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ASBESTOS MANAGEMENT POLICY

Section	Safety, Health and Wellbeing		
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PURPOSE

NMIT has a legal duty of care to prevent workers and all other relevant parties being exposed to asbestos.

This Asbestos Policy and Management Plan describes how NMIT will manage asbestos in our premises and describes the actions that will be taken to prevent employees, contractors, students, and other persons from being exposed to asbestos fibres.

It shall clearly provide;

- An overview of statutory obligations.
- An outline of roles and responsibilities.
- Guidance for managing asbestos incidents.
- Expectations of competency and training.
- A communications structure.
- Management of asbestos data.
- Asbestos risk assessments.
- External asbestos management resources.

SCOPE

Nelson Marlborough Institute of Technology (NMIT), recognises its statutory duties under the Health and Safety at work Act 2015, The Health and Safety at (Asbestos) Regulations 2016, and associated approved codes of practice and guidance material. It will take all practicable steps to manage the risk to its employees, students, visitors and contractors from exposure to asbestos.

NMIT will discharge its duties by:

- Periodically reviewing this policy, at least bi-annually (every two years) and following any legislative changes, new best practice guidance, incidents or near misses;
- Implementing an effective asbestos management plan and ensuring that this plan is continually reviewed;
- Producing and maintaining an asbestos register (which shall identify all asbestos containing materials in NMIT premises) and making this available to all persons who may be brought into contact with asbestos as part of their activities;
- Promoting awareness of the risks from asbestos and management procedures through information and training;
- Providing adequate resources to meet the requirements of this policy; and ensuring that those resources are utilised.
- Periodically auditing the management arrangements required by this policy.

DEFINITIONS

All Practicable Steps	<p>In relation to those things you know about or ought reasonably to know about 'all practicable steps' means those steps that it is reasonably practicable to take.</p> <p>A step is practicable if it is possible or capable of being done. 'Reasonably' means that you don't have to do everything humanly possible; you only have to do what a reasonable and prudent person would do in the same situation.</p>
Asbestos containing materials	Products that are known to be built from material containing asbestos.
Asbestos	A material that contains, is composed of, or is contaminated by amosite, chrysotile, crocidolite, fibrous actinolite, fibrous anthophyllite, or fibrous tremolite.
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 fibre	<p>A particle of asbestos that:</p> <ul style="list-style-type: none"> • is not less than 5 micrometres and not more than 100 micrometres in length; and • is less than 3 micrometres in width; and • has a length to width ratio of not less than 3 to 1.
Asbestos Register	The database held by NMIT to record all occurrences of asbestos containing material in its premises.
Competent	Having the combination of training, skills, experience and knowledge, and the ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.
Contaminated	Asbestos fibres have been identified either through swab testing or from air monitoring.
Employee	Any person of any age employed by an employer to do any work for hire or reward.

Employer	A person who employs any person to do any work for hire or reward.
Friable	Asbestos that under ordinary conditions can be easily crumbled (i.e. the potential to release asbestos fibres)
Harm	Illness, injury or both, including physical or mental harm caused by work-related stress.
Hazard	An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.
Management Survey	Sometimes called a "Type 1" survey. This survey is a visual inspection where presumptions are made on the likelihood that a material or materials contain asbestos. No testing is undertaken.
Person conducting a business or undertaking (PCBU)	A person who is: <ul style="list-style-type: none"> • conducting a business or undertaking whether alone or with others and • whether or not the business is conducted for profit or gain • There are also exclusions e.g. a private home occupier
Protective clothing	specifically designed 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.
Protective equipment	Equipment that is to be used or is used in a place of work to prevent the spread of contamination from asbestos dust - for example, all appliances, tools and ventilation equipment.
Refurbishment/Demolition Survey	Sometimes called a "Type 3" survey. This is an intrusive survey. Samples will be taken from behind walls, underneath floor coverings, etc. and sent for analysis.
Restricted asbestos work	Work in one or more of the following categories: 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;

	<ul style="list-style-type: none"> • 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, including a building or part of a building 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"> • A power tool with any kind of cutting blade or abrasive device, except when used with dust control equipment; or • Any other equipment whose use may result in the release of asbestos dust except when it is used with dust control equipment • Dry sanding of floor coverings containing asbestos.
Significant hazard	<p>A hazard that is an actual or potential source of:</p> <p>Serious harm; or</p> <p>Harm the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or</p> <p>Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.</p>
Worker	A person who carries out work for an organisation (can be an employee, a volunteer, a contractor, or an employee of a contractor)
Worksafe NZ	The Regulator of Health and Safety Legislation in New Zealand.

