Asbestos Management

Policy Responsibilities and Authorisation

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Policy Review History

Version	Updated by	Date Updated	Summary of Changes
06	Emma Barriball	1/08/2017	
07	Mark Whatnall	5/10/2017	Revision of Acronyms

Asbestos Management

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1. Introduction

1.1 Purpose

The purpose of the Waikato District Health Board (DHB) asbestos management policy is to ensure that where asbestos presence has been identified, it shall be managed in such a way as to protect Waikato DHB employees, patients, visitors, contractors and others from potentially hazardous exposure to Asbestos Containing Material (ACM).

1.2 Background

Asbestos is a natural product that has been used extensively over the years for both domestic and industrial applications. Exposure to asbestos or exposure to airborne concentrations of asbestos dust and fibres can cause asbestosis or pulmonary fibrosis, lung cancer and mesothelioma.

1.3 Scope

This policy applies to all persons working within Waikato DHB, including contractors and persons acting as agents of Waikato DHB or engaged in Waikato DHB activities in all areas of the organisation**.**

2. Definitions

Asbestos	Means a actinolite, amosite, chrysotile, crocidolite, fibrous anthophyllite or tremolite; or a mixture containing a mineral as above; or a material compose wholly or partly of any such mineral; or a material or article that is contained by any such mineral
Amosite	Brown Asbestos, a straight, brittle fibre, light grey to pale brown
Anthrophyllite	A brittle white to brown fibre
Crocidolite	Blue Asbestos, a straight flexible blue fibre
Chrysotile	White Asbestos, a fine, silky, flexible, white to grey/green fibre.
Friable	Is a state where asbestos under ordinary conditions can be easily crumbled.
Safe systems of work	Safe systems of work can be defined as a formal procedure comprising a systematic examination of a task in order to identify all the associated hazards. Then through Risk Assessment processes defines safe methods of work and controls to ensure that the hazards are eliminated and/or the risks minimised to an acceptable level.

3. Policy Statements

The Waikato DHB policy for asbestos management is that, Waikato DHB, its employees and agents, shall take all practicable steps to:

- Maintain an active and comprehensive Asbestos Management Plan for the environmental management of Asbestos containing material. The plan, which administered by Property and Infrastructure (P&I), includes surveys, on-going identification, risk assessment, removal, encapsulation and monitoring protocols in keeping with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016.
- Ensure that there are effective emergency procedures for dealing with incidents within the Asbestos Management Plan.
- Ensure compliance with guidelines for the Management and Removal of Asbestos.
- Ensure that there is an effective programme of Health Monitoring maintained by the Health and Safety Service who also maintain a central register of persons exposed to asbestos in the course of their work at Waikato DHB.

4. Policy Processes

4.1 Roles and Responsibilities

All Staff

Abide by any signage, instruction regarding the presence/non disturbance of Asbestos Containing Material. To report any concerns or uncertainties over any material that is suspected to contain ACM to Health & Safety Advisor for P&I.

Managers

Escalate any concerns over potential ACM or disturbance of ACM to P&I Health and Safety Advisor. Ensure areas of concern are effectively isolated prior to investigation by P&I.

Employees of Property and Infrastructure

Attend Asbestos Awareness training provided in house at regular intervals by P&I Health and Safety Advisor. Understand how to access Asbestos Register and be conversant with building product types that may contain ACM. Report any concerns over any potential ACM to Health & Safety Advisor (P&I) Ensure that there is no disturbance of any material suspected to be ACM.

Contractors

Understand how to access advice and information through P&I Health & Safety Advisor. Be conversant with building product types that may contain ACM. Report any concerns over any potential ACM to Health & Safety Advisor (P&I) Ensure that there is no disturbance of any material suspected to be ACM without prior written approval from P&I.

5. Audit

5.1 Indicators

- Six monthly monitoring to be undertaken of all ACM where there is a likelihood that the material may become friable
- Yearly monitoring of ACM that is not likely to become friable.

