

## Asbestos Management

### Objective:

To provide a healthy and safe environment for South Canterbury District Health Board (SCDHB) employees, contractors, patients, volunteers and visitors.

### Frequency:

SCDHB must review and (if necessary) revise the asbestos management plan every five years, or when:

- asbestos controls are reviewed
- asbestos is removed, disturbed, sealed or enclosed
- the plan is no longer adequate for managing the asbestos risks. For example, if new asbestos is identified, or if a previously inaccessible area is now accessible.

This procedure applies to all staff, contractors, patients, volunteers and visitors who may come in contact with asbestos on SCDHB premises.

### Alert:

Asbestos or Asbestos Containing Material (ACM) must be considered present within all DHB buildings and as such the Facilities / Maintenance Manager must be contacted if concerned. Known and presumed locations will be listed within the *Asbestos management plan & site management surveys* [register]: iHub Knowledge base / Health & Safety / Asbestos.

### Definitions:

<b>Asbestos</b>	A generic name given to a group of fibrous silicate materials that occur naturally in the environment: <b>Chrysotile (white asbestos).</b> <b>Crocidolite (blue asbestos)</b> – known to cause the most harm due to the fibres being relatively long and thin, therefore more likely to reach the lungs than the curlier fibres of chrysolite. <b>Amosite (brown asbestos).</b>
<b>ACM</b>	Asbestos Containing Material can be found in a wide variety of products e.g. floor tiles, wallboard, roofing.
<b><i>Asbestos management plan &amp; site management surveys</i> [register]</b>	A guiding document that outlines practices associated with the location of all asbestos / ACM within SCDHB buildings. Compiled by an asbestos specialist.
<b>PPE</b>	Personal Protective Equipment

### Responsibility:

#### Employees

- Will ensure the *Asbestos management plan & site management surveys* [register] has been reviewed for clarification of asbestos in-situ locations in areas of intended work
- If unidentified asbestos / ACM is suspected in the workplace, advise the Maintenance Manager immediately
- Asbestos incidents are to be recorded in Safety1st [Employee or Contractor and Facilities, Building & Property forms]

- Seek advice from the Health, Safety & Wellbeing Manager should you have any concerns regarding asbestos / ACM +/- exposure.

## Contractors

- Will ensure the *Asbestos management plan & site management surveys* [register] has been reviewed for the location of proposed works
- If unidentified asbestos / ACM is suspected in the workplace, advise the Maintenance Manager immediately
- All contractors will be required to outline their own asbestos management practices when submitting a 'request for information' (RFI).

## Facilities / Maintenance Manager:

- Will adhere to the *Controlling building and maintenance works* flow chart contained within section 3.4 of the *Asbestos management plan & site management surveys* before initiating any building works or maintenance tasks
- Will ensure the *Emergency Procedures* [section 3.8, *Asbestos management plan & site management surveys*] are communicated and followed
- Will ensure a register of asbestos locations is maintained and updated with details of how the asbestos risks are managed
- Will ensure signage is posted in all locations where asbestos / ACM remains in-situ
- Will ensure all contractors are advised of known asbestos / ACM in-situ locations and the safe operating procedures required
- Will supervise all work associated with asbestos and undertake appropriate notifications
- Will advise the Senior Leadership Team and the Health, Safety & Wellbeing Manager of asbestos issues

## Building and Refurbishment Committees:

- Ensure asbestos free products are used in the construction / renovations within SCDHB

## **Procedure:**

SCDHB will:

- Ensure asbestos material is not used by SCDHB
- Leave existing asbestos material in-situ where it is safe to do so, and have safety precautions implemented in meeting legislative requirements
- Ensure no employee, patient or visitor is placed at risk of exposure to asbestos fibres
- Take all practicable steps to confirm the identity of suspected asbestos products in SCDHB properties. A register of confirmed asbestos locations will be held by the Facilities / Maintenance Manager in accordance with the Health and Safety at Work (Asbestos) Regulations 2016
- Communicate newly identified asbestos to relevant staff, patients and others without delay and in a planned manner
- Ensure contractors are informed of the presence of known or suspected asbestos in areas in which they are working