RESPONSIBILITY

Those with responsibilities under the Asbestos Management Policy should note the dangers associated with asbestos and must not in any way underestimate the fact that even minor exposure to asbestos fibres may be fatal.

Every reasonable precaution must be taken to ensure that exposure to asbestos fibres is prevented or, where prevention is not possible, that those fibres are contained using suitable and sufficient control measures. Work with ACMs, even under controlled conditions, is still considered to be exposure to asbestos fibres.

The risks of possible exposure to asbestos fibres must be understood in order to ensure that suitable management controls are put in place where work is proposed on or near known or potential ACMs.

Understanding the risk of potential exposure will determine the best course of action for this type of work. All workers who may be potentially exposed to asbestos fibres must be given adequate information, instruction and training regarding ACMs in the workplace, how the ACMs will need to be managed and the precautions to be taken.

Council	NMIT Council has ultimate responsibility for all Safety, Health and Wellbeing policies.
Chief Executive	The Chief Executive is responsible for the implementation of NMIT's policy regarding asbestos and for ensuring that all services within NMIT follow the policy, as well as ensuring that workers and others are protected from the hazards associated with asbestos. The Chief Executive will ensure that all persons having responsibilities under this policy are aware of those responsibilities, are competent to discharge their responsibilities, have sufficient resources available to them and that they use those resources effectively.
Institute Leadership Team	The Institute Leadership Team (ILT) is responsible to the Chief Executive for the implementation of the policy and procedures. They shall ensure that all workers, and others who may be affected, within NMIT are protected from the hazards associated with asbestos by reviewing their portfolio health and safety plans, their safety arrangements and where appropriate developing procedures, emergency processes and communication plans.
Facilities Manager	The Facilities Manager is responsible for ensuring strict controls are maintained where the presence of asbestos is established or where asbestos is assumed to be present. He will ensure that all NMIT staff who may work around ACMs receive asbestos awareness training and he will have arrangements in place to protect people from the hazards associated with asbestos. The Facilities Manager will ensure that procedures are understood and followed and that the asbestos communication plan is implemented. He will ensure that the development of appropriate work procedures, emergency response plans and communication plans is undertaken in consultation with the Safety Health and Wellbeing Manager and workers.

Safety, Health & Wellbeing Manager	The Safety, Health and Wellbeing Manager will be responsible for leading and coordinating investigations, conducting compliance monitoring, policy development and publication. The development, publishing and maintenance of asbestos procedures will be undertaken by the Safety Health and Wellbeing Manager who will also be responsible for ensuring that strict controls are maintained where the presence of asbestos is established. He will monitor all workers who may work around ACMs and ensure that they receive asbestos awareness training and also that there are arrangements in place to protect people from the hazards associated with asbestos.
Persons in Control of Construction or Maintenance Work	Persons in control of construction or maintenance work are responsible for ensuring that work will be carried out safely and that prior to commencing work the Asbestos Register is checked, a risk assessment is completed, surveys are requested where required and that relevant information is passed to the persons carrying out the work. They are responsible for ensuring that anyone engaged to undertake work, checks and signs the Asbestos Register prior to commencing work in the vicinity of ACMs and provides a safe system of work in order that ACMs are not disturbed. They shall ensure that any person carrying out restricted work holds a valid Certificate of Competency
Procurement Responsibilities	Any person who has procurement responsibilities is responsible for ensuring that no goods/materials or equipment are purchased which contain ACMs and that any projects where the integrity of ACMs may be compromised are managed in compliance with this policy and associated procedures.
Workers	Employees/contractors shall attend any training deemed necessary by their line managers. They shall follow all guidance and instruction as it relates to working with or around asbestos containing materials. If an employee/contractor finds a product which they believe could contain asbestos, they shall stop work immediately, advise those in the immediate area and report their discovery to their line manager. If an employee/contractor believes they have been exposed to asbestos, they shall report this to their line manager immediately, in a manner which minimises potential exposure of others.
High Risk Workers	Certain groups of workers are at higher risk of encountering asbestos containing materials than other NMIT employees. This group includes construction and maintenance workers, Information Technology contractors, trades groups, etc.

