped	<input type="checkbox"/> Vacuum	

14. DISPOSAL			
Waste disposal methods	Will removed ACM be held on site for more than 1 day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	How will ACM held on site be secured from unauthorised access?		
Proposed waste disposal depot	EPA transport licence number		

15. WORKER SIGN OFF – all workers must sign off to verify that they understand the requirements of this control plan and that they have completed training and are competent to conduct the ACM removal		
Name	Signature	Date

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ARCP Number

16. TRAINING			
All workers that have signed this ARCP are adequately trained to undertake the task and training documentation is provided	Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Workers <input type="checkbox"/> Yes <input type="checkbox"/> No
All workers have completed the UoA Contractor induction?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Person responsible for updating the worker exposure records	Name		

7. ARCP REQUEST (ARCP Holder)			
This acknowledgement signifies a formal request to commence activities involving the removal or disturbance of asbestos. I request this ARCP be acknowledged and registered by the relevant University of Adelaide PTW Issuer. As the person requesting this ARCP, I hereby certify that:			
ALL ITEMS MUST BE TICKED	<input type="checkbox"/>	I have developed / reviewed the attached SWMS/JSA for the work covered by this ARCP.	
	<input type="checkbox"/>	All work being undertaken covered by this ARCP meets the current South Australian WHS legislative requirements.	
	<input type="checkbox"/>	I am competent to co-ordinate this work activity in accordance with the attached ARCP and SWMS.	
	<input type="checkbox"/>	I shall ensure that all persons required to carry out the work have: the relevant licences; attended the current University of Adelaide Contractor Induction; been consulted and understand the requirements of the SWMS and the ARCP.	
	<input type="checkbox"/>	I shall implement all planned and necessary controls to ensure the health and safety of all persons who may be affected by the activities.	
	<input type="checkbox"/>	I shall monitor the identified hazards and control strategies throughout the work activities.	
ARCP Holder Name:		Signature:	Date: Time:

8. PRINCIPAL CONTRACTOR/PCBU CONTRACTING THE WORK TO THE ARCP HOLDER			
As the Principal Contractor (where someone other than the University has engaged the ARCP Holder)/PCBU (where the University has engaged the ARCP Holder) commissioning the work, I have reviewed the attached SWMS (and kept a copy) for the work covered by this ARCP to ensure:			
ALL ITEMS MUST BE TICKED	<input type="checkbox"/>	Hazards and risks have been identified and adequate controls measures are implemented.	
	<input type="checkbox"/>	Workers undertaking the work are trained and competent to undertake this work in accordance with the attached SWMS.	
	<input type="checkbox"/>	All work being undertaken covered by this ARCP meets the current South Australian WHS legislative requirements.	
PCBU/Principal Contractor Rep:		Signature:	Date: Time:

17. I&TS GPTW ISSUER			
The above criteria have been addressed and the work is authorised to commence in accordance with the ARCP and SWMS and identified control measures. As the I&TS Permit Issuer, I hereby acknowledge that:			
<input type="checkbox"/>	I have allocated this ARCP a number and scanned to the ARCP register in the relevant area.		
<input type="checkbox"/>	The UoA Asbestos Consultant (where required) and the Branch/Faculty Manager of the affected/adjacent areas have been notified.	Person Making the notification	
ARCP Issuer	UoA	Signature:	Date: Time:

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ARCP Number	
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18. COMPLETION OF ACM REMOVAL WORK	
UoA Project Manager and WHS Advisor notified via text message that the work has been completed and that the area is safe for reoccupation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Client advised to amend the asbestos register to reflect the work undertaken?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Clearance certificate provided to the UoA Project Manager and WHS Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prescribed waste transport certificate provided to UoA Project Manager and WHS Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A map detailing the items removed and their location has been provided to UoA Project Manager and WHS Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photographs have been provided to UoA Project Manager and WHS Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
UoA Asbestos removal permit has been signed off and returned to the UoA Project Manager and WHS Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

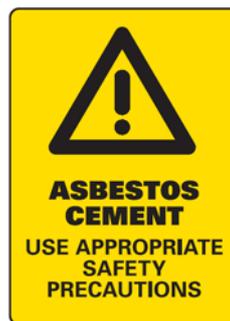
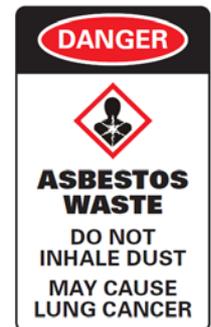
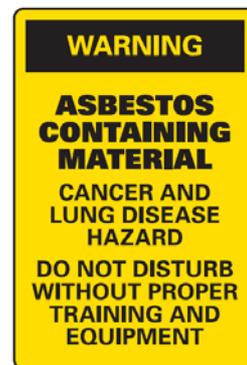
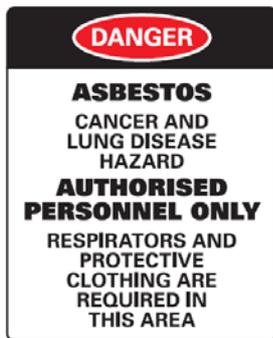
19. CONTRACTOR SIGN OFF	
I confirm that the ACM removal has been completed as per the above plan, the site has been left in a clean and safe condition and documentation is accurate to the best of my knowledge and that any hazards or incidents have been reported	
Name	Signature
Company	Date

