



BAY OF PLENTY
DISTRICT HEALTH BOARD
H A U O R A A T O I

Facilities and Business Operations

Asbestos Management Plan

Bay of Plenty District Health Board Facilities,
Tauranga & Whakatane Hospitals

July 2019

Version 1.1

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1. BOPDHB Asbestos Health & Safety Policy

PURPOSE

The purpose of this Policy and the Asbestos Management Plan (AMP) is to ensure that the health and wellbeing of all staff, visitors, contractors and patients is protected in relation to the management of Asbestos on any Bay of Plenty District Health Board (BOPDHB) site.

SCOPE

This policy and AMP relates to all staff, workers, contractors, patients and Visitors who operate on any BOPDHB Site at which Asbestos Containing Material (ACM) has been identified.

The BOPDHB will make sure the following guidelines and standards are met

- The Roles & Responsibilities of specific individuals in relation to Asbestos Management is outlined under this AMP
- The BOPDHB so far as reasonably practicable will comply with all legal obligations, including:
 - a. Health and Safety at Work Act 2015
 - b. Health and Safety at Work (Asbestos) Regulations 2016
 - c. Management and Removal of Asbestos (Approved Code of Practice) 2016
 - d. Conducting Asbestos Surveys (Good Practice Guidelines) 2016
 - e. BOHS - IP04 – Air Monitoring, Clearance Inspections and Reoccupation Following the Removal of Asbestos
 - f. Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- The BOPDHB will effectively identify, manage and control identified ACM material on our sites under the recommendations set out in this AMP.
- The BOPDHB will ensure that staff and workers have the relevant information, training and supervision prior to work commencing in or around ACM whilst engaged by the BOPDHB.
- The BOPDHB will provide workers with the correct PPE and Permit to Work systems when working in or around Asbestos contaminated areas.
- The BOPDHB will ensure all staff, who as part of their work duties will work with Asbestos, undertake Medical Health Monitoring within twelve months of starting work as a baseline, and then every five years.
- The BOPDHB will make available the process for accurate reporting of incidents/accidents and emergency procedures in relation to the possible release of Airborne Asbestos Fibres.
- The Asbestos Register (AR) will be made readily available to all staff and workers and be updated as records permit.
- The Hazardous Substances Manager will annually review the AMP and continually update the Asbestos Register as part of their overall Management of Asbestos Containing Materials.

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The above policy signed by:

Signed:

Hazardous Substances Manager

Date:

Next Review Date:

Signed:

Facilities and Business Operations General Manager

Date:

Approval Date:

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2. Introduction

Asbestos was widely used as construction and insulation material in buildings until the late 1980s when bans on its manufacture and use were put in place. However, the use of asbestos was only completely prohibited pre 2000. As the bans were not absolute prior to 2000 and building materials may have been stockpiled, stored, or recycled and used, it is possible that asbestos may be present in buildings that were constructed after 2000 and possibly later.

Exposure to asbestos has been linked with respiratory illness as well as other diseases. The identification of the hazards associated with asbestos, the evaluation of the risk and the control strategies to protect BOPDHB stakeholders is covered under this plan. It also serves to address the statutory obligations in the management of asbestos, by providing a single point of reference for all related issues pertaining to BOPDHB facilities.

The BOPDHB has a moral and legal obligation and responsibility to protect the health and safety of its staff, contractors and visitors from the possible exposure to asbestos. This AMP identifies the objectives, scope, management, practices and procedures required to ensure that the BOPDHB moral and legal obligations are carried out effectively.

It provides staff, contractors and visitors to BOPDHB facilities and buildings with an outline of responsibilities and management procedures for dealing with asbestos products and materials. The AMP and its associated plans, instructions, registers, forms and procedures integrate and operate under the BOPDHB Health and Safety Management System (HSMS). Certain terminology and abbreviations are defined under Section 5.

Management of asbestos in BOPDHB is structured around four main levels:

1. **AMP** – this document provides the high level commitment and functions required to manage asbestos by providing directions for the organisation to follow and utilise for managing (ACM)
2. **Asbestos Register** – Facilities and Business Operations manage and maintain the Asbestos Register. This is a digital database that is readily accessible to staff and contractors. Reports on individual areas are readily available on request. The reports and registers contain the following information:
 - a. Site details including building, level and room (where applicable)
 - b. Details of any surveys undertaken and re-inspections required
 - c. Drawings and floor plans of areas surveyed and sampled (where applicable)
 - d. Locations where asbestos has been confirmed or suspected as well as areas that are confirmed as clear.
 - e. Material type (ACM) and/or asbestos type as well as condition and risk rating.
 - f. Recommendations i.e. removal or monitoring of ACM and actions taken.
 - g. Relevant documents such as laboratory results, clearance certificates and analysis certificates.
3. **Procedures** – the procedures relate to the processes required for working on or near asbestos
4. **Forms** - the Forms provide a process to gather evidence or information regarding the management of asbestos at BOPDHB sites.

For workplace PCBUs, identifying ACM in the workplace is the first step for managing asbestos exposure risks.

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The asbestos management process is listed below.

1. Identify asbestos and ACMs.
2. Assess risks from asbestos and ACMs and identify ways to eliminate and/or control them.
3. Develop an asbestos management plan.
4. Processes for accidents, incidents, emergencies.
5. Review asbestos management plan's effectiveness.

Identifying asbestos will help those people in the workplace who do not need to work in asbestos-containing areas to avoid exposure to asbestos. People working in these areas will know what to expect and what actions to take to keep safe.

3. Scope

This AMP is to be applied to all relevant BOPDHB owned facilities, premises and leased properties where the lease deems BOPDHB responsible for compliance with the Approved Code of Practice Management and Removal of Asbestos in the Workplace (ACOP) 2016.

This document identifies and defines how BOPDHB will manage the ACM at its facilities and also addresses the BOPDHB's legal obligation under the Health and Safety at Work Act 2015 and Health and Safety (Asbestos) Regulations 2016, as it relates specifically to the presence of asbestos on BOPDHB owned properties.

The AMP is a working document designed to effectively manage and minimise asbestos-related health risks to personnel working on or visiting BOPDHB sites, as well as any other person that may be affected as a result of work undertaken by BOPDHB.

3.1 Plan Review

This AMP will be reviewed every 12 months. It will be based on statutory requirements, industry best practice or when either new information needs to be included, or existing information needs to be modified.

These reviews will critically assess all asbestos management processes and safe work methods and their effectiveness in:

- Identifying the presence of ACM.
- Preventing exposure to airborne asbestos fibers.
- Controlling of maintenance workers and contractors.
- Maintaining the accuracy of the asbestos database and associated registers.
- Highlighting the need for action to maintain or remove ACM.
- Raising awareness and the provision of training among all workers .

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4. Asbestos Surveys

The purpose of identifying asbestos within the workplace is to prevent, or if this is not reasonably practicable, minimise exposure for workers and other people on the premises. To achieve this, the BOPDHB needs information about whether asbestos is, or is likely to be, present within the buildings or surrounding areas.

Over the years many reports have been commissioned and collected, the consistency and value of some of these reports is questionable, and to that end the BOPDHB from 2019 will endeavor to re survey all BOPDHB controlled buildings by 2021 to ensure the reports are compliant with the most recent legislation.

All surveys will be completed by an independent licensed and approved contractor to ensure a high and independent standard is maintained.

An approved risk assessment will be completed prior to the survey being conducted. A BOPDHB JSA reviewed with a signed Work Approval or an approved equivalent.

An approved BOPDHB template of survey report will be used in every instance to maintain consistency of reports.

All surveys will be conducted through the BOPDHB AlphaTracker software to reduce the potential for errors and enable fast and up to date recording of information.

The surveys will be made available to any persons requiring access to or conducting work in or around the areas where ACM is present. They will also form the basis for the asbestos register.