In addition to responsibilities identified above, individuals in this high risk group and their employers will;

- Be encouraged to participate in annual health monitoring.
- Participate in annual asbestos awareness workshops.

- Undertake annual face-fit testing.
- Undertake annual respiratory protective equipment (RPE) training.
- Where they suspect they have been exposed to asbestos, encouraged to register their details on the national asbestos register.

POLICY

Background

Asbestos is the common term used for a group of naturally occurring minerals that take the form of long thin fibres and fibre bundles.

Asbestos is a recognised hazard to health. Its fibres, when released to atmosphere, can be inhaled. Although not acutely toxic, inhaled asbestos fibres can remain in the lungs for long periods and can cause serious lung disease including asbestosis, lung cancer, pleural thickening and mesothelioma. These diseases have long latency periods, in the order of 10-50 years, and are associated with all forms of asbestos.

Asbestos has been classified by the World Health Organisation, as a known human carcinogen.

Asbestos is found in many materials where it was used to make them more durable or to provide insulation or fireproofing. Asbestos fibres are non-biodegradable, have great tensile strength, conduct heat poorly and are relatively resistant to chemical weathering, such as from rainwater. Due to these characteristics, asbestos has been widely used in building and insulation materials, including boilers and heating vessels; cement pipe; clutch, brake, and transmission components; conduits for electrical wire; pipe covering; roofing products; ducts and insulation; fire protection panels; furnace insulating pads; pipe or boiler insulation; sheet vinyl or floor tiles and underlay for sheet flooring.

In terms of asbestos management all of these materials (where asbestos is confirmed) are referred to as Asbestos Containing Materials (ACMs). Where ACMs are damaged or their condition deteriorates they are liable to release asbestos fibres into the environment. Some ACMs will release fibres more readily than others.

DUTY TO MANAGE

The duty to manage applies to all properties under the control of NMIT.

Under the Health and Safety at Work Act 2015, The Health and Safety at Work Act (Asbestos) Regulations 2016 and associated codes of Practice and Guidance anyone who is a 'duty-holder' is required to ensure that steps are taken to identify asbestos that may be present within premises and to ensure that it is adequately managed.

NMIT will comply with the duty to manage asbestos by:

- Identifying asbestos within its premises and adequately managing it.
- Creating a property Asbestos Register for all premises to which the duty to manage applies, record and grade the condition of the ACMs and record the management actions to be taken for each ACM found or presumed, along with the priority, frequency and target date for completion of action.
- Undertaking ongoing monitoring to check for damage or deterioration in condition of ACMs.
- Ensure that no maintenance work is given the go-ahead without reviewing the asbestos register for the specific premises or area.
- Where ACMs exist in NMIT properties and the ACM is in sound condition, sealed and unlikely to be damaged or disturbed NMIT may leave the ACMs in place, and maintain it in a safe condition.

- Additional duties apply where NMIT workers are working in premises under the control of others. Where NMIT workers are based in premises under the control of others, NMIT shall ensure that sufficient information is obtained from the owners of the property where it relates to the presence of ACMs or potential ACMs.

PROCEDURE

ASBESTOS NOTIFICATION TO WORKERS

The person(s) in control of work will alert all parties to the presence or suspected presence of ACMs and the controls required to prevent exposure to respirable asbestos fibres, including emergency and standby operations.

Workers will be advised of the standards expected and checks will be made to ensure that their Asbestos Control Procedures are in line with NMIT requirements prior to carrying out any works. Checks will be undertaken by the 'person(s) in control of construction or maintenance work'.

The Facilities Manager will implement systems to ensure work orders and instructions warn workers in writing if ACMs are liable to be present in the premises where work is to take place, and will ensure that relevant asbestos information held is passed to the worker prior to carrying out any works. They will review the work methodology to ensure that no ACMs will be disturbed.

