



**IMPLEMENTATION**

**Aim**

To prescribe the responsibilities and actions required for the safe management of asbestos and asbestos containing material (ACM) on University premises and/or during University-related activities to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#) and [WHS Regulations 2012 \(SA\)](#).

**1 Objectives**

- 1.1 To ensure that the risks associated with asbestos are identified, assessed and the appropriate measures are in place to control the risk of exposure to airborne asbestos.
- 1.2 To ensure that all asbestos related incidents have been investigated in accordance with the [Incident Investigation](#) HSW Handbook chapter.

**2 Scope**

**2.1 Inclusions**

This process applies to:

- all persons who undertake University of Adelaide activities, use University of Adelaide facilities and/or are employed or engaged by the University or affiliated with the University in any capacity, including those working off campus.
- Asbestos/ACM remaining within the buildings and infrastructure (including major plant), in goods/materials/plant/equipment, [asbestos- contaminated dust or debris](#) and [naturally occurring asbestos](#) [NOA] (see definitions).
- activities relating to the testing of asbestos/ACM undertaken by University of Adelaide workers or in University of Adelaide facilities.

**3 Process: Prohibitions on asbestos in the workplace**

Person Responsible	Actions
<p><b>3.1 Supervisor; or Person in control of the activity/area</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that goods, materials, plant or equipment containing asbestos are not introduced into the University including imported plant and other materials.</li> <li><input type="checkbox"/> Ensure that work involving the manufacturing, supplying, transporting, storing, removing, using, installing, handling, treating, disposing of or disturbing asbestos or asbestos containing material (ACM) is not carried out, except in <a href="#">prescribed circumstances</a> in accordance with the WHS Regulations. (See definitions.)</li> <li><input type="checkbox"/> Refer to your local <a href="#">HSW Team</a> if research involves asbestos/ACM.</li> </ul>

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

4 Process: Discovery of or suspected presence of Asbestos/ACM

Person Responsible	Actions
<p>4.1 All staff, students, contractors, titleholders, volunteers</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Raise any safety concerns/issues related to asbestos by using the <a href="#">UniSafe mobile app</a> or reporting the issue by using your <a href="#">University login</a> to enable follow-up.</li> </ul>
<p>4.2 All workers</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stop work immediately and:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> notify your Manager/Supervisor/Project Manager if you discover any unlabelled asbestos/ACM (or suspected asbestos/ACM); and</li> <li><input type="checkbox"/> advise the exact location of the suspected asbestos/ACM, your contact details (e.g. mobile phone or land-line, where you can be located) and the names of any other workers in the immediate area.</li> </ul> </li> <li><input type="checkbox"/> Follow your Manager/Supervisor/Project Manager’s instruction in regard to communication to others in the immediate area and next steps.</li> <li><input type="checkbox"/> Report and document the safety issue or incident using the <a href="#">HSW on-line incident reporting system</a> (or equivalent report if a contractor) as soon as possible).</li> </ul>
<p>4.3 Supervisor or Person in control of the activity/area)/ Project Officer</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Service Delivery (831 34008) immediately and advise the location and details provided, including the contact details of the person discovering the asbestos (or suspected asbestos) should further information be required.</li> <li><input type="checkbox"/> Follow the instruction of Service Delivery staff.</li> <li><input type="checkbox"/> Take steps to exclude others from working in/occupying the area in consultation with Service Delivery.</li> <li><input type="checkbox"/> Confirm the details of the incident are recorded the <a href="#">HSW on-line incident reporting system</a> in consultation with the local <a href="#">Health and Safety Officer</a>.</li> <li><input type="checkbox"/> Ensure relevant workers/management are notified.</li> </ul>
<p>4.4 Associate Director Service Delivery (or delegate)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the University’s licensed asbestos contractors to arrange inspection of the site in accordance with the Infrastructure <a href="#">Asbestos Management Plan</a>.</li> <li><input type="checkbox"/> Take necessary action to ensure the area is “made safe” i.e. isolated to ensure the potential for exposure to anyone in the area is eliminated, until appropriate investigation is undertaken. (Note – The costs for engaging a consultant to conduct tests will be debited to the relevant School/Branch unless it pertains to the University’s infrastructure/built assets.)</li> </ul> <p><u>Where exposure to asbestos is confirmed, the incident meets the definition of a Notifiable incident under the <a href="#">WHS Act 2012 (SA)</a></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the relevant Supervisor or Person in control of the area and the <a href="#">Senior HSW Advisor</a>.</li> <li><input type="checkbox"/> Provide the <a href="#">local and central HSW teams</a> with any documentation and assistance during the incident reporting and investigation process in accordance with the HSW Handbook chapters <a href="#">Report a safety issue or incident</a> and <a href="#">Incident Investigation</a>.</li> </ul> <p>When approval has been given by SafeWork SA</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Co-ordinate corrective actions to eliminate the risk (where required) in consultation with relevant staff.</li> <li><input type="checkbox"/> Update the University’s central <a href="#">Asbestos Register</a>.</li> </ul>

