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Type: **Plan**

Name: **Asbestos management plan**

Purpose

The Capital and Coast District Health Board (CCDHB) Asbestos Management Plan provides information on how to identify, assess and control any potential health hazard caused by the presence of asbestos identified in a building.

CCDHB is a person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015 (Act). The primary duty of care in the Act requires a PCBU to ensure the health and safety of workers as far as is reasonably practicable.

Scope

This plan applies to CCDHB workers, visitors, patients, students and contractors engaged to work at CCDHB

Definitions

Policy content and guidelines

Asbestos Facts

Asbestos¹ is the name used for a group of naturally occurring minerals that are made up of many small fibres. These fibres are very strong, and highly resistant to heat, fire, chemicals and wear due to friction. These properties made it an extremely popular and widely used building material throughout the 20th century. Asbestos products are generally classed into two groups: friable and non-friable.

Friable Materials

Friable materials are those that, when dry, can be crumbled, pulverized or reduced to powder using moderate hand pressure. The use of friable materials in construction is banned today but due to its widespread use in the past, these materials are still present in many of our older buildings.

Non Friable Materials

Non Friable refers to ACM in sound condition. Left undisturbed; it presents negligible risk to building occupants and the general community. Therefore removal of ACM may not be immediately necessary. However, our surveys also take into consideration immediate health risks based on the location and condition of the ACM.

¹ Asbestos is defined as a fibrous form of silicate minerals. There are two major groups of asbestos:

Serpentine - Chrysotile (White Asbestos)

Amphibole - Amosite (Brown), Crocidolite (Blue) and three other minor forms not commercially used in building materials (Actinolite, Anthophyllite and Tremolite).

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The condition of any remaining ACM (such as fibre cement cladding to buildings) is monitored and regularly inspected (at least annually) by an independent assessor. Reasonably practical steps are taken to implement any recommendations to eliminate or minimise health risks from these ACM

Potential Health Effects of Asbestos

Asbestos has been recognized as a health hazard linked to serious, debilitating and often fatal diseases as a result of respiration of asbestos fibres. Although the mechanism of asbestos related diseases is still not fully understood, it is known that there is normally a long waiting (latency) period between the time of exposure and the occurrence of disease. This latency period can typically be between ten to over forty years. Asbestosis, Mesothelioma and Lung Cancer are the diseases most commonly associated with asbestos exposure, although several other diseases have been linked to asbestos exposure.

The health risk of contracting an asbestos related disease is negligible for 'office' building workers, however the risk for maintenance workers is higher. This is because maintenance workers are more likely to come into contact with and disturb ACM in the normal course of their work.

Regulatory Requirements

The Asbestos Regulations require a PCBU with management or control of the workplace (in this case CCDHB in respect of its workplace and in some cases together with other parties) to ensure:

- so far as is reasonably practicable, that all asbestos or ACM giving rise to a risk at the workplace is identified;
- the presence and location of asbestos or ACM identified at the workplace are clearly indicated;
- the Asbestos Management Plan for the workplace is prepared and that the information in the Asbestos Management Plan is kept up to date;
- and the plan is reviewed and revised
- Provision for re-inspection and re-evaluation of all identified asbestos or ACM that are isolated or encapsulated on a regular, scheduled basis.

The CCDHB Asbestos Management Plan

Overview

The Asbestos Management Plan includes:

- Processes to identify asbestos or ACM including the establishment of an electronic asbestos register which identifies the materials that contain or are presumed to contain asbestos across all CCDHB sites
- A decision-making and risk management framework about work with asbestos or ACM
- Work procedures, general work practices and training to facilitate the implementation of the Plan, including procedures for accessing the Asbestos Register and managing incidents or emergencies involving asbestos or ACM at the workplace
- The establishment of the position of Asbestos Management Officer to implement the plan
- Information about the workers who carry out work involving asbestos

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The CCDHB Asbestos Management Plan contains three parts:

Part 1 - Strategy

The strategic component of the plan outlines the responsibilities of the Asbestos Management Officer in regards to management, response, worker safety and monitoring and reporting activities related to asbestos or ACM

Part 2 - Communications

This part outlines responsibilities and objectives in relation to the management of information about asbestos, and how that information is communicated internally and externally. It includes

- The Asbestos Register
- Internal communications
- External communications including past workers and external agencies

The Asbestos Management Plan is a live document that should achieve the following outcomes

- Giving workers and contractors the best available information in order for them to make the best possible decisions.
- Providing a framework and processes for information to flow from source to user in a timely and useful way

Part 3 - Operations

This part outlines procedures for identifying, inspecting and resolving matters of unidentified and potentially asbestos containing products that may be encountered during maintenance activities. It includes:

- Safe work procedures
- Worker awareness training
- Ensuring Workers at risk have appropriate training.
- Emergency work procedures.
- Waste management

Definitions

Asbestos containing materials (ACM)	Products that are known to be built from material containing asbestos.
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals, including the following: a) Actinolite asbestos b) Grunerite (or amosite) asbestos (brown) c) Anthophyllite asbestos d) Chrysotile asbestos (white) e) Crocidolite asbestos (blue) f) Tremolite asbestos g) A mixture that contains 1 or more of the minerals referred to paragraphs (a) to (f) of <i>The Health and Safety at Work (Asbestos) Regulations 2016</i>
Asbestos Exposure Database	The Asbestos Exposure Database is a register held by Worksafe NZ to record anyone who has been exposed to asbestos fibres.
Asbestos Register	The database held by CCDHB to record all occurrences of asbestos containing material in its premises.
Friable	Asbestos material that is in a powder form or able to be crumbled, pulverised, or reduced to a powder by hand pressure when dry.
Harm	Illness, injury or both, including physical or mental harm caused by work-related stress.
Non-Friable	Bonded ACM that cannot be crumbled by hand pressure alone
Protective Clothing	Specifically designed protective clothing (including coveralls, gloves, underclothing and boots) that is to be used or is used in association with asbestos work that will limit the spread of asbestos contamination to the wearer, any other person or other environment.
Person Conducting a Business or Undertaking	A person conducting a business or undertaking, whether the person conducts a business or undertaking alone or with others; whether or not the business or undertaking is conducted for profit or gain. Does not include: <ul style="list-style-type: none"> A person to the extent that the person is employed or engaged solely as a worker in, or as an