In the event that demolition or refurbishment works are to be carried out in areas previously not inspected for the presence of asbestos, or even in areas that have been surveyed but not to an invasive level, a demolition or refurbishment survey will be undertaken prior to the commencement of the planned demolition/refurbishment works.

4.1 Samples for assessment

Where samples are required for the completion of surveys, the contractor surveyor will send the samples to an approved IANZ laboratory that will be specified or agreed to by the BOPDHB. The cost of the sampling will be charged directly to the BOPDHB from the laboratory.

Where samples are collected by BOPDHB staff, they will follow the process detailed in the document –Conducting Asbestos Surveys 2016, good practice guidelines, Section 7.4.

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5. Definitions

Word/Acronym	Definition
Accredited Laboratory	A testing laboratory accredited by the International Accreditation New Zealand, (IANZ) or a similar accreditation authority, or otherwise granted recognition by IANZ, either solely or in conjunction with one or more other persons.
Air Monitoring	Airborne asbestos fiber sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring. Clearance monitoring and reassurance monitoring.
Airborne Asbestos Fibres	Means any fibers of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibers, only respirable asbestos fibers (those fibers less than 3 µm wide, more than 5 µm long and with a length to width ratio of more than 3 to 1) are counted.
ACD	Asbestos Contaminated Dust
ACM	Asbestos Containing Material - any material, object, product or debris that contains asbestos.
ACOP	Approved Code Of Practice.
AlphaTracker	A software system used by the BOPDHB to collect and stores reports and the asbestos register. It is also used by contracted surveyors to input their data.
AMP	Asbestos Management Plan.
AR	Asbestos Register
Asbestos	Means the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Licensed Asbestos Removalist	Means a Licensed and competent person who performs asbestos removal work. Note: An asbestos removal license is required for the removal of both friable & bonded ACM.
Asbestos Removal Control Plan (ARCP)	Means a document which identifies the control measures which will be implemented to ensure workers and other persons are not at risk when asbestos removal work is being conducted.
Asbestos Removal Work	Means the removal of ACM.
Asbestos Waste	Means all removed ACM and disposable items used during the asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning.
Asbestos Work Area	Means the immediate area in which work on ACM is taking place. The boundaries of the work area must be determined by a risk assessment.

Word/Acronym	Definition
AS/NZS	Australian Standard/New Zealand Standard.
Bonded Asbestos	Means ACM containing a bonding compound reinforced with asbestos fibers, e.g. Asbestos cement pipes and flat or corrugated asbestos cement sheets consist of sand and cement reinforced with asbestos fibers. For removal of bonded asbestos the person must have a B Class license or work under the supervision of a business that has an A Class license and has a supervisor on site that is deemed a competent person for asbestos removal work. All persons will need to follow the BOPDHB Facilities and Business Operations H&S management system for removal.
Clearance Inspection	Means an inspection, carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust swab sampling. <u>Note:</u> A clearance inspection should only be carried out when the asbestos work area is dry.
Clearance Monitoring	Means air monitoring using static or positional samples to measure the level of airborne asbestos fibers in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibers is measured as being below 0.01 fibers/ml.
Competent Person for Friable asbestos removal	A person who is competent under the regulations 2016 (Requirements for a competent person to supervise work to remove friable asbestos containing material).
Competent Person for Clearance Inspections (Independent Assessor)	Means a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work. Holding Worksafe NZ registration.
Control Monitoring	Means air monitoring, using static or positional to measure the level of airborne asbestos fibers in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures, and should not be used for that purpose. <u>Note:</u> Static or positional samples is taken at fixed locations which are usually between one and two metres above floor level.
FBO	Facilities and Business Operations.
FBO H&S Advisor	Facilities and Business Operations Health and Safety Advisor (Construction & Health and Safety Compliance Advisor).
FM	Facilities Managers.

Word/Acronym	Definition
Friable Asbestos	Means asbestos-containing material which, when dry, is or may become crumbled, pulverized or reduced to powder by hand pressure. The removal of friable asbestos can only be done by a business that has an A Class license and has a supervisor on site that is deemed a competent person for asbestos removal work. All persons will need to follow a WMS for removal.
H&S	Health & Safety.
H&SC	Health & Safety Committee.
H&SMS	Health & Safety Management System.
H&SR	Health & Safety Representative.
Health Monitoring	Means monitoring the person to identify changes in the person's health status because of exposure to particular substances. Health monitoring includes biological monitoring and medical assessments, but does not include atmospheric monitoring.
HEPA Vacuum Cleaner H Class	Means a vacuum cleaner that is fitted with a High Efficiency Particulate Air (HEPA) Filter which complies with AS 4260-1997 High efficiency particulate air (HEPA) filters – Classification, construction and performance. A domestic vacuum cleaner is not suitable for use with asbestos.
HSM	Hazardous Substances Manager.
IMS	Integrated Management System.
In situ	Means fixed or installed in its original position, not having been moved.
Inaccessible area	Means areas which cannot be accessed.
Job Safety Analysis (JSA)	A procedure which helps integrate accepted health and safety principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job.
P.C.	Principal Contractor.
PCBU	Person Conducting a Business or Undertaking.
Permit to Work	A formal written authority to operate a planned procedure, which is designed to protect personnel working in hazardous areas or activities. Authority for a safe system of work.
Personal Protective Equipment (PPE)	Means equipment and clothing that is used or worn by an individual person to protect them against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear.

Word/Acronym	Definition
Person with control	<p>Means, in relation to premises, a person who has control of premises used as a workplace. The person with control may be:</p> <ul style="list-style-type: none"> • the owner of the premises • a person who has, under any control or lease, an obligation to maintain or repair the premises • a person who is occupying the premises • a person who is able to make decisions about work undertaken at the premises • An employer at the premise
Risk	<p>Means the likelihood of a hazard causing harm to a person. Note: In this Asbestos Management Plan, risk relates to illness or disease arising from exposure to Airborne Asbestos Fibres.</p>
RPE	Respiratory Protective Equipment
RA	Risk Assessment.
Site Building	<p>Includes the associated buildings, workplaces, facilities, plant etc. within a business address or property e.g. Whakatane Garaway St. Includes, but not limited to:</p> <ul style="list-style-type: none"> • a building, construction, wall, mast, tower, pylon, structural cable or telecommunications structure • underground works (including shafts and tunnels), pipe, pipeline, river works, earthworks or earth retaining construction or other construction designed to preserve or alter a natural feature; or line, dock or harbour, water storage or supply system (including a constructed lagoon) • sewerage or drainage system, electricity or gas generation facility, transmission or distribution facility • gasholder, park or recreation ground (including, for example, a playing field or swimming pool) • production, storage or distribution facilities for heavy industries • fixed plant.
Synthetic Mineral Fibre (SMF)	<p>Is a general term used to describe a number of fibrous materials made from glass, rock, alumina and silica (also known as Man Made Mineral Fibres – MMMF's). SMF's have been widely used as alternatives to asbestos in insulation and fire-rating products and as reinforcement in cement, plaster and plastic materials.</p> <p>SMF products are used extensively in commercial and residential buildings for insulation from temperature and sound. Short-term exposure can cause skin and eye irritation to humans. Upper respiratory tract irritation is likely during exposure to very high concentrations of SMF in the air.</p>
Workplace	<p>Is any place where work is, or is to be, performed by a worker; or a person conducting a business or undertaking.</p>

6. Roles & Responsibilities

BOPDHB has an overall responsibility to:

- Develop and implement and maintain an AMP
- Assess all BOPDHB premises for the potential presence of ACM
- Develop and maintain a register of the identified or suspected ACM, including details on its location, accessibility, condition, risk assessments and control measures
- Assess the condition of ACM that are found and the associated risks
- Develop measures to remove or manage the ACM to minimise the risks and prevent exposure to asbestos
- Ensure the control measures are implemented and are maintained as long as the ACM remain in the workplace.