4 Process: Discovery of or suspected presence of asbestos/ACM (Continued)

Person Responsible	Actions
<p>4.4 Associate Director, HSW (or delegate)</p>	<p>Where exposure to asbestos is confirmed</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with relevant Service Delivery staff, the Supervisor/person in control of the area and <a href="#">local HSW Team</a>.</li> <li><input type="checkbox"/> Report the incident to SafeWork SA in accordance with the HSW Handbook chapter <a href="#">Report a safety issue or incident</a>.</li> <li><input type="checkbox"/> Provide assistance and advice to workers.</li> <li><input type="checkbox"/> Provide information to staff on the <a href="#">Employee Assistance Program</a> and/or <a href="#">Student Counselling</a> and/or arrange counselling on site if required.</li> <li><input type="checkbox"/> Provide assistance to the School/Branch during the investigation of the incident as applicable in accordance with <a href="#">the Incident Investigation</a> HSW Handbook chapter.</li> </ul>

5 Process: Management of identified asbestos/ACM (e.g. in goods/materials/plant/equipment/infrastructure (building fabric/major (fixed) plant)/naturally occurring asbestos)

Person Responsible	Actions
<p>5.1 Supervisor; or Person in control of the activity/area</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the location and relevant details are included on the University's central <a href="#">Asbestos Register</a> and the register is assessable to all workers.</li> <li><input type="checkbox"/> Ensure a risk assessment, that can be evidenced when requested, has been conducted in accordance with the <a href="#">Hazard Management</a> process by a <a href="#">competent person</a> and appropriate control measures are recorded and in place to eliminate exposure.</li> <li><input type="checkbox"/> Ensure appropriate signage is displayed where asbestos has been identified, to provide a warning to any person who might come into contact with the asbestos/ACM in accordance with <a href="#">Globally Harmonised System of Classification and Labelling of Chemicals</a> and <a href="#">Work Health and Safety Regulations 2012</a></li> <li><input type="checkbox"/> Ensure that asbestos/ACM and asbestos-related issues associated with the Faculty Branch's assets are managed in consultation with Service Delivery.</li> <li><input type="checkbox"/> Ensure that any refurbishments/construction which may involve disturbing asbestos/ACM (indicated by labels) is managed by Infrastructure Branch in accordance with the <a href="#">Asbestos Management Plan</a>.</li> </ul> <p><b>Naturally Occurring Asbestos (NOA)</b> In addition to the above</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the local <a href="#">HSW Team</a> <b>before</b> conducting research work on NOA.</li> <li><input type="checkbox"/> Identify workers at significant risk of exposure to NOA and assess whether health surveillance is required.</li> <li><input type="checkbox"/> Ensure that all workers undertaking any activity where there is a potential exposure to NOA, are provided information on the arrangements for managing NOA at the School level (e.g. as part of their induction) and with additional instruction/training where applicable.</li> </ul>

**5 Process: Management of identified asbestos/ACM (Continued)**  
 (e.g. in goods/materials/plant/equipment/infrastructure (building fabric/major (fixed) plant)/naturally occurring asbestos)

