

Asbestos Management Plan

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PURPOSE

To support the *Health and Safety Policy* and provide guidance on Asbestos Management at the University.

These guidelines (AMP) apply to all areas of the University, workers, students, visitors and contractors.

DEFINITIONS

Accredited Laboratories	Means a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA)
Airborne asbestos	Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.
Air Lock	Access to the enclosure is regulated through entrance and exit openings known as airlocks. The airlocks are an essential feature of the enclosure, allowing the controlled movement of personnel, waste and equipment in and out of the work area and also enabling the decontamination of personnel, equipment and waste items on exiting the unit. Airlocks are also used for changing, where transiting procedures are employed
AMP	Asbestos Management Plan
AMR	Asbestos Materials Register
Approved Respirator	A respirator which complies with AS/NZS 1716:2012 Respiratory Protective Devices.
Asbestos Vacuum Cleaner	A vacuum cleaner that complies with the Dust Class H requirements in AS/NZS 60335.2.69:2017 and is fitted with a High Efficiency Particulate Air (HEPA) filter that complies with AS 4260:1997. A domestic vacuum cleaner is not suitable for use with asbestos even if fitted with a HEPA filter.
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos, or a mixture that contains one or more of these.
Asbestos Cement (AC)	Means products consisting of sand aggregate and cement reinforced with asbestos fibres
Asbestos Containing Dust or Debris (ACD)	Means dust or debris that has settled within a workplace and is, or is assumed to be contaminated with asbestos
Asbestos Register	A document that lists all identified (or assumed) asbestos in a workplace. The asbestos register is intended to ensure workers and others in the workplace do not accidentally disturb asbestos.
Asbestos Containing Materials (ACM)	Means any material or thing that as part of its design, contains asbestos.
Asbestos Permit	Online form to obtain approval to remove any asbestos containing materials on Curtin's campuses

Clearance Inspection	Clearance Inspection means an inspection of an asbestos removal area after the asbestos removal work has been completed to verify that the area is safe for normal use. A clearance inspection must include a visual inspection and may also include clearance/air monitoring.
Clearance Monitoring	Clearance Monitoring means air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being less than 0.01 fibres/mL.
Competent Person	<p>A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.</p> <ul style="list-style-type: none"> • For a clearance inspection - a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds – • (i) a certificate in relation to the specified VET course for asbestos assessor work: or • (ii) a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health
Control Monitoring	Air monitoring means monitoring using static or positional samples to measure the level of a hazardous substance in an area. Control monitoring is designed to assist in assessing the effectiveness of implemented control measures. Control monitoring is not representative of actual occupational exposures and should not be used for that purpose
Dust and Debris	Dust and Debris means dust or debris that has settled within a workplace and is or is assumed to be contaminated with asbestos.
Friable (Asbestos)	Means is in powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry .
Glove Bags	Are single use bags constructed from transparent, heavy-duty polyethylene, with built-in arms and access ports. Generally, glove bags are approximately 1 metre wide by 1.5 metres deep and are designed to completely isolate small removal jobs from the general work area.
Hazard	A situation that has the potential to harm a person, interrupt business or cause damage to the environment, business reputation or property.
High Efficiency Particulate Air (HEPA) Filter	High Efficiency Particulate Air (HEPA) Filter means a disposable, extended media, dry type filter, in a rigid frame, with a minimum filtration efficiency of 99.97% for nominal 0.3 µm diameter thermally generated dioctylphthalata (DOP) particles or an equivalent efficiency for a specified alternative aerosol and with an initial maximum resistance to airflow of 250 pa when tested at its rated airflow capacity (see Australian Standard 4260-1997 High Efficiency Particulate (HEPA) Filters – Classification, Construction and Performance).
H&S	Curtin's Health & Safety Department
In situ	Means asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.

