UNE

Asbestos Management Plan

2024

Document Reference	Protocol Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS	WHS P001	1.0	14/06/2024	14/06/2029	1	

Context for all persons on UNE premises

As Australia's oldest regional University, UNE has a number of buildings dating from the 1880's onwards. An absolute ban on importation of all forms of asbestos in Australia commenced 31.12.2003. Caution applying to asbestos containing material (ACM) is especially recommended with constructions prior to 1990. Bans on the manufacture and use of asbestos commenced in the late 1980's but was not absolute until 31.12.2003. Types of materials that were ACM included cement sheet, corrugated cement sheeting, walls and floors in bathrooms, laundries and toilets where waterproofing was desirable, and in pipes that carry water /sewage. ACM was also used in some plant fittings and insulation.

Given this historic context, it is reasonable to expect many UNE buildings to have some asbestos or ACM present.

The risk of exposure during the course of their activities to most persons on UNE premises is low (i.e. persons do not normally disturb surfaces, penetrate walls, floors, enter ceiling spaces or plant rooms).

Therefore, ***under no circumstances*** are persons on UNE premises authorised to disturb/ penetrate wall surfaces, ceilings or floors, enter ceiling cavities/ utility cupboards or plant rooms unless employed/ engaged by Estate and Built Environment (EBE).

Prior to any actions that involve/ may involve disturbing/ penetrating wall surfaces, ceilings or floors, entering ceiling cavities/ utility cupboards or plant rooms, engagement with EBE and their express permission **must** be sought.

As per the *SafeWork NSW Code of Practice – How to manage and control asbestos in the workplace* naturally occurring asbestos (NOA) must be noted in this AMP and the Asbestos registry. The handling, storage, sample preparation and transport of NOA is covered by the standard operating procedure *WHS ERS SOP 35 Earth Science - Storage and use of Naturally Occurring (NOC) Asbestos*. These NOA samples are stored and used in Earth Sciences in the main Geological Rock Collection (C002 Earth Sciences Room 102 Geological Rock Store) and are used as research, teaching and reference materials. The Earth Science Rock Collection is also noted in the Asbestos Register.

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Section 1 - Overview

This Asbestos Management Plan (referred to as the AMP) outlines the University of New England's (UNE) administrative and operational procedures including hazard control strategies for managing Asbestos Containing Materials (ACM) in the UNE Property Portfolio.

The AMP covers asbestos materials including friable or non-friable (bonded) and naturally occurring asbestos.

The Asbestos Management Plan:

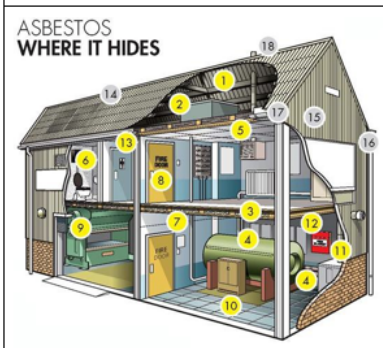
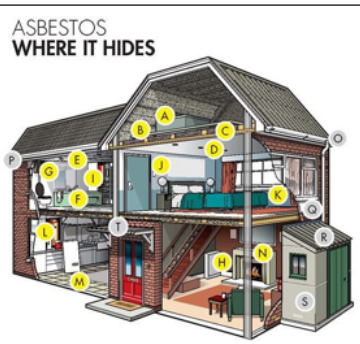
- seeks to satisfy the legislative requirements of the Work Health and Safety Act 2011 by identifying, assessing and controlling the risks associated with asbestos containing materials in the working environment;
- defines the lines of authority and job responsibilities and describes the administrative procedures for managing the asbestos containing materials;
- describes the operational procedures / protocols for managing the asbestos containing materials;
- describes the procedures for on-going surveillance and periodical re-inspection of the asbestos containing materials by both external and internal sources;
- describes the procedures in training on-site staff to become "competent" in relation to asbestos management;
- describes the procedures for considering asbestos containing materials when planning refurbishment and demolition works;
- describes protocols for unexpected finds and emergency response procedures; and
- describes the procedures in dealing with containing large emergency situations and dealing with minor or small-scale asbestos issues.

The AMP is based on previous sampling and investigation incorporated in the report “Asbestos Management Plan – UNE Property Portfolio” Reference No.S8987 dated June 2017 from Hibbs & Associates Pty Ltd, and read in conjunction with the Asbestos Survey reports for the individual University of New England sites as referenced in *Appendix 1.*

Section 2 - General Context

2.1 Introduction

Asbestos may be found in any of the university’s commercial or residential buildings built or refurbished before 31 December 2003. Asbestos may be in many of the common materials used in the building trade that University users may come across during their work activity. UNE have provided the below diagram for reference to typical locations ACM can be found. The below info is from Health and Safety Executive, United Kingdom http://www.hse.gov.uk/asbestos/building.htm however is a concise depiction relevant to Australian conditions.

Commercial	Residential
	
Interior 1. Sprayed coatings on ceilings, walls, beams and columns 2. Asbestos cement water tank 3. Loose fill insulation 4. Lagging on boilers and pipes 5. AIB ceiling tiles 6. Toilet seat and cistern 7. AIB partition walls 8. AIB panels in fire doors 9. Asbestos rope seals, gaskets and paper 10. Vinyl floor tiles 11. AIB around boilers 12. Textiles (i.e. fire blankets) 13. Textured decorating coatings on walls and ceilings (i.e. artex) Exterior 14. Asbestos cement roof 15. Asbestos cement panels 16. Asbestos cement gutters and downpipes 17. Soffits – AIB or asbestos cement 18. Asbestos cement flue	Interior A. Asbestos cement Water tank B. Pipe lagging C. Loose fill insulation D. Textured decorative coating (i.e. artex) E. AIB ceiling tiles F. AIB bath panel G. Toilet seat and cistern H. AIB behind fuse box I. AIB airing cupboard and/or sprayed insulation coating boiler J. AIB partition wall K. AIB interior window panel L. AIB around boiler M. Vinyl floor tiles N. AIB behind fire Exterior O. Gutters and Asbestos cement downpipes P. Soffits – AIB or asbestos cement Q. AIB exterior window panel R. Asbestos cement roof S. Asbestos cement panels T. Roofing felt
AIB = Asbestos Insulating Board	

For more information in regards to the common materials used in the specific University building that users may come across during their work activity, please refer to the building specific Asbestos Register.

2.2 Scope and Objectives

The **scope** of the AMP applies to all University sites and buildings including those owned by the University that are either under the control or occupied by another entity. The AMP identifies all ACM including materials located in buildings and other infrastructure, and naturally occurring asbestos within University sites.

The success of any hazard control strategies where ACM remain in *situ* is contingent on the ability to ensure they remain undisturbed, are stable and are maintained in good condition. The AMP describes the systems for managing, monitoring, and maintaining *in situ* ACM.

As outlined in Section 2.6 of *How to Manage and Control Asbestos in the Workplace - Code of Practice December 2022*, published by Safe Work NSW, *"If asbestos or ACM is in good condition and left undisturbed, it is unlikely that airborne asbestos will be released into the air and the risk to health is extremely low. It is usually safer to leave it and review its condition over time".*

The principal elements of managing the risks of ACM in workplaces are:

- Identify all ACM in the workplace, as far as practicable;
- Assess the risks associated with all identified ACM; and
- Introduce control measures to minimise, as far as practicable, disturbance of and exposure to the ACM.