Person Responsible	Actions
<p><b>5.2 Associate Director, Service Delivery</b>                      (Any or all of these tasks can be delegated to Branch staff however tasks must be monitored on a regular basis to ensure they take place.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage the identified University’s asbestos content and the <a href="#">Asbestos Management Plan</a> in accordance with <a href="#">legislative</a> requirements (which include Codes of Practice).</li> <li><input type="checkbox"/> Ensure that information pertaining to asbestos/ACM (i.e. the <a href="#">Asbestos Register</a>) is available to persons who may be working with or adjacent to asbestos in University buildings or on equipment containing asbestos.</li> <li><input type="checkbox"/> Arrange for a <a href="#">competent person</a> (see definitions) to maintain and conduct a review of the University’s central <a href="#">Asbestos Register</a> on an ongoing basis.</li> <li><input type="checkbox"/> Ensure that only licensed asbestos removalists are used to remove asbestos in accordance with the WHS Legislation.</li> <li><input type="checkbox"/> Implement and maintain the Infrastructure Branch Asbestos Removal Control Plan for the removal or disturbance of asbestos containing material.</li> <li><input type="checkbox"/> Provide appropriate awareness training for staff who are authorised to issue “Permission to Work” in accordance with the <a href="#">Asbestos Management Plan</a></li> </ul>

**6 Process: Removal or disturbance of asbestos/ACM**

Person Responsible	Actions
<p><b>6.1 Supervisor; or Person in control of the activity/area</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that any work involving the potential disturbance or removal of asbestos is only conducted under the overall management of Service Delivery Branch (phone 831 34008).</li> </ul> <p>(Note - Schools/Branches are responsible for removal/disposal costs associated with goods, materials, plant and equipment containing asbestos.</p> <p>Infrastructure Branch are responsible for removal/disposal costs associated with infrastructure containing asbestos.)</p>
<p><b>6.2 Associate Director, Service Delivery</b>                      (Any or all of these tasks can be delegated to Branch staff however tasks must be monitored on a regular basis to ensure they take place.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage all work involving asbestos disturbance and/or removal in consultation with the staff working in the area and in accordance with the <a href="#">Asbestos Management Plan</a>.</li> <li><input type="checkbox"/> Manage the ultimate decommissioning and disposal of any asbestos or asbestos-containing material or equipment in accordance with the legislation in consultation with the contracted service provider and the School/Branch.</li> <li><input type="checkbox"/> Ensure that changes are incorporated in the University’s central <a href="#">Asbestos Register</a>.</li> <li><input type="checkbox"/> Ensure that only licensed contractors are engaged to remove asbestos in accordance with <a href="#">WHS Regulations 2012 (SA)</a>, <a href="#">Code of Practice “How to safely remove asbestos”</a>, the Infrastructure <a href="#">Asbestos Management Plan</a> and the <a href="#">Contractor Safety Management</a> HSW Handbook chapter.</li> </ul> <p style="text-align: right;">Continued</p>

**6 Process: Removal or disturbance of asbestos/ACM**

Person Responsible	Actions
<p><b>6.2 Associate Director, Service Delivery</b></p> <p>(Any or all of these tasks can be delegated to Branch staff however tasks must be monitored on a regular basis to ensure they take place.)</p> <p>Continued</p>	<p><u>Where it is not reasonably practicable to remove asbestos/ACM</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the appropriate control measure to prevent exposure. For example</li> <li><input type="checkbox"/> Enclosure (e.g. building a structure around the asbestos);</li> <li><input type="checkbox"/> Encapsulation (e.g. sealing the asbestos in a resilient matrix. Noting that this option is only used when the original asbestos bond is still intact);</li> <li><input type="checkbox"/> Sealing (e.g. covering the surface with a protective coating over the asbestos. Noting that sealing is inappropriate where the sealed material is likely to suffer mechanical damage or deterioration.)</li> <li><input type="checkbox"/> Follow the requirements specified in the <a href="#">Code of Practice “How to manage and control asbestos in the workplace”</a>.</li> </ul>

