

Asbestos Management Plan

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Version	Date of Issue	Amendment
1.0	11/01/2016	Draft for comment
1.1	19/04/2016	Comments from consultation group added
2.0	23/07/2018	New MCU branding. Internal Audit 2018 recommendations including adding leased sites and procedures for updating the register. Added workflows.

3.0	22/02/2022	<ul style="list-style-type: none">• Updated organisational changes, names & roles.• Updated COP revisions.• New Appendix A flow chart
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1.0 Introduction

The University of Technology Sydney (UTS) is committed to the health, safety and wellbeing of its staff, students, visitors and contractors. This plan aims to ensure that any identified hazards or work that could result in exposure to asbestos containing materials (ACM) is managed safely and in accordance with relevant legislation.

Some of the University buildings are known or presumed to have ACM's within them. UTS has a Hazardous Materials Register which lists the ACM's, contains surveys as well as clearance certificates, which is managed and updated by the Building Service Branch part of the Property Unit.

The Property Unit aims to remove any ACM during capitol works projects.



2.0 Definitions

Airborne Asbestos	Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.
Asbestos	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)	Any material or thing that, as part of its design, contains asbestos.
Asbestos contaminated dust or debris (ACD)	Dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.
Asbestos related work	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	A person conducting a business or undertaking who carries out asbestos removal work.
Asbestos removal work	Work involving the removal of asbestos or ACM Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulations
Competent person	A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.
Exposure standard	Asbestos 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.
Friable asbestos	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.
Respirable asbestos	Means an asbestos fibre that: <ul style="list-style-type: none">• Is less than 3 microns (μm) wide;• Is more than 5 microns (μm) long;• Has a length to width ration of more than 3:1.
In-situ asbestos	Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.
Non-friable asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
NATA accredited laboratory	Means a testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA solely or with someone else.
AMP PCBU	Asbestos Management Plan Persons conducting a business or undertaking



3.0 Legislative Requirements

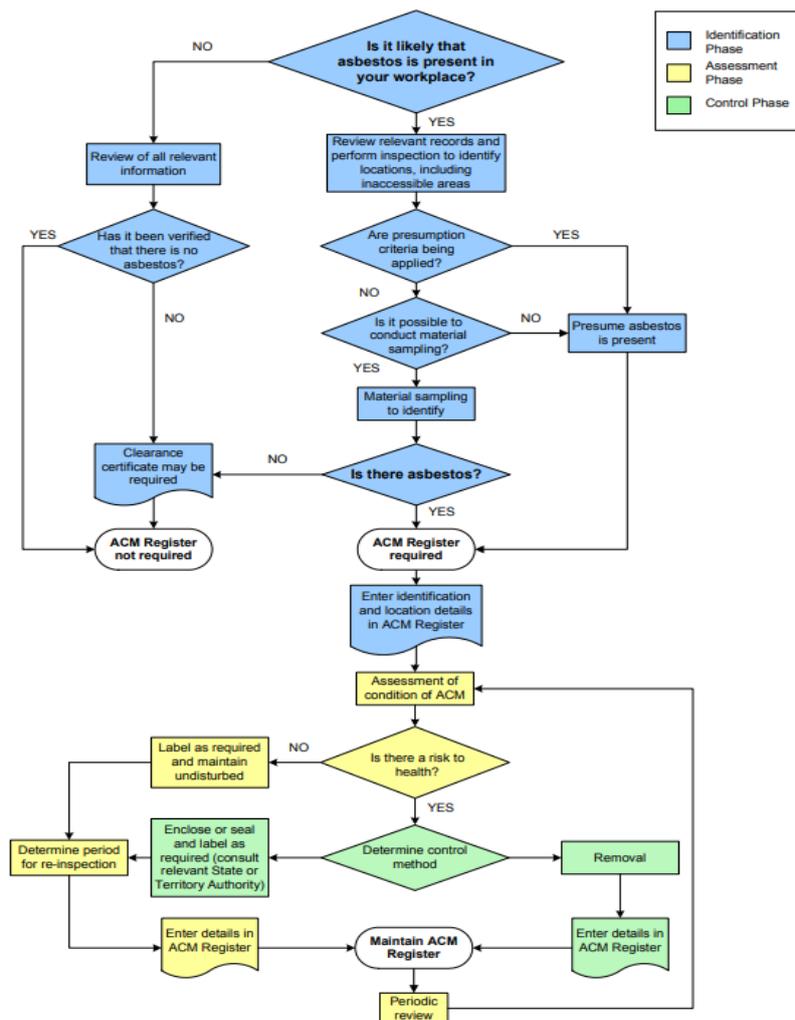
As a PCBU UTS has duties under WHS legislation to:

