

# Asbestos Management Plan

## Waitakere Hospital Campus

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### 1. ACRONYMS

Acronym	Description
AMP	Asbestos Management Plan
PCBU	Person Conducting Business or Undertaking
AMG	Asbestos Management Group
CEO	Chief Executive Officer
ACM	Asbestos Containing Material
ARCP	Asbestos Removal Control Plan
SSOW	Safe Systems of Work
PPE	Personal Protective Equipment
AIB	Asbestos Insulation Board
AER	Asbestos Exposure Register
BOHS	British Occupational Hygiene Society

Class of Asbestos Removal Licence	Description
Class A	Any type or quantity of asbestos or ACM, including any amount of: <ul style="list-style-type: none"> <li>- Friable asbestos or ACM</li> <li>- Asbestos contaminated dust or debris (ACD)</li> <li>- Non-friable asbestos or ACM</li> </ul>
Class B	<ul style="list-style-type: none"> <li>- Over 10m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM</li> <li>- ACD associated with removing over 10m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM.</li> </ul>

### 2. PURPOSE AND USE OF THIS DOCUMENT

Waitematā District Health Board (Waitematā DHB) has prepared an Asbestos Management Plan (AMP) in accordance with the Asbestos Management Policy. The AMP sets out how asbestos is managed at an organisational level and also sets out the Waitematā District Health Board overall approach to asbestos management.

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This document sets out the asbestos identified and the controls that have been implemented to manage the known asbestos risks to the buildings on site. The same controls must be applied by all Persons Conducting Business or Undertaking (PCBU's) to ensure that *so far as is reasonably practicable*, steps are taken to eliminate or minimise asbestos exposure to any persons whilst working in these buildings.

The information contained within this document will assist contractors working at this site to better understand the asbestos risks and controls so that they may work in a safe working environment

Anybody **planning any works** that fall outside of normal maintenance activities at this site i.e. installation / refurbishment / demolition works should refer to the Waitematā DHB Asbestos Management Policy along with this document to ensure the correct procedures are followed.

### 2.1 Safe Systems of Works

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during the course of their work.

Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until a risk assessment of the task has been carried out by a competent person. This risk assessment will be undertaken prior to any works being undertaken and will be documented. **See Safe Systems of Work document (SSOW) under 16. Associated Documents** for details on how assessments are made.

Seven main processes for identifying the risks associated with asbestos have been identified in this document.

- Facilities & Maintenance Works
- Contracted Maintenance, Leased Building Works and Health Alliance
- Project Works
- Asbestos Survey / Sampling Works
- Asbestos Removal Works
- Unplanned Incidents
- Communications

A procedure for each has been implemented into the relevant sections of this AMP.

## 3. MANAGEMENT RESPONSIBILITIES

The Waitematā DHB recognises that as a PCBU their responsibilities for managing asbestos are shared throughout the organisation. Different persons within the Waitematā DHB will have different but sometimes overlapping responsibilities. The key responsibilities are set out below:

### 3.1 Chief Executive and Board of Directors

- Ensure sufficient resources are available to achieve the aims of this plan.
- Ensure this plan is implemented effectively.
- Verify the effectiveness of this plan.

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#### 3.2 Asbestos Manager

- The Asbestos Manger will be the Asbestos Management Plan Controller to manage the Asbestos Containing Material (ACM) in accordance with **Section 7, Roles and Responsibilities.**
- The Asbestos Manager will be appointed to ensure the processes and procedures needed for the Asbestos Management Plan are established implemented and maintained.
- Direct, review and monitor the implementation and effectiveness of the Waitematā DHB Asbestos Management Policy and Asbestos Management Plans.
- The Asbestos Manager is responsible for the day to day operation of the Asbestos Management Plan.
- Ensure that suitable and sufficient risk assessments are carried out, recorded and maintained for all asbestos hazards.
- Produce and maintain Asbestos Management Plan/s as required.
- Ensure that asbestos surveys are carried out to identify the presence of asbestos at any relevant locations.
- Ensure that details of asbestos are included in the Asbestos Register and that this register is managed and maintained to ensure it remains up to date and relevant.
- Will ensure that all persons who may come into contact with asbestos have access to the asbestos register each time they attend any site.
- Will ensure that any report of building damage is dealt with promptly by checking the asbestos register and taking action appropriate to the risk.
- Will ensure that the Occupational Health and Safety Service are informed promptly about any breach of this plan which may create a health and safety risk.

#### 3.3 Occupational Health and Safety Services

- Will advise and support managers with regards to this plan and the asbestos management policy.
- Will investigate any incident of potential exposure to asbestos of any Waitematā DHB employee that has occurred at any Waitematā DHB site, either owned or leased.
- Will coordinate any necessary health monitoring required for any Waitematā DHB employee who may have been exposed to asbestos.
- In collaboration where applicable with Facilities and Development, will ensure the provision of asbestos awareness training for any Waitematā DHB employee that is likely to come into contact with asbestos during their role.

#### 3.4 Waitematā DHB Managers

- Ensure that this plan is implemented within their area of responsibility and accountability.
- Will ensure that employees do not do anything which may damage, break or otherwise alter the structure or integrity of any fixtures, fittings, walls, floors or ceilings.
- Will ensure they refer any request for work place changes, fixings or room changes, which may require alteration, removal or penetration of any fixed substance, to facilities and development.
- Communicate any necessary asbestos information or risks to staff.
- Ensure that any refurbishment work or non-routine maintenance work that will penetrate the fabric of the building is assessed for the need for further investigation for ACM i.e.

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refurbishment asbestos survey.

### 3.5 Waitematā DHB Employees and Contractors

- Will not do anything which might damage or otherwise alter the structure or integrity of any fixtures, fittings, walls, floors or ceilings without first gaining authorisation from Facilities and Development.
- Will report to Facilities and Development any damage to any fixtures, fittings, walls, floors or ceilings.
- Will co-operate fully with anyone or anything intended to protect them and others from the risk of asbestos.
- Raise concerns with their Waitematā DHB manager's or Waitematā DHB if they have concerns about any materials encountered.

## 4. IDENTIFICATION OF ASBESTOS OR ACM

Waitematā DHB has engaged a competent asbestos surveyor (as defined in the Good Practice Guidelines – Conducting Asbestos Surveys 2016) to carry out a 'management' asbestos survey of the buildings. A copy of these survey reports will be made available on request including a copy of this management plan and will also be made available to anyone planning any work in the buildings.

### 4.1 Safe System of Work Additional Asbestos Surveys

Where additional Asbestos Surveys or sampling for asbestos is required, the Safe System of Work procedure **detailed in the SSOW document under 16. Associated Documents** should be followed.

### 4.2 Specific Limitations Noted in Survey Report

Any areas that have been noted in the asbestos survey report as 'non-accessible' or 'limited access' are automatically presumed to contain asbestos and should not be entered / worked in, unless the work has been properly planned to establish the correct controls or further investigations have confirmed the areas as 'asbestos free'.

These areas have been added to the worksite asbestos register and noted in this document for ease of reference.

### 4.3 Use of the Management Survey Report and Limitations of the Report

Management surveys are intended to locate ACM that may be encountered during normal routine occupation and maintenance of a building.

Management asbestos surveys may not locate all instances of ACM in a building, there are limitations which prevent all areas of a building being inspected during a management survey, for example asbestos hidden behind a non-asbestos material which could only be discovered when the non-asbestos material is removed forcibly causing damage.

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The survey reports detail specific areas of no access or limited access and asbestos must be presumed to be present in these areas until such time as proven otherwise.

Other general limitations are:

- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure;
- Gaskets to internal mechanisms which were not accessible at the time of inspection;
- Underground pipe work including conduits, storm water services and water services;
- Cavities beneath the floor and/or in the roof;
- In set ceilings or wall cavities;
- Service shafts, ducts etc., concealed within the building structure;
- Voids or internal areas of plant, equipment, air-conditioning ducts etc;
- Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition work;
- Height restricted areas;
- Building facade fixing brackets;
- Difficult to access void spaces;
- Under carpeted floor coverings in office areas;
- Within internal wall partitioning;
- Behind ceramic wall tiles;
- Inside mechanical/plant equipment;
- Gaskets, mastics and sealants to pipe work, ductwork, mechanical equipment and construction/expansion joints;
- Waterproof roof membranes (where no safe access is available);
- Motor rooms of dumb waiters;
- Lift landing doors;
- Within live electrical switchboard cupboard or backing

It is imperative that these limitations are understood and factored into the planning of any non-routine maintenance works, planned works or refurbishment and demolition work and further investigation be undertaken as necessary by a 'competent' person using destructive survey sampling techniques where applicable.

#### 4.4 Asbestos Identification Signs and Labels

Where *reasonably practicable* labels or warning signage will be applied in areas of confirmed ACM. However, it must be noted that not all ACM will have warning signage or labels in place; so, the absence of a sign or label does not indicate that a material or area is asbestos free.

**At this worksite signs and labels are present in the following areas:**

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Individual items of Asbestos: (where practicable)



Example label (other types may also be in use)

Signs and labels are used as an additional risk measure to prevent against disturbance to ACM but should not be relied upon and the asbestos register and plans must always be checked prior to working in an area or building.

#### 4.5 Suspected or Discovered Asbestos Containing Materials

If for any reason a material is encountered that is suspected of containing asbestos during any works that occur, work must stop immediately. The Waitematā DHB Management Plan Controller for this site must be notified, including if asbestos/ACM has been disturbed.

#### 4.6 Refurbishment / Demolition / Installation / Non-Routine Maintenance

A risk assessment needs to be carried out, by a competent person if any type of work that will disturb the fabric of the building, structures or plant and is not classed as normal maintenance, servicing or repair work. The information contained within this document and the worksite asbestos register may not be adequate for the work to be carried out and further asbestos investigations may be necessary prior to the work being carried out.

**The Waitematā District Health Board Safe Systems of Work in the SSOW document under 16. Associated Documents must be referred to by anybody planning this type of work at this site.**

## 5. LOCATION OF ASBESTOS RECORDS AND DOCUMENTS

All asbestos records and documentation are held electronically and also by hard copy. **The Asbestos Management Plan is available at:**

*Controlled Documents/Quality Hub.*

**Asbestos surveys, sample results, air monitoring reports, clearance certificates and any other asbestos records are available at:**

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*G: Drive. / Sharepoint*

**The asbestos register is available through:**

*Quality Hub*

A hard copy of all asbestos records are available to view from the District Compliance Coordinator.

### 6. DECISIONS AND REASONS FOR MANAGING ASBESTOS RISKS

#### 6.1 Managing Asbestos Risks

Each item of confirmed or presumed asbestos will be risk assessed and appropriate controls will be put in place to prevent exposure to any person carrying out work at the site.