PREVENTING EXPOSURE TO ASBESTOS

Whilst Facilities holds the primary responsibility for activities which may encounter ACMs; a number of NMIT services occur in areas where ACMs can be present. Each service area is required to prevent exposure to asbestos and shall therefore develop procedures which make clear the roles, responsibilities, processes and precautions to be followed, covering those who could be at risk and those who could create the risk, as well as the action to be taken on discovering asbestos or potential ACMs.

The following types of work should be covered:

- Planned work/maintenance work,
- Re-active maintenance activities,
- Construction projects,
- Work in the community,
- Work following incidents or emergencies.

The Safety Health and Wellbeing Manager will provide support and guidance to all areas of NMIT to support initiatives designed to prevent exposure to asbestos fibres.

WORK INVOLVING ASBESTOS

All decisions, activities and work involving asbestos surveys, asbestos removal/repair and asbestos analytical work will be taken in consultation with the Safety Health and Wellbeing Manager and the Facilities Manager. Work will be managed and monitored in accordance with current regulations, codes of practice and guidance. Restricted asbestos work will only be undertaken under direct supervision by a person holding a valid Certificate of Competence (CoC).

SUPERVISION OF ASBESTOS WORK

The Facilities Manager will arrange for an Asbestos Certificate of Competence (CoC) to be on-site whilst work involving asbestos is being undertaken. The CoC ensures that the works are being conducted properly and that all practicable steps are being taken to prevent workers being exposed to respirable asbestos fibres. In addition, the Safety Health and Wellbeing Manager will be available to advise Managers on matters of compliance.

Further works or return to use must not be authorised until such time as the Facilities Manager has received independent clearance test certification, has given authorisation to the appropriate person(s) and provided copies of clearance documentation as well as air sampling records.

MANAGING ASBESTOS INCIDENTS

The Safety Health and Wellbeing Manager will report asbestos incidents to Worksafe NZ and in conjunction with the Facilities Manager will manage asbestos incidents in accordance with this Management Plan.

Suspected Asbestos Discovered During Work

Where a material suspected to contain asbestos is discovered during any work:

- All workers must cease any activity that may disturb the material found.
- The Safety Health and Wellbeing Manager will be contacted to provide any necessary advice and to arrange for the relevant checks and surveys to be carried out.
- The Asbestos Emergency Communication Process will be activated.

SUSPECTED ASBESTOS DISTURBED DURING WORK

Where a material suspected to contain asbestos is disturbed during any work:

- The Safety, Health and Wellbeing Manager will be contacted to provide relevant advice and arrange for the appropriate checks and surveys to be carried out to confirm if asbestos is present.
- All workers will cease any activity that may cause further damage to the material.
- All workers will leave the work area and proceed to a pre-designated safe location to be decontaminated. Preferably this will be an external area, with a view to minimising the spread of asbestos fibres. Potential exposure of persons in adjoining areas should be considered and avoided.
- Operatives should begin decontamination procedures described in Appendix 2 (Personal Decontamination procedures) without waiting for confirmation of asbestos being present.
- The work area should be considered contaminated and, where possible, sealed to reduce the chance of asbestos fibres spreading and to ensure that no one else can enter.
- All routes and areas used by operatives who are potentially contaminated with asbestos should also be considered contaminated and access restricted accordingly.
- Warning signs should be deployed indicating there is an asbestos hazard and the area is not to be entered by unauthorised personnel.
- The Asbestos Emergency Communication Process will be activated.

- A suitably qualified asbestos assessor shall be engaged to assess the situation and to advise on the best course of action for successful decontamination.

ASBESTOS CONFIRMED

Where ACMs are confirmed to be present in the material discovered or disturbed the Safety Health and Wellbeing Manager will decide on any further actions required e.g.

- Extension of the cordoned area.
- Evacuation of personnel working nearby.
- Arranging for the area/materials to be made safe by a removal contractor.
- Arranging for any contaminated personnel and their clothing, tools and equipment to be decontaminated.
- Background air monitoring and remediation work (including validation of this work).
- Updating the Asbestos Register as necessary.

