

010	Asbestos Management	V2 Current
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1. PURPOSE

This Policy is developed to assist the City of Busselton to comply with government policy and legislative requirements in the management of Asbestos Containing Materials (ACM) in workplaces.

The City of Busselton as an employer has a responsibility to maintain a safe working environment under the provisions of:

- * Occupational Safety and Health Act 1984.
- * Regulation 3.1 of the *Occupational Safety and Health Regulations 1996 (OSH Regulations 1996)*, which requires an employer to identify hazards at a workplace, assess the risk of harm to a person from each hazard and to take steps to reduce the risk.
- * Regulation 5.43 (*OSH Regulations 1996*) which specifically requires the presence and location of asbestos at a workplace to be identified and that the process of identification and risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

2. SCOPE

This policy applies to management of ACM in all buildings on City owned or managed land including, but not limited to;

- * Ablutions and Toilets;
- * Art and Cultural Buildings;
- * Commercial and Community Leased Buildings;
- * Community Buildings;
- * Community Halls;
- * Operations Facilities (Depots etc);
- * Recreation Facilities;
- * Residential Buildings;
- * City Offices;
- * Caravan Parks; and
- * Camping Reserves (including Locke Estate).

ACM is the general term used to describe all products that contain asbestos; it is defined as any material, object, product or debris containing asbestos.

3. POLICY CONTENT

The City of Busselton is committed to ensuring that ACM in all buildings on City owned or managed land is managed and controlled to protect the health and well-being of workers, contractors and the community.

The ultimate long-term aim is for all buildings on City owned or managed land to be free of asbestos materials. The presence of asbestos in premises on City owned or managed land will be identified and the risk to health evaluated.

The programmed removal of ACM will be based on the risk to health as identified by a competent person carrying out an inspection. It is recognised that ACM in sound condition, left undisturbed, present little risk to the general community. Removal may not be immediately necessary but should be completed prior to demolition or major renovation.

The City will manage the risks from ACM and provide a record of actions undertaken with the ultimate aim being to:

- * Increase awareness;
- * Prevent airborne asbestos fibre exposure;
- * Prevent the spread of asbestos fibres;
- * Increase competency and experience; and
- * Control of works likely to disturb ACM.

To achieve these outcomes the City will:

- * Ensure that clubs / organisations wanting to upgrade buildings or facilities on City owned or managed land will be required to remove ACM as part of any facility upgrade or alteration/improvement where it is necessary to do so to comply with legislative requirements.
- * In relation to organisations seeking Council support and / or funding support for external funding from such bodies as CSRFF etc, any submission will be required to include the removal of ACM, as part of the application and/ or scope of works.
- * Review Council's Lease Documentation to ensure ACM management in accordance with the policy is adequately provided for.
- * Ensure that during the planning process and before commencement of major upgrades or renovations of any buildings / facility on City owned or managed land that priority is given to the removal of ACM in relation to funding.
- * Where the building is located on land that the City owns or manages, the City will ensure that an appropriate risk assessment of any identified ACM has been conducted. Where the risk assessment has deemed it necessary, the ACM will be safely removed as per the requirements of the OHS Act 1982 and related Regulations and Codes of Practice.
- * Ensure that all buildings on City owned or managed land are surveyed to identify ACM, so far as is reasonably practicable, that may be present therein.
- * Ensure that all appropriate building surveys prior to any demolition or structural alteration of any buildings on City owned or managed land being undertaken.
- * Provide information on ACM to employees, contractors, sub-contractors and any other person who may be affected by the presence of the ACM in their work area.

- * Promote awareness of the risks from ACM and the City's Management Procedures through training and induction of relevant employees.
- * Ensure that information regarding the presence of asbestos is contained in tender and Request for Quotation documentation as may be appropriate, and that contractors and sub contractors have risk assessments, method statements etc., where appropriate for its removal and/or management in place.
- * Ensure that any ACM that may be present in any buildings on land that it owns or manages is maintained in a condition so as to prevent the possibility of any harm to health occurring.
- * Monitor the condition of ACM left in situ.
- * Provide adequate resources to ensure the provision of appropriate information, instructions and training.
- * The Schedule programmed removal of ACM in buildings on City owned or managed land to ensure the eventual long-term aim of removal of all ACM, will be based on the availability of resources, funding and the prioritisation based on a risk assessment that includes the facilities service level hierarchy, assigned level of insurance and the purpose of the facility.

Asbestos management planning will define roles and responsibilities for decisions and address appropriate methodologies for the implementation of these decisions.

The following information shall be collated and documented as a minimum as part of asbestos management planning:

- * Asbestos Register. This includes details of the location and condition of the known or presumed ACM and the level of risk posed by the identified ACM;
- * Process involved for the Identification of ACM hazards;
- * Rationale for conducting risk assessments of ACM hazards;
- * Control measures required as a result of risk assessments of ACM hazards;
- * Details of any monitoring and management arrangements in place (i.e. labelling and signage and buildings scheduled for planned removal of ACM);
- * Safe work methods for working with ACM;
- * Emergency procedures;
- * Details of consultation, information sharing and training;
- * Any operational considerations;
- * A timetable for review;
- * Areas of responsibility within the asbestos management process.

This Policy is to act as a guide for the effective identification, risk assessment, monitoring and management of ACM within buildings on City owned or managed land; the guidelines contained within are to ensure that the requirements of government policy and legislative requirements are adhered to.

Policy Background

Policy Reference No. - 010

Owner Unit – Engineering and Facilities Services

Originator – Asset Management Officer

Policy approved by – Council

Date Approved – 13 April, 2016

Review Frequency – As required

Related Documents –

Occupational Safety and Health Act 1984

History

Council Resolution	Date	Information
C1604/077	13 April, 2016	Update to City Terminology and responsible business unit Version 2
C1104/126	27 April, 2011	Date of implementation Version 1