

17 February 2020

Mark Montgomery

By email: fyi-request-12124-2c91bfa0@requests.fyi.org.nz

Dear Mark

Re: Official Information Act request – Asbestos management plans

I refer to your Official Information Act request dated 31 January 2020 requesting the following information:

Pursuant to the Official Information Act 1982 please provide copies of all Asbestos Management Plans prepared under Regulation 13(2) of the Health and Safety at Work (Asbestos) Regulations 2016 for all workplaces occupied or from time to time occupied by the District Health Board where asbestos or ACM (Asbestos Containing Material) is suspected to be or has been identified at the workplace.

Please find attached the requested information.

You are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Auckland DHB website.

Yours faithfully



Ailsa Claire, OBE
Chief Executive

Asbestos Management Plan

Unique Identifier	HS01/ASD/015 - v01.00
Document Type	Policy
Risk of non-compliance	may result in significant harm to the patient/DHB
Function	Administration, Management and Governance
User Group(s)	ADHB only
• Organisation(s)	Auckland District Health Board (ADHB)
• Directorate(s)	Auckland DHB Wide
• Department(s)	Auckland DHB Generic
• Used for which patients?	n/a
• Used by which staff?	All Auckland DHB Employee
• Excluded	
Keywords	Asbestos
Author	Special Projects Manager – Facilities and Development
Authorisation	
• Owner	Chief Executive & Endorsed by The Board
• Delegate / Issuer	<ul style="list-style-type: none"> • Chief Health Professions Officer • Special Projects Manager – Facilities and Development
Edited by	Document Controller
First issued	26 January 2018
This version issued	26 January 2018 - issued
Review frequency	3 yearly

Contents

Foreword.....	3
1. Introduction	4
2. Asbestos Facts.....	5
2.1 Potential Health Effects of Asbestos	5
2.2 Historical Asbestos Use	5
2.3 Friable Materials.....	6
2.4 Non Friable Materials.....	6
3. Purpose	6
4. The Auckland DHB Asbestos Management Plan – Regulatory Requirements	6
4.1 Management component	7
4.2 Operations and maintenance component	7
5. Asbestos Risk Management – Regulatory Requirements	7
6. Asbestos Risk Management – Actions and Initiatives	8
7. The Auckland DHB Asbestos Management Team	8
7.1 Key functions	8
7.2 Asbestos Management Plan (AMP) Manager	9
8. Access to the Asbestos Management Plan.....	10
9. Access to the Auckland DHB Asbestos Register	10
9.1 Current Employees.....	11

9.2	Previous Workers	11
10.	Auckland DHB Communications Plan for Asbestos	11
10.1	Information Booklet	11
10.2	PowerPoint Presentation	12
10.3	Information Sessions	12
11.	Conducting Asbestos Surveys	12
11.1	Management Surveys.....	12
11.2	Demolition and Refurbishment Surveys	12
12.	Management of Asbestos Related Work Activities	13
12.1	Workers’ responsibilities.....	13
12.2	Asbestos Identification Program (Labelling)	14
12.3	Inspection of identified asbestos or ACM	15
12.4	Operations and Maintenance	15
12.5	Work Procedures.....	15
12.6	Training.....	16
12.7	Disposal of Asbestos Waste and Contaminated PPE	16
12.8	Air Monitoring	17
12.9	Health Monitoring	17
12.10	Contractor Workflow Process for Asbestos Control (BEIMS Maintenance Requests)	18
12.11	Capital Project Workflow Process for Asbestos Control	19
13.	Asbestos Abatement – Strategy by Building	20
13.1	Auckland City Hospital Map	21
13.2	Greenlane Clinical Centre Site Map	22
13.3	Point Chevalier Campus	23
14.	The Asbestos Abatement Process at Auckland DHB	24
15.	Asbestos Material Risk Assessment.....	25
16.	Asbestos Inventory & Control Method.....	26
17.	Asbestos Removal Works	26
17.1	Contractor Induction	26
17.2	Asbestos Removal Control Plan	26
17.3	Notification of Asbestos Removal	27
17.4	Limited Access to Asbestos Removal Area	27
17.5	Clearance Inspection and Certificates.....	27
17.6	Integrity Testing and Background Air Monitoring.....	28
17.7	Updating the Asbestos Register	28
18.	Incident Response Plan – for Events Such as a Ceiling Tile Collapse.....	28
18.1	Staff – Responsibilities	28
18.2	Senior Person – Responsibilities	29
18.3	PAE Shift Engineer – Responsibilities	29
18.4	Maintenance Contractor – Responsibilities	29
19.	Corrections and amendments	30
APPENDIX A:	Bulk Sampling Procedures	31
APPENDIX B:	Visual Re-Inspection and Re-Evaluation	31
APPENDIX C:	Example of an Asbestos Label	32
APPENDIX D:	Definitions	33

Foreword

Working in buildings that were constructed using asbestos containing materials does not mean that your health is at risk. Studies have shown that bonded asbestos containing materials, such as within old textured ceilings, floor tiles and fibrous cement sheeting, do not pose a health risk if they are in good condition and left undisturbed.

Our Facilities and Development team have implemented an on-going asbestos survey and management program to identify and safely manage previously installed asbestos containing materials within our older buildings. As part of this program, Auckland District Health Board commissioned a panel of experienced and reputable consultants to undertake specialised building surveys across all of its properties. Communication with any affected parties has been on-going and extensive air monitoring has ensured that the safety of our staff, patients and visitors has at no time been compromised.

Auckland District Health Board, as a person conducting a business or undertaking, has duties under the Health and Safety at Work (Asbestos) Regulations 2016 in relation to work involving asbestos. Such duties include managing asbestos risks by ensuring that an asbestos management plan is prepared and that the information in the asbestos management plan is kept up to date.

This document, the Auckland District Health Board's Asbestos Management Plan, sets out the how the identified asbestos or asbestos containing material at our buildings will be managed. It is extremely important that each of us ensure that the Asbestos Management Plan is strictly adhered to.

Maintaining a safe working environment for both you and our patients is our highest priority. Auckland District Health Board is fully committed to protecting the environment and ensuring the safety of our staff and the public.

Ailsa Claire
Chief Executive, Auckland District Health Board

1. Introduction

Auckland District Health Board (Auckland DHB) is a person conducting a business or undertakings (PCBU) under the Health and Safety at Work Act 2015 (Act). The primary duty of care in the Act requires a PCBU to ensure the health and safety of workers so far as is reasonably practicable.

Auckland DHB as the PCBU is committed to ensuring the well-being of all ADHB employees, patients, visitors and outside contractors and to this end has developed a comprehensive Asbestos Management Plan (Asbestos Management Plan) to ensure that asbestos and asbestos containing materials (ACM) are identified and managed in accordance with legislative requirements.

The Health and Safety at Work (Asbestos) Regulations 2016 (Asbestos Regulations) prescribe how asbestos must be managed. The Approved Code of Practice for the Management and Removal of Asbestos (Code of Practice) sets out WorkSafe New Zealand's (WorkSafe) expectations in relation to identifying and managing the work-related health and safety risks of work involving asbestos. WorkSafe also publish associated information and guidelines to provide additional information on asbestos to help prevent health and environmental related risks, available from WorkSafe's website: www.worksafe.govt.nz.

The Auckland DHB Asbestos Management Plan is intended to provide information on how to identify, assess and control any potential health hazard caused by the presence of asbestos identified in a building.

The primary focus of the plan is to eliminate accidental exposure to asbestos fibres and to ensure that our buildings remain safe from asbestos contamination. By Auckland DHB actively managing asbestos we also reduce the risk of accidental exposure to all persons on our sites.

This plan addresses not only the effects that asbestos or ACM have on the routine maintenance of our sites, but also the health and safety of the contractors and people in the vicinity of the work during renovations, general repairs and routine maintenance.

In addition, Auckland DHB have clear procedures for carrying out emergency repair work to ensure that no patient, visitor, staff member or contractor is accidentally exposed to asbestos fibres.

Specific work procedures, general work practices and training to facilitate the implementation of the Plan are an integral part of this document. The Asbestos Management Plan includes the establishment of an electronic asbestos register which identifies the materials that contain or are presumed to contain asbestos across all Auckland DHB sites.

The single most important factor in implementing this Plan is to ensure that employees, patients, public and contract workers do not become inadvertently exposed to asbestos fibres.

This plan should be read in conjunction with the Asbestos Regulations and the Auckland DHB's Asbestos Management Policy.

2. Asbestos Facts

Asbestos is the name used for a group of naturally occurring minerals that are made up of many small fibres. These fibres are very strong, and highly resistant to heat, fire, chemicals and wear due to friction. These properties made it an extremely popular and widely used building material throughout the 20th century.