EMPLOYEES EXPOSED TO ASBESTOS

Where ACMs are confirmed a list of those persons involved in the incident will be recorded by the Manager responsible for the work activity. They shall complete an incident report and file accordingly. The Safety Health and Wellbeing Manager shall be provided with a copy of the incident report. Each affected worker will be given a copy of the incident report as a record of exposure with instructions that the document should be kept indefinitely. The affected parties will be advised to register the exposure on the Worksafe NZ National Asbestos Register. A copy of the registration form is included at appendix 3. The Safety Health and Wellbeing Manager and the Facilities Manager will lead an investigation with a report being produced for the incident. The report will be distributed to appropriate managers.

STUDENTS/VISITORS EXPOSED TO ASBESTOS

In the event of students or visitors being exposed to asbestos fibres the manager responsible for the work activity shall complete an incident report for each person affected. The individual will be given a copy of the incident report as a record of exposure with instructions that the document should be kept indefinitely. The Safety, Health and Wellbeing Administrator shall be provided with a copy of the incident report. The affected parties will be advised to register the exposure on the Worksafe NZ asbestos exposure database. A copy of the registration form is included at appendix 3. The Safety, Health and Wellbeing Manager and the Facilities manager will lead investigations with a report being produced for the incident. The report will be distributed to appropriate managers and the individual/s affected.

CONTAMINATED AREAS

A 'Contaminated Area' must be assumed to contain respirable asbestos fibres and no one will be permitted to enter/re-enter until a Clearance Certificate with air monitoring results has been issued.

ANNUAL SURVEILLANCE PROGRAM

All employees who have been exposed to asbestos will be actively encouraged to participate in an annual surveillance programme (including lung function tests), and a five-yearly chest X-ray. This will include former employees of NMIT. Previous employees will arrange this service via their general practitioner or other

treatment provider. Where an employee refuses this health surveillance, they will be required to notify NMIT in writing.

Staff will be given their chest X-ray results and the results of any other medical examinations which are conducted.

This information will be held by NMIT POD team, who will ensure that any change in condition is monitored and where appropriate, addressed.

TRAINING AND COMPETENCE

Provision of Training

NMIT will provide training in asbestos management and/or awareness to any appropriate workers, with refresher training being provided on an annual basis. Any employees working in areas of elevated risk and/or who are crucial in the management of asbestos will be provided with suitable information, instruction and training in line with the requirements of the Asbestos Regulations. In addition, the following areas of awareness and management will be covered:

- NMIT's Asbestos Management Policy
- NMIT's Asbestos Register; its accessibility, use and limitations.

Additional training, for those who are liable to directly encounter ACM's in the workplace will cover:

- Annual retraining in all of the above areas.
- Safe use of respiratory protective equipment and face-fit testing.
- Regular reinforcement training through toolbox talks, seminars including the sharing of good and bad practices.
- Changes in asbestos regulations and other health and safety regulations.

Managers, with responsibility for workers to whom asbestos presents a risk, will ensure that they understand their responsibilities to ensure that no worker is put at risk through ignorance or duress. They will stress:

- Manager responsibility for taking appropriate action to prevent risks.
- Manager responsibility for implementing the safety arrangements to ensure that the delegated responsibilities for ACMs in their area are communicated to those with responsibilities.
- Managers should ensure that those workers with delegated responsibilities have access to and are made aware of the content of the safety arrangements.

All other workers (other than identified risk groups) will be directed by their Manager, in relation to asbestos awareness training.

Worker Training

Managers will ensure that competency checks are carried out, and that evidence of suitable asbestos training is obtained from all workers (whether employees or contractors) who may encounter ACMs as part of their work. They will ensure that all workers have attended an NMIT asbestos awareness session and are able to access the NMIT asbestos register database.

Orientation

NMIT's general induction shall include sufficient information to raise awareness for all employees. Safety Health and Wellbeing will ensure specific information relevant to employees needs is delivered at induction sessions.

Communication Plan

NMIT will ensure that all workers receive the asbestos information they require to carry out their tasks safely and to prevent any person being exposed to asbestos fibres in concentrations above the exposure standard. The Asbestos Management Communication plan details how this will be achieved.

Communication

The communications plan will cover the following areas:

- Awareness of NMIT's policy, management plan and procedures.
- Awareness of issues regarding contact with ACMs.
- Information for students, and visitors.
- Information for members of the public.
- Emergency communication process map. (See: *Asbestos Emergency Response Plan* on the Intranet).

