

Asbestos

WHS-WI-212

Applicability

SMS

Publication Requirement

Internal and External

Primary Source

Replaces previous version (WHS-WI-212, version 1.1)

Document Status

Version	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
2.0	8 March 2016	Corporate Work Health and Safety Coordinator	Corporate Work Health and Safety Manager	Executive General Manager Enterprise Services	Operational Safety and Environment Review Committee

Amendment Record

Amendment	Date Reviewed	Description of Amendment
2.0	8 March 2016	Updated with links to the ARTC Asbestos Register for buildings and structures Additional guidance provided including in the definition of competent person and in respect of labelling / signage and removal / disposal.

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1. Introduction

1.1 What is the purpose of this document?

The purpose of this work instruction is to provide information on how to manage risks associated with asbestos and asbestos containing material.

1.2 What is the scope?

This work instruction forms part of our [Safety Management System](#)

The document applies in respect of all buildings, land, plant, equipment and structures under the control of ARTC.

1.3 Who owns this document?

The Executive General Manager Enterprise Services owns this document. At the same time, we are all accountable to ensure that no-one is harmed at work or on our network.

1.4 What are our accountabilities?

If you are a Responsible Manager, you are accountable to:

- ensure this work instruction is implemented in respect of buildings, land, structures, and plant and equipment under your control
- where a competent person confirms asbestos to be present, or where asbestos is assumed to be present, ensure this is recorded in the Asbestos Register
- ensure that relevant managers and workers are aware of the Asbestos Register and requirements for work involving asbestos containing material

As a worker for ARTC, you are accountable to:

- speak to your ARTC Manager and/or the Responsible Manager if you believe you may have identified asbestos or asbestos containing material
- check the Asbestos Register and, where required, ensure risk controls are in place before working with or around asbestos containing materials
- if asbestos containing material is damaged, isolate the area and immediately notify your ARTC Manager and/or the Responsible Manager
- do not enter isolated sites or areas marked with “Danger” signs, unless a risk assessment by a Competent Person has been completed

1.5 Related Documents

Our [Work Health and Safety Procedure](#) is a parent document to this work instruction.

Our [Asbestos Register](#) lists where asbestos has been identified or assumed to be in buildings and structures.

This work instruction includes references to

- [The Commonwealth Work Health and Safety Act and Regulations](#)
- Work Health and Safety Codes of Practice, including “[How to Manage Asbestos in the Workplace](#)” and “[How to Safely Remove Asbestos](#)”.

1.6 What are the key terms and their definitions?

The following terms and acronyms are used within this document:

Term or acronym	Description
Asbestos Register	The Asbestos Register lists where asbestos has been identified or assumed to be in buildings and structures. Information may be held separately for land contamination, and plant and equipment.
Competent Person	<p>A person who has acquired through training, qualification or experience, the knowledge and skills to carry out a task.</p> <p>Please note that:</p> <ul style="list-style-type: none"> • only a Class A licensed asbestos removalist may remove friable asbestos, asbestos debris and contaminated soil • only a Class A or B licensed asbestos removalist may remove non-friable asbestos <p>Also, where air monitoring and clearance inspections are required:</p> <ul style="list-style-type: none"> • a licensed asbestos assessor not associated with the removalist may be used where the removalist is a Class A licensed asbestos removalist • a competent person not associated with the removalist may be used for other removal work <p>The Yellow Pages lists various asbestos services and is a helpful source of information.</p>
Responsible Manager	<p>ARTC Managers responsible for buildings, land, plant and equipment and/or structures, including:</p> <ul style="list-style-type: none"> • ARTC Managers and/or Nominated Site Managers in respect of nominated sites • ARTC Team Managers in respect of sections of the rail corridor that they manage • ARTC Property Managers in respect of assets that they manage, including sub-let premises.

2 Work Instruction

2.1 How are asbestos registers kept?

ARTC Property maintains an [Asbestos Register](#) which lists where asbestos is identified or assumed to be in buildings and structures. Information may be held separately for:

- land contamination – records of buried and/or naturally occurring asbestos may be held by the relevant Environmental Officer
- plant and equipment (including rolling stock) – a register may be held with the specific item of plant or equipment and/or with the relevant Plant Compliance Engineer

To check whether a record has been registered, check the Asbestos Register, speak to your ARTC Manager and/or ask the relevant Responsible Manager to assist.

If a record has not been registered, the Responsible Manager will decide whether to:

- isolate the area or material and arrange for a competent person to inspect it, or
- treat the material as if it does contain asbestos.

Responsible Managers must ensure where asbestos is confirmed to be present, or where asbestos is assumed to be present, that this is recorded in an Asbestos Register.

Responsible Managers must also ensure that relevant workers are aware of Asbestos Registers and any requirements for working with or around asbestos containing material.

A decision that a material or an area does not contain asbestos may also be included within the Asbestos Register, as this may help provide guidance at a later time.

2.2 How are Asbestos Management Reports and Plans kept?

Where asbestos is identified (or assumed to be present) the Responsible Manager will arrange for a competent person to assess the risk.