The risk assessment will comprise a material assessment as per **Table A : Material Assessment Scoring Table** on page 9 to assess the potential of the material to release fibres and consideration of the location of the material, worker activities in the area and the potential for workers exposure.

The material assessment is contained in the worksite asbestos register on Quality Hub which also includes the risk assessment and control measures for the asbestos containing materials.

#### 6.2 Timescales for Review of Asbestos Containing Materials

Waitematā DHB maintains a **PRIORITY LIST** of Asbestos Containing Materials.

This list provides Waitematā DHB with a list of ACMs that are high risk and require the areas to be access restricted or that require urgent / priority remediation.

The **PRIORITY LIST** is updated, where required, each month and the list distributed through the Asbestos Management Group. The **PRIORITY LIST** is available on **SHAREPOINT**.

#### 6.3 Air Monitoring

Air Monitoring will be Control Monitoring within the building and will be undertaken to the following:

- On an annual basis or more frequent where the Risk Assessment determines.
- Following disturbance of any areas known to contain asbestos in line with **Section 10. Damaged Asbestos Containing Materials** and **Emergency Procedures in the SSOW document under section 16. Associated Documents**.

The results of all Air Monitoring will be retained on **SHAREPOINT**.

**TABLE A : MATERIAL ASSESSMENT SCORING TABLE**

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Variable	Score	Example of score variables
<b>Product Type</b>	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing

Variable	Score	Example of score variables
<b>Extent of damage/ deterioration</b>	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

Variable	Score	Example of score variables
<b>Surface Treatment</b>	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.

#### Risk Score

Score	Potential to Release Fibres
7-9	High
4-6	Medium
1-3	Low

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### 7. ROLES AND RESPONSIBILITIES

It is important that all PCBU's working in the buildings familiarise themselves with and understand their responsibilities under this AMP to ensure that asbestos related risks are effectively controlled in these buildings.

#### 7.1 Management Plan Controller - Asbestos Manager

The Management Plan Controller is responsible for administration and supervision of asbestos-related tasks at the site. They may delegate these tasks to other parties but they are responsible for reviewing to ensure the tasks are carried out.

If ACM are present or thought to be present to a work area, there must be full consultation, information sharing and involvement by employees, workers, contractors and others where appropriate.

The Management Plan Controller or person acting on their behalf is responsible for ensuring that the following tasks are carried out:

- Maintain the Asbestos Records for the site and ensure that the ACM are **regularly re-assessed in line with the Waitematā DHB Asbestos Management Policy**;
- Liaise with employees, contractors and maintenance personnel and ensure that **all contractors/staff** whose work may impact on ACM are informed of the presence of asbestos at the site prior to commencing any onsite works;
- Ensure a copy of this AMP and the Waitematā DHB Asbestos Management Policy is made available to anyone planning any work at the site;
- Ensure asbestos awareness training has been carried out for contractors, site management and other key personnel as necessary;
- Prior to refurbishment or demolition works, ensure materials identified as containing asbestos are safely removed from any proposed work area or appropriately contained so as to prevent accidental damage;
- In the event of remedial works to be carried out, the Management Plan Controller must ensure that a risk assessment with recommendations are performed by a competent person prior to the asbestos removal / asbestos related work and that the Removalist takes the risk assessment and recommendations into account when developing the asbestos removal control plan;
- Ensure all occupants, the PCBUs workers and any other person at the workplace and surrounds are informed of all asbestos remedial works and air monitoring results;
- Engage only appropriately licensed Asbestos Removalist to conduct asbestos abatement works;
- Install asbestos warning signage and labels where practical to ensure ACM are not accidentally disturbed;
- Ensure asbestos-related records are maintained with this AMP;
- File all asbestos related documentation on an on-going basis including summaries of asbestos register updates, asbestos removal specifications, contractor asbestos removal control plans, air monitoring and clearance inspection certificates and asbestos waste disposal documents;

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- Review this AMP as necessary and at least every 5 years;
- Review any installation / repair (outside of normal maintenance activities / refurbishment works to be carried out at the site for asbestos risk and ensure a refurbishment survey has been undertaken where necessary;
- Review any asbestos removal works to be carried out at the site and ensure an adequate asbestos removal control plan is available prior to works;
- Ensure all Air Monitoring is up to date.

### 7.2 Tenants of the Buildings

As PCBU's working in the buildings who are tenants also have responsibilities under this AMP to help control asbestos risk in the buildings. Tenants in the buildings must;

- Fully familiarise themselves with the contents of this AMP and the Waitematā DHB Asbestos Management Policy;
- Make sure all persons under their control working in the buildings are aware of any ACMs present in areas of the buildings they will work in and ensure that they know not to disturb any ACM during the course of their work;
- Ensure that any external contractors that need to access the site are provided with a copy of this AMP;
- Not carry out any installation / repair (outside of normal maintenance activities) / refurbishment works in the area of the buildings under their control without providing full details to the Management Plan Controller;
- Provide a refurbishment asbestos survey report undertaken by a competent person prior to any installation / repair (outside of normal maintenance activities) / refurbishment works for review by the Management Plan Controller prior to the works;
- Notify the Management Plan Controller if any asbestos removal works will be necessary as a result of planned works and provide all necessary documentation for review by the Management Plan Controller well in advance of the work and during the works.

### 7.3 Contractors Working at the Site

All contractors working at the site must ensure the following prior to commencing applicable works;

- They must read this AMP paying particular attention to the appropriate asbestos register located on **Quality Hub**;
- Must not carry out any installation / repair outside of normal maintenance activities or refurbishment work that will disturb the fabric of the buildings or that is in areas of limitations noted in Asbestos Register unless this has been properly risk assessed and if necessary is accompanied by a relevant asbestos refurbishment survey;
- Those working at the site shall be responsible for ensuring that works are conducted in accordance with the AMP;
- Contractors must ensure proper safety procedures are followed and works are conducted in accordance with all relevant legislative requirements and best industry practice;
- Must have Asbestos Awareness Training where necessary before working on this site;
- Must notify the management plan controller immediately of any damage to known or presumed ACM or of any accidental disturbance to ACM;
- Where access is required into any asbestos impacted areas the Procedure outlined in the **Risk Assessment form, see 16. Associated Documents**, should be followed.

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### 7.4 Licensed Asbestos Assessor or Competent Asbestos Surveyor

Licensed Asbestos Assessors are not necessarily competent asbestos surveyors and vice versa. Assessors work on asbestos remediation projects including air monitoring and clearances and surveyors identify asbestos. The Good Practice Guidelines – Conducting Asbestos Surveys 2016 has information on selecting a ‘competent’ asbestos surveyor.

The Management Plan Controller or person acting on their behalf may appoint a suitably qualified Licensed Asbestos Assessor or Competent Asbestos Surveyor to assist in the following areas:

- Conduct surveys to assess risk involved with proposed works and identify any previously hidden ACM;
- Sample any suspicious materials encountered;
- Provide advice on how to handle any discoveries of ACM or emergency scenarios;
- Develop ‘**Scope of Works**’ documentation for removal of ACM;
- Provide Licensed Asbestos Assessor services during asbestos abatement works (e.g. review of ARCP, witnessing smoke tests, airborne fibre monitoring, clearance inspections); and
- Assist with reviewing the AMP where required.

### 7.5 Licensed Asbestos Removalist

The Management Plan Controller or person acting on their behalf will engage a licensed Asbestos Removalist to conduct all asbestos abatement works where required. The Asbestos Removalist must perform all works in accordance with licensing requirements and standard industry practice.

The Asbestos Removalist must develop a site-specific asbestos removal control plan (ARCP) before commencing any asbestos removal works.

As prescribed by the Regulations only a Class A, Asbestos Removalist can conduct works involving the removal of friable ACM.

Only a removalist with a Class A or Class B license can remove ACM (such as asbestos cement sheeting) in quantities exceeding 10m<sup>2</sup>. The Management Plan Controller will generally specify a “Class A” contractor for bonded asbestos removal work unless a risk assessment determines otherwise.

The licensed asbestos removalist must;

- Make sure access is restricted to the asbestos removal work area;
- Produce an asbestos removal control plan prior to any works commencing;
- Ensure a competent supervisor is present on site for Class A works or readily available for all other works;
- Ensure all staff utilised are trained to required unit standards and provide evidence of this;
- Notify WorkSafe at least 5 days prior to work commencing for any licensed work;
- Stop work if ‘leak’ or ‘background’ air monitoring returns a result of >0.01f/ml and investigate, take necessary actions to prevent exposure and implement controls to ensure the airborne fibre levels remain at <0.01f/ml. If this result is >0.02f/ml they must notify WorkSafe;
- Display suitable signage;

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- Ensure that air monitoring is carried out for all Class A licensed works and where necessary for Class B licensed works;
- Ensure that a clearance certificate is provided for all licensed works in accordance with all applicable legislation and guidance;
- Ensure that all works are conducted in accordance to all applicable legislation and guidance;
- Ensure that all equipment used is adequately maintained and tested;

### 8. TRAINING

#### 8.1 Management Plan Controller

The Management Plan Controller or those undertaking tasks on their behalf should have adequate training for the task carried out. The training that will be provided to the Management Plan Controller is:

- a. Asbestos Awareness Training
- b. BOHS IP405 – Managing Asbestos in Buildings

#### 8.2 Person Controlling Works

The Site Manager should receive training in line with the Risk Assessment for access into the contaminated areas. As a minimum, Asbestos Awareness Training must contain the following key modules:

- a. Identify and control asbestos related hazards
- b. Air monitoring and clearances;
- c. Use of PPE and limitations of use;
- d. Use of Decontamination Facilities.

#### 8.3 Maintenance contractors or contractors

If a worker's work may involve them coming into contact with asbestos on the site then they must have adequate training. Only licensed asbestos removalists will be used by Waitematā DHB to carry out removal work on ACM's unless a specific safe work method for very low risk activities is approved by the asbestos manager and relevant training is undertaken. All others should have Asbestos Awareness Training.

### 9. REVIEW OF THIS ASBESTOS MANAGEMENT PLAN

An asbestos management plan must be reviewed on a regular basis to assess whether or not it is effective in managing asbestos on a site.

This management plan will be reviewed when any of the following apply:

- a. When use of the site is known the AMP will be reviewed including all asbestos containing material.
- b. Any sort of accidental disturbance or damage is discovered to an ACM

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- c. Further ACM is discovered at the site.
- d. Organisational restructures.
- e. Updates to legislation, approved codes of practice or guidance.
- f. When use of the site becomes known.
- g. 5 years have passed since the date of last review.

### 10. DAMAGED ASBESTOS CONTAINING MATERIALS

This outlines the procedure should ACM be disturbed or damaged.

