

Hutt Valley District Health Board Site Specific Asbestos Management Plan and Methodology



| Document Control | | |
|---------------------|--------------------------------|-----------------------------------|
| Version Date | Description of Changes | Author |
| May 2018 | Creation of SSAMP for HVDHB | Property and Facilities Manager |
| July 2018 | Final Draft of SSAMP completed | Precise Consulting and Laboratory |

Property: Hutt Valley District Health Board
Address: 638 High Street, Lower Hutt
Date: SSAMP Document – 18 June 2018

Review Date: 18 July 2020

Approved by HVDHB:

Name / Position / Signature Name / Position / Signature



Contents

| 1. | FOREWORD4 |
|-----|--|
| 2. | ASBESTOS FACTS4 |
| 3. | HISTORICAL ASBESTOS USE5 |
| 4. | KEY INFORMATION6 |
| 5. | ASBESTOS MANAGEMENT POLICY STATEMENT7 |
| 6. | ASBESTOS MANAGEMENT OVERVIEW |
| 7. | GENERAL ASBESTOS MANAGEMENT INFORMATION8 |
| a. | Duty Holder8 |
| b. | Responsible Persons8 |
| c. | Staff Awareness9 |
| 8. | MANAGING ASBESTOS ON SITE9 |
| a. | Asbestos Survey and Register9 |
| b. | Identification of Asbestos Containing Materials10 |
| c. | Assessing the Exposure Risk |
| d. | Managing Asbestos Related Risk11 |
| e. | Monitoring and Inspection12 |
| 9. | WORKS AND VISITOR PROTOCOLS12 |
| a. | Contractors |
| b. | Emergency Services |
| c. | Maintenance and Servicing (Minor) Works12 |
| 10. | ASBESTOS RELATED AND REMOVAL WORKS13 |
| a. | Refurbishment or Demolition Works |
| b. | Asbestos Works and Removals |
| c. | Maintaining Documentation14 |
| d. | Air Monitoring and Clearance Inspections14 |
| e. | Re-Occupying an Area Following Asbestos Removals15 |
| 11. | INCIDENTS/EMERGENCIES INVOLVING ASBESTOS15 |
| a. | Disturbance / Damage to Non-Friable ACM15 |
| b. | Disturbance / Damage to Friable ACM |



| c. | Incapacitated Person in an Asbestos Hazard Area | 16 |
|-------|--|----|
| Apper | dix 1: Contractor Review of Asbestos Register/Survey | 17 |
| Apper | ndix 2: Asbestos Permit to Work Proforma | 19 |
| Apper | ndix 3: HSG Material and Priority Risk Scoring | 20 |
| Apper | ndix 4: Asbestos Register | 23 |



1. 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 Property and Facilities team have implemented an on-going asbestos survey and management program to identify and safely manage all previously installed asbestos containing materials within our buildings constructed pre-2000. As part of this program, Hutt Valley District Health Board commissioned experienced and reputable consultants to undertake specialised building surveys across its properties. Communication with any affected parties has been on-going and extensive air monitoring has assured us that the safety of our staff, patients and visitors has at no time been compromised.

Hutt Valley District Health Board, as a person conducting a business or undertaking (PCBU), 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 asbestos is identified at the workplace, an asbestos management plan is prepared and that the information in the asbestos management plan is kept up to date.

This document, the Hutt Valley District Health Board's Asbestos Management Plan, sets out the how the identified asbestos or asbestos containing materials (ACM) 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 workers and patients is our highest priority. Hutt Valley District Health Board is fully committed to protecting the environment and ensuring the safety of our staff and the public.

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.

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.

3. 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:

- Resistance to high temperatures
- High tensile strength (greater than steel)
- Good acoustic 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.

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.

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.