2.1 Potential Health Effects of Asbestos

Asbestos has been recognized as a health hazard for people employed in its production and processing for centuries. However, it was not until the late nineteenth century, with the onset of the Industrial Revolution, that its use became widespread, and it was not until the early part of the twentieth century that the relationship between the use of asbestos and a variety of health effects became a source of concern to the medical profession.

Since the beginning of this century many serious, debilitating and often fatal diseases have been linked to the respiration of asbestos fibres. Although the mechanism of asbestos related diseases is still not fully understood, it is known that there is normally a long waiting (latency) period between the time of exposure and the occurrence of disease. This latency period can typically be between ten to over forty years. Asbestosis, Mesothelioma and Lung Cancer are the diseases most commonly associated with asbestos exposure, although several other diseases have been linked to asbestos exposure.

The health risk of contracting an asbestos related disease is negligible for 'office' building workers, however the risk for maintenance workers is higher. This is because maintenance workers are more likely to come into contact with and disturb asbestos containing materials in the normal course of their work.

2.2 Historical Asbestos Use

Asbestos was inexpensive to mine and has some very useful physical properties. As a result, it has been used in over 3000 different commercial products worldwide. Some of these physical properties include:

- High temperature resistance
- Tensile strength greater than steel
- Good soundproofing properties
- High chemical resistance
- Good electrical insulating properties
- Good mechanical strength

Asbestos has been widely used in building construction over many years and in some countries, its mining and use continues today. It is estimated that there are more than 80,000 public buildings in New Zealand that were constructed with asbestos containing materials. Asbestos products are generally classed into two groups: friable and non-friable.

2.3 Friable Materials

Friable materials are those that, when dry, can be crumbled, pulverized or reduced to powder using moderate hand pressure. The use of friable materials in construction is banned today but due to its widespread use in the past, these materials are still present in many of our older buildings.

2.4 Non Friable Materials

Non Friable refers to ACM in sound condition. Left undisturbed; it presents negligible risk to building occupants and the general community. Therefore removal of ACM may not be immediately necessary. However, our surveys also take into consideration immediate health risks based on the location and condition of the ACM.

The condition of any remaining ACM (such as fibre cement cladding to buildings) is monitored and regularly inspected (at least annually) by an independent assessor. Reasonably practical steps are taken to implement any recommendations to eliminate or minimise health risks from these ACM.

3. Purpose

Auckland DHB is committed to ensuring that it complies with the mandatory duties imposed by the Asbestos Regulations and the Act. The legislation provides a framework for PCBU's and workers to work together to solve health and safety issues by successfully identifying potential health hazards and risk.

Auckland DHB is dedicated and pro-active in ensuring the well-being of all its workers, patients, visitors and outside contractors and to this end will implement the requirements of the Asbestos Management Plan in order to satisfy these needs with regard to asbestos issues.

The single most important factor in implementing this plan is to ensure that all persons using and working on our sites do not become inadvertently exposed to asbestos fibres.

4. The Auckland DHB Asbestos Management Plan – Regulatory Requirements

An Asbestos Management Plan must include information about the following:

- The process of identifying asbestos or ACM
- Decisions, and reasons for decisions, about the management of the risk arising from asbestos at the workplace
- Procedures for managing incidents or emergencies involving asbestos or ACM at the workplace
- The workers who carry out work involving asbestos

The Auckland DHB Asbestos Management Plan contains two components:

4.1 Management component

A management component designed to deal with the identification of all asbestos containing materials and the regular inspection of these materials. Management Procedures include:

- An asbestos identification program.
- The implementation and management of an Asbestos Register.
- Co-ordination of work activities that relate to confirmed or presumed asbestos containing areas.
- Informing affected workers and contractors of asbestos locations.
- Inspection and reassessment procedures.
- Regular Program of reviews based on the condition, location and risk assessment score.
- External audits and reviews to ensure these controls are adequate.

4.2 Operations and maintenance component

The operations and maintenance component includes procedures for dealing with unidentified and potentially asbestos containing products that may be encountered during maintenance activities. Operations and Maintenance procedures include:

- Safe work procedures.
- Worker awareness training.
- Ensuring work is carried out using appropriate Work Procedures as required by the Asbestos Regulation.
- Ensuring Workers at risk have appropriate training.
- Emergency work procedures.
- Waste management.

5. Asbestos Risk Management – Regulatory Requirements

The new Asbestos Regulations require a PCBU with management or control of the workplace (in this case Auckland DHB in respect of its workplace and in some cases together with other parties) to ensure:

- so far as is reasonably practicable, that all asbestos or ACM giving rise to a risk at the workplace is identified;
- the presence, location and estimated quantity or area of asbestos or ACM identified at the workplace are clearly indicated;
- the Asbestos Management Plan for the workplace is prepared and that the information in the Asbestos Management Plan is kept up to date; and
- the plan is reviewed and revised.

6. Asbestos Risk Management – Actions and Initiatives

Auckland DHB is aware that the maintenance of a safe environment for all persons on our sites depends on the establishment of an effective management program. The program has resulted in the following actions and initiatives being undertaken by ADHB:

- The establishment of an Asbestos Management Team.
- Undertaking comprehensive building surveys to identify suspected asbestos or ACM.
- The implementation and ongoing management of an Asbestos Register.
- The removal, isolation or encapsulation of materials which have become damaged, are in poor condition or which may be disturbed by building maintenance or renovations.
- Identification, recording and labelling (where reasonably practicable) of all ACM found to be in good condition and not requiring removal due to refurbishment or maintenance works.
- Only licensed and competent asbestos removalists are permitted to carry out work involving asbestos at our sites.
- The development and implementation of clear procedures for building maintenance contractors for those activities which may require the assignment of an experienced asbestos removal contractor to supervise.
- To ensure that appropriate training and appropriate personal protective equipment (PPE) is provided by their employers to contractors who may come into contact with asbestos or ACM.
- Provision for re-inspection and re-evaluation of all identified asbestos or ACM that are isolated or encapsulated on a regular, scheduled basis.
- The development and implementation of an Asbestos Management Policy which applies to all staff, visitors, patients, students and contractors engaged to work at Auckland DHB.

7. The Auckland DHB Asbestos Management Team

The Asbestos Management Team has been formed to further strengthen and support current asbestos management policies and procedures within Auckland DHB facilities.

7.1 Key functions

Key functions of this team are:

- To implement and provide an on-going review process of the asbestos management plan and system, the program of works including reactive and scheduled work, and to provide feedback to key stakeholders
- Identify and manage emerging risk areas and be able to provide evidence of active management
- To prepare and implement standardised procedures and communications pertaining to potential health issues for incident management where exposure to staff or contractors may have occurred
- Implement a process to manage complaints or concerns in relation to asbestos issues and the management of the communication process
- Implement and manage safe work policies, procedures and practices with regard to working around asbestos for Auckland DHB Workers and assist Contractors in doing the same
- Review, endorse and support strategies to prevent asbestos incidents

- Manage critical / unplanned works to achieve safe work environments
- To respond to any external enquiries and prepare external audits
- To assist in managing stakeholder expectations in relation to project delays due to following required asbestos procedures

7.2 Asbestos Management Plan (AMP) Manager

The Asbestos Management Plan Manager is the main point of contact for all asbestos related matters. The AMP Manager for Auckland DHB is:

Title: Specialist Asbestos Manager
Location: Grafton Campus
Email: asbestos@adhb.govt.nz

Overall responsibility for the administration of the Asbestos Management Plan has been assigned to the AMP Manager whose key responsibilities are to:

- Implement and manage the Asbestos Management Plan in a conscientious manner.
- Ensure that the location and presence of suspected asbestos or ACM throughout Auckland DHB properties are documented in the (online) Asbestos Register. The condition, friability and accessibility of asbestos or ACM must be assessed to determine the potential for fibre release.
- Ensure that the Asbestos Register is readily available to maintenance personnel as well as contracted trades so that they are informed about the presence and location of asbestos or ACM, the tagging and identification system and the hazards of asbestos exposure including safe work procedures that must be followed when working in close proximity to, or contacting asbestos or ACM.
- Ensure that relevant information from the asbestos register is provided to ADHB workers in a timely fashion on request
- Develop and implement an inspection program to monitor the condition of asbestos or ACM throughout the sites.
- Develop a strategy to ensure that damaged or deteriorated asbestos or ACM are be promptly removed, isolated or encapsulated to prevent the release of airborne asbestos fibres.
- Develop a program to formally re-evaluate any remaining ACM at regular intervals (at least every five years). This will include reassessment of the potential hazard, remedial action as required, an update of the Asbestos Management Plan (if required) and Asbestos Register based on the findings of these inspections.
- Develop and maintain written work procedures and/or policies for all service and maintenance activities which may involve contact with asbestos or ACM including a process for emergency works involving asbestos.
- Co-ordinate asbestos related incident and accident/emergency response.
- Investigate asbestos related enquiries or concerns immediately and take immediate action.
- Monitor and review work performed by maintenance personnel, including contracted trades, to ensure that their work activities are not disturbing asbestos or ACM and that any identifying tags are not being inadvertently removed, damaged or painted.