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	<p>officer of, the business or undertaking:</p> <ul style="list-style-type: none"> • A volunteer association. • An occupier of a home to the extent that the occupier employs or engages another person solely to do residential work. • A statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking. • A person, or class of persons, that is declared by regulations not to be a PCBU.
<p>Personal Protective Equipment (PPE)</p>	<p>Anything used or worn by a person (including clothing) to:</p> <ul style="list-style-type: none"> • Minimise risks to the person’s health and safety
<p>Reasonably Practicable</p>	<p>That which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or the risk concerned occurring; and • The degree of harm that might result from the hazard or risk; and • What the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> - The hazard or risk; and - Ways of eliminating or minimising the risk; and - The availability and suitability of ways to eliminate or minimise the risk; and - After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
<p>Respiratory Protective Equipment (RPE)</p>	<p>Air- supplied respiratory equipment such as respirators and filters that comply with AS/NZS 1716 - Respiratory protective devices</p>

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Restricted Asbestos Work	Work in one or more of the following categories: <ul style="list-style-type: none">• Work involving asbestos, if the asbestos concerned is friable and is, or has been used in connection with thermal or acoustic insulation, or fire protection, in buildings, ships, structures or vehicles.• Work involving asbestos, if the asbestos concerned is friable and is, or has been used in connection with lagging around boilers, ducts, furnaces or pipes.• The demolition or maintenance of anything containing friable asbestos.• The encapsulation of material containing friable asbestos.• The use on asbestos cement or other bonded product containing asbestos of:<ul style="list-style-type: none">o A power tool with any kind of cutting blade or abrasive device, except when use with dust control equipment; oro Any other equipment whose use may result in the release of asbestos dust except when it is used with dust control equipmento Dry sanding of floor coverings containing asbestos.
Worker	An individual who carries out work in any capacity for a PCBU, including work a: <ul style="list-style-type: none">• An employee; or• A contractor or subcontractor; or• An employee of a contractor or subcontractor; or• An employee of a labour hire company who has been assigned to work in the business or undertaking; or• An outworker (including a homemaker); or• An apprentice or a trainee; or• A person gaining work experience or undertaking a work trial; or• A volunteer worker; or• A person of a prescribed class.
WorkSafe NZ	The Regulator of health and safety legislation in New Zealand.

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Part 1 - Strategy

To ensure the plan outcomes are achieved, CCDHB will create the position of Asbestos Management Officer to carry out the following strategic functions.

- To provide an on-going review process of the asbestos management plan and system, and to provide feedback to key stakeholders
- Identify and manage emerging risk areas and provide evidence of active management
- Review, endorse and support strategies to prevent asbestos incidents
- To review responses to external enquiries and audits
- Actively collaborate with other DHBs and encourage information sharing

In addition the Asbestos Management Officer will ensure that identification, management, response review and worker safety of asbestos or ACM follows regulatory requirements.

Identification

- To implement the programme of works including asbestos surveys and asbestos labelling and to provide monitoring data
- Identify and manage emerging risk areas

Management

- Ensure that the location and presence of suspected asbestos or ACM throughout CCDHB properties are documented in the (online) Asbestos Register
- To ensure that ACM has been assessed for the condition, friability and accessibility of asbestos to determine the potential for fibre release
- Communicate with staff and contractors to ensure that their activities are not disturbing asbestos or ACM
- Promote that clinical and non-clinical managers undertake asbestos awareness training

Response

- To prepare and implement standardised procedures and communications pertaining to potential health issues for incident management where exposure to staff or contractors may have occurred
- Implement a process to manage complaints or concerns in relation to asbestos issues and the management of the communication process both internally and supporting the communications team in external requests
- Manage critical / unplanned works to achieve safe work environments
- To assist in managing stakeholder expectations in relation to project delays due to following required asbestos procedures
- Develop a strategy to ensure that damaged or deteriorated asbestos or ACM are promptly removed, isolated or encapsulated to prevent the release of airborne asbestos fibres.
- Co-ordinate incident and accident/emergency response.
- Investigate enquiries or concerns immediately and take immediate action

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Worker safety

- Implement and manage safe work policies, procedures and practices with regard to working around asbestos for CCDHB workers and assist contractors in doing the same
- Ensure that the induction process for all contractors includes confirmation of any asbestos hazard in the areas where they plan to work
- Ensure that the Asbestos Register is readily available to maintenance personnel as well as contracted trades so that they are informed about the presence and location of asbestos or ACM
- Ensure that relevant information from the Asbestos Register is provided to CCDHB workers in a timely fashion on request
- Develop and maintain written work procedures for service and maintenance activities which may involve contact with asbestos or ACM including a process for emergency works involving asbestos.
- Manage and coordinate all asbestos removal, handling and sampling to ensure that it is carried out by a licensed and qualified agency in accordance with the Asbestos Regulations

Monitoring and review

- Develop and implement an inspection programme to monitor the condition of asbestos or ACM throughout the sites.
- Develop a programme to formally re-evaluate any remaining ACM at regular intervals (at least every five years). This will include reassessment of the potential hazard, remedial action as required, an update of the Asbestos Management Plan (if required) and Asbestos Register based on the findings of these inspections.
- Monitor and review work performed by maintenance personnel, including contracted trades, to ensure that their work activities are not disturbing asbestos or ACM and that any identifying tags are not being inadvertently removed, damaged or painted

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Part 2 – Information and Communications

Information about asbestos or ACM is only useful if it reaches workers, contractors or members of the public before an incident occurs. In order to achieve the outcomes of the plan, information must be accessible in a timely fashion.