6.1 Executive Management Team

- To ensure the effective implementation of this AMP
- To allocate sufficient resources to enable this AMP to be adhered to
- To monitor the overall effectiveness of the AMP

6.2 Hazardous Substances Manager (HSM)

- To maintain this AMP, and inform Executive Management when changes occur.
- To manage the contracting of survey and removal projects.
- To manage the application of the asbestos budget.
- Ensure that the Asbestos Database (surveys and register) is maintained for all known sites where ACM has been identified, and the information is kept up to date.
- Ensure this AMP is available to all personnel including contractors, and undertake reviews of the AMP as required.
- Audit relevant sites for the management of asbestos and the AMP.
- To assist Facilities Managers to ensure Permit to Work Procedures are followed and used as part of the maintenance work conducted by BOPDHB staff and contractors.
- Implement and maintain appropriate controls for the removal or control of exposure to ACM fibres.
- To facilitate Asbestos Awareness Training for Facilities and Business Operations staff that may have to work in close proximity or directly where ACM material has been identified in the AR.
- To ensure that contractors who provide services to FBO have completed asbestos awareness training as a minimum if their works involve asbestos related works.
- To ensure that the BOPDHB Occupational Health Nurses are complying with the health monitoring requirements by ensuring records are current and reviewed at least once every five years.
- The HSM has overall control of the AMP and its procedures. As part of the annual review, the HSM will consult with the FBO H&S Advisor and GM of Facilities and Business Operations for any relevant updates and amendments as processes and new legislation dictates. FBO H&S Advisor will act as back up in HSM absence.
- Ensure that the AMP requirements are communicated to relevant parties, and adherence to the AMP is maintained.

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6.3 FM Managers

- Will support HSM with all aspects of the AMP where practical. Ensure that personnel, including contractors, suppliers, visitors and the public are informed and/or made aware of ACM at specific sites.
- Ensure all personnel who work on or near ACM have been trained on the relevant asbestos procedures. The JSA and work approval process must form part of this procedure.
- Notify the HSM Manager of any asbestos related incidents.
- Report any changes to ACM to the HSM Manager.
- Report anyone potentially affected by ACM to the FBO H&S Advisor.
- Responsible for signing JSA for asbestos related work.

6.4 Workers and Contractors

- To comply with the requirements of this AMP.
- To follow procedural requirements and wear the identified PPE when working with ACM or as directed.
- To ensure they have completed Asbestos Awareness Training if relevant to their job descriptions.
- Not to put themselves or any other person at risk by the use of inappropriate behaviour and Work Practices. I.e. disturbing ceiling tiles or installing fixtures and fittings to walls or ceilings prior to checking the asbestos register.
- To notify the HSM of any incidents associated with ACM that may expose persons to Airborne Asbestos Particles.
- To ensure Health Monitoring has been completed at least once every five years.
- Notify HSM of any suspect materials on BOPDHB properties in order to undertake sampling and testing.
- Required to check asbestos register.

6.5 Visitors

- To follow instructions given by Facilities and Business Operations Team in relation to ACM.
- Report any asbestos related incidents to the HSM (Hazardous Substances Manager).
- Not to enter ANY area where Asbestos Signage is installed without a Work Approval in consultation with the HSM.

6.6 FBO H&S Advisor

- Regularly audit asbestos related work undertaken in-house by FBO workers (staff) and contractors.
- Report audit findings to HSM, GM Facilities and Business Operations and HS Committee.

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6.7 Major Projects

6.7.1 Planning Phase

HSM should be involved in the planning phase of all major projects to identify possible asbestos issues and plan for the identification and removal or management of products prior to works start.

6.7.2 Roles and Responsibilities

Project Manager

- To engage HSM early in the planning process to allow enough time to understand the proposed nature of the project and possible impacts to existing structures

HSM

- To check through the register of the identified building/structure and read through relevant reports.
- From this analysis produce a statement to provide clear instruction for the safe work method in regards to asbestos risk.
- If there is not enough information, then initiate a survey suitable for the proposed works.
- Provide guidance during planning phase meetings on levels of risk and acceptable control measures required.

7. Process

The following section provides an overview of how BOPDHB manages the ACM identified at its facilities.

7.1 Risk Overview

Asbestos within a building represents a health risk to people only when the asbestos fibers are airborne, and are subsequently inhaled. The risk to health increases as the number of fibers inhaled increases, that is, the health risk is related to the dose, or level of exposure.

Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents a negligible asbestos-related health risk.

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates potential for harm, while 'risk' refers to the probability of that harm becoming real. For example, the presence of asbestos in a building is a hazard, but while that asbestos remains in sound condition and does not release fibers into the air, the risk is negligible.

7.2 Process for Managing Asbestos in Soil

If Asbestos is discovered in the soil at either BOPDHB site, please refer to the 'BRANZ NZ Guidelines for Assessing and Managing Asbestos in Soil' publication for further advice.

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7.3 Asbestos Registers

A register is required for all sites where ACM exists or is suspected to exist. The register contains information that is relevant to managing ACM and is essential to all people that work at the site including contractors and others.

The register contains information on:

- The date(s) on which the inspection/identification of ACM was made and details on the competent person(s) who carried out the inspection/identification
- Details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white)
- Details on any material presumed to contain asbestos
- Any inaccessible areas that are likely to contain ACM
- The results of any analysis to confirm a material is or is not an ACM
- Risk assessments of the ACM
- The controls recommended for the ACM
- Any work carried out on the ACM including; the company or persons involved, the date and scope of the work undertaken and details on clearance certificates.

7.3.1 Alpha Tracker

- The BOPDHB utilises a software system called Alpha Tracker to store all historic surveys, reports, certificates and lab results. The system is also used by surveying contractors to upload the data from the conducted surveys.
- From the uploaded documents and inputted data the asbestos register is created. The register is online and always has the most current data.
- All FBO staff will have access to AlphaTracker through a login. The HSM will be responsible for the training of the use of AlphaTracker
- Contractors will have access to the asbestos register through either their BPDHB contact, or by utilising the QR codes located throughout the hospital (QR coding is yet to be implemented)

7.4 Changes and Maintenance to the Register

To keep the register maintained and up to date, changes that occur that may affect the register need to be included, such as reviews or removal of ACM from an area. The following are examples of where changes need to be included and/or updated:

- Dates of damage, removal and reviews
- Change in risk levels because of damage or removal
- Change in controls as management decision
- New samples taken and their outcomes
- New areas located where ACM exists or is suspected to exist
- New structures within a site that have been found or purchased.

These changes need to be included within AlphaTracker. It is the duty of the HSM to make any changes and amendments to the Asbestos register. Once completed, the HSM will email a notification of the update and link of the register to the person in charge of the site.

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7.5 Asbestos Register Reviews

The Asbestos Register will be reviewed annually by the HSM and relevant persons in charge of the site. Reviews will also be required when any of the following occur:

- There is evidence that the risk assessment is no longer valid
- There is evidence that any control measures are not effective
- A significant change is proposed for the workplace or for work practices or procedures relevant to the risk assessment
- There is a change in the condition of the ACM
- The ACM has changed (been removed, enclosed or sealed).

The review process will be undertaken through both a visual inspection of identified ACM, and table top review of the register. The review process must, as a minimum, assess:

- Removals recorded/removed and not recorded e.g. removed after last register issued
- Risk levels – change of risk levels e.g. there is further deterioration or damage, old switchboards opened (e.g. needs to change from low to medium risk)
- Recommendations/Controls – e.g. may need to remove, dispose, remove on next service, signs needed etc.).