- Communicate with staff and contractors to ensure that their activities are not disturbing asbestos or ACM
- Renovations and maintenance activities increase the potential for disturbance of asbestos or ACM. Prior to conducting any renovation or maintenance work, the AMP Manager will review the work to assess the likelihood of asbestos or ACM being disturbed and take the appropriate action to ensure that no asbestos fibres are released.
- Manage and coordinate all asbestos removal, handling and sampling to ensure that it is carried out by a licensed and qualified agency in accordance with the Asbestos Regulations and under the direction of Facilities & Development only.
- Actively collaborate with other DHBs and encourage information sharing to ensure that our policies and procedures are in line with best practice.

8. Access to the Asbestos Management Plan

This “Overarching” Asbestos Management Plan is to be read together with the Auckland DHB Asbestos Management Policy and the Auckland DHB asbestos register entry for each workplace.

Auckland DHB as a PCBU with management or control of a workplace will ensure that a copy of the Asbestos Management Plan for the workplace is readily accessible on the ADHB Intranet, by email or in hard copy format to:

- Workers who have carried out, carry out, or intend to carry out work at the workplace; and
- A representative of the above workers;
- A PCBU who has carried out, carries out, or intends to carry out work at the workplace; and
- A PCBU who has required, requires, or intends to require work to be carried out at the workplace.

9. Access to the Auckland DHB Asbestos Register

Auckland DHB’s Asbestos Register is an online, living document that contains accessible detailed records of all surveyed locations and identified and assumed asbestos or ACM. The Register is intended as a tool to assist trades in the identification and effective management of asbestos across our sites.

Auckland DHB requires contractors, maintenance personnel and project managers to consult the Asbestos Register prior to starting work in any building constructed prior to 2003 or in which asbestos or ACM has been identified or is likely to be present. If there are any positive results, there is a requirement to carry out an asbestos risk assessment in relation to the proposed work.

Auckland DHB will make the Asbestos Register available to all:

- workers that carried out work at the workplace in the past;
- workers currently working at the workplace;
- workers intending to do work at the workplace; and
- people representing workers that worked, are currently working or intend to work at the workplace.

Requests by staff members and previous workers for inspection of data held within the Asbestos Register will be actioned as follows:

9.1 Current Employees

[The Auckland DHB Health & Safety Policy](#) requires that any staff member who believes that they have been exposed to a hazard in the workplace, reports this to their manager using the worker incident reporting system. The report must include a description of the incident leading to the potential exposure. This is so that Auckland DHB has an opportunity to understand the health and safety risk being reported and can ensure that the worker's health is managed appropriately. Once Auckland DHB has the requested report, it will provide any relevant information from the asbestos register to the current employees within five business days.

9.2 Previous Workers

It is extremely difficult to assess potential past exposures without any evidence of the circumstances around the event. As such, as a first response, the Asbestos Management Team will request records of any historic incident / occurrence reports relating to potential exposure from the previous worker who carried out work at the workplace in the past. It will also confirm to previous workers that all asbestos removal works undertaken at Auckland DHB over the years have been conducted in accordance with the relevant health and safety regulations and recommend that if the person believes they may have been exposed to airborne asbestos fibres, they contact their GP for an assessment and register their details on the National Asbestos Exposure Register held by WorkSafe NZ.

<http://www.worksafe.govt.nz/worksafe/notifications-forms/asbestos/asbestos-exposure-registration>

WorkSafe NZ states that *“exposure does not need to be related to paid work. If you register on the Asbestos Exposure Database, you will receive an article on asbestos and its associated health-related problems. If you indicate you have a family doctor, they will be notified you are on the register. They will also be sent information about asbestos”*.

10. Auckland DHB Communications Plan for Asbestos

The Auckland DHB Asbestos Management Team has initiated a DHB wide communication plan to assist in raising staff awareness of asbestos and its management at our campuses. This includes:

10.1 Information Booklet

An [information booklet](#) has been produced and circulated via the intranet for all staff to read. The booklet contains information regarding:

- General facts about asbestos and its uses
- The actual risk to staff / visitors / contractors at our campuses
- Exposure limits
- What the Auckland DHB is doing to address the issue
- Frequently asked questions

10.2 PowerPoint Presentation

A [PowerPoint presentation](#) providing information regarding asbestos and how we are managing it is being rolled out to all senior management staff at their scheduled health and safety meetings.

10.3 Information Sessions

Planned information sessions for all staff including input from industry professionals.

11. Conducting Asbestos Surveys

As a PCBU, Auckland DHB has a responsibility to ensure that any asbestos or ACM on its sites is identified and managed in an appropriate manner in accordance with the requirements of the Asbestos Regulations.

In order to establish the risk posed by asbestos or ACM, the possible uses, locations and condition of asbestos must be known. In order to gather this information, an asbestos building survey must be undertaken by a Licensed Asbestos Assessor on all buildings constructed prior to 2003 or in which asbestos or ACM has been identified or is likely to be present.

11.1 Management Surveys

The standard asbestos surveys conducted at Auckland DHB owned and operated sites are known as Asbestos Management Surveys and are carried out by a Licensed Asbestos Assessor in order to support Auckland DHB in identifying and managing asbestos in its buildings.

The survey purpose is to locate, as far as reasonably practicable, the presence and location of any identified or assumed asbestos or ACM in a building which could give rise to a risk of exposure to respirable asbestos fibres. For example, this includes ACM that could be damaged or disturbed during normal occupancy, or foreseeable maintenance and installation work.

As a PCBU, Auckland DHB, so far as reasonably practicable ensures that any workers or other persons occupying buildings leased by Auckland DHB do not become inadvertently exposed to asbestos fibres.

Asbestos surveys and due diligence are undertaken on all leased and rented properties to ensure that any asbestos is identified and adequately managed. As part of the duty to co-operate and consult, ADHB will contact its landlords and property managers regarding asbestos, asking if they are aware of any potential asbestos or ACM.

11.2 Demolition and Refurbishment Surveys

More invasive Demolition and Refurbishment Surveys are to be completed prior to demolition or refurbishment works if these works are likely to disturb any known or presumed ACM. This typically involves the partial removal of walls, ceilings and floor coverings etc to enable the licensed asbestos assessor to gain a clear picture of the volume of ACM that may need to be removed prior to demolition or refurbishment works.

The contracts for any new building work will specifically state that asbestos and ACM are not to be used. Any products that traditionally contained asbestos and have not been manufactured in New Zealand or Australia will be accompanied by an IANZ or NATA accredited laboratory certificate showing a negative result prior to being installed. If asbestos is found in any new building material supplied then the contract will state that the replacement and / or removal will be at the contractors cost.

The results of all surveys, sample analysis, remedial work and clearance inspections and certificates are recorded within the Auckland DHB Asbestos Register.

The Asbestos Regulations prohibit the carrying out, directing or allowing work involving asbestos or ACM outside the requirements of the Asbestos Regulations. Therefore no Workers can be instructed by Auckland DHB to undertake any work involving asbestos without having the relevant license, supervision or training.

Appendices A and B of this Plan set out procedures for bulk sampling and visual re-inspection and re-evaluation.

