



Asbestos Policy

and

Management Plan – 2016

(District)

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Policy Statement

Southern District Health Board (Southern DHB) recognises its statutory duties under the Health and Safety at Work Act 2015, The Health and Safety at Work (Asbestos) Regulations 2015, and associated legislation, Approved Codes of Practice and guidance material. It shall take all reasonably practicable steps to manage the risk to its employees, patients, visitors and contractors from exposure to asbestos and asbestos containing materials (ACMs).

Southern DHB shall discharge its duties through the following:

- Periodically reviewing this policy and management plan, at least annually and following any legal changes, incidents and near misses.
- Implementing an effective asbestos management plan and ensuring that this plan is continually reviewed.
- Producing and maintaining an asbestos register (which shall identify asbestos containing materials in Southern DHB premises) and making this readily available to all persons who has carried out work, carries out work or intends to carry out work within properties under Southern DHBs control.
- Promoting awareness of the risks from asbestos and the management procedures through information and training.
- Providing adequate resources to meet the requirements of this policy; and ensuring that those resources are utilised.
- Periodically auditing the management arrangements required by this policy.

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Purpose

Southern DHB has a statutory duty of care to prevent workers and all other relevant parties¹ from being exposed to asbestos.

The Asbestos Policy and Management Plan (District) describes how Southern DHB will manage asbestos in DHB premises, premises owned by others within which DHB employees work and the actions that will be taken to prevent DHB employees, contractors, patients, clients and other persons from being exposed to asbestos fibres. The document brings together all relevant information, procedures and arrangements in order to manage asbestos effectively.

It shall clearly provide:

- I. An overview of statutory obligations.
- II. An outline of roles and responsibilities.
- III. Arrangements for managing asbestos.
- IV. Expectations of competency and training.
- V. Communications structure.
- VI. Management of asbestos data.
- VII. Asbestos risk assessments.
- VIII. External asbestos resources.

Background

Asbestos is the common term used for a group of naturally occurring minerals that take the form of long thin fibres and fibre bundles.

Asbestos is a recognised hazard to health. Its fibres, when released to the atmosphere, can be inhaled. Although not acutely toxic, inhaled asbestos fibres can remain in the lungs for long periods and can cause serious lung disease including asbestosis, lung cancer, pleural thickening and mesothelioma. These diseases have long latency periods, in the order of 10-50 years, and are associated with all forms of asbestos.

Asbestos has been classified by the World Health Organisation, as a known human carcinogen.

Asbestos is found in many materials where it was used to make them more durable or to provide insulation or fireproofing. Asbestos fibres are non-biodegradable, have great tensile strength, conduct heat poorly and are relatively resistant to chemical weathering, such as from rainwater. Due to these characteristics, asbestos has been widely used in building and insulation materials, including boilers and heating vessels; cement pipe; clutch, brake, and transmission components; conduits for electrical wire; pipe covering; roofing products; duct and insulation; fire protection panels; furnace insulating pads; pipe or boiler insulation; sheet vinyl or floor tiles and underlay for sheet flooring.

In terms of asbestos management all of these materials (where asbestos is confirmed) are referred to as asbestos containing materials (ACMs). Where ACMs are damaged or their condition deteriorates they are liable to release asbestos fibres into the environment. Some ACMs will release fibres more readily than others.

¹ Other relevant parties include, patients, whanau of patients, visitors and members of the public.

Duty to Prevent Exposure

Southern DHB must take all reasonably practicable steps to ensure that people are not exposed to airborne asbestos. Where this cannot be achieved airborne contamination levels must not exceed trace levels (0.01 fibres per millilitre of air, measured over an 8 hour period).

Southern DHB shall meet its statutory duty through the implementation of this policy and management plan.

Duty to Manage

The duty to manage applies to all properties under the control of Southern DHB.

Under the Health and Safety at Work Act 2015, The Health and Safety at Work (Asbestos) Regulations 2015 and associated codes of Practice and Guidance anyone who is a 'duty-holder'² is required to ensure that steps are taken to identify asbestos that may be present within premises and to ensure that it is adequately managed to prevent harm to health.

