

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 37 –Asbestos Containing Materials

### 1. PURPOSE

This procedure defines requirements for the safe management of asbestos containing materials on company controlled premises.

The chronic exposure to airborne asbestos fibre can cause serious injury to health but properly sealed and maintained installations do not generate airborne fibres if left undisturbed.

### 2. MANDATORY REQUIREMENTS

1. Asbestos based materials shall not be introduced into new or existing plant or installations under company control.
2. The location of all asbestos materials on site under company control shall be registered.
3. As far as practicable, existing asbestos materials shall be labelled in the site area under company control. Where labelling is impracticable, other means shall be established to alert people working in the area to the presence of asbestos materials.
4. The condition of existing asbestos materials shall be inspected regularly and the risk of release of fibres shall be assessed at least annually by a company nominated Occupational Hygienist.
5. Where the assessment reveals an unacceptable risk of exposure, the asbestos shall be sealed or removed as soon as practicable by an appropriately trained and or licensed person.
6. Work involving asbestos materials, including removal shall be planned to minimise generation and exposure to asbestos fibres in accordance with the WorkSafe Australia Code of Practice and Guidance Notes for Asbestos or equivalent (in content) National standards or Codes of Practice.
7. Information shall be obtained from a company nominated Occupational Hygienist for all proposed asbestos removal and other work which could present a significant risk of generation of airborne asbestos fibres.
8. Licensed or otherwise approved asbestos operators shall be used for asbestos removal work where required by legislation or where the work could present a significant risk of generation of airborne fibres.
9. Before any asbestos removal work is undertaken, all employees working in the vicinity shall be informed of the proposed work, its scope and precautionary measures.
10. All waste containing asbestos materials shall be sealed and sent to an appropriately licensed (or otherwise approved) waste disposal agent.

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11. All people who work with or may come into contact with asbestos materials shall be appropriately trained in the hazards of asbestos, suitable precautions to minimise exposure and where required, waste disposal arrangements.
12. Records of asbestos usage, inspection reports, details of any airborne fibre monitoring, asbestos training records and records of waste disposal shall be retained indefinitely.
13. OHS&R training records shall be retained indefinitely.
14. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Responsible Manager

Ensure that the requirements of this procedure are complied with.

### 4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

### 5. FORMS

- A. ASBESTOS REGISTER