The **objectives** of the AMP are to:

- Identify the locations and extent of ACM and develop an Asbestos Register;
- Assess the risks posed by the ACM to the users of the sites;
- Develop and implement suitable hazard control strategies;
- Prioritise remedial works;
- Minimise the risk of inadvertent or accidental disturbance to the ACM;
- Maintain the ACM in a stable condition; and
- Conduct periodical inspections of the ACM to monitor their condition.

The hazard control strategies specified are based on the current industry knowledge, occupational hygiene best practice and conform to the requirements of the *Work Health and Safety Regulation 2017.*

Section 3 - Roles and Responsibilities

The following section outlines general guidance of the administrative structure, lines of communication and roles and responsibilities for the management for the various elements of the AMP. The AMP aligns with the University's ***Organisational WHS Responsibilities Protocol (WHS P002)*** which defines specific responsibilities of University Representatives relating to WHS to ensure that the duties of Officers, Workers and Other Persons are met.

3.1 Administrative Structure

Key stakeholders in the management of asbestos and the associated hazards and risk include Estate and Built Environment (EBE) Directorate and Work Health and Safety (WHS). UNESAFE the University's safety management system consists of a number of documents that support the safe management of ACM.

The **Archibus** system is used by EBE to track ACM within buildings and other locations and provides warning information for contractors engaged to work on university assets.

The WHS Digital Management System is the University's mechanism to report and investigate incidents and hazards involving ACM, track actions to mitigate risks and manage consultation meetings for WHS and hazardous substances including ACM.

3.2 Roles & Responsibilities

The Work Health & Safety legislation outlines the work health and safety duties related to specific roles and standards of care associated with specific activities in a workplace.

Chief Executive Officer (CEO) / Vice Chancellor (VC) and Chief Operating Officer (COO)

Chief Executive Officer / Vice Chancellor and Chief Operating Officer have overall responsibility for work health and safety at the University of New England sites. Chief Operating Officer also has a primary responsibility for approving the structure of the Asbestos Management Plan.

WHS Management Group

WHS Management Group is responsible for reviewing the structure of the Asbestos Management Plan and ensuring its implementation and on-going

operation. WHS Management Group is also responsible for delegating management functions within the Asbestos Management Plan. WHS Management Group in conjunction with the Director, Estate and Built Environment (EBE) is responsible for management support, resources, and training to implement and run the Plan.

Director, EBE

Director EBE has a primary responsibility to ensure the Asbestos Management Plan has the necessary management support, resources, and training resources to implement and monitor the AMP.

Senior Manager Health, Safety and Wellbeing

The Senior Manager is the principal point of contact for all work health safety issues for the University of New England site(s) under their control. The position is also responsible for organising a qualitative assessment of the risk and is chief custodian of the Asbestos Management Plan.

Operational Services Manager, EBE

Operational Services Manager, EBE is ultimately responsible for implementation of the appropriate hazard control strategies and plays a key role in the Review of Asbestos Management Plan.

Operational Services Manager, EBE has the primary responsibility for keeping a record of all documents (as data records) relating to asbestos at the University of New England sites (inclusive of the Asbestos Management Plan, Asbestos Survey reports and Registers, Clearance Inspection reports, post asbestos removal works and the results of any air monitoring conducted during remedial/removal works).

Safety Advisor - Hazardous Substances, WHS

Safety Advisor - Hazardous Substances, conducts periodic reviews and maintenance of the Asbestos Register in consultation with EBE to reflect removal of asbestos from UNE locations and identification of any new sites. WHS may assist to arrange testing and assessment of the subject materials if unknown or suspect materials are identified at a site. The Safety Advisor: Hazardous Substances may also provide advice on and/ or periodic review of SWMS's for operational works planned at sites and ensuring safe work procedures are prepared and followed for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM.

Environmental Sustainability Manager, EBE

Environmental Sustainability Manager, EBE has the secondary responsibility for keeping a record of Asbestos Survey reports and Clearance Inspection

reports, post asbestos removal works and the results of any air monitoring conducted during remedial/removal works). Environmental Sustainability Manager, EBE has the primary responsibility for updating Asbestos Management Plan and Asbestos Registers in relation to environmental management (including ongoing surveillance for affected sites to ensure materials remain in good and stable condition) as required.

Project Manager (Capital Development)

Project Manager (as nominated by either Director EBE or Capital Development's Manager) is responsible for the planning and execution of building maintenance works at the sites under their control and the day-to-day administration, and operations / maintenance functions, of the Management Plan.

Project Manager is also responsible for the induction of contractors onto the sites under their control to ensure contractors are aware that ACM exist within the buildings on the site and to ensure all works conducted by the contractor will not affect ACM.

Project Manager is responsible for obtaining and reviewing SWMS's prior to all works planned at sites under their control, and must ensure safe work procedures are prepared and followed for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM.

During execution of these operational maintenance or refurbishment works involving ACM or working in close proximity to ACM at sites, periodic review of SWMS's and safe work procedures must be regularly undertaken by the responsible Project Manager.

Section 4 - Risk Management

4.1 Risk Management The following section provides an overview of the risk management process and an outline of the Asbestos Management Plan for the University of New England. The Work Health and Safety Act 2011 and subordinate regulations outline the responsibilities of a Person Conducting a Business or Undertaking (PCBU).
As a PCBU, the Chief Operating Officer and Vice Chancellor / CEO for the University of New England acknowledges their legal obligation under the NSW Work Health and Safety Act 2011, to ensure the health and safety of workers and all other persons entering sites controlled by the University of New England.

The AMP is a working document specifically designed to effectively manage and minimise risks of exposure to ACM for personnel working on or visiting the University of New England sites. Chapter 8 (Regulations 419 – 529) of the NSW Work Health & Safety (WHS) Regulation 2017 outlines the

requirements and prohibitions specific to asbestos.

The University's **Risk Management Protocol (WHS P004)** provides direction for a structured and proactive program to facilitate the early identification of hazards, assessment of risk, and implementation of control measures to enable a safe place of work for staff

4.2 Identify and Evaluate the Risks

The Asbestos Survey report for each site identifies the typical locations and applications where ACM have been identified and provides a qualitative assessment of the health risk posed to the users of the site. The report also lists hazard control strategies for the short-term (where remedial works are required) and long-term management of the hazardous materials identified.

Construction using ACM ceased absolutely in Australia in December 2003. The Asbestos Register contains reference to historical survey reports since this date and indicates where asbestos and ACM is known or assumed to be present. Refer to Hazardous Materials Survey Reports SU0037:66007 for each of the University of New England sites. These reports were produced by Noel Arnold & Associates Pty Ltd in July 2008. Subsequent Hazardous Materials Survey Reports have been undertaken by Hibbs & Associates Pty Ltd. It is incumbent on UNE to monitor and review the asbestos materials for all assets as outlined in this AMP.

***Appendix 1*: References for Hazardous Materials Surveys Reports.**

The Asbestos Registers are either attached to the reports or exist separately on a spreadsheet within the UNE Hazardous Materials records. These Registers have been used to develop the University Asbestos and Hazardous Substances Register.

