

Asbestos Management Standard

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Owner: Health, Wellbeing and Safety (HR)

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1. Introduction

The use of asbestos has been legally banned since December 31 2003. However widespread use of asbestos had stopped from the 1980s. Despite the ban, some imported materials can have asbestos present. As with many buildings built in Australia between 1960 and 1990, Deakin University has a number of buildings containing asbestos. Asbestos was also used in many items of plant and equipment that were purchased during this time. While significant amounts of asbestos have been removed, there are still areas where asbestos containing materials remain.

Deakin University has a legislative responsibility to manage asbestos in accordance with the Occupational Health and Safety Act 2004 (VIC) and the Occupational Health and Safety Regulations 2017 (VIC).

2. Scope

This Standard applies to all areas of and any work activity occurring on Deakin campuses. It is also applicable to any person undertaking work activities occurring either upon other forms of Deakin controlled property or under the direction of a University staff member.

3. Purpose

The purpose of this document is to provide an overarching framework for the effective management of asbestos containing materials (ACMs) at Deakin University. This Standard documents the processes Deakin will follow to ensure compliance with the legislation and to eliminate or minimise the risks that asbestos may pose to its staff, students, contractors and visitors.

4. Policy

Deakin University will over time remove all asbestos from its buildings and campuses. This removal process will be prioritized by risk (see 5.6 Asbestos Register Risk Rating). Any [ACM](#) with a risk rating higher than low will be removed within three months or remedial action taken to lower the risk to low.

Purchase, use import or export of any asbestos containing materials in Australia is illegal with some exemptions possible for research. Where asbestos is used for research or other scientific work, the minimum amounts shall be used and any use shall have prior approval of the University Health Wellbeing and Safety Committee.

University employees, students or areas which import equipment or materials from other countries must ensure that these items do not contain asbestos. **NOTE:** In some countries “not asbestos containing” may mean less than a given percentage of asbestos. This material would be deemed asbestos containing in Australia.

5. Asbestos Management Procedure

5.1 Identification of Asbestos

As far as reasonably practical, Deakin University must identify all asbestos present within its owned and controlled properties. Where Deakin leases properties, the landlord must provide Deakin with a report or a register that identifies any asbestos present within the Deakin occupied buildings prior to and during occupation. This is the responsibility of the Deakin area managing the lease.

During building works, or at the point of purchase of equipment every effort must be made to ensure materials or equipment do not have [ACM](#). This may require testing of newly imported materials.

The identification of asbestos shall be carried out by a person with the requisite knowledge, skills and experience, usually a suitable experienced occupational hygienist using a NATA registered laboratory for the identification. In addition air monitoring and clearance certificates must be completed by suitably qualified people who are independent of Deakin.

5.2 Asbestos Audit

[Health, Wellbeing and Safety \(HR\)](#) will ensure that an asbestos audit (also known as a Division 5 audit) is conducted every 5 years as a minimum of all Deakin owned buildings constructed or refurbished before the year 2003 that will:

- Identify asbestos, where it is contained in material that is fixed or installed in buildings or plant

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- Where there is uncertainty as to the presence of asbestos (as a result of areas being inaccessible at the time) assume that asbestos is present or arrange for analysis of a sample to be taken
- Provide the information for the Asbestos Register in an electronic format that where possible matches the Materials already on the Register
- Ensure any current labelling of [ACM](#) is correct, in good condition and legible.
- Affix Deakin [ACM](#) labels to identify contained and low risk ACM which is not appropriately labelled according to Deakin [ACM](#) labelling guidelines.

Areas that manage University buildings and equipment will provide staff to accompany auditors in carrying out the audit and provide safe access to areas under their control.

Where asbestos has been identified or assumed to be present the report provided must include the details in section **5.4 Asbestos Register**.