Inaccessible Areas	Areas which are difficult to access, E.g. wall cavities and the interiors of plant and equipment.
Management Survey	Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.
Membrane Filter Method	The technique outlined in the NOHSC Guidance Note of the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2 nd Edition [NOHSC: 3003(2005)].
NATA	National Association of Testing Authorities (Australia)
Naturally occurring asbestos	Means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil
Non-friable	Means material containing asbestos that is not friable asbestos and includes material containing asbestos fibres reinforced with a bonding compound
PCBU	Persons Conducting Business or Undertakings
Personal Protective Equipment (PPE)	Equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks, coveralls, goggles, helmets, gloves and footwear.
Registered Removalist	A competent person who performs asbestos removal work or an worker whose business or undertaking includes asbestos removal work. Competent Person must hold valid licence issued by WorkSafe WA
Regulations	Include all provisions given force of law by the competent authority or authorities.
Relevant Authority	Refers to the appropriate local, territorial, state or commonwealth government agency.
Removal Area	An area where an asbestos removalist is doing, or proposes to do, asbestos removal work
Removal Site	An area immediately outside a containment barrier for an asbestos removal area.
Refurbishment and Demolition Survey	An Intrusive survey and involves destructive inspection, as necessary
Respirable Asbestos Fibre	Means an asbestos fibre that <ul style="list-style-type: none"> • (a) is less than 3 micrometres wide and • (b) more than 5 micrometres long and • (c) has a length to width ratio of more than 3:1
Responsible Officer	The person (worker) nominated to the contractor/consultant as the representative of the University.

Risk	The likelihood of a hazard causing harm to a person
Risk Assessment	The overall process of risk identification, analysis and evaluation. In the form of a Safe Work Method Statement (SWMS).
Settled Dust Sampling	The sampling and analysis of settled surface dust to provide an indication of cleanliness following disturbance of ACM.
Structure	Any construction, whether temporary or permanent
Site	Curtin University
University	Curtin University
Worker	A person who does work, whether or not for reward or recognition
Workplace	Any place where a person works.

1. Introduction

Inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma. Asbestos is a serious issue for Australia and will continue to be so for many years, despite the ban on new uses of asbestos in 2003.

Asbestos can be classified into two main types, 'friable' or 'non-friable'.

The University's Asbestos Management Plan (AMP) has been written, in accordance with:

- [Work Health and Safety Act 2020](#)
- [Work Health and Safety \(General\) Regulations 2022](#)
- *WA Health (Asbestos) Regulations (1992)*
- *WA Environmental Protection (Controlled Waste) Regulations (2004)*
- *Code of Practice How to manage and control asbestos in the workplace*
- *Code of Practice How to safely remove asbestos*

2. Asbestos Management Plan (AMP)

The asbestos management plan (AMP) sets out how asbestos or ACM that is identified at the workplace will be managed, for example, what, when and how it is going to be done.

The AMP outlines the steps to be taken to eliminate or otherwise minimise the risks of exposure to airborne asbestos fibres, including the identification of ACM, risk assessments and the implementation of control measures.

The objective of these measures is to prevent any exposure to airborne asbestos fibres and thereby reduce the incidence of asbestos-related diseases.

The existence of a documented plan does not diminish the requirement to remove asbestos containing material (ACM), if removal is the most appropriate control option. Curtin's default position is that ACM is to be removed during renovation refurbishment and/or maintenance rather than other control measures such as enclosure, encapsulation or sealing, unless there is greater risk in doing so. In this case the

ACM is to be left in situ Health & Safety (H&S) MUST be consulted prior to this decision being implemented.

These requirements and controls extend to all building users including, University workers, students, visitors and contractors.

3. Objective to Preventing Health Risks from In-Situ Asbestos Containing Materials

Management and control of all 'in situ' ACM is essential. The well-known adverse health consequences of exposure to airborne asbestos fibres can be prevented if precautions are taken and appropriate procedures are followed.

The risks posed by ACM depend on the nature and condition of the materials and the potential for disturbance and exposure.