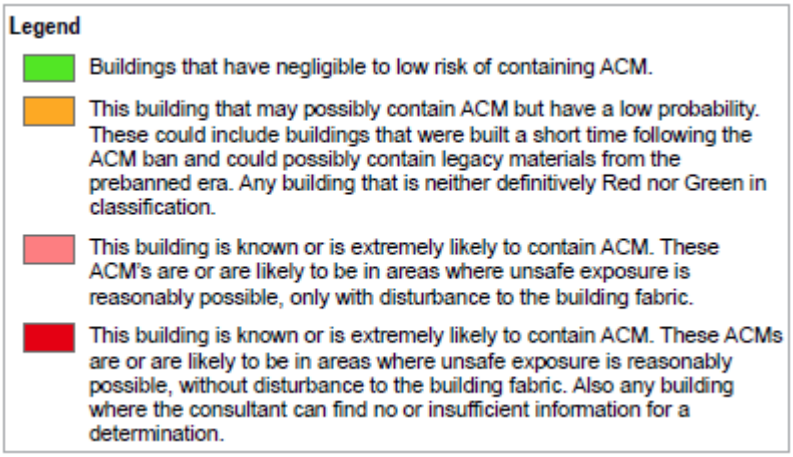
These reports are health risk surveys, they should not be relied upon for planning refurbishment or demolition works. Intrusive or demolition surveys are required prior to any refurbishment or demolition. As required in Regulation 448 of the *Work, Health and Safety Regulations, 2017 the* person with management or control of a workplace must ensure that, before demolition or refurbishment is carried out at the workplace, the asbestos registers for the workplace is reviewed; and if the register is inadequate having regard to the proposed demolition or refurbishment then it is revised.

4.3 Risk Priority

Risk Priority ratings that have been developed to identify ACM and the associated controls consist of four (4) levels, these align with risk mapping conducted across the University sites as part of the desktop analysis in 2015.

Risk Priority is outlined below:

RED	**VERY HIGH**
PINK	**HIGH**
ORANGE	**MEDIUM**
GREEN	**LOW**



4.4 Risk Controls

The majority of the ACM inspected at University of New England sites during the 2008 survey program have been identified to be in a good and stable condition. To manage ACM identified to be in a good and stable condition, the hazard control strategy chosen is to leave and maintain the material in good condition as outlined within the Asbestos Register.

For ACM identified to be damaged or deteriorating, appropriate recommendations have been made in the site-specific Asbestos Register. Damaged and deteriorated ACM will have the appropriate hazard control strategies applied i.e. removal, encapsulation etc.

Other Controls have been identified in the ACM Risk Assessment and include:

- Removal of the ACM through demolition or remediation work;
- Isolation of the ACM through building access restrictions and removal of buildings from use, and restriction of authorized personnel and contractors to high risk areas;
- UNE indicates location and presence of asbestos and ACM through publication of the AMP and Asbestos Register on the Safety Hub
- Labelling identified high risk areas where known;

- ACM awareness training and information is made available to all staff and students on the Safety Hub;
- Appropriately worded information is contained in the Residential System Student Handbook;
- Inspection of ACM locations;
- Identification of ACM for contractors and UNE staff performing work on buildings and other areas; and
- Monitoring of ACM through the Hazardous Substance Reference Group.

4.5 Monitoring and Review

The hazard control strategies for the management of ACM at University of New England sites include *in situ* management. *In situ* management strategies for ACM require that they are maintained in a good/stable condition, remain undisturbed and are periodically inspected to identify areas of deterioration and update the risk assessment. Ongoing surveillance will be conducted by a "competent person" allocated by the Project Managers.

As previously mentioned, periodical re-inspections of both the friable and non-friable materials can be conducted by the on-site "competent person". This is essential for sites where the asbestos consulting services are not available locally, but is also applicable to sites where the asbestos consulting services are available, as it will help keep a present check on the condition of friable and non-friable asbestos materials and keep the asbestos registers up to date, without the total reliance on the external consultant.

Initially an Occupational Hygiene Consultant may be organised to help guide the on-site "competent person" through the first stages of inspection. Subsequent periodical visits by the external consultant would be beneficial as a quality control exercise.

If damaged materials are identified or reported to the Project Manager or Campus Services Manager, EBE, and it is on a scale that cannot be addressed by the on-site "competent person", then the Campus Services Manager, EBE may engage an Occupational Hygienist to inspect the material and provide specialist advice.

Ongoing monitoring and review are an essential element of the Asbestos Management Plan, to ensure that it remains relevant and up to date. In instances where ACM have been disturbed or removed, the AMP and relevant site-specific Asbestos Register are to be updated in accordance with the Regulation.

The monitoring and review regime nominated for the Asbestos Management Plan includes:

- Routine annual WHS Building Inspections identify damage to buildings and must be reported to Archibus and/or the WHS Digital Management System where there is concern for disturbance/deterioration of ACM (referencing the Asbestos Register).

- Deterioration/disturbance of insitu ACM are also reported as appropriate to Archibus and the WHS Digital Management System for assessment and management (when identified outside of a routine inspection).

- Periodical review of the of the risk assessment, review of the hazard control strategies and update of the Asbestos Registers. The periodical review of the Asbestos Registers will be conducted by the WHS Advisor – Hazardous Substances, Senior Manager Health, Safety and Wellbeing, Occupational Hygiene Consultant (if /or where required) and / or the on-site “competent person”.

- Develop and implement suitable maintenance protocols within the areas containing friable asbestos materials;

- For friable asbestos materials deemed to be in a stable condition, a review of the Asbestos Registers is required at least every 6 months;

- For damaged/deteriorated friable and non-friable asbestos materials review the Asbestos Registers when the material is identified as damaged;

- For non-friable asbestos materials in good condition review the Asbestos Registers at least every five (5) years; and

- Review the AMP at least every five (5) years or when changes in circumstances dictate.

Section 5 – Training

5.1 Asbestos Awareness & Working with Asbestos Training

Training is an essential element of any comprehensive management plan, to ensure personnel have adequate knowledge to maintain the management plan efficiently and effectively. In addition to an increased knowledge and awareness, one of the many benefits of training is to demonstrate to staff the commitment of senior management to health and safety in the workplace.

The training aims to make the participants aware of what asbestos is, what it has been used for, the health risk of asbestos exposure, how ACM are identified and how to respond to emergency situations.

Asbestos Awareness Training to a national unit of competency must be provided by a Registered Training Organisation (RTO) and is to be presented to the relevant people, which may include the Environmental Sustainability Manager, EBE, Campus Services Manager, EBE, Safety Advisor: Hazardous Substances, WHS, and selected maintenance staff.

A higher-level training of Working with Asbestos will be delivered to key EBE Capital Project and Operations staff, and WHS staff. As there are friable asbestos materials located within some of the classrooms and laboratories, it is suggested that staff who attend the training sessions be the vehicle in providing information to students if required.

Providing information to students and staff when required will help allay fears in regards to dealing with asbestos materials and the health risks they pose. Information and basic awareness training is hosted on the Safety Hub.

At the end of each training sessions, personnel who attend must be issued with a certificate confirming that the training took place.

