



**ACT Health**

# Asbestos: Management Policy

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# Policy Statement

ACT Health Directorate's (ACTHD) objective is for all ACTHD infrastructure buildings to be free of asbestos-containing materials (ACM). ACTHD is committed to managing and controlling asbestos to safeguard the health and well-being of staff, contractors, service providers and the community by following the:

- *Work Health and Safety Act 2011*
- Work Health and Safety Regulations 2011
- ACTHD Asbestos Management Plan (ACTHD AMP)
- Enterprise Risk Management Framework (ERM)

## Scope

This policy applies to all ACTHD staff, Contractors and Non-Government Organisations (NGOs) who occupy an ACTHD infrastructure building. For buildings not owned by ACTHD but occupied by ACTHD staff, it is the building owner's responsibility (e.g., the landlord) to manage and control ACM.

Note: In this document, ACM is taken to include asbestos in all its forms as described in the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011

## Roles and Responsibilities

Position	Responsibility
Executive Group Manager - Infrastructure, Communication and Engagement Division	Ensure the implementation of the ACTHD AMP. Provide resources to meet the requirements of the ACTHD AMP.
Executive Branch Manager - Strategic Infrastructure and Senior Director – Infrastructure Client Services Team	Approve the engagement of licensed asbestos assessors to undertake asbestos surveys, removal, and inspections. Manage the Asbestos Register. Request a review of the Asbestos Register every 5 years, or where there is evidence to suggest that it is no longer accurate. Ensure the Asbestos Register is updated following asbestos inspections and risk assessments and after receipt of asbestos clearance certificates.
Senior Director – Infrastructure Client Services Team	Coordinate and arrange ACM inspections (that us a risk assessment review) when: <ul style="list-style-type: none"><li>• specified in an Asbestos Risk Assessment (e.g., the review date specified in a previous risk assessment).</li></ul>

- there is significant change in premises (for example a building refurbishment or renovation where ACM may be present).

Upon being notified of an accidental disturbance of ACM, notify the Executive Branch Manager, Strategic Infrastructure and the Assistant Director, Work Health Safety in People Strategy and Culture Branch.

Upon being notified of ACM Air Monitoring results, notify the Executive Branch Manager, Strategic Infrastructure and the Assistant Director, Work Health Safety in People Strategy and Culture Branch.

Implement measures to control the risks associated with the presence of ACM.

ACTHD Staff	Advise all relevant workers and contractors to report to the Infrastructure Client Services Team prior to conducting any works that may involve the disturbance or ACM.
Infrastructure Client Services Team and Contractors & Subcontractors	<p>Prior to any work commencing that may involve the disturbance of ACM, check the asbestos register to:</p> <ul style="list-style-type: none"> <li>• confirm whether asbestos/ACM is present or presumed in the proposed area of work, and</li> <li>• ensure as far as is reasonably practicable that the location and the type of work proposed will not disturb any ACM in the vicinity of the works.</li> <li>• ensure that relevant workers, including tradespersons, project officers, maintenance staff. receive appropriate training or induction to enable them to safely conduct their duties when working in environments where they may be exposed to ACM.</li> <li>• request a review of the Asbestos Register, where there is evidence to suggest that it is no longer accurate.</li> <li>• communicate and consult with workers and others affected by planned removal/encapsulation of ACM prior to such work commencing.</li> <li>• all incidents involving accidental disturbance or discovery of ACM is reported to WorkSafe ACT verbally and using the WorkSafe ACT Notifiable Incident Report form available at <a href="mailto:worksafe@act.gov.au">worksafe@act.gov.au</a>.</li> <li>• all ACM incidents are reported as a WHS incident report (in the Riskman system).</li> <li>• communicate and consult workers following accidental disturbance or discovery of ACM.</li> <li>• all incidents involving accidental disturbance or discovery of ACM, removal of ACM or exposure controls of ACM, ensure ACM Air Monitoring is undertaken and results are provided Infrastructure Client Services Team.</li> </ul>

Contractors and Subcontractors

Consult with Strategic Infrastructure regarding ACTHD owned and leased facilities regarding inspections, risk assessments and all proposed refurbishments and demolition works involving ACM.