Curtin University's main requirements for managing the risks of ACM exposure in the workplace are too:

- develop, implement and maintain an AMP
- identify and label all ACM in the workplace, as far as is practicable
- develop and maintain a register of the identified or presumed ACM, including details on their locations, accessibility, condition, risk assessments and control measures
- introduce control measures to prevent, as far as practicable, the generation of airborne asbestos fibres and exposure to airborne asbestos fibres
- ensure control measures are implemented as soon as possible and are maintained as long as the ACM remain in the workplace

4. Asbestos Materials Register (AMR)

The University's Health and Safety Department will maintain an accurate register of ACM. This register shall contain the following information:

- details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white), as well as details on any material presumed to contain asbestos, or any inaccessible areas that are likely to contain ACM
- the date(s) on which any inspection/identification was made and details on the competent person(s) who carried out the inspection/identification
- the results of any analysis that has confirmed a material in the workplace is or is not an ACM
- the date when any risk assessment was made, and details on the competent person(s) who carried out the assessment
- the findings and conclusions of any risk assessment, including any reviews or revisions of the risk assessment
- the results of any air monitoring for airborne asbestos fibres and an assessment of these results
- the control measures recommended and decided upon as a result of any risk assessment
- any removal, maintenance or service work on an ACM, including the company or persons involved, the date and scope of the work undertaken and details on clearance certificates

H&S shall ensure that the register is made available to University stakeholders and Curtin Responsible Officers who will provide the register to consultants, contractors, and personnel involved in maintenance or modifications of the property (and fit outs if applicable).

5. Responsibilities

State legislation sets out specific requirements concerning ACM. Before commencing any work that may disturb ACM in the workplace, the relevant legislation should be checked to ensure there will be full compliance with these legal obligations.

Refer to:

- Work Health and Safety (General) Regulations 2022
- Code of Practice: How to manage and control asbestos in the workplace
- Code of Practice: How to safely remove asbestos

5.1. Responsibilities of Key Personnel

The key personnel at the University who are responsible for the implementation and maintenance of the AMP are detailed below. These responsibilities include but are not limited to the following.

5.1.1. Director Health & Safety

The Director of Health & Safety will:

- Ensure the AMP is reviewed every 5 years or as required under R.430 in the Work Health and Safety (General) regulations 2022.
- Ensure the AMP is accessible to relevant University staff, students and contractors
- Ensure resources, human and financial, are allocated to enable implementation and maintenance of the AMP

5.1.2. Health and Safety Advisors

Designated Health and Safety Advisors will:

- Ensure all incidents involving the actual or potential exposure to asbestos fibres are investigated and recommendations are closed out in as per the [Incident and Hazard Reporting and Investigation Procedures](#).
- Ensure the AMR is maintained and available to anyone entering the site to perform work; as well as providing a copy of this AMP with all AMR requests
- Ensure a competent person provides information and advice to relevant staff, students, Responsible Officers, contractors, consultants, other Health and Safety Advisors, Health and Safety Representatives and building occupants, on matters relating to asbestos management and ensure that concerns regarding asbestos are dealt with in a timely and satisfactory manner
- Provide relevant information and advice in response to emergency situations involving asbestos
- Review, maintain and update the AMR every 12 months or earlier where:
 - A risk assessment indicates the need for reassessment
 - The asbestos management plan is reviewed under regulation 430

- Further asbestos or ACM is identified
- Asbestos is removed from, disturbed, sealed or enclosed at the workplace

(The review will include the results of the visual inspection undertaken)

- Coordinate annual Management surveys across relevant campuses of known ACM locations
- Implement recommendations made in the management surveys reports
- Review as part of the permit process all Asbestos Removal Control plans, safe work method statements (SWMS) and other documents provided by the certified removalist
- Sample suspected ACM, send to a NATA laboratory, provide results to relevant stakeholders and update the AMR
- Ensure that when management or control of the workplace is relinquished, a copy of the applicable AMR is given to the person assuming management or control of that workplace