[Health, Wellbeing and Safety \(HR\)](#) will engage a suitable consultant and ensure a competent person:

- Conducts a thorough inspection of the Campus, including all infrastructure, portable equipment, plant, devices and general grounds;
- Identifies the presence of [ACM](#) within the Campus;
- Assesses the type, amount and condition of Asbestos;
- Recommends risk control measures to be implemented;
- Document all findings in a formal Asbestos Report;
- Provides a supporting **Asbestos Register** in electronic form which Deakin University can own and update as required
- Ensures appropriate [ACM](#) labelling is present and
- Records the timing for follow up assessment/s.

5.3 Asbestos Audit Specific to Demolition and Refurbishment

Where Deakin commissions or carries out demolition or refurbishment work on a building or plant where asbestos is fixed, installed or suspected to be present, the [Project Manager](#) and the Contractor engaged will:

- Review the Asbestos Register
- For buildings constructed in 2003 or earlier, ensure a comprehensive audit of the building or plant is undertaken by a competent person with regard to those areas likely to be affected by the works and not previously audited (Division 6 audit). This audit should also include other hazardous materials such as Synthetic Mineral Fibres (SMF), lead and Polychlorinated Biphenyls (PCBs)
- Forward the report to [Health, Wellbeing and Safety \(HR\)](#) to update the asbestos register.
- Ensure ongoing assessment of areas that were previously inaccessible but will be impacted by the proposed works: for example removal of tiles, or lifting of carpet or tiles to source potential ACM.
- Develop an appropriate risk management plan.

The [Project Manager](#) must provide a relevant extract of the Asbestos Register, and the Division 6 audit report of the works, to the person/s who will be performing the demolition or refurbishment works and the asbestos removalist, if removal works are necessary.

Where Deakin employees work in a building leased by the University, the [Project Manager](#) will obtain a copy of the current Asbestos Register for that building prior to any refurbishment/maintenance work undertaken by Deakin.

Where a Division 6 audit is carried out then the audit report must contain the necessary information to update the Asbestos Register (see **5.4 Asbestos Register**). If asbestos is removed then the audit report provide information to update the Asbestos Register (see **5.4 Asbestos Register**).

5.4 Asbestos Register

A current Asbestos Register must be maintained for all Deakin Campuses. [Health, Wellbeing and Safety \(HR\)](#) will be responsible for its establishment and management. The Asbestos Register shall contain the results of any asbestos identification audit, risk assessment, analysis or removal.

For Deakin owned properties the Asbestos Register must document:

1. The date of each inspection, risk assessment or identification
2. The name and organisation of the assessor
3. The location of the asbestos, e.g. campus, building, room number (this must be in a systematic and consistent format that allows electronic recording and easy retrieval of information)
4. Description of the material (location and surface), e.g. south wall
5. The type of asbestos containing material, e.g. cement sheet
6. The [status](#) of the assessment
7. Whether the material is [friable or non-friable](#)
8. Whether the material is in an air conditioning or air handling system
9. The [condition](#) of the material
10. The likelihood for the material to [sustain damage or deterioration](#)
11. The [accessibility](#) of the material and details of inaccessible areas that are likely to contain asbestos
12. The risk priority of the material (see 5.6 Asbestos Register Risk Rating)

[Health, Wellbeing and Safety \(HR\)](#) maintain the Asbestos Register as an electronic database. [Health, Wellbeing and Safety \(HR\)](#) will make the database accessible to staff and their OHS Representatives.

Any enquiries with regard to the presence of asbestos in Deakin occupied buildings should be made to [Health, Wellbeing and Safety \(HR\)](#).

5.5 Other Asbestos Records

In addition to the Asbestos Register, the following records must be retained by [Health, Wellbeing and Safety \(HR\)](#).

Where the material has been analysed after sampling:

- The type of asbestos
- The date of the identification
- The organisation carrying out the analysis
- The location of the asbestos (
- Identification number of the analysis
- Description of the material (location and surface) or the link to the risk assessment
- The result of the analysis

Where the material has been removed:

- The location of the asbestos
- Description of the material (location and surface)
- Certification of the removal
- Air monitoring results before, during and after the removal
- Statement about the potential for residual asbestos after the removal
- Copy of the Clearance Certificate provided on completion of the work

Where air monitoring for asbestos has occurred:

- The location of the monitoring

- Details of the monitoring
- The monitoring results.