7.6 Communication & Consultation

This AMP is to be reviewed by the HSM in conjunction with the FBO H&S Advisor, FM Managers and GM for Facilities and Business Operations. This process will ensure all key personnel involved with any ACM on DHB sites have direct participation in the assessment of current procedures and policies. The AMP is reviewed annually. If significant changes are made they will be tabled at the next available H&S meeting for review and noting.

The following avenues of communication will also be made available for information regarding ACM:

- Workers and contractors to consult with their respective FM Managers about any Asbestos issues arising from their daily duties.
- As part of the Workers Induction performed by the FBO H&S Advisor, information about ACM onsite will be on a generic nature.
- During the Site Specific Induction the FBO H&S Advisor will emphasize to participants that they will require further Asbestos Awareness Training if as part of their job description they need to work in or around ACM. If they are contractors it is the responsibility of the contractors' workplace to provide this training.
- FM Managers to discuss any Asbestos issues with the HSM.
- The HSM to discuss any Asbestos issues with the FBO H&S Advisor then the GM of Facilities and Business Operations.
- When conditions of ACM change, personnel working on the site will be notified through toolbox or pre-start meetings, and any specific conditions in place.
- When ACM is being removed, personnel will be notified of the timing and conditions to eliminate exposure to asbestos fibres.

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8. Management Options & Controls for ACM

Where identification of asbestos in buildings has been found, the preferred management option is to be the recommendation of the competent person conducting the asbestos survey. The appropriate controls are to be listed in the register and action taken to minimise the risk.

The hierarchy of control must be followed when managing ACM in buildings:

- 1) Elimination/removal (most preferred)
- 2) Isolation/enclosure/sealing
- 3) Engineering controls
- 4) Safe Work Practices (administrative controls)
- 5) Personal Protective Equipment (PPE) (least preferred).

8.1 Asbestos Management Options

The control of asbestos hazards must consider the nature and condition of the material and the potential for exposure. After this is determined, the following control strategies may be applied.

There are four control options to take in order to reduce the risk associated with the ACM:

- Removal
- Encapsulation or sealing
- Enclosure
- Deferred

The table on the next page provides guidance around the rationale for each control method.

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ASBESTOS MANAGEMENT PLAN

Method of Control	Description	Appropriate When	Not Appropriate When	Advantages	Disadvantages
Removal	<p>Removal of asbestos must be performed under certain controlled conditions, depending on the type of ACM to be removed.</p> <p>Where demolition or refurbishment works are to occur, and this work is likely to impact on ACM, the ACM must be removed under controlled conditions prior to the commencement of any site works.</p>	<p>Surface friable or asbestos poorly bonded to substrata</p> <p>Asbestos is severely damaged or liable to further damage or deterioration</p> <p>Located in HVAC ducting/systems</p> <p>Airborne asbestos monitoring results exceed recommended exposure standard.</p> <p>Other control techniques inappropriate.</p>	<p>Located in complex or inaccessible areas</p> <p>Removal extremely difficult and other techniques offer satisfactory alternative.</p>	<p>Hazard removed and no further action required</p> <p>Cost-effective long term option.</p>	<p>Increases immediate risk of exposure especially to removal workers</p> <p>Creates major disturbance in building</p> <p>Highest cost, most complex & time consuming method</p> <p>Removal may increase fire risk within building; substitute required</p> <p>Possible contamination of structure and increase in airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled.</p>

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ASBESTOS MANAGEMENT PLAN

Method of Control	Description	Appropriate When	Not Appropriate When	Advantages	Disadvantages
Encapsulate or Seal	Coating of the outer surface of the ACM by the application of some form of sealant compound that usually penetrates to the substrate and hardens the material making it impermeable to asbestos. Helps protect the ACM from mechanical damage, and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment, and increase the length of serviceability of the material.	<ul style="list-style-type: none"> Removal difficult or not feasible Firm bond to substrata. Damage unlikely Short life structure Readily visible for regular assessment. 	<ul style="list-style-type: none"> Asbestos deteriorating Application of sealant may cause damage to material Water damage likely Large areas of damaged asbestos. 	<ul style="list-style-type: none"> Quick and economical for repairs to damaged areas May be adequate technique to control release of asbestos dust. 	<ul style="list-style-type: none"> Hazard remains Cost for large areas may be near removal cost Eventual removal may be more difficult and costly.
Enclosure	Enclosure involves installing a barrier between the ACM and adjacent areas where it is effective in inhibiting further mechanical damage to the asbestos. The type of barrier installed may include plywood or sheet metal products constructed as a boxing around the asbestos.	<ul style="list-style-type: none"> Removal extremely difficult Fibres can be completely contained within enclosure Most of surface already inaccessible Disturbance to or entry into enclosed area not likely. 	<ul style="list-style-type: none"> Enclosure itself liable to damage Water damage likely Asbestos material cannot be fully enclosed. 	<ul style="list-style-type: none"> May minimise disturbance to occupants. Provides an adequate method of control for some situations. Cost effective. 	<ul style="list-style-type: none"> Asbestos is still in place and will have to be dealt with at a later stage

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ASBESTOS MANAGEMENT PLAN

Method of Control	Description	Appropriate When	Not Appropriate When	Advantages	Disadvantages
Defer and manage in place	<p>The identification of ACM in a building does not automatically necessitate its immediate removal.</p> <p>Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ.</p> <p>The ACM will need to be inspected on a regular basis (as part of monthly Supervisor inspections and at 12 months to update the register) to ensure its integrity is maintained.</p>	<ul style="list-style-type: none"> • No risk of exposure • Asbestos inaccessible and fully contained • Asbestos stable and not liable to damage. 	<ul style="list-style-type: none"> • Possibility of deterioration or damage • Airborne asbestos monitoring results exceed recommended exposure standard. 	<ul style="list-style-type: none"> • No initial cost • Cost of removal deferred. 	<ul style="list-style-type: none"> • Need to be vigilant to ensure integrity of ACM does not pose a risk. • Relies upon administration measures to manage.

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8.2 Sampling Process to Identify Asbestos

In all cases where asbestos samples are collected for analysis, the process detailed in the document –Conducting Asbestos Surveys 2016, good practice guidelines, Section 7.4.

8.2.1 Contractors

When a contractor is engaged to conduct a survey and/or collect samples as part of their works, they must collect, bag and label the sample in accordance with correct chain of custody procedures.

Once the sample has been bagged and addressed to the approved laboratory for analysis, the strong recommendation is to leave the courier bag with the BOPDHB for courier collection. If the surveyor is unwilling to do this, then the sample must arrive at the approved laboratory in the same time frame or quicker than that which the BOPDHB can provide.

8.2.2 Internal Staff

Where internal staff are required to conduct sampling for asbestos analysis they must follow the BOPDHB process for collecting asbestos samples, Appendix G Perform asbestos related works, and Appendix I BOPDHB Asbestos sampling Job Safety Analysis.

Once the sample is collected, it is then sent to our approved laboratory with the appropriate chain of custody form, contact the HSM for the most up to date versions of these.

8.3 Management of In Situ Asbestos

In situ asbestos refers to leave as-is, Encapsulation or Enclosure. The management of in situ asbestos is important to ensure ACM is not damaged or deteriorated to such an extent that BOPDHB staff, external contractors, visitors or members of the public are unnecessarily exposed to airborne asbestos fibres.

The requirements of the FBO Workers induction, JSA and permit to work system will aid in the management of in situ ACM. It is also the policy of BOPDHB to incorporate asbestos issues into building works contracts, designed to ensure any asbestos on, or in BOPDHB sites is dealt with in the appropriate manner.

As part of the FBO Induction, the FBO H&S Advisor and Facilities Manager and FM in Whakatane, will briefly explain some areas of the hospital which relate to *in situ* asbestos locations and if access is needed for those areas, the process for safe access.