The competent person will document their findings in a report and/or management plan.

Responsible Managers will ensure that copies of reports and plans are accessible to relevant managers and workers.

Asbestos management reports and plans may set out:

- details about the asbestos and asbestos containing material covered by the plan
- decisions, and reasons for decisions, about how to manage the asbestos, which may include risk control measures and work method statements or procedures
- information on how workers that may need to work with the asbestos or materials may be consulted with, informed and/or trained (if required)
- confirmation as to whether approvals from an Environmental Protection Agency, other government consent authority and/or landowner are required
- any specific requirements for managing accidents, incidents or emergencies
- a timetable for review (note: this must be done at least once every five years)

Responsible Managers will approve the management actions that will be taken, based on the advice provided by a Competent Person.

Responsible Managers will ensure that Asbestos Registers include:

- broad risk categories for relevant assets, typically:
 - Category 1: Asbestos Removal Control Plan to be put in place
 - Category 2: re-inspection to be scheduled at least annually
 - Category 3: re-inspection to be scheduled at least every 5 years
 - Category 4: Asbestos presumed present until / unless inspection can confirm
 - Category 5: Asbestos previously removed, not detected, or not expected (such as where building constructed after December 2003)
- information on whether access controls and/or labelling / signage is in place
(note: if access controls or labelling / signage requirements are not in place, Responsible Managers will ensure required actions are taken as soon as possible)

2.3 Should asbestos be marked by labels and signs?

Responsible Managers will ensure that asbestos is marked by labels and signs where recommended by a Competent Person.

At some sites, it may be possible to warn people through registers and marked-up maps and diagrams if these are readily available and always checked before work begins.

Where there is a derelict structure or redundant infrastructure, a fence and a warning sign at the entrance is recommended (if practicable)

In most cases, labels and signs are the most practical means of warning.

As a guide, “danger” signs should be used to warn people to stay out of or away from an area if friable asbestos may be present there. “Warning” signs should be used where asbestos is non-friable and poses no immediate risk.

If in doubt about using labels or signs, ask a Competent Person for advice and include a copy of any advice with the relevant asbestos management reports and/or plans.

2.4 How often should asbestos containing material be inspected?

A Competent Person should be asked to inspect asbestos containing material as recorded on the Asbestos Register (and at least once every five years).

Visual inspections may also be completed as part of regular workplace inspections.

Inspections should include checks of labels and/or signs, and these should be replaced (or this should be arranged) if required.

Any person noticing an asbestos related issue should advise the Responsible Manager.

2.5 What if I plan to work, but do not know if a material contains asbestos?

If you plan to do work that may cause some material to be released in to the air, then

- check whether the material contains asbestos (see also section 2.1), or
- assume the material does contain asbestos.

2.6 Can I work with or remove asbestos containing material?

It may be possible to work with asbestos containing material in some cases, if there is no risk of asbestos becoming airborne and/or able to be breathed in during the work.

An activity that disturbs, removes or repairs asbestos containing material, however, will create a risk to health and so a Responsible Manager must:

- use a competent person to do the work
- ensure that the competent person assesses relevant risks before work starts
- ensure that any required risk controls are or will be put in place
- ensure that the Asbestos Register is updated, and that a record of any work carried out is kept with relevant asbestos management reports and/or plans.

Ask a competent person for advice if there is any doubt about what to do.

2.7 How may asbestos containing material be removed and disposed?

A Responsible Manager will:

- engage a Competent Person (a suitably licensed asbestos removalist) to review the Asbestos Register, prepare or finalise an asbestos removal control plan, and remove the asbestos in line with that plan
- ensure the Competent Person notifies Comcare of the work in writing at least five days before work commences
- (if the asbestos being removed is friable) arrange for another Competent Person (other than the removalist) to complete air monitoring and a clearance inspection, and to issue a clearance certificate before the site is returned to normal use
- ensure that the asbestos removalist provides a waste management facility disposal receipt that confirms that the asbestos was disposed of at a licensed landfill
- ensure that the Asbestos Register is updated, and that copies of the asbestos removal control plan, clearance certificate and disposal receipts are kept with relevant asbestos management reports and/or plans

The [Yellow Pages](#) includes lists of asbestos removal and other service providers.

2.8 What if I believe someone may have breathed asbestos fibres in?

If asbestos containing material is damaged, isolate the area and ask the Responsible Manager to arrange an assessment by a competent person.

If there is uncertainty as to whether exposure standards have been exceeded, a Responsible Manager may arrange for air monitoring by a competent person.

In the event that a worker was exposed to airborne asbestos containing material, ensure the incident is reported in line with the [reporting and investigation work instruction](#).

2.9 Where can I get more information?

For detailed guidance on asbestos, see the relevant Codes of Practice:

- [How to Manage and Control Asbestos in the Workplace](#)
- [How to Safely Remove Asbestos](#)

If you need help, speak to an ARTC Manager or relevant Responsible Manager.