Southern DHB will comply with the duty to manage asbestos by:

- Identifying asbestos within its premises and actively managing it.
- Creating a property Asbestos Register for all premises to which the duty to manage applies, record and grade the condition of the ACMs and record the management actions to be taken for each ACM found or presumed along with the priority, frequency and target date for completion of action.
- Undertaking regular ongoing monitoring to check for damage or deterioration in the condition of ACMs.
- Ensure that no maintenance, repair, construction or project work is given the go-ahead without reviewing the asbestos register for the specific premise / area.
- Where ACMs exist in Southern DHB properties or properties under its control and the ACM is in sound condition, sealed and unlikely to be damaged or disturbed the DHB will leave the ACMs in place, and maintain it in a safe condition.
- Additional duties apply where Southern DHB workers are working in premises under the control of others. Where Southern DHB workers are based in premises under the control of others, Southern DHB shall ensure that sufficient information is obtained from the owners of the property where it relates to the presence of ACMs or potential ACMs and workers are provided with sufficient information, instruction and training to ensure their safety.

² For the purposes of this policy, a duty holder is defined as Southern DHB as the PCBU and an Officer of Southern DHB.

Roles & Responsibilities

Those with responsibilities under the Asbestos Policy and Management Plan (District) should note the dangers associated with asbestos and must not in any way underestimate the fact that exposure to asbestos fibres can be fatal.

Every reasonably practicable step must be taken to ensure that exposure to asbestos fibres is prevented or, where prevention is not possible, minimised using suitable and sufficient control measures. Work with ACMs, even under controlled conditions, is still considered to be exposure to asbestos fibres.

The risks of possible exposure to asbestos fibres must be understood in order to ensure suitable management controls are in place where work is proposed on or near known or potential ACMs. Understanding the risk of potential exposure will determine the best course of action for this type of work. All workers who may be potentially exposed to asbestos fibres must be given adequate information, instruction and training regarding ACMs in the workplace and how the ACMs will need to be managed and the precautions to be taken.

Chief Executive

The chief executive is responsible for the implementation of the DHB's policy regarding asbestos and for ensuring that all services within the DHB adhere to the policy as well as ensuring that workers and others are protected from the hazards associated with asbestos. They shall ensure that all persons having responsibilities under this policy are aware of those responsibilities, are competent to discharge their responsibilities, have sufficient resources available to them and that they use those resources effectively.

Health and Safety Manager

The health and safety manager will ensure that the management of asbestos containing materials is incorporated into the organisations health and safety strategies. They shall provide the chief executive with assurance that the Asbestos Policy and Management Plan (District) and associated procedures are suitable and sufficient, and that the controls in place to manage the risk from asbestos follows good practice and complies with current legislative requirements.

Executive Directors

Executive directors are accountable and responsible to the chief executive for ensuring the implementation of the policy and Asbestos Policy and Management Plan (District) within their portfolio of services.

Senior Leadership Team

The Senior Leadership Team is responsible to the appropriate executive director for implementing the policy and procedures. They shall ensure that all workers, and others who may be affected, within their service are protected from the hazards associated with asbestos by: reviewing their service health and safety plans and safety arrangements and where appropriate developing procedures, emergency processes and communication plans.

Facilities and Site Development Manager

The facilities and site development manager (FSDM) is responsible for ensuring strict controls are maintained where the presence of asbestos is established or where asbestos is assumed to be present. They shall ensure that all workers (under the control of Building and Property Services) who may work around ACMs receive asbestos awareness training and have arrangements to protect people from the hazards associated with asbestos. The FSDM shall ensure that procedures are understood and followed and that the asbestos communications plan is implemented. They will ensure that the development of appropriate work procedures, emergency response plans and communication plans are undertaken in consultation with workers.

Construction Health & Safety Manager

The construction health and safety manager is responsible for leading and coordinating investigations, conducting compliance monitoring, policy development and publication. The development, publishing and maintenance of the asbestos procedures will be undertaken by the project manager environmental contaminates in consultation with the construction health and safety manager. The construction health and safety manager is responsible for monitoring that strict controls are maintained where the presence of asbestos is established. They shall monitor that all workers who may work around ACMs receive asbestos awareness training and have arrangements to protect people from the hazards associated with asbestos.

Project Manager Environmental Contaminates

The project manager environmental contaminates will have a unique email account to ensure that urgent contact can be responded to. The project manager environmental contaminates telephone number during normal working hours will be found in the staff telephone directory.