The foundation of the information and communications part of this plan is the CCDHB Asbestos Register, further information tools are all aimed at ensuring potential users become aware of the ACM.

The CCDHB Asbestos Register

CCDHB's Asbestos Register is document that contains accessible detailed records of all surveyed locations and identified and assumed asbestos or ACM. The Register is intended as a tool to assist trades in the identification and effective management of asbestos across our sites. The Asbestos Register will be reviewed and updated a minimum of once every three months by the Asbestos Management Officer.

CCDHB requires contractors, maintenance personnel and project managers to consult the Asbestos Register prior to starting work all buildings and/or in which asbestos or ACM has been identified or is likely to be present.

CCDHB aspiration is to develop an online-based register as part of the implementation of this management plan. The form of the register, then, will vary over time and it is the Asbestos Management Officer's role to ensure version and medium control of the Asbestos Register.

Internal communications

The Asbestos Management Officer will develop a DHB wide communication plan to assist in raising staff awareness of asbestos and its management at our campuses. This plan shall include:

Information Booklet

An information booklet will be produced and circulated via the intranet for all staff to read. The booklet contains information regarding:

- General facts about asbestos and its uses
- The actual risk to workers / visitors / contractors at our campuses
- Exposure limits

Ways to access to the CCDHB Asbestos Register

As the foundation of all asbestos management activity, the CCDHB Asbestos Register must be accessible. CCDHB will make the Asbestos Register available to all:

- workers that carried out work at the workplace in the past;
- workers currently working at the workplace;
- workers intending to do work at the workplace; and
- people representing workers that worked; are currently working or intend to work at the workplace.
- Emergency Services who may enter the workplace

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The register is available in the following locations and formats

- CCDHB Intranet (digital copy)
- CCDHB maintenance management software (BEIMS) (digital copy)
- CCDHB Facilities Management office (Helpdesk) (physical copy)
- Contractor's health and safety inductions (physical copy)
- CCDHB Health and Safety Service (physical copy)

Requests by employees (including previous employees) for inspection of data held within the Asbestos Register will be actioned as follows:

Current Employees

The CCDHB Health & Safety Policy ****DOCUMENT CONTROLLER TO INSTALL LINK TO THIS DOCUMENT VIA INTRANET**** requires that any staff member who believes that they have been exposed to a hazard in the workplace, reports this to their manager using the worker incident reporting system. (SQUARE)

The report must include a description of the incident leading to the potential exposure. This is so that CCDHB has an opportunity to understand the health and safety risk being reported and can ensure that the worker's health is managed appropriately. Once CCDHB has the requested report, it will provide any relevant information from the Asbestos Register to the current employees within five business days.

Previous Workers

It is extremely difficult to assess potential past exposures without any evidence of the circumstances around the event.

Review of potential exposures should include:

- Records of any historic incident / occurrence reports relating to potential exposure from the previous worker who carried out work at the workplace in the past.
- review of the CCDHB Asbestos Register to determine identification
- testing and ACM in area identified
- review of any removal process undertaken

It will also confirm to previous workers that all asbestos removal works undertaken at CCDHB over the years have been conducted in accordance with the relevant health and safety regulations and recommend that if the person believes they may have been exposed to airborne asbestos fibres, they contact their GP for an assessment and register their details on the National Asbestos Exposure Register held by WorkSafe NZ.

<http://www.worksafe.govt.nz/worksafe/notifications-forms/asbestos/asbestos-exposure-registration>

WorkSafe NZ states that *“exposure does not need to be related to paid work. If you register on the Asbestos Exposure Database, you will receive an article on asbestos and its associated health-related problems. If you indicate you have a family doctor, they will be notified you are on the register. They will also be sent information about asbestos”*.

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Part 3 – Operations

3.1 Asbestos Surveys

As a PCBU, CCDHB has a responsibility to ensure that any asbestos or ACM on its sites is identified and managed in an appropriate manner in accordance with the requirements of the Asbestos Regulations.

Asbestos Management Surveys

The standard asbestos surveys conducted at CCDHB owned and operated sites are known as Asbestos Management Surveys and are carried out by an appropriately qualified person².

The survey purpose is to locate, as far as reasonably practicable, the presence and location of any identified or assumed asbestos or ACM in a building which could give rise to a risk of exposure to respirable asbestos fibres. For example, this includes ACM that could be damaged or disturbed during normal occupancy, or foreseeable maintenance and installation work.

Asbestos surveys and due diligence are undertaken on all leased and rented properties to ensure that any asbestos is identified and adequately managed. As part of the duty to co-operate and consult, CCDHB will contact its landlords and property managers regarding asbestos, asking if they are aware of any potential asbestos or ACM.

Demolition and Refurbishment Surveys

More invasive Demolition and Refurbishment Surveys are to be completed prior to demolition or refurbishment works if these works are likely to disturb any known or presumed ACM. This typically involves the partial removal of walls, ceilings and floor coverings etc. to enable the licensed asbestos assessor to gain a clear picture of the volume of ACM that may need to be removed prior to demolition or refurbishment works.

All ACM's identified during a refurbishment or demolition survey that are likely to be disturbed during the works must be removed prior.

The contracts for any new building work will specifically state that asbestos and ACM are not to be used. Any products that traditionally contained asbestos and have not been manufactured in New Zealand or Australia will be accompanied by an IANZ or NATA accredited laboratory certificate showing a negative result prior to being installed. If asbestos is found in any new building material supplied then the contract will state that the replacement and / or removal will be at the contractors cost, including any ACM management / decontamination costs.