5.2 General Staff and EBE Operations / Capital Staff

All University of New England staff should be able to access the Asbestos Register to be aware of presence and location of ACM for the buildings in which they work.

Constant vigilance is required by all personnel to ensure that the ACM are not disturbed and that any damage or deterioration of these materials is reported to the Campus Services Manager, EBE as soon as possible. This is consistent with the staff responsibilities in relation to work health and safety.

The management of friable asbestos materials throughout the UNE portfolio is the key issue that needs to be addressed. Handpicking and training general staff and maintenance staff to identify and record the condition of the asbestos materials is essential and will help keep a current check on the friable asbestos materials and keep the asbestos registers up to date.

The trained “competent people” can also apply their skills and knowledge in attending to damaged non-friable asbestos materials and identifying and recording the condition of stable non-friable asbestos materials. With this information, the asbestos registers can be updated with a periodic review program in place.

5.3 Maintenance Contractors

Maintenance contractors will liaise with the relevant Project Managers at EBE prior to conducting any maintenance works on University of New England facilities. Maintenance contractors are to consult the Asbestos Register prior to conducting any works at a University of New England site.

For works that are more extensive, this may also incorporate an inspection of the site. The purpose of this is to ensure the maintenance contractors:

- Have a clear understanding of the locations of the ACM in relation to the works that they are to perform;
- Follow the established procedures;
- Understand the precautions to be implemented to avoid damaging or disturbing ACM; and
- Understand the safety requirements for conducting the works.

In the event that ACM are inadvertently / accidentally disturbed, maintenance contractors are to notify the Project Manager or Campus Services Manager, EBE as soon as possible.
Having maintenance contractors also trained in asbestos awareness will give them further skills and knowledge in identifying asbestos materials and give them a greater understanding of the health risks when working near asbestos materials. Any contractor working for the university on a regular or prolonged basis is be advised to undertake an asbestos awareness course, due to the significant quantities of friable asbestos materials within the UNE sites.

5.4 Occupational Hygiene Consultant

The Occupational Hygiene Consultant will provide independent specialist advice and such support to University of New England as may be required from time to time

Section 6 – Operational Maintenance, ACM Identification, Disposal and Reporting

6.1 Overview

The success of strategies that involve the *in-situ* management of ACM is contingent on the ability to ensure that they remain undisturbed and are

maintained in a good and stable condition. The Operations & Maintenance Procedures include:

- Systems for reviewing and modifying the Asbestos Management Plan as may be required;
- Systems for updating the Asbestos Registers when materials are removed or new materials (not previously listed) are identified;
- Provisions for periodical inspections of the ACM to update the qualitative risk assessments and procedures for implementing any work that may be recommended in subsequent inspection reports;
- Requirements for indicating presence and location of asbestos and ACM using the Asbestos Register ;
- Requirements for record keeping;
- Systems for the development of Safe Work Procedures;
- A protocol for managing unexpected finds of unknown materials or suspected ACM; and
- Procedures for emergency clean-up work and general requirements for remedial works.

6.2 General Requirements for Maintenance / Remedial Works

Prior to commencing any works (maintenance, refurbishment, additions, alterations, demolition, etc.) at University of New England sites, the Asbestos Register for the subject building / structure must be updated. This involves engaging an independent contractor to review the available Asbestos Register and undertaking an intrusive survey of the building to identify any additional items.

Where the presence of ACM is documented and assessment confirms that the ACM will be impacted upon by the proposed works, the ACM must be removed prior to the commencement of the works.
Where the removal of significant quantities of ACM is required (> 10 m2 or friable ACM), this shall be performed by a suitably qualified asbestos removal contractor, with the level of appropriate expertise and holding the relevant licenses, etc. Minor clean-up or repair works (10 m2 or less), particularly for the sites where asbestos removal services are not available locally, will be attended to by the on-site “competent person”.

6.3 Encountering Unknown ACM – Unexpected Finds

If unknown materials or suspected ACM (not documented in the Asbestos

Register) are encountered during the works, then work must cease immediately and the actions for Unexpected Finds must be implemented.

Prior to commencing the proposed works, the site induction will specifically address the:

- general and specific locations of ACM;
- potential unknowns and the requirements of the Unexpected Finds;
- requirements for removal of ACM; and
- precautions required to avoid disturbing *in situ* ACM.

These provisions apply equally to University of New England personnel and external contractors working on University of New England sites.

Unexpected Finds

The survey and visual inspection for ACM is not an absolute process and it is likely that some materials may be present that have not been identified and are not currently listed in the Asbestos Registers. The purpose of this section is to outline the protocols to be implemented in the event that unknown materials are encountered that are not listed in the Asbestos Registers.

Unexpected Finds deal specifically with the operation of the buildings / structures and minor maintenance and refurbishment projects. It specifically excludes large refurbishment or demolition projects as these will be controlled separately to normal site operations with a structured remediation program and are consequently beyond the scope of this document. A protocol for managing unexpected finds should be developed individually for those projects.

Appendix 2: Flowchart for reporting and actions for unexpected finds

6.4 Safe Work Procedures

Standard Safe Work Procedures are to be prepared within a Safe Work Method Statement (SWMS) for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM. These procedures will generally be developed by the contractor undertaking the works, in consultation with the Project Manager. Where required, the advice of the Safety Advisor; Hazardous Substances, WHS and/ or specialist technical input will be sought from the Occupational Hygiene Consultant.

6.5 General Requirements for Asbestos Remedial Works

It is outside the scope of this AMP to specify detailed requirements for remedial works, as these will be specific to each project. The specific

requirements for the remedial works will be developed as required.

The removal of ACM is to be done in accordance with the requirements of the NSW Work Health and Safety Act & Regulation 2017 and SafeWork NSW approved code of practice “How to Safely Remove Asbestos”.

6.6 Asbestos Clearance Inspection

Under Clause 473 of the NSW Work Health and Safety Regulation 2017, a clearance inspection is required following the removal of ACM. A clearance inspection must be carried out and a clearance certificate issued before the area can be re-occupied. The company undertaking the clearance inspection should be independent of the demolition and / or asbestos removal company.

Clearance Inspection reports shall be kept on file for any ACM removed from University of New England sites.

Following the issue of a Clearance Inspection report, the Asbestos Register for the site must be updated.

6.7 Disposal of Asbestos Containing Materials (ACM)

Asbestos waste will be disposed of in accordance with the requirements of the ‘Protection of the Environment Operations Act 1997’ and the ‘Protection of the Environment Operation (Waste) Regulation 2014. The assessment and classification of waste materials for disposal shall be conducted in accordance with the Waste Classification Guidelines.

Disposal receipts/dockets must be kept on file for any ACM removed from University of New England sites.

6.8 Management of University Sites for which Asbestos Consulting and Removal Services are not available locally

There are a number of potential issues concerning the asbestos management of sites where the asbestos consulting and removal services are not available locally for the UNE portfolio. A majority of UNE sites are located in areas where asbestos consulting and removal services are not available locally and with regards to the management or removal of asbestos materials, are currently being addressed by various external organisations from the closest major cities, which are 5 to 6 hours away. This reliance on external services can lead to a delay in response times, particularly with regards to emergency situations.