5.1.3. Curtin Responsible Officers/Delivery Managers/Contract owners

- Assess at inception, planning and construction phase of a project, the requirements to implement the provisions of the AMP. This will address:
 - Access to the AMR noting that, the register records 'accessible' ACM only
 - The requirement to undertake a refurbishment and demolition survey is the default position, unless there is clear evidence presented to and agreed by Health & Safety that no ACM will be disturbed during works. (Please note: No assessment can be regarded as absolute)
- Ensure instructions and documentation is provided to consultants and/or contractors, including provision of the AMP requirements. This includes:
 - Notifying contractors and/or consultants of the requirements to complete the University's contractor induction via the Rapid Global system
 - Providing the AMR and the AMP to contractors and/or consultants or workers requiring such information as part of their work
 - Ensuring contractors adhere to procedures in place for the control of contractors or personnel who may come into contact with ACM during the course of their work
 - Ensuring that only licensed contractors are engaged (as per State Regulations) for all asbestos work and for the maintenance or removal of other asbestos products
 - Requiring that a safe work method statement (SWMS) is conducted for any operation that may disturb asbestos
 - Taking reasonable steps to prevent asbestos being removed or disturbed without prior notification to the University's H&S department
 - Liaising with site management and providing immediate response to emergency situations in conjunction with emergency services and H&S when the emergency involves asbestos
- Ensure that the contractor retains and records all documentation e.g.: meeting minutes and reports reflect requirements of contract documentation requirements

- Review the Contractors ARCP, SWMS and/or Risk Assessments prior to work commencing and if required send to H&S for additional review
- Notify the designated Health and Safety Advisor or H&S team when any ACM listed on the AMR has been disposed of
- Remove, where practicable, any ACM within the demolition site or refurbishment area, during the project or treat the ACM in accordance with the Code of Practice “How to safely remove asbestos”
- Ensure the requirements for Demolition and Refurbishment work is documented and instructed to contractors
- Ensure all companies/contractors have completed the Curtin Contractor Pre-Qualification process & are “Compliant” prior to commencing work on campus. All workers carrying out works are to be inducted via the online system
- Stop work where an Asbestos Contractor does not perform to the required health, safety or environmental standards, or in line with their safe work procedures/risk assessment or job safety analysis
- Apply for an Asbestos Removal Permit
- Providing H&S with all documentation relating to ACM received from contractors to the asbestos inbox (asbestos@curtin.edu.au) This information could include but not be limited to:
 - Air monitoring reports
 - Clearance Certificates
 - Disposal notices
 - Asbestos removal control plans
 - Sample results
 - Risk Assessments

5.1.4. University Workers

- Comply with policies and procedures implemented by the University, including the Health and Safety Policy
- Report newly discovered asbestos related hazards including accidental disturbance & unexpected finds to their supervisor and/or designated Health and Safety Representative
- Inform Curtin’s H&S Department immediately, via telephone – 9266 4900 and then via Curtin’s [online incident reporting system](#) (CHARM)
- Cease any activity which may cause further disturbance to the asbestos containing material
- Isolate the area to restrict access

5.1.5. Contractors / Consultants undertaking asbestos removal

Asbestos removal work is high risk work and requires an Asbestos Removal Permit. Licensed asbestos removalists, maintenance contractors and sub-contractors should consult with the

designated Curtin Responsible Officer to finalise the Asbestos Removal Permit. All parties, as indicated above, should be provided with a copy of the completed permit.

The Contractor shall contact the relevant State WHS authority to determine whether approval is required from this authority (5 days' notice is required as a minimum).