5.2 Tools

- Survey reports
- Air monitoring samples
- Swabs

6. Legislative Requirements

6.1 Legislation

Legislation relevant to this policy includes but is not limited to:

- Health and Safety at Work Act 2015.
- Health and Safety at Work (Asbestos) Regulations 2016

6.2 External Standards

- The Approved Code of Practice for the Management and Removal of Asbestos. Worksafe NZ 2016
- Technical Bulletin Management and removal of asbestos (for Asbestos Removal Supervisors) 2016

7. Associated Documents

7.1 Associated Waikato DHB Documents

- Waikato DHB Health and Safety policy (Ref. 0044)
- Waikato DHB Hazard Management policy (Ref. 0051)
- Waikato DHB Design and Construction policy (Ref. 1781)

Appendix A Asbestos Management Plan

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4. Risk Assessment
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1. Introduction

This Asbestos Management Plan, together with the Asbestos Management Policy and the Building register has been prepared to guide the systematic, consistent and safe assessment and management of asbestos containing material within Waikato District Health Board properties or occupancies. Asbestos is identified and managed in keeping with the Asbestos Management Policy ('the policy) and this plan so that workers, patients and visitors are protected from potentially hazardous exposure to asbestos containing material.

Management of asbestos containing material will be ongoing and will be supported by regular visual inspections. Where there is any potential disturbances resulting from removal or other activity then there will be, among other things, environmental monitoring for airborne asbestos or Synthetic Mineral Fibres ('SMF') fibres.

P&I will take all practicable steps to identify and manage Asbestos Containing Material ('ACM') on all Waikato District Health Board sites, both owned and leased. In doing so, it will ensure that identification and assessment of risk arising from ACM identified Asbestos is recorded in the Asbestos Register which is retained in the Operations Engineers' office. This information, together with the Policy and Plan, is canvassed with other Persons Conducting a Business or Undertaking (' PCBU')s and workers where relevant and in keeping with the risk of exposure to ACM. A record is kept of consultations with other PCBUs and this record is maintained by the Health and Safety Advisor. In turn Waikato DHB will take all reasonably practicable steps to verify the effective management of ACMs in buildings where it has a tenancy. The Asbestos Register will identify what measures have been applied to the identified Asbestos, where removed or encapsulated and the date the measure was applied. In addition, the register will record the dates of inspection/review as well as the expected intervals for re-inspections/ review.

2. Buildings Survey

Several surveys have provided a comprehensive picture of the distribution, type and condition of ACM on the Waikato Campus and in addition the four 'T' Hospitals – Thames, Tokoroa, Taumarunui and Te Kuiti. Smaller units have also been appraised including Matariki and Rhoda Read.

Accessible areas of buildings have been inspected. Records indicating the different types of asbestos are included in the Building Register. The Asbestos Register records the means of control – for example – elimination, isolation, encapsulation and or monitoring.

3. On-going identification of ACM

Product that is suspected of containing asbestos fibre may be identified through:

a) Planned inspections
b) Notifications
c) Response to reports of damage or accident
d) Renovation, demolition or other work that reveals hitherto unknown or inaccessible areas.

Where possible, samples of suspected ACM will be collected by registered competent Asbestos removers for analysis and confirmation. The areas shall remain isolated and undisturbed during the testing and decisions made to eliminate, isolate or minimise the hazards.

4. Risk Assessment

- Significant/High risk: friable (unbonded) ACM that has deteriorated significantly. The material is readily accessible and prone to further disturbance, or unsealed friable asbestos material located in air conditioning systems.
- Moderate risk: minor deterioration of the ACM is evident and/or the ACM is prone to mechanical disturbance due to routine building activity and/or maintenance
- Low risk: ACM shows no signs or very minor signs of damage/deterioration. Regular access to the ACM is unlikely to cause significant deterioration, if the material is adequately sealed.
- If materials of unknown composition, or materials suspected of containing asbestos, are encountered on site, and are not documented in the existing asbestos register, such materials are to be sampled and treated as asbestos until sample analysis confirms otherwise. In the event that demolition or refurbishment works are to be carried out in areas previously not inspected for the presence of asbestos, such as inaccessible wall cavities or beneath floors, an inspection and risk assessment must be performed by an appropriately qualified person prior to the commencement of the planned demolition or refurbishment works.

