



Lakes District Health Board
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Rotorua 3046, New Zealand
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28 February 2020

Mark Montgomery

E mail: fyi-request-12134-83cade81@requests.fyi.org.nz

Dear Mark

Subject: Official Information Act request Re: asbestos plans

Thank you for your request for information under the Official Information Act received by Lakes DHB on 10 February 2020. You have asked:

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 see attached Asbestos Management Procedure which is currently being updated.

Please note we may publish this letter and enclosed documents (with your personal information removed) on Lakes DHB's website.

Yours sincerely

A handwritten signature in black ink, appearing to read "pp Nick Saville-Wood".

Nick Saville-Wood
Chief Executive

Cc: sectoroias@moh.govt.nz



Document No:

38858

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TITLE: Asbestos Management Procedure

1. Statement/Purpose/Description

To provide for the safe and effective management of Asbestos containing materials (ACM's) to eliminate risk of harm due to exposure to asbestos.

2. Scope

This procedure applies to all workers carrying out work on behalf of Lakes District Health Board (DHB), where there is a possibility that the worker may be exposed to asbestos.

3. Treaty of Waitangi

Lakes DHB acknowledges the significance of the Te Tiriti o Waitangi (the Treaty of Waitangi) and the Crown's special relationship with Iwi (Te Arawa, Ngati Tuwharetoa, and Kahungunu ki Wairarapa (Mangakino) and Māori. There may be occasion that discussion/consultation with Iwi may need to occur if there is an impact to the whenua (land) maunga (mountains) Nga Roto (Lakes) and Taiao (environment). Lakes DHB representative will work directly with Maori Health division and Pou Herenga to seek information, and support and on occasion tangata whenua assessment of the risks that may occur.

(See Te Tiriti o Waitangi Policy, EDMS #40583)

4. Definitions

ACM's Asbestos containing materials

Worker An employee, contractor, sub-contractor, student, or regular volunteer (as defined in the Health and Safety at Work Act -2015)

WorkSafeNZ Regulatory body under the Health and Safety at Work Act (2015)

5. Procedure / Management

- Any material that is suspected to be asbestos must be assumed to contain asbestos until diagnostic testing of the material has been carried to determine otherwise.
- If a worker comes in contact with material which they suspect may be an ACM, they must STOP work and notify the Work Manager, Facilities Department, Lakes DHB immediately.
- The area must remain secure until the results of the analysis are known.

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- The Works Manager will advise the appropriate personnel of the results of analysis undertaken.
- If the analysis results are negative, then work may proceed as planned.
- If the analysis results are positive, WorkSafe NZ must be notified – see roles and responsibilities.
- It will be the sole responsibility of the removal contractor to carry out the removal process in strict accordance with the Asbestos Regulations (2016). This will include enclosing the work area and no person (except the removal contractors) shall enter.
- A record of the presence of asbestos on Lakes DHB sites will be maintained by the Compliance Officer – see roles and responsibilities.
- Where there is a risk that asbestos is likely to be present (or known to be present) this information will be clearly identified on building plans.
- All workers will be shown the 'at risk' areas if they are required to carry out work in these areas.
- Removal of asbestos is solely restricted to approved asbestos removalists. All work activities must be carried out in accordance with the Health and Safety at work (Asbestos Regulations-2016).
- Waste asbestos products must be disposed of in accordance with the Asbestos Regulations.
- Where a current or former employee of Lakes DHB believes they may have been exposed to Asbestos as a result of employment in Lakes DHB, Lakes DHB will at its discretion and where it is justified, provide relevant health screening).
- Where required the employee will be registered on the National Asbestos Register using Exposure to Asbestos and <https://worksafe.govt.nz/notifications/asbestos-exposure-registration/>

6. Equipment Used
Not applicable

7. Health Monitoring
The Health and Safety Service, Lakes DHB will carry out health monitoring in accordance with sub-regulation 34 - "Duty to ensure appropriate health monitoring is provided' under the requirements of the Asbestos regulations

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8. Roles and Responsibilities

Responsible Person	Action
Worker	<ul style="list-style-type: none"> • Stop work immediately if ACM is suspected • Notify Works Manager, Facilities Department < Lakes DHB immediately
Works Manager, Facilities Department, Lakes DHB	<ul style="list-style-type: none"> • Ensure the area containing the ACM is isolated and access restricted • Ensure warning signage is put in place • Liaise with the Lakes DHB Compliance officer and Health and Safety Coordinator. • Engage the services of a Lakes DHB approved 'Asbestos Consultant' to test and confirm the presence of Asbestos • Advise the appropriate personnel of the results of analysis undertaken • Engage a Lakes DHB approved Removal Specialist to remove, decontamination and disposal of ACM • Remove signage and inform employees/contractors that work can resume
Compliance Officer (Facilities Department, Lakes DHB)	<ul style="list-style-type: none"> • Liaise with the Works Manager, Health and Safety Consultant and approved Asbestos contractors • In partnership with the Health and Safety Consultant, ensure timely and correct Notifications have been made to Worksafe NZ (if applicable) • Ensure that copies of Notifications are received and filed in the ACM Removal Work folder. This folder is located in the Works Manger's office - Facilities Department • Conduct an onsite audit to ensure that the removal work is being carried out in accordance with the Approved code of Practice for Asbestos Removal (2016) • Ensure a copy of the "Clearance Certificate" has been received from the Asbestos Consultant not the contracted asbestos removal company engaged to carry out the removal <p>Note: The assessment required to issue the</p>