#### 10.1 Safe System of Works - Unplanned Incidents Procedure

The Unplanned Incident Procedure for damaged asbestos or suspected ACM is detailed in the **SSOW document under 16. Associated Documents.**

Any worker who identifies damaged ACM are to report the damage to the Management Plan Controller as soon as possible. The Management Plan Controller shall instigate the appropriate corrective action and arrange to have the damage assessed if necessary and the materials repaired or removed as required.

**If access is required into any area with damaged ACM's present for emergency maintenance purposes then the Risk Assessment Form under 16. Associated Documents must be followed.**

### 11. ASBESTOS REMOVAL WORKS

Waitematā DHB will only engage licensed asbestos removalists to carry out any work involving the removal of asbestos unless it is very low risk, unlicensed and a specific safe work method statement has been approved by the Asbestos Manager. The licensed asbestos removalist will be responsible for providing evidence of suitable training to meet all legislative requirements and guidance. They will also be responsible for providing evidence of health monitoring and personal exposure assessments for the operatives utilised.

#### 11.1 Safe System of Work- Asbestos Removals

The procedure for the removal of asbestos is detailed in the **SSOW document under 16. Associated Documents.**

### 12. PROJECT WORKS

This group consists of all project driven tasks (including asbestos survey / removal works).

A competent person (Asbestos Manager/ Asbestos Consultant) will need to assess the project and decide on the need for further asbestos survey work as appropriate dependant on the projects scope.

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### 12.1 Safe System of Works - Project Works

The Procedure for Project Works is detailed in the **SSOW document under 16. Associated Documents**.

## 13. WAITEMATA DHB STAFF COMMUNICATION PLAN

### 13.1 Safe System of Work - Planned Works Communications

Where Communications for Planned Works are required, the Safe System of Work procedure detailed in the **SSOW document under 16. Associated Documents** should be followed.

### 13.2 Other Communications

The Waitematā DHB Asbestos Manager will initiate a DHB wide communication plan to assist in raising staff awareness of asbestos and its management at our campuses.

This will include a Web Based Information Page to include:

An information page will be produced and published on the web portal for all staff to read. The page will contain information regarding:

- General facts about asbestos and its uses
- The actual risk to staff / visitors / contractors at our campuses
- Exposure limits
- What the Waitematā DHB is doing to address the issue
- Frequently asked questions

## 14. EXTERNAL CONTRACTORS ATTENDING SITE

### 14.1 Safe System of Work Facilities and Maintenance Works

Under Section 16. Associated Documents the SSOW document highlights the requirements for Facilities & Maintenance Works.

### 14.2 Safe System of Work Contracted Maintenance, Lease Buildings Works & Health Alliance

All contractors will be required to provide appropriate documentation including Risk Assessments before attending site.

All contractors and maintenance personnel visiting the site must report to the location stipulated by their DHB representative prior to commencing any works.

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All contractors will be required to review the AMP, specifically the Asbestos Registers, Plans and Limitations to the survey report **on Quality Hub** in order to assess the areas of the site that are known to contain ACM.

### **No work is permitted to be carried out on Asbestos Containing Materials by Non-licensed Contractors**

Any non-routine maintenance, repair, installation or refurbishment work **must not** be carried out unless the work has been fully risk assessed by a competent person and a refurbishment survey has been carried out prior to works commencing.

During normal routine maintenance work, external contractors and other personnel must report any residual, deteriorating or damaged ACM (or suspected ACM) to the Management Plan Controller as soon as possible so that appropriate corrective action can be initiated.

Prior to starting work the contractor will be required to sign off on the Contractor sign in sheet located in building 6 at the trades workshops at Waitakere Hospital which includes an acknowledgment to confirm that their responsibilities under this plan are understood and that the asbestos register, drawings and limitations to the survey report have been reviewed. If attending site **out of normal working hours** the “**On call**” **phone number is 021 972 974** and this will give access to the staff on duty and the sign in sheet and any asbestos information required.

**IMPORTANT – DO NOT START WORK IF YOU ARE UNSURE OF ANYTHING IN THIS PLAN OR UNSURE THAT YOU HAVE MET THE REQUIREMENTS TO CARRY OUT WORK / RESPONSIBILITIES UNDER THIS PLAN. CONTACT THE MANAGEMENT PLAN CONTROLLER WITH ANY QUERIES.**

## 15. HEALTH MONITORING

If you have been exposed to asbestos, through paid work or elsewhere, you can register with the Asbestos Exposure Register (AER).

<https://worksafe.govt.nz/notifications/asbestos-exposure-registration/>

Because of the long period between exposure to a health hazard and harm occurring, a business should not rely solely on health monitoring. The combination of health monitoring along with exposure monitoring gives more insight into the effectiveness of controls in a workplace.

If a person is exposed to asbestos health monitoring may be appropriate.

The PCBU who commissions health monitoring must give a copy of the report, as soon as reasonably possible after getting it from the occupational health practitioner, to:

- the worker
- all other PCBUs with a duty to provide health monitoring for that worker.

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Workers are entitled to receive a copy of their health monitoring report as soon as practicable after the PCBU receives it.

The PCBU for whom the worker is carrying out work must give a copy of the report, as soon as reasonably possible after getting it from the medical practitioner, to WorkSafe, if the report has:

- test results indicating the worker may have a disease, injury or illness as a result of working with asbestos
- recommended remedial measures, including whether the worker can continue to work with asbestos.

The PCBU must keep each worker's health monitoring reports confidential, and for at least 40 years after the report was generated.

When a worker leaves the PCBU's business or organisation, the PCBU must give the worker a copy of their health monitoring records. This also applies if the PCBU stops trading.

The PCBU must not disclose health monitoring records to anyone without the worker's written consent. However, the PCBU is exempted from this requirement if:

- the PCBU is required to give a copy of the health monitoring records to a relevant PCBU (e.g. in a principal-contractor relationship)
- the PCBU is required to give a copy of the health monitoring records to WorkSafe or another Regulator.

### Health Monitoring

An occupational health practitioner with experience in health monitoring must conduct or supervise the health monitoring.

The PCBU must pay all health monitoring expenses for the workers undergoing the monitoring.

### Information to Occupational Health Practitioner

The PCBU who commissions health monitoring must give the following information to the occupational health practitioner:

- the PCBU's name and address
- each worker's name and date of birth
- a description of the type of work the workers are, or will be, doing that triggered the requirement for health monitoring
- if the workers have started the work involving asbestos, how long this has been going on for.

The PCBU who commissions health monitoring must take all reasonable steps to obtain a report from the occupational health practitioner as soon as practicable after the monitoring is finished.

The health monitoring report must include the following information:

- the worker's name and date of birth

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- the name of the occupational health practitioner
- the name and address of the PCBU who commissioned the health monitoring
- the date the health monitoring took place
- any test results that indicate whether the worker was exposed to a health hazard
- any advice that test results indicate the worker may have a disease, an illness or injury as a result of carrying out the work that triggered the requirement for health monitoring
- any recommendation that the PCBU takes remedial measures, including whether the worker is able to continue to carry out the type of work that triggered the requirement for health monitoring.

### 16. ASSOCIATED DOCUMENTS

Document	Location
Safe Systems of Work	Sharepoint
Overall Site Plan	Sharepoint <a href="http://www.waitematadhb.govt.nz">www.waitematadhb.govt.nz</a>

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### 17. APPENDIX A - SAFE OPERATING PROCEDURE FOR ENTRY INTO CONTAMINATED SPACES (FRIABLE)

+	
Location:	All WDHB Sites
Date:	26 <sup>th</sup> November 2019

#### 1. Purpose

Safe Maintenance Procedure to be used by all WDHB staff authorised to enter areas that are impacted by (access restricted due to) friable Asbestos Containing Material's including debris from friable Asbestos Containing Material's

#### 2. Reference Documentation

- Asbestos Management Plan (including safe systems of work)
- Asbestos Register
- Approved Code of Practice for the Management and Removal of Asbestos 2016

#### 3. Personal Protective Equipment

- Respiratory Protection - Face fitted half mask with P3 filter
- Type 5 / Type 6 Coveralls
- Steel cap closed toe shoes with no laces (wipe clean)

#### 4. Safety Awareness

Hazards	Control
Asbestos exposure	Review Asbestos Management Plan and Asbestos Register for area to assess the location of Asbestos Containing Material's. Exposure risks may vary; the entry must be assessed by a competent person prior to entry i.e. a person with knowledge, training and experience Appropriate Respiratory Protective Equipment and Personal Protective Equipment to be worn. Personal Air Monitoring to be considered to assess exposure during initial entries to areas.

Inadequate Training	<ul style="list-style-type: none"> <li>• Staff and contractors to be trained and competent to enter contaminated spaces i.e. Asbestos awareness training.</li> <li>• Any deviations from this SOP must be approved by the Waitematā DHB Rep in control of the work.</li> </ul>
Unsafe Waste Disposal	Disposal of contaminated waste as per requirements of asbestos management plan only. Waste to be double bagged in asbestos waste sacks and securely stored prior to being removed from site.
Contamination of Adjacent Areas	All personnel must follow personal decontamination process.

#### 5. Plant, Tools and Consumables

Item	Qty
<b>Safety Equipment</b>	
Barriers and warning signage	As Required
Orinasaal half mask with P3 filter (face fitted)	As Required
Laceless wipe clean safety shoes	As Required
Type 5/ 6 Coveralls	As Required
Single polythene changing cube	As Required
<b>Testing Equipment</b>	
Exposure Air Monitoring (undertaken by licensed Asbestos Assessor if required)	As Required
<b>Tools</b>	
Spray bottle with surfactant i.e. water with few drops of dish liquid	As Required
Stanley knife	As Required
<b>Consumables</b>	
Polythene sheeting	As Required
Wet wipes	As Required
Cloth or duct tape	As Required
Asbestos waste bags	As Required
Disposable gloves	As Required

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### 6. Risk Assessment Matrix

CONSEQUENCE TABLE	
Consequence	Health & Safety
Low	First Aid type injury or near miss
Minor	Injury requiring medical attention
Moderate	Lost time incident or restricted work case
Major	Severe harm or permanent disability
Critical	Fatality

LIKELIHOOD TABLE		
Likelihood	Description	Frequency of Exposure
Almost certain	Expected to happen	Occurs weekly
Likely	May happen easily	Occurred onsite within the last 6 months
Possible	May happen	Has occurred in the industry in the past 12 months
Unlikely	May happen sometime	Has occurred in the industry before
Rare	May happen in extreme circumstances	Has not been heard of previously

RISK ASSESMENT MATRIX						
CONSEQUENCE						
		Low	Minor	Moderate	Major	Critical
LIKELIHOOD	Almost Certain	Moderate	High	Critical	Critical	Critical
	Likely	Moderate	High	High	Critical	Critical
	Possible	Low	Moderate	High	High	Critical
	Unlikely	Low	Moderate	Moderate	High	High
	Rare	Low	Low	Low	Moderate	Moderate

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#### 7. Description of Tasks Undertaken

In the right-hand column tick either 'Yes' or 'No' depended on the site conditions. If "NO", please write findings and actions taken in the 'Comments' section in Section 8 "Completion of works".