12. Management of Asbestos Related Work Activities

Due to the overall perception that the general public has regarding asbestos, an important part of the management function is to provide factual information and reassurance to Auckland DHB Contractors and Workers, who may feel affected by the presence of asbestos. In addition, the management function is involved in the selection and overview of outside technical expertise. The following items are addressed by the management function:

12.1 Workers' responsibilities

12.1.1 Contractors, Maintenance Personnel and Project Managers

Contractors, Maintenance Personnel and Project Managers shall include all contracted trades and shall:

- Undertake the required Facilities & Development online health and safety induction program, the Contractor site specific induction program and for those who regularly attend to works on our sites, attend an Auckland DHB approved Asbestos Awareness Course
- Consult the Asbestos Register prior to starting work in any building constructed prior to 2003 or in which asbestos or ACM has been identified or is likely to be present based the asbestos "pocket card" issued to all contractors at their PAE induction. This requirement also relates to any planned excavation works at sites established prior to 2003. If there are any positive results, there is a requirement to carry out an asbestos risk assessment in relation to the proposed work
- If there is any uncertainty as to whether an area may be affected by asbestos or ACM, do NOT proceed with work until you have consulted with the AMP Manager
- Ensure that all employees under their control have adequate training, information and instruction to enable them to work safely in areas where asbestos or ACM may be present
- Not be permitted to disturb any asbestos or ACM

- Stop work immediately if any suspicious material is discovered that could be asbestos and notify the AMP Manager or PAE Facilities Management as soon as possible.
- Ensure that all work activities relating to asbestos containing materials will only proceed after being authorized by the AMP Manager
- Record and report any incidents of potential exposure to your manager for immediate action.
- Carry out renovation, routine maintenance or service work, which is likely to disturb asbestos or ACM, only after the work has been quantified and authorized by the AMP Manager
- Be prepared to conduct high risk work under the supervision of a licensed and competent asbestos removalist to ensure that safe work methods and techniques are used to minimise the risk of potential exposure
- Ensure that any penetrations made to walls, ceilings or floors are appropriately sealed to maintain building compliance and avoid further potential contamination
- Immediately inform the AMP Manager if damage or disturbance of asbestos or ACM occurs during the course of their work
- Not damage, remove, paint or otherwise interfere with the asbestos identification tags

12.1.2 Auckland DHB Workers

Staff and employees shall:

- Be made familiar with the type and condition of any asbestos or ACM that may be present in their workplace and the Asbestos Management Plan, including the labelling and identification system.
- Ensure that all maintenance, repair or installation work is carried out via Facilities & Development so that all work is properly assessed for asbestos risk.
- Not disturb asbestos or ACM (such as textured ceilings). This will prevent any asbestos fibres from being released.
- Record any incidents of potential exposure via the appropriate Auckland DHB Health & Safety incident reporting system.
- Have all renovation, maintenance or service work that may damage or disturb any asbestos or ACM authorized by the AMP Manager prior to any work being carried out.
- Not damage, remove or paint over any of the asbestos identification labels.
- Immediately inform the AMP Manager if any asbestos or ACM are damaged or disturbed.

12.2 Asbestos Identification Program (Labelling)

All work conducted on ACM must be undertaken in such a manner as to minimise health risks.

An important part of managing asbestos risk is the physical identification of all the asbestos or ACM. To this end, all identified asbestos or ACM that are not removed, have been labelled where reasonably practicable and the details regarding location and condition are recorded in the Auckland DHB Asbestos Register. An example of commonly used labels at ADHB is available in Appendix C.

Any labelled asbestos or ACM must not be disturbed by any person until the proposed action has been identified and the risk quantified by the AMP Manager. Only suitably trained and qualified

personnel familiar with current asbestos safety precautions will be permitted to work on the material.

12.3 Inspection of identified asbestos or ACM

Periodic inspections of all asbestos or ACM are an integral and required part of the ADHB Asbestos Management Plan. The inspections are intended to document the condition of these materials, at a minimum, on an annual basis to determine if they are deteriorating or have become damaged since the previous inspection. Any recommendations provided as a result of these inspections are actioned according to the risk identified.

12.4 Operations and Maintenance

Facilities and Development, in conjunction with PAE Facilities Management have initiated the following checks to assist contractors in making sure their routine work does not inadvertently disturb asbestos:

- A “Take 5” checklist which is included on the back of all BEIMS maintenance requests issued to contractors. This checklist not only prompts contractors to ensure that their health and safety obligations have been met, but also provides a prompt for the contractors to check the asbestos register prior to commencing works so that they can eliminate the risk of disturbing any asbestos during their work activities.
- Inclusion within the BEIMS ticket of “known risks” within each building. This covers asbestos as well as other general health and safety hazards.
- Provision of a work station at the Grafton and Greenlane campuses which allows contractors to access the online asbestos register from the PAE sign in desk
- Distribution of a “pocket card” for all contractors to carry which clearly and simply states which buildings are “red” (contaminated), “orange” (presumed) or “green” known to be clear. This allows contractors to quickly see if any planned works will require checking the asbestos register prior to commencement.
- Regular monitoring of the BEIMS system to ensure that any stakeholder requests which may pose an asbestos risk are referred to the AMP Manager for review and action as necessary

12.5 Work Procedures

Contractors may have to work near asbestos or ACM during the normal course of their work. In order for these workers to proceed in a safe manner, work procedures covering a variety of tasks are to be developed by all contracted workers to submit with their Site Specific Safety Plan (SSSP). These procedures are to include all work involving:

- Working with non-friable asbestos containing materials.
- Moderate and High Risk work procedures.
- Waste handling.
- Excavation of soil.

Contractors and maintenance workers may be required to perform emergency work in areas where identified or presumed asbestos or ACM are located. In these instances, the nature of the

work will not permit compliance with all normal ADHB Regulations insofar as prior authorisation of the work to be done is required.

The contractor may notify the AMP Manager after the fact in these situations but must ensure that the work is only conducted by those contractors who have been provided with the appropriate level of training by our onsite asbestos consultants and where possible, with the assistance and supervision of said consultants.

Where there is a risk that the required works may disturb existing or suspected asbestos, full P3 PPE equipment must be worn and decontamination procedures followed as per the specialist training provided. Where there is little risk of disturbing any asbestos but the area is confirmed or suspected to be contaminated, a P2 mask and booties will provide sufficient personal protection.

Any used disposable PPE must be disposed of in accordance with section 10.10 – Waste Management.

12.6 Training

Asbestos Awareness training is an Auckland DHB requirement for all individuals who may have cause to come into contact with asbestos or ACM during the normal course of their work. Contractors and maintenance staff are expected to recognize any damaged materials or debris that they may encounter (directly or indirectly) and report their findings immediately to the Facilities & Development team for action.

The training program is carried out by a specialist asbestos training company as recommended by Auckland DHB and includes:

- An asbestos awareness program, including health effects and elements of risk.
- The types, uses and likely occurrence of asbestos or ACM in buildings, plant and / or equipment across all sites.
- The processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace.
- Where applicable, training in the correct use of protective clothing and equipment and safe work procedures.
- The use of respirators and their maintenance.

Auckland DHB will keep a record of the training undertaken by the worker while the worker is carrying out the work, and for five years after the day on which the worker ceases working for Auckland DHB.

12.7 Disposal of Asbestos Waste and Contaminated PPE

Asbestos waste includes:

- Asbestos or asbestos contaminated soil
- Debris or asbestos containing materials removed
- Disposable coveralls and boots used during asbestos work.
- Sponges and other disposable cleaning materials.

- Plastic drop sheets.
- HEPA vacuum bags.

Any disposable PPE accumulated during maintenance or repair activities in areas with presumed or confirmed asbestos contamination is to be securely bagged and disposed of in the yellow ATL Group Ltd bins supplied at the boiler houses on all sites. All disposable PPE accumulated within these bins will then be bagged, labelled and disposed of at approved wastes sites by the Auckland DHB specialist asbestos contractor in accordance with the Health and Safety at Work (Asbestos) Regulations 2016.