5.6 Asbestos Register Risk Rating

Whenever an asbestos risk assessment is carried out the assessor will use the following priority based risk rating or its equivalent. The priority levels are:

Risk Rating	State	Actions Required
Very High	Free fibre evident on surfaces with a reasonable chance of it becoming airborne Asbestos containing materials that are: <ul style="list-style-type: none"> ▪ friable and not stable and/or damaged; and ▪ in a state exposed to continual disturbance. 	Isolate area. Urgent remediation required. Abatement actions should include air-monitoring and prompt removal of the asbestos containing materials.
High	Some evidence of free fibrous material. There is a low possibility of it becoming airborne.	Isolate area. Remediation required within 3 months. Abatement actions should include air-monitoring and prompt remediation of the asbestos containing materials
Medium to High	Material is damaged or is deteriorating. There is potential for release of fibre. No evidence of free fibre	Remediation required within 12 months. Control access to area.
Medium	Material is friable but is in good condition. There is potential for deterioration or damage and release of fibrous material.	Inspect annually. Control access or otherwise minimise risk of damage. Consider remediation.
Low to Medium	Material is damaged but not friable. There is potential for more damage or deterioration and eventually release of fibre.	Inspect annually. Control access or otherwise minimise risk of damage
Low	Material is in good condition and is not friable. However there is potential for it to be damaged	Inspect every 5 years
Very Low	Material is completely encapsulated or enclosed with little or no risk of damage. For example encapsulated lagging or cement sheet.	Inspect every 5 years

The following descriptors are used whenever a risk assessment rating is not applicable or practical:

Risk Rating	State	Actions Required
None allocated	Risk unknown	Assessment required within 5 years.
Asbestos removed	No known risk	None
No asbestos	No risk	None

Routine monitoring of the identified asbestos will be organised by IPG based on the priority risk rating (and inspection frequency) that has been assigned. The priority risk rating and monitoring schedule is based upon the recommendations within the audit report or as otherwise determined by [Health, Wellbeing and Safety \(HR\)](#).

5.7 Currency of Register

- The Asbestos Register must be reviewed and updated every 5 years, as a minimum. This work will be organised by [Health, Wellbeing and Safety \(HR\)](#) and conducted by a suitably qualified person (i.e. Occupational Hygienist).
- The Asbestos Register must also be updated by [Health, Wellbeing and Safety \(HR\)](#) when the condition of the asbestos has been identified to have changed or the asbestos has been removed.
- Where asbestos has been found that was not previously identified within a Deakin owned premises or plant, the Asbestos Register must be updated by [Health, Wellbeing and Safety \(HR\)](#).
- All reports (Division 6 audits, air monitoring, clearance etc.), pertaining to the identification, monitoring, condition or removal of asbestos must be forwarded to Health, Wellbeing and Safety (HR).
- The University area that has commissioned the works or inspections involving asbestos must provide a copy of all reports to [Health, Wellbeing and Safety \(HR\)](#). The report must clearly define the location(s) of the works or inspection (building and room number), the surfaces involved as well as the risk assessment and any analytical results. The information provided must meet the requirements of section **5.4 Asbestos Register**.
- The online Asbestos Register will be updated within four weeks of notification to [Health, Wellbeing and Safety \(HR\)](#).

5.8 Access to and use of the Register

Prior to the commencement of any works that may involve contact or interference with asbestos the [Project Manager](#) must ensure that the Asbestos Register is reviewed to identify the presence of any asbestos within the vicinity of the work area.

Where it is determined that asbestos is present or likely to be present, or the works have the potential to disturb asbestos, the [Project Manager](#) is responsible for ensuring that appropriate work procedures and risk controls are defined and implemented prior to commencing activities and may be managed via the creation of a dedicated Risk Management Plan. This may also include removal of the ACM according to the regulations prior to the maintenance work.