The management of friable asbestos materials throughout the UNE portfolio

is a key issue that needs to be addressed. This can be addressed through a number of processes including the asbestos awareness training initiatives as mentioned in Section 3.1.3. Training appropriate staff within the university to become competent in reviewing the location and condition of friable and bonded asbestos materials.

Chapter 8, Part 8.6, Clause 451 (1) of the NSW Work Health & Safety (WHS) Regulation 2017 states that “A person with management or control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a “competent person”.

It is necessary to employ an experienced consultant to initially identify the asbestos materials within the UNE portfolio and to create definitive asbestos registers, but the ongoing management for these asbestos materials can be undertaken by a “competent person”. Properly trained on-site university staff can become the “competent person/people” and thus be able to play a significant role in managing and addressing the asbestos issues without the full reliance of external organisations. Examples of competent people can include those with training and experience from EBE and the Safety Advisor – Hazardous Substances.

As asbestos consulting and removal services are not available locally, the use of trained on-site staff becomes even more pertinent. In using competent on-site staff, costs relating to the management of the asbestos materials will also be significantly reduced. It is still imperative the university uses an independent consultant to provide advice with more complex and large-scale issues.

With regards to emergency situations for damaged asbestos materials (to a greater degree, friable materials), the “competent person” will be able to determine the scale of the event and apply the appropriate control measures. Through the training program the “competent person” will be able to identify if the situation is a small or large scale event. If the “competent person” is unsure of the scale of the event, then they can send photographs of the damaged area/s to the independent consultant for further advice and action. As there are no local “Class A” (friable) asbestos removal contractors located locally for a number of the university sites, the “competent person” will be able to attend the situation immediately and take the necessary action to make the area safe (procedures are described in Section 4.8 – Part 2). If the “competent person” believes it requires action by a licensed asbestos removal contractor (e.g. damage is too large), then the required action will be organised through the Project Manager and Operational Services Manager, EBE on site.

The use of the “competent person” can also be applied to sites where there is available asbestos consulting and removal services, as this indicates due diligence on the part of the university, when it comes to managing asbestos materials on site. Having staff members trained and available on site to deal with asbestos issues in real time, can only benefit the university with their

responsibilities in relation to work health and safety.

6.9 Stable and Damaged Materials - Standard Operations

This section covers normal building operations, i.e. it does not include refurbishment or maintenance works.

Stable Materials

If unknown materials or suspected ACM that are stable and undisturbed are encountered during normal building operations or from an asbestos materials review, then the Operational Services Manager, EBE for the University of New England facility should be notified. The Operational Services Manager, EBE will liaise with the Safety Advisor: Hazardous Substances, WHS to arrange the appropriate inspection and testing of the subject materials. If the material is identified to contain asbestos, the Senior Manager Health, Safety and Wellbeing will organise a qualitative assessment of the risk, and will coordinate with Operational Services Manager, EBE to implement the appropriate Hazard Control Strategies and ensure Asbestos Register is updated.

Damaged Materials

If the unknown or suspect materials are damaged, or the Operational Services Manager, EBE responsible for the University of New England facility, suspects that there may be an unacceptable health risk, they will isolate the area and seek immediate assistance from the Safety Advisor: Hazardous Substances, WHS who will coordinate testing and assessment of the subject materials.

With regards to emergency situations (i.e. damaged friable materials located close to staff & students or work areas), the Operational Services Manager, EBE and/or the on-site “competent person” will seek immediate assistance from the Safety Advisor: Hazardous Substances, WHS and take the necessary steps to attend the situation immediately and act to make the area safe.

After making the area safe, the “competent person” would firstly evaluate if the material contains asbestos. This can be done through the examining the Asbestos Register and the asbestos related items in the area or alternatively forwarding photographs and the Asbestos Register of the subject area to an external consultant for further assessment.

If the contents of the damaged material are not confidently recognised, then it is advised to get the suspect material tested by a NATA accredited external laboratory.

If the material has tested positively for asbestos, a small scale clean up or repair would be required by the "competent person/people" (refer to Emergency Response Procedures in Section 6.11). If the "competent person" believes it requires action by an independent contractor (licensed asbestos removalist), then this will be organised through the Safety Advisor: Hazardous Substances, WHS on site.

The trained "competent people" can also apply their skills and knowledge in attending to damaged non-friable asbestos materials (e.g. broken asbestos cement sheeting).

For sites where there are available asbestos consulting services (where shorter response times can be expected) the Occupational Hygiene Consultant can attend site to conduct the testing and assessment as required.

6.10 Maintenance and Refurbishment Works

If unknown materials, or suspected ACM are encountered during maintenance or refurbishment works, all work in the area immediately adjacent to the subject materials is to cease pending the results of further inspection and testing. The inspection and testing will be organised by the Safety Advisor: Hazardous Substances, WHS. The processes and protocols for the management of the unexpected finds are outlined in the flow chart in the section below.

Where the subject materials have been damaged and the person(s) responsible for the University of New England site suspects that there may be an unacceptable health risk, the emergency response procedures will be implemented.

6.11 Emergency Response Procedures

Any situation where there has been damage / disturbance resulting in the uncontrolled release of ACM into the working or natural environments will constitute an emergency situation. Where such a situation has occurred:

- work shall cease in the immediate area;
- the affected area is to be isolated; and
- the WHS Manager is to be notified immediately.

An initial assessment of the area would be undertaken by the on-site "competent person". If the damage / disturbance is considered to be minor, then a small scale clean up or repair by the on-site "competent person" would be adequate. Minor damage would constitute as scattered fragments of non-friable asbestos cement surrounding a damaged wall and minor damage to friable pipe/boiler lagging or small amounts of loose lagging debris, etc. The

scale of the damage and subsequent clean up would be determined by the on-site “competent person”. Through the training program the “competent person” will be able to identify if the situation is a small or large scale event.

If the “competent person” believes the damage is significant, the affected area is to be isolated and further assistance by both an Occupational Hygienist and a Licensed Asbestos Removalist will be organised through the Safety Advisor: Hazardous Substances, WHS on site.

6.12 Containing / Clean-up or Repair

Guidelines to assist UNE in dealing with minor or small-scale asbestos issues, particularly in regards to emergency situations have been created and located in Appendix 3. Asbestos consulting and removal services are not available locally for a majority of their sites and this does not allow UNE staff to address asbestos issues in real time.

It is of utmost importance that damage or disturbance of asbestos is dealt with in a timely manner, to not only contain or remove the asbestos and eliminate any potential health risk, but also to avoid long-term interruptions to the users of the area and delayed access to building service areas.

Appendix 3: Clean Up Management Guidelines

6.13 Incident Reporting

Incidents involving: (i) accidental or inadvertent disturbance of ACM; and (ii) potential exposure to ACM, shall be reported to the Operational Service Manager EBE and WHS Manager directly and as soon as possible after occurrence. An entry into the WHS Digital Management System must also be completed as per the applicable procedure. The Senior Manager Health, Safety and Wellbeing r is to report any incident to the safety regulator and allocate appropriate investigation resources.