- Eliminate risk arising from managing and controlling asbestos or if that is not reasonably practicable, minimise the risk so far as is reasonably practicable,
- manage the risks from hazardous chemicals, airborne contaminants and plant, as well as other hazards in the workplace,
- Consult workers about health and safety and may also consult with other duty holders.

This plan has been developed in accordance with the following legislation:

- NSW Work Health and Safety Act 2011;
- NSW Work Health and Safety Regulations 2017;
- Code of Practice – How to Safely Remove Asbestos 2019;
- Code of Practice – How to Manage and Control Asbestos in the Workplace 2019.

Asbestos Materials overall management strategy - Extract from Code of Practice for the management and control of asbestos in workplaces – [NOHSC: 2018(2005)]



4.0 Organisation Responsibilities

The Asset & Compliance Manager responsible for the management of the Hazardous Materials Register, ensuring it is updated and also keeping any records of asbestos testing, removal and air monitoring results.

The Construction Safety Manager is responsible for the implementation, reviewing and monitoring the Asbestos Management Plan (AMP) in consultation with the Building Services team and other members of the Property team.

UTS leases a number of buildings as a tenant and is the owner of buildings that have premises leased to external parties. In these cases, there is more than one person with management or control of a workplace. The WHS Act requires all persons who conduct a business or undertaking to ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of a business undertaking. This document details how UTS will meet obligations to manage and control ACM's in the workplace.

4.1 Property

Building Services

- Facility Managers to ensure any maintenance contractors are made aware of the asbestos register in the areas they are working in;
- Asset & Compliance Manager to hold, update and maintain the Hazardous Materials Register when works have been completed to remove asbestos or when any surveys and inspections have been completed;
- Facility Managers to monitor known ACM's to ensure they are labelled and inform the Head of Building Services & Operations if their condition deteriorates and further control measures need to be put in place.

Central Services

- To report any damaged known ACM's to Building Services;
- To report any suspicious ACM's in general skip waste to Building Services.

Capital Works

- The Project Manager (PM) reviews the Hazardous Materials Register and forwards any relevant sections to the contractor before construction work commences;
- The PM to forward details of asbestos removal to the Asset & Compliance Manager so that they can update the register.
- The PM to forward Clearance Certificates, identifying which ACM the certificate is relating to in the register to the Asset & Compliance Manager in a timely manner so the Register can be updated.

Property Management

- Are to provide Asset & Compliance Manager with any Hazardous Materials Register from newly leased premises or premises acquired.

4.2 Capital Works

- The Project Manager (PM) reviews the Hazardous Materials Register and forwards any relevant sections to the design team and contractor before construction work commences;
- The PM to forward details of asbestos removal to the Asset & Compliance Manager so that they can update the register.



- The PM to forward Clearance Certificates, identifying which ACM the certificate is relating to in the register to the Asset & Compliance Manager in a timely manner so the Register can be updated.

4.3 Other Faculties & Units

Any work conducted by faculties or units or by a contractor procured by them is responsible for sharing the relevant sections of the Hazardous Materials Register with these individuals or organisations. If they are uncertain, they should contact the Facilities Manager for more information.

4.4 Safety and Wellbeing

Safety and Wellbeing should be contacted if there are any uncontrolled exposures, emergencies or incidents so they can report to SafeWork NSW if required.

Safety and Wellbeing will also lead any incident investigations.