The project manager environmental contaminates will report to the construction health and safety manager, Building and Property Services and has the following key responsibilities for managing asbestos:

- Ensuring services comply with the policy, management plan and service procedures.
- Providing guidance and advice on asbestos management and risk assessment.
- Ensuring an up-to-date asbestos register for all Southern DHB properties is in place and is maintained.
- Ensuring an up-to-date asbestos register for all properties used by Southern DHB, owned by others.
- Ensuring the frequency for monitoring the condition of all identified ACMs and presumed ACMs, in accordance with best practice and ensuring that this monitoring is carried out.
- Monitoring the performance of workers and consultants engaged in asbestos work to ensure appropriate standards are maintained.
- Ensuring suitable asbestos surveys are undertaken by competent people.
 - Monitoring the provision of appropriate information, instruction, training and record keeping. Developing and publishing the DHBs asbestos management policy and management plan.
 - Liaising with the construction health and safety manager and facilities and site development manager on all aspects of asbestos management.

- Liaison with Occupational Health Service, employee representatives and others as required.
- Ensuring, that for non-licensed asbestos related work a person trained to the same level as a person holding a Class B licence ensures that the works are being conducted properly, the workers carrying out the work are suitable licensed and that all reasonably practicable steps are being taken to prevent workers being exposed to respirable asbestos fibres.
- Ensuring, that for licensed asbestos related work that a person holding the correct licences (class A or Class B) ensures that the works are being conducted properly, the workers carrying out the work are suitable licensed and that all reasonably practicable steps are being taken to prevent workers being exposed to respirable asbestos fibres.
- Developing systems to ensure;
 - Work orders and instructions warn workers in writing if asbestos is liable to be present in the premises where work is to take place.
 - All relevant asbestos information held is passed to the worker prior to carrying out any works.
 - Documented work practices are reviewed to ensure that no ACMs are accidentally disturbed.
 - Disturbance of ACMs are only undertaken by competent persons in controlled conditions.

Persons in Control of Construction or Maintenance Work

Persons in control of construction or maintenance work³ are responsible for ensuring that work will be carried out safely and that prior to commencing work the Asbestos Register is checked, a risk assessment is completed, surveys are requested where required and relevant information passed to the persons carrying out the work. They are responsible for ensuring that anyone engaged to undertake work checks and sign the Asbestos Register prior to commencing work in the vicinity of ACMs and provides a safe system of work in order that ACMs are not disturbed. They shall ensure that any person carrying out restricted work holds a valid Certificate of Competency.

Procurement Manager

The procurement manager is responsible for ensuring that no goods/materials or equipment are purchased which contain ACMs and that any projects where the integrity of ACMs may be compromised are managed in compliance with this policy and associated procedures.

³ For the purposes of this document, 'persons in control of construction or maintenance work' will be any person in Southern DHB who appoints contractors to undertake work (e.g. BPS, IT, Radiology, etc).

Occupational Health and Safety Service

Provide occupational health support including risk based health assessment and health monitoring services.

Workers

Workers⁴ shall attend any training deemed necessary by their line managers. They shall follow all guidance and instruction as it relates to working with or around asbestos containing materials.

If a worker finds a product which they believe could contain asbestos, they shall stop work immediately, advise those in the immediate area and report their discovery to their line manager.

If a worker believes they have been exposed to asbestos, they shall report this to their line manager immediately, in a manner which minimises potential exposure of others.

High Risk Workers

Certain groups of workers are at higher risk of encountering asbestos containing materials than other Southern DHB employees. This group includes construction and maintenance workers, information technology contractors, trades groups, etc.

In addition to responsibilities identified above, individuals in this high risk group;

- Are encouraged to participate in annual health monitoring.
- Will participate in annual asbestos awareness workshops.
- Will undertake annual face-fit testing.
- Will undertake annual respiratory protective equipment (RPE) training.
- Will, where they suspect they have been exposed to asbestos, be encouraged to register their details on the national asbestos register.

⁴ For the purposes of this policy, Workers means anyone undertaking work for and on behalf of the Southern DHB. This includes employees, contractors or sub-contractors, contractor or sub-contractors employee, employees of labour hire companies, outworkers (incl. home worker), apprentices, trainees, persons gaining work experience and volunteers.

Asbestos Notification to Workers

The person(s) in control of work activity will alert all parties to the presence or suspected presence of ACMs and the controls required to prevent exposure to respirable asbestos fibres, including emergency and standby operations.

Workers will be advised of the standards expected and checks will be made to ensure that their asbestos control procedures are in line with Southern DHB requirements prior to carrying out any works. Checks will be undertaken by the 'person(s) in control of construction or maintenance work'.