TASK	HAZARD / RISK	REFERENCE / CONTROL MEASURES	RISK RATING	YES / NO
1 Entry into Contaminated Space	<i>Exposure to Asbestos</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	Low	<input type="radio"/> Yes <input type="radio"/> No
2 Inspections / maintenance / minor repair work within contaminated space	<i>Exposure to Asbestos</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	Low	<input type="radio"/> Yes <input type="radio"/> No

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TASK	HAZARD / RISK	REFERENCE / CONTROL MEASURES	RISK RATING	YES / NO	
	<i>Disturbance to other Asbestos Containing Materials</i>	Orinasaal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>All personnel within area to review Asbestos Register and corresponding floor plans to familiarise themselves with locations and risks of known Asbestos Containing Material's in the area; not limited only to high risk Asbestos Containing Material's.</li> <li>Do not carry out intrusive works unless the works have been prior assessed by a competent person to determine the requirement for an asbestos refurbishment survey</li> <li>Do not carry out any work directly on asbestos containing materials</li> </ul>	Low	<input type="radio"/> Yes <input type="radio"/> No
	<i>Cuts and abrasions</i>	Protective disposable gloves	<ul style="list-style-type: none"> <li>Wear protective gloves whilst working on or nearby any sharp metal surfaces</li> <li>Work carefully and ensure that potential sharp points have been clearly identified prior to working on equipment</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No
	<i>Trip hazards (uneven ground, steps, pipework, plant)</i>	Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>Conduct a visual inspection of work area before entering to identify potential slip and trip hazards</li> <li>Wear slip resistant safety boots whilst on site.</li> <li>Ensure adequate lighting and have an additional light source (torch) where natural light is insufficient.</li> <li>In dusty areas try to minimise any generation of dust if removing or minimising a trip hazard for safe access</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No
	<i>Working at height, confined spaces or hot works</i>	As required	<ul style="list-style-type: none"> <li>All works requiring additional permits to work to be risk assessed in its own right prior to execution.</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No

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<b>3</b>	Exit from contaminated space	<i>Exposure to Asbestos, Spread of Asbestos to Adjacent Areas</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>• Exit the area into the polythene changing cube.</li> <li>• Damp down suit with spray bottle;</li> <li>• Clean boots with damp rags or wet wipes, dispose of rags or wet wipes immediately after use</li> <li>• Remove suit and gloves, turning them inside out as removing them; place suit into asbestos waste bag;</li> <li>• Wipe or spray the polythene sheeting of the changing cube and place wipes in the asbestos waste bag</li> <li>• If changing cube must be removed then dismantle and place used polythene in waste bag otherwise this can be left for the next entry (in a clean and tidy condition)</li> <li>• Ensure any remaining contaminated waste is placed within the asbestos waste bag twist bag closed and affix a "goose neck" closure, double bag and repeat "goose neck" closure</li> <li>• Secure the doorway / entrance to the contaminated space prior to last person removing their Respiratory Protective Equipment</li> <li>• Wipe the external surfaces of the reusable mask <u>before</u> removing the mask; place into a sealable storage container for transportation</li> <li>• Remove signage</li> </ul>	Low	○Yes ○ No
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#### 8. Document Changes

**Should the scope of work / the conditions / work environment change, this Safe Operating Procedure may not be valid in its entirety.**

**Document the changes in the section below.**

No.	TASK	HAZARD / RISK	CONTROL MEASURES	RISK RATING

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### 9. Completion of Works

Work area in a clean and tidy?      Yes                       No                       n/a

All relevant Permit to work closed?      Yes                       No                       n/a

Recommend changes to this procedure?      Yes                       No                       n/a

**Comments**


Name	Signature	Company Name	Contact Details
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### 10. Safe Maintenance Procedure - Signature Register

I confirm by my signature that I have attended a briefing on the requirements of the Safe Maintenance Procedure, and agree to perform work in the manner detailed within. I confirm that copies of the relevant permits, MSDS's, isolation plans etc. have been reviewed and are attached.

Date:	Name & Surname	Signature

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### 18. APPENDIX B - SAFE OPERATING PROCEDURE FOR ENTRY INTO CONTAMINATED SPACES (NON-FRIABLE)



Location:	All WDHB Sites
Date:	26 <sup>th</sup> November 2019

#### 1. Purpose

Safe Maintenance Procedure to be used by all WDHB staff authorised to enter areas that are impacted by (access restricted due to) non-friable Asbestos Containing Material's including debris from non-friable Asbestos Containing Material's.

#### 2. Reference Documentation

- Asbestos Management Plan (including safe systems of work)
- Asbestos Register
- Approved Code of Practice for the Management and Removal of Asbestos 2016

#### 3. Personal Protective Equipment

- Respiratory Protection - Face fitted half mask with P3 filter
- Type 5 / Type 6 Coveralls
- Steel cap closed toe shoes with no laces (wipe clean)
- Disposable gloves (where required)

#### 4. Safety Awareness

Hazards	Control
Asbestos exposure	Review Asbestos Management Plan and Asbestos Register for area to assess the location of Asbestos Containing Material's. Exposure risks may vary; the entry must be assessed by a competent person prior to entry i.e. a person with knowledge, training and experience Appropriate Respiratory Protective Equipment and Personal Protective Equipment to be worn. Personal Air Monitoring to be considered to assess exposure during initial entries to areas.

Inadequate Training	<ul style="list-style-type: none"> <li>• Staff and contractors to be trained and competent to enter contaminated spaces i.e. Asbestos awareness training.</li> <li>• Any deviations from this SOP must be approved by the Waitematā DHB Rep in control of the work.</li> </ul>
Unsafe Waste Disposal	Disposal of contaminated waste as per requirements of asbestos management plan only. Waste to be double bagged in asbestos waste sacks and securely stored prior to being removed from site.
Contamination of Adjacent Areas	All personnel must follow personal decontamination process.

#### 5. Plant, Tools and Consumables

Item	Qty
<b>Safety Equipment</b>	
Barriers and warning signage	As Required
Orinasal half mask with P3 filter (face fitted)	As Required
Laceless wipe clean safety shoes	As Required
Type 5/ 6 Coveralls	As Required
Disposable gloves	As Required
<b>Testing Equipment</b>	
Exposure Air Monitoring (undertaken by licensed Asbestos Assessor if required)	As Required
<b>Tools</b>	
Spray bottle with surfactant i.e. water with few drops of dish liquid	As Required
Stanley knife	As Required
<b>Consumables</b>	
Polythene sheeting	As Required
Wet wipes	As Required
Cloth or duct tape	As Required
Asbestos waste bags	As Required
Disposable gloves	As Required

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### 6. Risk Assessment Matrix

CONSEQUENCE TABLE	
Consequence	Health & Safety
<b>Low</b>	First Aid type injury or near miss
<b>Minor</b>	Injury requiring medical attention
<b>Moderate</b>	Lost time incident or restricted work case
<b>Major</b>	Severe harm or permanent disability
<b>Critical</b>	Fatality

LIKELIHOOD TABLE		
Likelihood	Description	Frequency of Exposure
<b>Almost certain</b>	Expected to happen	Occurs weekly
<b>Likely</b>	May happen easily	Occurred onsite within the last 6 months
<b>Possible</b>	May happen	Has occurred in the industry in the past 12 months
<b>Unlikely</b>	May happen sometime	Has occurred in the industry before
<b>Rare</b>	May happen in extreme circumstances	Has not been heard of previously

RISK ASSESEMENT MATRIX						
CONSEQUENCE						
		Low	Minor	Moderate	Major	Critical
LIKELIHOOD	Almost Certain	Moderate	High	Critical	Critical	Critical
	Likely	Moderate	High	High	Critical	Critical
	Possible	Low	Moderate	High	High	Critical
	Unlikely	Low	Moderate	Moderate	High	High
	Rare	Low	Low	Low	Moderate	Moderate

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### 7. Description of Tasks Undertaken

In the right-hand column tick either 'Yes' or 'No' depended on the site conditions. If "NO", please write findings and actions taken in the 'Comments' section in Section 8 "Completion of works".



TASK	HAZARD / RISK	REFERENCE / CONTROL MEASURES	RISK RATING	YES / NO
1 Entry into Contaminated Space	<i>Exposure to Asbestos</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	Low	<input type="radio"/> Yes <input type="radio"/> No
2 Inspections / maintenance / minor repair work within contaminated space	<i>Exposure to Asbestos</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	Low	<input type="radio"/> Yes <input type="radio"/> No

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### Waitakere Hospital Campus

TASK	HAZARD / RISK	REFERENCE / CONTROL MEASURES	RISK RATING	YES / NO	
	<i>Disturbance to other Asbestos Containing Materials</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>All personnel within area to review Asbestos Register and corresponding floor plans to familiarise themselves with locations and risks of known Asbestos Containing Material's in the area; not limited only to high risk Asbestos Containing Material's.</li> <li>Do not carry out intrusive works unless the works have been prior assessed by a competent person to determine the requirement for an asbestos refurbishment survey</li> <li>Do not carry out any work directly on asbestos containing materials</li> </ul>	Low	<input type="radio"/> Yes <input type="radio"/> No
	<i>Cuts and abrasions</i>	Protective disposable gloves	<ul style="list-style-type: none"> <li>Wear protective gloves whilst working on or nearby any sharp metal surfaces</li> <li>Work carefully and ensure that potential sharp points have been clearly identified prior to working on equipment</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No
	<i>Trip hazards (uneven ground, steps, pipework, plant)</i>	Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>Conduct a visual inspection of work area before entering to identify potential slip and trip hazards</li> <li>Wear slip resistant safety boots whilst on site.</li> <li>Ensure adequate lighting and have an additional light source (torch) where natural light is insufficient.</li> <li>In dusty areas try to minimise any generation of dust if removing or minimising a trip hazard for safe access</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No
	<i>Working at height, confined spaces or hot works</i>	As required	<ul style="list-style-type: none"> <li>All works requiring additional permits to work to be risk assessed in its own right prior to execution.</li> </ul>	Medium	<input type="radio"/> Yes <input type="radio"/> No

<b>Issued by</b>	Asbestos Management Group	<b>Issued Date</b>		<b>Classification</b>	Class #
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## Asbestos Management Plan