5. Removal (Elimination)

Asbestos has been removed from a large number of locations and this has been performed by specialist asbestos removers with appropriate Certificates of Competence. Records of removal air clearance tests are located in the Hazard and Compliance Co-ordinator's office. Copies of air clearance tests are also found on J Drive>ESUPP>Compliance>Asbestos>Location>Buildings. All practicable steps will be taken to remove all ACM which poses a risk through deterioration (into friable state) demolition, renovation or other activity prior to the work being performed in keep with reg 29 of the Health and Safety at Work (Asbestos) Regulations 2016.

6. Encapsulation (Isolation)

Where it has not been feasible to remove ACMs, but necessary to control or prevent future friability then asbestos is encapsulated so that the product is sealed and is significantly less prone to crumbling, disintegrating, or other damage that would give rise to the release of asbestos fibres. This will generally apply only to moderate or low risk work unless there are exceptional circumstances.

7. Monitoring

Monitoring of encapsulated or bonded asbestos, by means of visual inspection and air sampling is carried out where there are concerns about the potential release of asbestos fibres. Airborne asbestos fibres monitoring should be carried out during any asbestos removal or rectification works, when persons access areas containing ACMs or to confirm background concentrations of asbestos fibres are within safe levels. Whenever this monitoring is carried out, the results are to be recorded in the Asbestos register. All monitoring samples will be tested by a qualified Laboratory and the results passed back to Property & Infrastructure in report format. Friable asbestos needs to be appropriately controlled and then monitored 6 monthly if not eliminated.

8. Planned Inspections

Non-friable asbestos will be subject to at least an annual visual inspection by a competent person. Friable asbestos will be safely controlled and, if not eliminated, then subject to a six monthly review. The reports detailing the results of the reviews are recorded in the Hazard and Compliance Co-ordinators Office and on J Drive>ESUPP>P&I>Compliance>Asbestos>Location>Buildings. Where there is any suspicion that the ACM has deteriorated to the point of being friable then the area will be safely isolated and subject to testing and elimination, isolation or minimisation in accord with specialist advice from a specialist remover with appropriate Certificates of Competence.

9. Communication

1) Where practicable, ACMs are to be labelled in keeping with the requirements of the Health and Safety at Work (Asbestos) Regulations 2016.

2) P&I staff will be trained, as will relevant contractors, in the fundamentals of asbestos management including but not limited to:

   - Characteristics of Asbestos
   - Inspection and identification of Asbestos; and
   - How to access the Asbestos register; and
   - What to do in the event that you suspect presence of asbestos or suspect that controls have failed.
   - Record training given

3) Ensure that there is information provided to PCBU's regarding Waikato DHB's asbestos management plan and the availability of the register. There is a commitment to ensure adequate appraisal by Health and Safety Advisor of all plans that may involve the exposure to asbestos containing material. Logs of communication with other PCBUs are recorded in Appendix E

10. Standards for working with ACMs

All maintenance on, or removal of, asbestos containing materials is only to be undertaken by specialist asbestos removers who have appropriate certificates of competence and the relevant classes for the intended removal. No other personnel workers or volunteer shall undertake any work that involves the disturbance of asbestos materials. Some common types of removal are prescribed below:

Asbestos Pipe Lagging/Contamination:
The following elements are to be validated by the P&I Health and Safety Advisor in all Safety Management Plans and Work Method Statements that are to be submitted by the specialist asbestos remover (in keeping with P&I's standing procedures for high risk work). This list is not exhaustive and services as a checklist for critical safety controls that would be expected in the setting of this work activity. The task analysis will obviously be in the context of the specific work environment and hazards arising and will be appraised by the Health and Safety Advisor prior to the commencement of work.