12.8 Air Monitoring

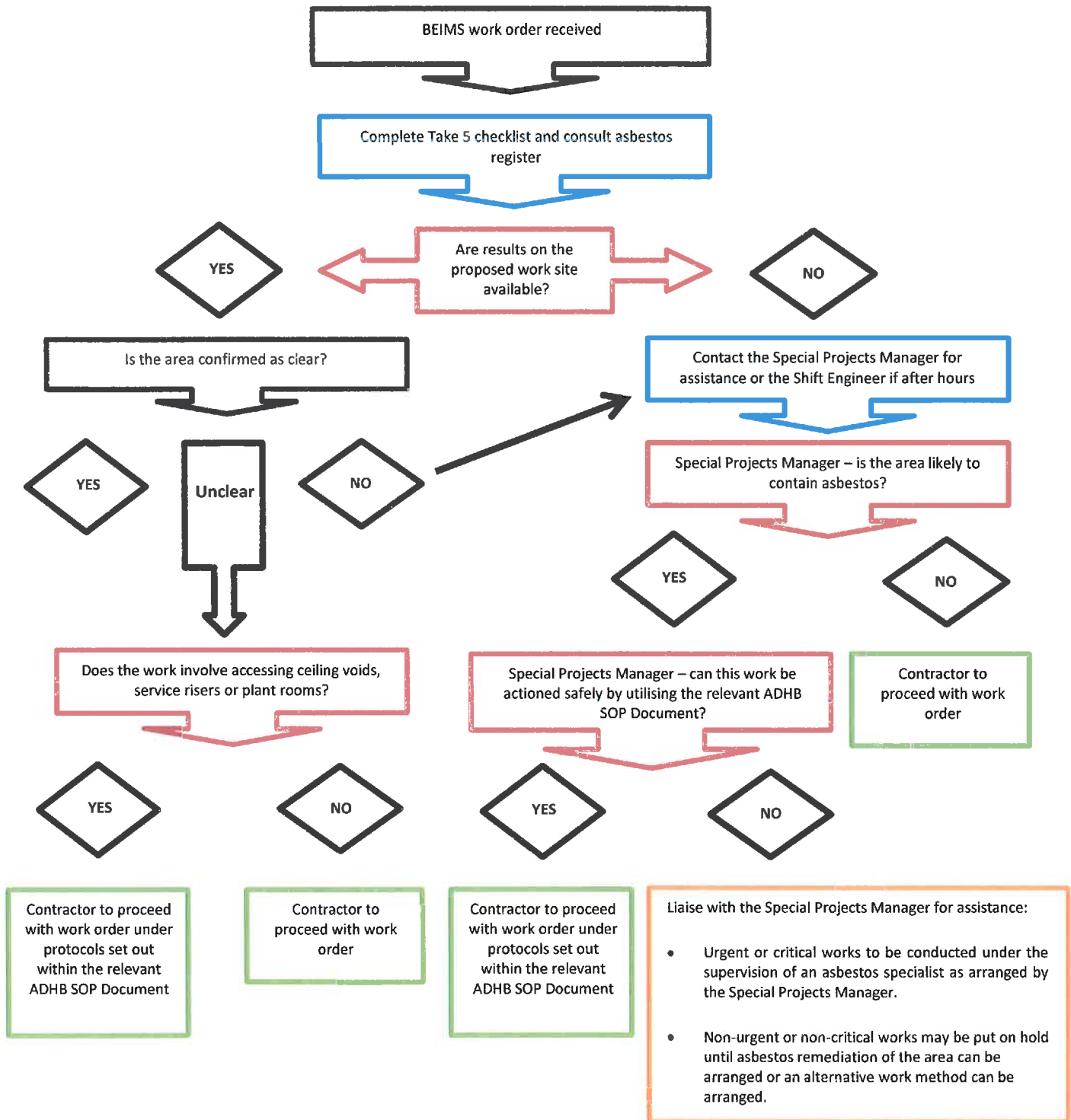
Air monitoring, if required is conducted in accordance with the requirements of the Asbestos Regulations. This process is directed and managed by Facilities & Development and the results are logged in the Auckland DHB Asbestos Register. Should Facilities & Development receive any air monitoring results above the allowable limit(s), immediate action will be taken to address potential risk in accordance with the Health and Safety at Work Act 2015 and the Health and Safety (Asbestos) Regulations 2016.

12.9 Health Monitoring

Auckland DHB will ensure that any workers contracted to carry out licensed asbestos removal work or asbestos-related work on our sites are provided with health monitoring by their employers in accordance with requirements of the Asbestos Regulations and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

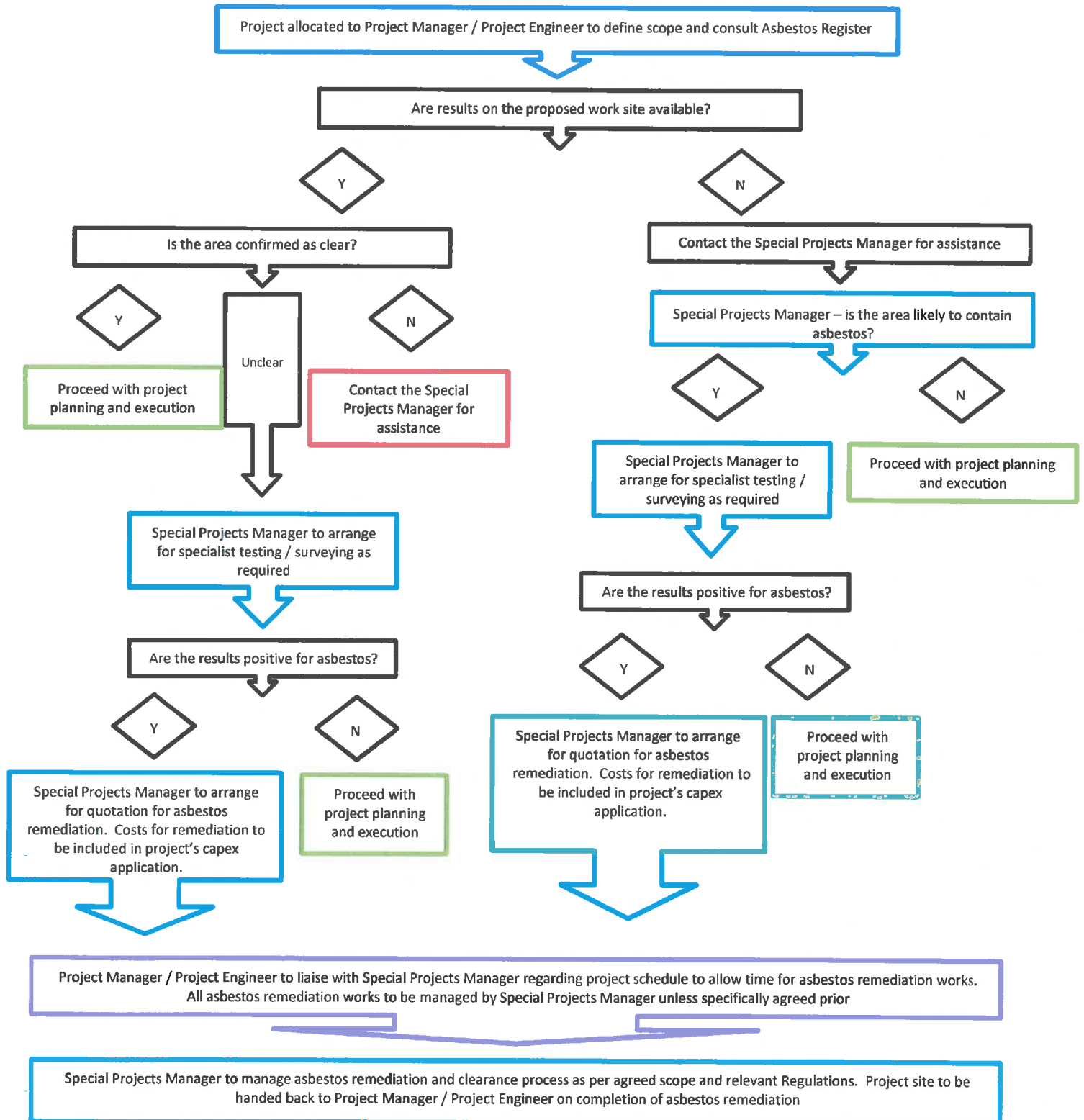
12.10 Contractor Workflow Process for Asbestos Control (BEIMS Maintenance Requests)

The following flowchart describes the process to be undertaken when attending to BEIMS related maintenance requests within ADHB buildings constructed prior to 2003 or in which asbestos or ACM has been identified or is likely to be present:



12.11 Capital Project Workflow Process for Asbestos Control

The following flowchart describes the process to be undertaken during the planning of Capital Project Works at our sites and specifically within any of our buildings constructed prior to 2003 or in which asbestos or ACM has been identified or is likely to be present:



13. Asbestos Abatement – Strategy by Building

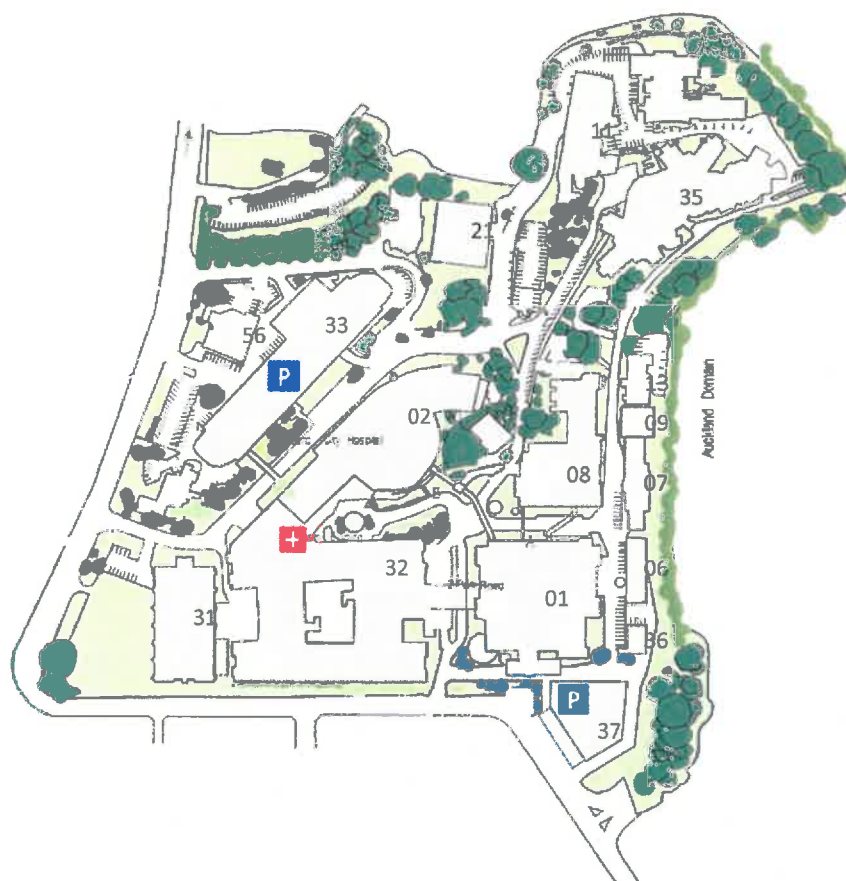
Auckland DHB has put in place a strategy with regard to asbestos abatement for our buildings. This strategy not only takes into account the overall risk to building occupants but the condition and lifespan of the building itself.

For example, where asbestos has been identified in a building which is known to be worn and no longer “fit-for-purpose”, the decision may be made to encapsulate any identified asbestos rather than remove it with the view to conducting full removal when the building is demolished and replaced with a new more suitable structure. However, if the identified asbestos is considered to be of risk to building occupants and encapsulating it will not provide an effective measure of control, removal will proceed.

Below are the site plans for our three main campuses which detail the buildings that have been categorised as follows:

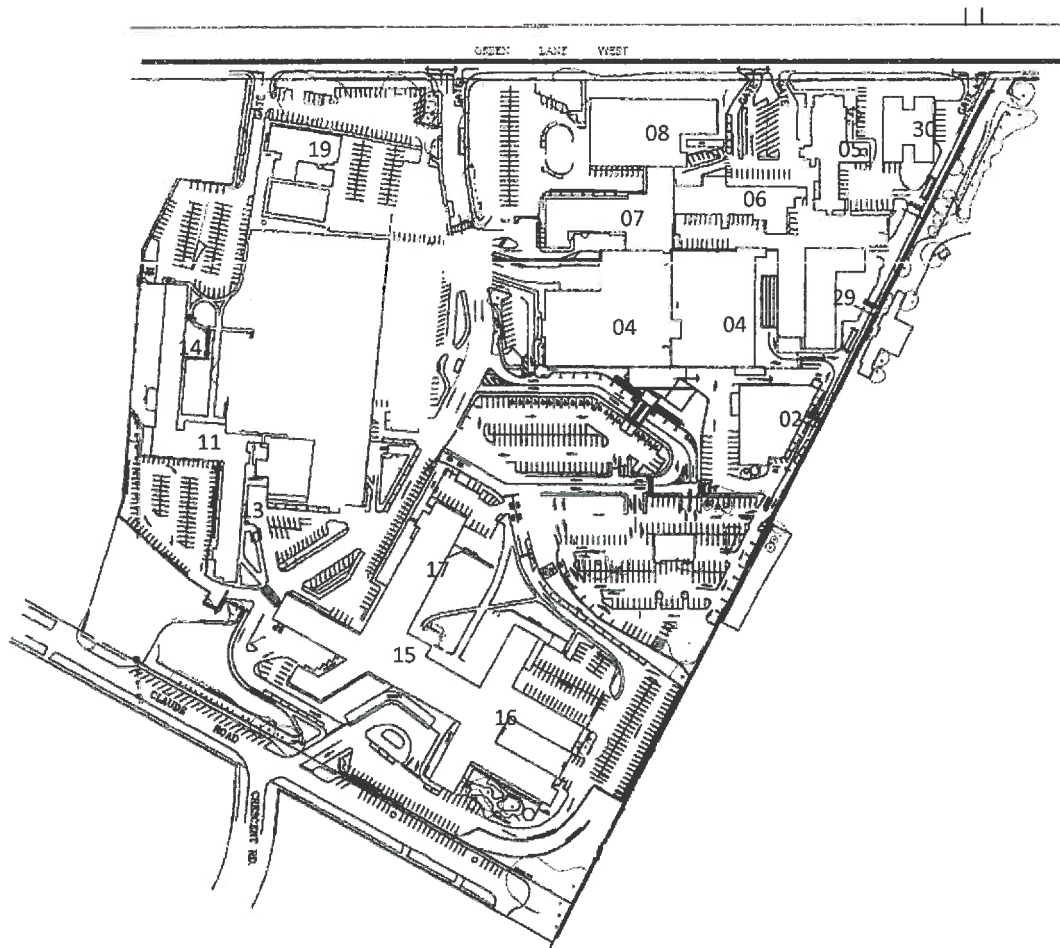
- a) **Critical:** These buildings are critical to the provision of health care services across the region and will be refurbished as required rather than demolished. Therefore, any asbestos or ACM identified will be systematically removed according to risk and as access allows.
- b) **Non-Critical:** These buildings are considered either no longer fit for purpose or beyond economical maintenance and will be demolished and replaced as part of the larger site master plan. Therefore, any asbestos or ACM identified will be monitored and / or encapsulated where practical. Where it is not practical to encapsulate or it is considered that these materials may pose a health risk to building occupants or those engaged to maintain the buildings, they will be removed where practical.
- c) **Not Applicable:** These buildings have been confirmed as asbestos free and are therefore not included within the ADHB Asbestos Management Plan

13.1 Auckland City Hospital Map



LEGEND					
Critical Building		Non-Critical Building		Not Applicable	
1	SUPPORT BUILDING	30	TE WHARE AWHINA – ACCOMODATION UNIT		
2	STARSHIP CHILDREN'S HEALTH	31	LABPLUS & MORTUARY		
6	BOILER HOUSE	32	AUCKLAND CITY HOSPITAL – MAIN BUILDING		
7	SUPPORT SERVICES	33	CARPARK B – HELIPAD		
8	REGIONAL CANCER & BLOOD SERVICES	35	TE WHETU TAWERA – ACUTE MENTAL HEALTH UNIT		
9	PAPU	36	SUBSTATION G		
11	RONALD McDONALD HOUSE	37	CARPARK A		
13	CLINICAL ENGINEERING	43	MARION DAVIS LIBRARY		
15	FRASER McDONALD UNIT / CRECHE	46	DANGEROUS GOODS STORE		
21	SUPPLY STORE, CLINICAL RECORDS	56	HAEMODIALYSIS UNIT		

13.2 Greenlane Clinical Centre Site Map



LEGEND			
Critical Building		Non-Critical Building	
Not Applicable			
02	MAIN BOILER HOUSE	14	ADMINISTRATION / COMMUNITY / DIALYSIS UNIT
04	GREENLANE CLINICAL CENTRE	15	CORNWALL COMPLEX
05	INFIRMARY WARD	16	CORNWALL COMPLEX
06	COSTLEY BLOCK	17	CORNWALL COMPLEX
07	CLINICAL CENTRE	19	STAFF / COMMUNITY HALL
08	EYE CLINIC	29	CRECHE
11	CONTACT CENTRE	30	HOME DIALYSIS UNIT
13	STAFF RESIDENCE / ADMINISTRATION		

13.3 Point Chevalier Campus



LEGEND					
Critical Building		Non-Critical Building		Not Applicable	
25	BUCHANAN CLINIC	87	AHUERE – OFFICES		
26-34	CLUSTER HOUSING	89	WHARE KAI – DINING HALL		
86	TE IHI	90	REHAB PLUS		
85	ABLUTION BLOCK	91	REHAB PLUS HOUSING		
88	MANAWANUI MEETING HOUSE	92	REHAB PLUS HOUSING		

14. The Asbestos Abatement Process at Auckland DHB

The following flow chart describes the process undertaken when removing asbestos at ADHB sites in line with the current Asbestos Regulations.



15. Asbestos Material Risk Assessment

The following matrix is used to determine appropriate actions when asbestos materials are identified either as a result of management surveys or testing on a reactive / ad-hoc basis.