### Waitakere Hospital Campus

<b>3</b>	Exit from contaminated space	<i>Exposure to Asbestos, Spread of Asbestos to Adjacent Areas</i>	Orinasal half mask with P3 filter; Type 5/6 Disposable coveralls; Laceless wipe clean safety shoes.	<ul style="list-style-type: none"> <li>Exit the area onto the polythene sheeting;</li> <li>Damp down suit with spray bottle;</li> <li>Clean boots with damp rags or wet wipes, dispose of rags or wet wipes immediately after use</li> <li>Remove suit and gloves, turning them inside out as removing them; place suit into asbestos waste bag;</li> <li>Wipe or spray the polythene sheeting on the floor and place in the asbestos waste bag</li> <li>Ensure any remaining contaminated waste is placed within the asbestos waste bag twist bag closed and affix a "goose neck" closure, double bag and repeat "goose neck" closure</li> <li>Secure the doorway / entrance to the contaminated space prior to last person removing their RPE</li> <li>Wipe the external surfaces of the reusable mask <u>before</u> removing the mask; place into a sealable storage container for transportation</li> <li>Remove signage</li> </ul>	Low	○Yes ○ No
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<b>Issued by</b>	Asbestos Management Group	<b>Issued Date</b>		<b>Classification</b>	Class #
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# Asbestos Management Plan

## Waitakere Hospital Campus

### 8. Document Changes

**Should the scope of work / the conditions / work environment change, this Safe Operating Procedure may not be valid in its entirety.**

**Document the changes in the section below.**

No.	TASK	HAZARD / RISK	CONTROL MEASURES	RISK RATING

<b>Issued by</b>	Asbestos Management Group	<b>Issued Date</b>		<b>Classification</b>	Class #
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## Asbestos Management Plan Waitakere Hospital Campus

### 9. Completion of Works

Work area in a clean and tidy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
All relevant Permit to work closed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Recommend changes to this procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>

**Comments**


Name	Signature	Company Name	Contact Details
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<b>Issued by</b>	Asbestos Management Group	<b>Issued Date</b>		<b>Classification</b>	Class #
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## Asbestos Management Plan

### Waitakere Hospital Campus

#### 10. Safe Maintenance Procedure - Signature Register

I confirm by my signature that I have attended a briefing on the requirements of the Safe Maintenance Procedure, and agree to perform work in the manner detailed within. I confirm that copies of the relevant permits, MSDS's, isolation plans etc. have been reviewed and are attached.

Date:	Name & Surname	Signature

<b>Issued by</b>	Asbestos Management Group	<b>Issued Date</b>		<b>Classification</b>	Class #
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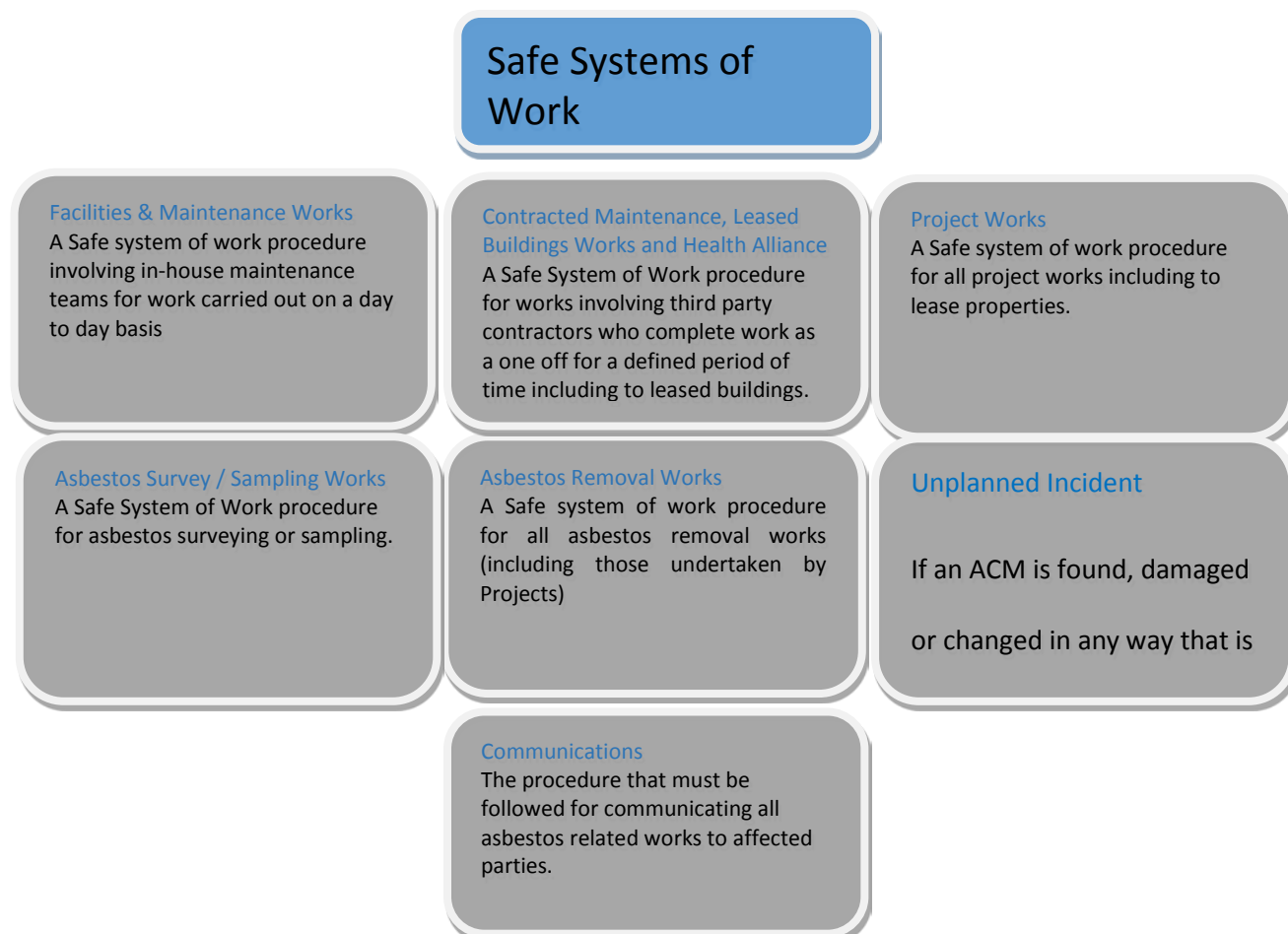
## 19. APPENDIX C - Safe Systems of Work

**A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during the course of their work.**

Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until an assessment of the task has been carried out by a competent person. This assessment will be undertaken prior to any works being undertaken and will be documented.

In this section **seven** main process are described;

Facilities & Maintenance Works .....	37
Contracted Maintenance, Leased Building Works and Health Alliance .....	39
Project Works .....	41
Asbestos Survey / Sampling Works .....	43
Asbestos Removal Works .....	45
Unplanned Incidents.....	47
Communications .....	49



## The AMG requires up to 3 working days to respond to requests

### 19.1 Facilities & Maintenance Works

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Works which are carried out by in-house maintenance teams, everyday tasks and tasks which are carried out by Facilities and Maintenance own staff have been grouped here.

The Facilities Management team will assess any routine tasks that are carried out in areas of the building known to contain asbestos.

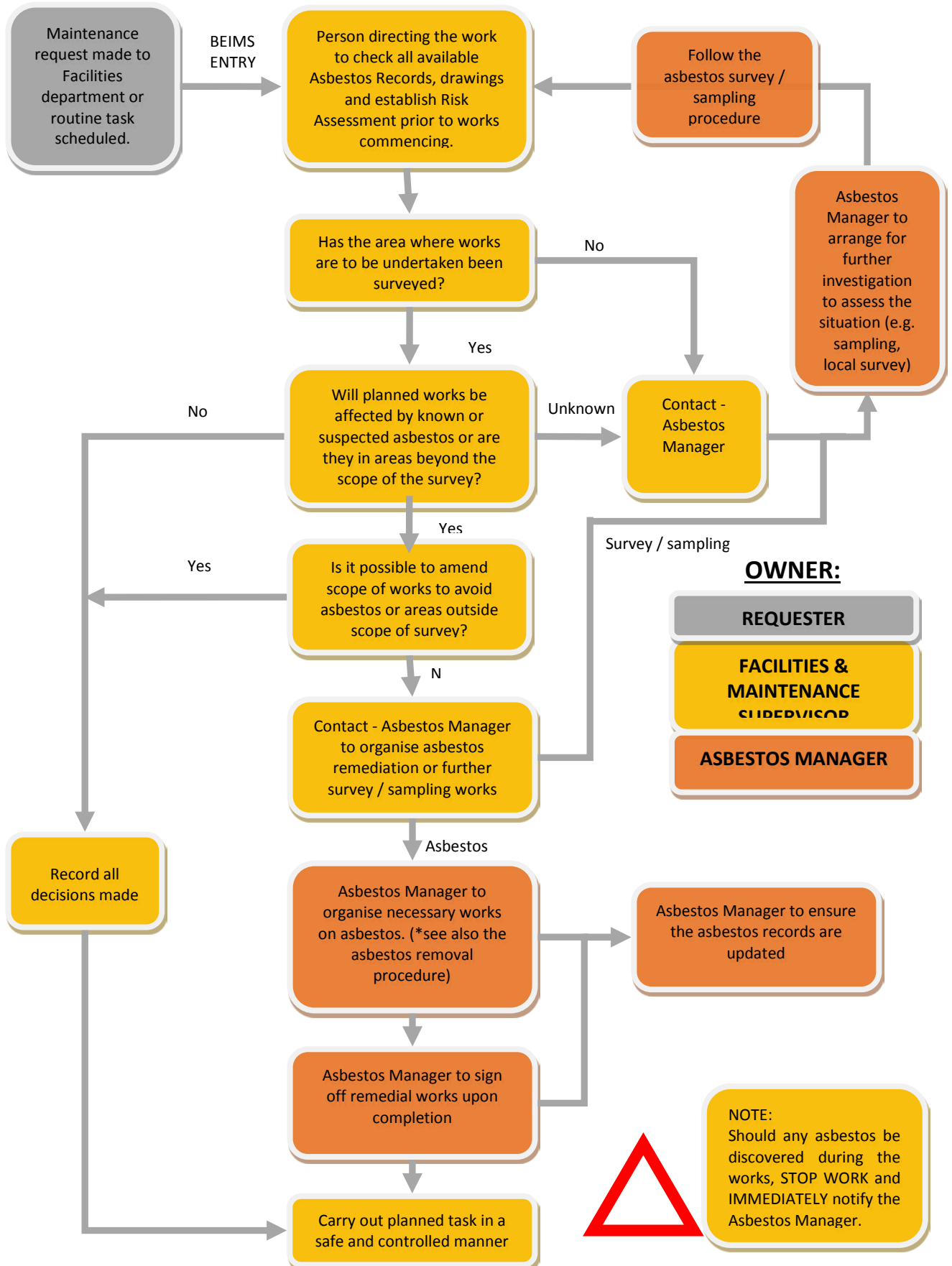
For every-day maintenance works, once this asbestos risk assessment has been carried out as detailed in the relevant flow chart and a safe system of work defined, then provided the environment remains the same, it will be valid for all such activities. Some guidance may be needed to assess certain maintenance activities, but essentially every task should be checked to ensure that no-one is accidentally disturbing known or suspected asbestos containing materials whilst carrying out a task.

