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ASBETOS MANAGEMENT POLICY

Section	Safety, Health and Wellbeing		
Approval Date	09.08.2018	Approved by	Council
Next Review	25.07.2021	Responsibility	Chief Executive
Last Reviewed	25.07.2018	Key Evaluation Question	6

PURPOSE

NMIT is committed to managing asbestos-containing materials in such a way that the materials do not, so far as is reasonably practicable, present health risks to team members, students, contractors or visitors at NMIT campuses.

SCOPE

This policy applies to all buildings and equipment owned or leased by NMIT.

DEFINITIONS

The definitions of specialist terms relevant to this policy are listed below:

Asbestos	a term describing naturally occurring fibrous silicate minerals (rock-forming minerals). There are two groups, and six common types: <ul style="list-style-type: none"> (a) actinolite (b) grunerite (or amosite) (brown) (c) anthophyllite asbestos (d) chrysotile asbestos (white) (e) crocidolite asbestos (blue) (f) tremolite asbestos.
Asbestos-containing material (ACM)	any material or thing that, by its design, contains asbestos.
Asbestos Management Plan	a written plan that has the following information: <ul style="list-style-type: none"> (a) where asbestos or ACM is identified and located within the workplace (b) decisions, with reasons, about how the asbestos is managed in the workplace (c) how incidents and emergencies involving asbestos will be managed in the workplace (d) about the workers who carry out work involving asbestos

PCBU	'Person Conducting a Business or Undertaking'. In most cases a PCBU will be a business entity, such as a company. However, an individual carrying out business as a sole trader or self-employed person would also be a PCBU.
Reasonably practicable	actions that are (or were at a particular time) reasonably able to be done to ensure health and safety. In deciding what actions to take, the PCBU must consider the hazards and associated risks, how serious the harm could be, what a person knows or ought reasonably to know about the risk and ways of controlling it, what measures exist to control the risk, and how available and suitable the controls are.
Workers	A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (eg managers are workers too).

RESPONSIBILITY

Council	<ul style="list-style-type: none"> • approves NMIT's Asbestos Management Policy and Plan
Chief Executive	<ul style="list-style-type: none"> • ensures 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	<ul style="list-style-type: none"> • ensures that good, materials, plant or equipment containing asbestos are managed in accordance with legislative requirements and NMIT's Asbestos Management Plan
Campus Services Manager	<ul style="list-style-type: none"> • ensures that all NMIT buildings are surveyed to identify and assess asbestos risk • maintains Asbestos register and ensures it is available to team members and contractors that may be brought in contact with ACM as part of their work activities • manages building related asbestos as documented in the Asbestos Management Plan • ensures that PCBUs undertaking asbestos removal have the appropriate license, provides safe system of work and are monitored
Health and Safety Advisor	<ul style="list-style-type: none"> • ensures that NMIT's Asbestos Management Plan is maintained, reviewed at least every 5 years and kept up to date • provides advice on the Asbestos Management Plan and how to manage Asbestos work risks
Persons engaging contractors for construction or maintenance work	<ul style="list-style-type: none"> • complies with this policy and the Asbestos Management Plan • assesses the Asbestos register prior to any work to identify the risks of ACM and take any necessary actions outlined in the Asbestos Management Plan • makes available the Asbestos register to team members and contractors that may be brought in contact with ACM as part of their work activities

	<ul style="list-style-type: none"> ensures any PCBUs (contractors) carrying out work involving asbestos provides a safe system of work and are monitored
Procurement Responsibilities	<ul style="list-style-type: none"> Any person who has procurement responsibilities must make sure that no goods/materials or equipment are purchased which contain ACMs
Workers	<ul style="list-style-type: none"> participate in any training deemed necessary by their line managers follow all guidance and instruction as it relates to working with or around ACMs stop work immediately, if they find a product which they believe could contain asbestos, advise those in the immediate area and report their discovery to their line manager report to their line manager immediately, if they believe they have been exposed to asbestos

PRINCIPLES

NMIT is responsible for ensuring, so far as is reasonably practicable, that

- people working in or visiting NMIT buildings and sites are not exposed to airborne asbestos; and
- asbestos and asbestos-containing material (ACM) are managed in accordance with legislative requirements to prevent any health risk.

NMIT will

- ensure, so far as is reasonably practicable, that all asbestos and ACM at the workplace is identified by a competent person;
- prepare, maintain and review an Asbestos Register for each building under the NMIT's management or control and make it available to workers, their health and safety representatives and other relevant persons;
- prepare, implement, maintain and review an Asbestos Management Plan and make it available to workers, their health and safety representatives and other relevant persons;
- assess potential health risks due to asbestos fibres and ACM and implement control measures;
- review control measures to ensure they remain effective;
- remove or control asbestos or ACM that pose a health risk;
- regularly review and monitor identified areas containing asbestos or ACM to ensure they are, and remain in, good condition and do not pose a fibre exposure risk;
- ensure that workers carrying out asbestos related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM;
- consult and communicate with workers about asbestos awareness and safe work practices; and
- consult, coordinate and cooperate with other duty holders (e.g. tenants, building owners) regarding asbestos, ACM or work that involves asbestos or ACM.

PROCEDURE

For further information on procedures, refer to the Asbestos Management Plan

REFERENCES

INTERNAL

Asbestos Management Plan

Asbestos register in Assura

[Safety, Health and Wellbeing Policy](#)

[Health and Safety Manual](#)

EXTERNAL

[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](#)

[Approved Code of Practice: Management and Removal of Asbestos](#)