Section 7 – Consultation and Communication

7.1 Consultation

The University **Consultation Protocol (WHS P003)** provide an overview of consultation practices adopted for the management of hazards and risks associated with safety.
Key consultation for the safe management of ACM include through:

- WHS / EBE Safety Meetings;

- WHS Committee and Health and Safety Representatives (HSRs);
- WHS Management Group;
- Hazardous Substance Reference Group; and
- Staff consultation through Policy and Governance.

7.2 Communication

Communication of hazards, risks and the safe management of ACM is facilitated by WHS and EBE to University business units through the AMP and Asbestos Register, consultation forums as mentioned in section 6.1, information through the UNE Safety Hub site, and to UNE contractors and maintenance staff through the Archibus system. Building and ACM location signage across the site communicates the presence of ACM to staff, students and visitors.

7.3 Indicating the Presence and Location of Asbestos and ACM

Regulation 424 of the NSW, Work Health & Safety (WHS) Regulation and Section 2.5 of the Code of Practice – Asbestos Management states: A person with management or control of a workplace must ensure that: (a) the presence and location of asbestos or ACM identified at the workplace under regulation 422 is clearly indicated and (b) if it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label.

Presence and location of asbestos / ACM

UNE indicates the presence and location of Asbestos and ACM on the Asbestos Register and provides access to the Register through publication on the Safety Hub. The Asbestos Register is accessible to workers either directly or through their Project Manager to ensure they are aware of its location prior to commencing work.

The Asbestos Register is also accessible to staff generally for cross reference where there is a need to determine deterioration or disturbance (such as during WHS annual workplace inspections).

Labelling

Labelling (or a lack of labelling) cannot be considered on its own, the primary point of reference for the presence of asbestos and ACM at UNE is the Asbestos Register.

An extensive labelling strategy was implemented throughout the University of New England sites. A vast majority of the identified locations where friable asbestos materials are known or suspected have been labelled.

Labelling is not considered reasonably practicable where:

- there is difficulty accessing areas, signage has been installed adjacent the access points, including entries to ceiling cavities and subfloor spaces, and
- the placement of labels creates other safety hazards.

Additionally, UNE has a number of buildings dating from the 1880's onwards and the extent of the presence of asbestos / ACM is not definitely known. There is a high likelihood of asbestos / ACM presence in many buildings and structures at UNE.

In the event confirmatory testing identifies asbestos /ACM in new locations, UNE will add these to the Asbestos Register and if reasonably practicable, affix a label.

Examples of signage and labelling are below

Section 8 - ACM Registers

The University Asbestos and Hazardous Substance Register is a central register for all asbestos registers developed from individual buildings and locations, along with other hazardous substances identified through the building portfolio and campus sites. This Register is available through the Safety Hub website site and EBE website for staff, students and contractors however is restricted through password access. Information on this register can be made available on request and is also recorded in the Archibus system for maintenance work.

Section 9 - AMP & Register Monitoring / Review

9.1 Asbestos Management Plan and Register Review

The following staff and groups members shall review the AMP and Register:

- WHS Management Group
- Senior Manager Health, Safety and Wellbeing
- Safety Advisor – Hazardous Substances
- Campus Services Manager EBE
- Director EBE
- Environmental Sustainability Manager EBE
- Operational ‘Trained Competent’ staff

As there are a significant portion of UNE properties located where the asbestos consulting services are not available locally, it is essential to use the on-site “competent person” to review the asbestos materials and update the registers. This will help keep a present check on the condition of friable and non-friable asbestos materials and keep the asbestos registers up to date, without the need to employ external consultants. The “competent person” can be any staff member who has been trained in asbestos awareness and can display an understanding on how to identify asbestos materials and the health risks associated with the various types of asbestos materials.

The review of the asbestos materials and the AMP shall be done as follows:

- For stable friable asbestos materials, review the Asbestos Registers at least every six months;
- For damaged/deteriorated friable or non-friable asbestos materials review the Asbestos Registers when the material is identified; and

- For non-friable asbestos materials in good condition, review the Asbestos Registers at least every five (5) years.

- Review the Management Plan at least every five (5) years

Operational Services Manager, EBE in conjunction with Environmental Sustainability Manager, EBE will review the Asbestos Registers and Asbestos Management Plan as indicated above or when (i) there is a review of the Asbestos Register or a control measure, (ii) asbestos is removed from or disturbed, sealed or enclosed at the workplace, (iii) the plan is no longer adequate for managing asbestos or ACM at the workplace, (iv) a health and safety representative requests a review.

9.2 Record Keeping and Historical Continuity

Maintaining accurate and comprehensive records is an essential element of any Management Plan and is required for good corporate governance and to maintain historical continuity. Records relating to all aspects of the Asbestos Management Plan are to be kept. All records relating to ACM will be maintained in a centralised location and shall be kept for a minimum of 30 years.

Name	Position	Signature	Date
Meredith Parry	Chief Operating Officer		
Jo Scanlan	Director, EBE		
Diana Chambers	Senior Manager Health, Safety & Wellbeing		

Section 10 - Approval

The undersigned approve the UNE Asbestos Management Plan, agree to abide by its contents and commit to providing resources, systems and appointment of competent personnel to implement, manage and run the Plan.

Appendix 1: Hazard Survey & Report References

This Appendix contains the reference to reports which contain the current Asbestos Registers. The Asbestos Registers are either attached to the reports or exist separately on a spreadsheet within the UNE Hazardous materials files:

1. Hazardous Materials Report, University of New England, Academic Campus, Armidale, Ref: July 2008v1, SU0037:66007, prepared by Noel Arnold & Associates Pty Ltd.

2. Hazardous Materials Report, University of New England, Bellevue Campus, Armidale, Ref: July 2008, SU0037:66007, prepared by Noel Arnold & Associates Pty Ltd.

3. Hazardous Materials Report, University of New England, CB Newling Campus, Armidale, Ref: July 2008, SU0037:66007, prepared by Noel Arnold & Associates Pty Ltd.

4. Hazardous Materials Re-inspection Report, University of New England, Animal Science Building, W026, Academic Campus, Armidale, Ref: S6104, February 2010.

5. Hazardous Materials Re-inspection Report, University of New England, Botany Building, S002, Academic Campus, Armidale, Ref: S6104, February 2010.