**All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.**

**Workers should be made aware that areas listed as 'No Access' on any Asbestos Survey must be presumed to contain asbestos unless proven otherwise. Those working in a room or area with known asbestos should be fully aware of the location of the asbestos prior to works commencing and should also know the emergency procedures in case accidental disturbance occurs.**

## Facilities & Maintenance Works

This flow chart summarises steps which should be taken to ensure that day to day tasks undertaken are carried out in a safe manner.



### 19.3 Contracted Maintenance, Leased Building Works and Health Alliance

---

This group consists of works which are carried out by third party contractors and includes work carried out in leased buildings.

It is expected contractors employed to undertake maintenance works which may disturb the fabric of the building or known or presumed ACMs will have undertaken asbestos awareness training and proof of this should be provided. Waitamata DHB is not responsible for providing third party contractors commissioned to undertake works on behalf of Waitamata DHB with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before they start work.

It is just as important to inform all concerned if no asbestos is present but that safe systems of work should always be followed. Should any ACMs be discovered during the course of the works or if it is suspected that asbestos may have been disturbed then the Asbestos Manager should be notified immediately.

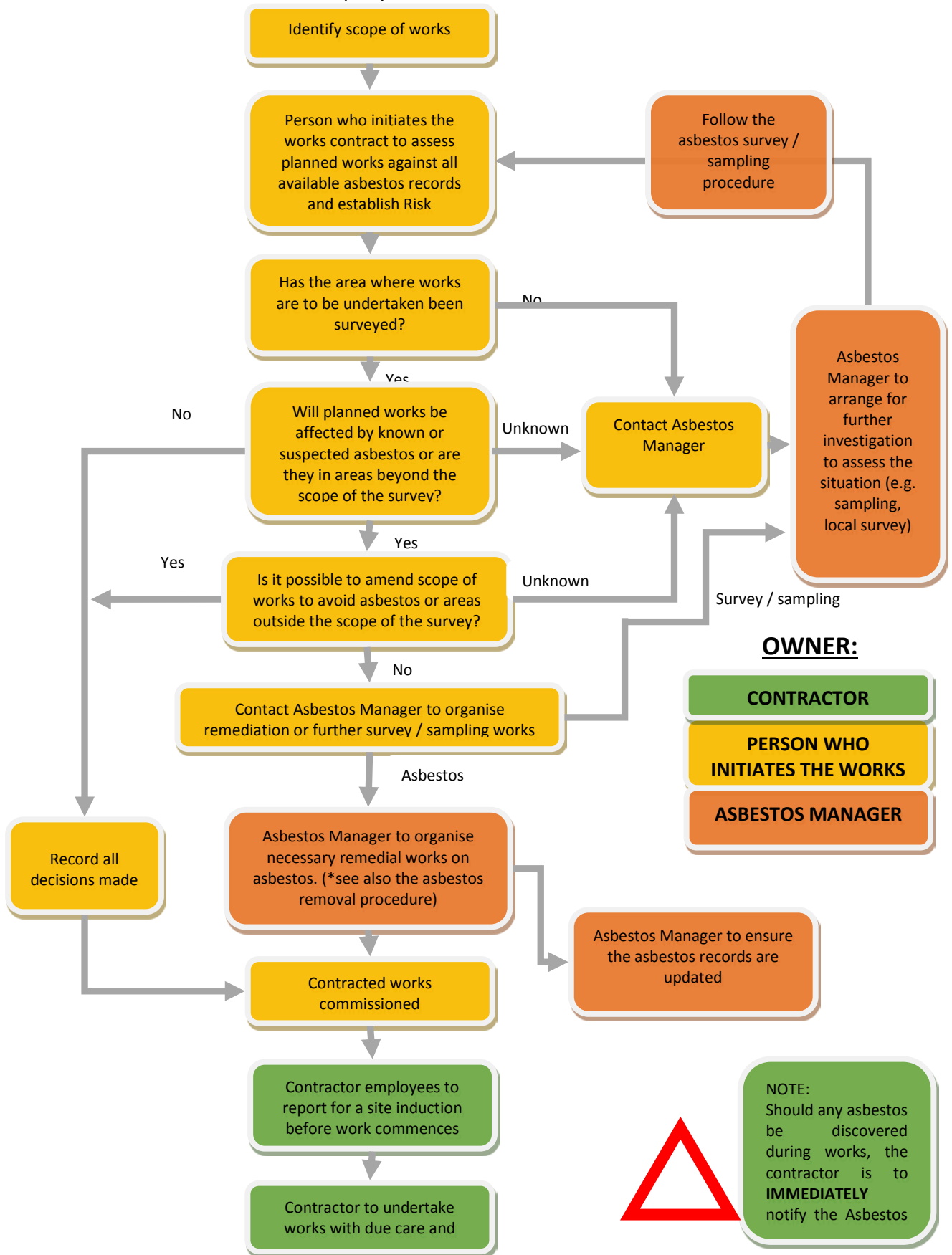
It is important to note that whoever commissions the works from third party contractors is responsible for ensuring that they are fully site inducted and provided with all relevant asbestos information.

All contractors should be required to provide copies of their policies in relation to the general provisions of the Health and Safety at Work Act 2015 and Health and Safety at Work (asbestos) Regulations 2016. They should in turn be given access to all relevant Asbestos Records.

**All persons must cooperate with the process of identification, assessment and control of asbestos and participate in induction programmes.**

**Workers should be made aware that areas listed as 'No Access' on any Asbestos Survey must be presumed to contain asbestos unless proven otherwise. Those working in a room or area with known asbestos should be fully aware of the location of the asbestos prior to works commencing and should also know the emergency procedures in case accidental disturbance occurs.**

**Contracted Maintenance, Leased Building Works & Health Alliance:** This flow chart summarises steps which should be taken to ensure that all third party contracted works undertaken are carried out in a safe manner.





#### 19.4 Project Works

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This group consists of all project driven tasks. (including asbestos survey / removal works)

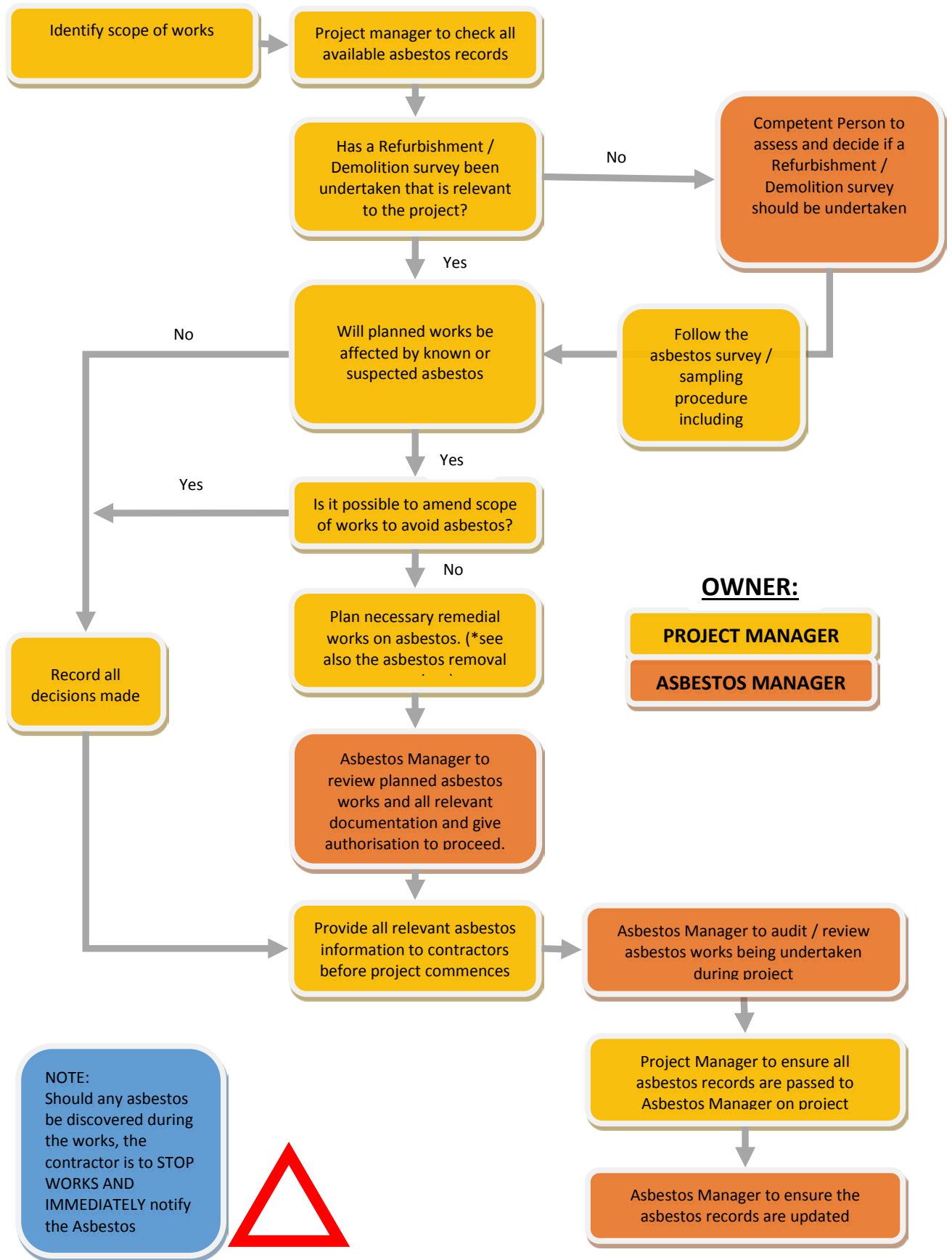
A competent person (Asbestos Manager/ Asbestos Consultant) will need to assess the project and decide on the need for further asbestos survey work as appropriate dependant on the projects scope.

Contractors will be informed that should they discover any Asbestos Containing Materials during their work, that they must notify the Contract Administrator and the Asbestos Manager **IMMEDIATELY**.

**All persons must cooperate with the process of identification, assessment and control of asbestos and participate in induction programmes.**

**Workers should be made aware that areas listed as 'No Access' on any Asbestos Survey must be presumed to contain asbestos unless proven otherwise. Those working in a room or area with known asbestos should be fully aware of the location of the asbestos prior to works commencing and should also know the emergency procedures in case accidental disturbance occurs.**

**Project Works:** This flow chart summarises steps which should be taken to ensure that project works are carried out in a safe manner.



## 19.5 Asbestos Survey / Sampling Works

---

This consists of all maintenance and project driven asbestos survey / sampling works.