The project manager environmental contaminates will implement systems to ensure work orders and instructions warn workers in writing if ACMs are liable to be present in the premises where work is to take place, and will ensure that relevant asbestos information held is passed to the worker prior to carrying out any works. They will review the work methodology to ensure that no ACMs will be disturbed.

Services (e.g. Information Services, clinical equipment maintenance contracts) will ensure that any workers who are engaged in work which may disturb ACMs are included in this process.

Preventing Exposure to Asbestos

Whilst Building and Property Services holds the primary responsibility for activities which may encounter ACMs; a number of other areas of Southern DHB are responsible for activities in areas where ACMs can be present. Each service is required to prevent exposure to asbestos and shall develop detailed procedures making clear the roles, responsibilities, processes and precautions to be followed covering those who could be at risk and those who could create the risk as well as the action to be taken on discovering asbestos or potential ACMs.

The following types of work should be covered:

- Planned work/maintenance work
- Re-active maintenance activities
- Construction projects
- IT projects
- Clinical projects
- Work in the community
- Work following incidents or emergencies

Examples:

Inside DHB buildings

- Information Services installing new fibre optic cables.
- Clinical Engineering installing new equipment.
- Departments arranging work which should normally be carried out by Building and Property Services.
- External imaging technicians (Siemens, etc.)

Outside of DHB buildings

- Community health care professionals visiting patient's property whilst construction refurbishment work taking place.
- DHB staff responding to emergency event (earthquake, accident, etc.) involving damage to property/building collapse, etc.

The project manager environmental contaminates shall provide support and guidance to all areas of Southern DHB to support initiatives designed to prevent exposure to asbestos fibres.

Work Involving Asbestos

All decisions, activities and work involving asbestos surveys, asbestos removal/repair and asbestos analytical work will be taken in consultation with the project manager environmental contaminates. Work will be managed and monitored in accordance with current regulations, codes of practice and guidance and shall be signed off in accordance with existing delegations.

Asbestos Removal Work

Asbestos removal work will only be undertaken by persons holding a current licence and under direct supervision by a nominated asbestos removal supervisor.

This requirement for a licensed removalist will be applied to all asbestos removal work.

Asbestos Related Work

Where non asbestos related work is undertaken in an area suspected of (or confirmed to) containing asbestos, workers will be trained in the identification and safe handling of asbestos and ACMs, and suitable control measures, as well as the safe working arrangements for that work. The work area (and decontamination facilities, if required) will be established and checked; work supervised by a person trained to the same level as a person holding a Class B licence.

Managing Asbestos Incidents

The project manager environmental contaminates will manage asbestos incidents as detailed below.

Suspected Asbestos Discovered During Work

Where a material suspected to contain asbestos is discovered during any work:

- All workers must cease any activity that may disturb the material found.
- Project manager environmental contaminates must be contacted and will provide any relevant advice and arrange for the relevant checks and surveys to be carried out.
- The asbestos emergency communication process will be activated.

Where a material suspected to contain asbestos is disturbed during any work:

- The project manager environmental contaminates will be contacted and will provide relevant advice and arrange for the appropriate checks and surveys to be carried out to confirm if asbestos is present.
- All workers must cease all activity that may cause further damage to the material.
- All workers will leave the work area and proceed to a pre-designated safe location to be decontaminated. Preferably this will be an external area, with a view to minimising the spread of asbestos fibres. Potential exposure of persons in adjoining areas should be considered and avoided.

- Operatives should begin decontamination procedures described in (MIDAS 89163) (Personal Decontamination Procedures) without waiting for confirmation of asbestos being present.
- The work area should be considered contaminated and, where possible, sealed to reduce the chance of asbestos fibres spreading and to ensure that no one else can enter.
- All routes and areas used by operatives who are potentially contaminated with asbestos should also be considered contaminated and access restricted accordingly.
- Warning signs should be deployed indicating there is an asbestos hazard and the area is not to be entered by unauthorised personnel.
- The asbestos emergency communication process will be activated.
- A suitably qualified asbestos assessor shall be engaged to assess the situation and to advise on the best course of action for successful decontamination.