4. KEY INFORMATION

This Asbestos Management Plan identifies the risk posed by the presence of asbestos at the Hutt Valley District Board site. It outlines the process that has been developed to manage and monitor that risk. This plan must be kept on-site in a location that is easily accessible to staff, workers and emergency services.

| Hutt Valley District Health Board Information | | |
|---|--|--|
| Address: | 638 High Street, Lower Hutt | |
| Levels: | Multi-Storey Property / Hospital Complex | |
| Property & Facilities Manager Contact Details | | |
| Name: | John Manning | |
| Phone: | | |
| Email Address: | | |
| Maintenance Manager Contact Details | | |
| Name: | Max Christensen | |
| Phone: | | |
| Email Address: | | |
| Health and Safety Manager Contact Details | | |
| Name: | Phil Lewis-Farrell | |
| Phone: | | |
| Email Address: | | |
| Asbestos Survey Details | | |
| Asbestos Survey Prepared By: | STP Asbestos Contracting Ltd | |
| Asbestos Survey Approved By: | Richard Brewer, Property Services Manager | |
| Issue Date of Survey: | 1996 | |
| Location in Facilities Database: | Shared Drive/Client Folders/Hutt Valley DHB/ Asbe Management Plan | |
| Document Administration | | |
| Date of last SSAMP Review: | July 2018 | |
| Name of Reviewer: | Precise Consulting and Laboratory Ltd | |
| Next Review Due: | July 2020 | |

As stated in Section 14 of the Health and Safety and Work (Asbestos) Regulations 2016 this plan must be reviewed at a minimum of every 5 years. However, to align with industry good practice this plan will be renewed every two years or sooner if asbestos controls are reviewed, asbestos is removed, disturbed, sealed or enclosed or if the plan is no longer adequate for managing the asbestos risks (e.g. if new asbestos is identified).



5. ASBESTOS MANAGEMENT POLICY STATEMENT

This Asbestos Management Plan sets out how Company name identified asbestos or ACM is managed, Including:

- The identification of asbestos and ACM
- · Decisions, and reasons for the decisions, about how the asbestos risks are managed
- Procedures for recording incidents or emergencies involving asbestos in the workplace
- · Information about workers carrying out work involving asbestos, including
 - o Information and training that has been or will be provided
 - Their roles and responsibilities
 - Any health monitoring that has been or will be conducted.

In accordance with New Zealand's Health and Safety at Work (2015) Act, New Zealand's Health and Safety at Work (Asbestos) Regulations 2016, Approved Code of Practice: Management and Removal of Asbestos (Nov 2016) and WorkSafe's Guideline: Conducting Asbestos Surveys (Oct 2016) and company policy.

The plan is developed in consultation with business management, the company health and safety management team and approved by Precise Consulting and Laboratory Ltd, (Technical Experts).

6. ASBESTOS MANAGEMENT OVERVIEW

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the company's guidance, will be held in a central folder which can be found at Property & Facilities, and Health & Safety, or digitally upon request.

This central folder will be made readily available to all those who need access to the asbestos documentation.

To ensure company employees, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on the premises (referred to as the Responsible Person); including the updating of existing records;
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding;
- Provision of asbestos awareness training to relevant employees and third parties as deemed necessary (including the keeping of appropriate training records);
- To periodically inspect ACMs on a regular basis as specified within the Asbestos Management Plan (AMP);
- To periodically review this Asbestos Management Plan;
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/or construction works (this includes IT contractors) prior to the commencement of works;
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the company undertakes any construction works;
- Seek advice and guidance from suitably qualified and experienced Competent Persons on any asbestos
 related work activities that are to be undertaken (this may include, but is not limited to: re-inspections,
 asbestos removal works, environmental cleans, encapsulation works & air-monitoring);
- Inform the Client of any instances of suspected exposure to ACMs so that the company can provide professional assistance and guidance (refer emergency procedures);



7. GENERAL ASBESTOS MANAGEMENT INFORMATION

a. Duty Holder

The company has appointed the Director as the legally designated Officer (unless an alternative person has been identified and appointed by the company).

Responsible Persons

The following member of staff has been nominated to be responsible for managing asbestos on the company's premises. This person shall be known as the Asbestos Coordinator:

| Name | Title | Phone Number |
|-----------------|---------------------|--------------|
| Max Christensen | Maintenance Manager | |

The member of staff detailed above has attended a recent asbestos awareness training course. Details of these records can be found in their training records. All contractors conducting asbestos related work or who may come into contact with asbestos and/or ACM must undergo asbestos awareness training prior to working on this site.