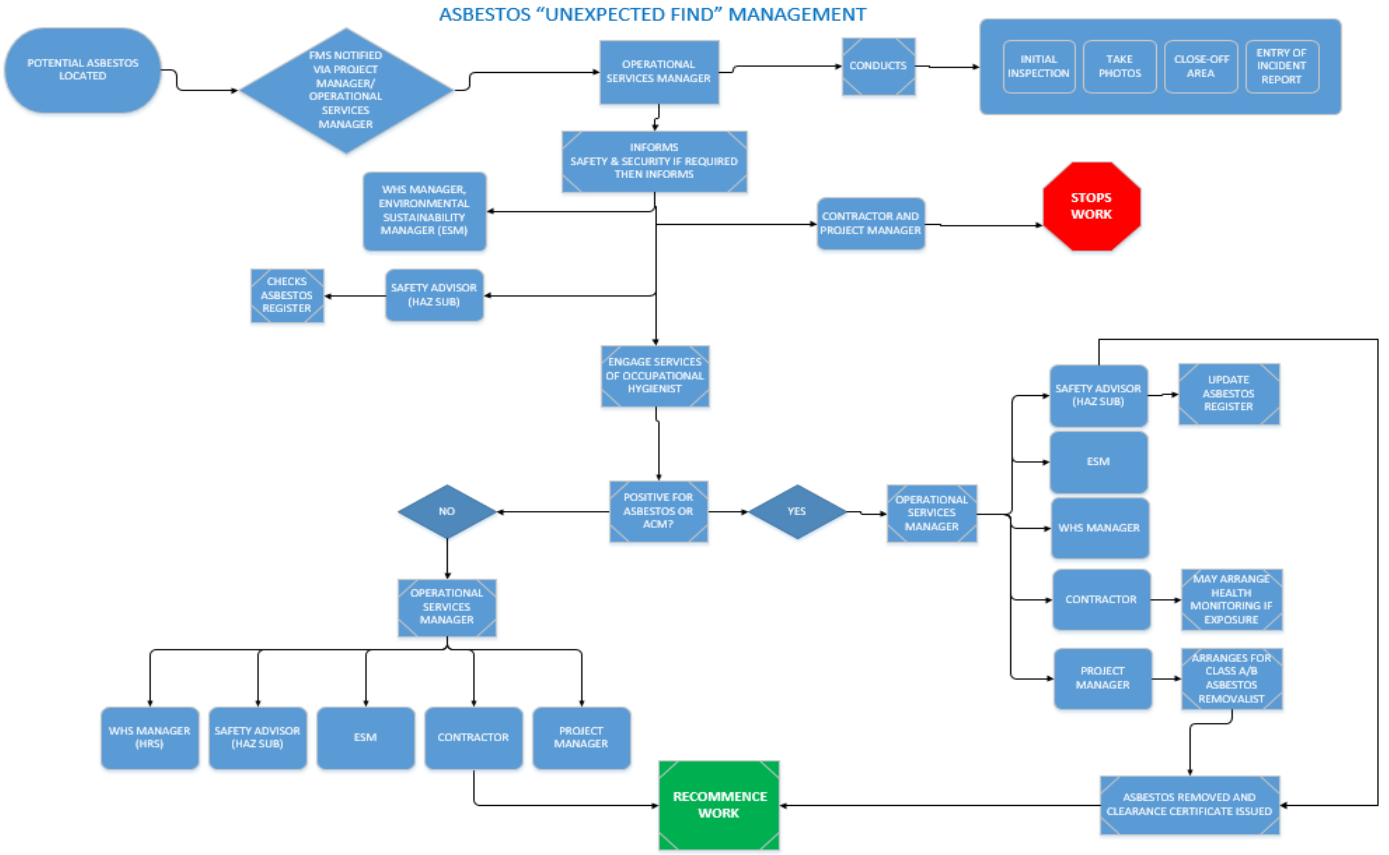
6. Hazardous Materials Re-inspection Report, University of New England, Zoology Building, S001, Academic Campus, Armidale, Ref: S6104, February 2010.

7. Hazardous Materials Register, University of New England, Laureldale Rural Buildings, Armidale, Ref: S5856, August 2009.

8. Hazardous Materials Surveys, University of New England, Rural Properties Infrastructure, Armidale, Ref: S7132, August 2012.

9. Asbestos Survey, University Of New England, 2nd Year Laboratory (Room 181), Level 01, Botany Building (S002), Ref: S8220, July 2014.

Appendix 2: Unexpected Finds Reporting Flowchart



Appendix 3: Clean Up Management Guidelines

The following procedures will help UNE attend to small-scale asbestos issues in real time and alleviate the burden of having to outsource services for minor issues. This can be done by training a number of people on-site to become competent in dealing with these small-scale issues.

These procedures can even be applied to sites where there is available asbestos consulting and removal services, but only if there are trained on-site "competent people".

The procedures are to be used as an on-site containing or cleaning procedure for small-scale damage or disturbances of both friable and non-friable asbestos materials, by a trained on-site "competent person/people". Any significant damage or disturbance must only be contained by the "competent person/people" and then attended to by a licensed asbestos removal contractor which is to be organised through the Safety Advisor: Hazardous Substances, WHS.

Small Scale Containing / Clean-up or Repair Procedures for Damaged or Disturbed Asbestos Materials

The Safe Work NSW "*How to Safely Remove Asbestos"* Code of Practice" was used as a guide in developing the following recommendations for minor asbestos related issues within the UNE property portfolio.

Part 1: Equipment Required

An "Asbestos Kit" similar to a "Chemical Spill Kit" should be created for all the university sites, so they can attend to the damaged asbestos. The use of a large plastic wheelie bin to store the items in one place on-site would be beneficial, as no items would be forgotten for the clean-up or repair process.

The "Asbestos Kit" shall contain the following items;

Class H, HEPA Vacuum

Asbestos vacuum cleaners shall comply with the Class H requirements in Australian Standard AS/NZS 60335.2.69 Industrial vacuum cleaners or its equivalent. Asbestos vacuum cleaners should not be used on wet materials or surfaces. Attachments with brushes should not be used as they are difficult to decontaminate. If they are used, they are to be disposed of as asbestos waste after each clean-up or repair.

Filters for these vacuum cleaners should conform to the requirements of AS 4260-1997 High efficiency particulate air (HEPA) filters – Classification, construction and performance or its equivalent.
Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

One (x1) HEPA vacuum cleaner is sufficient and can be shared between different sites when required. The vacuum cleaner and all attachments are to be stored within an appropriately labelled plastic bag (refer to Asbestos Labelled Waste Bags below) when not in use to minimise the potential for cross contamination of other areas.

Respiratory Protective Equipment

The recommended respirators for use in dealing with the asbestos items is indicated in Figures 1 & 2 below. The respirators indicated have the same protection factor for dealing with asbestos.

Figure 1 Disposable, half-face particulate respirator

The asbestos kit should contain 1-2 boxes of disposable, half-face P2 particulate respirators.

Figure 2 Half-face, particulate filter (cartridge) respirator

The Half-face, particulate filter (cartridge P2) respirator should be provided to staff that will be consistently dealing with asbestos issues. Fit testing for these respirators will be done on an individual basis and can be organised through the supplier or external consulting firm.

Coveralls

Disposable coveralls are to be worn and should be:

- of a suitable standard to prevent tearing or penetration of asbestos fibres so far as is practicable. Disposable coveralls rated type 5, category 3 (prEN ISO 13982–1) or equivalent would meet this standard; and
- the fitted hood is worn over the respirator straps;
- be disposed of as asbestos waste after a single use.

Five (x5) sets of Coveralls would be sufficient to store in the “Asbestos Kit”.

Wet Wipes

Workers should clean their hands, fingernails and shoes thoroughly whenever leaving the work area with Wet Wipes and are to be disposed of in the asbestos waste bag. Correct procedure for wet wipe use includes a single wipe, then holding of the wipe to prevent cross-contamination. This process should be followed / implemented when using wet wipes for decontamination purposes.

Wet Wipes are also to be used to clean all equipment and PPE and again disposed into the asbestos waste bag/s.

Four (x4) boxes of Wet Wipes would be sufficient to store in the “Asbestos Kit”.