Asbestos Confirmed

Where ACMs are confirmed to be present in the material discovered or disturbed the project manager environmental contaminates will decide on any further actions required such as:

- Extension of the cordoned area.
- Evacuation of personnel working nearby.
- Arranging for the area/materials to be made safe by a removal contractor.
- Arranging for any contaminated personnel and their clothing, tools and equipment to be decontaminated.
- Background air monitoring and remediation work (including validation of this work).
- Updating the Asbestos Register as necessary.

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Employees Exposed to Asbestos

Where ACMs are confirmed a list of those persons involved in the incident will be recorded by the manager responsible for the work activity. They shall complete an incident report and file accordingly. The Occupational Health Service will be notified of the identity of each staff member exposed to asbestos and will conduct a risk assessment to determine what actions need to be taken regarding health monitoring. Each affected worker will be given a copy of the incident report as a record of exposure with instructions that the document should be kept for a period of no less than 40 years (as per current regulations). The affected parties will be advised to register the exposure on the Worksafe NZ National Asbestos Register (using MIDAS 89164) and will be referred to the Occupational Health and Safety Service. The project manager environmental contaminates and the construction health and safety manager will lead and coordinate investigations with a report being produced for each incident. The report will be distributed to appropriate managers.

Other Workers Exposed to Asbestos

Where ACMs are confirmed a list of those persons involved in the incident will be recorded by the manager responsible for the work activity. They shall complete an incident report and file accordingly. Each affected worker will be given a copy of the incident report as a record of exposure with instructions that the document should be kept indefinitely. The affected parties will be advised to register the exposure on the Worksafe NZ National Asbestos Register (using MIDAS 89164). The project manager environmental contaminates shall ensure that their employer is advised of the exposure, in order that their employees are provided with appropriate occupational health support. The project manager environmental contaminates and the construction health and safety manager will lead and coordinate investigations with a report being produced for each incident. The report will be distributed to appropriate Southern DHB managers and the workers employer.

Patients / Visitors Exposed to Asbestos

In the event of patients or visitors being exposed to asbestos fibres the manager responsible for the work activity shall complete an incident report using the Safety1st system for each person affected. The individual will be given a copy of the incident report as a record of exposure with instructions that the document should be kept indefinitely. The affected parties will be advised to register the exposure on the Worksafe NZ Asbestos Exposure Database (using MIDAS 89164). The project manager environmental contaminates and the construction health and safety manager will lead and coordinate investigations with a report being produced for each incident. The report will be distributed to appropriate Southern DHB managers and the individual affected parties.

Contaminated Areas

A 'contaminated area' must be assumed to contain respirable asbestos fibres and no one shall be permitted to enter/re-enter until a Clearance Certificate with air monitoring results has been issued.

Further works or return to use will not be permitted until the project manager environmental contaminates has received independent clearance test certification and has given authorisation, and provided copies of clearance documentation and air sampling records to the appropriate person(s).

Annual Surveillance program

All employees who have been exposed to asbestos will be actively encouraged to participate in an annual surveillance programme (including lung function tests), and a five-yearly chest X-ray. This will include former employees of Southern DHB (or its predecessors). Previous employees will arrange this service via their general practitioner or other treatment provider. Where an employee refuses this health surveillance, they shall be required to notify Southern DHB in writing.

Employee Health Monitoring program

A health-based risk assessment will be undertaken to identify employees who will potentially be exposed to asbestos through their normal work activities, or who have been involved in an incident where exposure occurred.

.All employees in an 'at-risk' occupational role, or who are likely to have been have been exposed to asbestos, will be required to participate in an appropriate health monitoring programme (refer Health and Environmental Monitoring Policy (MIDAS 15874)).

Training and Competence

Provision of Training

Southern DHB will provide training in asbestos management and/or awareness to all appropriate workers, with refresher training being provided on an annual basis (see Appendix 5). All services will identify those working in areas of elevated risk and/or who are crucial in the management of asbestos. Those individuals will be provided with suitable information, instruction and training in line with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016. In addition the following areas of awareness and management will be covered:

- The DHB's Asbestos Policy and Management Plan (District).
- The DHB's Asbestos Register; its accessibility, use and limitations.

Additional training, for those who are liable to directly encounter ACMs in the workplace will cover:

- Annual retraining in all of the above areas.
- Identification and safe handling of asbestos and ACMs.
- Suitable control measures for asbestos and ACMs.
- Safe use of respiratory protective equipment and face-fit testing.
- Regular reinforcement training through toolbox talks, seminars including the sharing of good and bad practices.
- Changes in asbestos regulations and other health and safety regulations.