8.3.1 Re-survey and Inspections

The BOPDHB will engage a qualified person (with a qualification of IP402 or equivalent) at least once every two years to review the AR for both sites. However the HSM will review the registers annually as per the AMP.

Re-surveys will comprise a visual assessment of the condition of the materials to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous survey.

Such re-surveys will determine if any remedial action, such as encapsulation, isolation or removal of the asbestos containing materials, is required. Re-surveys will be performed on a

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regular basis for ACM. BOPDHB will have ACM re-surveyed every two years or as required in high risk areas as determined under the asbestos register.

More regular assessments of ACM will be undertaken by the HSM, during scheduled workplace inspections, to determine if conditions have changed. This inspection will assess whether:

- Damage or deterioration has occurred since the previous inspection
- Labels or signs have been removed

If there is refurbishment or demolition works occurring the HSM will engage an independent consultant to undertake the associated survey fit for purpose before ANY work begins in that area.

Normally, re-sampling of materials would not be required during re-surveys. If, however, previously unidentified or undocumented asbestos, or materials suspected of containing asbestos, are encountered during the re-survey process, sampling and analysis will need to be performed.

The AR will be updated and notified to relevant parties at the completion of the re-survey work. Following a scheduled inspection, if the condition of the ACM has changed, the HSM will amend the asbestos register and notify persons as required.

8.3.2 Labelling

The use of warning signs and labels is one of many recognised methods of asbestos risk control. Such systems are designed to alert personnel to the presence of asbestos, thereby reducing the risk of inadvertent damage to the ACM (which may liberate asbestos fibers to the airborne environment) by the actions of personnel.

The Health and Safety at Work (Asbestos) Regulations 2016 and the ACOP makes it mandatory for those who manage or control a workplace to indicate the presence and location of respirable asbestos fibers identified, and indicate the presence by a label such as those provided below.



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For bonded ACM materials the labelling is applied in a risk assessed manner, where it is deemed that the asbestos unidentified will pose an unacceptable risk to any persons. The HSM will, in consultation with the FBO GM, assess the need and location for labels.

The notice shall be made of durable materials and be weatherproof for outdoor applications. It would be prudent to include generic titles on the sign to allow for changes in personnel responsible for administering the Asbestos Register. Specific asbestos locations will be labeled for identification, where possible.

8.4 Removal of ACM

Removal of ACM from BOPDHB facilities must only be undertaken using licensed contractors. The contractor must be supplied with relevant information for the safe removal of the ACM, including the Asbestos and Risk Registers for the site. When removal work has been completed and signed off by an independent assessor the Asbestos Register will be updated to reflect the changes.

Removal of ACM must be performed under specified controlled conditions, depending on the type of ACM to be removed. The basis for removal protocol will be outlined in the removal companies Asbestos Removal Control Plan (ARCP)

There are two basic forms of ACM:

Friable – Materials such as sprayed insulation, lagging to pipe work, etc. in which the asbestos fibers are loosely held together in a soft matrix. The ACOP states a friable ACM is in a powder form or that can be crumbled, pulverized or reduced to a powder by hand pressure when dry. The BOPDHB has considerable amounts of Asbestos Pipe lagging in situ. It is important to note that where pipes have been lagged with synthetic mineral fibers (SMF), there could still be residual Asbestos debris underneath the SMF lagging. Because of this, ALL pipe lagging, when performing maintenance work, must be treated as containing ACM.

Bonded or Non-friable – Materials such as asbestos cement sheeting, bituminous membranes etc. in which the asbestos fibers are firmly bound into a cementations or resinous matrix. These ACM's are usually considered a low level risk as the firm matrix prevents the asbestos fibers from becoming detached and entering the airborne environment. Once again there is a considerable amount of bonded ACM at the BOPDHB sites, the majority of which is in a reasonably good condition.

Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard from the workplace. The removal process does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fiber levels in adjacent occupied areas if the removal program is not strictly controlled. Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants. If managed properly, it forms the best option for managing the asbestos as the risk is eliminated.

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8.4.1 Overview of the work requirements for removal

A survey is conducted, and the report is assessed by the HSM. Consideration is given to the condition of the ACM, the likelihood of disturbance, and the various options of controls to reduce and manage the risk. If the requirement to remove is made, then the following will occur:

- Send out a brief and scope to an independent and licensed company that is on the panel for asbestos removal.
- Send out a brief and scope to an independent and licensed company that is on the panel for asbestos surveying. The surveyor will conduct a review of the ARCP and be engaged to complete clearance surveys.
- The HSM will review the ARCP in conjunction with the surveyor and ensure that the details and controls in place are correct and adequate for the job.
- Meet with the removal company and survey company and establish an agreed timeframe with key dates confirmed.
- The HSM to initiate the works and supervise that the ARCP is adhered to, and that key dates are being planned for and met.
- Upon completion of the removal, hold a windup meeting to collect any learnings, and sign off that the works are completed satisfactorily.

8.4.2 Encapsulation or Sealing

Encapsulation refers to the coating of the outer surface of the ACM by the applying some form of sealant compound that penetrates to the substrate and hardens the product. Sealing is the process of covering the surface of the ACM with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the ACM from mechanical damage, and is designed to reduce the risk of exposure by preventing the release of asbestos fibers into the airborne environment. This method increases the length of serviceability of the material.

The use of encapsulation or sealing may be of limited application. It is not considered to be an acceptable alternative to repairing or removing severely damaged ACM.

8.4.3 Enclosure

Enclosure involves installing a barrier between the ACM and adjacent areas. This is effective in preventing further mechanical damage to the ACM and friable materials such as calcium silicate pipe lagging or sprayed asbestos which may be targeted for enclosure where removal is not an option. The type of barrier installed may include plywood or sheet metal products, constructed as boxing around the ACM.

8.4.4 Leave In Situ - manage in place

The identification of ACM in a building, structure or equipment does not automatically require immediate removal. ACM in a stable condition and not prone to mechanical damage can generally remain in situ.

The ACM will need to be inspected on a regular basis to verify its integrity. If demolition or refurbishments will potentially disturb the asbestos, it must be removed under controlled conditions prior to the works being carried out.

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If on inspection, the condition of the ACM has changed, the risk must be reassessed and the appropriate action taken. On the completion of every inspection, the asbestos database must be updated accordingly.

8.4.5 Asbestos Removal Control Plans (ARCP)

A site-specific ARCP shall be developed by the contract company removing the asbestos. The plan shall include the following:

- Details of the ACM to be removed (e.g. the location/s, whether it is friable or non-friable, type, condition and the quantity to be removed)
- Consultation details with BOPDHB
- Assigned responsibilities for the removal
- Program of commencement and completion dates
- Asbestos removal plan including the following; boundaries, including the type and extent of isolation or containment required and the location of any signs and barriers
- Control of electrical, lighting installations and other services
- Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE)
- Waste storage and disposal waste program
- Methods for removing the ACM (wet or dry methods)
- Asbestos removal equipment (spray equipment, tools etc.)
- Control measures to be used to contain asbestos within the asbestos work area
- Detailed procedures for workplace decontamination, the decontamination of tools and equipment, personal decontamination and the decontamination of non-disposable PPE
- Methods of disposing of asbestos waste, including details on the disposal of protective clothing and equipment, and the designated accredited landfill to be used
- Where the ACM is being delivered to including tip receipts (removalist to confirm insurance in ARCP)
- Develop an emergency plan to include site specific emergencies, evacuations, first aid and equipment.
- FBO to ensure BOPDHB transportation of contaminated waste insurance is in place.

8.4.6 Work Approval

Licensed Asbestos Removal Contractors and surveyors will be required to obtain a signed Work Approval Form that has been approved by the HSM. If applicable, the ARCP must be attached to the Work Approval. Second tier permits may also be required, which include confined space entry and working at heights.