Access to the Asbestos Register must be provided by the [Project Manager](#) to:

- Any employer, employee or self-employed person conducting works that could potentially disturb the asbestos
- Any asbestos license holder engaged to conduct asbestos related activities
- Anyone who proposes to occupy the workplace, upon request
- Any person taking over the management and control of a Deakin University owned site
- Any person engaged to do work at the workplace, upon request.

Access to the Asbestos Register must be provided by [Health, Wellbeing and Safety \(HR\)](#) to:

- The health and safety representative for any affected Designated Work Group (OHS).
- Any staff member, upon request

5.9 Labelling

All known [ACMs](#) in readily accessible locations in Deakin University buildings must be labelled to indicate the presence of asbestos. IPG is responsible for the installation and maintenance of all building labelling.

Upon the identification of asbestos, if reasonably practicable, labelling must be used to indicate the presence of asbestos. If practicable a label directly on or adjacent to the identified asbestos is preferred and the most

effective. In situation where a label cannot be placed directly on or adjacent to identified asbestos, a label (or sign) nearby or at the entrance points to a room or building should be considered.

IPG will be responsible for the installation and maintenance of labels.

5.10 Equipment containing Asbestos

There may be equipment in use that may contain asbestos. Some examples of this equipment are electric drying ovens, furnaces, bar heaters, distillation apparatus, heating mantles, heat resistant mats and equipment made from Asbestos Cement sheet. This equipment should be scheduled for disposal unless absolutely required.

If the asbestos is fully encased and presents no risk, the equipment must be labelled as containing asbestos and the information documented on an asbestos register: contact [Health, Wellbeing and Safety \(HR\)](#). If the asbestos is not encased, the equipment needs to be labelled as containing asbestos and a risk assessment conducted for possible exposure: seek advice from [Health, Wellbeing and Safety \(HR\)](#).

5.11 Training

[Health, Wellbeing and Safety \(HR\)](#) will work with areas to provide staff and relevant students:

- asbestos awareness information sessions for staff/students working on, or near [ACMs](#) with regard to the basics of safe management of [ACMs](#).
- training to staff/students on:
 - health risks of asbestos
 - types, uses and likely occurrence of asbestos at the University
 - roles and responsibilities under the University Asbestos Management Standard
 - location of the asbestos register and how it can be accessed and used.

More detailed training around asbestos will need to be carried out by a suitable professional (at the local area's cost). This may include:

- processes and procedures to be followed to prevent exposure
- the correct use of maintenance and control measures, personal protective
- equipment (PPE) and work methods to eliminate or minimise the risks associated with asbestos, limit the exposure to workers and prevent the spread of asbestos outside an asbestos work area
- exposure standard and control levels for asbestos and
- the purpose of any air monitoring or health surveillance that may occur.

The [Project Manager](#) is responsible for informing contractors of their obligations with regard to asbestos management and providing or arranging any training. Contractor obligations, instruction and awareness information relating to asbestos will be covered in the Contractor Induction Program.

5.12 Work With Potential to Disturb [ACM](#)

The Asbestos Register is to be referred to by [Project Manager](#) prior to undertaking any maintenance/repair or other such minor works in a building, or on plant, and a Divisional 6 audit must be undertaken prior to any major works, such as refurbishment or demolition.

If it is deemed that any proposed works are likely to disturb ACM (or material assumed to be ACM) then the ACM must be removed by a licenced asbestos removalist prior to works commencing. This work will be organised through the [Project Manager](#) responsible for the work.