Managers, with responsibility for workers to whom asbestos presents a risk, will be trained to ensure that they understand their responsibilities to ensure that no worker is put at risk through ignorance or duress. Training will stress:

- Manager responsibility for taking appropriate action to prevent risks.
- Manager responsibility for implementing the safety arrangements to ensure that the delegated responsibilities for ACMs in their area are communicated to those with responsibilities.
- Managers should ensure that those workers with delegated responsibilities have access and are made aware of the content of the safety arrangements.

All other workers (out with identified risk groups) will be directed by their manager, in relation to asbestos awareness training.

Worker Training

Managers will ensure that competency checks are carried out, and evidence of suitable asbestos training is obtained from all workers (whether employees or contractors) who may encounter ACMs as part of their works. They will ensure that all workers have attended a Southern DHB asbestos awareness session and are given access to the Southern DHB Asbestos Register Database.

Orientation

Southern DHBs general induction shall include sufficient information to raise awareness for all employees. Services will ensure specific information relevant to the employees needs is delivered at departmental induction sessions.

Training records

Records of training attendance and content delivered will be retained by Southern DHB.

Communication Plan

Southern DHB will ensure that all workers receive the asbestos information they require to carry out their tasks safely and to prevent any person being exposed to asbestos fibres in concentrations above the exposure standard. The Asbestos Management Communication plan details how this will be achieved.

Communication

The communications plan will cover the following areas:

- Awareness of the DHB's policy, management plan and procedures.
- Awareness of issues regarding contact with ACMs.
- Information for patients, whānau (family) and visitors.
- Information for members of the public.
- Emergency communication process map. (See [MIDAS 15876](#)).

Services are required to provide the emergency management manager and the project manager environmental contaminants with up to date copies of their service procedures, emergency communication process map and work process maps as they relate to ACMs.

The communication plan will deliver key messages about ACMs, and its management, without causing unwarranted alarm while still ensuring that care is always taken and everybody has the information they need to do their job safely, manage the safety of others and stay safe.

The key messages from the communication plan will be to clarify that:

- Safety is the main priority of Southern DHB.
- The DHB will act in an open and honest way.
- Asbestos was widely used in the construction industry and is present in many buildings used by Southern DHB (and the wider community).
- Asbestos is not harmful if left alone in good condition or it is sealed, but is dangerous if disturbed.
- Anyone who might come into contact with ACMs as part of their normal work will receive appropriate training on how to recognise it and the steps they should take to ensure it is reported.
- The DHB takes the issue of asbestos extremely seriously and will act immediately if concern is expressed about building materials.
- Removal, works on and disposal of asbestos requires specialist contractors.
- Southern DHB will update, review and carry out a programme of ACM condition surveys in line with the identified risks and in accordance with its survey strategy/programme.
- Asbestos Registers and survey information will be accessible to all relevant persons and will be an integral part of the management of asbestos for each premise.
- The DHB will provide accurate and useful information on asbestos and ACMs to all stakeholders.
- The DHB works within the guidelines set out by the Health and Safety at Work Act 2015 and supporting Regulations, Approved Codes of Practice, Codes of Practice and associated guidance documents.

Asbestos Register Database

A record in the Asbestos Register will be created for all premises to which the duty to manage applies. This will record, by each ACM found or presumed, the location, the nature, whether it is friable or non-friable, the extent and type of ACM along with its condition, accessibility and assessed risk of asbestos fibre release. This information will form part of the Asbestos Management Plan.

The date of the next condition check will be recorded in the Asbestos Register and, where the condition of an ACM has changed the Asbestos Register will be updated as appropriate.

At the time of the asbestos survey, preventative or risk reducing actions will be identified, prioritised and recorded in the Asbestos Register and Management Plan. These actions will be implemented in order of priority.

- The register shall be easily understood and available to anyone who wishes to view it.
- The Asbestos Register will be made available to all stakeholders who require access.
- The Asbestos Register and its Management Plan will be kept up-to-date, continually reviewed, updated following the discovery and removal of asbestos or an asbestos incident; and, formally audited every 3 years.

The asbestos register is cloud based and accessed via a portal. The web address of this portal is <http://portal.preciseconsulting.co.nz>

Compliance Auditing

The project manager environmental contaminates will regularly interrogate systems, processes, actions and locally produced documentation in any part of the DHB or outside contractor to ensure compliance with the Asbestos Policy and Management Plan (District), Management Plan and associated procedures.