8.4.7 Clearance Inspections (Removal of asbestos)

Before clearance is granted for an asbestos removal area to be re-occupied, there must be a thorough clearance inspection and associated certificate issued. The clearance inspection and paperwork **must be completed by an independent licensed assessor** who is independent from both the removal company as well as the BOPDHB.

Where Class A asbestos removal occurs, this must be accompanied by air clearance monitoring results that establish that fiber levels are <0.01 fibers/ml. These records are to be kept by BOPDHB.

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8.5 Work involving Asbestos Containing Material (Asbestos Related Works)

Prior to any work being conducted on site, as part of the JSA procedure, the Asbestos Register MUST be reviewed to determine if the location of the work is to be in contact with or near ACM's.

Any work by BOPDHB staff or contractors that may damage or interfere with the condition of ACM must:

- Have a detailed JSA specifying what type of works is being undertaken
- Have filled out a Work Approval form for approval of the activity
- Follow the relevant BOPDHB procedures when undertaking the work. The contractor may have more detailed procedures (refer Reference Section below) to follow if they are a licensed asbestos removal contractor
- Include an update in the site AR if any of the ACM materials were altered, damaged or disturbed during the works, to be discussed with the HSM at completion of the works
- Have completed Asbestos Awareness training covering:
 - What is asbestos?
 - Asbestos use in New Zealand
 - ACD / ACM
 - Asbestos Products
 - Health risks and monitoring
 - Protection against asbestos
 - Approved controlled tools and equipment
 - Your Responsibilities
 - Wet / dry Decontamination procedures
 - BOPDHB Asbestos documents
 - Emergency procedures.

8.5.1 Procedures for entering Asbestos Contaminated Areas

BOPDHB staff and contractors who are undertaking Asbestos Related Activities as part of their duties must adhere to the following procedures set out in this AMP.

For staff and contractors who enter contaminated areas for inspection work ONLY, they must complete a Work Approval Form in conjunction with adhering to procedure Appendix F 'Inspections in Asbestos contaminated areas' which outlines personal decontamination procedures in Asbestos Contaminated Areas.

The reason for these procedures is to ensure that no Asbestos Fibres are removed from these areas via the persons and that staff correctly remove their PPE without causing cross contamination.

For staff and contractors who need to enter Asbestos contaminated zones for maintenance or repair work (i.e. Asbestos Related Works), where there is a possibility Asbestos Fibres can be disturbed during the maintenance work, they must complete a JSA and Work Approval form. For guidance in filling these documents out, Appendix G 'Perform Asbestos related works' can be used for reference.

The reason extra control measures are needed is that the likelihood of the risk has increased due to possible disturbance as part of the works. This is to ensure the persons are not leaving the area with Asbestos Fibres on their bodies and/or plant and equipment. The extra

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controls also ensure that the contaminated area is not exposed to another adjacent clean area, by way of a physical barrier.

8.6 Job Safety Analysis (JSA)

Whether it is ‘Asbestos Removal Work’ or ‘Asbestos Related Work’ the key steps and the hazards involved in each of those steps **MUST** be detailed on a JSA Form.

The JSA outlines the core duties involved in the maintenance or removal work, measures the hazards involved in each duty and assigns a risk rating against that hazard. The JSA will work alongside the ARCP (if removal) and the Work Approval Form.

The BOPDHB has onsite H Class HEPA Vacuum Cleaners to assist staff and contractors when performing Asbestos Related Works and Personal Decontamination Procedures. See Appendix H for HEPA vacuum procedure and use.

8.7 Damaged ACM

When conditions arise where the risk of exposure through dust inhalation from Asbestos Containing Material changes, (ie. fire, storm, earthquake or malicious damage), it is up to the Hazardous Substances Manager to assess the risk and act accordingly. Air Monitoring and sampling may be required and if an external consultant is needed, the HSM will engage as soon as reasonably practicable.

8.8 Air Monitoring

Air monitoring shall be conducted in accordance with the Guidance Note on the *Membrane Filter Method for Estimating Airborne Asbestos Dust*, 2nd Edition [NOHSC: 3003 (2005)]. Depending on the type of Air Monitoring (see below)

Reassurance air monitoring can be undertaken by the HSM or a competent person. All other air monitoring needs to be undertaken by an independent assessor.

8.8.1 Types of Air Monitoring

Reassurance air monitoring – As part of the BOPDHB Asbestos Management Plan, air monitoring will be undertaken in certain areas where staff and patient workplaces are located close to ACM. This can be performed by either the HSM (if competent) or an independent licensed assessor. This air monitoring is another form of control to ensure that airborne fibres do not exceed the Airborne Contamination Standard of 0.1 fibres per millilitre of air during normal work activities.

CLASS A asbestos removal – Air monitoring is mandatory for all friable asbestos removal. This includes prior to dismantling an enclosure and for the purposes of the clearance inspection. The site responsible person shall ensure that an independent licensed asbestos assessor undertakes air monitoring of the asbestos removal area, at a workplace operated and/or controlled by BOPDHB where asbestos removal work, that requires a Class A license, has been performed. As part of this, the air monitors can be located in public locations for reassurance purposes.

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CLASS B asbestos removal – Air monitoring is not required but may be considered. To be carried out by an independent, licensed asbestos assessor or competent person to ensure compliance with the duty to eliminate or minimise exposure to airborne asbestos, and to ensure the exposure standard is not exceeded.

Exposure air monitoring – Air monitoring can be carried out at other times to determine a worker’s exposure to airborne asbestos if, based on reasonable grounds, there is uncertainty as to whether the exposure standard may be exceeded and a risk assessment by a competent person indicates it is necessary. Since most uses of asbestos are prohibited, exposure monitoring should not be required frequently. Personal air monitoring can be for removal purposes and for Asbestos Related Works based upon the reason for airborne exposure.

Other times when air monitoring may be required:

- If it is not clear whether new or existing control measures are effective
- If there is evidence (for example, dust deposits are outside the enclosure) the control measures have deteriorated as a result of poor maintenance
- If modifications or changes in safe work methods have occurred that may adversely affect worker exposure
- If there has been an uncontrolled disturbance of asbestos at the workplace.

8.8.2 Provision of Air Monitoring

In relation to removal work requiring a license;

- CLASS A removal – An independent licensed asbestos assessor shall be engaged to carry out air monitoring when it is required
- CLASS B asbestos removal (more than 10 m²) – An independent licensed asbestos assessor or competent person shall be engaged to carry out air monitoring when it is required. Where air monitoring is otherwise required, for instance to determine whether the exposure standard has been exceeded following an uncontrolled disturbance or release of asbestos at the workplace, an independent licensed asbestos assessor or competent person may carry it out. However, if the release involves friable asbestos, only an independent licensed asbestos assessor can carry out the air monitoring.

8.8.3 Process and results of the air monitoring (reassurance samples only)

Within the BOPDHB buildings, reassurance air monitoring will be undertaken by a competent person in certain areas where staff and patient workplaces are located close to ACM and/or a risk assessment suggests that disturbance of ACM is possible due to works or there is uncertainty as to the controls currently in place.

Reassurance air monitoring can also be conducted to create a data set for reference if it anticipated that further focus may be placed on a project or ACM, and the air monitoring results data will be able to be utilised to reassure occupants or visitors that controls in place are adequate.

Any areas that require ongoing monitoring should be entered as a reoccurring task in Beims/Pulse.

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All received results from the testing must be uploaded into the relevant site folder on Alpha Tracker.

Regular monitoring should be undertaken across both sites where it is deemed appropriate.

The BOPDHB has several air monitoring pumps both at the Tauranga campus, and the Whakatane campus. The maintenance of these pumps is the responsibility of the HSM at Tauranga and the FM at Whakatane.