Sample Variable	Score	
Asbestos Type	1	Chrysotile
	2	Amosite
	3	Crocidolite
Location	0	Exterior
	1	Interior
	2	Subject to airflow or heat source
Access	0	Low - usually inaccessible / unlikely to be disturbed
	1	Medium - Occasionally disturbed
	2	High - Easily disturbed
	3	Extreme - Routinely disturbed
Friability	0	Low
	1	Medium
	4	High
Material Condition	0	No obvious damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite asbestos materials; reinforced plastics, resins and vinyl tiles
	1	Enclosed sprays and lagging, AIB (encapsulated), fibre cement sheeting
	2	Unsealed AIB or encapsulated lagging and sprays
	3	Unsealed lagging or sprays
Occupancy	0	Low (0-3)
	1	Medium (4-10)
	2	High (10+)
Total	16-20	HIGH RISK
	12-15	MEDIUM RISK
	6-11	LOW RISK
	0-5	INSIGNIFICANT RISK
HIGH RISK	Risk to Health and Safety is substantial and represents a serious risk to the health of occupants and visitors to the premises in its current condition. Remedial actions should be implemented immediately	
MEDIUM RISK	Situations in this category warrant urgent consideration, in that any change in one of a number of contributory factors may result in an unacceptable risk to health. It is recommended that emergency repair / remediation / sealing operations should be undertaken where any deterioration or damage occurs.	
LOW RISK	Situations in this category do not pose an imminent risk and the likelihood of exposure is considered to be low. It would be appropriate for materials within this category to be encapsulated where possible and active monitoring should be undertaken.	
INSIGNIFICANT RISK	Situations in this category do not pose an imminent risk and the likelihood of exposure is considered to be low. It would be appropriate for materials within this category to be regularly monitored, as deterioration may occur over time.	

16. Asbestos Inventory & Control Method

The following table lists the asbestos containing materials identified in the survey reports we have received to date (at the time of publication of this document) and identifies the control methods we have in place to manage potential exposure based on the asbestos material risk assessment score:

Asbestos Material	Risk Score	Control Method
Textured ceiling coating	4	Monitor condition, remove when condition deteriorates or as access allows
Spray applied fireproofing / insulation	17	Remove
Mechanical insulation (pipe lagging & rope insulation etc)	16	Remove
Floor tiles / vinyl	4	Monitor condition, remove when condition deteriorates
Cement board (Fibrolite)	2	Monitor condition, maintain paint finish. Remove when condition deteriorates or as access or refurbishment allows
Mechanical gaskets	4	Monitor condition, remove when condition deteriorates or as access allows
Cement / stucco finishes	2	Monitor condition, maintain paint finish
Duct caulking/mastic	3	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Roof sheeting	5	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Tar based products (bitumen roofing)	1	Monitor condition, remove when condition deteriorates or as access allows
Down-pipes / guttering	1	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Electrical switchboard mounts	3	Monitor condition, remove when condition deteriorates or as access allows
Fire door insulation	9	Monitor condition, remove during refurbishments

17. Asbestos Removal Works

Only Class “A” asbestos removal contractors will be engaged to undertake asbestos removal works at Auckland DHB owned and occupied buildings. A contractor in this category is permitted to remove all types of friable and non-friable asbestos items.

The following procedure must be followed for licensed asbestos removal work:

17.1 Contractor Induction

Asbestos removal contractors attending to any work at Auckland DHB sites must complete the required induction process as per section 12.1.1 of this plan.

17.2 Asbestos Removal Control Plan

An Asbestos Removal Control Plan is a document that identifies the specific control measures the licensed asbestos removalist will use to make sure workers and other people are not put at risk when carrying out the work.

The licensed asbestos removal contractor must provide a copy of the Asbestos Removal Control Plan along with a SSSP to the AMP Manager for review and approval prior to the start of any asbestos removal works.

17.3 Notification of Asbestos Removal

17.3.1 Notification to WorkSafe

Before undertaking asbestos removal works at Auckland DHB sites, the asbestos removal contractor must notify WorkSafe NZ in writing at least 5 days before the removalist commences licensed asbestos removal work using the Notification of Licensed Asbestos Removal form which is available from WorkSafe's website and in accordance with regulation 34. If the asbestos must be removed immediately, the licensed asbestos removalist must give notice to WorkSafe immediately by telephone and in writing within 24 hours after notice is given by telephone.

17.3.2 Notification to workers and other occupants

Auckland DHB will ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace and when the work is to commence, before the work commences:

- workers and any other persons at the workplace; and
- the person who commissioned the asbestos removal work.

Auckland DHB will take all reasonable steps to ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace and when the work is to commence, before the work commences:

- any PCBU at, or in the vicinity of the workplace; and
- anyone occupying premises in the immediate vicinity of the workplace.

17.4 Limited Access to Asbestos Removal Area

Auckland DHB will ensure, so far as is reasonably practicable, that no one other than the following has the access to an asbestos removal area:

- workers engaged in the asbestos removal work;
- other persons associated with the asbestos removal work; and
- anyone allowed under the Asbestos Regulations or another enactment to be in the asbestos removal area.

Auckland DHB may refuse to allow access to an asbestos removal area at the workplace to anyone it wishes. Auckland DHB will refuse entry to anyone who does not comply with a control measure implemented for the workplace in relation to asbestos, or a direction of the licensed asbestos removalist.

17.5 Clearance Inspection and Certificates

Auckland DHB will engage an independent licensed asbestos assessor to undertake clearance inspections upon the completion of asbestos removal works. The clearance inspection is a four stage process as follows:

- Stage 1: Preliminary check of site condition and job completion
- Stage 2: Thorough visual inspection inside the enclosure / work area
- Stage 3: Air monitoring and swab samples
- Stage 4: Final assessment post enclosure / work area dismantling

Upon successful completion of the clearance inspection, the independent assessor will issue a clearance certificate verifying that the area is safe to re-occupy and all asbestos has been safely removed from the area according to the scope of works and the Asbestos Removal Control Plan. A copy of this document is provided to any staff member in the vicinity of works as an assurance that the area is safe to re-occupy.

17.6 Integrity Testing and Background Air Monitoring

Auckland DHB will engage an independent, licensed assessor to undertake integrity testing of the asbestos removal containment area prior to works beginning. The independent assessor will also undertake background air monitoring during asbestos removal and provide a report on results daily. These results will be made available to any staff member in the vicinity as an assurance that works do not affect their health and safety.

17.7 Updating the Asbestos Register

Upon completion of asbestos removal works, the AMP Manager will update the Asbestos Register with the relevant documentation and actions taken, including labelling of any remaining asbestos not able to be removed.

18. Incident Response Plan – for Events Such as a Ceiling Tile Collapse

In the event of an incident such as a ceiling tile collapse in an area where asbestos is known or suspected, special precautions will be required in order to minimize the spread of asbestos fibres from damaged asbestos containing building materials. Other incidents that will be managed using the Incident Response Plan are:

- Storm Damage
- Leaks / Flooding
- Ceiling Tile Collapse
- Emergency repairs to malfunctioning / damaged equipment (including plant equipment)

In the above instances, the following procedures are to be observed.

18.1 Staff – Responsibilities

- Nobody is to attempt to clean up potential asbestos containing materials or remove items from the area without prior authorisation from the Special Projects Manager and / or the Director of Facilities & Development.
- Isolate the area from the adjacent area of the building by closing doors and windows to restrict airflow and control access to the area.
- Contact your Supervisor or Line Manager and state the location and description of the event

18.2 Senior Person – Responsibilities

- Assess the circumstances and determine what actions have been taken
- Call the PAE Shift Engineer on 021-938-969 (Grafton) or 021-829-679 (Greenlane) and state the location and description of the event
- Determine the level of risk and appropriateness of actions carried out
- Initiate additional enquiries and / or actions to safeguard personnel from further risk
- Ensure that the ADHB Duty Manager has been advised
- Log an Occurrence Report via the Auckland DHB Occupational Health and Safety reporting system

18.3 PAE Shift Engineer – Responsibilities

- Ensure that you have and are wearing the correct PPE / PPRE as required to maintain your safety whilst responding to this incident.
- Post signs and / or barrier tape at all entrances to the area to prevent personnel not involved in the clean-up operation from inadvertently entering the area.
- Depending on the extent and type of potential exposure, a ceiling tile tower may be utilised or the cavity isolated by installing a plastic sheet over it until further correction actions can be taken.
- Notify PAE Management, Duty Manager & Facilities & Development of the incident and actions taken immediately.

Facilities & Development will arrange testing for potential asbestos and if positive, will organise for the cleanup to be performed in a manner that ensures that safe work practices in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 and the Health and Safety at Work Act 2015 are followed and that the work is carried out by a specialist asbestos removal contractor.

All affected parties will be kept informed of progress and advised as soon as the area is safe to re-occupy.