Asbestos Risk Assessments

No demolition, construction or maintenance work will proceed without a suitable and sufficient risk assessment to determine if the work is liable to disturb ACMs that may be present. These assessments will include asbestos surveys and inspections as required.

The risk assessment will address the following points:

- Are ACMs liable to be present?
 - A determination of the age of the premises where work is to take place; buildings constructed prior to 2000 will require a sampling survey.
 - An appraisal of any existing asbestos information held e.g. Asbestos Register and/or survey; and

- Where it is determined that asbestos is liable to be present in areas that are likely to be disturbed by the work **and** whether the existing information available is insufficient to confirm or refute this determination, if so, then a Refurbishment and Demolition Survey must be carried out.
 - If insufficient information is available a request for a survey should be made by completing the form RFS1 available at Appendix 2.
- Is the proposed work liable to disturb any asbestos that may be present?
- An appraisal of the proposed work and identification of parts of premises likely to be disturbed
 - Are suitable control measures in place to allow work to proceed safely, without disturbing ACMs?
 - Where ACMs may be disturbed, has a competent person been engaged to undertake the work or remove the ACMs?

As part of a suitable and sufficient risk assessment the asbestos register will be checked by the person issuing the work instruction / order and/or the person(s) in control of the construction or maintenance work.

This will include emergency and standby operations.

Arrangements will be made to allow access to the Asbestos Registers for any person who requires access to it to ensure safe work activities are undertaken.

Re-occupation Risk Assessment

Following the completion of work where asbestos containing materials were removed or encapsulated, a risk assessment will be documented. This will consider the nature of activities in the area, the suitability of the removal/encapsulation process and the clearance monitoring results upon completion of the work.

Surveys

In order to ensure it has identified, so far as is reasonably practicable, all instances of asbestos containing material, Southern DHB shall undertake a management survey of all of its premises.

For all major building work the commissioning of a Refurbishment and Demolition Survey will be essential. This includes the site investigation of proposed new builds. On a limited number of smaller projects the project manager environmental contaminates may arrange a local investigation to be carried out. The report findings will be provided to the person in control of the project and the asbestos register updated.

Projects where demolition work will be undertaken will require thorough investigation for ACMs in all areas throughout the whole building. Construction, refurbishment and maintenance projects may require investigation for ACMs within the whole building or, dependent on the nature of work activities, be restricted to the specific area of the building where work is undertaken (and, where necessary, adjacent areas).

Where New Zealand Standards are not available, asbestos surveys will be carried out in line with International good practice.

In the absence of appropriate guidance from Worksafe NZ, the Safe Work Australia Code of Practice 'How to manage and control Asbestos in the Workplace, 2011' or 'HSG264 Asbestos: The Survey Guide, 2012' will be utilised as sources of reference. The project manager environmental contaminates will ensure only competent contractors undertake these surveys and shall ensure that the correct survey is undertaken.

Those responsible for the asbestos survey reports will make arrangements for access to be given to those who require it.

Prior to undertaking a survey each affected service area shall ensure that their contingency plans are suitably developed to allow continuance of business operations should asbestos containing materials be discovered.

Environmental Monitoring

Southern DHB recognises its duty to ensure that exposure to airborne asbestos is eliminated so far as is reasonably practicable and where this cannot be achieved to minimise it so far as is reasonably practicable. Southern DHB shall undertake environmental monitoring at regular intervals to ensure that the airborne contamination standard for asbestos⁵ is not exceeded in workplaces under its control.

⁵ The airborne contamination standard for asbestos is an average concentration over any 8 hour period of 0.1 respirable asbestos fibres per millilitre of air.

Independent Expert Advice

Asbestos is a specialised area and many elements require specific skills and knowledge. When undertaking any of the following activities Southern DHB shall engage an independent expert to;

- Carry out asbestos surveys.
- Sample taking and air clearance checks.
- Review of asbestos removal control plans and monitoring of asbestos removal activities.
- Undertake asbestos removal work.

Asbestos Contractors

The DHB will put in place robust selection, monitoring and management of all contractors employed to carry out work with asbestos containing materials. This includes removals, surveys, sampling, clearance inspections and analysis contractors.