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Responsible Person	Action
	<p>'Clearance Certification' must be carried out by a Lakes DHB approved (and suitably qualified) Asbestos Consultant. This person must be independent of the removal contractor</p> <ul style="list-style-type: none"> Update the Asbestos register to reflect the new status <p>Update the relevant Asbestos Survey Report to reflect the new status (if applicable)</p>
<p>Health and Safety Consultant (Lakes DHB)</p>	<ul style="list-style-type: none"> In partnership with the Compliance Officer, ensure timely and correct Notifications have been made to Worksafe NZ (if applicable) Provide guidance, support and advice regarding ACM's to ensure all actions taken are in accordance with the Asbestos Regulations (2016). Ensure health monitoring is carried out by the Health and Safety Service in accordance with Sub regulation 34

9. Points to Note

Asbestos Register and ACM Removal Work folder for Rotorua Hospital site are kept in hard copy at the Trades and Transport office (Facilities).

Asbestos Register and ACM Removal Work folder for Taupo Hospital site are kept in hard copy in the Facilities Manager's office, Taupo Hospital.

Hard copy Taupo: Held in the Facilities Managers Office (Kaahui Henry's office).

10. Related Documents

Asbestos Register ACM Removal Work folder

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11. References

Code of Practice for the Management and Removal of Asbestos (2016)

Health and Safety at Work Act 2015

Health and Safety at Work (Asbestos) Regulations 2016

Prepared by: Health and Safety Consultant

Endorsed by: Health and Safety Committee

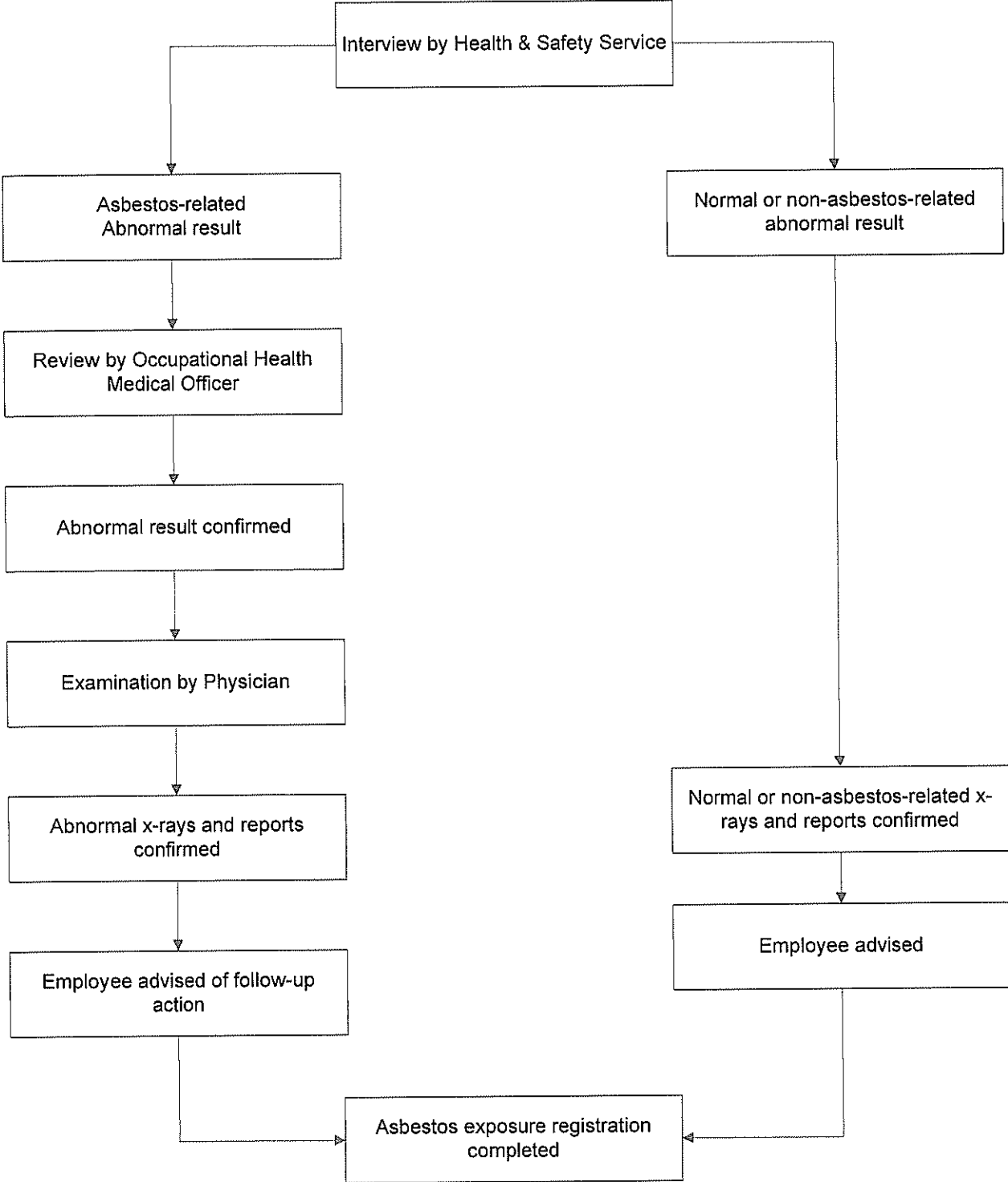
Authorised: Chief Executive

Signed: _____ Dated: _____

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ASBESTOS POLICY IMPLEMENTATION – FLOW CHART



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