18.4 Maintenance Contractor – Responsibilities

Contractors and maintenance staff should be aware that there is an emergency response kit available at both the Grafton and Greenlane and Carrington Road campuses and any DHB leased properties in the event that they need to conduct emergency works in an area with confirmed or suspected asbestos containing materials. All used PPE is to be securely bagged and disposed of in the yellow ATL waste bins on each site. These bins are locked and the code for the padlocks is 0101.

Typically, the kit will include the following:

- Disposable P2 dust masks, coveralls & booties.
- Disposable plastic drop sheets.
- Asbestos waste disposal bags.
- Duct tape.
- Warning signs and barrier tape.

Locations for emergency kits and waste bins are:

Grafton Emergency Kit:	PAE Shift Engineer's office at A07 (PAE & Facilities building)
Grafton Waste Bin:	Outside the dirty dock at A01 (support building)
Greenlane Emergency Kit:	In the First Security office at G11
Greenlane Waste Bin:	In the main entrance foyer of G02 (boiler house)

19. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or [Document Control](#) without delay.

APPENDIX A: Bulk Sampling Procedures

Sample Collection

The first step towards developing an Asbestos Management Plan (AMP) is to conduct an asbestos hazard assessment (known as a Type 2 Asbestos Survey) for every building constructed prior to 2003 or in which asbestos or ACM is identified or likely to be present. The assessment involves collecting representative samples of materials throughout the areas in question.

Sampling of potential asbestos containing materials must only be taken by an experienced and qualified person. The Facilities & Development team at Auckland DHB have contracted specialist providers to undertake these surveys on our behalf.

Documentation of Results

The results (whether positive or negative for asbestos) are documented in a readily accessible format and available to building maintenance staff, contractors and any workers likely to come into contact with asbestos containing materials during the course of their work. The report includes:

- A list of all materials confirmed as containing asbestos as well as any that are presumed to contain asbestos (based on similar positive results)
- Comprehensive results of bulk sample analysis from an IANZ accredited laboratory.
- Description by room number or location of all sample locations.
- A marked up floor plan of the building clearly showing where each sample was taken.
- A list of materials requiring prompt removal due to severe deterioration.
- A list of materials requiring minor removal, repair or encapsulation due to slight deterioration.

The Asbestos Management Survey report is held in the custody of Facilities & Development and is readily available for review when signing into site via the Auckland DHB online asbestos register. This permits all contractors & maintenance staff to use appropriate procedures to protect both themselves and other building occupants from the release of any airborne asbestos fibres.

APPENDIX B: Visual Re-Inspection and Re-Evaluation

All asbestos containing materials identified in the survey shall be re-inspected visually on at minimum, an annual basis. The re-inspection shall be performed by a licenced asbestos assessor. Further bulk samples may not be needed, but the re-evaluation must encompass all factors originally noted and should concentrate on any signs of deterioration, delamination or disturbance by maintenance staff, renovation or occupant activity. In the event of disturbance of friable material by water leak, structural failure or other unforeseen occurrence, all asbestos in the area shall be re-evaluated promptly.

Any recommendations made as a result of these inspections will include details regarding the priority, nature and extent of any corrective actions.

Common corrective actions are:

- Encapsulation of damaged or exposed materials.
- Removal of damaged or exposed materials.

It is essential that maintenance procedures and contract documents include information regarding the presence of asbestos containing materials. Consideration must be given to the need for protection of maintenance and service workers that may be affected by work as well as the safety of employees.

APPENDIX C: Example of an Asbestos Label



APPENDIX D: Definitions

Asbestos containing materials (ACM)	Products that are known to be built from material containing asbestos
Asbestos	<p>The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals, including the following:</p> <ul style="list-style-type: none"> Actinolite asbestos Grunerite (or amosite) asbestos (brown) Anthophyllite asbestos Chrysotile asbestos (white) Crocidolite asbestos (blue) Tremolite asbestos <p>A mixture that contains 1 or more of the minerals referred to paragraphs (a) to (f)</p> <p><i>The Health and Safety at Work (Asbestos) Regulations 2016</i></p>
Asbestos Exposure Database	The Asbestos Exposure Database is a register held by Worksafe NZ to record anyone who has been exposed to asbestos fibres.
Asbestos Register	The database held by Auckland DHB to record all occurrences of asbestos containing material in its premises.
Competent	Having the combination of training, skills, experience and knowledge, and the ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.
Contaminated	Asbestos fibres have been identified either through swab testing or from air monitoring.
Friable	Asbestos material that is in a powder form or able to be crumbled, pulverised, or reduced to a powder by hand pressure when dry.
Harm	Illness, injury or both, including physical or mental harm caused by work-related stress.
Management Surveys	A Management Survey is the standard survey carried out to support the workplace PCBU in identifying asbestos in the workplace. Its purpose is to identify, so far as reasonably

	practicable, the presence and location of any asbestos or assumed ACM in a building which could give rise to a risk of exposure to respirable asbestos fibres.
Non-Friable	Bonded ACM that cannot be crumbled by hand pressure alone
Officer	<p>If the PCBU is:</p> <p>(A).</p> <ol style="list-style-type: none"> 1. a company, any person occupying the position of a director of the company by whatever name called: 2. a partnership (other than a limited partnership), any partner: 3. a limited partnership, any general partner: 4. a body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and <p>(B). Includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive); but</p> <p>(C). Does not include a minister of the crown acting in that capacity; and</p> <p>(D). To avoid doubt, does not include a person who merely advises or makes recommendations to a person referred to in paragraph (A) or (B).</p>
Protective Clothing	Specifically designed protective clothing (including coveralls, gloves, underclothing and boots) that is to be used or is used in association with asbestos work that will limit the spread of asbestos contamination to the wearer, any other person or other environment.
Person Conducting a Business or Undertaking	<p>A person conducting a business or undertaking, whether the person conducts a business or undertaking alone or with others; whether or not the business or undertaking is conducted for profit or gain. Does not include:</p> <ul style="list-style-type: none"> • A person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking: • A volunteer association. • An occupier of a home to the extent that the occupier employs or engages another person solely to do

	<p>residential work.</p> <ul style="list-style-type: none"> • A statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking. • A person, or class of persons, that is declared by regulations not to be a PCBU
Personal Protective Equipment (PPE)	<p>Anything used or worn by a person (including clothing) to:</p> <ul style="list-style-type: none"> • Minimise risks to the person's health and safety; and • Includes air-supplied respiratory equipment
Reasonably Practicable	<p>That which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or the risk concerned occurring; and • The degree of harm that might result from the hazard or risk; and • What the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> ○ The hazard or risk; and ○ Ways of eliminating or minimising the risk; and ○ The availability and suitability of ways to eliminate or minimise the risk; and • After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
Respirable Asbestos Fibre	<p>A particle of asbestos that:</p> <ul style="list-style-type: none"> • Is not less than 5 micrometres and not more than 100 micrometres in length; and • Is less than 3 micrometres in width; and • Has a length to width ratio of not less than 3 to 1
Refurbishment / Demolition Surveys	<p>The purpose of Refurbishment and Demolition surveys is to help PCBUs locate all of the asbestos within a workplace (or the relevant part) before work commences. It is a disruptive and fully intrusive survey which may need to penetrate parts of the building structure</p>
Restricted Asbestos Work	<p>Work in one or more of the following categories:</p> <ul style="list-style-type: none"> • Work involving asbestos, if the asbestos concerned is friable and is, or has been used in connection with

	<p>thermal or acoustic insulation, or fire protection, in buildings, ships, structures or vehicles.</p> <ul style="list-style-type: none"> • Work involving asbestos, if the asbestos concerned is friable and is, or has been used in connection with lagging around boilers, ducts, furnaces or pipes. • The demolition or maintenance of anything, including a building or part of a building containing friable asbestos. • The encapsulation of material containing friable asbestos. • The use on asbestos cement or other bonded product containing asbestos of: <ul style="list-style-type: none"> ○ A power tool with any kind of cutting blade or abrasive device, except when use with dust control equipment; or ○ Any other equipment whose use may result in the release of asbestos dust except when it is used with dust control equipment ○ Dry sanding of floor coverings containing asbestos
Worker	<p>An individual who carries out work in any capacity for a PCBU, including work a:</p> <ul style="list-style-type: none"> • An employee; or • A contractor or subcontractor; or • An employee of a contractor or subcontractor; or • An employee of a labour hire company who has been assigned to work in the business or undertaking; or • An outworker (including a homeworker); or • An apprentice or a trainee; or • A person gaining work experience or undertaking a work trial; or • A volunteer worker; or • A person of a prescribed class
WorkSafe NZ	<p>The Regulator of Health and Safety Legislation in New Zealand</p>