Contractor Requirements

Building and Property Services will ensure that all contractors engaged to work with asbestos are competent and, where necessary, appropriately licensed to do so in line with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016. Where applicable, each service area will ensure documented procedures are in place to select, monitor and manage contractors who work with asbestos. In general this will include:

- The selection of competent contractors to undertake survey, sampling, removing and analysis of ACMs.
- Only competent contractors, who hold a relevant asbestos license, accreditations or recognised experience and have adequate insurances will be employed to undertake licensed asbestos removal work.
- Sample monitoring of contractors will be undertaken by the project manager environmental contaminates who will develop an auditable monitoring system covering project tendering, operational activities, health and safety management and quality control.
- Review of contractor's training records.
- Risk assessments and safe systems of work must be assessed as adequate by the project manager environmental contaminates and in place prior to any works taking place.
- Contractors who undertake air testing as part of the Certificate for Re-occupation must conform to the requirements in ISO17020 and ISO17025. Southern DHB will ensure all contractors engaged for this purpose are fully accredited by International Accreditation New Zealand (IANZ) and compliant with all legislation.
- Contractors who undertake air measurements and worker exposure monitoring must conform to the requirements of ISO17025. Southern DHB will ensure all contractors engaged for this purpose are fully accredited by International Accreditation New Zealand (IANZ) and compliant with all legislation.
- The project manager environmental contaminates will ensure that whenever two or more contractors work with ACMs or could come into contact with ACMs at the same time or are working in the same premises that they cooperate with each other and those they could affect.

Contractors engaged by Southern DHB shall have health monitoring arrangements in place for their employees where respiratory protective equipment is used, and /or where they carry out work involving asbestos.

Definitions

Asbestos containing materials	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"> (a) Actinolite asbestos (b) Grunerite (or amosite) asbestos (brown) (c) Anthophyllite asbestos (d) Chrysotile asbestos (white) (e) Crocidolite asbestos (blue) (f) Tremolite asbestos (g) A mixture that contains 1 or more of the minerals referred to paragraphs (a) to (f) <p><small>The Health and Safety at Work (Asbestos) Regulations (2015)</small></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 Southern 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	In relation to asbestos or ACM, means 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 Survey	Sometimes called a 'Type 1' survey. This survey is a visual inspection where presumptions are made on the likelihood that a material or materials contain asbestos. No testing is undertaken.
Non-friable	In relation to asbestos or ACM, means not friable (and for the purposes of this definition, asbestos and ACM include material containing asbestos fibres reinforced with a bonding compound)
Officer	<p>If the PCBU is:</p> <p>(a)</p> <ul style="list-style-type: none"> (i) a company, any person occupying the position of a director of the company by whatever name called: (ii) a partnership (other than a limited partnership), any partner: (iii) a limited partnership, any general partner: (iv) 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>

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Protective Clothing	<p>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.</p>
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 residential work. ➤ 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	<p>Anything used or worn by a person (including clothing) to:</p> <ul style="list-style-type: none"> (a) Minimise risks to the person's health and safety; and (b) Includes air-supplied respiratory equipment

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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> <p>(a) The likelihood of the hazard or the risk concerned occurring; and</p> <p>(b) The degree of harm that might result from the hazard or risk; and</p> <p>(c) What the person concerned knows, or ought reasonably to know, about:</p> <p style="padding-left: 40px;">(i) The hazard or risk; and</p> <p style="padding-left: 40px;">(ii) Ways of eliminating or minimising the risk; and</p> <p>(d) The availability and suitability of ways to eliminate or minimise the risk; and</p> <p>(e) 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.</p>
Resirable 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 Survey	<p>Sometimes called a 'Type 3' survey. This is an intrusive survey. Samples will be taken from behind walls, underneath floor coverings, etc. and sent for analysis.</p>

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<p>Restricted Asbestos Work</p>	<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 thermal or acoustic insulation, or fire protection, in buildings, ships, structures or vehicles. • 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. <p><small>(Asbestos Regulations 1998 - clause 4)</small></p>
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<p>Worker</p>	<p>An individual who carries out work in any capacity for a PCBU, including work a:</p> <ul style="list-style-type: none"> (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) An outworker (including a homemaker); or (f) An apprentice or a trainee; or (g) A person gaining work experience or undertaking a work trial; or (h) A volunteer worker; or (i) A person of a prescribed class.
<p>Worksafe NZ</p>	<p>The Regulator of Health and Safety Legislation in New Zealand.</p>

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