The communication plan will deliver key clear messages about ACMs, and their management, without causing unwarranted alarm while still ensuring that care is always taken and everybody has the information they need to do their job safely, manage the safety of others and stay safe themselves.

The key messages from the communication plan will be to clarify that:

- Safety is the main priority of NMIT.
- NMIT will act in an open and honest way.
- Asbestos was widely used in the construction industry and is present in some buildings used by NMIT (and the wider community).
- Asbestos is not harmful if left alone in good condition or it is sealed; but is dangerous if disturbed.
- Anyone who might come into contact with ACMs as part of their normal work will receive appropriate training on how to recognise it and the steps they should take to ensure it is reported.
- NMIT takes the issue of asbestos extremely seriously and will act immediately if concern is expressed about building materials.
- Removal, works on and disposal of asbestos requires specialist contractors.
- NMIT will update, review and carry out a programme of ACM condition surveys in line with the identified risks and in accordance with its survey strategy/programme.
- Asbestos Registers and survey information will be accessible to all relevant persons and will be an integral part of the management of asbestos.
- NMIT will provide accurate and useful information on asbestos and ACMs to all stakeholders.

- NMIT works within the guidelines set out by the Health and Safety at Work Act 2015 and supporting Regulations, Approved Codes of Practice, and associated guidance documents.

Asbestos Register Database

A record in the Asbestos Register will be created for all premises to which the duty to manage applies. This will record, by each ACM found or presumed, the location, the nature, whether it is friable or non-friable, the extent and type of ACM along with its condition and assessed risk of asbestos fibre release. The condition of the ACMs will be graded as, Good, Fair or Poor. This information will form part of the Asbestos Management Plan.

The date of the next condition check will be recorded in the Asbestos Register and, where the condition of an ACM has changed the Asbestos Register will be updated as appropriate.

At the time of the asbestos survey, preventative or risk reducing actions will be identified, prioritised and recorded in the Asbestos Register and Management Plan. These actions will be implemented in order of priority.

- The register shall be easily understood.
- The Asbestos Register will be made available to all stakeholders who require access.
- The Asbestos Register and its Management Plan will be kept up-to-date, continually reviewed, updated following the discovery and removal of asbestos or an asbestos incident; and, formally audited every 3 years.

Compliance Auditing

The Safety, Health and Wellbeing Manager will regularly interrogate systems, processes, actions and locally produced documentation created for NMIT or any outside contractor, in order to ensure compliance with the Asbestos Management Policy, Management Plan and associated procedures.

Asbestos Risk Assessments

No demolition, construction or maintenance work will proceed without a suitable and sufficient risk assessment to determine if the work is liable to disturb ACMs that may be present. These assessments will include asbestos surveys and inspections as required.

The risk assessment will address the following points:

- o Are ACMs liable to be present?
- o A determination of the age of the premises where work is to take place;
- o An appraisal of any existing asbestos information held e.g. Asbestos Register and/or survey; and
- o Where it is determined that asbestos is liable to be present in areas that are likely to be disturbed by the work and whether the existing information available is insufficient to confirm or refute this determination, if so, then a Refurbishment and Demolition Survey must be carried out.
- o If insufficient information is available a request for a survey should be made.
- o Is the proposed work liable to disturb any asbestos that may be present?
- o An appraisal of the proposed work and identification of parts of premises likely to be disturbed should be made.

- o Are suitable control measures in place to allow work to proceed safely, without disturbing ACMs?
- o Where ACMs may be disturbed, has a competent person been engaged to undertake the work or remove the ACMs?

As part of a suitable and sufficient risk assessment the asbestos register will be checked by the person issuing the work instruction/order and/or the person in control of the construction or maintenance work.

Arrangements will be made to allow access to the Asbestos Registers for any person who requires access to it to ensure safe work activities are undertaken.

Re-occupation Risk Assessment

Following the completion of work where asbestos containing materials were removed or encapsulated, a risk assessment will be documented. This will consider the nature of activities in the area, the suitability of the removal/encapsulation process and the clearance monitoring results upon completion of the work.