The results of all surveys, sample analysis, remedial work and clearance inspections and certificates are recorded within the CCDHB Asbestos Register.

The Asbestos Regulations prohibit the carrying out, directing or allowing work involving asbestos or ACM outside the requirements of the Asbestos Regulations.

² There is no formal license or qualification for surveyors in NZ as of yet. A licensed assessor inspects removals, conducts monitoring and completes clearance procedure post removal.

An appropriately qualified or competent person is allowed to complete surveys, this may not include assessors as they may not have surveying experience

Therefore no Workers can be instructed by CCDHB to undertake any work involving asbestos without having the relevant license, supervision or training.

Appendices A and B of this Plan set out procedures for bulk sampling and visual re-inspection and re-evaluation.

3.2 Asbestos Identification Program (Labelling)

All work conducted on ACM must be undertaken in such a manner as to minimise health risks.

Based on the CCDHB and Asbestos Survey Information, the Asbestos Management Officer will initiate a labelling programme to ensure Asbestos or ACM is clearly labelled. In this manner, we will prevent asbestos disturbance due to lack of knowledge.

The outcome of the labelling programme is that all identified asbestos or ACM that are not removed, have been labelled where reasonably practicable and the details regarding location and condition are recorded in the CCDHB Asbestos Register. The following is an example of an ACM label



Any labelled asbestos or ACM must not be disturbed by any person without approval of the Asbestos Management Officer. Only suitably trained and qualified personnel familiar with current asbestos safety precautions will be permitted to work on the material.

3.3 Inspection of identified asbestos or ACM

Periodic inspections of all asbestos or ACM are required part of the CCDHB Asbestos Management Plan. The inspections are intended to document the condition of these materials annually or after a significant event to determine if they are deteriorating or have become damaged since the previous inspection. Any recommendations provided as a result of these inspections will be managed by the Asbestos Management Officer.

3.4 Management of Asbestos Related Work Activities

Asbestos-related work activities can generate concerns among the public. An important part of the Asbestos Management Officer role is to provide evidence-based information and reassurance to CCDHB workers and contractors who may feel affected by the presence of asbestos.

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The Asbestos Management Officer will work with workers, contractors in addressing their responsibilities. Work Procedures (appended) must be followed by workers and contractors.

Workers' responsibilities

Contractors, Maintenance Personnel and Project Managers

Contractors, Maintenance Personnel and Project Managers shall include all contracted trades and shall:

- Undertake the required induction from CCDHB Facilities Management team
- Consult the Asbestos Register prior to starting work in any building or in which asbestos or ACM has been identified or is likely to be present. If there are any positive results, there is a requirement to carry out an asbestos risk assessment in relation to the proposed work
- If there is any uncertainty as to whether an area may be affected by asbestos or ACM, do NOT proceed with work until you have consulted with Asbestos Management Officer or the Facilities Manager
- Ensure that all employees under their control have adequate training, information and instruction to enable them to work safely in areas where asbestos or ACM may be present
- Not be permitted to disturb any asbestos or ACM
- Stop work immediately if any suspicious material is discovered that could be asbestos and notify the Asbestos Management Officer or Facilities Management as soon as possible.
- Ensure that all work activities relating to ACM will only proceed after being authorized by the Asbestos Management Officer
- Record and report any incidents of potential exposure to the appropriate manager for immediate action
- Only appropriately licensed removalists may complete works on ACM. However, in exceptional cases workers must be prepared to conduct high risk work under the supervision of a licensed asbestos removalist to ensure that safe work methods and techniques are used to minimise the risk of potential exposure
- Ensure that any penetrations made to walls, ceilings or floors are appropriately sealed to maintain building compliance and avoid further potential contamination
- Immediately inform the Asbestos Management Officer if damage or disturbance of asbestos or ACM occurs during the course of their work
- Not damage, remove, paint or otherwise interfere with the asbestos identification tags

CCDHB Workers

All workers shall:

- Be made familiar with the type and condition of any asbestos or ACM that may be present in their workplace and the Asbestos Management Plan, including the labelling and identification system
- Ensure that all maintenance, repair or installation and construction project work is carried out via Facilities Management, so that all work is properly assessed for asbestos risk

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- Not disturb asbestos or ACM (such as textured ceilings). This will prevent any asbestos fibres from being released
- Record any incidents of potential exposure via the appropriate CCDDHB incident reporting system
- Have all renovation, maintenance or service work that may damage or disturb any asbestos or ACM authorized by the Asbestos Management Officer prior to any work being carried out
- Not damage, remove or paint over any of the asbestos identification labels.
- Immediately inform the Asbestos Management Officer if any asbestos or potential ACM are damaged or disturbed.

3.5 Asbestos Abatement

The following flow chart describes the process undertaken when removing asbestos at CCDDHB sites in line with the current Asbestos Regulations.

