

1. Purpose

To describe the process of identification and control of risks associated with the OHS Asbestos Procedure at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors and volunteers at CGD workplaces.

3. Definitions

Asbestos: The fibrous form of mineral silicates. Types of asbestos include actinolite, amosite (brown asbestos), crocidolite (blue asbestos), chrysotile (white asbestos) and tremolite or any mixture containing one or more of these, whether natural or manufactured.

Competent person: A person who has acquired through training, qualifications or experience the knowledge, skills and ability to carry out the task, in a safe manner meeting organisational expectations.

Friable material: Material, which is easily crumbled or reduced to powder by hand pressure when dry.

Hazard: A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

Safe Work Method Statement (SWMS): A document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks and describes the manner in which the risk control measures are to be implemented.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure:

The Team Leader Risk & OHS is responsible for:

- ensuring the procedure is implemented and reviewed as required.

Managers are responsible for:

- implementing the procedure in their area of responsibility
- ensuring persons comply with asbestos hazard control requirements

Employees / contractors / volunteers are responsible for:

- reporting any suspected presence of asbestos and/or any change to identified asbestos within their work area

5. Procedure

5.1.1 Identification of Asbestos

All identified asbestos and asbestos containing material must undergo a risk assessment - refer to the CGD OHS Risk and Change Management Procedure. The asbestos risk assessment undertaken must involve a suitably competent person/s.

Identification can occur through:

- determining when a building or structure was constructed and/or refurbished. Materials incorporating asbestos was widely used in building works up to late 1980s.
- health and safety audits and inspections - ref. CGD OHS Workplace Inspection Procedure.
- hazard identification and reporting from employees, contractors etc.

5.2 Asbestos Register

Where asbestos is identified as being present in CGD workplace buildings, an asbestos register is to be produced and maintained by Building Maintenance.

The register must be made available, upon request, to the HSR, employees and any contractors undertaking work where asbestos has been identified.

A risk register and notification procedure will be developed in consultation with HSRs for non- CGD buildings e.g. Home and Community Care – Home Maintenance.

5.2.1 Asbestos register details

The asbestos register must include the following information:

- location and date when identified
- type and nature. (friable or non-friable)
- condition
- accessibility of the area
- activities that may disturb the asbestos

5.2.2 Asbestos register currency

The asbestos register must be amended if:

- further asbestos is identified
- asbestos is removed, disturbed, sealed or enclosed

A review will be undertaken of the asbestos register every 5 years.

5.3 Control of Asbestos Risks

The Manager and/or relevant Supervisor in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where asbestos risks are identified - refer to the CGD OHS Risk and Change Management Procedure.

The Manager shall ensure that a Safe Work Method Statement (SWMS) is prepared for any work that involves, or is likely to involve, the disturbance of asbestos.

5.4 Labelling and signage

Where asbestos has been identified at CGD workplace buildings, its presence and location will be identified by labelling, where reasonably practicable.

Direct labelling will be the preferred approach however in instances where this is not reasonably practicable, labels will be situated as close as possible to the asbestos containing material.

Placing signage at the entrance of workplaces may be used to indicate the presence and location of asbestos.

Refer to the CGD OHS Signage Procedure.

5.5 Reviewing Risks

Control measures should be reviewed by the Manager at regular intervals to ensure that they have reached their desired effectiveness.

5.6 Asbestos Management Plan

CGD will document and maintain an asbestos management plan to outline how fixed and/or installed asbestos will be managed for the workplace. This plan will detail:

- what is going to be done
- when it is going to be done
- how it is going to be done
- who is going to do it

The asbestos management plan will be kept by Building Maintenance. This plan will be reviewed when the asbestos register is reviewed to ensure its currency.

5.7 Removal of Asbestos

Any removal of asbestos pertaining to building works will be coordinated through Building Maintenance or Building Project Management Team using appropriately competent and licenced contractors.

5.8 Training

Relevant employees will be provided with, training and/or instruction relating to the identification of asbestos and the hazards that exist including:

- hazards and the potential risk to health
- reasons for particular control measure/s, application and how they are maintained
- medical examinations
- asbestos register

6. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*
- *WorkSafe Vic. Compliance Code; Managing asbestos in workplaces Ed.1 October 2018*
- *WorkSafe Vic. Compliance Code; Managing asbestos in workplaces Ed.1 October 2018*

7. Related Documents

CGD OHS Policy

CGD OHS Responsibility Procedure

CGD OHS Communication, Consultation and Issue Resolution Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Signage Procedure

CGD OHS Workplace Inspection Procedure

8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		05.12.2019	Accepted by OHS Policy Sub-Committee
0.3		20.01.2020	14 Day Employee Consultation
0.4		13.02.2020	Accepted by OHS Policy Sub-Committee following changes implemented from employee feedback
1.0		Feb 2020	Approved by OHS Oversight Team