The company is responsible for ensuring that other employees are suitably trained to undertake the duties of the Asbestos Coordinator so there is adequate back up support if the Asbestos Coordinator is unavailable. Regular meetings shall be held with the delegated personnel to ensure that current issues are addressed, and proactive measures are in place to deal with the management of identified and presumed asbestos and ACM. These personnel are:

| Name | Title | Phone Number |
|--------------------|-------------------------------|--------------|
| John Manning | Property & Facilities Manager | |
| Phil Lewis-Farrell | Health & Safety Manager | |

The Asbestos Coordinator is the main contact point for all asbestos-related matters and assumed responsibility for the safe management of asbestos in the workplace.

The Asbestos Coordinator shall:

- Know the presence and location of identified or presumed asbestos and ACM within the workplace;
- Be aware of the risks associated with the presence of asbestos;
- Be aware of the measures in place to control those risks including the contents of this AMP;
- Ensure that matters related to asbestos risk management are communicated to workers, whether they be employees, contractors or visitors;
- Ensure that employees are given appropriate training and that these records are held with the AMP;
- Undertake inductions of contractors prior to the commencement of works at the site;
- Ensure that all contractors and their workers are suitably trained and competent to undertake asbestos related and/or asbestos removal works;
- Ensure that actions required to control the risk associated with the presence of asbestos are implemented;
- Conduct routine visual inspections of workplace facilities and document this in the Asbestos Register;



- Consult with the Health and Safety Representative (HSR) regarding the above, including conducting
 inspections, maintaining the workplace's Asbestos Register and all proposed refurbishments, demolitions
 and minor works involving asbestos and/or ACM;
- Report on all asbestos-related concerns that have been discussed in employee meetings and/or through other forums; and
- Maintain and update the Asbestos Management Plans and record any asbestos-related hazards and incidents into the in-house Incident Management System.

c. Staff Awareness

All staff within the company will be provided with relevant information on:

- Types and location of ACMs (via the Asbestos Register and this AMP);
- The visual means of identifying ACMs (labels/colour coding);
- · How to avoid risks from asbestos (e.g. not disturbing); and
- How to report concerns about ACMs (e.g. to the Duty Holder)

New and temporary staff will be inducted onto site as part of their general work-start induction carried out by an approved and competent person.

All staff are to report any concerns in relation to ACMs to their line manager or the site health and safety manager.

Any periodic updates on any asbestos related works will be communicated to staff via email and staff notice boards.

8. MANAGING ASBESTOS ON SITE

a. Asbestos Survey and Register

The Asbestos Survey Report provides accurate information on the location, extent and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the company.

The company will ensure that an up-to-date copy of the asbestos survey/register and this Asbestos Management Plan will be available on the premises. These documents shall be available to workers, contractors and visitors.

| Building Address | Location of documents |
|------------------|-----------------------|
| | |

All contractors must report to the above location upon arrival to the site. Contractors must complete a contractor induction prior to commencing any works; this will include a full review of this Asbestos Management Plan and Appendix 4. The induction must be completed by the Asbestos Coordinator or other delegated person as listed in Section 3.2 of this Plan.



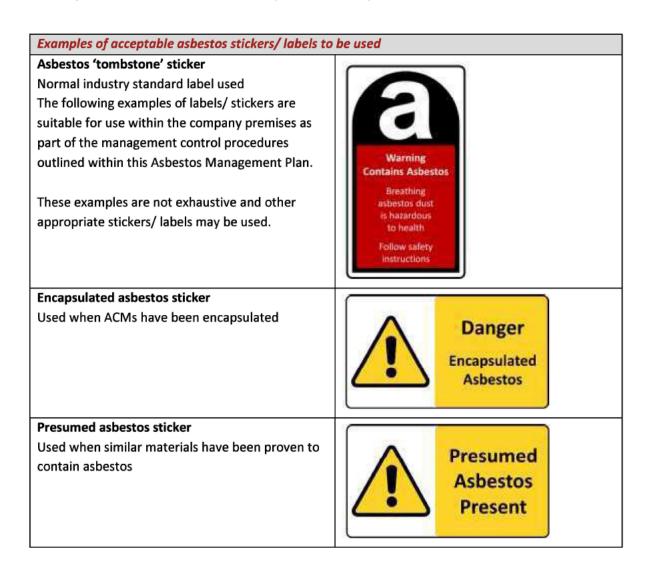
b. Identification of Asbestos Containing Materials