- complete ACTHD Induction process before commencement of work.
- maintain asbestos knowledge to the current Codes of Practice.
- provide current and appropriate licenses or certificates of competency.
- follow the ACTHD Asbestos Management Plan and comply with all ACTHD asbestos management policies, procedures, and instructions.
- in the event of an accidental disturbance or discovery of suspected ACM during works – immediately cease work, contain the area as best as possible and immediately report the issue to the Infrastructure Client Services Team.
- report concerns/faults relating to ACM to their supervisor and relevant ACTHD Staff.

Infrastructure Client Services Team

Undertake a 5 yearly (or earlier as necessary) review of the Asbestos Management Plan and Asbestos Register and make the necessary adjustments in conjunction with stakeholders to maintain compliance with ACT asbestos legislation.

- ensure to update the Asbestos Register within 5 working days of notification of relevant information in relation to ACM (e.g., risk assessment or removal of ACM).

## Evaluation

Outcome Measures	Method	Responsibility
Persons are not exposed to/contaminated by ACM, particularly airborne ACM.	<p>Undertake a 5-year audit of ACM management as part of the scheduled auditing arrangements to ensure compliance with legislation and codes of practice.</p> <p>Undertake a 5-year review of the asbestos register to determine progress in removal of ACM.</p>	Senior Director – Infrastructure Client Services.
ACM is managed in accordance with WHS legislative requirements and Codes of Practice.	All incidents involving accidental disturbance or discovery of ACM is reported to WorkSafe ACT verbally, and using the WorkSafe ACT Notifiable	Senior Director – Infrastructure Client Services, Infrastructure Client Services Team.

Incident Report form available at  
worksafe@act.gov.au

All ACM incidents are reported using  
RISKMAN.

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ACM is progressively removed  
from all ACTHD owned  
premises.

All incidents involving persons being  
exposed to/contaminated by ACM will  
be investigated in accordance with WHS  
Legislations.

Executive Group  
Manager -  
Infrastructure,  
Communication and  
engagement  
Division, Executive  
Branch Manager –  
Strategic  
Infrastructure,  
Senior Director –  
Infrastructure client  
Service team, and  
Work Health Safety  
Team.

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## References and Related Documents

### References

- ACTHD Work Health Safety Management System Policy
- ACTHD Asbestos Management Plan
- How to Safely Remove Asbestos Code of Practice, 2020
- How to Manage and Control Asbestos in the Workplace Code of Practice, 2020
- Safe Work Australia – Construction Work Code of Practice, 2018

### Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Dangerous Substances Act 2004
- Dangerous Substances (General) Regulation 2004
- Building Act 2004
- Environmental Protection Act 1997
- Substances Act 2004

## Definitions

Term	Definition
ACTHD	ACT Health Directorate
Asbestos	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including

	actinolite, amosite, anthophyllite, chrysotile, crocidolite, tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups
Asbestos Containing Material (ACM)	Any material or thing that, as part of its design, contains asbestos.
ACT Health Asbestos Management Plan (ACTHD AMP)	A document detailing the presence or otherwise of ACM in specific locations in a facility and containing the results (both positive and negative) of materials sampled and tested for the presence of asbestos.
Asbestos Register	A document detailing the presence or otherwise of ACM in specific locations in a facility and containing the results (both positive and negative) of materials sampled and tested for the presence of asbestos.
Facilities	Structures and plant.
Workers	ACTHD/ACT Government workers and contractors who perform work where accidental disturbance or discovery of ACM may occur. Responsibilities:  In the event of an accidental disturbance or discovery of suspected ACM during works - immediately cease work, contain the area as best as possible and immediately report the issue to the Responsible Person.
Independent Licensed asbestos assessor	A person who holds an asbestos assessor licence.
Licensed Class A Removalist	Can remove both bonded asbestos and friable asbestos. Class A asbestos removalist licensees can:  handle (include disturbing) asbestos in buildings; and remove and dispose of asbestos from buildings.
Licensed Class B Removalist	Can remove only bonded asbestos. Class B asbestos removalist licensees can:  Handle (include disturbing) only bonded asbestos in buildings; and remove and dispose of only bonded asbestos from buildings.

## Version Control

Version	Date	Comments
1.0	10 May 2023	Approved for publication

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