MidCentral District Health Board
Asbestos Management Plan

Prepared for	Mid Central District Health Board
Address	50 Ruahine Street Palmerston North 4442

Contents

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 (ACM) within our buildings constructed pre-2000. As part of this program, MidCentral District Health Board (MDHB) 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.

MDHB, 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 MDHB Asbestos Management Plan, sets out 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. MDHB 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.

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 it.

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 MDHB sites. It outlines the process that has been developed to manage and monitor that risk. The plan must be kept on-site in a location that is easily accessible to staff, workers and emergency services.

MDHB District Health Board Information	
Address:	50 Ruahine Street, Palmerston North
Levels:	Multi-Storey Property / Hospital Complex
Property & Facilities Manager Contact Details	
Name:	Liam Greer
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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. DUTIES

Duty	Description
Duty relating to exposure to airborne asbestos at workplace	The PCBU that manages or controls a workplace must make sure that exposure of a person at the workplace to airborne asbestos is removed as far as reasonably practical. If this is not practical, then exposure must be minimised as much as possible. The PCBU must also make sure that the airborne contamination standard for asbestos is not exceeded at the workplace. However, apart from minimising exposure as far as possible, the above does not apply to an asbestos removal area when it is enclosed to prevent the release of respirable asbestos fibres and negative pressure is used.
Duty to ensure asbestos identified at workplace	The PCBU that manages or controls a workplace and knows, or should know, that there is a risk of exposure to respirable asbestos fibres in the workplace must make sure, as far as possible, that all asbestos or asbestos-containing material (ACM) that may cause a risk at the workplace is identified. This does not apply: • if the PCBU assumes or has reasonable grounds to believe that asbestos or ACM is either present or not present • in relation to soil at the workplace unless there is reasonable cause for the business to suspect that asbestos-contaminated soil is present. If material at the workplace cannot be identified, but the PCBU believes that the material is asbestos or ACM, the PCBU must assume the material is asbestos. If part of the workplace is inaccessible to workers and likely to contain asbestos or ACM, the PCBU must assume that asbestos is present in that part of the workplace.

Duty to analyse samples	The PCBU that manages or controls a workplace may identify asbestos or ACM by arranging for a sample of material at the workplace to be analysed. The analysis must be done by an accredited laboratory.
Duty to ensure presence and location of asbestos indicated	The PCBU that manages or controls a workplace must make sure that the presence and location of asbestos or ACM identified at the workplace are clearly indicated. This must be done to meet the requirements of any applicable safe work instrument.
Duty to prepare asbestos management plan	From April 2018, when asbestos or ACM has been identified at a workplace, or is likely to be present, the PCBU that manages or controls the workplace must make sure that an asbestos management plan is prepared and kept up to date. The plan must include information about the following: • The identification of asbestos or ACM • Decisions, and reasons for decisions, about the management of the risk arising from asbestos at the workplace • Procedures for detailing incidents or emergencies involving asbestos or ACM at the workplace • The workers who carry out work involving asbestos, including: ○ information and training that has been, and will be, provided to the workers, ○ roles and responsibilities of the workers, ○ any health monitoring of the workers that has or will be done. The PCBU must make sure that a copy of the plan for the workplace is available to: • a worker (or their representative) who has carried out, or intends to carry out work at the workplace, and

	• a PCBU that has required, or may require work to be carried out at the workplace.
Duty to review asbestos management plan	From 4 April 2018, the PCBU that manages or controls a workplace that has an asbestos management plan must make sure that the plan is reviewed and, if necessary, revised if: • there is a review of a control measure • asbestos is removed from, or disturbed, sealed, or enclosed at, the workplace • the plan is no longer adequate for managing the asbestos or ACM risk at the workplace • a representative requests a review as detailed below • five years have passed since the plan was last reviewed. A representative for workers may request a review of the plan if they believe that: • any situation mentioned above affects or may affect the health and safety of a member of the work group they represent, and • the PCBU that manages or controls the workplace has not adequately reviewed the plan in response to the situation.
Duty to provide health monitoring	A PCBU must make sure that health monitoring is provided to a person working for them if the worker is at risk of exposure to asbestos when doing licensed asbestos removal work, other ongoing asbestos removal work, or asbestos-related work. The PCBU must make sure that the health monitoring of the worker doing licensed asbestos removal work begins within four weeks of them starting. The PCBU does not have to provide health monitoring for a worker engaged to do Class B asbestos removal work under a Class B