The areas of the site which have asbestos containing materials (ACMs) that require management will be listed in the asbestos register within the asbestos survey report. Controls and ongoing management plans for areas identified and/or presumed to contain asbestos are included later in this plan in Appendix 4: Asbestos Tables.

Where areas are identified as inaccessible or as having limited access during the Asbestos Management Survey, it is assumed that ACM are present within these areas. These areas will be treated as though they contain ACM unless determined otherwise through surveying and sampling.

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in rooms, corridors and other areas accessible to all staff and contractors will be identified by a label/ sticker similar to those contained within the table below; and
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below).





Warning sticker

Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern



Assessing the Exposure Risk

If the asbestos or ACM is in good condition and undisturbed, it is unlikely that airborne asbestos fibres will be released. In this situation, the risk to health is low. It is usually safer to leave the material in situ and periodically review its condition.

However, if the asbestos or ACM deteriorates, is disturbed, or if dust associated with the ACM is present, there is an increased likelihood that asbestos fibres will be released and become airborne.

The material binding the asbestos fibres will have an impact on the potential for airborne asbestos fibres to be released. For example, a loosely-bound sprayed coating is more likely to release fibres if it is disturbed, compared to asbestos cement with firmly bound fibres.

The exposure risk is taken into consideration when developing the control measures.

d. Managing Asbestos Related Risk

If the PCBU is not sure whether asbestos is present in a building material that may be affected by planned works, they must either assume asbestos is present and treat the work as asbestos related work or have a sample analysed to determine the presence of asbestos.

The PCBU must put control measures in place to minimise the risk of exposure to respirable asbestos if it is not reasonably practicable to remove the asbestos.

The PCBU must ensure the airborne contamination standard for asbestos is not exceeded within the workplace.

Specific situations where removal may be the best control include:

- asbestos lagging on pipes;
- asbestos in plant;
- asbestos contaminated dust;
- loose insulation; and
- cracked or damaged fibreboard containing asbestos.

If it is not reasonably practicable to remove asbestos, the workplace PCBU must put other control measures in place to ensure workers are not exposed to airborne asbestos.

These control measures include encapsulating or sealing the asbestos to minimise the risk of fibre release.

Refer to Table 6 in the Approved Code of Practice – Management and Removal of Asbestos for more information regarding options for managing asbestos containing materials in buildings.



e. Monitoring and Inspection

The company will ensure formal visual inspections of all known ACMs are carried out as stipulated within Appendix 4: Asbestos Tables of this Asbestos Management Plan. The details of these inspections should be recorded within this Appendix to ensure the Asbestos Management Plan remains up to date.

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded periodically.

Any damaged or deteriorated materials found will be reported according to the procedures detailed later in this plan at Section 4.0 (Damaged ACMs / Emergency Procedure).

The AMP must be reviewed every five years by a Competent Person.

9. WORKS AND VISITOR PROTOCOLS

a. Contractors

Everyone attending the site to carry out any works is required to access and review the asbestos survey, register and AMP before undertaking any work. These documents will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the company.

All contractors undertaking any work at the site will be required to sign that they have reviewed the documents using Appendix 1 of this AMP.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced, and the Permit-to-Work procedures detailed in Appendix 2 have been authorised and implemented.

Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

c. Maintenance and Servicing (Minor) Works

Only competent personal shall be allowed to undertake asbestos related maintenance and servicing works.