In the event that a material is discovered that is suspected of containing asbestos, or material that is known to be [ACM](#) but the condition is worse than that recorded in the register, then:

- Work that has potential to disturb the material must cease
- [Health, Wellbeing and Safety \(HR\)](#) is to be notified
- An electronic incident report is lodged
- The Asbestos Register must be re-checked for mention of the item
- If not included in the Asbestos Register, the material must either be assumed to be [ACM](#) or arrangements made for the item to be analysed by a NATA accredited laboratory. The Contract Manager managing the works is responsible for organising this. Advice may be sought from [Health, Wellbeing and Safety \(HR\)](#).
- If asbestos is not detected in the material work may recommence
- If asbestos is detected in the material and the work is likely to disturb it, the material must be removed prior to works commencing. The Contract Manager managing the works is responsible for organising this. Advice may be sought from [Health, Wellbeing and Safety \(HR\)](#).

5.13 Accidental Disturbance and Contamination

In the event that [ACM](#) is actively disturbed without adequate controls in place, surroundings are likely to become contaminated with airborne asbestos fibres and asbestos containing dust and debris.

If asbestos contamination is discovered or suspected notify IPG immediately and they will manage the process below:

- Access to the area must be restricted as soon as possible (signage, lock doors, hazard tape) provided that doing so does not introduce an unacceptable risk to health and safety
- Items should remain in the area and no attempt should be made by persons to clean up the area
- [Health, Wellbeing and Safety \(HR\)](#) to be notified of the event as soon as possible
- Only trained competent persons wearing appropriate protective equipment to be allowed to enter the area. This will typically be an external occupational hygienist and/or a licensed asbestos removal contractor.
- The presence of asbestos and the extent of contamination (debris and airborne) to be assessed and guidance obtained from a suitably competent person i.e. an occupational hygienist. Air monitoring within the contaminated area may be required to assist with a risk assessment and risk communication.
- Any necessary decontamination works to be undertaken by a suitably licensed asbestos removalist in accordance with legislative requirements and recommendations from the suitably competent person. A clearance certificate to be obtained, where applicable, prior to reoccupation.
- Where rapid reoccupation is essential i.e. to enable access to essential services, the material should be assumed to be friable [ACM](#), and the decontamination process undertaken in accordance with this.

5.14 Inhalation Exposure to Respirable Asbestos Fibres

Where it is suspected that staff/student/contractors or visitors may have had an inhalation exposure to significant levels of airborne respirable asbestos fibres:

- The person impacted must immediately notify their manager/supervisor or Deakin Contract Manager person
- [Health, Wellbeing and Safety \(HR\)](#) to be notified as soon as possible following the incident
- An incident report must be entered

The incident must be investigated in accordance with the [OHS Incident Reporting Standard](#).

Notifications and health surveillance arrangements will be managed by [Health, Wellbeing and Safety \(HR\)](#). A record will be kept on the staff personnel file or student file.

6. Asbestos Removal Work

6.1 Asbestos Removalists

Where asbestos or ACM removal is to be undertaken, the [Project Manager](#) must:

- Engage a specialised and competent consultant to manage the process of asbestos removal;
- Commission an appropriately licensed asbestos removalist to carry out the work;
- Develop an asbestos control plan in conjunction with the removalist and Occupational Hygienist
- Ensure the appropriate notification to the Regulator occurs;
- Ensure appropriate notification to University Staff and research students working in or adjacent to the relevant area.
- Ensure air monitoring is undertaken as determined by the risk control plan
- Ensure clearance inspection is undertaken upon completion of the asbestos removal;
- Ensure clearance air monitoring is undertaken for all friable asbestos removal works;
- Ensure the correct transport and disposal of asbestos material has occurred;
- Obtain written Clearance Certificate from an independent qualified Occupational Hygienist;
- Obtain written confirmation of appropriate disposal in accordance with State legislation; and
- Restrict access by providing appropriate barriers and signage to the work area until the Clearance Certificate is received.

The Clearance Certificate must list details of the inspection conducted, as well as the actual results achieved to demonstrate satisfactory clearance (see 5.5 Other Asbestos Records).