- Barricades with appropriate warning signs to be placed approximately 10 metres from each work area.
- At least 2 layers of 200 micron thick plastic sheeting to be placed on the floor of each removal area and a plastic encapsulation is to be erected to form an airtight enclosure. All openings such as vents, penetrations to be sealed.
- 4 stage wet decontaminator units to be set up in a central location and attached to the encapsulation.
- All persons entering the work area to wear disposable coveralls and approved respiratory protective equipment.
- The asbestos material and contamination is to be wetted prior to removal.
- Following completion of asbestos removal the work area is to be detail cleaned using vacuuming (HEPA Filters) and wet wiping. All framing, pipes, ducts. Other items to be both vacuumed and wet wiped of all asbestos contamination.
- Following cleaning the area is to be inspected to verify that all visible traces of asbestos have been removed and all surfaces to be sprayed with a PVA sealant following completion of the visual inspection.
- Air monitoring to be carried out adjacent to the barricades and in the clean end of the decontamination unit during the removal work and inside the work area at the completion of PVA spraying.
- On receipt of clearance air monitoring results of <0.01 fibres/ml of air the enclosure plastic may be removed and disposed of as asbestos waste.
- Copy of clearance certification to be forwarded to Property and Infrastructure, Hazard and Compliance Co-ordinator on completion.

Asbestos Cement Sheet

The following elements are to be validated by the P&I Health and Safety Advisor in all Safety Management Plans and Work Method Statements that are to be submitted by the specialist asbestos remover (in keeping with P&I's standing procedures for high risk work). This list is not exhaustive and services as a checklist for critical safety controls that would be expected in the setting of this work activity. The task analysis will obviously be in the context of the specific work environment and hazards arising and will be appraised by the Health and Safety Advisor prior to the commencement of work.

This procedure is, of course, only relevant, where the work envisaged will or is likely to disturb the asbestos cement sheet. Other work in adjacent areas which does not disturb the ACM may be undertaken without special precautions.

- Plastic sheeting to be placed on the floor or ground of the area in which the work is to be undertaken.
- Barrier tape with appropriate signage is to be placed approximately 10 metres from the work area so as to prevent unauthorised access.
- All persons entering the work area to wear disposable coveralls and approved respiratory protective equipment.
- If asbestos cement sheet has to be disturbed, it is to be wetter to suppress any dust generated from the work. Approved vacuum cleaners, with HEPA filters, are to be used during the work to collect dust or debris generated by the work.
- At the completion of the work the area is to be thoroughly vacuumed and all plastic and disposable coveralls are to be sealed in the plastic bags for disposal.
- Copy of clearance certificate to be forwarded to Property and Infrastructure on completion.