	asbestos removal licence for no more than four weeks in any 12-month period.
Duty to ensure that appropriate health monitoring is provided	A PCBU must make sure that (unless another type of health monitoring is 16recommended by a medical practitioner) the health monitoring of a worker includes a physical examination and consideration of: • the worker's demographic, medical, and occupational history, and • records of the worker's personal exposure to asbestos.
Duty to train workers about asbestos	A PCBU must not use, or direct or allow a worker to use, a high-pressure water spray or compressed air on either asbestos or ACM. This is in addition to the training required by regulation 9 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. This does not apply in relation to an asbestos removal worker engaged for work under an asbestos removal licence. The PCBU must make sure that a record is kept of the training undertaken by the worker while they are carrying out the work, and for five years after the worker finishes working for the business. The record must be available for inspection.
Duty to limit use of equipment on asbestos or ACM	A PCBU must not use, or direct or allow a worker to use, a high-pressure water spray or compressed air on either asbestos or ACM. However a high-pressure water spray may be used for fire-fighting or prevention purposes, or to clear or prevent blockages in waste water or water pipe networks. In specific instances a high-pressure water spray may be used in a

	relevant approved method for managing risk associated with asbestos

6. ASBESTOS MANAGEMENT POLICY STATEMENT

This Asbestos Management Plan sets out how MDHB 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
    - 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 DHB policy.

The plan is developed in consultation with business management, MDHB Occupational Health team and endorsed by Precise Limited Ltd, (Technical Experts).

7. 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 DHB's guidance, will be held at the Spotless Facilities Management office.

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

To ensure DHB 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 DHB 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 DHB can provide professional assistance and guidance (refer emergency procedures);

8. GENERAL ASBESTOS MANAGEMENT INFORMATION

a. Responsible Persons

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

Name	Title	Phone Number
Rachel Nesbit	Maintenance Manager	06 350 8862

The designated person 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.

MDHB is responsible for ensuring that other workers 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
Liam Greer	Property&Facilities Manager	06 350 8801
Keyur Anjaria	Health & Safety Manager	06 350 8800

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.

b. Staff Awareness

All staff within MDHB will be provided with relevant information, on request, 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.

9. 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 DHB.

The DHB 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
50 Ruahine Street, Palmerston No	Spotless Facilities Management Office

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. The induction must be completed by the Asbestos Coordinator or other delegated person as listed in Section 7a of this Plan.

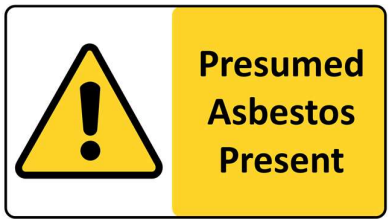
b. Identification of Asbestos Containing Materials

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.

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 unless recorded when construction date and materials invalidates that assumption. 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).

Examples of acceptable asbestos stickers/ labels to be used[1]	
Asbestos sticker Normal industry standard label used The following examples of labels/ stickers are suitable for use within the premises as part of the management control procedures outlined within this Asbestos Management Plan. These examples are not exhaustive and other appropriate stickers/ labels may be used.	
Encapsulated asbestos sticker Used when ACMs have been encapsulated	
Presumed asbestos sticker Used when similar materials have been proven to contain asbestos or the area is likely to contain asbestos and hasn't been tested as clear.	
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	

c. 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

MDHB will ensure formal visual inspections of all known ACMs are carried out as stipulated within ~~Appendix 4:~~ the Asbestos Management Tables of this Asbestos Management Plan. The Asbestos Management Tables and supporting documents can be accessed at the Spotless Facilities Office.

The details of these inspections should be recorded within the Asbestos Management Tables 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.

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

10.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.

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.

b. 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.

11.ASBESTOS RELATED AND REMOVAL WORKS

a. Refurbishment or Demolition Works

Where MDHB 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, MDHB will seek further advice and guidance from a competent person.

b. Asbestos Works and Removals

MDHB 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 $10m^2$ of non-friable material is being removed, no licence is required however the contractor must demonstrate they are competent to undertake this work.

WorkSafe must be notified of planned removal works 5 days prior to work commencing; excluding where
under $10m^2$ 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 MDHB, 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 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 asbestos register/AMP will be updated accordingly following completion of the asbestos related and/or removal works.

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

c. 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.

12. 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 DHB 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 MDHB'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 Health and Safety Manager and notify them of the damage;
- The Health and 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 DHB 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, MDHB 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. Section 10 of this Plan details the requirements for this work to take place.

c. 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.