The air monitoring pumps must be calibrated prior to each use. At both Tauranga and Whakatane a calibration device is on campus for this purpose. It is the responsibility of the HSM at Tauranga and the FM at Whakatane to ensure that the calibrators are calibrated annually, or as per manufacturer's recommendation.

8.9 Health Monitoring

Asbestos-related disease takes many years to develop, but there are some tests that medical professionals can conduct to monitor an asbestos worker's continuing health.

The BOPDHB will not rely on results from asbestos-related health monitoring to determine how effective their asbestos risk management processes are. This is because there is a long period of time between asbestos exposure and identifying asbestos-related disease. Air monitoring is significantly more effective at assessing the effectiveness of asbestos controls.

As part of the BOPDHB Asbestos Management Plan, health monitoring is undertaken by all staff that potentially has conducted or will conduct ongoing asbestos related work or unlicensed asbestos removal work and may have been, or will be, at risk of exposure to airborne asbestos when doing that work. The areas where asbestos hazards have been identified are controlled and managed by Facilities and Business Operations, as such potential exposure is narrowed down due to specific roles and activities. The roles where this potential risk has been identified are:

- Facilities managers
- Project managers
- Hazardous substance managers
- Health and safety construction compliance advisors
- Internal trades – Any BOPDHB staff member employed to conduct maintenance or servicing duties that may require access to controlled areas to conduct works.

As per the Approved Code of Practice (ACOP), all new workers in roles listed above directly employed by the BOPDHB will undertake Health Monitoring within 4 weeks of commencement of employment, then again on their 12 month work anniversary, followed by 5 yearly after that.

Health Monitoring is only required for workers who, as part of their core duties, enter or perform maintenance work in areas where Asbestos can be disturbed.

Health monitoring reports shall be kept as a confidential record for at least 40 years (OH Nurses to keep on file) after the record is made and identified as a formal record for the

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particular worker. The reports and results of a worker shall not be disclosed to another person without the worker's written consent.

Refer to BOPDHB Healthy Workplace Surveillance Policy 5.3.1, Protocol 7 for further guidance.

8.10 Emergency Procedures during Asbestos Removal

The ARCP shall include contingencies that mitigate the potential for exposure to airborne asbestos fibers in the case of an emergency.

- Site procedures for evacuation shall be conveyed to contractors and employees during the site induction and completion of JSA and/or SSSP.

Considerations include but are not limited to:

- Temporarily waiving decontamination procedures in the event of an emergency requiring evacuation
- Ensuring persons involved in asbestos removal, or those potentially exposed to asbestos, evacuate to an appropriate location downwind to ensure any fibres remaining on clothes, as a result of not decontaminating completely, do not enter the breathing space of others.

8.10.1 Emergency Procedures Occuring during Normal Day Activities

For any events where Asbestos may have been disturbed during normal maintenance or task activities, see Appendix C for guidance.

There is an Asbestos Emergency Kit loaded onto a hand trolley for easy transportation, located in the Engineering workshop, to be used in events as above.

The kits contain:

- Information reference guide
- 8 x Zip Wall Poles at 3.2m stud height
- 2 x Plastic role for walls
- 4 x Duct tape rolls for sealing wall joins and bags
- Zip attachment for door
- 4 x suits,
- 4 x sets of booty's
- 1 x box 10 P2 masks
- 2 x packs Wetwipes
- 4 x pairs gloves
- 3 x Asbestos disposal bags
- 2 x Rolls Dust Hazard warning tape.

If any persons have been exposed to asbestos they can register themselves on the national database by accessing the following link <https://worksafe.govt.nz/notifications/asbestos-exposure-registration/>

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8.10.2 Evacuation Event

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

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

8.11 Incident Management and Reporting

The HSM shall ensure that all incidents involving asbestos are reported in accordance with BOPDHB's incident reporting procedure and associated form.

All asbestos related incidents are to be investigated as per BOPDHB's requirements, to determine the cause of the incident and to recommend and implement corrective action. Corrective actions and learning's are to be communicated to all relevant stakeholders within an appropriate timeframe.

Note: A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure.

A health and safety incident involving the confirmed exposure to asbestos fibers is classified as a notifiable incident, and is reportable to Worksafe NZ. This is stipulated under the Health and Safety at Work Act 2015, Section 56. Use the following link to notify if there has been a confirmed exposure <https://worksafe.govt.nz/notify-worksafe/>

An 'Asbestos Incident/Accident Notification' Form (*Appendix D*) must be filled out.

Please refer to 'Change to Asbestos Containing Material Condition' flowchart (*Appendix B*) to assist with incident management and reporting.

If a licensed removalist, carrying out asbestos removal work requiring an A class removal license at an BOPDHB workplace, records asbestos fiber levels at more than 0.02 fibers/ml they shall immediately:

- Order the asbestos removal work to stop
- Notify the HSM and Worksafe NZ
- Investigate the cause of the respirable asbestos fibre level
- Implement controls to prevent exposure of anyone to asbestos
- Prevent the further release of respirable asbestos fibres.

Where ACM has been severely damaged, including where a person might has been exposed to asbestos fibers without protection, and then Worksafe NZ shall be contacted, following the BOPDHB notification procedure. BOPDHB personnel working on the affected site will also be notified as soon as possible, including any conditions and controls to minimise exposure.

Notification shall be made immediately to Worksafe NZ, with the following details:

- Name of licensed removalist (if applicable)
- Site address where the asbestos is being removed or disturbed
- Date the notification of licensed asbestos removal work was made to Worksafe NZ

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- Details of testing and test results
- A copy of the monitoring report shall be provided to BOPDHB and Worksafe NZ as soon as practicable.

8.11.1 Communication during an Asbestos Incident

The Hospital Services Duty Manager shall be notified as soon as practicable by the HSM of:

- Any uncontrolled release of asbestos or suspected asbestos materials
- Any spills, dislodged, damaged, exposed materials.

The HSM will inform the FBO H&S Advisor and the GM of Facilities and Business Operations of the event as soon as reasonably practicable.

Communications should include the nature of the incident, the incident location(s) and corrective and preventative actions being implemented.

Regular updates on the progress of corrective and preventative actions should be sent to site personnel and contractors.

9. Training

9.1 Induction

All personnel and contractors must be inducted before accessing any BOPDHB facility. The 'Workers' induction will address the requirements of the AMP, site Asbestos Registers, and identify that specific procedures exist for working with ACM. The Workers induction will be a generic Asbestos overview but will focus more on the need for new inductees to undertake 'Asbestos Awareness Training' if their job title involves this type of work.

For DHB a worker working in areas where Asbestos has or is still present, Asbestos Awareness training is mandatory. Retrained every 2 yearly (DHB workers). Contractors as required.

The information should cover the following aspects:

- Background information on asbestos
- Asbestos related health effects and risks (e.g. asbestos is only a health risk when disturbed, resulting in the release of asbestos fibres into the airborne environment which may be subsequently inhaled)
- Asbestos-related legislation
- Sources and general locations of ACM within the building (as noted in the AR)
- An overview of the structure and function of the AMP (i.e. a summary of how asbestos issues are managed within the building)
- The BOPDHB Asbestos Management Plan
- BOPDHB Asbestos Work Approval Forms and incident/accident notifications
- Decontamination Procedures for Asbestos Related Works.
- The location of the Asbestos Register

The training should be designed to serve a number of purposes:

- To increase the awareness and knowledge of building management personnel, with respect to their statutory obligations, in respect of the management of asbestos hazards within the building

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- To provide valuable introductory information to staff/contractors who may have a requirement to handle asbestos, or enter areas where asbestos is present
- To assist the employer in addressing their statutory duties in respect of providing information, instruction and training to those potentially exposed to risk.