The Asbestos Coordinator shall:

- Ensure only competent persons undertake asbestos related maintenance and servicing works;
- Ensure decontamination facilities are available and used properly;
- Ensure anything within the asbestos work area is decontaminated or safely contained before it is removed from the work area;
- Ensure asbestos waste is disposed of safely and regularly in line with regulatory requirements;
- Ensure the asbestos work area is separated from the rest of the workplace;



- Ensure the asbestos work area is sign-posted and barriers put in place to ensure other workers and people do not enter the area;
- Identify any asbestos that workers may encounter when doing asbestos-related work; if it is not possible to
 positively identify the presence of asbestos, assume asbestos containing materials are present;
- Inform workers who are undertaking ongoing asbestos-related work about the health risks of asbestos exposure and provide health monitoring if they are at risk of exposure to asbestos
- Ensure, if there is uncertainty about whether the airborne contamination standard for asbestos might be exceeded, air monitoring is undertaken;
- Ensure only WorkSafe approved methods for asbestos-related work are used;
- Ensure all people undertaking the asbestos-related work are aware of the presence of asbestos. Prevent any
 work activity that might expose them or others nearby to airborne asbestos; and
- Keep up-to-date records for all Asbestos related works.

ASBESTOS RELATED AND REMOVAL WORKS

Refurbishment or Demolition Works

Where the company commissions any construction works involving an upgrade, refurbishment or demolition work, a refurbishment or demolition survey must be undertaken to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016.

Where necessary, the company will seek further advice and guidance from a competent person.

b. Asbestos Works and Removals

The company will ensure that any works undertaken involving ACMs will be carried out within the requirements of Health and Safety at Work (Asbestos) Regulations 2016. Guidance from WorkSafe New Zealand can be found at: http://construction.worksafe.govt.nz/guides/acop-management-and-removal-of-asbestos/#26-duties-for-licensed-asbestos-removal-work

Only appropriately licenced asbestos removal contractors should be selected to undertake asbestos removal works. Where less than 10m² of non-friable material is being removed, no licence is required however the contractor must be competent to undertake the removal work.

WorkSafe must be notified of planned removal works 5 days prior to work commencing; excluding where under 10m² of non-friable material is being removed.

Control measures will be detailed in the method statement/Asbestos Removal Control Plan (ARCP) provided by the contractor. This document will be prepared by the asbestos removal contractor in consultation with the client, the PCBU with management or control of the workplace and workers and their representatives. The nominated supervisor is responsible for ensuring that each individual worker is aware of their responsibilities to follow risk control measures as detailed in the ARCP.



Where ACMs are to be removed, or encapsulated etc., a competent person/Licensed Asbestos Assessor will be contacted (consultant) prior to any such works taking place. The consultant will be provided with a copy of the contractor's method statement or ARCP; the consultant will review this document and confirm that the control measures and removal method are appropriate for the works to proceed.

The company asbestos register/AMP will be updated accordingly following completion of the asbestos related and/or removal works.

Where the company requires further guidance in relation to the Health and Safety at Work (Asbestos) Regulations 2016, the support of the consultant will be sought.

Maintaining Documentation

The Asbestos Coordinator shall maintain records of all completed Safe Work Method Statements, Asbestos Removal Control Plans, Air Monitoring Reports and Clearance Certificates.

d. Air Monitoring and Clearance Inspections

As per the Health and Safety at Work (Asbestos) Regulations 2016 a clearance inspection must be undertaken by a Competent Person or, as of 4 April 2018, a Licenced Asbestos Assessor is required to undertake Class A Clearance work. Guidance from WorkSafe New Zealand can be found at: http://construction.worksafe.govt.nz/guides/acop-management-and-removal-of-asbestos/#28-clearance-inspections

A visual clearance inspection is required following the removal of non-friable (Class B) asbestos or ACM. The Asbestos Assessor will undertake air monitoring and/or surface sampling if deemed necessary.

The removal of contaminated soil will require soil sampling for validation in line with the *Guidelines for the Assessment, Remediation and Management of Asbestos Contaminated Sites in Western Australia*, May 2009.