<b>Asbestos Related Health Considerations</b>	Exposure to asbestos fibre may occur when materials containing asbestos are sanded, sawn, drilled or handled during maintenance or removal tasks. All employees / contractors working with asbestos are fully informed of the hazards of exposure and advised of responsibilities associated with wearing PPE, not entering restricted areas and reporting procedures.
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	<p>Any employee who is potentially exposed to asbestos and who is also a smoker will be offered appropriate information on the increased health risk of the combined exposures.</p> <p>Where SCDHB has previously directed any employee to undertake works that involves asbestos prior to 14 January 1999, or circumstances out of the employee's control have significantly exposed the employee to asbestos, they shall be entitled to "a full asbestos medical". This will include:</p> <ul style="list-style-type: none"> <li>• A full occupational history</li> <li>• Medical examination (referral to their GP)</li> <li>• Chest x-ray</li> <li>• Lung functions tests</li> </ul> <p>This medical will be available to any former employee of SCDHB who meets the criteria (above) and are not already enrolled in a surveillance programme from another employer. The cost of the medical monitoring will be met by the SCDHB. The Health, Safety &amp; Wellbeing Manager will arrange medical monitoring. Staff identified as "significantly exposed" or who have developed an asbestos related disease, are encouraged to register on the Department of Labour asbestos exposure register.</p>
<p><b>Identifying Asbestos</b></p>	<p>Possible sources of asbestos fibre that are of most concern include:</p> <ul style="list-style-type: none"> <li>• Sprayed on fibre / sound proofing / thermal insulation</li> <li>• Acoustic plaster sound proofing</li> <li>• Insulation</li> <li>• Lagging</li> <li>• Asbestos cement materials</li> <li>• Brake linings in vehicles and machines</li> </ul> <p>Where asbestos / ACM is suspected, confirmation of presence will be verified by sample analysis, obtained by a suitably licensed person and tested at an accredited laboratory.</p> <p>Results will be conveyed to the Facilities / Maintenance Manager with a copy to the Health, Safety &amp; Wellbeing Manager.</p> <p>Work must not start until results of analysis are known.</p>
<p><b>Asbestos Register</b></p>	<p>A record of presence and condition of asbestos [in-situ] in the facility is made and maintained by the Facilities / Maintenance Manager. The register contains the following details:</p> <ul style="list-style-type: none"> <li>• Location</li> <li>• Status</li> <li>• Assessment of exposure risk – numbers of people entering location, potential to release fibres into workplace air, monitoring results (air sampling)</li> <li>• Hazard control plans that are regularly updated</li> </ul>
<p><b>Asbestos Signage</b></p>	<p>Where asbestos materials are to be left intact, signage is affixed to the area and is clearly visible and indicates asbestos present.</p>
<p><b>Asbestos Hazard Control Plan</b></p>	<p>The control of asbestos hazard must refer to the most appropriate method for the particular circumstances. Methods of control may include:</p> <ul style="list-style-type: none"> <li>• Removal</li> </ul>

	<ul style="list-style-type: none"> <li>• Encapsulation or sealing</li> <li>• Enclosure</li> <li>• Further assessment for damage or deterioration</li> </ul> <p>Hazard control advice will be sought from a suitably licensed person.</p>
<b>Purchasing &amp; Maintenance</b>	No new product containing asbestos will be purchased by SCDHB. No maintenance, repair or new work will use any product that contains asbestos.

### Associated Documents:

- Hazard Management & Control: (H&S 04)
- Risk management: (QR1)
- Personal Protective Equipment (PPE): (QR14)

### Equipment:

### References:

- Health and Safety at Work (Asbestos) Regulations 2016
- Health and Safety at Work Act 2015 (HSWA)
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- WorkSafe NZ <https://worksafe.govt.nz/topic-and-industry/asbestos/>