4.5 Contractors

The Contractor must review the Hazardous Materials Register before any work is conducted at UTS. If any ACM's are accidentally disturbed or discovered, work must stop and the UTS contact who authorised the work informed immediately for advice. The area must be evacuated and isolated until the status of the material is established by testing and analysis.

Contractors removing ACM's should comply with all relevant WHS and environmental regulatory requirements and provide the UTS contact with a copy of the relevant asbestos licences before any removal works on site commence.

Contractors MUST provide the UTS Project Manager or Facility Manager any asbestos monitoring results as well as clearance certificates identifying the ACM's that they have removed in relation to the register in a timely manner so the register can be updated.



5.0 Asbestos Management Plan

This plan sets out how UTS identifies and manages ACM's in the workplace. UTS will ensure that the plan is made available to workers and contractors who intend to carry out work and health and safety representatives.

5.1 Hazardous Materials Register

The University is required to create and maintain a register that lists all identified or presumed asbestos in the workplace, this register at UTS is called a Hazardous Materials Register at it contains other hazardous materials it is located in the health and safety section in StaffConnect/SharePoint managed by the Asset and Compliance Manager or can be accessed on the main UTS website with a staff login.

A copy of the [Hazardous Materials Register](#) is to be provided to workers (including contractors) before undertaking work that involves a risk of exposure to asbestos or before demolition or refurbishment works commence on structures constructed before 31 December 2003.

5.1.1 UTS Leased Sites

Where any new sites are procured by Property Management, they will request the Hazardous Materials Register if the building was constructed before 2003. Property Management will pass this information to the Asset & Compliance Manager to review and add to the UTS Register.

Any works to remove ACM's shall be added to the Register and shared back with the building owner, for their records.

5.2 Monitoring & Review

The asbestos management plan to be reviewed at least once every five years or when further asbestos is identified, removed, disturbed or sealed or when asbestos control measures are reviewed or no longer adequate.

The register is a live document that is continuously revised and revised if there are any changes. When reviewing the register a visual inspection of the listed ACM to determine its condition will be carried out by the Facility Manager's designated representative and the register revised as appropriate.

5.3 Record Keeping

The following records are required to be kept with this plan:

- Clearance certificates and air monitoring results;
- Inspection reports that have been commissioned;
- Details of staff training;
- Reports of accidental damage and clean-up process;
- Waste disposal dockets from asbestos removal.
- All records related to asbestos management at UTS must be recorded on the appropriate TRIM file as required by the UTS Records Management Policy.

5.4 Consultation

The WHS Act requires the University to consult, so far as is reasonably practicable, with workers who carry out work who are (or are likely to be) directly affected by a work health and safety matter.



UTS staff and students who may be affected will be consulted through the processes included in the Health & Safety Consultation pages on [Staff Connect](#). Consultation with contractors and other service providers will be consulted via contracts and preliminaries.

5.5 Training

To ensure appropriate management of ACM's at UTS and in accordance with legislative requirements, facilities staff as well as project managers are to undertake approved SafeWork NSW asbestos awareness training.

5.6 Labels & Warning Signs

All warning sign should comply with AS 1319 Safety Signs for the Occupational Environment. Areas in the workplace that have been identified as containing asbestos should be labelled to ensure it is not knowingly disturbed. Where direct marking is not possible, signs adjacent can be displayed and details included in inductions for contractors. See examples below.



6.0 Emergencies

UTS Staff and Students

Any incidents involving ACM's should be reported immediately in accordance with the University's hazard and incident reporting system [HIRO](#) and the Head of Building Services and Operations/Manager, Construction Safety informed to enable rectification works and air monitoring if required.

Contractors

Are to inform their works supervisor if they disturb an ACM's or find additional ACM's not in the register or survey conducted.

Notification to SafeWork NSW In the event of an accidental disturbance of ACM or high results during air monitoring, SafeWork NSW may need to be notified as per notifiable reporting requirements of the WHS Act 2011. A representative of Safety and Wellbeing will undertake this.

Security

If an ACM is disturbed, UTS Security is to be contacted to create an exclusion zone around the contaminated area at a safe distance. This may be done through locking doors and using emergency hazard tape. The safe distance will be advised to UTS Security by the Asset & Compliance Manager.