During the removal of friable (Class A) asbestos there are more stringent control measures:

- Air monitoring for respirable fibres during the removal process to demonstrate that fibres are not being released from the removal enclosure;
- Four Stage Clearance Inspection to be completed by a Licenced Asbestos Assessor
 - Stage 1 preliminary check of site condition and job completeness
 - Stage 2 thorough visual inspection inside the enclosure / work area
 - Stage 3 surface sampling and air monitoring for respirable fibres
 - Stage 4 final assessment post enclosure / work area dismantling

In the event of friable removals air monitoring is conducted during the removal work and as part of the clearance inspection. Results of air monitoring should be compared with the recommended control levels outlined in Section 30.3.1 of the Health and Safety at Work Act, Approved Code of Practice – Management and Removal of Asbestos.

The recommended control levels, as listed below, provide an indication of the occupational exposure levels relevant to quality control and re-occupancy of an area.

< 0.01 fibres/mL - trace level (controls are acceptable and in the event of a clearance the area can be re-occupied)

> 0.01 fibres/mL but < 0.02 fibres/mL – above recommended control levels, review and enhance controls



> 0.02 fibres/mL – stop work immediately, review controls and implement more stringent control measures. Do not proceed with work until subsequent air monitoring results are < 0.01 fibres/mL

Note: Air monitoring concentration of 0.02 f/ml or greater must be notified to WorkSafe as a notifiable event.

e. Re-Occupying an Area Following Asbestos Removals

Where works have involved the removal of asbestos and/or ACM, the Asbestos Coordinator shall ensure that no one reoccupies an area where the removal works have occurred until:

- Air monitoring, if required, has been undertaken during and after removal of asbestos and associated reports show no evidence of airborne fibres once asbestos removal work has been completed; and
- A Clearance Certificate has been issued confirming that the works have been completed and the area is safe to occupy.

11. INCIDENTS/EMERGENCIES INVOLVING ASBESTOS

a. Disturbance / Damage to Non-Friable ACM

Where non-friable asbestos containing materials (ACMs) have been damaged, or damaged materials and deterioration are identified during the routine inspection processes, the company will instigate the emergency procedure below.

The Responsible Person (Asbestos Co-Ordinator) shall:

- Secure the area affected ensuring no access is permitted (signage should be displayed, and barriers erected where appropriate);
- Review the impact to the company's operational procedures i.e. if a work area is affected, alternative work arrangements would need to be implemented as the contaminated area cannot be used;
- Contact: Inform the Company name Health and Safety Manager and notify them of the damage;
- The company's Safety Manager/responsible person will then provide advice and guidance as necessary.
 This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required;
- Maintain controlled access to the area, until such time as a formal clearance inspection has been undertaken. Clearance guidance is outlined in section 28 of the Approved Code of Practice: Management and Removal of Asbestos 2016; and
- Maintain good communication with company staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

b. Disturbance / Damage to Friable ACM

Where friable ACMs have been disturbed, knocked, damaged or there is significant deterioration identified, the Company name will immediately engage a suitably trained person to seal the area and implement control measures to eliminate/minimise the risk of respirable fibre release from the area.

The areas adjoining should be vacated until air monitoring has been completed and returned results under the workplace exposure standard of 0.1 fibres/mL averaged over an 8-hour period as stipulated in the WorkSafe approved Workplace Exposure Standards and Biological Exposure Indices, 8th Edition.



As soon as reasonably practicable, the area should be enclosed as a Class A removal enclosure and both removal and decontamination works should take place. Sections 3.11 and 3.12 of this Plan detail the requirements for this work to take place.

Incapacitated Person in an Asbestos Hazard Area

Where a person becomes incapacitated in an asbestos hazard area, immediately assess the risk of moving the person to a 'safer area'. **DO NOT TOUCH OR MOVE THE PERSON IF YOU SUSPECT ELECTROCUTION! Isolate power source before proceeding.** If they can be moved to a less hazardous area, then do so.

If they cannot be moved, then call 111 and request the fire brigades HAZMAT Rescue team. Ambulance staff do not have the equipment or training to enter into an asbestos hazard area.

Where the incapacitated person requires CPR, it is an individual's choice as to whether they remove their mask within the hazardous environment to administer CPR to the incapacitated person or wait for the emergency services.

Emergency services will require a competent person to assist them with decontamination of the incapacitated person.