Contractor's responsibilities in relation to asbestos include the following:

- Read the University's AMP and sign off to acknowledge their duties and responsibilities in respect to asbestos management
- Fully assess the risk of contact/disturbance of ACM, taking into account an assessment of the contract documents and the contents of the AMR
- Ensure a Safety Management Plan as per current Western Australian legislation, has been developed and includes the requirement for a site specific induction to be completed by all workers and/or sub-contractors
- Provide a written safe system of work for operations which may disturb asbestos, in the form of an ARCP
- Organise independent air monitoring & provide the results to the Curtin Responsible Officer (this is required for all removal)
- If involved in demolition work, the contractor must provide an emergency procedure to the Curtin Responsible Officer which will outline how to minimise the risk of exposure of workers and persons in the vicinity of the demolition site and ensure the exposure standard is not exceeded, so far as reasonably practicable and aligned to the University Emergency Response Plan
- Ensure all plans, processes, and assessments meet legislative requirements and have been provided to the University Responsible Officer
- Provide Safe Work Method Statements or Risk Assessments and Job Safety Analysis to their workers and/or sub-contractors and ensure that these workers and/or sub-contractors carry out their work in compliance with relevant legislation, Codes of Practice and their company's safe work methods as well as demonstrating an acceptable level of safety performance
- Attend meetings, including but not restricted to, pre-start, project progress and handover meetings
- Ensure that the right person is employed for each job, considering the type of work to be performed, licences, training, certificates and qualifications required
- Must not use, or direct or allow a worker to use, certain equipment on asbestos that causes the release of airborne asbestos fibres, other than some types of equipment which may be used in controlled circumstances
- Ensure all employees complete the University online contractor induction
- Consult with the Curtin Responsible Officer to arrange access to the Site
- Immediately report any incident, injury, or hazards and any incidents of non-compliance with the relevant legislation & Curtin requirements, including the AMP that has or may have occurred to their Supervisor and via Curtin's [online incident reporting system](#) (CHARM)
- Report immediately to the Supervisor, Curtin Responsible Officer and/or Curtin H&S any perceived asbestos risk or if there has been any potential exposure to asbestos and participate in any investigation that may be instigated

- Supervise and consult with workers on all asbestos removal works
- Where site conditions alter, the contractor must engage licensed assessors who will adjust the level of testing and inspection as well as taking any measure necessary to ensure the continued health and safety of the Contractor and building occupants is obtained
- Conduct asbestos removal work safety inspections regularly as per their Asbestos Removal Control Plan
- Upon job completion ensure all ACM's to be removed are labelled as per the legislative requirements. E.g. "ASBESTOS FREE" or "CAUTION ASBESTOS – DO NOT OPEN OR DAMAGE BAG. DO NOT INHALE DUST"
- Ensure necessary approvals have been obtained from the regulatory authorities prior to asbestos work when required
- Ensure no asbestos is removed or disturbed without prior notification to Curtin Health & Safety Department
- Complete the Asbestos Removal Permit and Asbestos Removal Permit Checklist

5.1.6. Contractors completing refurbishment or demolition work

- Prior to undertaking any work, ensure that a copy of the AMR has been made available or requested from your Curtin Responsible Officer for your review.
- Ensure a refurbishment and demolition asbestos survey has been completed and the information provided to all stakeholders, if applicable; (The requirement to undertake a refurbishment and demolition survey is the Universities default position, unless there is clear evidence presented to and agreed by Health & Safety that no ACM will be disturbed during works)
- Provide a copy of the AMR and survey of the area to workers undertaking the refurbishment or demolition
- Ensure a site specific and task based risk assessment in the form of a JSA or SWMS has been developed that includes a reference to asbestos and signed off by workers working in the designated area
- Provide to the University and H&S electronic copies of:
 - the Refurbishment and Demolition survey report
 - the AMR (using the Curtin University template) in Microsoft Excel format, unprotected with appropriate remarks in the comment's column
 - applicable photos
 - certificates of analysis
 - locations of samples indicated on an annotated drawing

All information for H&S is to be emailed to the asbestos inbox (asbestos@curtin.edu.au)

6. Accidental Asbestos Disturbance or Unexpected Finds

If you suspect that an ACM has been disturbed or found, then you should take the following steps immediately:

- Cease any activity which may cause further disturbance to the ACM
- The surrounding area should be evacuated as soon as possible without causing alarm
- Isolate the area to restrict access
- Inform Curtin H&S by telephone 9266 4900
- Report all incidents, no matter how small, on the University [online incident reporting system](#) (CHARM) , including details of all staff that may be affected.
- Curtin H&S will check the AMR to find out if there is any ACM in the affected area

7. Demolition and/or Refurbishment Work

A demolition or refurbishment survey must be completed prior to any refurbishment or demolition being undertaken. This includes work within a ceiling or roof space.

