An Asbestos management Plan is a requirement of the Work Health and Safety Regulations 2012. This document is a Sample Asbestos Management Plan for worksites to use.

**ASBESTOS MANAGEMENT PLAN**

**NAME OF WORKPLACE:**

**…………………………………………………………………...**

**NAME OF WORKPLACE OFFICER:**

**………………………………………………………**

**NAME OF WORKPLACE WHS CO-ORDINATOR:**

SAMPLE

**……………………………………....**

**DATE PREPARED:**

**………………………………**

**ASBESTOS REGISTER DATE LAST REVIEWED:**

**……………………………………...**

**This Plan has been prepared in accordance with Chapter 8 - Asbestos of the Work Health and Safety Act 2012**

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This table is to be used to note any amendment to the Asbestos Management Plan

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| --- | --- | --- | --- | --- |
| **Version** | **Section Amended** | **Amendment** | **Date Created** | **Author/s** |
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| SAMPLE |  |  |  |  |
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# Introduction

In accordance with these obligations, CCES has developed an Asbestos Management Plan to be used following the identification of Asbestos-Containing Materials (ACM) through the Asbestos Register conducted at all CCES workplaces. This Asbestos Management Plan should form part of the CCES Catholic Church Safety Manual (CCSM).

In Completing the Table of Requirements please refer to the CCES CCSM Procedure Document No. 4 Asbestos.

# Responsibilities

## **PCBU/Officers/Workers**

Refer to the Catholic Church Safety Manual.

## **Worksite**

The asbestos register and asbestos management plan will be made available to any contractor who attends the site that may be required to conduct work where asbestos has been identified.

1. **Table of Requirements**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Verification** | **Action** |
| 1. Identification of Asbestos   SAMPLE | * Asbestos Register. | Is kept at reception and is to be reviewed at least once every 5 years.  The register was developed by Carter Corp on May 16 1998 and has been updated once every 12 months, the last time being 16 May 2013. |
| 1. Signage | * Labels are secured and clearly visible on the transportable buildings. * Signs are placed on walls of buildings 2 & 3 where the asbestos is on second storey eaves | Inspect labels and signs once every 12 months and record findings on the Annual Asbestos Inspection Form (4b) or similar. The last inspection was conducted on July 7 2013 |
| 1. Planned asbestos removal | * As the ACM on the transportable buildings and buildings 2 & 3 is stable and in good condition, there is no immediate plan to remove any of the ACM in the short term. | The cost of removing the asbestos has been quoted at being $78,000. We will budget for the removal of the asbestos over the next 3 years. |
| * Inspection. | The ACM will be inspected once every year for any damage and repair immediately. The last inspection was conducted on July 7 2013 |
| * Safe Work Procedures. | The Catholic Church Safety Manual Document No. 4 outlines all the safety procedures and requirements for the management of asbestos. |
| 1. Damaged Asbestos | * Ensure any damaged asbestos is actioned immediately. | Joe Bloggs will obtain an asbestos PPE kit from Mitre 10 and depending on the damage, hairline cracks can be sealed with vinyl adhesive sheet or can be hand painted, whereas minor damage to asbestos cement sheeting can be encapsulated (i.e. covered / patched / sealed) by using a non-asbestos cement sheet. |
| 1. Accidents,   SAMPLE  Incidents and Emergencies | * Exposure. | In the case of exposure to any person from asbestos containing dust the following must occur;   * Send the person for medical assessment. * Organise for air monitoring to be conducted as soon as possible. * Record the exposure on the Incident database, investigate the reason for exposure, identify the root causes and implement appropriate control measures. * Record the persons details on the National Asbestos Exposure register via the following link [Asbestos Register](http://asbestossafety.gov.au/sites/asbestossafety.gov.au/files/national_asbestos_exposure_register_form.pdf) * Ensure all health monitoring requirements are met in line with the Work Health & safety regulations 2012 Part 5—Asbestos at the workplace Division 1—Health monitoring. |
| 1. Risk assessments | * Risk assessments must be conducted on the impact to the site where any work on or removal of asbestos is performed. | * Site risk assessments have been conducted on the impact to the site where asbestos has been removed. * Joe Bloggs as yet has not had to conduct any work on ACM but will conduct a risk assessment if the need arises. |
| 1. Training | * Any person working on asbestos is required to complete appropriate training. | * Joe Bloggs has attended an Asbestos Awareness Course on September 16 2012 Conducted by the Plumbing Industry Association South Australia. |
| 1. Consultation,   Cooperation and  Coordination | * Removal of ACM 10 square metres or less. | * Joe Bloggs will remove any ACM 10 square metres or less in line with the requirements of the How to safely Remove Asbestos Code of Practice. |
|  | * Removal of ACM greater than 10 Square Metres. | * Any removal of ACM greater than 10 square metres will be conducted by a licenced asbestos removalist. |
|  | * Access to the asbestos register. | * Any person working on or removing ACM must be shown the asbestos register and asbestos management plan. |
| SAMPLE | * Notification to workers and other persons. | * Workers and other persons that may be affected must be informed of any work on or removal of ACM. |