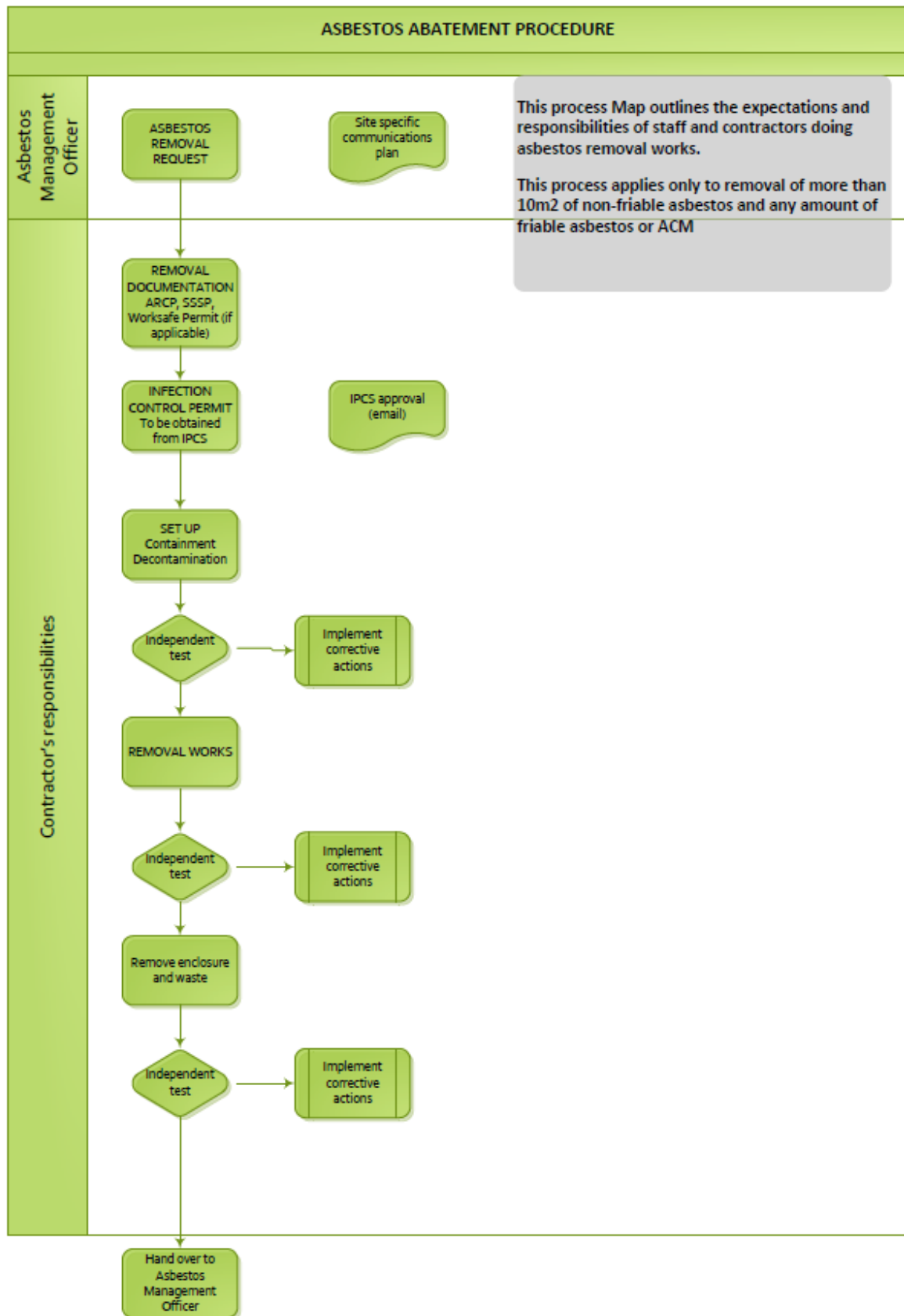
Only Class “A” asbestos removal contractors will be engaged to undertake asbestos removal works at CCDDHB owned and occupied buildings. A contractor in this category is permitted to remove all types of friable and non-friable asbestos items.

Procedures for licensed asbestos removal work (Appendix 7) must be followed:

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References

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Asbestos) Regulations 2016
- Management and Removal of Asbestos - Approved Code of Practice November 2016 (Amended December 2016) WorkSafe New Zealand
- Health and Safety Policy
- Managing Healthcare Incidents (Reportable Events) Policy
- Management of Asbestos Procedure

Appendices

Appendix 1 - Asbestos Materials Risk Assessment

Appendix 2- Asbestos Inventory & Control Method

Appendix 3 Incident Response Plan

Appendix 4: Bulk Sampling Procedures

Appendix 5: Visual Re-Inspection and Re-Evaluation

Appendix 6 Work procedures

Appendix 7 Procedures for Asbestos Removal Work

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Appendix 1 - Asbestos Materials Risk Assessment

The following matrix is used to determine appropriate actions when asbestos materials are identified either as a result of management surveys or testing on a reactive / ad-hoc basis

Sample Variable	Score	
Asbestos Type	1	Chrysotile
	2	Amosite
	3	Crocidolite
Location	0	Exterior
	1	Interior
	2	Subject to airflow or heat source
Access	0	Low - usually inaccessible / unlikely to be disturbed
	1	Medium - Occasionally disturbed
	2	High - Easily disturbed
	3	Extreme - Routinely disturbed
Friability	0	Low
	1	Medium
	4	High
Material Condition	0	No obvious damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite asbestos materials; reinforced plastics, resins and vinyl tiles
	1	Enclosed sprays and lagging, AIB (encapsulated), fibre cement sheeting
	2	Unsealed AIB or encapsulated lagging and sprays
	3	Unsealed lagging or sprays
Occupancy	0	Low (0-3)
	1	Medium (4-10)
	2	High (10+)
Total	16-20	HIGH RISK
	12-15	MEDIUM RISK
	6-11	LOW RISK
	0-5	INSIGNIFICANT RISK
HIGH RISK	Risk to Health and Safety is substantial and represents a serious risk to the health of occupants and visitors to the premises in its current condition. Remedial actions should be implemented immediately	
MEDIUM RISK	Situations in this category warrant urgent consideration, in that any change in one of a number of contributory factors may result in an unacceptable risk to health. It is recommended that emergency repair / remediation / sealing operations should be undertaken where any deterioration or damage occurs.	
LOW RISK	Situations in this category do not pose an imminent risk and the likelihood of exposure is considered to be low. It would be appropriate for materials within this category to be encapsulated where possible and active monitoring should be undertaken.	
INSIGNIFICANT RISK	Situations in this category do not pose an imminent risk and the likelihood of exposure is considered to be low. It would be appropriate for materials within this category to be regularly monitored, as deterioration may occur over time.	