Bonded Asbestos Products such as Vinyl Floor Tiles and Electrical Backing Boards

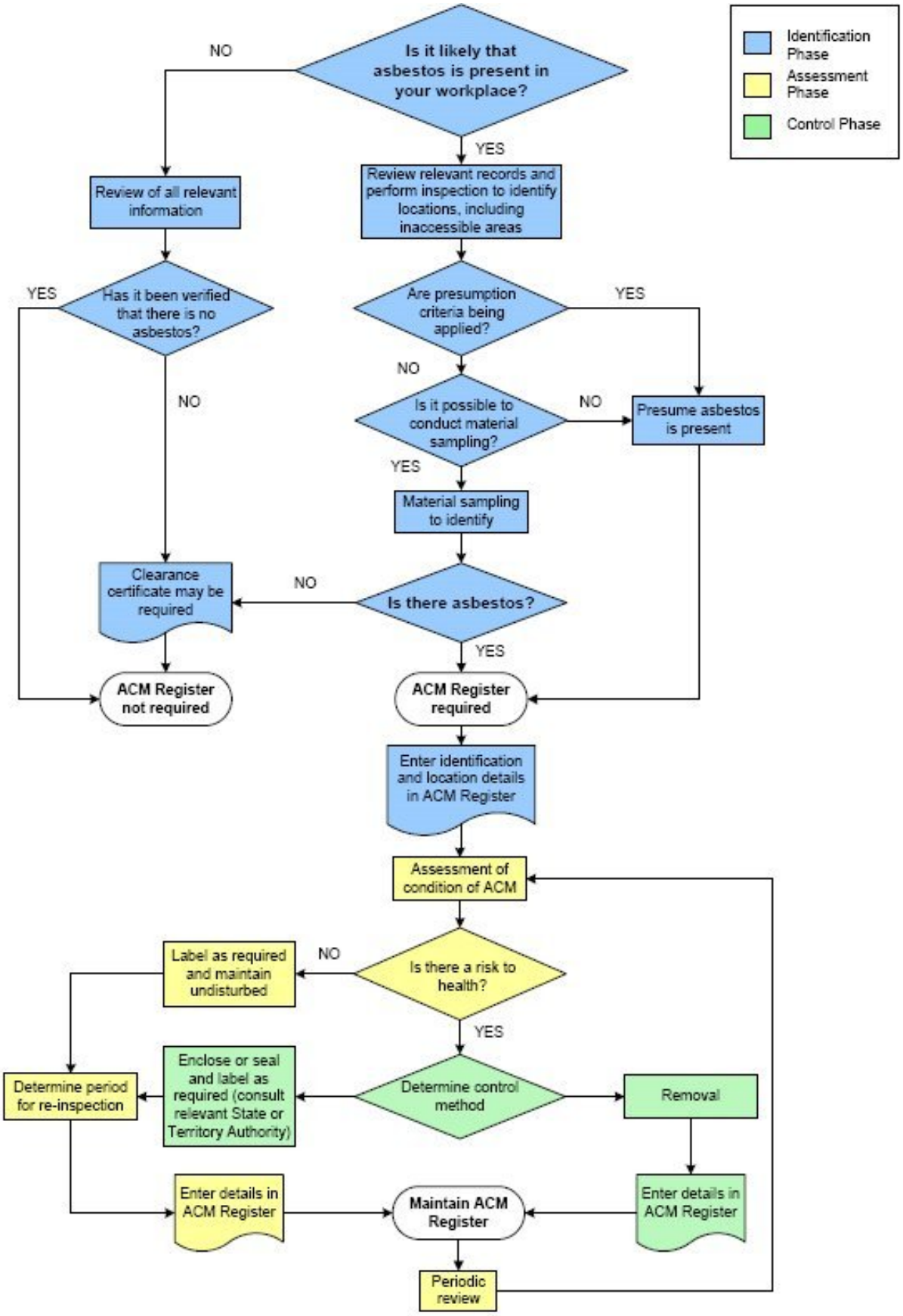
The following elements are to be validated by the P&I Health and Safety Advisor in all Safety Management Plans and Work Method Statements that are to be submitted by the specialist asbestos remover (in keeping with P&I's standing procedures for high risk work). This list is not exhaustive and serves as a checklist for critical safety controls that would be expected in the setting of this work activity. The task analysis will obviously be in the context of the specific work environment and hazards arising and will be appraised by the Health and Safety Advisor prior to the commencement of work.

- Where appropriate, plastic sheeting is to be placed on the floor of the area in which the work is to be undertaken.
- Barrier tape with appropriate signage is to be placed approximately 10 metres from the work area in order to prevent unauthorised access.
- All persons involved in the maintenance work are to wear disposable coveralls and approved respiratory protective equipment.
- All dust and debris generated during work is to be collected and placed in plastic (double bags) for disposal.

- At the completion of the work, the area is to be vacuumed (HEPA filter vacuum) and all accessible surfaces cleaned using wet wipes. All plastic and disposable coveralls are to be sealed in plastic bags for disposal.
- Area to be inspected by a competent person (licenced asbestos assessor) to verify that all visible asbestos debris has been satisfactorily removed.
- Copy of clearance to be forwarded to building engineer on completion.