**It should be noted that only approved Asbestos Consultancies will be employed to undertake asbestos survey / sampling works at the Waitemata DHB.**

Prior to any asbestos survey being commissioned the Asbestos Manager or Project Team will ensure that an assessment of the type and scope of survey / sampling needed is carried out. (see survey type specification flowchart)

Surveys should be undertaken in accordance with 'Conducting Asbestos Surveys - The Good Practice Guidelines'.

The person commissioning the survey / sampling should gain proof that the individual surveyor put forward for the work is competent to carry out asbestos surveys / sampling. At a minimum the surveyor should have:

- A recognised industry qualification specific to asbestos surveying – for example BOHS P402.
- 2 years' minimum experience of carrying out asbestos surveys.
- Demonstrable experience of surveying similar buildings.
- Able to show independence from asbestos removal activities.
- Surveying consultancy should be IANZ accredited for asbestos surveying or have an equivalent quality management system which includes a staff competency matrix, procedural manuals, training records and internal audit system.

Information provided to tendering companies will include floor plans, full scope of works, information regarding any non-asbestos hazards relevant to the work area and any working practices required for working on the site.

Prior to the commencement of any survey works the Asbestos Consultancy appointed will be expected to:

- Provide a survey plan showing access allowances and exclusions for the survey to be undertaken.
- Provide a Job Safety Analysis / Task Analysis as necessary for the work to be undertaken.
- If necessary, attend a pre-contract site meeting.

The appointed Asbestos Consultant will be expected to notify the Waitemata DHB immediately if they encounter any dangerous occurrences of asbestos whilst on site.

All samples must be analysed by an IANZ accredited laboratory.

## SURVEY TYPE SPECIFICATION

### Asbestos Management Survey

A management survey is the standard survey. Its purpose is to locate, so far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACM's and their ability to release fibres into the air if they are disturbed in some way. The 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

All areas should be accessed and inspected so far as is reasonably practicable. Areas should include above false ceilings, and inside risers, service ducts, lift shafts etc.

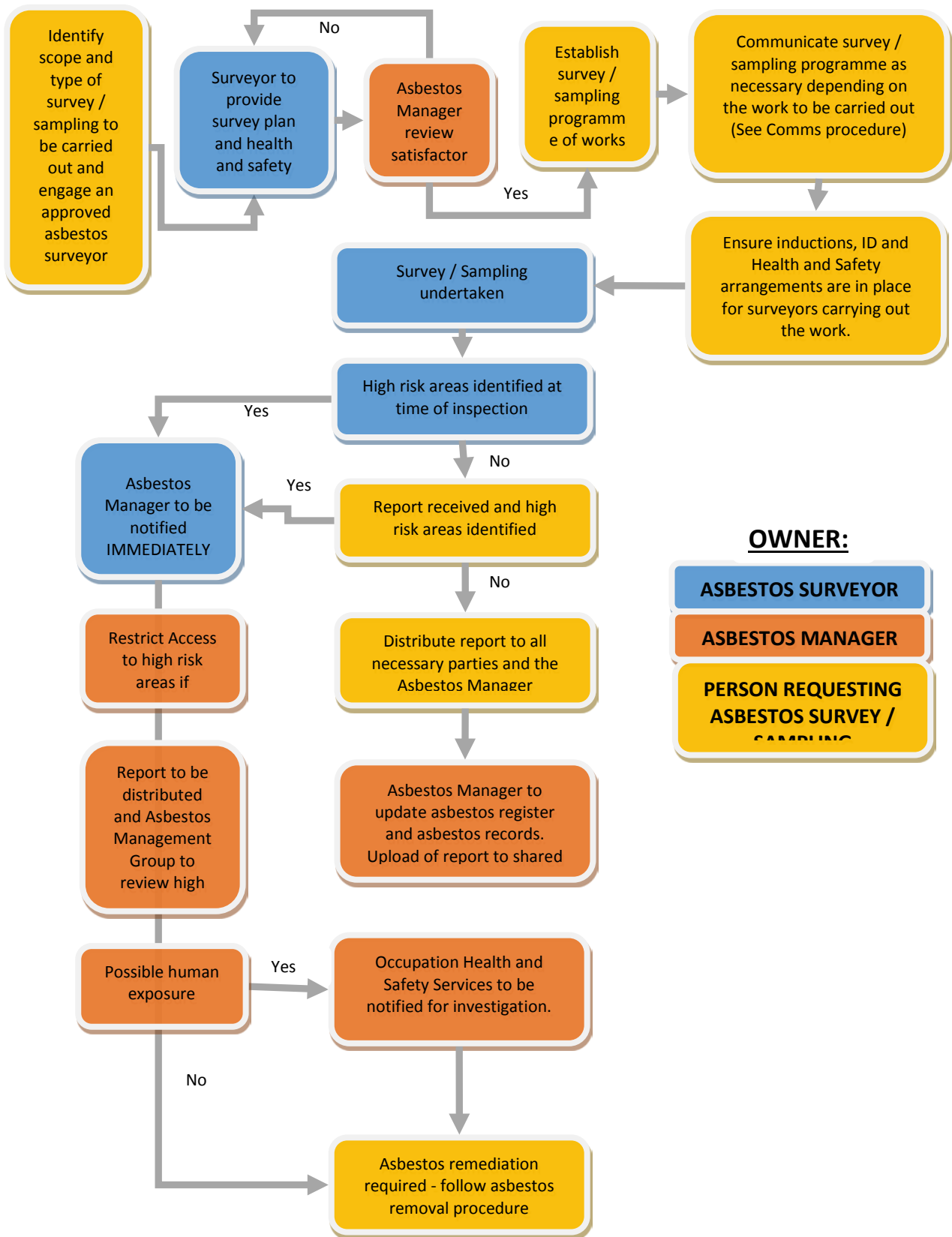
Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.

Management surveys should cover routine and simple maintenance work. However it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localized refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive.

### Asbestos Refurbishment and demolition surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, so far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

**Asbestos Survey / Sampling Work:** This flow chart summarises steps which should be taken when survey / sampling works are carried out.



**OWNER:**

- ASBESTOS SURVEYOR
- ASBESTOS MANAGER
- PERSON REQUESTING ASBESTOS SURVEY / SAMPLING

### 19.6 Asbestos Removal Works

This consists of all maintenance and project driven asbestos removal works.

The Waitemata DHB Asbestos Manager must review and authorise all asbestos removal works before they commence.

**It should be noted that only approved Licensed Asbestos Removalist and Licensed Asbestos Assessor companies will be**

**employed to undertake asbestos removal and assessor works at the Waitemata DHB.**

Prior to any asbestos removal works the Asbestos Manager or Project Team will ensure that full survey information is available for the area in question. In the case of refurbishment / demolition works a Refurbishment / Demolition survey as described in 'Conducting Asbestos Surveys - The Good Practice Guidelines' will be undertaken.

Tendering companies for asbestos works should demonstrate knowledge of relevant current legislation pertaining to the safe removal of asbestos and awareness of other Health & Safety legislation and hazards that may be encountered on site. Information provided to tendering companies will include an asbestos survey report with fully annotated plans, full scope of works, information regarding any non-asbestos hazards relevant to the work area and any working practices required for working on the site.

An asbestos consultant should be utilised to interpret and set out the scope of works in the form of an asbestos removal specification and / or schedule of asbestos removal works.

Prior to the commencement of any asbestos removal works the Licensed Asbestos Removalist appointed will be expected to:

- Provide an ARCP (Asbestos Removal Control Plan) and risk assessments explaining how the asbestos is going to be safely removed;
- Receive ARCP – Approval to Proceed permit
- Attend a pre-contract site meeting.

The appointed Licensed Asbestos Assessor / Consultant will be expected to prepare, review and comment on asbestos removal specifications and prior to commencement of the works the contractors' ARCP on behalf of the Waitemata DHB. Air monitoring must be undertaken by a Licensed Asbestos Assessor during any removal works and all samples should be analysed by an IANZ accredited laboratory.

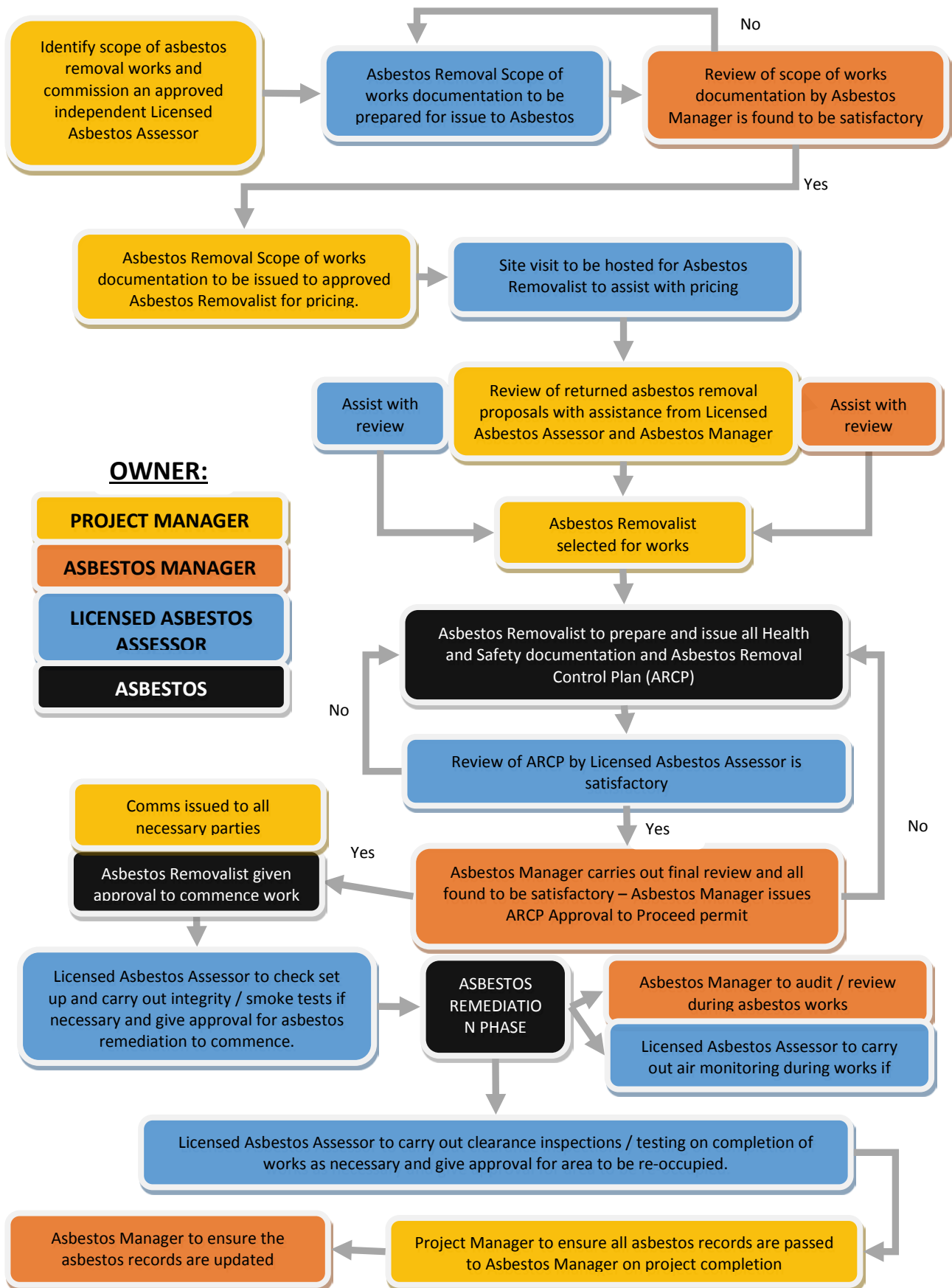
Unless commissioned through a Main Contractor Waitemata DHB will engage the services of a Licensed Asbestos Assessor directly. Under no circumstances should the Asbestos Removalist engage the services of the Licensed Asbestos Assessor on behalf of Waitemata DHB.