20. UoA Sign Off		
Has all documentation has been provided to Campus Services for their records?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
As the ARCP Issuer, I authorise the closure of the ARCP and will scan it to the PTW Register in my area		
Name	Signature	Date
Position	Department	

Original – Retained by ARCP Holder	Copy – Retained by ARCP Issuer
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Warning	This process is uncontrolled when printed. The current version is available on the I&TS Website.	Effective Date:	January 2014	Version:	2.0
Authorized by	Director of Infrastructure & Chief Information Officer	Review Date:	January 2016	Page:	6 of 6
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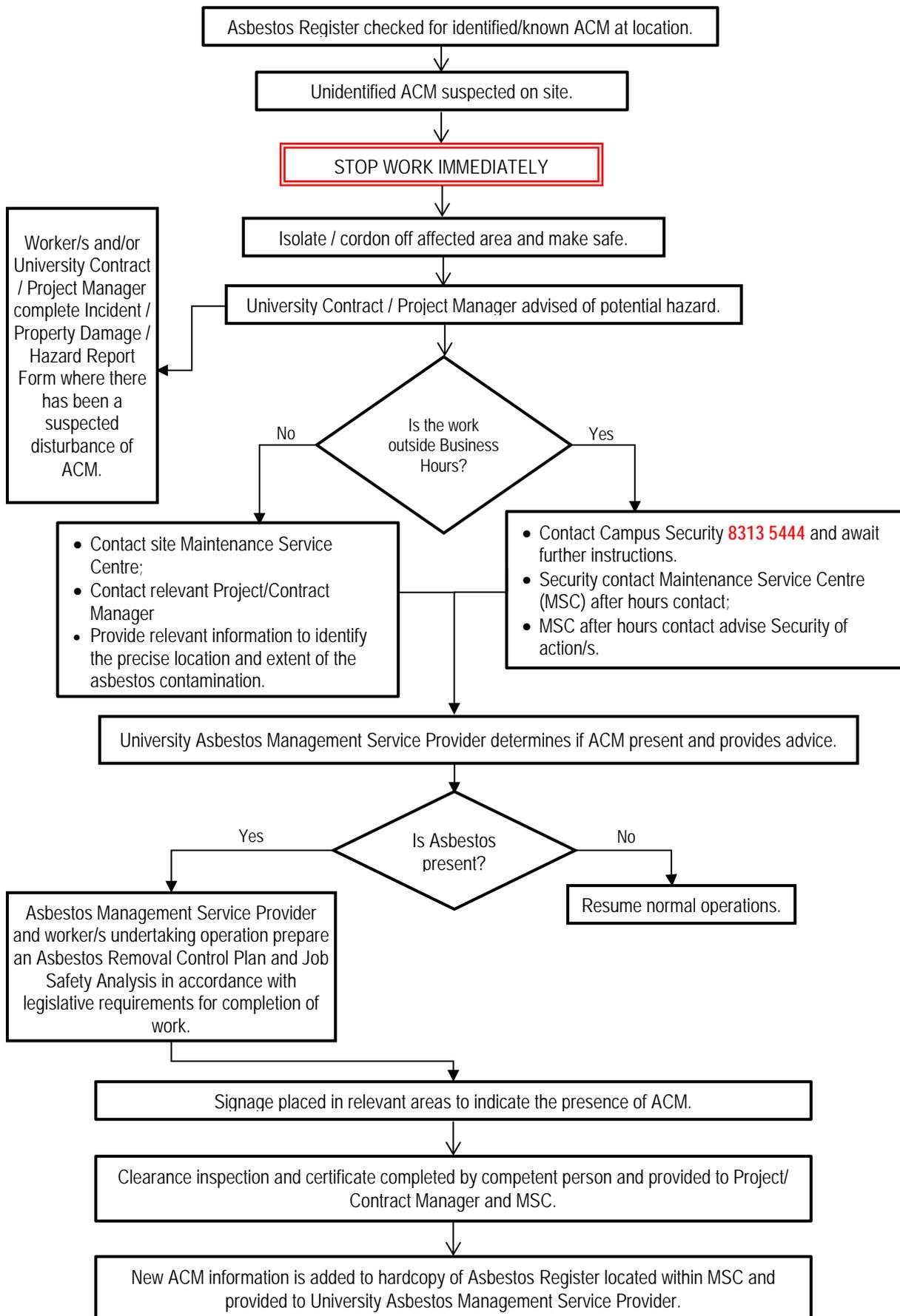
## Signs and Labels



## Common Types of Asbestos found at UoA

Vinyl Floor Tiles		Mastic	
AC Sheeting		AC Sheeting	
Gaskets		Electrical backing board - zelemite	
Roof cladding		Fume Hood internal lining – ac sheeting	
Dust and Debris		Filler in window pane	
Door core		Door infill	
Fibre cement sheeting		Steam pipe flange	

### Process Flow 3.1.13.1 Discovery of Suspected Asbestos Containing Material (ACM)



## Process Flow 3.1.13.2 Disturbance/ Removal of Asbestos Containing Material (ACM)