11. Summary of decision making for reasons/decisions about the management of Asbestos

- Waikato DHB's ultimate goal is for all sites to be free of ACM.
- The removal of ACM during renovation, refurbishment and/or maintenance, will be a priority (where practicable), in preference to other control measures such as enclosure, encapsulation or sealing.
- Reasonable steps will be taken to identify all possible locations of ACM. Where ACM is identified or presumed, the locations must be labelled and recorded in the Building Register
- A risk assessment must be conducted for all identified or presumed ACM
- Control measures will be established to prevent exposure to airborne asbestos fibres and will take into account the results of risk assessments conducted for the identified or presumed ACM.
- If ACM is identified or presumed, workers will be consulted, involved and information provided during implementation of control measures.
- Competent persons will be involved in the identification of ACM and conducting


Identification Phase
Assessment Phase
Control Phase
Is it likely that asbestos is present in your workplace?
NO
YES
Review of all relevant information
Review relevant records and perform inspection to identify locations, including inaccessible areas
Has it been verified that there is no asbestos?
YES
NO
Are presumption criteria being applied?
YES
NO
Is it possible to conduct material sampling?
NO
YES
Presume asbestos is present
Material sampling to identify
Clearance certificate may be required
NO
Is there asbestos?
YES
ACM Register not required
ACM Register required
Enter identification and location details in ACM Register
Assessment of condition of ACM
Label as required and maintain undisturbed
NO
Is there a risk to health?
YES
Determine period for re-inspection
Enclose or seal and label as required (consult relevant State or Territory Authority)
Determine control method
Removal
Enter details in ACM Register
Maintain ACM Register
Enter details in ACM Register
Periodic review

12. Procedures for dealing with incidents or emergencies

Emergency Response Procedures

Evacuation Event

An emergency associated with the potential for exposure to airborne asbestos fibres within a building or across a section of campus site may necessitate the need to evacuate. Site procedures for evacuation are to be conveyed to contractors and employees during the site induction. The risks associated with any asbestos removal work should be assessed and include contingencies in the case of an emergency.

Decontamination procedures can be temporarily waived in the event of an emergency requiring evacuation. This is to be based on an informal risk assessment conducted at the time.

Upon arrival at the evacuation point, emergency wardens and health and safety personnel are to be notified of the status of the asbestos removal work and the assessed level of risk associated.

Events likely to require evacuation during asbestos removal work include but are not limited to:

- Fire evacuation
- Chemical spill and contamination
- Gas leak/contaminated atmosphere

Spills or Damage

Where suspected spills or damage has occurred to asbestos material, lagging, sealants, covers etc the following is to be implemented wherever practicable by a specialist licenced remover:

- The site emergency contact number 99777 is to be used to report the location of the potential contamination.
- Competent workers are to respond (wearing suitable respiratory protection, gloves and disposable coveralls), assess the risks associated with the spill and secure the affected area, plant or equipment using asbestos warning tape and signs.
- Ensure any exhaust extraction, air conditioning systems, fans, wind sources are controlled to prevent further spread of the contamination.
- The areas below and adjacent or above are secured and barricaded with asbestos warning tape to prevent materials dropping or passing into those areas – (attention is paid to ledges, tops of ducts/pipes, cracks in the floor, folds in the cladding, crevices and material in the grid mesh flooring)
- Use surface soaking sprays to wet down the material and obtain a bagged sample of the suspect material, or
- Use plastic sheeting and adhesive tape to seal or encapsulate the affected area or plant
- Use materials such as plastic drop sheets, bunding material and or suitable adsorbent material to contain the water spray and run off.

- Clean up the affected areas using suitable tools (soft brushes, mops, dust pans etc) and if necessary vacuum using HEPA filters.
- Apply sealant or repairs to the damaged areas to prevent further contamination
- Inspect the work to ensure all suspect materials have been removed
- All contaminated articles and clothing are to be bagged in suitable asbestos disposal bags and be disposed of as asbestos waste
- Set up an air monitor in the work area to monitor airborne fibre concentrations and secure the work area until the results are obtained.
- Send the sample off for testing and determine if it contains asbestos
- Undertake further asbestos removal work to make the area safe using a safe work method statement and an asbestos remover
- Provide details of the material sample results and monitoring results to the workers involved who may have been exposed.
- Undertake medical assessments of the workers involved who may have been exposed and provide copies of the assessments to the workers.
- Maintain records of the incident reporting, investigation and health assessments within the Asbestos Exposure Register.