Footwear

Safety footwear (for example, steel-capped, rubber-soled work shoes or gumboots) should be provided for all workers cleaning up or repairing the asbestos. Footwear shall be lace less, as laces and eyelets can be contaminated and are difficult to clean.

Asbestos Labelled Waste Bags

Labelled asbestos waste bags are to be used to store any asbestos waste (200 µm thick, 1200mmx900mm).

One (x1) roll or box of plastic bags (approx. 20 bags) would be sufficient to store in the “Asbestos Kit”.

Polythene sheeting for containing asbestos waste

Virgin, heavy-duty 200 µm (minimum thickness) polythene sheeting is to be used. The plastic sheeting can be used for the clean-up or repair works.

Once wrapped in plastic, the bundles of asbestos waste need to be labelled to indicate they contain asbestos so they can be disposed of appropriately.

One 2m-x-10m plastic sheet box (to fit in wheelie bin) would be sufficient to store in the “Asbestos Kit”.

Asbestos Warning Labels & Signs

Asbestos warning labels should be placed on any wrapped asbestos waste. This would be suitable for a large pieces of asbestos cement sheeting that need to be removed from the area. The labels should say, “Danger: Asbestos Do not break seal” or a similar warning. Similarly, larger asbestos warning signs should be placed adjacent the subject area. All warning signs should comply with AS 1319: Safety Signs for the Occupational Environment

One (x1) box of asbestos warning stickers (50 labels) and 6 larger asbestos warning signs would be sufficient to store in the “Asbestos Kit”.

Barricades and Bollards

The use of barricades assists with traffic control and prevents access to the damaged asbestos/areas.

One (x1) roll of Asbestos Barricade Tape (75mm X 100m Roll) - Non Adhesive and 3 larger portable bollards would be sufficient to store in the “Asbestos Kit”.

Sealant, Re-enforced Foil Tape and Duct Tape

Sealant (preferably Emer-Clad®) or Re-enforced Foil Tape can be used to patch up any holes in the asbestos pipe lagging. Duct tape is also used to seal the asbestos waste bags.

Also, a PVA based sealant is to be used to spray the polythene sheeting used in during the clean-up or repair works. This will bind any residual asbestos fibres remaining on the sheeting or asbestos items. A small spray bottle would be sufficient to use for the PVA.

One (x1) small tub of Emer-Clad® ,4 litres PVA sealant, 3 rolls of Re-enforced Foil Tape and 10 rolls of Duct Tape would be sufficient to store in the “Asbestos Kit”.

Part 2: Techniques for Containing, Clean-up or Repair

The following techniques are not meant to be a totally rigid method of dealing with an emergency situation, as each situation may differ, but act as a guide to the trained “competent person/people” who have to respond to the situation. Back up advice can always be obtained from an external

professional organisation.

Friable Materials

Containing Large Scale Damage or Disturbed Materials

1. Make sure area is firstly isolated from staff & students and reported to the Campus Services Manager, EBE.
2. Barricade area with bollards and install appropriate signage.
3. Isolate any localised HVAC equipment/systems until the extent of the damage has been identified and adequate controls implemented.
4. Assess the damage to understand the scale of the situation.
5. Wear appropriate PPE to contain the situation. This would include coveralls, respirator and work boots – ensure an area is erected for personal decontamination and safe removal of PPE.
6. Prohibit access to area by locking doors and covering any gaps or openings with plastic sheeting.
7. Once finished, clean all equipment and PPE, by wet wiping and disposing of Wet Wipes into asbestos waste bags.
8. Organise with Safety Advisor: Hazardous substances, WHS & responsible Project Manager an external consultant to assess the situation.
9. If there is an area that cannot be isolated, clean-up is required; see procedure below.

Clean-Up or Repairing Small Damage or Disturbed Materials

1. Make sure area is firstly isolated from staff & students and reported to the Campus Services Manager, EBE.
2. Barricade area with bollards and install appropriate signage.
3. Wear appropriate PPE; this will involve Coveralls, respirator and work boots.
4. Set up a decontamination area with a large section of plastic sheeting on the ground, to act as a change area.
5. Use the HEPA vacuum to clean up any loose materials on or around the affected area.

6. Seal any damaged lagging or materials with Emer-Clad®, white acrylic paint or tinted PVA. Alternatively, the damaged lagging or materials can be sealed with Re- enforced Foil Tape, which should bind well to either exposed asbestos material or the fabric covering the asbestos.

7. After completing the work, spray seal plastic sheeting associated with the clean-up using PVA and allow to dry.

8. Store any waste into the labelled asbestos waste bags.

9. Clean all equipment and PPE, by wet wiping and disposing of Wet Wipes into asbestos waste bags.

10. Remove PPE in decontamination area. Place all disposable items in an asbestos waste bag.

11. Wet Wipe then seal (with duct tape) first asbestos waste bag and then place into a second asbestos bag. Twist & fold opening of second bag with duct tape.

12. Dispose asbestos waste bags to the local council tip and retain any disposal dockets.

Non-Friable (Bonded Materials)

Damaged Sheeting or Other Damaged Asbestos Materials

1. Make sure area is firstly isolated from staff & students and reported to the Campus Services Manager, EBE.

2. Barricade area with bollards and install appropriate signage.

3. Wear appropriate PPE, this will involve Coveralls (Coveralls are not required to pick up a few fragments of ACM – use for larger pieces), respirator and work boots.

4. Pick up any larger loose fragments and place in asbestos waste bag or wrap in 200um polythene sheeting. Use HEPA vacuum if required to clean up any fine or tiny loose materials on or around the affected area.

    - Note: Seal any remaining damaged asbestos materials with Emer-Clad®, white acrylic paint or tinted PVA.

5. Store any waste into the labelled asbestos waste bags or wrap in clean 200um plastic sheeting (label with asbestos stickers).

6. Clean all equipment and PPE, by wet wiping and disposing of Wet Wipes

and disposable PPE into asbestos waste bags.

7. Wet Wipe then seal (with duct tape) first asbestos waste bag and then place into a second asbestos bag. Twist & fold opening of second bag with duct tape. Do the same if wrapping larger pieces in plastic sheeting (double wrap & label).

8. Dispose asbestos waste to the local council tip and retain any disposal dockets.

Waste Removal

Any waste bags or plastic wrapped waste containing asbestos materials must clearly identified as asbestos waste and be disposed at the local waste facility as soon as practicable after the clean up or repair process. No waste bags or plastic wrapped waste is to be stored at the university site. Waste disposal dockets are to be stored on- site in a record keeping file for future reference.

Inspections after clean up or repair

The “competent person/people” who undertake the small-scale clean-up or repair, must satisfy themselves that the job has been done to an acceptable standard. It would be beneficial that other colleagues inspect the work area as an additional assessment.

Recording and updating works in AMP

Any completed works are to be recorded in the Asbestos Registers and AMP for future reference (Refer to Section 4.5 for record keeping).

Cleaning the HEPA Vacuum

It is imperative that the cleaning of the HEPA vacuum be done with great care and diligence, due to the contents. It is recommended that this task be done in a controlled environment away from any personnel. The appropriate PPE is to be worn when undertaking this procedure and the contents are to be placed into asbestos waste bags as per item 7 & 8 in the above procedure (double bagged).