

UNIVERSITY OF SOUTH AUSTRALIA ASBESTOS MANAGEMENT PLAN

Document History

Document Creator	Document Owner	Approval Date
Coordinator: Maintenance Services	Manager: MTS	20/06/2019

Version Number	Update Date	Updated By	Brief Description of change
V0.01	xx	Gary Lyons	Document creation
V0.02	xx	Gary Lyons	Changes following draft review by FMU Exec
V0.03	6/5/2019	Stephen Keech	Changes to associated documents
V1.0	20/06/2019	Richard Donald	First Issue

PURPOSE

The purpose of this Asbestos Management Plan (AMP) is to assist the University of South Australia as a Person Conducting a Business or Undertaking (PCBU) to comply with its obligations relating to the Asbestos Prohibition legislation and to prevent exposure to airborne asbestos fibres whilst Asbestos Containing Materials (ACM) remain in the workplace.

In addition to this document the Asbestos Management Plan includes:

- Asbestos Register
- Templates and associated management processes

ASSOCIATED DOCUMENTS

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

REFERENCES

1. Work Health and Safety Act 2012 (SA)
2. Work Health and Safety Regulation 2012 – Chapter 8
3. National Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC: 2018(2005)]
4. SafeWork SA Code of Practice – How to Manage and Control Asbestos in the Workplace

OBJECTIVE

The University of South Australia's long term objective is for all of its sites to be free of Asbestos and 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.

The University of South Australia (UniSA) is committed to ensuring that Asbestos and ACM in all UniSA owned properties is managed and controlled to protect the health and well-being of employees, students, workers, contractors and the broader local community.

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SCOPE

The AMP has been developed in accordance to the Regulations listed under References outlined in this document. The AMP serves to provide information regarding how the University meets its obligations as a Building Owner in relation to the Management of Asbestos and ACMs.

This AMP applies to all UniSA owned properties.

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

ORGANISATIONAL CONTEXT

UniSA has a building stock with over 140 buildings ranging greatly in age from heritage listed buildings through to modern, new built 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 these 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.

PRINCIPLES

The 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.
- The AMP is consistent with and supports the requirements of References 1-4 as listed in this document.
- The Director FMU, on behalf of the University of South Australia, is the authority for Asbestos and ACM in University buildings and is responsible for overseeing the implementation of the associated AMP.
- It is incumbent on all building occupants to engage with FMU before attempting to remove, disturb and/or modify building structure or fittings.
- A risk management approach is 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).

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ASBESTOS MANAGEMENT ACTIVITIES

RE-ASSESSMENT OF IN SITU ASBESTOS AND ACM

The University engages a Competent Person to conduct non-invasive reinspection of 20% of known ACM per annum. The findings of these audits are cross-referenced against known register entries and the Asbestos Register updated as required.

RISK MANAGEMENT FOR ASBESTOS AND ACM AT UNISA

In order for the University to manage its obligations the following criteria are used to assess ACMs during the annual re-inspection audits:

- Condition of the ACM in situ (i.e. friable or bonded & stable and with regard to likely deterioration or damage)
- Likelihood of exposure to airborne asbestos fibres
- Nature and location of any work or activities to be carried out that are likely to disturb the ACM

The Competent Person conducting the audit is required to categorise identified ACMs using the following matrix:

R RATING	ACTION PRIORITY	ACTION
R1	Remove now	A high risk exists of exposure for building occupants and complete removal must be carried out as a high priority. This includes high risk items or friable asbestos situations.
R2	Programmed removal	Removal to be programmed during maintenance and or building refurbishment.
R3	Deferred removal	Materials present no risk in their present condition. Removal of material should be considered if and where maintenance and/or building refurbishment processes are likely to physically damage or disturb the material.
R4	Seal Material	Material to be sealed to prevent fibre release.
R5	Enclose area	Areas where asbestos materials are present shall be sealed where other methods of treatment cannot be applied.
R6	No action	No action required.

On receipt of the assessment reports, FMU will review the Asbestos re-inspection reports and compile an annual ACM removal program in line with available budget allocations.

ASBESTOS REGISTER

A comprehensive Asbestos Register exists for all UniSA owned buildings, it can be viewed via the following hyperlink [Asbestos Register](#).

In addition to annual review on completion of each auditing phase, the register is a live document and undergoes changes:

- Whenever works are undertaken which involve asbestos removal
- Whenever ACM is identified (which has not previously been captured in the Register)
- Whenever a property is purchased and added to the University property portfolio
- Annually following re-inspection audits

The Asbestos Register is made available to all University employees via the University's internal facing website and also to external parties via the following mechanisms:

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- Pre-project data packs include Asbestos Register entries for the associated building
- Register excerpts provided for specific work areas as associated RFQ documentation
- Via walk-up enquiry to an FM Assist Office

ASBESTOS RECORDS AND RETENTION

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

- details and scope of the work performed,
- names of those performing the work,
- dates of the work, and
- include copies of any clearance certificates 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

ASBESTOS LABELLING

Where practicable and accessible, warning labels (compliant to AS 1319) are displayed to indicate the presence of ACM.

ASBESTOS REMOVAL

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 Reference 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

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.

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APPENDIX 1

GLOSSARY OF TERMS

ITEM	DEFINITION
ACC	Asbestos Clearance Certificate issued by an appropriately approved/certified body.
ACM	Asbestos Containing Material - Any material or item that as part of its design, contains Asbestos (ACM)
Asbestos	Is the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including the following: <ul style="list-style-type: none"> • actinolite • amosite - brown asbestos • anthophyllite • chrysotile - white asbestos • crocidolite - blue asbestos • tremolite or • any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole group
Asbestos removal work	<ul style="list-style-type: none"> • work involving the removal of asbestos or ACM, or • Class A asbestos removal work or Class B asbestos removal work as outline in Part 8.10 of the WHS Regulations
Competent person	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 the Exposure Standard is a 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: <ul style="list-style-type: none"> • a 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.
Naturally occurring asbestos (NOA)	The natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
Non-Friable asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
EPA	Environmental Protection Authority
PCBU	Persons Conducting a Business or Undertaking
UniSA	University of South Australia
FMU	Facilities Management Unit

APPENDIX 2

Asbestos Register Warning Note – Required to satisfy Insurances & WHS

Note:

This Asbestos Register has been compiled using a non-invasive inspection methodology. UniSA has taken all reasonable practicable steps to ensure that its Asbestos Register is accurate and up to date and that it complies with the law.

This Asbestos Register has been updated and compiled in accordance with UniSA's policies and procedures.

Please note that the absence of an entry within this Register does not necessarily correlate to the absence of asbestos in any particular space.

All contractors must undertake their own inspections by a Competent Person and all works should proceed with caution.

Contractors are required to comply with all relevant laws including the Work Health & Safety Act, Regulations and Codes of Practice.

Contractors are to refer to the UniSA Properties Register to ascertain applicable construction dates and copies of any policies and procedures before commencing works.

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