

# Procedure C 310

## Asbestos Risk Management Guideline



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### INTENT

To provide guidance on compliance and the management of Asbestos Containing Materials in work places.

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### Introduction

Asbestos is the name given to a group of fibrous silicate minerals that occur naturally in the environment. Asbestos was commonly used in a wide variety of industrial, manufacturing, building and construction applications in Australia between the 1940s and late 1980s. It has been used in the manufacture of numerous products because of its durability, fire resistance and excellent insulating properties.

The three main types of asbestos are:

- chrysotile (often called white asbestos)
- crocidolite (often called blue asbestos)
- amosite (often called brown asbestos).

Other less common forms of asbestos include actinolite, anthophyllite and tremolite.

All types of asbestos can be damaging to health. Generally the presence of asbestos material in the workplace is a low risk unless it is broken, in poor or deteriorated condition, or disturbed during activities that produce dust containing asbestos fibres. This risk is often less than the exposure risk of removing the material and it is preferred to manage the material in place.

Asbestos Containing Material can be friable or non-friable.

Friable Asbestos Containing Material when dry may be crumbled, pulverised or reduced to powder by hand pressure.

Non-friable Asbestos Containing Material is usually bonded or mixed with cement or similar material and cannot be crumbled, pulverised or reduced to powder by hand pressure.

Some examples of non-friable Asbestos Containing Material that can become friable as a result of a work process such as drilling , cutting or collision or long term deterioration.

### Limitations of this Procedure

This Procedure does not apply to inadvertent asbestos material which may be found in the recycling stream as a result of contamination in community recycling bins. This will be managed by separate HSE management plans and site procedures.

This Procedure does not remove obligations of sites to be aware of and comply with relevant State WHS laws, but compliance with this procedure will generally ensure such compliance.

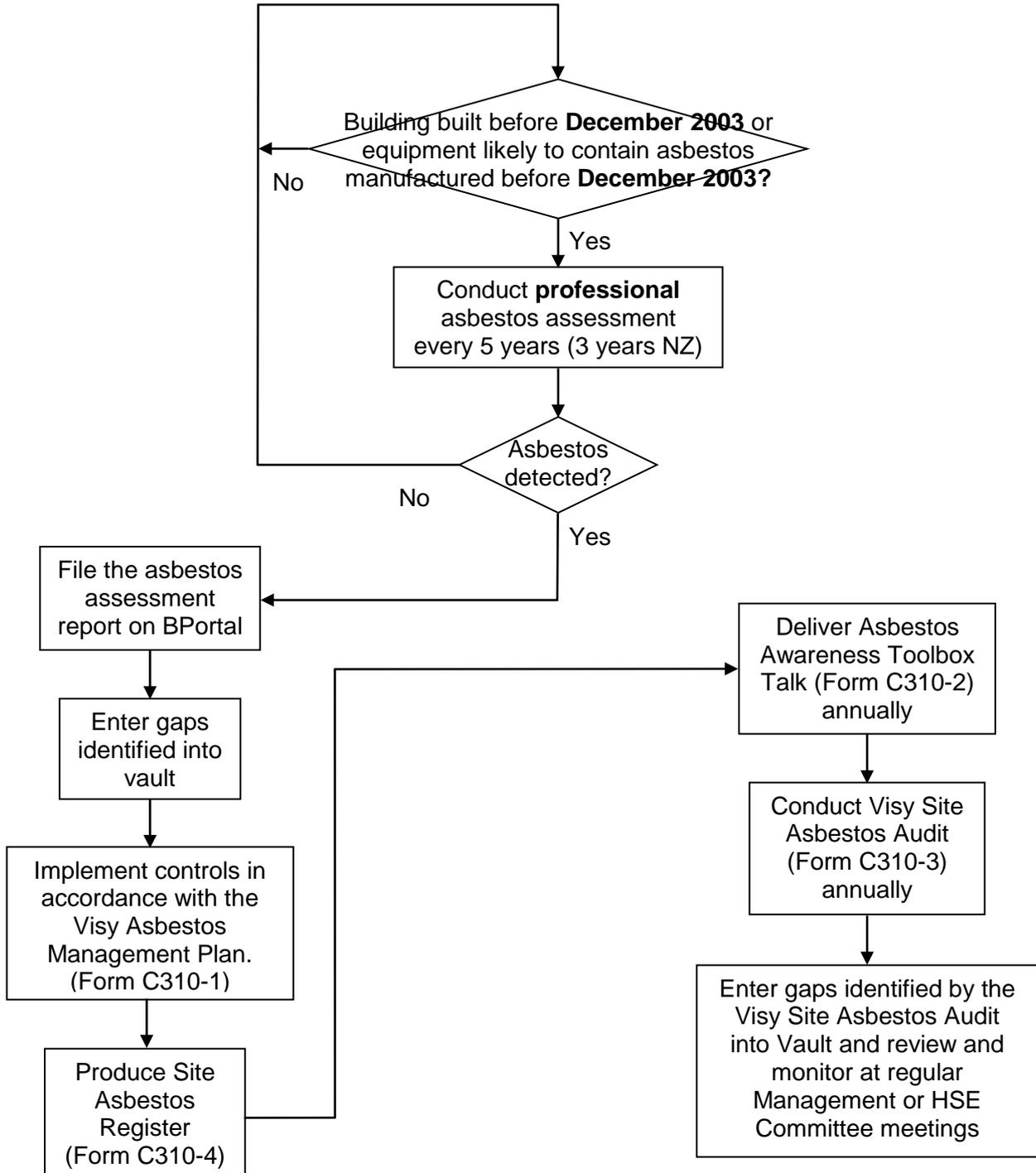


# Procedure C 310

## Asbestos Risk Management Guideline



### Asbestos Risk Management Approach



# Procedure C 310

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### Plan - Identify the nature of the risk.