The Contractor Project Manager and/or the Curtin Responsible Officer will review the AMR and consider the following questions in relation to demolition or refurbishment work:

- Where is the asbestos located in relation to the proposed demolition or refurbishment?
- Are there any inaccessible areas that are likely to contain asbestos and that will be disturbed as a result of the demolition or refurbishment?
- What is the type and condition of the asbestos?
- What is the quantity of the asbestos?
- What is the method of demolition or refurbishment and how will it affect the ACM?
- If there is a likelihood that asbestos will be disturbed during the demolition or refurbishment, can it be removed safely before work commences and how can this be done?
- Is a procedure available to manage the risk of exposure to asbestos in the event of an emergency where a structure or plant is to be demolished? Note that the procedure must include notification to the regulator.

8. Asbestos Requirements

8.1. Legislative Requirements

In WA, asbestos is regulated under the following Acts and Regulations.

- [Work Health and Safety Act 2020](#)
- [Work Health and Safety \(General\) Regulations 2022](#)
- [Code of Practice: How to safely remove asbestos](#)
- [Code of Practice: How to manage and control asbestos in the workplace](#)

- Environmental Protection (Controlled Waste) Regulations 2004

8.2. Duty of Care

The Work Health and Safety (General) Regulations 2022 state that:

- A PCBU must ensure exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable and if not reasonably practicable to eliminate exposure to airborne asbestos – exposure is minimised so far as is reasonably practicable
- A person with management or control of a workplace must ensure so far as is reasonably practicable that all ACM at the workplace is identified by a competent person
- A person with management or control of a workplace may identify ACM by arranging for a sample of material at the workplace to be analysed for the presence of asbestos. If the person with management or control of a workplace arranges for analysis the sample must be analysed by a NATA accredited laboratory
- A person with management or control of a workplace must ensure that the presence and location of ACM identified is clearly indicated and if reasonably practicable indicate the presence of ACM by a label
- A person with management or control of a workplace must ensure that a register is prepared and kept at the workplace. That the register is maintained to ensure the information is up to date.
- A person with management or control of a workplace where an asbestos register is kept must ensure that the register is reviewed and as necessary revised if:
 - The AMP is reviewed
 - Further ACM is identified
 - asbestos is removed from, or disturbed, sealed or enclosed at the workplace
- A person with management or control of a workplace where an asbestos register is kept must ensure that the register is readily accessible
- A person with management or control of a workplace must ensure that a written plan (an asbestos management plan) for the workplace is prepared
- A person with management or control of a workplace must ensure that a copy of the asbestos management plan is readily accessible
- A person with management or control of a workplace must ensure that has an asbestos management plan must ensure that the plan is reviewed and revised in the following circumstances:
 - There is a review of the register or a control measure
 - Asbestos is removed from, disturbed, sealed or enclosed at the workplace
 - The plan is no longer adequate for managing asbestos or ACM at the workplace
 - A HSR requests a review
 - At least every 5 years

8.3. Asbestos Identification Competencies

Only competent persons may take a sample of suspected asbestos on the University Campus. Confirmation of ACM is required from a NATA accredited laboratory.

8.4. Health Monitoring

The University must ensure health monitoring is provided to a worker if they are at risk of exposure to asbestos when carrying out:

- Licenced asbestos removal work
- Other ongoing (unlicenced) asbestos removal work
- Asbestos related work

Note: No Curtin worker is to carry out removal work

Health monitoring is based on:

- The potential for exposure
- The frequency of potential exposure
- The duration of the work being undertaken

Contractors are responsible for adhering to the requirements of the legislation in relation to health monitoring of their workers.