See **Appendix A** for management of asbestos discovery or disturbance on campus.



7.0 Construction Work & Maintenance

7.1 Refurbishments or Demolition

Prior to major refurbishment or demolition works at the university or within leased university buildings, the hazardous materials register should be consulted by the relevant PM or Facility Manager to check for known ACM's in the building or area of works which is communicated to the contractor. It is the university's intention to remove known ACM's before commencing the major refurbishment works.

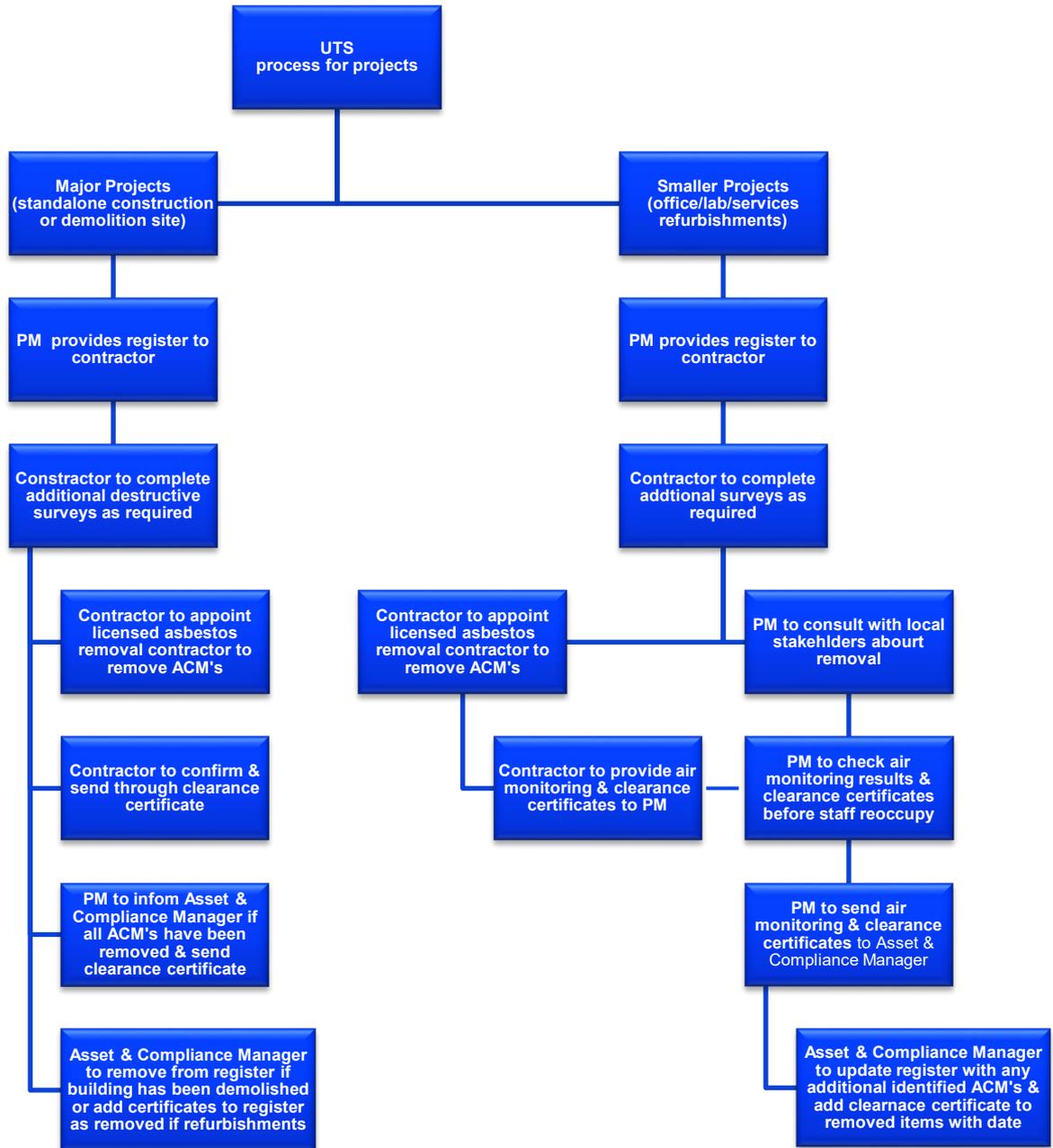
All documentation relating to asbestos removal works must be sent to the Asset & Compliance Manager by the Project Manager as soon as practicable after the works have been completed to enable timely update of the register.