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Appendix 2- Asbestos Inventory & Control Method

The following table lists the ACM identified in the survey reports we have received to date (at the time of publication of this document) and identifies the control methods we have in place to manage potential exposure based on the asbestos material risk assessment score:

Asbestos Material	Risk Score	Control Method
Textured ceiling coating	4	Monitor condition, remove when condition deteriorates or as access allows
Spray applied fireproofing / insulation	17	Remove
Mechanical insulation (pipe lagging & rope insulation etc)	16	Remove
Floor tiles / vinyl	4	Monitor condition, remove when condition deteriorates
Cement board (Fibrolite)	2	Monitor condition, maintain paint finish. Remove when condition deteriorates or as access or refurbishment allows
Mechanical gaskets	4	Monitor condition, remove when condition deteriorates or as access allows
Cement / stucco finishes	2	Monitor condition, maintain paint finish
Duct caulking/mastic	3	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Roof sheeting	5	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Tar based products (bitumen roofing)	1	Monitor condition, remove when condition deteriorates or as access allows
Down-pipes / guttering	1	Monitor condition, remove when condition deteriorates or as access or refurbishment allows
Electrical switchboard mounts	3	Monitor condition, remove when condition deteriorates or as access allows
Fire door insulation	9	Monitor condition, remove during refurbishments

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Appendix 3 Incident Response Plan –

In the event of an incident such as a ceiling tile collapse in an area where asbestos is known or suspected, special precautions will be required in order to minimize the spread of asbestos fibres from damaged asbestos containing building materials.

Other incidents that will be managed using the Incident Response Plan are:

- Storm Damage
- Leaks / Flooding
- Ceiling Tile Collapse
- Emergency repairs to malfunctioning / damaged equipment (including plant equipment)

In the above instances, the following procedures are to be observed.

Workers– Responsibilities

- Nobody is to attempt to clean up potential ACM or remove items from the area without prior authorization from the Asbestos Management Officer
- Isolate the area from the adjacent area of the building by closing doors and windows to restrict airflow and control access to the area.
- Contact your supervisor or line manager and state the location and description of the event

Senior Person – Responsibilities

- Assess the circumstances and determine what actions have been taken
- Call the Facilities Helpdesk (8:00 to 5:00) or 777 (after hours)
- Determine the level of risk and appropriateness of actions carried out
- Initiate additional enquiries and / or actions to safeguard personnel from further risk
- Ensure that the CCDHB Duty Manager has been advised
- Log a Reportable Event in Square or equivalent reporting system

Facilities Management respondents – Responsibilities

- Ensure that you have and are wearing the correct PPE / PPRE as required to maintain your safety whilst responding to this incident.
- Post signs and / or barrier tape at all entrances to the area to prevent personnel not involved in the clean-up operation from inadvertently entering the area.
- Depending on the extent and type of potential exposure, a ceiling tile tower may be utilised or the cavity isolated by installing a plastic sheet over it until further correction actions can be taken.
- Notify the Maintenance Manager or Facilities Manager of the incident and actions taken immediately.
- Notify the Health and Safety Manager of the incident and actions taken immediately.

The Facilities Management team will arrange testing for potential asbestos and if positive, will organise for the clean-up to be performed in a manner that ensures that safe work practices in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 and the Health and Safety at Work Act 2015 are followed and that the work is carried out by a specialist asbestos removal contractor.

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All affected parties will be kept informed of progress and advised as soon as the area is safe to re-occupy.

Maintenance Contractor – Responsibilities

Contractors and maintenance staff should be aware that there is an emergency response kit available on the Wellington and Kenepuru campuses and any DHB leased properties in the event that they need to conduct emergency works in an area with confirmed or suspected ACM. All used PPE is to be securely bagged and disposed of in the appropriate yellow bin.

Typically, the kit will include the following:

- Disposable P2 dust masks, coveralls & booties.
- Disposable plastic drop sheets.
- Asbestos waste disposal bags.
- Duct tape.
- Warning signs and barrier tape.

Locations for emergency kits and waste bins are:

Building	Location

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Appendix 4: Bulk Sampling Procedures

Sample Collection

The first step towards implementing this AMP is to conduct an asbestos hazard assessment (known as asbestos management survey) for every building or in which asbestos or ACM is identified or CCDHB has assumed ACM likely to be present. The assessment involves collecting representative samples of materials throughout the areas in question.

Sampling of potential ACM must only be taken by an experienced and qualified person. The Facilities Management team have contracted specialist providers to undertake these tests on our behalf.

Documentation of Results

The results (whether positive or negative for asbestos) are documented in a readily accessible format and available to building maintenance staff, contractors and any workers likely to come into contact with ACM during the course of their work. The report includes:

- A list of all materials confirmed as containing asbestos as well as any that are presumed to contain asbestos (based on similar positive results)
- Comprehensive results of bulk sample analysis from an IANZ accredited laboratory.
- Description by room number or location of all sample locations.
- A marked up floor plan of the building clearly showing where each sample was taken.
- A list of materials requiring prompt removal due to severe deterioration.
- A list of materials requiring minor removal, repair or encapsulation due to slight deterioration.

The Asbestos Management Survey report is held in the custody of the Asbestos Management Officer and is readily available for review when signing into site via the CCDHB online Asbestos Register. This allows all contractors & maintenance staff to use appropriate procedures to prevent fibre release and protect both themselves and other building occupants if fibre becomes airborne.