A contracted training organisation will be used to undertake these trainings in the Facilities and Business Operations Meeting Rooms and take approx. 4 hours. There is an assessment upon completion and records are kept on file for future reference and auditing purposes.

9.2 Work with Asbestos

Where BOPDHB workers are to work with ACM, such as drilling or cutting, then they must be engaged in the development of a specific JSA for the task, and be trained in specific procedures that apply. The applicable procedures will be recorded or attached to the JSA. A Work Approval Form must also be completed, with the Maintenance or Repair Work procedure attached and followed.

9.3 Contractors

Contractors who are going to work with ACM on BOPDHB sites, for removal, encapsulating, sealing etc., must be an approved contractor with all H & S procedures, insurances, training records and evidence of systems used recorded on the FBO Contractor Database (Vault).

9.4 Records

All H & S procedures, insurances and training competencies as discussed in 9.3 are kept in Vault Software database.

10. Communication Plan

The communication section of this AMP is to educate and create awareness around asbestos, the risks and how the BOPDHB are managing this historical material.

10.1 Target Audience

- Senior Leadership Team
- All BOPDHB workers internal and contracted, who work with asbestos at
- BOPDHB Board Members

10.2 Key Messages

- Asbestos in your working environment
- Minimal risk to building occupants and visitors
- How asbestos is being managed
- Asbestos removal is a highly regulated and specialist industry
- What do I do if I think I've been exposed?
- What should I do if I have any questions or concerns about asbestos at BOPDHB?
- What should I do if I would like more information about asbestos in relation to my working environment?

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10.3 Measures/evaluation of the plan

- Staff are more aware about the limited risks of asbestos in the workplace.
- Staff are more informed about how to assist us in monitoring and / or managing this historic building material throughout our older buildings.
- Staff are informed prior to asbestos work taking place and are provided with continual communication for the duration of works.
- Staff know where to seek assistance if they have asbestos concerns.

What	When	Audience	How this looks
<p>Our News</p> <p>Communicate to employees on an on-going basis</p>	On-going	Internal	<p>Updates through the Health and Safety meeting forums to speak about ‘ Asbestos in your workplace’</p> <p>Ad hoc via works notices etc</p>
<p>One Place</p> <p>Create and keep the asbestos page on One Place updated with new and relevant information</p> <p>Asbestos to be included in ‘Facilities and Business Operations Home’ page</p>	On-going	Internal	<p>Create an information page on One Place for staff to visit to understand how we manage our workplace.</p>
<p>Latest News</p> <p>Communicate to employees when necessary</p>	Intermittent	Internal	<p>Completed by HSM via email or when works notices go out via staff alert</p>
<p>Information pack / Face to face</p> <p>These can be used when work is going to be done in a certain area.</p> <p>Set of ‘maintenance in the area’ posters</p> <p>Flyers for staff desks about the project</p> <p>Frequently asked questions</p> <p>Where to go for more information</p>	On-going	Internal	<p>This is a current work in progress</p>

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What	When	Audience	How this looks
<p>SLT Updates</p> <p>Updates reported at each SLT meeting</p>	When necessary	Internal	This will be ongoing
<p>Staff alerts</p> <p>Send out staff alerts when necessary</p>	When necessary	Internal	As required – completed by HSM and sent to comms for distribution
<p>Information Sessions</p> <p>These can be focused at a directorate and / or service level as per draft once approved.</p> <p>Further opportunities to expand the information sessions to other areas within the BOPDHB will be discussed and agreed upon by the SLT as appropriate</p>	On-going	Internal	<p>HSM to conduct annual Whakatane and Tauranga HS rep meeting information sessions.</p> <p>HSM to deliver same information sessions to internal trades annually.</p> <p>A standardised information presentation should be developed.</p>
<p>Newsletter</p> <p>Monthly insert into Health and Safety monthly report</p>	On-going	Internal	<ul style="list-style-type: none"> • A monthly update to be handed over to H&S corporate for inclusion in the distributed reports.
<p>Email</p> <p>Pre-communication at all sites before any asbestos removal work is undertaken. This communication would cover information on:</p> <ul style="list-style-type: none"> • Scope of works • Duration of works • Who to contact should there be any concerns • 	On-going	Internal	<ul style="list-style-type: none"> • Email communication to contractors. • Details to include – Scope of works, expected timeframe for project, any site specific hazards to be aware of.

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11. Reviewing and Updating the Asbestos Management Plan

11.1 Reviews

The AMP MUST be reviewed annually, with the date of review and version number altered on the footer on each page of the AMP whenever changes occur.

Reviews must be completed where any relevant legislative changes or Worksafe Regulations will impact on the content and application of either site's AR or the AMP. This will include a review process at least annually or sooner if required, due to amendments in legislation or changes to internal processes and procedures within BOPDHB or a Health and Safety Representative requests a review.

These reviews will critically assess all asbestos management processes and procedures and their effectiveness in:

- Preventing exposure to airborne asbestos fibres
- Controlling of maintenance workers and contractors
- Highlighting the need for action to maintain or remove ACM
- Raising awareness and the provision of training among all workers
- Maintaining the accuracy of the asbestos database and associated registers.
- Practical application of policies and procedures.

11.2 Updates & Changes

Changes to the AMP can only be made by the HSM and FBO H&S Advisor, with final sign off approval from GM of Facilities and Business Operations. These changes are to be done in accordance with all consultative or document control requirements.

12. Records

Once asbestos or ACMs have been identified and/or assumed are present in the workplace, the HSM is accountable for keeping all records identifying their location, type and condition.

All surveys current and historical are stored on the online software platform called Alpha Tracker. The records will be accessible to everyone within the Facilities and Business Operations department and any contractors that require specific information to safely conduct their works.

Asbestos related records comply with the retention act and BOPDHB record retention procedures and will be held in the Alpha Tracker database indefinitely.

Health monitoring records (asbestos medical monitoring) kept for 40 years. These are to be stored/kept by Speciality Health Nurse, Health and Safety.

Keeping records of identified asbestos helps the BOPDHB comply with the requirement to make sure, so far as is reasonably practicable, the workplace does not contain risks to anyone's health and safety from asbestos.

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BOPDHB shall maintain detailed records of works relating to asbestos which have been undertaken on BOPDHB premises. The records kept should include:

- All asbestos survey reports, including updates and amendments
- All 'permit to work' documents. To be kept at the respective site
- Site induction records pertaining to the informing of contractors about the presence of asbestos on site, and that such contractors have been appropriately trained in safe work procedures and practices
- Records pertaining to the informing of BOPDHB employees about the presence of asbestos on site, and that such employees have been appropriately trained in safe work procedures and practices
- Records of any asbestos management works performed on site, including clearance certificates indicating areas are safe to re-occupy after asbestos management works. To be kept by the Coordinator. Copies of disposal certificates will also be kept
- Asbestos fibre air monitoring results.
- Air monitoring records.

Records must be stored and retained in accordance with the IMS requirements for BOPDHB. Documents and completed records must also be accessible by all relevant personnel.

13. References

This AMP has been developed referencing the following documentation

13.1 Legislation

- Health and Safety at Work Act 2015
- Health and Safety at Work (Asbestos) Regulations 2016
- Approved Code of Practice: Management and Removal of Asbestos (2016) - Worksafe
- Health and Safety Guidelines for the Selection and Safe Handling of Synthetic Mineral Fibres (1994) - Department of Labour
- Building Act 2004

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14. Appendices

14.1 Appendix A	Asbestos Sampling Process
14.2 Appendix B	Change to Asbestos Containing Material Condition
14.3 Appendix C	Emergency Procedure
14.4 Appendix D	Incident / Accident Notification Form
14.5 Appendix E	Inspections in Asbestos contaminated areas
14.6 Appendix F	Perform Asbestos Related Works
14.7 Appendix G	HEPA (H Class) Vacuum Cleaner - Instructions for use

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