An approved Licensed Asbestos Assessor will be employed by Waitemata DHB to oversee the smoke testing, provide air monitoring (including leak testing where appropriate), conduct the Four Stage Clearance procedure and oversee the contractor at all stages of the works. The Licensed Asbestos Assessor will also be expected to attend any pre-start meetings, progress meetings and a handover meeting so that Waitemata DHB is kept fully informed at all times.

On completion of any asbestos remedial works the Project Manager should ensure that the Asbestos Manager is provided with a completion document. This document should be retained with the project file in a central stored location. The completion document should include the following:

- Air monitoring and clearance certificates;
- Waste notes;
- Asbestos removal specification and Asbestos Removalist ARCP;
- Updated plans illustrating all asbestos items that have been removed and all asbestos that has been retained.
- When the completion documents are received the Asbestos Manager will update all relevant asbestos records.

**Asbestos Removal Works: This flow chart summarises steps which should be taken to ensure that asbestos removal works are carried out in a safe manner.**



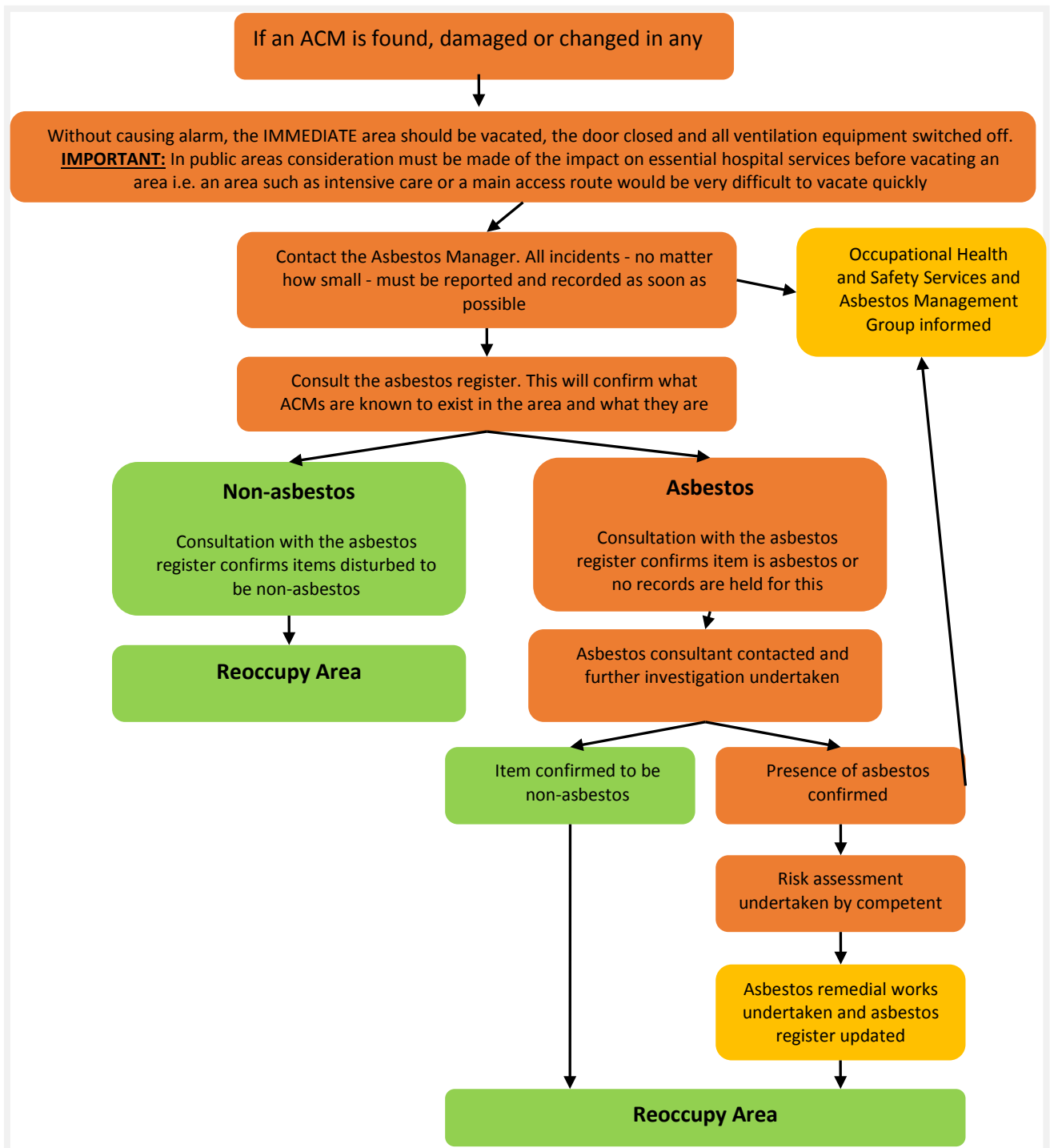
### 19.7 Unplanned Incidents

An assessment will be undertaken following any accidental disturbance of material known or suspected of containing asbestos: all staff will be made aware that any incident, no matter how small, MUST be reported to the Asbestos Manager as soon as possible. The Asbestos Manager must report this to the Occupational Health and Safety Services Team who will investigate the incident and record all necessary details. Incidents that occur in public spaces may be difficult to handle as in

some situations it may not always be possible to immediately vacate areas due to the hospital environment and essential care or services.

**Unplanned Incidents:** This flow chart summarises steps which should be taken in the event of an unplanned incident.





EMERGENCY CONTACTS	
" On call " staff member District wide	021 972 974
Waitakere Hospital Duty Nurse Manager	021 679 693

### 19.8 Communications

Communication for planned asbestos removal work must be carried out two weeks in advance. Occasionally it may be necessary for unplanned asbestos removal work to be undertaken and communication for this will be planned on a case by case basis.

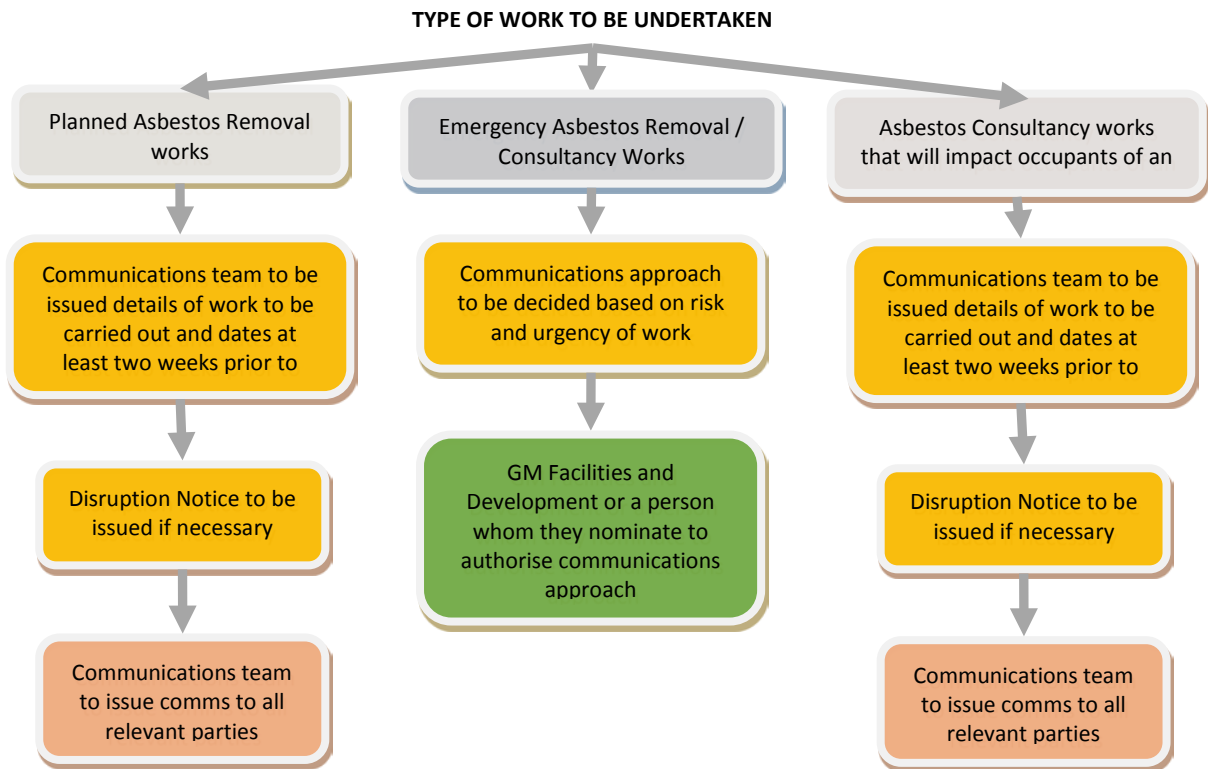
Asbestos consultancy work i.e. asbestos surveying or air monitoring is much lower risk than asbestos removal work and the

communications should be planned dependant on the situation and occupation of the area. For planned asbestos consultancy work however that will impact on occupants of any area, communications should be carried out at least two weeks in advance of the work.

The following are example scenarios where the communications process may need to be bypassed:

- Discovery of a previously un-identified asbestos containing material in the middle of project works that will cause all works to stop until rectified.
- Accidental disturbance that is discovered to known asbestos containing materials that needs to be remediated or assessed in an area that cannot be restricted from access i.e. essential hospital service area.
- Emergency maintenance or project works that needs to be undertaken that are essential to hospital operations.

**Communications: This flow chart summarises communication steps**



**OWNER:**