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Appendix 5: Visual Re-Inspection and Re-Evaluation

All ACM identified in the survey shall be re-inspected visually annually. The re-inspection shall be performed by a certified competent surveyor (or as a second option licenced asbestos assessor). Further bulk samples may not be needed, but the re-evaluation must encompass all factors originally noted and should concentrate on any signs of deterioration, delamination or disturbance by maintenance staff, renovation or occupant activity. In the event of disturbance of friable material by water leak, structural failure or other unforeseen occurrence, all asbestos in the area shall be re-evaluated promptly.

Any recommendations made as a result of these inspections will include details regarding the priority, nature and extent of any corrective actions.

Common corrective actions are:

- Encapsulation of damaged or exposed materials.
- Removal of damaged or exposed materials.

Appendix 6 Work procedures

Facilities Management have initiated the following checks to assist staff and contractors in making sure their routine work does not inadvertently disturb asbestos:

- A “Take 5” checklist which is included on the back of all BEIMS maintenance requests issued to contractors. This checklist not only prompts contractors to ensure that their health and safety obligations have been met, but also provides a prompt for the contractors to check the Asbestos Register prior to commencing works so that they can eliminate the risk of disturbing any asbestos during their work activities.
- Inclusion within the BEIMS ticket of “known risks” within each building. This covers asbestos as well as other general health and safety hazards.
- Regular monitoring of the BEIMS system to ensure that any stakeholder requests which may pose an asbestos risk are referred to the Asbestos Management Officer for review and action as necessary

Work Procedures

Contractors may have to work near asbestos or ACM during the normal course of their work. In order for these workers to proceed in a safe manner, work procedures covering a variety of tasks are to be developed by all contracted workers to submit with their Site Specific Safety Plan (SSSP). These procedures are to include all work involving:

- Working with non-friable ACM.
- Moderate and High Risk work procedures.
- Waste handling.

Contractors and maintenance workers may be required to perform emergency work in areas where identified or presumed asbestos or ACM are located. In these instances, the nature of the work will not permit compliance with all normal CCDHB Regulations insofar as prior authorisation of the work to be done is required.

The contractor may notify the Asbestos Management Officer after the fact in these situations but must ensure that the work is only conducted by those contractors who have been provided with the appropriate level of training by our onsite asbestos consultants and where possible, with the assistance and supervision of said consultants.

Where there is a risk that the required works may disturb existing or suspected asbestos, full P3 PPE equipment must be worn and decontamination procedures followed as per the specialist training provided. Where there is little risk of disturbing any asbestos but the area is confirmed or suspected to be contaminated, a P2 mask and booties will provide sufficient personal protection.

Any used disposable PPE must be disposed of in accordance with section 10.10 – Waste Management.

Disposal of Asbestos Waste and Contaminated PPE

Asbestos waste includes:

- Asbestos or asbestos contaminated soil
- Debris or ACM removed

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- Disposable coveralls and boots used during asbestos work.
- Sponges and other disposable cleaning materials.
- Plastic drop sheets.
- HEPA vacuum bags
- Any tools used during the clean-up process that can't be decontaminated.

Any disposable PPE accumulated during maintenance or repair activities in areas with presumed or confirmed asbestos contamination is to be securely bagged and appropriately disposed by the a specialist asbestos contractor in accordance with the Health and Safety at Work (Asbestos) Regulations 2016.

Air Monitoring

Air monitoring, if required is conducted in accordance with the requirements of the Asbestos Regulations. This process is directed and managed by Facilities Management and the results are logged in the CCDHB Asbestos Register. Should Facilities Management receive any air monitoring results above the allowable limit(s), immediate action will be taken to address potential risk in accordance with the Health and Safety at Work Act 2015, the Health and Safety (Asbestos) Regulations 2016 and Worksafe's Approved Code of Practice: Management and Removal of Asbestos.

Health Monitoring

CCDHB will ensure that any workers contracted to carry out licensed asbestos removal work or asbestos-related work on our sites are provided with health monitoring by their employers in accordance with requirements of the Asbestos Regulations and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. To that end, any contract will be only awarded to companies that can demonstrate compliance with the regulations.

