

16.9 ASBESTOS MANAGEMENT

16.9.1 INTRODUCTION

The Diocese recognises and is committed to their obligation to ensure the health and safety of all workers whilst they are engaged in Diocesan activities. The commitment extends to ensuring structures containing asbestos or asbestos containing materials (ACM) are safe.

16.9.2 PURPOSE

To clearly outline the process of identifying, labelling and managing asbestos within Diocesan structures.

(See Diocesan Handbook Section 13.6 – Hazardous Substance Identification)

16.9.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to safely remove asbestos
- Code of Practice How to manage and control asbestos within the workplace
- The NSW state-wide asbestos plan

4.0 PROCEDURE

Stage 1 Identifying if asbestos and asbestos containing materials (ACM) are at the workplace

Step 1 Asbestos must be identified in a workplace by a competent person unless it is assumed that there are reasonable grounds for asbestos not to be present.

A competent person is someone who has acquired knowledge and skills to carry out the task through training, a qualification or experience such as an occupational hygienist, licensed asbestos assessor, and asbestos removal supervisors.

If a competent person cannot identify asbestos or ACM but believes it is present then it must be assumed that it is present. Additionally, if the workplace is inaccessible and is likely to contain asbestos or ACM then it must be assumed that it does.

Reasonable grounds for assuming that asbestos or ACM are not present include:

- Workplace constructed post 1990 and there is no plant or equipment made prior to 2004
- Pre 2004 building where the building is constructed entirely of brick, metal or concrete and the internal walls are not made of fibro, gyprock, or similar cladding.
- Register indicates that identified and assumed asbestos has been removed.

Stage 2 Indicating the presence of asbestos at the workplace

Step 2 Asbestos that has been identified or is assumed to be present must be clearly indicated through use of labels or warning signs.

A competent person should indicate where labels should be located. If it is not reasonably practicable to use labels, due to risk of asbestos disturbance, then warning signs can be used. Warning signs must comply with AS1319 '*Safety Signs for the Occupational Environment*' and placed at the entrance of the work area.

Stage 3 Asbestos Register

Step 3 An asbestos register will be developed and maintained by the Asbestos Management Team.

The Asbestos Management Team (comprising in the interim of Archdeacon Stephen Pullin, the WHS Officer and John Cleary) is responsible for

developing and maintaining the asbestos register. The register outlines the following:

- Record of asbestos or ACM identified or likely to be present at the workplace, including the date in which it was identified, location, type and condition of asbestos.
- State that no asbestos or ACM is identified or is likely to be present at the workplace.

The register must be reviewed at least every five years or when there are changes to the buildings, plant and structures.

The register must be readily available to workers, Parish Council Safety Delegates and contractors that have carried out or intend to carry out work at the Diocesan workplaces.

Stage 4 Asbestos Management Plan

Step 4 An asbestos management plan will be development and maintained by the Asbestos Management Team

When asbestos has been identified or assumed to be in the workplace an asbestos management plan must be developed to complement the asbestos register.

The asbestos management plan outlines the following:

- Identification of asbestos and ACM with links to the register and location of signs and labels
- Decisions about the reasons for the management of asbestos
- Procedures for notifying incidents involving asbestos
- Workers carrying out work involving asbestos including consultation training and information requirements and responsibilities
- How asbestos risks will be controlled
- Timetable for managing risks
- Responsibilities
- Plan review
- Air monitoring procedures if required

The plan must be reviewed when:

- Asbestos is removed, disturbed, sealed or enclosed at the workplace
- The plan is no longer adequate, or
- At least every five years.

The plan must be readily available to workers, health and safety representatives and contractors that have carried out or intend to carry out work at Diocesan premises.