PM's to request contractors comply with UTS Asbestos Register format when submitting additional surveys

Asset Name	Building Reference	Area Reference	Location	Material Type	Analyste	Status	Extent	Friability	Condition	Date Inspected	Control Recommendation	Comments	Remediated (Date/Company Name and Report Reference)
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7.2 Process for removal of known ACM's from UTS facilities.



7.3 Asbestos Removal

Any work that UTS commissions involving the removal of asbestos must be carried out by a licenced asbestos removalist unless specified in the WHS Regulations that a licence is not required, approved UTS contractors will be commissioned for the non-licenced removals, see table below from the Code of Practice – How to Safely Remove Asbestos.

TYPE OF LICENCE	WHAT ASBESTOS CAN BE REMOVED?
Class A	<p>Can remove any amount or quantity of asbestos or ACM, including:</p> <ul style="list-style-type: none"> Any amount of friable asbestos or ACM; Any amount of ACD; Any amount of non-friable asbestos or ACM.
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> Any amount of non-friable asbestos or ACM, <p><i>NOTE: A Class B licence is required for removal of more than 10m² (square metres) of non friable asbestos or ACM but the licence holder can also remove up to 10m² of non-friable asbestos or ACM.</i></p> <ul style="list-style-type: none"> ACD associated with the removal of non-friable asbestos or ACD. <p><i>NOTE: A Class B licence is required for removal of ACD associated with the removal or more than 10m² of non-friable asbestos or ACM but the licence holder can also remove ACD associated with removal of up to 10m² of non friable asbestos or ACM.</i></p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> Up to 10m² of non-friable asbestos or ACM; <p>ACD that is :</p> <ul style="list-style-type: none"> Associated with the removal of less than 10 m² of non-friable asbestos or ACM; Not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

7.4 Clearance Certificates

After asbestos removal has taken place a clearance inspection must be carried by an independent competent person or independent licenced asbestos assessor (depending on class of asbestos), followed by the issue of a clearance certificate before the workplace can be re-occupied. The certificate must be forwarded to the Asset & Compliance Manager in a timely manner and included in the TRIM file.

If the certificate does not match items in the Asbestos Register the Asset & Compliance Manager will require PM and Contractor to confirm what the certificate relates to in the Register.



7.5 Health & Air Monitoring

Air monitoring requirements depend on the type, amount and location of asbestos being removed. However, any time that asbestos is removed UTS contractors and an independent consultant undertake air monitoring for clearance certificates and reoccupation of areas. Air monitoring results undertaken by contractors are given to Asset & Compliance Manager and SafeWork NSW on request.

Air monitoring may also be required when:

- it is not clear if new or existing control measures are effective;
- there is evidence the control measures have deteriorated as a result of poor maintenance or damage;
- modifications or changes in safe work methods have occurred that may adversely affect worker exposure;
- there has been an uncontrolled disturbance of an ACM at the workplace.

7.6 Waste Disposal

Licensed asbestos removal waste must be contained and labelled in accordance with the GHS before removed from site and taken to a licensed asbestos disposal site. Waste disposal dockets will be collected from the contractor for record keeping purposes.

Under no circumstances should any ACM's be disposed of in the UTS skip bins.

7.7 Enclosing, Encapsulation & Sealing Asbestos

Where it is not reasonably practicable to remove asbestos the preferred option is to enclose it, this is only an interim control measure and must be supported through regular inspections by a competent person to identify if the ACM is damaged or has deteriorated.

When asbestos cannot be removed or enclosed, encapsulation or sealing are the next appropriate control measures.

The Asset & Compliance Manager is to update the condition and enclosure method in the Asbestos Register.



Appendix A