6.2 Information

Prior to any asbestos removal work, the [Project Manager](#) will:

- provide a copy of the asbestos register for the relevant asset to the asbestos removalist
- provide a written scope to the asbestos removalist clearly indicating what [ACM](#) is to be removed and any specific requirements of the work.
- Ensure a removal risk assessment and con is documented
- Inform [Health, Wellbeing and Safety \(HR\)](#) of the planned asbestos removal works prior to work commencing.

6.3 Notification to Regulator

- The asbestos removalist must provide written notification to WorkSafe Victoria at least five days prior to the work (24 hours if removal involves less than 10 square meters of non-friable [ACM](#)) and must provide a copy to their Deakin University contact.
- The notification period does not apply if the removal work is due to a sudden unexpected event that may cause persons to be exposed to significant airborne asbestos fibres or if the removal work is necessary to immediately rectify a breakdown of an essential service.
- If the asbestos must be removed immediately, the asbestos removalist must notify WorkSafe Victoria in writing within 24 hours.

6.4 Communication

The [Project Manager](#) must inform stakeholders in the immediate and adjacent areas of any proposed asbestos removal work and the timing of the work.

The following minimum information must be provided regarding the planned asbestos removal:

- Statement that asbestos removal work is planned
- The location of the work
- When the removal work will commence
- When the removal work will conclude
- Access restrictions in place during the work
- Contact details of the Contract or Project Manager managing the work and [Health, Wellbeing and Safety \(HR\)](#).

6.5 Asbestos Control Plan

The asbestos removalist must prepare an asbestos control plan and provide it to the [Project Manager](#). It must be readily available to Deakin University staff, students and contractors throughout the duration of the removal work.

6.6 Signage, Barricades and Access

The [Project Manager](#) managing the works will ensure, so far as is reasonably practicable, that access to the asbestos removal work area is restricted. Those engaged in, or associated with, the asbestos removal work or persons otherwise allowed by law to be in the asbestos removal area are to be allowed to enter.

Persons with access to the asbestos removal work area must comply with any direction of the licensed asbestos removalist. The person managing the works may refuse access to any person who does not comply with asbestos risk control measures or a direction of the licensed asbestos removalist.

6.7 Air Monitoring

For all asbestos removal work involving friable [ACM](#), the [Project Manager](#) must engage an independent competent person (usually an occupational hygienist) to undertake air monitoring of the asbestos removal area prior to the removal work commencing and whilst the licensed asbestos removal work is underway. The Project Manager may also decide to undertake air monitoring for the removal of non-friable [ACM](#). The analysis (fibre counting) following the air sampling must be conducted by a NATA accredited laboratory

The person managing the work must ensure that the results of air monitoring are provided to:

- [Health, Wellbeing and Safety \(HR\)](#) (see section **5.4 Asbestos Register**)
- The licenced asbestos removalist
- Any staff member, or other persons, in locations adjacent to the removal area, upon request

In the event of elevated air monitoring results all removal work must immediately cease until the cause is identified and the situation rectified (this may require further smoke testing to be undertaken in an enclosure).

6.8 Clearance

The [Project Manager](#) must arrange for a competent person who is independent of the asbestos removalist to undertake a visual clearance inspection on completion of the removal work. The clearance must include a thorough visual inspection of the asbestos removal work area and surrounds, including waste transit routes.

Air monitoring must be undertaken for asbestos removal projects involving friable [ACM](#) or non-friable [ACM](#), even when the removal is less than 10 square metres. Associated fibre counting must be undertaken by a NATA accredited laboratory with airborne fibre levels to be less than 0.01 f/ml of air to achieve clearance.

6.9 Clearance Certificates

The asbestos removal work area must not be re-occupied until a clearance certificate has been issued by the competent person.

6.10 Record Keeping

Records of asbestos clearance certificates must be forwarded to [Health, Wellbeing and Safety \(HR\)](#). A copy of the clearance certificate should also be kept by the [Project Manager](#) on the project file.

The Asbestos Register to be updated by [Health, Wellbeing and Safety \(HR\)](#) upon receipt of clearance certificates to reflect the asbestos removal work that was undertaken. The Asbestos Register will also be updated upon receipt of inspection reports undertaken as part of a Division 6 audit.