- Asbestos was widely used as construction and insulation material in buildings until the late 1980s when bans on its manufacture and use were put in place. However, the use of asbestos was only completely prohibited on 31 December 2003. As the bans were not absolute prior to 2003 and building materials may have been stockpiled, stored, or recycled and used, it is possible that asbestos may be present in buildings that were constructed up to 31 December 2003 and possibly later. Accordingly, any building built before **December 2003** or equipment likely to contain asbestos manufactured before **December 2003** is required to undergo a professional asbestos assessment every five years (three years in New Zealand).
- **Self assessment is not acceptable** due to the subtle ways in which asbestos can be incorporated into building products and equipment.
- The asbestos assessment report is to be filed on the Asbestos section of the Safety and Environmental Services functional area on BPortal.
- Any gaps identified in the asbestos assessment are to be entered into vault as a site hazard.
- The Visy Site Asbestos Reports summary located in the Asbestos section of the Safety and Environmental Services functional area on BPortal is to be updated.
- Asbestos Assessments of pre 1990 equipment and buildings used by Visy but not owned by Visy are to be filed as above, along with the update of the Visy Site Asbestos Reports summary. The owner of such equipment should be responsible for the Asbestos Assessment.

Sites with identified Asbestos Containing Material shall:

### Implement

- Implement controls in accordance with the Visy Asbestos Management Plan. See Form C310-1
- Ensure staff are aware of the presence and proper handling of asbestos material by ensuring that all asbestos is appropriately labelled as defined in the Asbestos Management Plan and that staff are adequately informed. Refer to the Asbestos Awareness Toolbox Talk Form C310-2 to be delivered at least annually to all employees.

### Check

- The Asbestos Management Plan Controller (or delegate) conducts the Visy Site Asbestos Audit at least annually to ensure the asbestos management strategies are being implemented. See Form C310-3.

### Act

- Action items to address gaps identified by the Visy Site Asbestos Audit are to be reviewed and monitored at regular Management or HSE Committee meetings and entered into Vault (Organiser / Compliance / Audit)

### Asbestos Identification

All asbestos in workplaces must be identified so far as is reasonably practicable. If there is any uncertainty about the presence of asbestos, it must be assumed that it is asbestos or a sample of the suspected material should be analysed for confirmation. Asbestos in workplaces must be clearly identified and, if reasonably practicable, labelled.

A **site asbestos register** must be produced and readily accessible and kept up to date with all relevant information about the identified Asbestos Containing Material. The register must include a record of:

- the location of the asbestos
- the type of Asbestos Containing Material
- the nature of the Asbestos Containing Material (friable or non-friable)
- the condition of the asbestos containing material
- any work activities that may affect or cause damage or deterioration to the Asbestos Containing Material.

Refer to Form C310-4

The site asbestos register must be reviewed whenever there is a change to the condition of any asbestos or if it is removed, enclosed or sealed. Regardless of any changes, the register must be reviewed every five years (three years in New Zealand) and revised if necessary to keep it current.

The following images indicate a range of Asbestos Containing Material in the workplace.



Asbestos cement roofing



Vinyl tiles containing asbestos



Pipe wrapped with asbestos lagging



Sprayed asbestos

# Procedure C 310

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Fire-rated door containing asbestos



Asbestos-containing switchboard



Asbestos insulation in electrical fuse



Asbestos-containing gasket

Other examples of Asbestos Containing Material in the workplace include:

- asbestos-containing brakes in various plant, such as press machines
- boilers that are insulated with asbestos-containing insulation

## Controlling Risk

### Demolition and refurbishment work

The site asbestos register must be reviewed before undertaking any demolition or refurbishment work.

If asbestos is present and is likely to be disturbed by the demolition or refurbishment work, it must be removed. In the case of demolition, the asbestos must be removed before work starts.

### Asbestos removal

Asbestos removal work must be performed by an asbestos removal licence holder and/or their employees who are appropriately trained and instructed to perform the removal work safely. Refer to the Visy Asbestos Management Plan.

### Training and Awareness

Information, training and instruction provided is to be suitable and adequate, having regard to the nature of the work carried out by the worker and the nature of the risks associated with the work and the control measures implemented.

# Procedure C 310

## Asbestos Risk Management Guideline



### Asbestos Disposal

Where any Asbestos material is to be disposed of, the site must contact the Safety and Environment Team for advice on local requirements for Special Waste Disposal.

### Tools:

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1. Form C310-1 Visy Asbestos Management Plan
2. Form C310-2 Asbestos Toolbox Talk
3. Form C310-3 visy Site Asbestos Audit
4. Form C310-4 Site Asbestos Register Template
5. SWP 05 Safe Working Practice - Removal of Asbestos Gasket Material (Non Friable)
6. SWP 06 Safe Working Practice - Asbestos Small Work < 10m<sup>2</sup>