Workers must be informed of any health monitoring requirements before the worker carries out work that may expose them to asbestos.

8.5. Training

A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

This includes the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

In addition to the above training a PCBU must ensure that workers engaged by the person, whom the person reasonably believes may be involved in asbestos removal work or in the carrying out of asbestos-related work, are trained in the identification and safe handling of, and suitable control measures for, asbestos and ACM.

8.6. Licencing

A licence is required in Western Australia for the removal of materials that contain asbestos. Only a licence holder may carry out this type of work at Curtin University.

There are two types of licence:

Class A

Can remove any amount or quantity **of** asbestos or ACM, including:

- Any amount of friable asbestos or ACM
- Any amount of ACD
- Any amount of non-friable asbestos or ACM

Class B

Can remove:

- Any amount of non-friable asbestos or ACM
- Any amount of ACD associated with the removal of non-friable asbestos or ACM

Note: Curtin requires all removalists/companies to hold a valid and current licence issued by WorkSafe WA

8.7. Controlling the risks

The removal of ACM poses additional hazards. When required, the University shall engage a licensed removalist/ contractor for the removal of asbestos on University occupied facilities. University workers shall not remove ACM. Air monitoring is required by an independent & competent person for all removals (with possible exception based on a risk assessment of non-friable ACM removals in outdoor locations).

The goal is to have a workplace free from asbestos. Removal may be the most appropriate way to achieve this, if it is not reasonably practicable to remove asbestos, then other control measures must be implemented to ensure people are not exposed to airborne asbestos, including either enclosing or sealing the asbestos.

Enclosing asbestos

Where it is not reasonably practicable to remove asbestos, the preferred alternative control measure is enclosure.

Enclosure is the creation of a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances. Enclosure creates a separate physical barrier that prevents access to the asbestos and therefore minimises the potential for exposure to airborne fibres. Enclosure should only be used on non-friable asbestos.

Encapsulating and sealing asbestos

If the asbestos cannot be removed or enclosed, encapsulation or sealing is the next preferred control measure.

Asbestos that is encapsulated in a resilient matrix (E.g. in reinforced plastics, vinyls, resins, mastics, bitumen, flexible plasters and cements) has little opportunity to release airborne asbestos unless the matrix is damaged.

This type of encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact. Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos.

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne asbestos. Sealing asbestos is the least effective method for controlling the release of airborne asbestos. It should only be considered as an interim control while a more effective control such as removing or enclosing can be implemented. The process either coats the material, reducing fibre release, or binds the fibres together. Asbestos should be sealed, coated or painted to protect it.

DOCUMENT CONTROL

CONTACT DETAILS	
Contact	Health & Safety Ph: (08) 9266 4900 asbestos@curtin.edu.au
Approval Authority	Director, Health & Safety

REVISION HISTORY		
Revision #	Date	Amendment Description
1	06/08/2013	New Plan
2	11/06/2014	<ul style="list-style-type: none">• Change to Clearance Certificate and Air Monitoring requirements• Change title from Health and Safety to Health, Safety and Emergency Management
3	9/7/2014	Updated plan to include Contractors completing refurbishment or demolition work responsibilities
4	2/9/2014	Addition of the definition of Type 3 Survey
5	16/6/2014	Updated sections 6.1.4 and 6.1.7
6	17/02/2015	Updated section 4 and annual review
7	30/11/ 2016	Annual review
8	15/04/2020	Update to include removal of references to HSEM, amend review schedule to 3 yearly, to improve clarity & to streamline document while still maintaining the intent of the plan.
9	17/05/2022	Updated sections 1 and 8.1 to comply with current Health and Safety legislation.
10	28/8/2023	Full review to align with legislation and new Codes of Practice