6.11 Disposal of ACM

The disposal and transport of asbestos waste following removal, or any loose [ACM](#) debris, must be conducted by a licensed asbestos removalist.

7. Responsibility for Implementation

The responsibilities with respect to asbestos management are:

Area	Responsibilities
Infrastructure and Project Group (IPG)	<ul style="list-style-type: none">Request the Asbestos Register for all Deakin University occupied leased properties, when required and forward to Health, Wellbeing and Safety (HR)Develop, implement and maintain a long-term plan for asbestos abatement for the UniversityEnsure that a comprehensive audit of a building (Division 6 audit) is undertaken prior to any demolition, or major refurbishment, work being undertakenWhere ACM is suspected in IPG controlled assets arrange identification of the material and provide reports to Health, Wellbeing and Safety (HR)Provide staff to accompany auditors in carrying out the audit and provide safe access to areas under their control.Ensure that all buildings that contain asbestos are identified and labelled (as advised by the auditor)Ensure that due diligence is undertaken prior to the procurement of assets to ensure, as far as practicable, that the asset does not contain asbestos.

Area	Responsibilities
Health, Wellbeing and Safety (HR)	<ul style="list-style-type: none"> • Arrange the identification of ACM within Deakin University controlled assets (not managed by IPG) • Hold and maintain the Deakin University Asbestos Register • Guide stakeholders with regard to asbestos related matters/risk • Develop and provide awareness training with regard to asbestos and this Standard • Assist with asbestos incident investigations and emergency response
Areas that carry out works on University buildings and grounds	<ul style="list-style-type: none"> • Ensure all contractors are informed of Deakin University's expectations for the management of asbestos during Contractor Induction • Ensure all contractors engaged for maintenance/ repair/ refurbishment work to Deakin University buildings and plant are provided with the relevant aspects of the Asbestos Register • When necessary, engage competent/suitably qualified persons to undertake specialised asbestos related work
All Faculties, Portfolios and Institutes	<ul style="list-style-type: none"> • Ensure that due diligence is undertaken prior to the procurement of assets to ensure, as far as practicable, that the asset does not contain asbestos • Ensure that all equipment under the area's control that contains asbestos is identified and labelled as advised by the auditor
Staff	<ul style="list-style-type: none"> • Comply with this procedure • Report hazards/incidents related to ACM • Undertake training as required
Contractors	<p>For works involving maintenance/ repair/ refurbishment/ demolition of Deakin University buildings, grounds or plant:</p> <ul style="list-style-type: none"> • Comply with relevant aspects of this procedure • Request access to the Asbestos Register • Report hazards/incidents relating to ACM to Deakin University contact

8. Records

All records pertaining to asbestos management and reporting must be retained. Health and air monitoring reports must be kept as confidential records for at least 30 years after the record is created and identified as a formal record.

Record	Retention Period
Asbestos Register	Indefinitely
Clearance Certificates	Indefinitely
Consultant reports and Risk Assessments	Indefinitely
Health surveillance reports including results, notifications and reasons for initiating health surveillance	Indefinitely
Monitoring and Analysis Reports	Indefinitely
Division 5 and 6 Audit Reports	Indefinitely
Asbestos Control Plans	Indefinitely
Waste transport and disposal records	Indefinitely
Training records	Indefinitely

9. Definitions

ACM: Asbestos containing material. Any medium that contains asbestos. ACMs may be friable or non-friable.

Asbestiform: Fibres that are of high tensile strength, flexible, long, and thin crystals that readily separate.

Asbestiform fibres fall within specific length and width parameters and length to width ratio.

Asbestos: The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite, or amosite (brown), anthophyllite, chrysotile (white), crocidolite (blue) and tremolite asbestos.