**7 Process: Records Management**

Person Responsible	Actions
<p><b>7.1 Associate Director Service Delivery</b></p> <p>(Any or all of these tasks can be delegated to Branch staff however tasks must be monitored on a regular basis to ensure they take place.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep detailed records in relation to:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> asbestos work carried out; and/or</li> <li><input type="checkbox"/> the results of any atmospheric monitoring indefinitely in the University’s records management system.</li> </ul> </li> <li><input type="checkbox"/> Maintain records associated with Asbestos disturbance or removal.</li> <li><input type="checkbox"/> Regularly update the register as asbestos is removed/located.</li> <li><input type="checkbox"/> Maintain and keep up to date, the University’s central <a href="#">Asbestos Register</a> and <a href="#">Asbestos Management Plan</a> on the website, in accordance with legislative requirements.</li> <li><input type="checkbox"/> Maintain any training records (e.g. Staff authorised to issue Asbestos Permission to Work, Asbestos awareness training) in accordance with <a href="#">HSW Training Handbook Chapter</a>.</li> </ul>
<p><b>7.2 Associate Director, HSW</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain incident/injury reports and health surveillance records for any exposure to asbestos fibres indefinitely in the University’s records management system.</li> </ul>

**8 Definitions**

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

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

**Competent person** (for the purposes of University Training)  
 Achievement of a Licence, Qualification or Statement of Attainment following formal training against specific assessment criteria by an authorised or Nationally Recognised Training Organisation.

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

**8 Definitions (continued)**

**Prescribed circumstances [Code of Practice “How to manage and control asbestos in the workplace]**

The prohibitions on asbestos in the workplace (effective 31 December 2003) do not apply if the work involving asbestos is any of the following:

- genuine research and analysis
- sampling and identification in accordance with the WHS Regulations
- maintenance of, or service work on, non-friable asbestos or ACH, fixed or installed before 31 December 2003, in accordance with the WHS Regulations
- removal or disposal of asbestos or ACM, including demolition, in accordance with the WHS regulations
- transport and disposal of asbestos and asbestos waste in accordance with jurisdictional legislation
- demonstrations, education or practical training in relation to asbestos or ACM
- display, or preparation or maintenance for display, of an artefact or thing that is, or includes, asbestos or ACM
- management in accordance with the WHS Regulations of in situ asbestos that was installed or fixed before 31 December 2003
- work that disturbs asbestos during mining operations that involve the extraction of or exploration for a mineral other than asbestos
- laundering asbestos-contaminated clothing in accordance with the WHS Regulations
- where the regulator approves the method adopted for managing risk associated with asbestos.

Work involving asbestos contaminated soil is not prohibited as long as a competent person has determined the soil does not contain any visible ACM or friable asbestos. If friable asbestos is visible, it should not contain more than trace levels of asbestos determined in accordance with AS4964:2004 Method for the qualitative identification of asbestos in bulk samples.

The management of naturally occurring asbestos (NOA) that stays in its natural state is not prohibited if managed in accordance with an asbestos management plan.

**9 Performance Measures**

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

**10 Useful information and resources**

<b>10.1</b>	<p><b>University related documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">HSW Policy Statement</a></li> <li><input type="checkbox"/> <a href="#">HSW Handbook : Hazard Management</a></li> <li><input type="checkbox"/> <a href="#">HSW Handbook : Workplace Monitoring</a></li> <li><input type="checkbox"/> <a href="#">HSW Handbook : Report a safety issue or Incident</a></li> <li><input type="checkbox"/> <a href="#">HSW Handbook : Incident Investigation</a></li> <li><input type="checkbox"/> <a href="#">University Asbestos Register</a></li> <li><input type="checkbox"/> <a href="#">University Asbestos management Plan</a></li> </ul>
<b>10.2</b>	<p><b>Related Legislation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Work Health and Safety (WHS) Act 2012 (SA)</a> and <a href="#">WHS Regulations 2012 (SA)</a>.</li> <li><input type="checkbox"/> <a href="#">Code of Practice: How to Manage and Control Asbestos in the Workplace</a> (SafeWork Australia 2011)</li> <li><input type="checkbox"/> <a href="#">Globally Harmonised System of Classification and Labelling of Chemicals</a></li> </ul>
<b>10.3</b>	<p><b>Useful Web-links</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a></li> </ul>