SURVEYS

In order to ensure it has identified, so far as is reasonably practicable, all instances of asbestos containing material, NMIT will undertake a "Type 1" Management Survey of all of its premises.

For all major building work, the commissioning of a Refurbishment and Demolition Survey will be necessary. This includes the site investigation of proposed new builds. On a limited number of smaller projects, the Facilities Manager may arrange for a local investigation to be carried out. The report findings will be provided to the person in control of the project and the asbestos register will be updated.

Projects where demolition work will be undertaken will require thorough investigation for ACMs throughout the whole building. Construction, refurbishment and maintenance projects may require investigation for ACMs within the whole building or, dependent on the nature of work activities, be restricted to the specific area of the building where work is undertaken (and, where necessary, adjacent areas).

Where New Zealand Standards are not available, asbestos surveys will be carried out in line with International good practice.

In the absence of appropriate guidance from Worksafe NZ, the Safe Work Australia Code of Practice "How to manage and control Asbestos in the Workplace, 2011" or "HSG264 Asbestos: The Survey Guide, 2012" will be utilised as sources of reference. The Facilities Manager will ensure only competent contractors undertake these surveys and will ensure that the correct survey is undertaken.

Those responsible for the asbestos survey reports will make arrangements for access to be given to those who require it.

Prior to undertaking a survey, each affected area shall ensure that their contingency plans are suitably developed to allow continuance of business operations should asbestos containing materials be discovered.

Independent expert advice

Asbestos is a specialised area and many elements require specific skills and knowledge. When undertaking any of the following activities NMIT will engage an independent expert to;

- Take samples and make air clearance checks.
- Review asbestos removal control plans and monitor asbestos removal activities.
- Undertake asbestos removal work.
- Carry out asbestos surveys.

Asbestos Contractors

NMIT will put in place robust selection, monitoring and management of all contractors employed to carry out work with asbestos containing materials. This includes removal, surveys, sampling, clearance inspections and analysis contracting.

Contractor Requirements

Facilities will ensure that all contractors engaged to work with asbestos are competent and, where necessary, appropriately licensed to do so in line with relevant legislative requirements. They will also ensure documented procedures are in place to select, monitor and manage contractors who work with asbestos. In general terms this will include:

- The selection of competent contractors to undertake survey, sampling, removing and analysis of ACMs.
- Only competent contractors, who hold a relevant asbestos license, accreditations and recognised experience, and have adequate insurances will be employed to undertake licensed asbestos removal work.
- Sample monitoring of contractors will be undertaken by the Health, Safety and Wellbeing Manager, monitoring operational activities, health and safety management and quality control.
- A review of the Contractor's training records.
- Risk assessments and safe systems of work must be assessed as adequate by the Health, Safety and Wellbeing Manager and must be in place prior to any works taking place.
- Contractors who undertake air testing as part of the Certificate for Re-occupation must conform to the requirements in ISO17020 and ISO17025. NMIT will ensure all contractors engaged for this purpose are fully accredited by International Accreditation New Zealand (IANZ) and compliant with all legislation.
- Contractors who undertake air measurements and worker exposure monitoring must conform to the requirements of ISO17025. NMIT will ensure all contractors engaged for this purpose are fully accredited by International Accreditation New Zealand (IANZ) and compliant with all legislation.
- The Facilities Manager will ensure that whenever two or more contractors work with ACMs or could come into contact with ACMs at the same time or are working in the same premises that they co-operate with each other and those they could affect.

RECORDS

Asbestos Emergency Response Plan – see Safety, Health and Wellbeing site on the intranet

Request for Asbestos Survey – see Safety, Health and Wellbeing site on the intranet

Asbestos Removal / De-contamination Process - see Safety, Health and Wellbeing site on the intranet

Asbestos Exposure Registration Form – see Safety, Health and Wellbeing site on the intranet or find the form here: <http://www.business.govt.nz/worksafe/notifications-forms/asbestos/asbestos-exposure-registration?searchterm=Asbestos+exposure+Registration+Form>

REFERENCES

INTERNAL

Safety, Health and Wellbeing Policy
Health and Safety Manual

EXTERNAL

Health and Safety at Work (Asbestos) Regulations 2016
Health and Safety at Work Act 2015