Asbestos Licence Holder – A person licenced to remove and dispose of asbestos

Asbestos Register – A written register recording the asbestos containing materials within a workplace

Airborne Asbestos: Asbestos fibres that typically have been released from the parent material and are suspended in the air. For assessment of risk to health, only airborne fibres of respirable size are assessed.

Competent Person – A person who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly and safely carry out a task

Friable Asbestos: ACM that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry.

Nata-Accredited Laboratory: Testing laboratory accredited by the National Association of Testing Authorities (NATA) Australia.

Non-Friable Asbestos: Material containing asbestos that is not friable, including material containing asbestos fibres reinforced with a bonding compound such as asbestos cement.

Project Manager: Deakin University staff member responsible for a project or body of work, including maintenance work

Qualified Contractor – A Contractor with the appropriate qualification, registration (and/or Licence) to undertake the works required

Respirable Asbestos: Fibres longer than 5 µm, width less than 3 µm and with an aspect ratio of not less than 3 to 1.

10. References, Standards and Related Documents

- Compliance code '[managing asbestos in workplaces](#)' (2018) Victoria
- Compliance code '[removing asbestos in workplaces](#)' (2018) Victoria
- Deakin University Asbestos Information Sheet
- Deakin University Asbestos Labelling information Sheet

DOCUMENT HISTORY	
Name of procedure	<i>Asbestos Management Standard (Instruction)</i>
Overarching policy	<i>Health Wellbeing and Safety policy</i>
OHS Manual	<i>Chemical and Materials Safety</i>
Original Date	<i>26 September 2019</i>
Review History	
Author	<i>Michael O'Donoghue</i>

Attachment 1 Classification System

Hazard Status Level	Status
1	Yes - confirmed by testing of the material
2	Yes (assumed positive by testing of similar materials)
3	Suspected (An area/item that is inaccessible and is considered likely to contain asbestos)
4	Unknown (An area/item that is impossible to determine the likelihood of asbestos materials or otherwise)
5	Suspect - removed (but remnants possible)
6	No (assumed negative by testing of similar materials)
7	No - confirmed by testing
8	No – removed

Asbestos state	Definition
Friable	When dry: a may be crumbled, pulverized or reduced by hand pressure; or b as a result of a work process becomes such that it may be crumbled, pulverized or reduced to powder by hand pressure.
Non-Friable	Non-friable asbestos is asbestos where the fibres cannot easily be made air-borne. An asbestos release will not result simply from touching non-friable asbestos such as a floor tile. Non-friable asbestos must be beaten or broken (such as floor tile), cut or sawed (as in sheet linoleum), or sanded (as in the mastic (glue) under flooring).

Condition Descriptor	Guideline For Selection
Good	Asbestos cement products in good condition with all exposed surfaces either painted or in almost new condition.
Fair	Friable asbestos containing materials or bonded asbestos containing materials other than asbestos cement products in good condition. Asbestos cement products in a fair to good condition but with surfaces exposed to deterioration by weathering.
Poor	Asbestos containing materials in an unstable condition or that are likely to be damaged in the short term.
Unknown	The condition of the asbestos-containing material is unknown because the area/item was not assessed. For example the area could not be accessed.

Damage Potential	Guideline For Selection (examples)
High (frequent or damaging contact likely)	Mobile plant operating in an area with unprotected asbestos cement sheeting. Use of asbestos sheet where it is exposed to wear and tear
Moderate (contact likely or where exposed to ongoing weathering)	Asbestos sheeting walls in an area predominately used for office space and activities. Asbestos cement sheeting roof exposed to the weather including high winds.
Low (contact unlikely)	Asbestos materials located in restricted access areas, such as plant rooms.
Very low	Asbestos materials located in a sealed or protected cover

Access Descriptor	Guideline For Selection
Unrestricted access	Areas that can be generally accessed by staff, students, public and others.
Restricted access	Areas that can only be accessed by authorised personnel and are controlled through electronic access control, keys, locks etc.
Not accessible	Areas that cannot be accessed under normal conditions. For example high ceilings and wall cavities.