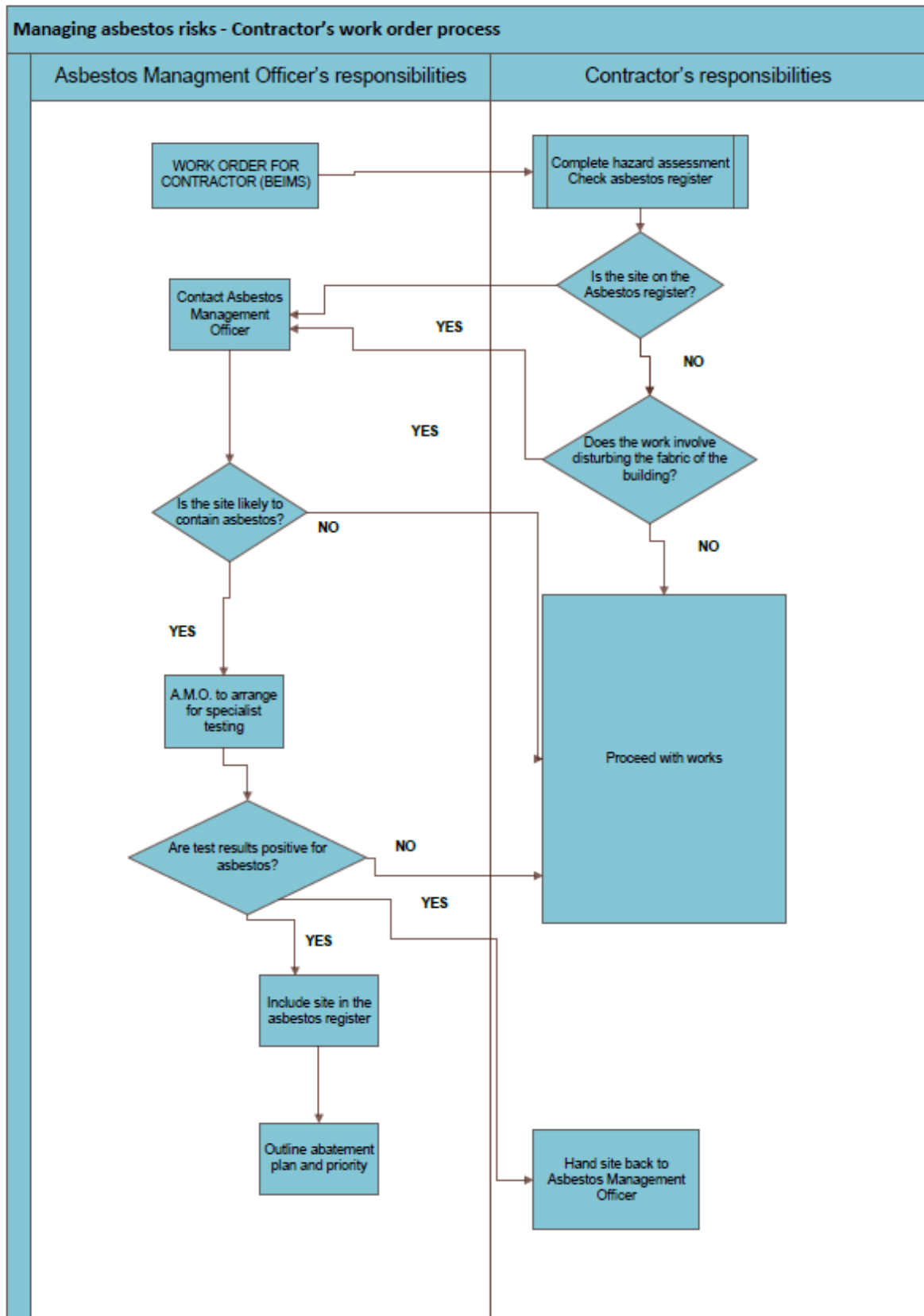
Contractor Workflow Process for Asbestos Control (BEIMS Requests)

The following flowchart describes the process to be undertaken when attending to BEIMS related maintenance requests within our buildings or in which asbestos or ACM has been identified or is likely to be present:

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Appendix 7 Procedures for Asbestos Removal Work

Contractor Induction

Asbestos removal contractors attending to any work at CCDHB sites must complete the required induction process as per section 11.1.1 of this plan.

Asbestos Removal Control Plan

An Asbestos Removal Control Plan is a document that identifies the specific control measures the licensed asbestos removalist will use to make sure workers and other people are not put at risk when carrying out the work.

The licensed asbestos removal contractor must provide a copy of the Asbestos Removal Control Plan along with a SSSP and a copy of the WorkSafe notification to the Asbestos Management Officer for review and approval prior to the start of any asbestos removal works.

Notification of Asbestos Removal

Notification to WorkSafe

Before undertaking asbestos removal works at CCDHB sites, the asbestos removal contractor must notify WorkSafe NZ in writing at least 5 days before the removalist commences licensed asbestos removal work using the *Notification of Licensed Asbestos Removal* form which is available from WorkSafe's website and in accordance with regulation 34. If the asbestos must be removed immediately, the licensed asbestos removalist must give notice to WorkSafe immediately by telephone and in writing within 24 hours after notice is given by telephone.

Notification to workers and other occupants

CCDHB will ensure that the following persons are informed that asbestos removal work is to be carried out at the workplace and when the work is to commence, before the work commences:

- The Health and Safety Service at CCDHB
- workers and any other persons at the workplace; and
- the person who commissioned the asbestos removal work.
- any PCBU at, or in the vicinity of the workplace; and
- anyone occupying premises in the immediate vicinity of the workplace.

Limited Access to Asbestos Removal Area

CCDHB will ensure, so far as is reasonably practicable, that no one other than the following has the access to an asbestos removal area:

- workers engaged in the asbestos removal work;
- other persons associated with the asbestos removal work; and
- anyone allowed under the Asbestos Regulations or another enactment to be in the asbestos removal area.

CCDHB may refuse to allow access to an asbestos removal area at the workplace to anyone it wishes. CCDHB will refuse entry to anyone who does not comply with a control measure implemented for the workplace in relation to asbestos, or a direction of the licensed asbestos removalist.

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Clearance Inspection and Certificates

CCDHB will engage an independent licensed asbestos assessor to undertake clearance inspections upon the completion of asbestos removal works. The clearance inspection is a four stage process as follows:

- Stage 1: Preliminary check of site condition and job completion
- Stage 2: Thorough visual inspection inside the enclosure / work area
- Stage 3: Air monitoring and swab samples
- Stage 4: Final assessment post enclosure / work area dismantling

Upon successful completion of the clearance inspection, the independent assessor will issue a clearance certificate verifying that the area is safe to re-occupy and all asbestos has been safely removed from the area according to the scope of works and the Asbestos Removal Control Plan. A copy of this document is provided to any staff member in the vicinity of works as an assurance that the area is safe to re-occupy.

Integrity Testing and Background Air Monitoring

CCDHB will engage an independent, licensed assessor to undertake integrity testing of the asbestos removal containment area prior to works beginning. The independent assessor will also undertake background air monitoring during asbestos removal and provide a report on results daily. These results will be made available to any staff member in the vicinity as an assurance that works do not affect their health and safety.

Updating the Asbestos Register

Upon completion of asbestos removal works, the Asbestos Management Officer will update the Asbestos Register with the relevant documentation and actions taken, including labelling of any remaining asbestos not able to be removed.